



CITY OF INDIANOLA COUNCIL MEETING

August 3, 2015

6:00 p.m.

Agenda

1. Call to order
2. Pledge of allegiance
3. Roll call
4. Public Comment
5. Consent
 - A. Approve agenda
 - B. July 20 and 25, 2015 Minutes
 - C. Applications
 1. A renewal refuse hauling permit for Wiegert Disposal
 2. A renewal Class "C" Liquor License, Sunday Sales Privilege and Outdoor Area for Chartwells - 701 N. "C" Street
 - D. Street usage request from Redeemer Lutheran Church - September 13, 2015 from 5:00 p.m. - 10:00 p.m. - will close the inside lane of the southeast corner of the square - between Salem and Howard Street
 - E. Block party from Marcia Peeler - 807 N. Buxton - on August 13, 2015 from 4:30 p.m. - 10:30 p.m.
 - F. Authorize past due ambulance bills of \$37,418.49 from January 1, 2015 through June 30, 2015 to be sent to the State Off-Set Program for collections
 - G. Annual adoption of council policy
 - H. Annual adoption of the fee schedule
 - I. Prior and final approval applications for urban revitalization designation
 - J. Claims on the computer printout for August 3, 2015
6. Council Representative Reports

- A.** Resolution approving salaries
- 7.** Council Reports
- 8.** Mayor's Report - Kelly Shaw
 - A.** Community Update
- 9.** Public Consideration
 - A.** Old Business
 - B.** New Business
 - 1.** Consider a motion calling for a public referendum to authorize the imposition of a Local Sales and Service Tax in the City of Indianola, Iowa at the rate of 1%
 - 2.** Consider resolution approving and authorizing execution of an Assignment of rights under the SHDC, LLC Development Agreement to Lincoln Savings Bank
 - 3.** Resolution setting regular date and time of council meeting
* 1st and 3rd Mondays starting at 6:00 p.m. and 7:00 p.m. respectfully
 - 4.** Consider resolution authorizing the certification of liens to the Warren County Treasurer for purposes of assessing the cost of the nuisance abatement against property
 - 5.** Consider purchase of a 2016 F-250 4x4 pickup and blade in an amount of \$36,586.38
- 10.** Other Business
- 11.** Adjourn

Information

Subject
July 20 and 25, 2015 Minutes

Information

Attachments

- July 20 Minutes
- July 25 Minutes

REGULAR SESSION – JULY 20, 2015

The City Council met in regular session at 7:00 p.m. on July 20, 2015. Mayor Kelly Shaw called the meeting to order and on roll call the following members were present: Greg Marchant, John Parker, Pam Pepper, Brad Ross and Greta Southall. Absent: Eric Mathieu.

Kathy Stanfield, Warren County Historical Society at 1400 W. 2nd – spoke against Sunday racing at the Warren County Fairgrounds especially during the Log Cabin Days events scheduled for September 26 and 27, 2015.

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

Approve agenda

July 6, 2015 Minutes

Applications - A renewal Class "C" Liquor License and Sunday Sales Privilege for The Zoo – 102 W. Ashland

Resolution No 2015-22 setting August 17, 2015 as a public hearing and first consideration for proposed amendment to Indianola Zoning District Boundaries As Shown On The Official Zoning District Map from C-2 (Highway Commercial) to R-5 (Planned Residential District) as requested by Steve Darr of Deer Run Golf Course and locally known as the 300 to 400 Block of South Y Street

Project acceptance and four year cash maintenance bond for the Sanitary Sewer Improvement within The Meadows Phase #3 in an amount of \$24,395.00 with Damen Moffitt of Moffitt Trenching

An additional one year extension to the Janitorial Contract with The Cleaning Crew for City Hall in an amount of \$4,333.33/month

Street usage request from the Warren County Historical Society - Log Cabin Days Parade - September 26, 2015 from 9:00 a.m. - 11:00 a.m. - the parade will start at the Warren County Administration Building, south on Buxton, east on Ashland, south on Howard, west on Salem to the Warren County Fairgrounds

Claims on the computer printout for July 20, 2015 and the June 2015 receipts

Council member Pepper moved to approve the following Resolution Approving Personnel Salaries. Council member Parker seconded the motion. On roll call the vote was, AYES: Southall, Parker, Ross, Marchant and Pepper. NAYS: None. ABSENT: Mathieu. Whereupon the Mayor declared the motion carried unanimously and the following resolution duly adopted:

RESOLUTION APPROVING SALARIES

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

The WCEDC report was presented by Council member Marchant.

The June 2015 City Treasurer's Report was approved on a motion by Parker and seconded by Southall. Question was called for and on voice vote the Mayor declared the motion carried unanimously.

It was moved by Pepper and seconded by Parker to approve the Mayor's nomination of Mike Rozga to the IMU Board of Trustees a term to begin immediately and expire January 2, 2019. Question was called for and on voice vote the Mayor declared the motion carried unanimously.

Council member Marchant moved to approve the request from Russ Sandquist to seek an Alternate Method of Approval of the Site Plan Ordinance at 507 East 2nd Avenue as recommended by the Planning and Zoning Commission. Council member Ross seconded the motion. Question was called for and on voice vote the Mayor declared the motion carried unanimously.

Meeting adjourned on a motion by Marchant and seconded by Parker.

Kelly B. Shaw, Mayor

Diana Bowlin, City Clerk

SPECIAL SESSION – JULY 25, 2015

The City Council met in special session at 8:30 a.m. on July 25, 2015. Mayor Kelly Shaw called the meeting to order and on roll call the following members were present: Greg Marchant, Eric Mathieu (via phone), John Parker, Pam Pepper, Brad Ross and Greta Southall (via phone).

Mayor Kelly Shaw announced that City Manager Eric Hanson will be resigning the end of August to take another position and thanked him for his service to the City of Indianola. The Mayor and Council discussed hiring a search firm, timeline and an Interim City Manager. It was the consensus of the Mayor and Council to hire a search firm, to begin immediately and to have an internal candidate serve as Interim City Manager until a new City Manager is hired.

Meeting adjourned on a motion by Parker and seconded by Mathieu.

Kelly B. Shaw, Mayor

Diana Bowlin, City Clerk

Information

Subject

A renewal refuse hauling permit for Wiegert Disposal

Information

In your packet is the renewal refuse hauling permit from Wiegert Disposal Inc. All the paperwork is in order for approval.

Attachments

Refuse Permit

CITY OF INDIANOLA

APPLICATION FOR A PERMIT

I (or We) hereby make application for a refuse hauling permit.

NAME AND TITLE OF BUSINESS WISBETH DISPOSAL INC.
NATURE OF BUSINESS TRASH COLLECTION
MAIL ADDRESS PO BOX 344 INDIANOLA IA 50160
INDIVIDUAL _____ PARTNERSHIP _____ CORPORATION X
NAME OF OWNER(S) JOHN WISBETH
RESIDENT STREET ADDRESS OF OWNER(S) 10881 40TH AVE INDIANOLA IA 50160

Provide a complete and accurate listing of the number and type of collection & transportation equipment to be used.

<u>License No.</u>	<u>Type of Collection</u>	<u>Transportation Equipment</u>
<u>42724</u>	<u>RES.</u>	<u>PACKER</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Provide a statement as to the precise location and method of disposal or processing facilities to be used.

SCILLA

Provide a complete description of the frequency, routes and methods of collection and transportation to be used and time of pick up.

RES + COMM 2xWK

A copy of your public liability insurance must be filed along with this application stating coverage of all operations of your business and all equipment and vehicles to be operated.

Signature of Owner John Wisbeth

Subscribed and sworn to before me, (a Notary Public) (City Clerk) in and for the City of Indianola this 17 day of July, 2015

Diana Buhl
~~Notary Public~~ City Clerk

Information

Subject

A renewal Class "C" Liquor License, Sunday Sales Privilege and Outdoor Area for Chartwells - 701 N. "C" Street

Information

This is a renewal of Chartwells liquor license located at 701 N. "C" Street. Staff has reviewed and approved. All of the paperwork is in order.

Attachments

Chartwells Permit

June 26, 2015

NAME OF APPLICANT: Chartwells – 701 N. "C" Street

TYPE OF LICENSE/PERMIT: Class "C" Liquor License, Sunday Sales & Outdoor Area

	<u>Date & Initial</u>	<u>Approve</u>	<u>Disapprove*</u>
Police Chief	<u>7/6/15 DB</u>	<u>✓</u>	<u>_____</u>
Fire Chief	<u>7/27 DMP</u>	<u>✓</u>	<u>_____</u>
B&Z Official	<u>7/6/15 C3</u>	<u>✓</u>	<u>_____</u>
Sign Compliance	<u>7/6/15 C3</u>	<u>✓</u>	<u>_____</u>

*Reasons for disapproval

Applicant License Application (LC0038736)

Name of Applicant: <u>Compass Group USA, Inc.</u>		
Name of Business (DBA): <u>Chartwells Dining Services</u>		
Address of Premises: <u>701 N C Street</u>		
City <u>Indianola</u>	County: <u>Warren</u>	Zip: <u>50125</u>
Business	<u>(515) 961-1851</u>	
Mailing	<u>2400 Yorkmont Rd.</u>	
City <u>Charlotte</u>	State <u>NC</u>	Zip: <u>28217</u>

Contact Person

Name <u>Tammy Cipriano</u>	
Phone: <u>(704) 328-4036</u>	Email <u>Tammy.Cipriano@compass-usa.com</u>

Classification Class C Liquor License (LC) (Commercial)

Term: 12 months

Effective Date: 08/23/2015

Expiration Date: 08/22/2016

Privileges:

Catering Privilege

Class C Liquor License (LC) (Commercial)

Outdoor Service

Sunday Sales

Status of Business

BusinessType: <u>Publicly Traded Corporation</u>	
Corporate ID Number: <u>[REDACTED]</u>	Federal Employer ID <u>[REDACTED]</u>

Ownership

C. Palmer Brown

First Name: <u>C. Palmer</u>	Last Name: <u>Brown</u>	
City: <u>Mt. Holly</u>	State: <u>North Carolina</u>	Zip: <u>28120</u>
Position: <u>Sr. VP, Secretary & Director</u>		
% of Ownership: <u>0.00%</u>	U.S. Citizen: <u>Yes</u>	

Adrian Meredith

First Name: <u>Adrian</u>	Last Name: <u>Meredith</u>	
City: <u>Waxhaw</u>	State: <u>North Carolina</u>	Zip: <u>28173</u>
Position: <u>CFO, President, & Director</u>		
% of Ownership: <u>0.00%</u>	U.S. Citizen: <u>No</u>	

Insurance Company Information

Information

Subject

Street usage request from Redeemer Lutheran Church - September 13, 2015 from 5:00 p.m. - 10:00 p.m. - will close the inside lane of the southeast corner of the square - between Salem and Howard Street

Information

In your packet is the request from Redeemer Lutheran Church to close the inside southeast corner of the square between Howard and Salem on September 13 from 5:00 p.m. - 10:00 p.m. - Bands for Helping Hands. Staff has reviewed and approved. The application was received on July 13, 2015.

Attachments

Application

Date: 7/13/15

Event Application

For Bands for Helping Hand

Event Date : September 13, 2015 (5:00 p.m. - 10:00 p.m.)

Staff Recommendation and Chamber Notification

Attached is an event application. Please review; add any comments you feel are necessary, such as concerns or other items to be considered regarding the request.

Initial and date under either approval or disapproval and pass on to the next department.

	Approve	Disapprove
Street Department – Ed Yando	<u>OK EY</u>	_____
Fire Department – Greg Chia	<u>OK GNC</u>	_____
Police Department – Brian Sher	<u>OK BS</u>	_____
City Manager – Eric Hanson	<u>OK EH</u>	_____
HR & Risk Manager – RoxAnne Hunerdosse	<u>RAH</u>	_____
Chamber of Commerce	Fax: 961-9753	

Comments:

Please return to Diana Bowlin by: ASAP

Thank you for your time and consideration!

Event Name: Bands for Helping Hands
Date/Time of Event: September 13, 2015 7:00 PM
Location of Event: Indianola Square SE Corner
Event Sponsor(s): Redeemer Lutheran Church

Contact Information:

Organization: Redeemer Lutheran Church
Contact Name: Russ or Jayma Sandquist
Address: 600 S. K St. Indianola
Telephone Number: Russ 515-707-3232 Jayma 515-556-4045
Cell Phone Number: — above
Fax Number: _____
Email Address: jayma sandquist@gmail.com
Today's Date: July 12, 2015

Anticipated Attendance: 100 Per Day 100 Total

Event Information:

Setup Begins	Date: <u>9/13/2015</u>	Time <u>5:00 pm</u>	Day of Week <u>Saturday</u>
Event Starts	Date: <u>9/13/2015</u>	Time <u>7:00 pm</u>	Day of Week <u>Saturday</u>
Event Ends	Date: <u>9/13/2015</u>	Time <u>9:15 pm</u>	Day of Week <u>Saturday</u>
Dismantle	Date: <u>9/13/2015</u>	Time <u>10:00 pm</u>	Day of Week <u>Saturday</u>


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:

We are holding an event featuring ^{church} the bands of ~~churches within the Indianola Ministerial Association~~ and highlighting a fund raising effort for Helpag Hand.

Please describe what streets you are planning to close:

none

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. 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.

This is a church sponsored event. No alcohol will be served. We are estimating less than 100 in attendance. We will have several individuals from the represented churches responsible for event coordination that will monitor the event for safety + will immediately contact the appropriate authorities if needed.

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

See above. ~~Additional~~

Please describe your plan for cleanup and removal of recyclable goods and garbage during and after your event. The involved churches will be

responsible for clean up and removal of garbage after the event.

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

RETURN PERMIT APPLICATION TO:

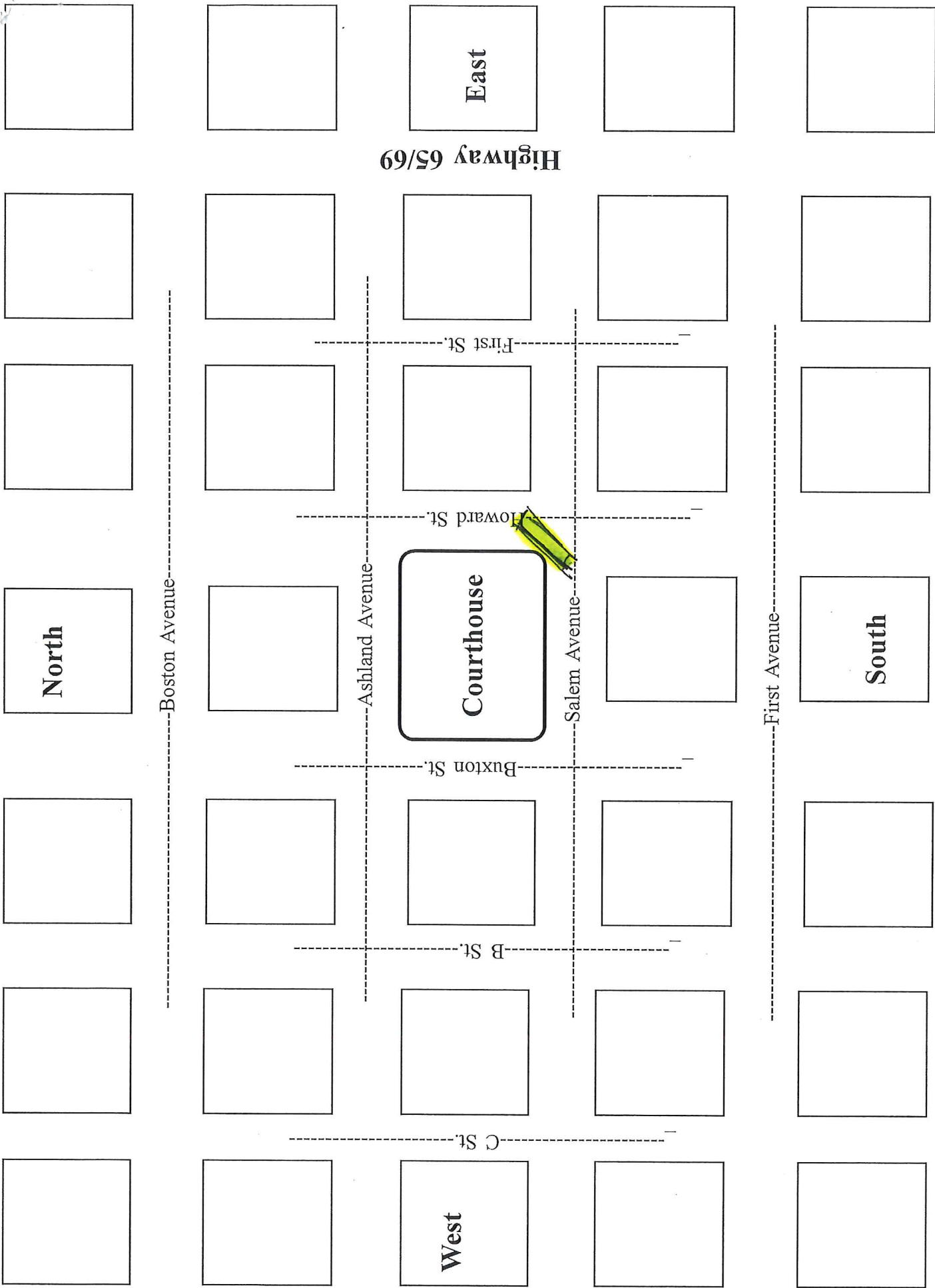
110 North First Street, PO Box 299

Indianola, Iowa 50125

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

www.indianolaiowa.gov

E-Mail: dbowlin@cityofindianola.com



Highway 65/69

East

North

Courthouse

Howard St.

Ashland Avenue

Salem Avenue

South

Highway 92

Buxton St.

B St.

C St.

West

Information

Subject

Block party from Marcia Peeler - 807 N. Buxton - on August 13, 2015 from 4:30 p.m. - 10:30 p.m.

Information

In your packet is a block party request from Marcia Peeler for August 13, 2015 from 4:30 p.m. - 10:30 p.m. Staff has reviewed and approved.

All of the abutting neighbors have been informed of the event and approved.

FYI - A rain date of August 20, 2015 has also been approved.

Attachments

Block Party App

Date: 7/20/15

Block Party Permit

For Marcia Peeler – 807 N. Buxton

Event Date : August 13, 2015 (4:30 p.m. – 10:30 p.m.)

Rain Date – August 20, 2015 (4:30 p.m. – 10:30 p.m.)

Staff Recommendation and Chamber Notification

Attached is a Block Party Permit. Please review; add any comments you feel are necessary, such as concerns or other items to be considered regarding the request.

Initial and date under either approval or disapproval and pass on to the next department.

	Approve	Disapprove
Street Department – Ed Yando	<u>OK EY</u>	_____
Fire Department – Greg Chia	<u>OK GAC</u>	_____
Police Department – Brian Sher	<u>OK BJS</u>	_____
City Manager – Eric Hanson	<u>de EH</u>	_____

Comments:

Please return to Diana Bowlin by: ASAP

Thank you for your time and consideration!



Indianola Block Party Permit

NAME: Marcia Peeler

ADDRESS: 807 N. Buxton St.

PHONE NUMBER OF CONTACT: 515-961-6603 H 515-210-0835 M

DATE OF BLOCK PARTY: Thursday, Aug. 13 - (raindate) Aug. 20

TIME: START: set up 4:30 pm start time 6:00 END: 9:00 pm clean-up by 10:30

(MAY START NO EARLIER THAN 9:00AM AND GO NO LATER THAN 11:00PM)

STREET TO BE BLOCKED OFF: Henderson between N. B and N. Buxton

INTERSECTIONS: North B Street AND: N. Buxton Street

Rules and Regulations

1. This application deadline is thirty (30) days prior to the event.
2. The block party should not last longer than six (6) hours and may not start before 9:00 am and must end by 11:00 pm, this does include set-up and clean up.
3. It is required that alcohol be kept on private property.
4. All affected neighbors must be notified, and sign the application.
5. Party organizers would be responsible to place barricades in the street and return them to the right of way after event.
6. A deposit of \$150 will need to be paid, prior to the event.
7. If the barricade/s are damaged or lost, a portion or all of the deposit will be used to pay for replacement.

I further voluntarily assume all risk of loss, damage or injury that may be sustained by me or my guests while participating in, traveling from, or observing any of the events that are part of the block party, and I hereby release the City of Indianola and all its offices, elected officials, employees and other agents from any and all liability associated with this event.

By signing below, I agree to the rules and regulations, and understand the undertaking of risk, as described above.

APPLICANT SIGNATURE: Marcia N Peeler

RETURN PERMIT APPLICATION TO:

City of Indianola

110 North First Street, PO Box 299

Phone: 1-515-961-9410 Fax: 1-515-961-9402

E-Mail: dbowlin@cityofindianola.com

Indianola

CONNECTING TO WHAT MATTERS

By signing below, I understand the rules and regulations as mentioned on page one (1) and that I have been informed of the event that is being applied for.

NAME	ADDRESS	APPROVE / DISAPPROVE
Heater <i>Janna Heater</i>	901 N. Buxton St.	☒ APPROVE / ☐ DISAPPROVE
Kennedy <i>C Kennedy</i>	811 N. Buxton St.	☒ APPROVE / ☐ DISAPPROVE
Sinclair <i>Jim Sinclair</i>	810 N. B St.	☒ APPROVE / ☐ DISAPPROVE
Hoger <i>Joel H</i>	900 N. B St.	☒ APPROVE / ☐ DISAPPROVE
	901 N. B	☐ APPROVE / ☐ DISAPPROVE
		☐ APPROVE / ☐ DISAPPROVE
		☐ APPROVE / ☐ DISAPPROVE
		☐ APPROVE / ☐ DISAPPROVE
		☐ APPROVE / ☐ DISAPPROVE
		☐ APPROVE / ☐ DISAPPROVE
		☐ APPROVE / ☐ DISAPPROVE

RETURN PERMIT APPLICATION TO:

City of Indianola

110 North First Street, PO Box 299

Phone: 1-515-961-9410 Fax: 1-515-961-9402

E-Mail: dbowlin@cityofindianola.com

Information

Subject

Authorize past due ambulance bills of \$37,418.49 from January 1, 2015 through June 30, 2015 to be sent to the State Off-Set Program for collections

Information

You have Greg Chia's memo recommending the city send \$37,418.49 in past due ambulance bills to the State Offset Program for collections. The city reports the name and social security number of the delinquent customer to the state and if that customers is due state money (income tax refund), it is directed to the city to pay the debt.

Attachments

Memo

Memo

TO: City Manager Eric Hanson, Mayor Kelly Shaw and City Council Members
FROM: Fire Chief Gregory M. Chia
DATE: July 16, 2015
RE: EMS Fee /Ambulance Service write off totals

The EMS Fee's/ Ambulance write-off report for January 1, 2015 through June 30, 2015. The report shows calculations for write-off amounts in past six-month period.

Charges for Services	\$579,668.31
Write-off amount	\$37,418.49

The attached sheet outlines the past six months of EMS Fees and associated write-off amounts for the period January 1 to June 30, 2015. DAS (Iowa Income Offset Program) shows a significant amount to be written off, \$26,810.25. Those accounts are transferred to DAS and maybe captured later. Through DAS we have collected \$23,091.93 in 2013 and \$25,172.27 in 2014. The DAS program has been very successful in recovering delinquent amounts.

The remainder of the write-off amount is because of various reasons such as bankruptcy, service fee from DAS, deceased, workers comp and United Healthcare Agreement, \$10,608.24.

Government programs, (Medicare (HMO), Medicaid and VA insurance) are substantial adjustments the city will sustain, totaling an amount of \$196,603.86. For these programs we have to accept the amount approved for services and make that adjustment to the end balance. In comparison the six month period of July 1, 2014 to December 31, 2014 the write off for government programs was \$160,772.68.

Billing for emergency medical service is a daunting task keeping, up with the multiple changes in programs and coding realignments which affect the total collected by the City of Indianola Fire Department.

Please review the attached document, which is a breakdown of all write-offs. I am happy to answer any questions you have concerning this information.

Please have this report added to council agenda for approval.

Write-offs this period by Write-off Reason

Write-off Reason	Amount
Bankruptcy	\$1,522.72
Crime Victims	\$231.12
Das for collections	\$25,880.65
DAS-TAXOFFSET	\$594.24

Indianola Fire Dept

Ambulance Billing

Revenue Summary

Write-offs this period by Write-off Reason (Cont'd)

Write-off Reason	Amount
Deceased	\$1,082.25
Indigent	\$500.00
Mail Skip	\$929.60
Medicaid	\$65,245.56
Medicare	\$113,327.96
Medicare/HMO	\$16,420.01
Too small Amount for Collection	\$53.17
Tricare	\$870.21
United Healthcare Agreement	\$6,645.63
VETERANS-Discount	\$509.00
Worker's Comp	\$210.23
	\$234,022.35

\$196,603.86 Government
\$26,810.25 DAS for Collections
\$10,608.24 All Other
\$234,022.35 Total Write-Off

The write-offs shown above include all corresponding write-off adjustments even if those adjustments were posted outside of the specified period (such adjustments tend to be insignificant). The values are intended to give management and overall view of where the bulk of write-offs are categorized, as well as enabling write-off reason comparisons. Thus, the sum of the write-offs shown will not necessarily equal the "Write-offs/write-off adjustments" figure shown preceeding this report section.

Receivables as of 06/30/2015

\$183,163.48

Information

Subject

Annual adoption of council policy

Information

In your packet is the council policy that is considered annually. There were two additions to the policy:

- September 15, 2014 - Policy for Examination or Copying Records
- December 15, 2014 - Administrative Policy & Procedures - Financial Policy - Purchasing

The policy is a collection of methods/procedures, etc. adopted over the years.

Attachments

Council Policy Folder

COUNCIL POLICY

Council Annual Approval 07-07-03
07-06-04
07-05-05
07-17-06
07-02-07
08-04-08
08-03-09
09-07-10
09-06-11
08-20-12
08-19-13
08-04-14

INDEX

	<u>Page</u>
Policy Folder	1
Boards and Commissions	2
Awards	3
Boards & Commissions Membership	3
Drug Abuse & Alcohol Commission	3
Membership List	3
Council/Mayor	4
Agenda	5
Mayoral Expenditures Budget	5
Orientation	5
Robert's Rules of Order & Procedural Rules	6-8
Workplace Harassment and Violence Prevention	9
Employees	10
Employee Recognition Policy	11
Personnel Manual	12
Financial Policies	13
Annual Audit Policy	14
Accounting System Policy	15-16
Capitalization Thresholds For Financial Reporting	17
Cash Management Policy	18-20
Investment Policy	21-26
Local Purchase Policy	27
Admin Policy & Procedures Financial Policy-	
Purchases	28-33
Mileage Rate Reimbursement	34
Payment of Services By Credit Card Policy	35
Purchases	36
Purchasing Card Policy	37-40
Returned Checks	41
Policies	42
Government Access Channel	43
Infiltration & Inflow Policy	44-46
Policy For Banners in the Public Right-of-Way	47-49
Revolving Loan Fund Program Policy	50
Roadside Trail Policy	51
Sidewalk Agreements	52
TIF Policy	53-56
Web Site Privacy Statement & Disclaimer	57-58
Streets, Alleys & Parking Lots	59
Addresses On Street Curbs	60
Alleys & Streets – Sale Of	60

Alley Policy	61
Alleys - Hard Surfacing	61
Alley Maintenance	
Hard-Surfaced Alleys	61
Rocked Alleys	61-62
Dirt Alleys	63
Calcium Chloride (Dust Control)	64
Parking Lot Maintenance	65
Street Construction	66
Asphalt Overlays	66
Concrete Street Replacement	66
Non-TEA-21 Streets	67
TEA-21 Streets	67
Streets Funded by Alternate Revenue Sources	67
Sidewalk Installation	68
Miscellaneous Policies	69
Animal Control	70
City Policy on Lobbying	70-71
City Wide Clean Up	71
Claims	71
Dangerous & Dilapidated Program	72
Permit Fees for Local Government Entities	73
Rezoning	74
Excessive Sewer Policy	75
Sewer Policy Statement	76
Shared Sewer Service Policy	77-79
Storm Watch & Warnings	80
Use of North Council Chambers	81
Voluntary Annexation	82
Policy For Examination or Copying of Records	83-86
 Revisions To Council Policy	 87-91

COUNCIL POLICY FOLDER

Policy Folder

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

Adopted by City Council On February 4, 1974.

BOARDS AND COMMISSIONS

• Awards	3
• Boards and Commissions Membership	3
• Drug Abuse & Alcohol Commission	3
• Membership List	3

Awards

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

Boards and Commissions Membership

Membership shall be limited to citizens living within the corporate limits of the city. In addition, only one member of an immediate family i.e. husband, wife, father, mother, son, daughter, brother, sister, may be on the same board or commission at a time. The objective shall be to have membership from as broad a base as possible from residents within the city limits.

City employees may serve as members on city boards and commissions which are established by ordinance. However, city employees shall not serve on boards/commissions which govern their respective departments i.e. a park employee shall not serve on the Parks and Recreation Commission. City employees will be subject to the normal selection procedure which provides mayoral appointment and council approval. The council reserves the right to approve all appointments and shall not approve city employees when potential conflicts of interest may be present.

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

Drug Abuse and Alcohol Commission

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

Adopted by City Council on July 6, 1987.

Membership List

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

COUNCIL/MAYOR

• Agenda	5
• Mayoral Expenditures Budget	5
• Orientation	5
• Procedural Rules & Roberts Rules of Order	6-8
• Workplace Harassment and Violence Prevention	9

Agenda

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

Adopted by City Council on February 22, 1977.

Mayoral Expenditures Budget

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

Adopted by City Council on April 20, 1981.

Orientation

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

Adopted by City Council on February 4, 1974.

City Council Procedural Rules

PART I: GENERAL PROVISIONS

Rule 1: Scope

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

Rule 2: Rules of Order

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

Rule 3: Matters Not Covered

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

Rule 4: Interpretation

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

PART II: TIME AND PLACE OF MEETINGS

Rule 5: Regular Meetings

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

Rule 6: Special Meetings

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

PART III: CONDUCT OF MEETINGS

Rule 7: Call to Order

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

Rule 8: Presiding Officer

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

Rule 9: Control of Discussion

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

Rule 10: Discussion

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

Rule 11: Limit on Remarks

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

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

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

Rule 13: Presiding Officer's Right to Close Debate

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

PART IV: CITIZEN PARTICIPATION

Rule 14: Citizen's Right to Address Council

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

Rule 15: Manner of Addressing Council

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

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

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

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

Rule 16: Time limit on Citizen's Remarks

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

Rule 17: Remarks of Citizens to be Germane

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

PART V: AMENDMENT OF PROCEDURAL RULES

Rule 18: Suspending Procedural Rules

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

Rule 19: Amendments to Procedural Rules

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

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

Workplace Harassment and Violence Prevention

The purpose of this policy is to maintain a professional workplace that is as free as possible of harassment and violence and to provide a reporting system. For this policy, the definition of harassment and violence shall include, but not be limited to: escalating harassment, threats, repeated inappropriate workplace language, physical violence, hostile behavior, stalking, intimidation, property damage, and other similar behaviors that severely disrupt an employee's ability to carry out their assigned duties.

A. Potential Violators

No employee, city official, or member of the general public, through the course of their employment, term of office, appointment, or other interactions with City employees conducting official City affairs, shall harass or engage in violent behavior against employees of the City.

B. Reporting Procedure

Employees should report work-related incidents, from any source, to their immediate supervisor and to the Director of Human Resources. The Director of Human Resources shall document the alleged incident and inform the City Manager of the allegation, or, if the alleged incident involves the City Manager, the City Attorney.

The Respective Manager (or, if appropriate, the City Attorney) and Director of Human Resources shall investigate the alleged incident. Upon finding that harassment or violence occurred, they shall:

- Impose appropriate disciplinary action if involving another City employee
- Report the incident to the Mayor if involving the City Manager
- Report the incident to the City Attorney and Mayor if involving a Council or Trustee Member
- Report the incident to the City Attorney and Mayor Pro Tem if involving the Mayor
- Report the incident to the City Attorney if involving a member of the general public. The City Attorney shall then determine appropriate legal actions and advise the Council or Trustees if additional legal action is warranted

If the Mayor or Mayor Pro Tem are notified of an incident, they shall work with the City Attorney or other legal counsel to investigate, arbitrate, or otherwise dispose of the incident in a manner that best represents the public's interest and, upon its disposal, inform the City Council or Trustees.

C. Results

The City employee behavior that violates this policy may be subject to disciplinary action under the City's employment policies. Appropriate legal action may be imposed upon the general public or other non-employee public officials who violate this policy.

Nothing in this policy precludes the City from applying additional personnel policies for specific incidents, such as sexual harassment or discrimination, where applicable.

Adopted by City Council on August 4, 2008.

EMPLOYEES

- **Employee Recognition Policy** 11
- **Personnel Manual** 12

Employee Recognition Policy

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

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

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

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

Adopted by City Council on March 3, 1997.

Personnel Manual

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

Adopted by City Council on February 4, 1974.

FINANCIAL POLICIES

• Annual Audit Policy	14
• Accounting System Policy	15-16
• Capitalization Thresholds for Financial Reporting	17
• Cash Management Policy	18-20
• Investment Policy	21-26
• Local Purchase Policy	27
• Admin Policy & Procedures-Financial Policy-Purchasing	28-33
• Mileage Rate Reimbursement	34
• Payment of Services by Credit Card Policy	35
• Purchases	36
• Purchasing Card Policy	37-40
• Returned Checks	41

Annual Audit Policy

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

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

Adopted by City Council on April 18, 2005.

Accounting System Policy

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

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

Procedures

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

General Ledger:

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

Utility Billing:

1. The Utility Billing/Payroll Clerk or designee shall prepare and enter all utility billing information including account set up, consumption readings, adjustments, and account terminations.
2. No adjustments may be made to any Clerk's Office employee's personal utility account without the prior approval of the City Clerk or City Manager, if to the City Clerk's account.

3. All billing and collection procedures shall be in compliance with applicable rules and regulations promulgated by the Iowa Utilities Board and the municipal utility board.

Payroll:

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

Adopted by City Council on April 18, 2005.

Capitalization Thresholds for Financial Reporting

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

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

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

Adopted by City Council on November 17, 2003.

Cash Management Policy

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

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

Procedures

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

Account Maintenance:

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

Deposits:

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

Purchasing:

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

1. Competitive quotes from at least 2 sources shall be sought for all one-time purchases for items or services costing more than \$1,000 for each item or unit of service. For routine purchases, competitive quotes shall be sought at least once every 2 years for items or services costing more than \$1,000 for each item or unit of service. This requirement may be waived when purchasing under an agreement or consortium where competitive quotes have previously been obtained. This requirement may also be waived when purchasing proprietary replacement items or services for which there are no comparable suppliers.
2. Public improvement projects less than \$40,000 shall be procured using semi-formal competitive quotation procedures set forth in Iowa law.
3. Public improvement projects more than \$40,000 but less than \$100,000 shall be procured using informal contracting procedures set forth in Iowa law.
4. Public improvement projects in excess of \$100,000 shall be procured using competitive bidding procedures set forth in Iowa law.
5. Bidding procedures may be waived during bona-fide emergencies with procedures set forth in Iowa law.
6. Mileage rates, vehicle, and travel allowances shall be determined by policies adopted by the City Council.
7. The lowest responsive/responsible quote or bid should be used unless the city's Local Purchase Policy is followed.
8. All contracts must be approved by the City Council unless otherwise approved by a board or commission with such statutory authority.
9. Where authority is granted in the Code of Ordinances, boards and commissions are authorized to approve the purchase of budgeted items by a majority or quorum vote. Documentation of this shall consist of a listing of claims accompanied by the minutes.

10. The City Manager is authorized to purchase budgeted items, non-budgeted items up to \$5,000, and other items as authorized by the City Council and to delegate purchasing authorities as appropriate. As such, each Department Head is authorized to purchase budgeted items, or as otherwise authorized by the City Manager, for the individual fund for which they have supervisory authority. Department Heads are authorized to reasonably substitute individual items from those budgeted but must obtain approval from the City Manager before exceeding total budgeted expenditures for the funds for which they have supervisory authority.
11. Each Department Head or the Director of Finance shall attest to the authorization to disburse funds to pay for their department's approved purchases (henceforth called a claim). This authorization may be delegated at the discretion of the Department Head. The Director of Finance shall attest to the claims directly approved by the City Council, any official board or commission action in the absence of any other employee authorized by the official board or commission, and to reimburse the City Manager or any other employee of the city. The City Manager shall attest to the claims to pay for reimbursements to the Director of Finance.
12. Purchasing of items for projects funded by federal or state grant awards shall be limited to the minimum amounts needed to cover allowable project costs.

Disbursements:

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

Adopted by City Council on April 18, 2005; amended August 4, 2008.

Investment Policy

Section 1 -- Scope Of Investment Policy

The Investment Policy of the City of Indianola shall apply to all operating funds, bond proceeds and other funds and all investment transactions involving operating funds, bond proceeds and other funds accounted for in the financial statements of the City of Indianola. This policy also applies to Indianola Police Retirement Funds in excess of the funding of the Municipal Fire and Police Retirement System of Iowa (MFPRSI). Each investment made pursuant to this Investment Policy must be authorized by applicable law and this written Investment Policy.

The investment of bond funds or sinking funds shall comply not only with this investment policy, but also be consistent with any applicable bond resolution.

This Investment Policy is intended to comply with Iowa Code Chapter 12B and 12C.

Upon passage and upon future amendment, if any, copies of this Investment Policy shall be delivered to all of the following:

1. The governing body or officer of the City of Indianola to which the Investment Policy applies.
2. All depository institutions or fiduciaries for public funds of the City of Indianola.
3. The auditor engaged to audit any fund of the City of Indianola.

In addition, a copy of this Investment Policy shall be delivered to every fiduciary or third party assisting with or facilitating investment of the funds of the City of Indianola.

SECTION 2 -- DELEGATION OF AUTHORITY

In accordance with Section 12B.10(1), the responsibility for conducting investment transactions resides with the Treasurer and Finance Director of Indianola. Only the Treasurer and Finance Director and those authorized by ordinance or resolution may invest public funds and a copy of any empowering ordinance or resolution shall be attached to this Investment Policy.

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

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

The Treasurer and Finance Director shall establish a written system of internal controls and investment practices. The controls shall be designed to prevent losses of public funds, to document those officers and employees of the City of Indianola responsible for elements of the investment process and to address the capability of investment management. The controls shall provide for receipt and review of the audited

financial statement and related report on internal control structure of all outside persons performing any of the following for this public body.

1. Investing public funds.
2. Advising on the investment of public funds.
3. Directing the deposit or investment of public funds.
4. Acting in a fiduciary capacity for this public body.

A Bank, Savings and Loan Association or Credit Union providing only depository services shall not be required to provide an audited financial statement and related report on internal control structure.

The Treasurer of Indianola and all employees authorized to place investments shall be bonded in the amount of \$25,000.

SECTION 3 -- OBJECTIVE OF INVESTMENT POLICY

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

1. Safety: Safety and preservation of principal in the overall portfolio is the foremost investment objective.
2. Liquidity: Maintaining the necessary liquidity to match expected liabilities is the second investment objective.
3. Return: Obtaining a reasonable return is the third investment objective.

SECTION 4 -- PRUDENCE

The Treasurer of Indianola, when investing or depositing public funds, shall exercise the care, skill, prudence and diligence under the circumstances then prevailing that a person acting in a like capacity and familiar with such matters would use to attain the Section 3 investment objectives. This standard requires that when making investment decisions, the Treasurer shall consider the role that the investment or deposit plays within the portfolio of assets of the City of Indianola and the investment objectives stated in Section 3.

SECTION 5 -- INSTRUMENTS ELIGIBLE FOR INVESTMENT

Assets of the City of Indianola may be invested in the following:

- Interest bearing savings accounts, interest bearing money market accounts, and interest bearing checking accounts at any bank, savings and loan association or credit union in the State of Iowa. Each bank must be on the most recent Approved Bank List as distributed by the Treasurer of the State of Iowa or as amended as necessary by notice inserted in the monthly mailing by the Rate Setting Committee. Each financial institution shall be properly declared as a depository by the governing body of the City of Indianola. Deposits in any financial institution shall not exceed the maximum approved by the governing body of the City of Indianola.
- Obligations of the United States government, its agencies and instrumentality's.

- Certificates of deposit and other evidences of deposit at federally insured depository institutions approved and secured pursuant to Chapter 12C.
- Iowa Public Agency Investment Trust (IPAIT).
- Prime bankers' acceptance that mature within 180 days of purchase and that are eligible for purchase by a federal reserve bank.
- Commercial paper or other short-term corporate debt that matures within 270 days of purchase and is rated within the highest classification, as established by at least one of the standard ratings services approved by the superintendent of banking. If rated by two services, the highest classification in both.
- Repurchase agreements collateralized at no less than 102% and provided that the underlying collateral consists of obligations of the United States government, its agencies and instrumentality's and the Finance Director takes delivery of the collateral either directly or through an authorized custodian. Broker/dealer must be of highest rating or bank must be on Approved Bank List discussed earlier in this Policy Section.
- An open-end management investment company registered with the Securities & Exchange Commission under the federal Investment Company Act of 1940, 15 U.S.C. Section 80(a) and operated in accordance with 17 C.F.R. Section 270.2a-7, whose portfolio investments are limited to those instruments individually authorized in Section 5 of this Investment Policy.
- Mortgage Backed Securities that are unleveraged, straight fixed or floating rate and are issued directly by a U.S. Government Agency or securitized by Government Agency sponsored mortgages.
- All instruments eligible for investment are further qualified by all other provisions of this Investment Policy, including Section 7 investment maturity limitations and Section 8 diversification requirements.

SECTION 6 -- PROHIBITED INVESTMENTS AND INVESTMENT PRACTICES

DERIVATIVES AND STRUCTURED SECURITIES DEFINED

Financial derivatives are broadly defined as financial instruments which derive their value from the performance of a wide assortment of financial contracts, including structured debt obligations and deposits, swaps, exchange traded futures, exchange traded over the counter options, caps, floors, collars, mortgage backed securities, foreign exchange forwards, tender option bonds, and various combinations thereof.

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

1. Any derivative or structured security which does not have a readily available pricing service or broker/dealer quote source.
2. Any derivative or structured security whose duration cannot be modeled effectively.

3. Any derivative or structured security with exposure to the following: borrowing/external leverage, foreign currency, equity, commodity licenses or other non-fixed income instruments.
4. Any other derivative or structured security not specifically named as eligible in Section 5.
5. Reverse repurchase agreements.
6. Futures and options contracts.

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

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

SECTION 7 -- INVESTMENT MATURITY LIMITATIONS

- Operating Funds must be identified and distinguished from all other funds available for investment. Operating Funds are defined as those funds which are reasonably expected to be expended during a current budget year or within fifteen months of receipt.
- All investments authorized in Section 5 are further subject to the following investment maturity limitations:
 1. Operating Funds may only be invested in instruments authorized in Section 5 of this Investment Policy that mature within three hundred ninety-seven (397) days.
 2. The Treasurer may invest funds of the City of Indianola that are not identified as Operating funds in investments with maturities longer than three hundred ninety-seven (397) days. However, all investments of the City of Indianola shall have maturities that are consistent , with the needs and uses of the City of Indianola.
 3. The diversity of fixed income securities shall match cash flow needs with an absolute effective duration range of 2-5 years.

SECTION 8 -- DIVERSIFICATION

Investments of the City of Indianola are subject to the following diversification requirements:

Prime bankers' acceptances:

1. At the time of purchase, no more than ten percent (10%) of the investment portfolio of the City of Indianola shall be invested in prime bankers' acceptances, and
2. At the time of purchase, no more than five percent (5%) of the investment portfolio of the City of Indianola shall be invested in the securities of a single issuer.

Commercial paper or short-term corporate debt:

1. At the time of purchase, no more than ten percent (10%) of the investment portfolio of the City of Indianola shall be in commercial paper or other short-term corporate debt, and
2. At the time of purchase, no more than five percent (5%) of the investment portfolio of the City of Indianola shall be invested in the securities of a single issuer.

Where possible, it is the policy of the City of Indianola to diversify its investment portfolio. Assets shall be diversified to eliminate the risk of loss resulting from over concentration of assets in a specific maturity, a specific issuer, or a specific class of securities. In establishing specific diversification strategies, the following general policies and constraints shall apply:

1. Portfolio maturities shall be staggered in a way that avoids undue concentration of assets in a specific maturity sector. Maturities shall be selected which provide stability of income and reasonable liquidity.
2. Liquidity practices shall ensure that the next scheduled disbursement is covered through maturing investments, marketable U.S. Treasury bills or cash on hand.
3. Risks of market price volatility shall be controlled through maturity diversification so that aggregate price losses on instruments with maturities approaching one year shall not be greater than coupon interest and investment income received from the balance of the portfolio.

SECTION 9 -- SAFEKEEPING AND CUSTODY

All invested assets of the City of Indianola involving the use of a public funds custodial agreement, as defined in Section 12B.10, shall comply with all rules adopted pursuant to Section 12B.10. All custodial agreements shall be in writing and shall contain a provision that all custodial services be provided in accordance with the laws of the state of Iowa.

SECTION 10 -- ETHICS AND CONFLICT OF INTEREST

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

SECTION 11 -- REPORTING

The Treasurer shall submit annually an investment report that summarizes recent market conditions and investment strategies employed since the last investment report. The investment report shall set out the current portfolio in terms of maturity, rates of return and other features and summarize all investment transactions that have occurred during the reporting period and compare the investment results with the budgetary expectations. A quarterly review of the portfolio shall be received with the emphasis on

performance, stress test, etc. The City Council may approve exceptions to this policy on a short term basis so long as complete compliance remains the ultimate goal.

SECTION 12 -- INVESTMENT POLICY REVIEW AND AMENDMENT

This Investment Policy shall be reviewed annually or more frequently as appropriate. Notice of amendments to the Investment Policy shall be promptly given to all parties noted in Section 1.

Adopted by City Council on April 20, 1987, amended August 17, 1992;, amended February 18, 1997; amended April 20, 1998; amended April 26, 1999; amended May 7, 2001; amended May 6, 2002; amended May 19, 2003; amended March 15, 2004; amended March 21,2005; amended February 6, 2006; amended February 5, 2007; amended February 4, 2008; amended August 4, 2008; amended February 1, 2010

Local Purchase Policy

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

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

Adopted by City Council on September 19, 1988.

ADMINISTRATIVE POLICY AND PROCEDURES FINANCIAL POLICY—PURCHASING

Part I: General Policy

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

Part II: Purchasing Limitations; Bidding¹

• Informal Quotations

- The purchaser may seek up to three quotations, but is not required, of any goods or services with a total value between \$1,000 and \$4,999. If quotations are received they do not need to be in writing, but should be documented for reference.
- The purchase of any goods or services with a total value between \$5,000 and \$39,999 shall require written quotations from at least three suppliers.
- Purchases for public improvements qualifying under Iowa Code Chapter 26 that are less than \$36,000 for highway, bridge, or culvert work, less than \$50,000 for buildings, utilities, sidewalks, trails, etc. (less than \$55,000 for Jan. 1, 2015), or that have been declared “emergency repair work” qualify for informal quotations under this subsection.
 - The contractor must provide a performance and payment bond for a public improvement project of more than \$25,000 in accordance with Iowa Code Chapter 573
 - Council approval of contracts over \$25,000

• Semi-formal Competitive Quotations

- The purchase of any goods or services with an estimated value of \$40,000 or more shall require competitive quotes based on written specifications with the cooperation of the Finance Director.
- Council approval is required for all semi-formal bids, contracts, and purchases.
- State law requires that purchases for public improvements qualifying under Chapter 26 of the Iowa Code that are \$36,000 and \$49,000 for horizontal

¹ See Appendix A for a reference matrix of Bidding Requirements

infrastructure (roads, highways, bridges, culverts, trails, etc.) and between \$50,000 and \$130,000 for vertical infrastructure (buildings),² and are not within one of the specified exceptions provided in Iowa Code section 26.1 qualify for semi-formal competitive quotations. The contractor must provide a performance and payment bond.

- **Formal Competitive Bidding**

- Purchases for public improvements qualifying under Iowa Code Chapter 26.3 in excess of \$130,000 or are for highway, bridge, or culvert work in excess of \$49,000³ must use formal bidding as defined by Iowa Code Chapter 26 unless the improvements are “emergency repair work.”
- Formal bids are taken in the following manner:
 - Detailed written plans and specifications along with a detailed cost estimate are prepared for the project and placed on file with the City Clerk
 - Notice to bidders must be published by the City Clerk not less than four days and not more than forty-five days before the date for filing bids. Notices must include:
 - Time and place for filing sealed proposals
 - Time and place sealed proposals will be opened and considered on behalf of the governing body
 - The general nature of the public improvements on which bids are being requested
 - In general terms, when the work must be commenced and when it must be completed
 - Bid security and bid bond requirements
 - Notice of public hearing on plans, specifications, form of contract, and cost estimate must be published by the City Clerk not less than four days and not more than twenty days before the public hearing.
 - A formal opening and announcement of sealed bids on published date by City Clerk; review, consideration, and recommendation of bid award by staff for Council review
 - A public hearing on plans, specifications, form of contract and cost estimate before Council on the published date
 - Council passes or rejects resolutions to adopt plans, specifications, form of contract, and estimate of cost, to award construction contract, and to approve construction contract and bond with the lowest responsive,

² January 1, 2015 figures are \$36,000 to \$50,000 for horizontal competitive quote thresholds and \$55,000 to \$135,000 for vertical competitive bid thresholds.

³ January 1, 2015 figures are \$50,000 for horizontal competitive quote thresholds and \$135,000 for vertical competitive bid thresholds.

responsible bidder who has met all bid security and bid bond requirements following the public hearing

○ **Exceptions to Competitive Bidding**

- Professional services: Contracting for professional services or ongoing technical services may be done on a negotiated basis. Architectural, landscape architectural, or engineering design services procured for a public improvement are also excluded.
- Other governmental agency bidding: Bids solicited by the United States of America or any agency thereof, the State of Iowa, Warren County, or another governmental unit may be used as a replacement to the bidding requirements unless bidding is required by the Code of Iowa, City Council, or City Manager. The availability of a bid from another government agency does not preclude the City from seeking and obtaining bides in a manner provided through this policy.
- Grants: All purchases funded through a State or Federal grant must follow all additional procedures required by the grantor. Contractor bids must be evaluated on the ability to meet the State or Federal requirements.
- Conflicts of interest: Purchase transactions for goods and services with a City employee, employee's spouse, or employee's business are limited to \$1,500 per fiscal year per employee in total, per state law. Any transactions with an employee that will exceed this limit are required to go through formal bidding procedures. Any project that is formally bid is also an exception to a conflict of interest with that employee or officer of the City.
- "Emergency Repair Work": is declared by resolution of the City Council and a certificate from an external, registered, professional engineer verifying that the emergency repairs are necessary.
- Urban renewal demolition or low-rent housing projects
- Repair or maintenance work performed by city employees
- Annual contracts with multiple contractors for structure demolition projects for projects each having an estimated cost of \$100,000 or less

● **Contract Administration**

- **Oversight of bidding**: The City Clerk or her designee will advertise, bid, and oversee the receipt, opening and announcing of all formal bids.
- **Execution of Contracts**: Formal bid contracts shall be executed by the Mayor and attested to by the City Clerk. All other contracts may be executed by the City Manager as permitted by state law.
- **Change Orders**: The City Manager will administer all contracts on the authority of the City Council and will approve all change orders for contracts. Change

orders on contracts that were bid using formal bidding procedures must have Council Approval.

- **Contract Payment:** Contractual payments on formally bid contracts must be approved, individually, by City Council action. Other contractual payments must be approved by the City Manager and listed on the formal claims list presented to Council.
- **Retainage:** Retainage shall be withheld on contracts for public improvements as provided for by State law or on other contracts as deemed appropriate or necessary. Retainage on a contract may not exceed 5% of the cost of the public improvement. An application by a contractor for early release of a retainage requires City Council consideration and approval.
- **Completion of Contract:** The following items need to have Council approval: (1) final acceptance of project; (2) final contractor payment; and (3) release of retainage authorization (unless application was previously made for early release of retainage).

Part III: Purchasing Methods

1. **Petty Cash:** petty cash may be used to make purchases under \$100. A receipt is required for all petty cash purchases.
2. **Exceptions:** exceptions to the above purchasing method policies, including the necessity for a purchase order for all purchases over \$500, are as follows:
 - a. Annual dues renewals
 - b. Subscription renewals
 - c. Recording fees
 - d. Budgeted rents and leases
 - e. Maintenance agreement and service contract renewals
 - f. Travel and training
 - g. Contracts and purchases approved by the City Council

APPENDIX A
BIDDING REQUIREMENTS
(under \$5,000—no quote or bid)

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

Public Improvements/Construction** Horizontal Infrastructure (highways, bridges, culverts)	
Less than \$36,000	Informal Quotation Three written quotations
\$36,000 to \$49,000	Competitive Quotation
Greater than \$49,000 (\$50,000 after 1/1/2014)	Competitive Bidding

Public Improvements/Construction** Vertical Infrastructure (buildings, utilities, sidewalks, trails, etc.)	
Less than \$49,999 (\$55,000 after 1/1/2015)	Informal Quotation Three written quotations
Between \$50,000 and \$130,000 (\$55,000 and \$135,000 after 1/1/2015)	Competitive Quotation Semi-Formal (Council Consent)
Greater than \$130,000 (\$135,000 after 1/1/2015)	Competitive Bidding

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

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

Mileage Rate Reimbursement

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

Adopted by City Council on December 17, 2001.

Payment of Services by Credit Card Policy

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

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

Adopted by City Council on October 7, 2002.

Purchases

The City Council recognizes the importance of approving purchases on a timely basis, which are recommended by the City Manager and included in the departmental operating budget. In addition, the City recognizes the added importance of approving the purchase of such recommendations as efficiently as possible.

A. Staff Approved Purchases:

The City Manager may approve the purchase of items valued at \$10,000 or less which are included in the annual budget adopted by the City Council and do not exceed the amount budgeted.

Any proposed purchases of items in excess of \$10,000 shall be brought to the City Council for approval.

Adopted by City Council on June 8, 1998.

Purchasing Card Policy

1. Purpose

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

2. Roles and Responsibilities

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

E. Cardholder: Responsibilities shall include:

1. Knowing and complying with the purchasing card policies and procedures, and ensuring purchases are made in accordance with the City's purchasing policy, including bidding requirements.
2. Ensuring that funds have been properly budgeted and are available to pay for the items and/or services being purchased.
3. Keeping informed about policy and procedure revision information.
4. Verifying that the quantity and quality of the items and/or services purchased are in compliance with the agreement, whether verbal or written, with the vendor.
5. Notifying the vendor, when applicable, that the purchase is tax exempt and ensuring that such taxes are not added to the prices of items and/or services purchased.
6. Reporting any variances from program policies to the Program Administrator.

3. Security

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

4. Included Items

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

5. Excluded Items

- A. The purchasing card shall not be used for the following types of transactions:
 1. Cash advance.

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

6. Dollar Limits

- A. Monthly dollar limits will be established at \$3,500 per cardholder.

7. Use of Card and Transaction Records

- A. Receipts and Invoices: An original receipt or invoice from the vendor, or other verifying document must support each purchase transaction.
- B. Internet Transactions: Cardholders shall confirm the security of proposed Internet order sites prior to placement of orders.
- C. Conference, Training, and Travel Transactions: Cardholders shall confirm budget approval prior to using cards for conference, training, or travel purposes.
- D. Telephone Orders: Cardholders shall confirm the security of proposed telephone orders prior to placement of orders.
- E. Pickup/In-Person Orders: Cardholders may use cards in accordance with the policies at places of business accepting the cards.
- F. Cardholder Verification: Each cardholder shall be responsible to verify documentation of each transaction during each billing period.

8. Payment

- A. Signature Authority: The signature of the appropriate Department Head must be included on the request for payment.
- B. The Accounts Payable Clerk will process payments in accordance with the program policies and procedures, and the contract between the City and the card provider.

9. Disputed Charges

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

10. Program Violations

A. Program Violations:

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

Adopted by City Council on July 2, 2001; amended May 19, 2008.

Returned Checks

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

Adopted by City Council on August 4, 2008.

POLICIES

• Government Access Channel Policy	43
• Infiltration and Inflow Policy	44-46
• Policy for Banners in the Public Right-of-Way	47-49
• Revolving Loan Fund Program Policy	50
• Roadside Trail Development Policy	51
• Sidewalk Agreements	52
• TIF Program Policy	53-56
• Web Site Privacy Statement & Disclaimer	57-58

Government Access Channel Policy

Policy

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

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

Equipment Location

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

Administrator

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

Schedule

The channel will be live/tape broadcast.

Board/Commission Use

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

Adopted by City Council on January 16, 1995.

Infiltration and Inflow Policy

The Iowa Department of Natural Resources mandated the City of Indianola to study and repair the sanitary sewer collection system (Public and Private Sewers) to eliminate sanitary sewer overflows within a 3-year period. The mandate creates an urgency to remove Inflow and Infiltration (I&I) from the sanitary sewer system by December 31, 2013.

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

I&I is the invasion of storm water into the sanitary sewer system from broken, cracked or misaligned mains, leaking manholes or manholes that have water flowing over their covers. Other sources of I&I include private (resident and business) services that are cracked or broken and storm water connections from sump pits and roof drains into sanitary sewers. The latter has been illegal since the adoption of Ordinance No. 27-103 in 1979.

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

1. The city shall perform a study to locate I&I using sewer department staff and an engineering firm. It shall be conducted on an area-by-area basis with anticipated city-wide completion of Phases I thru IV, as outlined in the Administrative Consent Order, on or before **Dec. 31, 2013.**
2. Public sewers and manholes with I&I shall be repaired using sewer revenue including fees and grants etc. designated by the city council.
3. Private sources of I&I are the responsibility of property owners and shall be repaired or removed in the following manner:

ACCESS TO PRIVATE SERVICE ref. Ord. 95.07 Right of Entry

Should the property owner deny access to the property for I&I testing and/ or inspection, the City of Indianola will consider the property non-compliant with the City of Indianola I&I program. A letter notifying the owner of non-compliance will be sent and the property owner will be given 30 days to respond or a \$50.00 per month fee shall be applied to the utility bill until inspection or testing can confirm compliance. If the owner has failed to allow access after a 90-day period of time, the monthly fee will increase to \$70.00 until inspection or testing can confirm compliance.

CONNECTION OR LEAKING SERVICE TO SEWER

Upon written notification from the City (regular first class mail) I&I flowing into the sanitary sewer from an illegal connection (does not include sump pump), the property owner shall have a period of **90 days to abate the problem.** Those owners that perform the proper repairs or retain a contractor to make the repairs within 90 days of notification or less shall be eligible for one of the following finance options:

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

OR:

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

Example:

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

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

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

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

CONNECTION (SUMP PUMP)

Upon written notification from the City (regular first class mail) of sump pumps illegally hooked into a sanitary sewer, the property owner shall have a period of 30 days to remove all methods/systems of connection.

For those property owners who opt not to disconnect a sump pump from the sanitary sewer after the 30-day period, a \$70.00 per month fee shall be applied to the utility bill until the disconnection has been performed.

Within two years the owner shall have made the disconnection. If the owner has failed to repair the illegal connection the City will seek to enforce this policy using all lawful

means, including but not limited to the prosecution of a municipal infraction which could result in a civil penalty, court cost, and / or a court order requiring that repairs be made within a certain time period.

No financing options are available for this repair.

Inspection by city staff both prior to and after repairs shall be necessary.

UNDUE HARDSHIP

For those property owners who can show undue hardship resulting from repairs, the fee may remain at \$50.00 if approved by the city council.

The property owner shall make arrangements with the City of Indianola for undue hardships and will be handled on a case-by-case basis.

Reference of City Ordinances:

95.07 Right of Entry
97.01 Storm Water
97.05 Restricted Discharge Powers
99.05 User Charges

Reference of City Ordinances:

95.07 Right of Entry
97.01 Storm Water
97.05 Restricted Discharge Powers
99.05 User Charges

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

Policy for Banners in the Public Right-of-Way

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

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

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

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

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

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

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

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

Banner Installation All hardware used to support each banner shall be approved and installed by Indianola Municipal Utilities. All costs associated with the installation and removal shall be the responsibility of the applicant. Permit holder is responsible for coordinating installation and removal of banners with Indianola Municipal Utilities.

Length of Use By Type of Banner *Business or Institution: Allowed in Zones 1 – 2 – 3 – 4*
(company anniversary event, college welcoming, etc.)
3-month maximum per calendar year per banner with at least 30 days separating such 3-month periods.

Community Wide Event: Allowed in ALL Zones
(seasons, holiday shopping, etc.) 3 months maximum per calendar year per banner with at least 30 days separating such 3-month periods.

Community Special Event: Allowed in ALL Zones
(The National Balloon events, Log Cabin days, Dickens, etc.) One month maximum prior to each event. Banner must be removed within 7 days after event.

Private Non-Profit Special Event: Allowed in ALL Zones
(The National Balloon Classic, Opera Festival and similar events) One month maximum prior to each event. Banners must be removed within 7 days after event.

Insurance Permit applicant must file proof of insurance and must sign a hold harmless agreement. These documents must be submitted before sign permit application for banners in public right-of-way will be approved.

Maintenance of Banners Upon receipt of any call regarding problems with banners, corrective action within 24 hours of notification to the banner sponsor's contact person will be required. The City of Indianola reserves the right to immediately have the banner removed and revoke the banner permit. Any cost for the removal of banners by IMU will be charged to the organization holding the permit.

In all cases, the applicant is responsible for cost of installation and maintenance of the banners.

Administration These policies and procedures are administered by the Community Development Director.

Banner Reservations Banner space will be allocated on a first-come, first-served basis, with conflicts resolved according to the prioritization standards.

Prioritization

- (1) Decorative non-event specific
- (2) Major Multi-day events with community involvement.
- (3) Community promotions and events.

Banner Content
and Design

The content and design must comply with the following:

- (1) Celebrates and/or promotes the Indianola community or is event specific.
- (2) Be non-offensive.
- (3) Sponsorship recognition will be allowed in the bottom 15%. In Zones 1 –2 –3 –4 ONLY.
- (4) Banner design must be submitted to the Community Development Director for compliance with above criteria.

Availability

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

Exemption

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

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

Revolving Loan Fund Program Policy

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

Geographic Area

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

Purpose

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

Program Methods

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

Eligibility Criteria

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

Implementation

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

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

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

Roadside Trail Development Policy

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

Installation: must follow city specifications

Maintenance: 50% owner-50% city (8 ft wide), 40% owner-60% city (10 ft wide)

The city will determine when a repair or replacement is needed, notify the property owner and hire a contractor to perform the work. The city shall pay the contractor and bill the property owner for 40% or 50% of the cost, depending on the trail width.

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

Adopted by City Council on September 9, 2006.

Sidewalk Agreements

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

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

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

Adopted by City Council on June 21, 2004.

TIF Program Policy

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

Goal

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

Uses of Funds

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

Property Use Eligibility Criteria

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

Project Eligibility Criteria

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

1. Improves the development viability of an eligible property and will likely meet at least 3 other project criteria within 5 years of funding.
2. Increases the taxable value of an eligible property within 2 years of funding.
3. Creates or retains quality employment opportunities within Indianola.
4. Is compatible with the community and surrounding properties.

5. Does not cause undue stress on City services or public infrastructure.
6. Does not create an unfair advantage for the property owner over existing property owners in the community.
7. Property owners or developers waive other forms of property tax abatement, exemptions, or incentives allowed by law, however nothing precludes the City from rebating property taxes paid.
8. Property owners or developers agree to minimum assessed values, construction timetables, and other criteria to be contained in a development agreement.
9. Property owners or developers shall construct public infrastructure necessary to serve the project in accordance with City specifications, and upon completion, dedicate such to the City.

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

Project Priorities

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

Application Procedure

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

City of Indianola
TIF Program Application

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

Applicant Name: _____
Mailing Address: _____

Telephone# _____
FAX# _____
E-mail address _____

Property Use

- | | |
|---|---|
| ☐ Public entity | ☐ Proposed industrial use |
| ☐ Indianola Development Corp. | ☐ Commercial office in excess of \$10M |
| ☐ Other public/private partnership | ☐ Other eligible use |

Zoning classification: _____

Project Description

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

Description of employment (use attached sheets if necessary):

- | | | |
|--|-------|-----------------------|
| ☐ New jobs | _____ | Average wages \$_____ |
| ☐ Existing jobs | _____ | Average wages \$_____ |

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

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

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

Description of compatibility with the community and surrounding properties:

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

FOR CITY USE ONLY:

Received by the City: _____

Reviewed by the City Manager: _____

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

Signed: _____
(City Manager)

Date: _____

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

Web Site Privacy Statement & Disclaimer

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

Access to Information:

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

Collection of Information:

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

Security of Information:

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

Information Content:

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

Adopted by City Council on October 7, 2002.

STREETS, ALLEYS, AND PARKING LOTS

• Addresses on Street Curbs	60
• Alleys & Streets - Sale Of	60
• Alley Policy	61
• Alley – Hard Surfacing	61
• Alley Maintenance	61-62
• Calcium Chloride (Dust Control)	63
• Parking Lot Maintenance	64

Addresses on Street Curbs

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

Adopted by City Council on August 5, 1985.

Alleys and Streets – Sale Of

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

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

Adopted by City Council on October 19, 1981.

Alley Policy

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

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

Alleys – Hard Surfacing

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

Adopted by City Council on April 3, 1981.

Alley Maintenance

Hard-Surfaced Alleys

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

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

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

Rocked Alleys

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

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

If a dispute between property owners occurs due to the City's maintenance of an alley, the City reserves the right to ask the person who requested the maintenance to obtain signatures of the majority of the abutting

property owners on the alley and/or the majority of ownership, per running foot, on the alley before the City will continue to maintain the alley.

Adopted by City Council on April 3, 1981.

Dirt Alleys

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

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

Adopted by City Council on April 3, 1981.

Calcium Chloride (Dust Control)

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

Adopted by City Council on April 16, 2001.

Parking Lot Maintenance

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

Adopted by City Council on August 1, 1977.

STREET CONSTRUCTION

• Asphalt Overlays	66
• Concrete Street Replacement	66
• Non-TEA-21 Streets	67
• TEA-21 Streets	67
• Streets Funded by Alternative Revenue Sources	67
• Sidewalk Installation	68

Asphalt Overlays

The City Council on paved streets shall assess 100% of the overlay project costs. Assessments shall not include: 1) engineering; 2) curb repairs and replacement and; 3) repairs to the street prior to the overlay.

For streets that potentially have an additional 20 years of life based on limited structural deterioration, the engineer shall prepare a cost estimate for rehabilitation. This includes replacement of excessively cracked panels, replacement of deteriorated curbs, placements of asphalt overlays or other repairs necessary to improve the streets appearance to substantially the same standard as required in new subdivisions.

In addition, for those property owners who pay their assessment within 30 days of adoption of the final assessment schedule, no default fee shall be charged.

Adopted by City Council on May 17, 1993

Concrete Street Replacement

The following policy shall be used for replacing existing concrete streets. The council's vision centered on minimizing neighborhood deterioration as well as possible segregation of the community into high and low income housing areas.

Factors for consideration include:

- A.** Approximate Age of Original P.C.C. - The basis of a concrete street replacement policy shall be that all streets which reach 70 years of age may be replaced unless engineering investigations show above average performance by the street pavement. Streets that show excessive deterioration before reaching 70 years of age may also be subject to replacement.

The above time line approach will allow the City Council and residents adequate time to plan for the financial impact of a street replacement program.

- B.** Arterial/Collector Streets - Arterial and collector streets require a higher level of maintenance since they attract through traffic and are intended to be used more than neighborhood streets. The timing of replacement for these streets will depend on the amount of damage sustained from truck traffic and funding availability from state and federal programs. These streets will be reviewed periodically and property owners will pay a reduced special assessment which is consistent with the ISTEA Street Replacement Policy.
- C.** Engineer's Recommendation - Evaluating and rating of streets by an engineer shall include but not be limited to use of core samples for determining thickness and structural strength. In addition, the general condition of the street including curb defects, types and frequency of cracks, formation of potholes, pavement irregularity and lack of storm drainage shall be reviewed. The engineers' recommendation shall be a key factor in street replacement.

Adopted by City Council on March 6, 1995.

Non-TEA-21 Streets

The City Council on non-paved streets will assess all eligible construction costs up to 31' B to B to the property owners. The assessment will be based on the benefited area.

Exception: The City Council may at it's option based on undue hardship as a result of the assessment, pay 50% of the paving for streets that are one block in length or less and that lie between two existing concrete paved streets.

On paved (hard surfaced) streets, the City Council will assess 0% of the eligible construction costs up to 25' B to B to residential, commercial, industrial and non-profit organizations.

Adopted by City Council on January 15, 2001.

Amended by City Council on March 5, 2012

TEA-21 Streets

The City Council on non-paved streets constructed with TEA-21 funds will assess all eligible costs that are not funded by the TEA-21 grant.

For streets that have been previously paved (hard surfaced), the city shall assess 0% of all eligible costs not funded by TEA-21 to the residential, commercial, industrial and non-profit property owners.

Adopted by City Council on January 15, 2001.

Streets Funded by Alternative Revenue Sources

On a case by case basis, the City will decide how much each property will be assessed.

Sidewalk Installation

When concrete streets are replaced, sidewalks shall also be installed where none currently exist and the lot is developed. The walks shall be installed as part of the street project.

The cost of material and labor shall be borne by the property owner. However, unique costs related to severe grade, tree and utility removal shall be borne by the city as part of the reconstruction project.

Adopted by City Council on April 17, 1995.

MISCELLANEOUS

• Animal Control	69
• City Policy on Lobbying	70-71
• City-Wide Clean Up	71
• Claims	71
• Dangerous & Dilapidated Program	72
• Permit Fees For Local Government Entities	73
• Rezoning	74
• Excessive Sewer Policy	75
• Sewer Policy Statement	76
• Shared Sewer Service Policy	77-79
• Storm Watch and Warnings	80
• Use of North Council Chambers	81
• Voluntary Annexations	82
• Policy for Examination or Copying of Records	83-86

Animal Control

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

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

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

The following implementation guidelines apply to this policy:

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

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

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

City Policy on Lobbying

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

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

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

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

Adopted by City Council on January 4, 1993.

City-Wide Clean Up

Policy for the annual City clean-up will be:

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

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

Claims

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

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

Dangerous & Dilapidated Program

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

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

All purchase agreements shall be approved by City Council.

CRITERIA

All properties purchased shall be vacant.

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

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

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

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

Permit Fees For Local Government Entities

Effective July 1, 1998, the city shall not charge any related building permit fees to the Indianola Community Schools or Warren County. Fees include building, plumbing, electric, water, sewer, driveway, sign, etc.

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

Updated September 21, 1998.

Rezoning

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

Adopted by City Council on April 2, 1984.

Excessive Sewer Policy

The purpose of this policy is to provide the City Manager, or his designee, with the authority to issue credits to utility accounts with bona-fide excessive sewer usage in amounts up to \$500 based on the following criteria:

- Water was metered
- Municipal employees verify evidence that water did not directly enter into the sewer system
- The metered water that did not enter into the sewer system was due to extraordinary circumstances beyond the utility account holder's control

Amounts in excess of \$500, and denials of credit by the City Manager, may be considered by the City Council.

Sewer Policy Statement

Purpose

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

Policy Statement

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

The method to be used to calculate a refund or back bill shall be the actual consumption times the rate for like charges either for the proceeding 60 months from the time the error was identified or for the period from the establishment of the current account holder to the time the error was discovered, whichever is less.

The maximum refund or back bill shall not exceed the dollar amount equivalent to actual consumption times the rate for like charges in the 12 months preceding the discovery of the error unless otherwise ordered by the City Council.

For any back bill issued under this policy, the customer shall be offered a payment plan agreement with repayment terms up to 60 months without interest or penalty. Failure to complete repayment will not lead to disconnection of services, but will lead to appropriate legal action being initiated by the city. The payment plan agreement shall also provide for complete repayment upon the closing of that customer's account. Any agreement with terms exceeding these must be approved by the City Council.

Adopted by City Council on August 6, 2007.

Shared Sewer Service Policy

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

2003 International Plumbing Code

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

Purpose

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

Definitions

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

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

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

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

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

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

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

Notification

- When shared sewer services are identified by the City of Indianola, property owners will be notified within 30 days.
- The notification will include a map that identifies the known properties that share the sewer service, an estimated location of the shared sewer service, the private sewer services, the collection sewer service, and the connection to the public sewer system.

- Property owners will be notified if there are maintenance issues with the sewer service such as sewer backups, inflow and infiltration, or if physical repairs are required. If repairs are required, the property owner will be given 6 months from the date of notification to comply, unless otherwise approved by city council.

Reasons to abate Shared Sewer Services

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

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

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

Request for Public Sewers

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

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

Prohibited Acts

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

EXAMPLES

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

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

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

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

- A) Property Owner #1 would be solely responsible for disconnecting from the collection sewer service and reconnecting to a public sewer.

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

Storm Watch & Warnings

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

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

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

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

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

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

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

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

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

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

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

Use of North Council Chambers

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

Council meetings – 1st and 3rd Monday evening of each month.

Any special called meetings of the Council.

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

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

Board of Adjustment meetings when called.

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

Adopted by City Council on May 21, 1980.

Voluntary Annexations

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

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

POLICY FOR EXAMINATION OR COPYING OF RECORDS

GENERAL POLICY:

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

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

CUSTODIAN OF RECORDS:

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

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

GENERAL PROCEDURE:

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

records have been requested.

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

FEE SCHEDULE:

- If the number of photocopies does not exceed twenty-five (25) pages, or if staff time for responding to the request does not exceed thirty (30) minutes, the following fee schedule shall apply:
- a. Fees for photocopies: \$.25 per page for black and white copies and \$1.00 per page for color copies.
 - b. A fee for records provided on a CD is \$10.00.
- If the number of pages to be copied exceeds twenty-five (25) pages, or if the staff time involved in providing the records exceeds thirty (30) minutes, the following additional fee schedule shall apply:
 - a. Hourly rate for clerical time needed to make photocopies or copying to a CD - \$25.00 (prorated to the nearest fifteen (15) minutes)

- b. Hourly rate for professional staff time – Effective hourly rate of staff member for time needed to produce or review the documents (prorated to the nearest fifteen (15) minutes)
 - c. Routinely prepared or bound reports – Actual cost to produce
 - d. Special requests for records mapping requests, and other non-traditional methods of providing information may incur additional costs.
- The City reserves the right to adjust the above fee schedule in the event of unanticipated costs.
- Unless otherwise prohibited by law, the City may, at the City's discretion, furnish copies of requested records without charge or at a reduced fee if the City determines that the waiver or reduction of fees is in the public interest.

CITY OF INDIANOLA
REQUEST FORM TO EXAMINE OR COPY RECORDS

Description of Record Requested:

Requester and Record Identification*

Name of Requester	Address	Telephone No.
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Signature of Requester*

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

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

Revised: February 4, 1974 – Council Orientation

Revised: February 4, 1974 – Policy Folder

Revised: February 4, 1974 – Boards and Commissions

Revised: February 4, 1974 – Management-deleted

Revised: February 4, 1974 – Personnel Manuel

Revised: January 16, 1974 – Voluntary Annexations

Revised: December 20, 1976 – Claims

Revised: January 17, 1977 – City Vehicle Use – deleted 08-04-08 in Personnel Mgt Guide

Revised: February 22, 1977 – Council Agenda

Revised: August 1, 1977 – Alleys and Parking Lots Maintenance

Revised: April 16, 1979 – Employee Safety-deleted Employee Handbook

Revised: May 21, 1980 – North & South Council Chambers

Revised: April 3, 1981 – Alleys (Rocked) Maintenance Policy

Revised: April 3, 1981 – Alleys (Dirt Traveled) Maintenance Policy

Revised: April 3, 1981 – Alleys (Hard Surfaced) Policy

Revised: April 20, 1981 – Mayoral Budget

Revised: October 19, 1981 – Alleys & Streets (Sale)

Revised: April 18, 1983 – Clean up

Revised: April 2, 1984 - Rezoning

Revised: August 5, 1985 – Addresses on Street Curbs

Revised: November 17, 1986 – Infiltration & Inflow Policy

Revised: February 17, 1987 - Use of Vacant Lot, Jefferson Way & E. Ashland-deleted

Revised: April 20, 1987 - Investment Policy

Revised: May 18, 1987 - Alley Policy

Revised: July 6, 1987 - Indianola Drug Abuse & Alcohol Commission

Revised: August 3, 1987 - Boards and Commissions Membership

Revised: August 1, 1988 - Boards and Commissions Membership

Revised: September 19, 1988 – Local Purchase Policy

Revised: September 19, 1988 - Indianola City Council Policy

Revised: October 17, 1988 - FAUS Streets-deleted no longer effective

Revised: December 18, 1989 - Drug-Free Workplace Policy – deleted 8/4/08 in Personnel Mgt Guide

Revised: September 17, 1992 – Investment Policy

Revised: January 4, 1993 – City Policy on Lobbying

Revised: May 17, 1993 - Asphalt Overlays

Revised: October 18, 1993 - FAUS Street-deleted no longer effective

Revised: March 7, 1994 – Commercial Dumping Fees – deleted 8/4/08

Revised: August 1, 1994 - Animal Control Policy

Revised: January 16, 1995 – Government Access Channel

Revised: March 6, 1995 - Concrete Street Replacement

Revised: April 17, 1995 - Sidewalk Installation

Revised: September 5, 1995 – Infiltration & Inflow Policy

Revised: October 16, 1995 – Bond Registration Fees – deleted 8/4/08

Revised: November 6, 1995 – Sexual Harassment Policy – deleted 8/4/08 in Personnel Mgt Guide

Revised: January 1, 1996 – Smoking in City Vehicles-deleted Employee Handbook

Revised: February 18, 1997 – Investment Policy

Revised: March 3, 1997 - Employee Recognition Policy

Revised: May, 1997 – Hard Surfacing Alleys-deleted no longer effective

Revised: September 2, 1997 – Vehicle Policy Statement-deleted Employee Handbook

Revised: October 6, 1997 – Cellular Telephone Policy-deleted 8/4/08 in Personnel Mgt Guide

Revised: October 6, 1997 – Internet Policy-deleted 8/4/08 in Personnel Mgt Guide

Revised: November 17, 1997 – Storm Watch and Warnings

Revised: April 20, 1998 – Investment Policy

Revised: June 8, 1998 – Purchases

Revised: June 15, 1998 – Infiltration & Inflow Policy

Revised: September 21, 1998 – Permit Fees

Revised: January 4, 1999 – Employee Drug & Alcohol Testing Policy-deleted Employee Handbook

Revised: April 26, 1999 – Investment Policy

Revised: October 18, 1999 – Vehicle & Travel Allowance-deleted Employee Handbook

Revised: October 18, 1999 – City Vehicle/Equipment Responsibility-deleted Employee Handbook

Revised: July 18, 2000 – Dangerous & Dilapidated Program

Revised: January 15, 2001 – TEA & Non-TEA 21 Streets

Revised: April 16, 2001 – Calcium Chloride (dust control)

Revised: May 7, 2001 – Investment Policy

Revised: July 2, 2001 – Purchasing Card Policy

Revised: August 6, 2001 – Revolving Loan Fund Program Policy

Revised: December 17, 2001- Mileage Rate Reimbursement

Revised: May 6, 2002 – Investment Policy

Revised: October 7, 2002 – Web Site Privacy Statement & Disclaimer

Revised: October 7, 2002 – Payment of Services by Credit Card Policy

Revised: February 18, 2003 – Policy for banners in the public right-of-way

Revised: March 17, 2003 – City Wide Clean-up

Revised: May 19, 2003 – Investment Policy

Revised: June 2, 2003 – Amended policy for banners in the public right-of-way

Annual approval – July 7, 2003

Revised: November 17, 2003 – Policy Establishing Capitalization Thresholds for Financial Reporting

Revised: March 15, 2004 – Investment Policy

Revised: June 21, 2004 – Sidewalk Agreements for square businesses

Annual approval – July 6, 2004

Revised: March 21, 2005 – Investment Policy

Revised: April 18, 2005 – Annual Audit Policy

Revised: April 18, 2005 – Accounting System Policy

Revised: April 18, 2005 – Cash Management Policy

Annual approval – July 5, 2005

Revised: February 6, 2006 – Investment Policy

Revised: March 20, 2006 – Animal Control Policy

Annual approval – July 17, 2006

Revised: August 21, 2006 – Excessive Sewer Policy

Revised: September 5, 2006 – Roadside Trail Policy

Revised: September 5, 2006 – I&I Policy

Revised: January 16, 2007 – TIF Policy

Revised: February 5, 2007 – Investment Policy

Annual approval – July 2, 2007

Revised: July 16, 2007 – I&I Policy

Revised: August 6, 2007 – Sewer Policy Statement

Revised: February 4, 2008 – Investment Policy

Revised: May 19, 2008 – Purchase Card Policy

Revised: June 2, 2008 – I&I Policy

Revised: June 16, 2008 – Car Allowance

Revised: August 4, 2008 – Workplace Harassment & violence Prevention

Revised: August 4, 2008 – Cash Management Policy

Revised: August 4, 2008 – Investment Policy

Revised: August 4, 2008 – Return Check Charge

Revised: August 4, 2008 – Policy for banners in the public right-of-way

Revised: August 4, 2008 – TIF Policy

Revised: August 4, 2008 – Alley Policy

Revised: August 4, 2008 – Animal Policy

Revised: August 4, 2008 – Council Policy on Lobbying

Revised: August 4, 2008 – City Wide Clean up

Revised: August 4, 2008 – Claims

Revised: August 4, 2008 – Voluntary Annexations

Revised: August 4, 2008 – Dangerous & Dilapidated Program

Revised: August 4, 2008 – Storm Watch and Warnings

Revised: August 4, 2008 – Revolving Loan Fund Program

Annual approval – August 4, 2008

Annual approval – August 3, 2009

Revised: January 19, 2010 - Shared Sanitary Sewer Services Policy

Revised: February 1, 2010 - I&I Policy

Annual approval – September 7, 2010

Revised: July 5, 2011 – Robert’s Rules of Order and Procedural Rules

Annual approval – September 6, 2011

Revised: March 5, 2012 – Non-TEA-21 Street

Annual approval – August 20, 2012

Revised: April 15, 2013 – I&I Policy

Annual approval – August 19, 2013

Annual approval – August 4, 2014

Revised: September 15, 2014 – Policy for examination or copying of records

Revised: December 15, 2014 – Admin Policy & Procedures – Financial Policy-Purchasing

Information

Subject

Annual adoption of the fee schedule

Information

The fee schedule as shown below is considered annually.

Description	Fee
Miscellaneous Fees	
Return Check Fee	\$30.00
Returned online check, debit/credit card	\$30.00
Utility Fees	
Delinquent Account Notice Fee	\$30.00
Network Fees	
Optical Network Terminal Fee (only if customer does not allow entrance to retrieve the device)	\$500.00

FYI - the resolution approving a fee schedule was adopted by the City Council on September 2, 2008 which began the effort to create one fee schedule that is adopted annually by the Council and Trustees. The fee schedule will grow over time as ordinances and associated fees will reference the fee schedule and future fee changes and will not require three readings of the ordinance but a simple motion to amend the fee schedule.

Attachments

Fee Schedule

CITY OF INDIANOLA
FEE SCHEDULE

<u>Description</u>	<u>Fee</u>
Miscellaneous Fees:	
Returned Check Fee	\$30.00
Returned online check, debit/credit card	\$30.00
Utility Fees:	
Delinquent Account Notice Fee	\$30.00
Network Fees:	
Optical Network Terminal Fee	\$500.00

Meeting Date: 08/03/2015

Information
Subject

Prior and final approval applications for urban revitalization designation

Information

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

Prior

Autumn Ridge Development - 1508 W. Kentucky Avenue - SFD - \$141,200

Jeremy & Jennifer Pribil - 103 S. 19th Ct. - SFD - \$182,000

Hart Holdings - 101/103 South "B" Street - Duplex - \$215,000

Final

Marc Kris Modern Homes - 1319 S. "O" - SFD - \$271,000

Horton Robinson Construction - 2212 W. 10th Avenue - SFD - \$186,000

John Hutchcroft - 310 S. 3rd - Addition - \$18,000

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

Below is a list of permits issued through July 31, 2015 and previous years.

	2015		2014		2013		2012		2011	
SFD	22	\$3,816,700 \$173,486	16	\$3,054,409 \$190,901	27	\$4,721,577 \$174,873	7	\$1,021,050 \$145,864	7	\$1,097,050 \$156,721
Duplexes	2	\$456,500	1	\$241,500	5	\$848,000	1	\$230,000	1	\$223,000
MFD	1	\$426,350	1	\$426,350	1	\$426,350	2	\$5,676,350	0	0
Add/Alt	20	\$106,308	25	\$179,847	29	\$198,520	28	\$182,933	29	\$324,989
Non-Residential	25	\$11,170,367	19	\$10,808,467	12	\$7,330,316	16	\$15,158,951	22	\$27,114,092
Total	70	\$15,087,225	62	\$14,710,573	74	\$13,524,763	54	\$22,269,284	59	\$28,759,131

AttachmentsUR Apps

8 3 Year Abatement _____ 5 Year Abatement _____ Date 7/6/15
(please initial items below)

Signed By:

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

_____ 3 Year Abatement X 5 Year Abatement Date 7/16/15
(please initial items below)

X Prior Approval for Intended Improvements _____ Approval of Improvements Completed

Address of Property: 1038 19th Ct.

Legal Description of Property: Lot 34 Meadow Brooke

Title Holder or Contract Buyer: Jeremy & Jennifer Ailal

Address of Owner (if different than above): _____

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

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

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

_____ Rental X Owner Occupied

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

DESCRIPTION: 1 story sfd - 1,750 sq. ft. - 4 bedrooms -
3 full baths - 3 car garage

CLASS A / 5 YEAR TAX ABATEMENT REQUIREMENTS:

Sidewall Insulation rated R-15 or higher? Yes / No _____

Attic space insulation rated R-44 or higher? Yes / No _____

125 M.P.H. lifetime shingle? Yes / No _____

Windows have minimum U factor of .31 or less or a low E rating? Yes / No _____

H.V.A.C. has a minimum 90% efficiency rating? Yes / No _____

Programmable Energy Star thermostat installed? Yes / No _____

All ductwork is taped and sealed? Yes / No _____

All appliances are Energy Star rated? Yes / No _____

A/C Unit with Minimum SEER rating of 14 Yes _____ No _____ Brand? _____

Furnace with a minimum 90% efficiency rating Yes _____ No _____ Brand? _____

Gas Water Heater 0.62 EF to 0.79 EF or 0.80 EF and above? Yes _____ No _____ Brand? _____

Rating? _____

Plumbing fixtures in both kitchen and baths are all Energy Star rated? Yes _____ No _____

Faucets 2.0 GPM? Yes _____ No _____

Showers 2.0 GPM? Yes _____ No _____

Water closets 1.3 GPM or dual flush? Yes _____ No _____

Ductwork in unconditioned spaces all insulated? Yes _____ No _____

Four trees and six shrubs planted? Yes _____ No _____

Estimated or Actual Date of Completion: 2/2016

Estimated or Actual Value of Improvements: \$182,000

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

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

Tenant _____ Date of Occupancy _____ Relocation Benefits _____

Signed By: Stacy Cull Inc.

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

☒ 3 Year Abatement ☐ 5 Year Abatement Date 7/27/15
(please initial items below)

☒ Prior Approval for Intended Improvements ☐ Approval of Improvements Completed

Address of Property: 101 / 103 South B Street

Legal Description of Property: lots 1 & 24 & E 25' lot 2 Blk 15 Indianola O.T.P

Title Holder or Contract Buyer: Hart Holdings LLC

Address of Owner (if different than above): _____

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

Existing Property Use: ☐ Residential ☐ Commercial ☐ Industrial ☒ Vacant

Proposed Property Use: ☒ Residential ☐ Commercial ☐ Industrial ☐ Vacant

☐ Rental ☒ Owner Occupied

Nature of Improvements: ☐ Addition ☒ New Construction ☐ General Improvements

DESCRIPTION: 1 story duplex - 3,030 total sq. ft. - 5 bedrooms -
3 full baths - 4 garage spaces

CLASS A / 5 YEAR TAX ABATEMENT REQUIREMENTS:

Sidewall Insulation rated R-15 or higher? Yes ☐ No ☐

Attic space insulation rated R-44 or higher? Yes ☐ No ☐

125 M.P.H. lifetime shingle? Yes ☐ No ☐

Windows have minimum U factor of .31 or less or a low E rating? Yes ☐ No ☐

H.V.A.C. has a minimum 90% efficiency rating? Yes ☐ No ☐

Programmable Energy Star thermostat installed? Yes ☐ No ☐

All ductwork is taped and sealed? Yes ☐ No ☐

All appliances are Energy Star rated? Yes ☐ No ☐

A/C Unit with Minimum SEER rating of 14 Yes ☐ No ☐ Brand? _____

Furnace with a minimum 90% efficiency rating Yes ☐ No ☐ Brand? _____

Gas Water Heater 0.62 EF to 0.79 EF or 0.80 EF and above? Yes ☐ No ☐ Brand? _____

Rating? _____

Plumbing fixtures in both kitchen and baths are all Energy Star rated? Yes ☐ No ☐

Faucets 2.0 GPM? Yes ☐ No ☐

Showers 2.0 GPM? Yes ☐ No ☐

Water closets 1.3 GPM or dual flush? Yes ☐ No ☐

Ductwork in unconditioned spaces all insulated? Yes ☐ No ☐

Four trees and six shrubs planted? Yes ☐ No ☐

Estimated or Actual Date of Completion: 2/20/16

Estimated or Actual Value of Improvements: \$215,000

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

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

Tenant _____ Date of Occupancy _____ Relocation Benefits _____

☒ Signed By: [Signature]

_____ 3 Year Abatement ✓ 5 Year Abatement _____
(please initial items below) Date 7/16/15

Signed By:

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

_____ 3 Year Abatement ☒ 5 Year Abatement Date 7/16/15
(please initial items below)

_____ Prior Approval for Intended Improvements ☒ Approval of Improvements Completed

Address of Property: 2212 West 10th Avenue

Legal Description of Property: Lot 17 Doe Run Plat 2

Title Holder or Contract Buyer: Horton Robinson Const.

Address of Owner (if different than above): _____

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

Existing Property Use: _____ Residential _____ Commercial _____ Industrial ☒ Vacant

Proposed Property Use: ☒ Residential _____ Commercial _____ Industrial _____ Vacant

_____ Rental ☒ Owner Occupied

Nature of Improvements: _____ Addition ☒ New Construction _____ General Improvements

DESCRIPTION: 1 story sfd - 1,986 sq ft. - 1 bedroom -
2 full baths - 2 car garage

CLASS A / 5 YEAR TAX ABATEMENT REQUIREMENTS:

Sidewall Insulation rated R-15 or higher?	Yes ☒	No _____
Attic space insulation rated R-44 or higher?	Yes ☒	No _____
125 M.P.H. lifetime shingle?	Yes ☒	No _____
Windows have minimum U factor of .31 or less or a low E rating?	Yes ☒	No _____
H.V.A.C. has a minimum 90% efficiency rating?	Yes ☒	No _____
Programmable Energy Star thermostat installed?	Yes ☒	No _____
All ductwork is taped and sealed?	Yes ☒	No _____
All appliances are Energy Star rated?	Yes ☒	No _____
A/C Unit with Minimum SEER rating of 14	Yes ☒ No _____	Brand? _____
Furnace with a minimum 90% efficiency rating	Yes ☒ No _____	Brand? _____
Gas Water Heater 0.62 EF to 0.79 EF or 0.80 EF and above?	Yes ☒ No _____	Brand? _____

Rating? _____ Plumbing fixtures in both kitchen and baths are all Energy Star rated? Yes _____ No _____

Faucets 2.0 GPM? Yes ☒ No _____

Showers 2.0 GPM? Yes ☒ No _____

Water closets 1.3 GPM or dual flush? Yes ☒ No _____

Ductwork in unconditioned spaces all insulated? Yes ☒ No _____

Four trees and six shrubs planted? Yes ☒ No _____

Estimated or Actual Date of Completion: 7/13/15

Estimated or Actual Value of Improvements: \$186,000

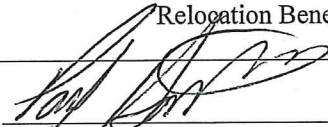
If rental property, complete the following: Number of Units _____

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

Tenant

Date of Occupancy

Relocation Benefits

Signed By: 

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

☒ 3 Year Abatement ☐ 5 Year Abatement Date 7/20/15

☐ Prior Approval for Intended Improvements ☒ Approval of Improvements Completed

Address of Property: 310 S 3rd St.

Legal Description of Property: Lot 11 Ex E 69' S 40' Lot 10 Ex E 69' Bk 2 Haverhill

Title Holder or Contract Buyer: John Hutchcraft

Address of Owner (if different than above): _____

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

Existing Property Use: ☒ Residential ☐ Commercial ☐ Industrial ☐ Vacant

Proposed Property Use: ☒ Residential ☐ Commercial ☐ Industrial ☐ Vacant

☐ Rental ☒ Owner Occupied

Nature of Improvements: ☐ Addition ☒ New Construction ☐ General Improvements

DESCRIPTION: 256 sq. ft. 1 story addition

CLASS A / 5 YEAR TAX ABATEMENT REQUIREMENTS:

Sidewall Insulation rated R-15 or higher? Yes ☐ No ☐

Attic space insulation rated R-44 or higher? Yes ☐ No ☐

Roofed using 40-year shingle? Yes ☐ No ☐

Windows have minimum U factor of .31 or less or a low E rating? Yes ☐ No ☐

H.V.A.C. has a minimum 90% efficiency rating? Yes ☐ No ☐

Programmable Energy Star thermostat installed? Yes ☐ No ☐

All ductwork is taped and sealed? Yes ☐ No ☐

All appliances are Energy Star rated? Yes ☐ No ☐

A/C Unit with Minimum SEER rating of 14 Yes ☐ No ☐ Brand? _____

Furnace with a minimum 90% efficiency rating Yes ☐ No ☐ Brand? _____

Gas Water Heater 0.62 EF to 0.79 EF or 0.80 EF and above? Yes ☐ No ☐ Brand? _____

Rating? _____

Plumbing fixtures in both kitchen and baths are all Energy Star rated? Yes ☐ No ☐

Faucets 2.0 GPM? Yes ☐ No ☐

Showers 2.0 GPM? Yes ☐ No ☐

Water closets 1.3 GPM or dual flush? Yes ☐ No ☐

Ductwork in unconditioned spaces all insulated? Yes ☐ No ☐

Four trees and six shrubs planted? Yes ☐ No ☐

Estimated or Actual Date of Completion: 7/17/15

Estimated or Actual Value of Improvements: \$18,000

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

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

Tenant _____ Date of Occupancy _____ Relocation Benefits _____

☒ Signed By: John Hutchcraft

Information

Subject

Claims on the computer printout for August 3, 2015

Information

Attachments

Claims

Vendor Report

Vendor Name	GL Account Number	Description	Invoice Date	Net Invoice Amount
GENERAL FUND				
AIR-CON MECHANICAL CORP.	001-6500-63410	QTR AGREEMENT	07/24/2015	1,228.06
CDW GOVERNMENT INC	001-6210-67240	SERVER SOFTWARE LICENSIN	07/13/2015	5,475.16
CIVIC SYSTEMS LLC	001-6200-64990	SEMI-ANNUAL SUPPORT FEES	07/17/2015	6,226.00
CLEAR CHANNEL OUTDOOR	001-5100-64130	BILLBOARD ADVERTISEMENT	07/20/2015	942.50
DES MOINES WATER WORKS	001-6200-65080	JUNE BILLING & INSERTS	07/10/2015	3,033.42
H & W RECYCLING	001-2900-64990	E-CYCLING	07/20/2015	690.00
IMWCA	001-1700-61599	WORKERS COMP INSTALL	07/01/2015	254.00
IMWCA	001-2900-61599	WORKERS COMP INSTALL	07/01/2015	22.00
IMWCA	001-6100-61599	WORKERS COMP INSTALL	07/01/2015	4.00
IMWCA	001-6150-61599	WORKERS COMP INSTALL	07/01/2015	236.00
IMWCA	001-6200-61599	WORKERS COMP INSTALL	07/01/2015	46.00
IMWCA	001-6210-61599	WORKERS COMP INSTALL	07/01/2015	25.00
IMWCA	001-6250-61599	WORKERS COMP INSTALL	07/01/2015	11.00
INDOFF INCORPORATED	001-6200-65070	SUPPLIES	07/15/2015	48.18
INFOMAX OFFICE SYSTEMS IN	001-1700-63410	COPIER CONTRACT	07/16/2015	1.42
INFOMAX OFFICE SYSTEMS IN	001-6200-63400	COPIER CONTRACT	07/16/2015	717.92
INFOMAX OFFICE SYSTEMS IN	001-6100-63400	COPIER CONTRACT	07/16/2015	.34
IOWA ASSOC OF MUN UTILITIE	001-6200-62300	JUNE SAFETY CONSULTATION	06/30/2015	160.00
IOWA DIV OF LABOR SERVICE	001-6500-63100	CITY HALL BOILER INSPECTIO	07/15/2015	40.00
KOSMAN CLEANING CREW LLC	001-6500-64090	2ND HALF OF JULY	07/29/2015	2,166.67
MID AMERICAN ENERGY CO.	001-6500-63710	FUEL HEAT	07/28/2015	56.29
MID AMERICAN ENERGY CO.	001-6500-63710	05931-25003 N HWY 65/69 ENT	07/21/2015	18.72
MID AMERICAN ENERGY CO.	001-2300-63710	26321-30003 ST LIGHTING	07/14/2015	151.83
SHULL, DOUG	001-6500-64990	TREASURER CONTRACT	07/22/2015	83.33
SIMPSON COLLEGE	001-6100-64990	STRATEGIC PLANNNG MEETIN	06/23/2015	100.00
T.R.M. DISPOSAL LLC	001-6500-64090	ACCT #1506	07/24/2015	79.00
WEINMAN INSURANCE SERVIC	001-6500-64082	CRIME BOND CINCINNATI INS.	07/08/2015	355.51
Total GENERAL FUND:				22,172.35
POLICE FUND				
AUBERT'S TOWING	011-1100-64860	TOW - ABANDON	06/21/2015	180.00
BERNIE LOWE & ASSOCIATES I	011-1100-64120	411 - MED	07/16/2015	109.73
BUTTON, DAVID	011-1100-61440	WELLNESS APRIL - JULY 2015	07/21/2015	60.00
DETAILS PLUS	011-1100-63320	VEHICLE REPAIRS	06/22/2015	390.00
DOWNEY TIRE SERVICE	011-1100-63320	VEH REPAIR	07/17/2015	23.45
ELECTRONIC ENGINEERING C	011-1100-64990	PAGER	07/25/2015	11.95
GALLS LLC	011-1100-61810	UNIFORMS	07/14/2015	10.00
IMWCA	011-1100-61599	WORKERS COMP INSTALL	07/01/2015	2,772.00
KIYA KODA HUMANE SOCIETY	011-1100-64137	HUMANE SOCIETY CONTRACT	07/22/2015	2,412.74
SIEMENS, JASON	011-1100-62300	TRAINING	07/21/2015	668.18
T.R.M. DISPOSAL LLC	011-1100-67260	GARBAGE - ACCT #159	07/24/2015	15.00
TOMIN'S TOWING	011-1100-64860	TOW/STORAGE	07/17/2015	85.00
VERIZON WIRELESS	011-1100-63730	DATA	07/15/2015	282.52
WAGNER, MESHA	011-1100-62300	TRAINING	07/16/2015	103.13
WEINMAN INSURANCE SERVIC	011-1100-64082	CRIME BOND CINCINNATI INS.	07/08/2015	430.34
Total POLICE FUND:				7,554.04
FIRE FUND				
ADAMS DOOR COMPANY INC.	015-1500-63410	SERVICE DOORS	07/13/2015	130.00
CARLISLE FIRE DEPARTMENT	015-1500-65990	FIGURE 8 RACES	07/17/2015	175.00
CET FIRE PUMPS MFG	015-1500-65051	PUMP VALVES	07/15/2015	690.00
CIRCLE B CASHWAY	015-1500-63410	REPAIR EQUIPMENT	07/17/2015	41.49
CIRCLE B CASHWAY	015-1500-65051	FIRE FIGHTING EQUIPMENT	07/28/2015	409.99
COLUMBIA SOUTHERN UNIVER	015-1500-62300	TRAINING	07/06/2015	175.00
FASTENAL	015-1500-65070	SAFETY SUPPLIES	07/06/2015	132.61

Vendor Name	GL Account Number	Description	Invoice Date	Net Invoice Amount
HARTFORD FIRE ENTERPRISE	015-1500-65990	FIGURE 8 RACES	07/17/2015	175.00
ILLINOIS FIRE STORE	015-1500-65500	PAUL CONWAY LEATHER FRO	07/09/2015	329.53
IMWCA	015-1500-61599	WORKERS COMP INSTALL	07/01/2015	4,272.00
INDOFF INCORPORATED	015-1500-65060	OFFICE SUPPLIES	07/21/2015	84.42
INDOFF INCORPORATED	015-1500-65060	OFFICE SUPPLIES	07/23/2015	18.82
INFOMAX OFFICE SYSTEMS IN	015-1500-64990	COPIER CONTRACT	07/16/2015	64.47
MC COY HARDWARE INC	015-1500-65070	SUPPLIES	07/17/2015	39.58
MC COY HARDWARE INC	015-1500-65076	STATION SUPPLIES	07/18/2015	8.54
MC COY HARDWARE INC	015-1500-65070	SUPPLIES	07/19/2015	4.67
MC COY HARDWARE INC	015-1500-65076	STATION SUPPLIES	07/22/2015	14.38
MC COY HARDWARE INC	015-1500-63410	MAINTENANCE EQUIPMENT	07/25/2015	8.08
MC COY HARDWARE INC	015-1500-63100	MAINTENANCE EQUIPMENT	07/28/2015	6.18
MID AMERICAN ENERGY CO.	015-1500-63710	UTILITIES	07/22/2015	16.54
MID AMERICAN ENERGY CO.	015-1500-63710	UTILITIES	07/22/2015	12.18
MILO FIRE DEPARTMENT	015-1500-65990	FIGURE 8 RACES	07/17/2015	175.00
NORTHERN WARREN FIRE DEP	015-1500-65990	FIGURE 8 RACES	07/17/2015	175.00
O'REILLY AUTO PARTS	015-1500-63410	REPAIR MAINTENANCE	07/16/2015	20.78
O'REILLY AUTO PARTS	015-1500-63710	REPAIR MAINTENANCE	07/20/2015	29.94
O'REILLY AUTO PARTS	015-1500-63410	REPAIR MAINTENANCE	07/20/2015	46.34
PIERCE BROTHERS REPAIR	015-1500-63410	MAINTENANCE	07/23/2015	22.00
U.S. CELLULAR	015-1500-63730	CELL PHONE	07/12/2015	46.48
WAL-MART STORES INC.	015-1500-65070	STATION SUPPLIES	07/21/2015	7.76
WAL-MART STORES INC.	015-1500-65070	EMS SUPPLIES	07/13/2015	162.37
WAL-MART STORES INC.	015-1500-65070	STATION SUPPLIES	07/19/2015	88.29
WEINMAN INSURANCE SERVIC	015-1500-64082	CRIME BOND CINCINNATI INS.	07/08/2015	187.11
WIEGERT DISPOSAL CO.	015-1500-63100	TRAINING/DUMPSTER	07/01/2015	271.00
Total FIRE FUND:				8,040.55
AMBULANCE FUND				
AIRGAS USA LLC	016-1600-65070	OXYGEN	06/30/2015	57.32
CHOICE 1 HEALTH CARE SERV	016-1600-65070	EMS SUPPLIES	07/17/2015	38.85
HEALTH & SAFETY INSTITUTE	016-1600-62300	24/7 EMS ON-LINE TRAINING	07/15/2015	812.50
HY-VEE FOOD STORE	016-1600-65070	EMS SUPPLIES	07/16/2015	12.64
IMWCA	016-1600-61599	WORKERS COMP INSTALL	07/01/2015	1,781.00
INFOMAX OFFICE SYSTEMS IN	016-1600-63400	COPIER CONTRACT	07/16/2015	32.45
NOBLE FORD-MERCURY	016-1600-65051	A/C REPAIR	07/15/2015	458.08
PHILIPS MEDICAL CAPITAL	016-1600-67245	MONITOR LEASE	07/11/2015	1,348.11
SOUTHEASTERN EMERGENCY	016-1600-65070	EMS SUPPLIES	07/13/2015	898.02
SOUTHEASTERN EMERGENCY	016-1600-65070	EMS SUPPLIES	07/21/2015	694.64
SOUTHEASTERN EMERGENCY	016-1600-65070	EMS SUPPLIES	07/22/2015	475.61
SOUTHEASTERN EMERGENCY	016-1600-65070	EMS SUPPLIES	07/23/2015	168.37
SOUTHEASTERN EMERGENCY	016-1600-65070	EMS SUPPLIES	07/23/2015	41.96
Total AMBULANCE FUND:				6,819.55
LIBRARY FUND				
CARLSON, JANE	041-4100-61440	WELLNESS 1/17/15 - 5/17/15	07/20/2015	100.00
CDW GOVERNMENT INC	041-4100-67240	SERVER SOFTWARE LICENSIN	07/13/2015	890.10
IMWCA	041-4100-61599	WORKERS COMP INSTALL	07/01/2015	35.00
WEINMAN INSURANCE SERVIC	041-4100-64082	CRIME BOND CINCINNATI INS.	07/08/2015	187.11
WOOSLEY LANDSCAPING & M	041-4100-64990	LIBRARY MOW CONTRACT	07/27/2015	225.00
WOOSLEY LANDSCAPING & M	041-4150-65990	LIBRARY HOUSE MOWING	07/27/2015	75.00
Total LIBRARY FUND:				1,512.21
PARK & RECREATION FUND				
AGRILAND FS INC	042-4400-65072	SOFTBALL FIELD DRY	07/24/2015	1,287.60

Vendor Name	GL Account Number	Description	Invoice Date	Net Invoice Amount
ATLANTIC BOTTLING CO.	042-4400-65070	SOFTBALL CONCESSIONS	07/07/2015	430.30
ATLANTIC BOTTLING CO.	042-4400-65070	SOFTBALL CONCESSIONS	07/24/2015	505.60
B & B BEDDING	042-4300-65070	PLAYGROUND MULCH	07/22/2015	1,805.00
BOB'S CUSTOM TROPHIES	042-4200-65060	2 NAME PLATES	07/15/2015	21.00
BOB'S CUSTOM TROPHIES	042-4400-65070	SOFTBALL TROPHIES	07/22/2015	228.50
CDW GOVERNMENT INC	042-4200-64190	SERVER SOFTWARE LICENSIN	07/13/2015	534.60
CHALLENGER SPORTS CORP.	042-4400-64990	CAMP INSTRUCTOR FEES	07/21/2015	94.00
CHAPLIN, BRIANNA	042-4400-64250	ADULT SB UMPIRE	07/24/2015	75.00
CITY SUPPLY CORPORATION	042-4400-63410	CARTRIDGES	07/16/2015	134.47
CLAUSEN, REBECCA	042-4400-64205	iPAD WORKSHOPS	07/17/2015	140.00
CORY, TARRY	042-4400-64250	ADULT SB UMPIRE	07/24/2015	75.00
CR SERVICES	042-4400-65070	SOFTBALL TP	07/20/2015	124.05
CR SERVICES	042-4300-65071	TP & SUPPLIES	07/20/2015	59.78
CR SERVICES	042-4300-65500	1ST AID	07/20/2015	18.03
CRAWFORD, RICHARD L.	042-4400-64250	ADULT SB UMPIRE	07/24/2015	300.00
CULBERTSON, CATHY	042-4300-66990	MEMORIAL PARK CANCELATIO	07/23/2015	29.00
DOWNEY TIRE SERVICE	042-4300-65051	TUBE	07/16/2015	11.19
DOWNEY TIRE SERVICE	042-4300-65051	TIRE CHANGE	07/21/2015	6.72
DUST PROS JANITORIAL	042-4400-64090	ACTIVITY CENTER CLEANING	07/22/2015	1,562.00
FARNER-BROCKEN CO	042-4400-65070	SOFTBALL CONCESSIONS	07/07/2015	1,456.18
FARNER-BROCKEN CO	042-4400-65070	SOFTBALL CONCESSIONS	07/23/2015	932.99
FOSTER, JULIUS	042-4400-64250	ADULT SB UMPIRE	07/24/2015	300.00
HAMILTON, LORI	042-4400-47100	CANCELLED CLASS - MAD SCI	07/27/2015	44.00
HEROLD TRAILER SALES	042-4300-65070	ELECTRIC PIGTAILS	07/22/2015	14.40
IMWCA	042-4200-61599	WORKERS COMP INSTALL	07/01/2015	13.00
IMWCA	042-4300-61599	WORKERS COMP INSTALL	07/01/2015	632.00
IMWCA	042-4400-61599	WORKERS COMP INSTALL	07/01/2015	531.00
INFOMAX OFFICE SYSTEMS IN	042-4200-65060	PRINTER	07/17/2015	16.08
IOWA ASSOC OF MUN UTILITIE	042-4300-62300	JUNE SAFETY CONSULTATION	06/30/2015	160.00
LUCAS, JEFF	042-4400-65070	REIMBURSEMENT - COUNTY F	07/22/2015	6.99
MARLOW, KATHLEEN	042-4300-66990	REFUND - OVERPAYMENT FOR	07/15/2015	13.00
MC COY HARDWARE INC	042-4300-65070	WIRE	07/15/2015	4.00
MC COY HARDWARE INC	042-4300-65070	VALVE	07/16/2015	8.99
MC COY HARDWARE INC	042-4300-65070	ELECTRIC COVER	07/14/2015	7.18
MC INTYRE, CRAIG	042-4400-64250	ADULT SOFTBALL UMPIRE	07/24/2015	225.00
MID AMERICAN ENERGY CO.	042-4300-63710	FUEL HEAT	07/22/2015	23.62
MID AMERICAN ENERGY CO.	042-4400-63710	ACTIVITY CENTER UTILITIES	07/22/2015	17.08
NAPA AUTO PARTS	042-4300-65050	OIL	07/20/2015	47.76
NAPA AUTO PARTS	042-4300-65050	OIL	07/20/2015	47.76
NAPA AUTO PARTS	042-4300-65051	TRANS FLUID	07/23/2015	24.95
O'REILLY AUTO PARTS	042-4300-65051	BELTS	07/20/2015	31.52
O'REILLY AUTO PARTS	042-4300-65051	BELT RETURN	07/20/2015	15.60
PETTY CASH-RECREATION	042-4200-65080	POSTAGE	07/27/2015	14.16
PETTY CASH-RECREATION	042-4400-66990	THANK YOU'S FOR YOGA	07/28/2015	60.00
PLASTIC RECYCLING OF IA FA	042-4300-65070	BENCH	07/09/2015	320.30
SCHOEN, CHRIS	042-4400-64250	ADULT SB UMPIRE	07/24/2015	20.00
SCHUBERG, CHRIS	042-4400-64250	ADULT SB UMPIRE	07/24/2015	20.00
SIMPSON COLLEGE	042-4400-64205	ZONE WAGES	05/31/2015	557.15
U.S. CELLULAR	042-4300-63730	CELL PHONE - 2	07/12/2015	84.64
VAN-WALL EQUIPMENT INC	042-4400-67245	SOFTBALL COMPLEX INFIELD	07/23/2015	12,855.00
WAL-MART STORES INC.	042-4400-65070	PICS - ISF	07/24/2015	179.28
WAL-MART STORES INC.	042-4400-65070	PICTURES - COUNTY FAIR DAY	07/22/2015	31.30
WAL-MART STORES INC.	042-4400-65070	SOFTBALL CONCESSIONS	07/22/2015	47.72
WAL-MART STORES INC.	042-4400-65070	SOFTBALL CONCESSIONS	07/22/2015	3.97
WAL-MART STORES INC.	042-4200-65060	TAPE AND GLUE	07/24/2015	13.39
WAL-MART STORES INC.	042-4200-65060	ENVELOPES	07/28/2015	9.27
WEINMAN INSURANCE SERVIC	042-4200-64082	CRIME BOND CINCINNATI INS.	07/08/2015	74.84
WEINMAN INSURANCE SERVIC	042-4300-64082	CRIME BOND CINCINNATI INS.	07/08/2015	93.55

Vendor Name	GL Account Number	Description	Invoice Date	Net Invoice Amount
WEINMAN INSURANCE SERVIC	042-4400-64082	CRIME BOND CINCINNATI INS.	07/08/2015	74.84
WIEGERT DISPOSAL CO.	042-4300-64090	DUMPSTER - PARKS	07/28/2015	185.00
WIEGERT DISPOSAL CO.	042-4400-64090	DUMPSTER - ACTIVITY CENTE	07/28/2015	25.00
WIEGERT DISPOSAL CO.	042-4400-64990	DUMPSTER - SOCCER	07/28/2015	40.00
WIEGERT DISPOSAL CO.	042-4400-64990	DUMPSTER - SOFTBALL	07/28/2015	125.00
WOOSLEY LANDSCAPING & M	042-4300-64990	PARKS MOW CONTRACT	07/27/2015	6,340.00
Total PARK & RECREATION FUND:				33,158.15

POOL (MEMORIAL) FUND

ACCO UNLIMITED CORP.	045-4500-65011	LIQUID CHLORINE	07/16/2015	445.20
ACCO UNLIMITED CORP.	045-4500-65011	CAL HYPO GRANULAR	07/16/2015	240.00
ACCO UNLIMITED CORP.	045-4500-65010	SODIUM BICARB	07/16/2015	150.00
ACCO UNLIMITED CORP.	045-4500-65010	TITRATING REAGENTS	07/16/2015	28.20
ACCO UNLIMITED CORP.	045-4500-65010	FREIGHT	07/16/2015	12.50
AGSOURCE LABORATORIES	045-4500-64200	MONTHLY WATER TEST	07/16/2015	36.00
ATLANTIC BOTTLING CO.	045-4500-65070	CONCESSIONS	07/21/2015	382.80
CR SERVICES	045-4500-65070	TOILET PAPER/SOAP	07/27/2015	298.85
FARNER-BROCKEN CO	045-4500-65070	CONCESSIONS	07/14/2015	305.66
FARNER-BROCKEN CO	045-4500-65070	CONCESSIONS	07/21/2015	358.10
FARNER-BROCKEN CO	045-4500-65070	CONCESSIONS	07/28/2015	442.70
HAMILTON, LORI	045-4500-47100	SWIM LESSON	07/27/2015	31.00
IMWCA	045-4500-61599	WORKERS COMP INSTALL	07/01/2015	159.00
IOWA DIV OF LABOR SERVICE	045-4500-64200	AQUATIC CTR BOILER INSPEC	07/15/2015	80.00
MC COY HARDWARE INC	045-4500-65070	CONCESSIONS	07/20/2015	21.56
MC COY HARDWARE INC	045-4500-65070	CONCESSIONS - SNO CONE C	07/28/2015	32.36
MC COY HARDWARE INC	045-4500-65072	SECURITY BIT SET	07/16/2015	14.39
MC COY HARDWARE INC	045-4500-65070	CONCESSIONS	07/14/2015	5.00
MENARDS	045-4500-65072	CART/SQUEEGEE	07/21/2015	120.21
WAL-MART STORES INC.	045-4500-65070	LESSON SUPPLIES	07/22/2015	52.50
WAL-MART STORES INC.	045-4500-65070	CONCESSIONS	07/27/2015	198.72
WAL-MART STORES INC.	045-4500-65070	CONCESSIONS	07/27/2015	20.11
WAL-MART STORES INC.	045-4500-65070	FIRST AID SUPPLIES	07/16/2015	85.07
WAL-MART STORES INC.	045-4500-65070	SUNSCREEN/OFFICE SUPPLIE	07/20/2015	83.28
WARREN CO. HEALTH SERVIC	045-4500-64200	STATE OF IOWA ANNUAL INSP	07/15/2015	516.00
WIEGERT DISPOSAL CO.	045-4500-64990	DUMPSTER - MAC	07/28/2015	35.00
WOOSLEY LANDSCAPING & M	045-4500-64990	MAC MOW CONTRACT	07/27/2015	625.00
Total POOL (MEMORIAL) FUND:				4,779.21

ROAD USE TAX FUND

BRUENING ROCK PRODUCTS	110-2100-65073	ROAD STONE	07/24/2015	950.05
CENTURYLINK	110-2100-63730	TRAFFIC SIGNALS	07/22/2015	47.73
CIRCLE B CASHWAY	110-2100-65073	LUMBER	07/07/2015	14.96
CNM OUTDOOR EQUIPMENT	110-2100-64870	TREE/BRUSH SUPPLIES	07/22/2015	15.00
CNM OUTDOOR EQUIPMENT	110-2100-64870	TREE/BRUSH SUPPLIES	07/23/2015	24.95
CNM OUTDOOR EQUIPMENT	110-2100-64870	SHARPEN CHAINS	07/24/2015	58.75
CNM OUTDOOR EQUIPMENT	110-2100-64870	CHAINSAW CHAINS	07/27/2015	80.28
DOWNEY TIRE SERVICE	110-2100-63320	TIRE REPAIR	07/27/2015	19.71
GRIMES ASPHALT & PAVING	110-2100-65073	COLD MIX	07/18/2015	1,163.62
IMWCA	110-2100-61599	WORKERS COMP INSTALL	07/01/2015	1,476.00
MC COY HARDWARE INC	110-2100-63320	BOLTS	07/16/2015	3.38
MC COY HARDWARE INC	110-2100-65073	TRAFFIC PAINT	07/20/2015	9.88
MC COY HARDWARE INC	110-2100-65073	SUMP LINE PARTS	07/28/2015	69.31
MC COY HARDWARE INC	110-2100-65073	SUMP LINE PARTS	07/28/2015	6.75
MID AMERICAN ENERGY CO.	110-2100-63710	FUEL HEAT	07/22/2015	15.99
MURPHY TRACTOR & EQUIPM	110-2100-63320	TRANSMISSION REPAIRS	07/09/2015	1,663.40
MURPHY TRACTOR & EQUIPM	110-2100-63320	HOSE CLAMP MATERIALS	07/16/2015	48.50

Vendor Name	GL Account Number	Description	Invoice Date	Net Invoice Amount
NORWALK READY-MIXED CON	110-2100-65073	CONCRETE	07/07/2015	1,430.00
NORWALK READY-MIXED CON	110-2100-65073	CONCRETE	07/07/2015	686.00
NORWALK READY-MIXED CON	110-2100-65073	CONCRETE	07/08/2015	144.00
NORWALK READY-MIXED CON	110-2100-65073	CONCRETE	07/08/2015	1,004.50
NORWALK READY-MIXED CON	110-2100-65073	CONCRETE	07/09/2015	220.50
O'HALLORAN INTERNATIONAL	110-2100-63320	ALTERNATOR	07/28/2015	218.12
O'REILLY AUTO PARTS	110-2100-63320	FILTERS	07/27/2015	50.35
TOMPKINS INDUSTRIES INC.	110-2100-63320	HYD HOSE	07/16/2015	430.49
U.S. CELLULAR	110-2100-63730	CELL PHONE -3	07/12/2015	146.42
WEINMAN INSURANCE SERVIC	110-2100-64082	CRIME BOND CINCINNATI INS.	07/08/2015	130.97
Total ROAD USE TAX FUND:				10,129.61
PARK & REC SPECIAL REV FUND				
BOB'S CUSTOM TROPHIES	142-4635-65070	PENDGRAFT MEMORIAL PLAQ	07/15/2015	15.00
DES MOINES STEEL FENCE CO	142-4635-65070	FENCE REPAIR	07/21/2015	710.00
PETTY CASH-RECREATION	142-4615-65992	KEY CARD - DARR	07/15/2015	25.00
PETTY CASH-RECREATION	142-4615-65992	KEY CARD - ANDERSON	07/23/2015	8.50
PLASTIC RECYCLING OF IA FA	142-4635-65070	BENCH	07/09/2015	320.30
Total PARK & REC SPECIAL REV FUND:				1,078.80
STREET CAPITAL PROJECTS FUND				
O & S LAWN CARE INC	321-2100-64872	705 N W ST MOWING	07/14/2015	80.00
O & S LAWN CARE INC	321-2100-64872	504 S B ST - MOWING/BRUSH R	07/15/2015	120.00
Total STREET CAPITAL PROJECTS FUND:				200.00
SEWER FUND				
COMBUSTION CONTROL CO.	610-8350-63410	BOILER CONTROLS	07/21/2015	561.00
CRYSTAL CLEAR WATER CO	610-8350-65012	DI WATER FOR LAB	07/17/2015	15.00
HACH COMPANY	610-8350-65012	AMM LON STR ADJ	07/07/2015	114.60
IMWCA	610-8300-61599	WORKERS COMP INSTALL	07/01/2015	584.00
IOWA CONCRETE CUTTING INC	610-8350-63100	COREDRIILL 6' SLDG TANK	07/22/2015	300.00
IOWA DIV OF LABOR SERVICE	610-8350-64990	BOILER INSPECTION	07/15/2015	40.00
JETCO INC	610-8325-63410	MORLOCK LIFT COMMS	07/15/2015	357.50
JETCO INC	610-8350-63410	SLUDGE PUMP VFD	07/15/2015	431.20
MC COY HARDWARE INC	610-8325-65072	PVC PIPE, COUPLING & ELBOW	07/14/2015	19.30
MID AMERICAN ENERGY CO.	610-8325-63710	07741-18004 65/69 LIFT	07/15/2015	40.79
MID AMERICAN ENERGY CO.	610-8325-63710	08701-24006 QUAIL MDWS LIFT	07/22/2015	52.61
MID AMERICAN ENERGY CO.	610-8325-63710	09750-87035 WESLEY LIFT	07/15/2015	28.56
MUNICIPAL SUPPLY INC	610-8350-65072	4" X 12.5" SS REPAIR CLAMP	07/16/2015	237.80
U.S. CELLULAR	610-8300-63730	CELL PHONE - 2	07/12/2015	84.13
VANDERPOOL CONSTRUCTIO	610-8325-63453	6" SCH 40 HUB AND PLUG	07/09/2015	39.00
WEINMAN INSURANCE SERVIC	610-8300-64082	CRIME BOND CINCINNATI INS.	07/08/2015	130.97
Total SEWER FUND:				3,036.46
SEWER CAPITAL PROJECTS FUND				
AMWELL	710-8300-67510	RETENTION DUE CLR DRV	07/07/2015	4,121.00
NOBLE FORD-MERCURY	710-8300-65050	BATTERY CHECK AND TOW	07/10/2015	211.90
NOBLE FORD-MERCURY	710-8300-65050	CAM SENSOR REPL.	07/14/2015	374.79
Total SEWER CAPITAL PROJECTS FUND:				4,707.69
HEALTH INSURANCE FUND				
BENEFIT SOURCE INC	820-9300-64990	RESTORE MONTHLY FEE - JUL	07/16/2015	115.05

Vendor Name	GL Account Number	Description	Invoice Date	Net Invoice Amount
Total HEALTH INSURANCE FUND:				115.05
HRA FUND				
KABEL BUSINESS SERVICES	830-9300-61525	ACTIVE EMPLOYEE ADMIN	06/30/2015	315.00
KABEL BUSINESS SERVICES	830-9300-61527	TERMED/REITREES ADMIN	06/30/2015	73.50
KABEL BUSINESS SERVICES	830-9300-61526	ACTIVE EMPLOYEE CLAIMS	07/24/2015	5,048.18
KABEL BUSINESS SERVICES	830-9300-61528	TERMED/RETIREEES CLAIMS	07/24/2015	134.90
KABEL BUSINESS SERVICES	830-9300-61525	ANNUAL ADMIN FEE	07/01/2015	350.00
Total HRA FUND:				5,921.58
Grand Totals:				109,225.25

City Council: _____

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
ACCO UNLIMITED CORP.				
ACCO UNLIMITED CORP.	LIQUID CHLORINE	07/16/2015	445.20	POOL (MEMORIAL)
ACCO UNLIMITED CORP.	CAL HYPO GRANULAR	07/16/2015	240.00	POOL (MEMORIAL)
ACCO UNLIMITED CORP.	SODIUM BICARB	07/16/2015	150.00	POOL (MEMORIAL)
ACCO UNLIMITED CORP.	TITRATING REAGENTS	07/16/2015	28.20	POOL (MEMORIAL)
ACCO UNLIMITED CORP.	FREIGHT	07/16/2015	12.50	POOL (MEMORIAL)
Total ACCO UNLIMITED CORP.:			875.90	
ADAMS DOOR COMPANY INC.				
ADAMS DOOR COMPANY INC.	SERVICE DOORS	07/13/2015	130.00	FIRE FUND
Total ADAMS DOOR COMPANY INC.:			130.00	
AGRILAND FS INC				
AGRILAND FS INC	SOFTBALL FIELD DRY	07/24/2015	1,287.60	PARK & RECREATI
Total AGRILAND FS INC:			1,287.60	
AGSOURCE LABORATORIES				
AGSOURCE LABORATORIES	MONTHLY WATER TEST	07/16/2015	36.00	POOL (MEMORIAL)
Total AGSOURCE LABORATORIES:			36.00	
AIR-CON MECHANICAL CORP.				
AIR-CON MECHANICAL CORP.	QTR AGREEMENT	07/24/2015	1,228.06	GENERAL FUND
Total AIR-CON MECHANICAL CORP.:			1,228.06	
AIRGAS USA LLC				
AIRGAS USA LLC	OXYGEN	06/30/2015	57.32	AMBULANCE FUN
Total AIRGAS USA LLC:			57.32	
AMWELL				
AMWELL	RETENTION DUE CLR DRV	07/07/2015	4,121.00	SEWER CAPITAL P
Total AMWELL:			4,121.00	
ATLANTIC BOTTLING CO.				
ATLANTIC BOTTLING CO.	SOFTBALL CONCESSIONS	07/07/2015	430.30	PARK & RECREATI
ATLANTIC BOTTLING CO.	SOFTBALL CONCESSIONS	07/24/2015	505.60	PARK & RECREATI
ATLANTIC BOTTLING CO.	CONCESSIONS	07/21/2015	382.80	POOL (MEMORIAL)
Total ATLANTIC BOTTLING CO.:			1,318.70	
AUBERT'S TOWING				
AUBERT'S TOWING	TOW - ABANDON	06/21/2015	180.00	POLICE FUND
Total AUBERT'S TOWING:			180.00	
B & B BEDDING				
B & B BEDDING	PLAYGROUND MULCH	07/22/2015	1,805.00	PARK & RECREATI
Total B & B BEDDING:			1,805.00	
BENEFIT SOURCE INC				
BENEFIT SOURCE INC	RESTORE MONTHLY FEE - JULY 15	07/16/2015	115.05	HEALTH INSURAN

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
Total BENEFIT SOURCE INC:			115.05	
BERNIE LOWE & ASSOCIATES INC				
BERNIE LOWE & ASSOCIATES I	411 - MED	07/16/2015	109.73	POLICE FUND
Total BERNIE LOWE & ASSOCIATES INC:			109.73	
BOB'S CUSTOM TROPHIES				
BOB'S CUSTOM TROPHIES	PENDGRAFT MEMORIAL PLAQUE	07/15/2015	15.00	PARK & REC SPEC
BOB'S CUSTOM TROPHIES	2 NAME PLATES	07/15/2015	21.00	PARK & RECREATI
BOB'S CUSTOM TROPHIES	SOFTBALL TROPHIES	07/22/2015	228.50	PARK & RECREATI
Total BOB'S CUSTOM TROPHIES:			264.50	
BRUENING ROCK PRODUCTS				
BRUENING ROCK PRODUCTS	ROAD STONE	07/24/2015	950.05	ROAD USE TAX FU
Total BRUENING ROCK PRODUCTS:			950.05	
BUTTON, DAVID				
BUTTON, DAVID	WELLNESS APRIL - JULY 2015	07/21/2015	60.00	POLICE FUND
Total BUTTON, DAVID:			60.00	
CARLISLE FIRE DEPARTMENT				
CARLISLE FIRE DEPARTMENT	FIGURE 8 RACES	07/17/2015	175.00	FIRE FUND
Total CARLISLE FIRE DEPARTMENT:			175.00	
CARLSON, JANE				
CARLSON, JANE	WELLNESS 1/17/15 - 5/17/15	07/20/2015	100.00	LIBRARY FUND
Total CARLSON, JANE:			100.00	
CDW GOVERNMENT INC				
CDW GOVERNMENT INC	SERVER SOFTWARE LICENSING (ANNUAL)	07/13/2015	5,475.16	GENERAL FUND
CDW GOVERNMENT INC	SERVER SOFTWARE LICENSING (ANNUAL) -	07/13/2015	890.10	LIBRARY FUND
CDW GOVERNMENT INC	SERVER SOFTWARE LICENSING (ANNUAL) -	07/13/2015	534.60	PARK & RECREATI
Total CDW GOVERNMENT INC:			6,899.86	
CENTURYLINK				
CENTURYLINK	TRAFFIC SIGNALS	07/22/2015	47.73	ROAD USE TAX FU
Total CENTURYLINK:			47.73	
CET FIRE PUMPS MFG				
CET FIRE PUMPS MFG	PUMP VALVES	07/15/2015	690.00	FIRE FUND
Total CET FIRE PUMPS MFG:			690.00	
CHALLENGER SPORTS CORP.				
CHALLENGER SPORTS CORP.	CAMP INSTRUCTOR FEES	07/21/2015	94.00	PARK & RECREATI
Total CHALLENGER SPORTS CORP.:			94.00	

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
CHAPLIN, BRIANNA				
CHAPLIN, BRIANNA	ADUTL SB UMPIRE	07/24/2015	75.00	PARK & RECREATI
Total CHAPLIN, BRIANNA:			75.00	
CHOICE 1 HEALTH CARE SERVICES				
CHOICE 1 HEALTH CARE SERV	EMS SUPPLIES	07/17/2015	38.85	AMBULANCE FUN
Total CHOICE 1 HEALTH CARE SERVICES:			38.85	
CIRCLE B CASHWAY				
CIRCLE B CASHWAY	LUMBER	07/07/2015	14.96	ROAD USE TAX FU
CIRCLE B CASHWAY	REPAIR EQUIPMENT	07/17/2015	41.49	FIRE FUND
CIRCLE B CASHWAY	FIRE FIGHTING EQUIPMENT	07/28/2015	409.99	FIRE FUND
Total CIRCLE B CASHWAY:			466.44	
CITY SUPPLY CORPORATION				
CITY SUPPLY CORPORATION	CARTRIDGES	07/16/2015	134.47	PARK & RECREATI
Total CITY SUPPLY CORPORATION:			134.47	
CIVIC SYSTEMS LLC				
CIVIC SYSTEMS LLC	SEMI-ANNUAL SUPPORT FEES	07/17/2015	6,226.00	GENERAL FUND
Total CIVIC SYSTEMS LLC:			6,226.00	
CLAUSEN, REBECCA				
CLAUSEN, REBECCA	iPAD WORKSHOPS	07/17/2015	140.00	PARK & RECREATI
Total CLAUSEN, REBECCA:			140.00	
CLEAR CHANNEL OUTDOOR				
CLEAR CHANNEL OUTDOOR	BILLBOARD ADVERTISEMENT	07/20/2015	942.50	GENERAL FUND
Total CLEAR CHANNEL OUTDOOR:			942.50	
CNM OUTDOOR EQUIPMENT				
CNM OUTDOOR EQUIPMENT	TREE/BRUSH SUPPLIES	07/22/2015	15.00	ROAD USE TAX FU
CNM OUTDOOR EQUIPMENT	TREE/BRUSH SUPPLIES	07/23/2015	24.95	ROAD USE TAX FU
CNM OUTDOOR EQUIPMENT	SHARPEN CHAINS	07/24/2015	58.75	ROAD USE TAX FU
CNM OUTDOOR EQUIPMENT	CHAINSAW CHAINS	07/27/2015	80.28	ROAD USE TAX FU
Total CNM OUTDOOR EQUIPMENT:			178.98	
COLUMBIA SOUTHERN UNIVERSITY				
COLUMBIA SOUTHERN UNIVER	TRAINING	07/06/2015	175.00	FIRE FUND
Total COLUMBIA SOUTHERN UNIVERSITY:			175.00	
COMBUSTION CONTROL CO.				
COMBUSTION CONTROL CO.	BOILER CONTROLS	07/21/2015	561.00	SEWER FUND
Total COMBUSTION CONTROL CO.:			561.00	
CORY, TARRY				
CORY, TARRY	ADULT SB UMPIRE	07/24/2015	75.00	PARK & RECREATI

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
Total CORY, TARRY:			75.00	
CR SERVICES				
CR SERVICES	SOFTBALL TP	07/20/2015	124.05	PARK & RECREATI
CR SERVICES	TP & SUPPLIES	07/20/2015	59.78	PARK & RECREATI
CR SERVICES	1ST AID	07/20/2015	18.03	PARK & RECREATI
CR SERVICES	TOILET PAPER/SOAP	07/27/2015	298.85	POOL (MEMORIAL)
Total CR SERVICES:			500.71	
CRAWFORD, RICHARD L.				
CRAWFORD, RICHARD L.	ADULT SB UMPIRE	07/24/2015	300.00	PARK & RECREATI
Total CRAWFORD, RICHARD L.:			300.00	
CRYSTAL CLEAR WATER CO				
CRYSTAL CLEAR WATER CO	DI WATER FOR LAB	07/17/2015	15.00	SEWER FUND
Total CRYSTAL CLEAR WATER CO:			15.00	
CULBERTSON, CATHY				
CULBERTSON, CATHY	MEMORIAL PARK CANCELATION	07/23/2015	29.00	PARK & RECREATI
Total CULBERTSON, CATHY:			29.00	
DES MOINES STEEL FENCE CO				
DES MOINES STEEL FENCE CO	FENCE REPAIR	07/21/2015	710.00	PARK & REC SPEC
Total DES MOINES STEEL FENCE CO:			710.00	
DES MOINES WATER WORKS				
DES MOINES WATER WORKS	JUNE BILLING & INSERTS	07/10/2015	3,033.42	GENERAL FUND
Total DES MOINES WATER WORKS:			3,033.42	
DETAILS PLUS				
DETAILS PLUS	VEHICLE REPAIRS	06/22/2015	390.00	POLICE FUND
Total DETAILS PLUS:			390.00	
DOWNEY TIRE SERVICE				
DOWNEY TIRE SERVICE	TUBE	07/16/2015	11.19	PARK & RECREATI
DOWNEY TIRE SERVICE	VEH REPAIR	07/17/2015	23.45	POLICE FUND
DOWNEY TIRE SERVICE	TIRE CHANGE	07/21/2015	6.72	PARK & RECREATI
DOWNEY TIRE SERVICE	TIRE REPAIR	07/27/2015	19.71	ROAD USE TAX FU
Total DOWNEY TIRE SERVICE:			61.07	
DUST PROS JANITORIAL				
DUST PROS JANITORIAL	ACTIVITY CENTER CLEANING	07/22/2015	1,562.00	PARK & RECREATI
Total DUST PROS JANITORIAL:			1,562.00	
ELECTRONIC ENGINEERING CO				
ELECTRONIC ENGINEERING C	PAGER	07/25/2015	11.95	POLICE FUND

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
Total ELECTRONIC ENGINEERING CO:			11.95	
FARNER-BROCKEN CO				
FARNER-BROCKEN CO	SOFTBALL CONCESSIONS	07/07/2015	1,456.18	PARK & RECREATI
FARNER-BROCKEN CO	CONCESSIONS	07/14/2015	305.66	POOL (MEMORIAL)
FARNER-BROCKEN CO	CONCESSIONS	07/21/2015	358.10	POOL (MEMORIAL)
FARNER-BROCKEN CO	SOFTBALL CONCESSIONS	07/23/2015	932.99	PARK & RECREATI
FARNER-BROCKEN CO	CONCESSIONS	07/28/2015	442.70	POOL (MEMORIAL)
Total FARNER-BROCKEN CO:			3,495.63	
FASTENAL				
FASTENAL	SAFETY SUPPLIES	07/06/2015	132.61	FIRE FUND
Total FASTENAL:			132.61	
FOSTER, JULIUS				
FOSTER, JULIUS	ADULT SB UMPIRE	07/24/2015	300.00	PARK & RECREATI
Total FOSTER, JULIUS:			300.00	
GALLS LLC				
GALLS LLC	UNIFORMS	07/14/2015	10.00	POLICE FUND
Total GALLS LLC:			10.00	
GRIMES ASPHALT & PAVING				
GRIMES ASPHALT & PAVING	COLD MIX	07/18/2015	1,163.62	ROAD USE TAX FU
Total GRIMES ASPHALT & PAVING:			1,163.62	
H & W RECYCLING				
H & W RECYCLING	E-CYCLING	07/20/2015	690.00	GENERAL FUND
Total H & W RECYCLING:			690.00	
HACH COMPANY				
HACH COMPANY	AMM LON STR ADJ	07/07/2015	114.60	SEWER FUND
Total HACH COMPANY:			114.60	
HAMILTON, LORI				
HAMILTON, LORI	SWIM LESSON	07/27/2015	31.00	POOL (MEMORIAL)
HAMILTON, LORI	CANCELLED CLASS - MAD SCIENCE	07/27/2015	44.00	PARK & RECREATI
Total HAMILTON, LORI:			75.00	
HARTFORD FIRE ENTERPRISE				
HARTFORD FIRE ENTERPRISE	FIGURE 8 RACES	07/17/2015	175.00	FIRE FUND
Total HARTFORD FIRE ENTERPRISE:			175.00	
HEALTH & SAFETY INSTITUTE				
HEALTH & SAFETY INSTITUTE	24/7 EMS ON-LINE TRAINING	07/15/2015	812.50	AMBULANCE FUN
Total HEALTH & SAFETY INSTITUTE:			812.50	

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
HEROLD TRAILER SALES				
HEROLD TRAILER SALES	ELECTRIC PIGTAILS	07/22/2015	14.40	PARK & RECREATI
Total HEROLD TRAILER SALES:			14.40	
HY-VEE FOOD STORE				
HY-VEE FOOD STORE	EMS SUPPLIES	07/16/2015	12.64	AMBULANCE FUN
Total HY-VEE FOOD STORE:			12.64	
ILLINOIS FIRE STORE				
ILLINOIS FIRE STORE	PAUL CONWAY LEATHER FRONTS	07/09/2015	329.53	FIRE FUND
Total ILLINOIS FIRE STORE:			329.53	
IMWCA				
IMWCA	WORKERS COMP INSTALL	07/01/2015	254.00	GENERAL FUND
IMWCA	WORKERS COMP INSTALL	07/01/2015	22.00	GENERAL FUND
IMWCA	WORKERS COMP INSTALL	07/01/2015	4.00	GENERAL FUND
IMWCA	WORKERS COMP INSTALL	07/01/2015	236.00	GENERAL FUND
IMWCA	WORKERS COMP INSTALL	07/01/2015	46.00	GENERAL FUND
IMWCA	WORKERS COMP INSTALL	07/01/2015	25.00	GENERAL FUND
IMWCA	WORKERS COMP INSTALL	07/01/2015	11.00	GENERAL FUND
IMWCA	WORKERS COMP INSTALL	07/01/2015	2,772.00	POLICE FUND
IMWCA	WORKERS COMP INSTALL	07/01/2015	4,272.00	FIRE FUND
IMWCA	WORKERS COMP INSTALL	07/01/2015	1,781.00	AMBULANCE FUN
IMWCA	WORKERS COMP INSTALL	07/01/2015	35.00	LIBRARY FUND
IMWCA	WORKERS COMP INSTALL	07/01/2015	13.00	PARK & RECREATI
IMWCA	WORKERS COMP INSTALL	07/01/2015	632.00	PARK & RECREATI
IMWCA	WORKERS COMP INSTALL	07/01/2015	531.00	PARK & RECREATI
IMWCA	WORKERS COMP INSTALL	07/01/2015	159.00	POOL (MEMORIAL)
IMWCA	WORKERS COMP INSTALL	07/01/2015	1,476.00	ROAD USE TAX FU
IMWCA	WORKERS COMP INSTALL	07/01/2015	584.00	SEWER FUND
Total IMWCA:			12,853.00	
INDOFF INCORPORATED				
INDOFF INCORPORATED	SUPPLIES	07/15/2015	48.18	GENERAL FUND
INDOFF INCORPORATED	OFFICE SUPPLIES	07/21/2015	84.42	FIRE FUND
INDOFF INCORPORATED	OFFICE SUPPLIES	07/23/2015	18.82	FIRE FUND
Total INDOFF INCORPORATED:			151.42	
INFOMAX OFFICE SYSTEMS INC.				
INFOMAX OFFICE SYSTEMS IN	COPIER CONTRACT	07/16/2015	64.47	FIRE FUND
INFOMAX OFFICE SYSTEMS IN	COPIER CONTRACT	07/16/2015	1.42	GENERAL FUND
INFOMAX OFFICE SYSTEMS IN	COPIER CONTRACT	07/16/2015	32.45	AMBULANCE FUN
INFOMAX OFFICE SYSTEMS IN	COPIER CONTRACT	07/16/2015	717.92	GENERAL FUND
INFOMAX OFFICE SYSTEMS IN	COPIER CONTRACT	07/16/2015	.34	GENERAL FUND
INFOMAX OFFICE SYSTEMS IN	PRINTER	07/17/2015	16.08	PARK & RECREATI
Total INFOMAX OFFICE SYSTEMS INC.:			832.68	
IOWA ASSOC OF MUN UTILITIES				
IOWA ASSOC OF MUN UTILITIE	JUNE SAFETY CONSULTATION - CITY HALL	06/30/2015	160.00	GENERAL FUND
IOWA ASSOC OF MUN UTILITIE	JUNE SAFETY CONSULTATION - PARKS SH	06/30/2015	160.00	PARK & RECREATI

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
Total IOWA ASSOC OF MUN UTILITIES:			320.00	
IOWA CONCRETE CUTTING INC				
IOWA CONCRETE CUTTING INC	COREDRIILL 6' SLDG TANK	07/22/2015	300.00	SEWER FUND
Total IOWA CONCRETE CUTTING INC:			300.00	
IOWA DIV OF LABOR SERVICES				
IOWA DIV OF LABOR SERVICE	CITY HALL BOILER INSPECTION	07/15/2015	40.00	GENERAL FUND
IOWA DIV OF LABOR SERVICE	AQUATIC CTR BOILER INSPECTION	07/15/2015	80.00	POOL (MEMORIAL)
IOWA DIV OF LABOR SERVICE	BOILER INSPECTION	07/15/2015	40.00	SEWER FUND
Total IOWA DIV OF LABOR SERVICES:			160.00	
JETCO INC				
JETCO INC	MORLOCK LIFT COMMS	07/15/2015	357.50	SEWER FUND
JETCO INC	SLUDGE PUMP VFD	07/15/2015	431.20	SEWER FUND
Total JETCO INC:			788.70	
KABEL BUSINESS SERVICES				
KABEL BUSINESS SERVICES	ACTIVE EMPLOYEE ADMIN	06/30/2015	315.00	HRA FUND
KABEL BUSINESS SERVICES	TERMED/REITREES ADMIN	06/30/2015	73.50	HRA FUND
KABEL BUSINESS SERVICES	ACTIVE EMPLOYEE CLAIMS	07/24/2015	5,048.18	HRA FUND
KABEL BUSINESS SERVICES	TERMED/RETIREEES CLAIMS	07/24/2015	134.90	HRA FUND
KABEL BUSINESS SERVICES	ANNUAL ADMIN FEE	07/01/2015	350.00	HRA FUND
Total KABEL BUSINESS SERVICES:			5,921.58	
KIYA KODA HUMANE SOCIETY				
KIYA KODA HUMANE SOCIETY	HUMANE SOCIETY CONTRACT - AUGUST 20	07/22/2015	2,412.74	POLICE FUND
Total KIYA KODA HUMANE SOCIETY:			2,412.74	
KOSMAN CLEANING CREW LLC				
KOSMAN CLEANING CREW LLC	2ND HALF OF JULY	07/29/2015	2,166.67	GENERAL FUND
Total KOSMAN CLEANING CREW LLC:			2,166.67	
LUCAS, JEFF				
LUCAS, JEFF	REIMBURSEMENT - COUNTY FAIR DAY	07/22/2015	6.99	PARK & RECREATI
Total LUCAS, JEFF:			6.99	
MARLOW, KATHLEEN				
MARLOW, KATHLEEN	REFUND - OVERPAYMENT FOR A PARK	07/15/2015	13.00	PARK & RECREATI
Total MARLOW, KATHLEEN:			13.00	
MC COY HARDWARE INC				
MC COY HARDWARE INC	PVC PIPE, COUPLING & ELBOW	07/14/2015	19.30	SEWER FUND
MC COY HARDWARE INC	WIRE	07/15/2015	4.00	PARK & RECREATI
MC COY HARDWARE INC	VALVE	07/16/2015	8.99	PARK & RECREATI
MC COY HARDWARE INC	BOLTS	07/16/2015	3.38	ROAD USE TAX FU
MC COY HARDWARE INC	SUPPLIES	07/17/2015	39.58	FIRE FUND
MC COY HARDWARE INC	STATION SUPPLIES	07/18/2015	8.54	FIRE FUND
MC COY HARDWARE INC	SUPPLIES	07/19/2015	4.67	FIRE FUND

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
MC COY HARDWARE INC	TRAFFIC PAINT	07/20/2015	9.88	ROAD USE TAX FU
MC COY HARDWARE INC	CONCESSIONS	07/20/2015	21.56	POOL (MEMORIAL)
MC COY HARDWARE INC	STATION SUPPLIES	07/22/2015	14.38	FIRE FUND
MC COY HARDWARE INC	MAINTENANCE EQUIPMENT	07/25/2015	8.08	FIRE FUND
MC COY HARDWARE INC	SUMP LINE PARTS	07/28/2015	69.31	ROAD USE TAX FU
MC COY HARDWARE INC	SUMP LINE PARTS	07/28/2015	6.75	ROAD USE TAX FU
MC COY HARDWARE INC	MAINTENANCE EQUIPMENT	07/28/2015	6.18	FIRE FUND
MC COY HARDWARE INC	CONCESSIONS - SNO CONE CUPS	07/28/2015	32.36	POOL (MEMORIAL)
MC COY HARDWARE INC	ELECTRIC COVER	07/14/2015	7.18	PARK & RECREATI
MC COY HARDWARE INC	SECURITY BIT SET	07/16/2015	14.39	POOL (MEMORIAL)
MC COY HARDWARE INC	CONCESSIONS	07/14/2015	5.00	POOL (MEMORIAL)
Total MC COY HARDWARE INC:			283.53	
MC INTYRE, CRAIG				
MC INTYRE, CRAIG	ADULT SOFTBALL UMPIRE	07/24/2015	225.00	PARK & RECREATI
Total MC INTYRE, CRAIG:			225.00	
MENARDS				
MENARDS	CART/SQUEEGEE	07/21/2015	120.21	POOL (MEMORIAL)
Total MENARDS:			120.21	
MID AMERICAN ENERGY CO.				
MID AMERICAN ENERGY CO.	07741-18004 65/69 LIFT	07/15/2015	40.79	SEWER FUND
MID AMERICAN ENERGY CO.	FUEL HEAT	07/22/2015	23.62	PARK & RECREATI
MID AMERICAN ENERGY CO.	FUEL HEAT	07/22/2015	15.99	ROAD USE TAX FU
MID AMERICAN ENERGY CO.	FUEL HEAT	07/28/2015	56.29	GENERAL FUND
MID AMERICAN ENERGY CO.	UTILITIES	07/22/2015	16.54	FIRE FUND
MID AMERICAN ENERGY CO.	08701-24006 QUAIL MDWS LIFT	07/22/2015	52.61	SEWER FUND
MID AMERICAN ENERGY CO.	05931-25003 N HWY 65/69 ENTRANCE SIGN	07/21/2015	18.72	GENERAL FUND
MID AMERICAN ENERGY CO.	26321-30003 ST LIGHTING	07/14/2015	151.83	GENERAL FUND
MID AMERICAN ENERGY CO.	UTILITIES	07/22/2015	12.18	FIRE FUND
MID AMERICAN ENERGY CO.	ACTIVITY CENTER UTILITIES	07/22/2015	17.08	PARK & RECREATI
MID AMERICAN ENERGY CO.	09750-87035 WESLEY LIFT	07/15/2015	28.56	SEWER FUND
Total MID AMERICAN ENERGY CO.:			434.21	
MILO FIRE DEPARTMENT				
MILO FIRE DEPARTMENT	FIGURE 8 RACES	07/17/2015	175.00	FIRE FUND
Total MILO FIRE DEPARTMENT:			175.00	
MUNICIPAL SUPPLY INC				
MUNICIPAL SUPPLY INC	4" X 12.5" SS REPAIR CLAMP	07/16/2015	237.80	SEWER FUND
Total MUNICIPAL SUPPLY INC:			237.80	
MURPHY TRACTOR & EQUIPMENT				
MURPHY TRACTOR & EQUIPM	TRANSMISSION REPAIRS	07/09/2015	1,663.40	ROAD USE TAX FU
MURPHY TRACTOR & EQUIPM	HOSE CLAMP MATERIALS	07/16/2015	48.50	ROAD USE TAX FU
Total MURPHY TRACTOR & EQUIPMENT:			1,711.90	
NAPA AUTO PARTS				
NAPA AUTO PARTS	OIL	07/20/2015	47.76	PARK & RECREATI
NAPA AUTO PARTS	OIL	07/20/2015	47.76	PARK & RECREATI

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
NAPA AUTO PARTS	TRANS FLUID	07/23/2015	24.95	PARK & RECREATI
Total NAPA AUTO PARTS:			120.47	
NOBLE FORD-MERCURY				
NOBLE FORD-MERCURY	BATTERY CHECK AND TOW	07/10/2015	211.90	SEWER CAPITAL P
NOBLE FORD-MERCURY	A/C REPAIR	07/15/2015	458.08	AMBULANCE FUN
NOBLE FORD-MERCURY	CAM SENSOR REPL.	07/14/2015	374.79	SEWER CAPITAL P
Total NOBLE FORD-MERCURY:			1,044.77	
NORTHERN WARREN FIRE DEPT.				
NORTHERN WARREN FIRE DEP	FIGURE 8 RACES	07/17/2015	175.00	FIRE FUND
Total NORTHERN WARREN FIRE DEPT.:			175.00	
NORWALK READY-MIXED CONCRETE				
NORWALK READY-MIXED CON	CONCRETE	07/07/2015	1,430.00	ROAD USE TAX FU
NORWALK READY-MIXED CON	CONCRETE	07/07/2015	686.00	ROAD USE TAX FU
NORWALK READY-MIXED CON	CONCRETE	07/08/2015	144.00	ROAD USE TAX FU
NORWALK READY-MIXED CON	CONCRETE	07/08/2015	1,004.50	ROAD USE TAX FU
NORWALK READY-MIXED CON	CONCRETE	07/09/2015	220.50	ROAD USE TAX FU
Total NORWALK READY-MIXED CONCRETE:			3,485.00	
O & S LAWN CARE INC				
O & S LAWN CARE INC	705 N W ST MOWING	07/14/2015	80.00	STREET CAPITAL
O & S LAWN CARE INC	504 S B ST - MOWING/BRUSH REMOVAL	07/15/2015	120.00	STREET CAPITAL
Total O & S LAWN CARE INC:			200.00	
O'HALLORAN INTERNATIONAL				
O'HALLORAN INTERNATIONAL	ALTERNATOR	07/28/2015	218.12	ROAD USE TAX FU
Total O'HALLORAN INTERNATIONAL:			218.12	
O'REILLY AUTO PARTS				
O'REILLY AUTO PARTS	REPAIR MAINTENANCE	07/16/2015	20.78	FIRE FUND
O'REILLY AUTO PARTS	BELTS	07/20/2015	31.52	PARK & RECREATI
O'REILLY AUTO PARTS	BELT RETURN	07/20/2015	15.60	PARK & RECREATI
O'REILLY AUTO PARTS	REPAIR MAINTENANCE	07/20/2015	29.94	FIRE FUND
O'REILLY AUTO PARTS	REPAIR MAINTENANCE	07/20/2015	46.34	FIRE FUND
O'REILLY AUTO PARTS	FILTERS	07/27/2015	50.35	ROAD USE TAX FU
Total O'REILLY AUTO PARTS:			163.33	
PETTY CASH-RECREATION				
PETTY CASH-RECREATION	KEY CARD - DARR	07/15/2015	25.00	PARK & REC SPEC
PETTY CASH-RECREATION	KEY CARD - ANDERSON	07/23/2015	8.50	PARK & REC SPEC
PETTY CASH-RECREATION	POSTAGE	07/27/2015	14.16	PARK & RECREATI
PETTY CASH-RECREATION	THANK YOU'S FOR YOGA	07/28/2015	60.00	PARK & RECREATI
Total PETTY CASH-RECREATION:			107.66	
PHILIPS MEDICAL CAPITAL				
PHILIPS MEDICAL CAPITAL	MONITOR LEASE	07/11/2015	1,348.11	AMBULANCE FUN

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
Total PHILIPS MEDICAL CAPITAL:			1,348.11	
PIERCE BROTHERS REPAIR				
PIERCE BROTHERS REPAIR	MAINTENANCE	07/23/2015	22.00	FIRE FUND
Total PIERCE BROTHERS REPAIR:			22.00	
PLASTIC RECYCLING OF IA FALLS				
PLASTIC RECYCLING OF IA FA	BENCH	07/09/2015	320.30	PARK & REC SPEC
PLASTIC RECYCLING OF IA FA	BENCH	07/09/2015	320.30	PARK & RECREATI
Total PLASTIC RECYCLING OF IA FALLS:			640.60	
SCHOEN, CHRIS				
SCHOEN, CHRIS	ADULT SB UMPIRE	07/24/2015	20.00	PARK & RECREATI
Total SCHOEN, CHRIS:			20.00	
SCHUBERG, CHRIS				
SCHUBERG, CHRIS	ADULT SB UMPIRE	07/24/2015	20.00	PARK & RECREATI
Total SCHUBERG, CHRIS:			20.00	
SHULL, DOUG				
SHULL, DOUG	TREASURER CONTRACT	07/22/2015	83.33	GENERAL FUND
Total SHULL, DOUG:			83.33	
SIEMENS, JASON				
SIEMENS, JASON	TRAINING	07/21/2015	668.18	POLICE FUND
Total SIEMENS, JASON:			668.18	
SIMPSON COLLEGE				
SIMPSON COLLEGE	ZONE WAGES	05/31/2015	557.15	PARK & RECREATI
SIMPSON COLLEGE	STRATEGIC PLANNNG MEETING	06/23/2015	100.00	GENERAL FUND
Total SIMPSON COLLEGE:			657.15	
SOUTHEASTERN EMERGENCY EQUIPMENT				
SOUTHEASTERN EMERGENCY	EMS SUPPLIES	07/13/2015	898.02	AMBULANCE FUN
SOUTHEASTERN EMERGENCY	EMS SUPPLIES	07/21/2015	694.64	AMBULANCE FUN
SOUTHEASTERN EMERGENCY	EMS SUPPLIES	07/22/2015	475.61	AMBULANCE FUN
SOUTHEASTERN EMERGENCY	EMS SUPPLIES	07/23/2015	168.37	AMBULANCE FUN
SOUTHEASTERN EMERGENCY	EMS SUPPLIES	07/23/2015	41.96	AMBULANCE FUN
Total SOUTHEASTERN EMERGENCY EQUIPMENT:			2,278.60	
T.R.M. DISPOSAL LLC				
T.R.M. DISPOSAL LLC	ACCT #1506	07/24/2015	79.00	GENERAL FUND
T.R.M. DISPOSAL LLC	GARBAGE - ACCT #159	07/24/2015	15.00	POLICE FUND
Total T.R.M. DISPOSAL LLC:			94.00	
TOMIN'S TOWING				
TOMIN'S TOWING	TOW/STORAGE	07/17/2015	85.00	POLICE FUND

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
Total TOMIN'S TOWING:			85.00	
TOMPKINS INDUSTRIES INC.				
TOMPKINS INDUSTRIES INC.	HYD HOSE	07/16/2015	430.49	ROAD USE TAX FU
Total TOMPKINS INDUSTRIES INC.:			430.49	
U.S. CELLULAR				
U.S. CELLULAR	CELL PHONE -3	07/12/2015	146.42	ROAD USE TAX FU
U.S. CELLULAR	CELL PHONE - 2	07/12/2015	84.64	PARK & RECREATI
U.S. CELLULAR	CELL PHONE - 2	07/12/2015	84.13	SEWER FUND
U.S. CELLULAR	CELL PHONE	07/12/2015	46.48	FIRE FUND
Total U.S. CELLULAR:			361.67	
VANDERPOOL CONSTRUCTION				
VANDERPOOL CONSTRUCTIO	6" SCH 40 HUB AND PLUG	07/09/2015	39.00	SEWER FUND
Total VANDERPOOL CONSTRUCTION:			39.00	
VAN-WALL EQUIPMENT INC				
VAN-WALL EQUIPMENT INC	SOFTBALL COMPLEX INFIELD RAKE	07/23/2015	12,855.00	PARK & RECREATI
Total VAN-WALL EQUIPMENT INC:			12,855.00	
VERIZON WIRELESS				
VERIZON WIRELESS	DATA	07/15/2015	282.52	POLICE FUND
Total VERIZON WIRELESS:			282.52	
WAGNER, MESHA				
WAGNER, MESHA	TRAINING	07/16/2015	103.13	POLICE FUND
Total WAGNER, MESHA:			103.13	
WAL-MART STORES INC.				
WAL-MART STORES INC.	PICS - ISF	07/24/2015	179.28	PARK & RECREATI
WAL-MART STORES INC.	LESSON SUPPLIES	07/22/2015	52.50	POOL (MEMORIAL)
WAL-MART STORES INC.	PICTURES - COUNTY FAIR DAY	07/22/2015	31.30	PARK & RECREATI
WAL-MART STORES INC.	STATION SUPPLIES	07/21/2015	7.76	FIRE FUND
WAL-MART STORES INC.	CONCESSIONS	07/27/2015	198.72	POOL (MEMORIAL)
WAL-MART STORES INC.	EMS SUPPLIES	07/13/2015	162.37	FIRE FUND
WAL-MART STORES INC.	CONCESSIONS	07/27/2015	20.11	POOL (MEMORIAL)
WAL-MART STORES INC.	STATION SUPPLIES	07/19/2015	88.29	FIRE FUND
WAL-MART STORES INC.	FIRST AID SUPPLIES	07/16/2015	85.07	POOL (MEMORIAL)
WAL-MART STORES INC.	SUNSCREEN/OFFICE SUPPLIES	07/20/2015	83.28	POOL (MEMORIAL)
WAL-MART STORES INC.	SOFTBALL CONCESSIONS	07/22/2015	47.72	PARK & RECREATI
WAL-MART STORES INC.	SOFTBALL CONCESSIONS	07/22/2015	3.97	PARK & RECREATI
WAL-MART STORES INC.	TAPE AND GLUE	07/24/2015	13.39	PARK & RECREATI
WAL-MART STORES INC.	ENVELOPES	07/28/2015	9.27	PARK & RECREATI
Total WAL-MART STORES INC.:			983.03	
WARREN CO. HEALTH SERVICES				
WARREN CO. HEALTH SERVIC	STATE OF IOWA ANNUAL INSPECTION	07/15/2015	516.00	POOL (MEMORIAL)

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
Total WARREN CO. HEALTH SERVICES:			516.00	
WEINMAN INSURANCE SERVICE				
WEINMAN INSURANCE SERVIC	CRIME BOND CINCINNATI INS.	07/08/2015	355.51	GENERAL FUND
WEINMAN INSURANCE SERVIC	CRIME BOND CINCINNATI INS.	07/08/2015	130.97	ROAD USE TAX FU
WEINMAN INSURANCE SERVIC	CRIME BOND CINCINNATI INS.	07/08/2015	430.34	POLICE FUND
WEINMAN INSURANCE SERVIC	CRIME BOND CINCINNATI INS.	07/08/2015	187.11	FIRE FUND
WEINMAN INSURANCE SERVIC	CRIME BOND CINCINNATI INS.	07/08/2015	74.84	PARK & RECREATI
WEINMAN INSURANCE SERVIC	CRIME BOND CINCINNATI INS.	07/08/2015	93.55	PARK & RECREATI
WEINMAN INSURANCE SERVIC	CRIME BOND CINCINNATI INS.	07/08/2015	74.84	PARK & RECREATI
WEINMAN INSURANCE SERVIC	CRIME BOND CINCINNATI INS.	07/08/2015	187.11	LIBRARY FUND
WEINMAN INSURANCE SERVIC	CRIME BOND CINCINNATI INS.	07/08/2015	130.97	SEWER FUND
Total WEINMAN INSURANCE SERVICE:			1,665.24	
WIEGERT DISPOSAL CO.				
WIEGERT DISPOSAL CO.	TRAINING/DUMPSTER	07/01/2015	271.00	FIRE FUND
WIEGERT DISPOSAL CO.	DUMPSTER - PARKS	07/28/2015	185.00	PARK & RECREATI
WIEGERT DISPOSAL CO.	DUMPSTER - ACTIVITY CENTER	07/28/2015	25.00	PARK & RECREATI
WIEGERT DISPOSAL CO.	DUMPSTER - MAC	07/28/2015	35.00	POOL (MEMORIAL)
WIEGERT DISPOSAL CO.	DUMPSTER - SOCCER	07/28/2015	40.00	PARK & RECREATI
WIEGERT DISPOSAL CO.	DUMPSTER - SOFTBALL	07/28/2015	125.00	PARK & RECREATI
Total WIEGERT DISPOSAL CO.:			681.00	
WOOSLEY LANDSCAPING & MOWING				
WOOSLEY LANDSCAPING & M	PARKS MOW CONTRACT	07/27/2015	6,340.00	PARK & RECREATI
WOOSLEY LANDSCAPING & M	MAC MOW CONTRACT	07/27/2015	625.00	POOL (MEMORIAL)
WOOSLEY LANDSCAPING & M	LIBRARY MOW CONTRACT	07/27/2015	225.00	LIBRARY FUND
WOOSLEY LANDSCAPING & M	LIBRARY HOUSE MOWING	07/27/2015	75.00	LIBRARY FUND
Total WOOSLEY LANDSCAPING & MOWING:			7,265.00	
Grand Totals:			109,225.25	

City Council: _____

Information

Subject

Resolution approving salaries

Information

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

Jane Carlson, Youth Services Librarian, from CE 5-6 \$43,687/year to CE 5-7 \$44,869/year effective August 9, 2015

Daniel Thorup, Lifeguard, \$9.00/hour effective August 4, 2015

Roll call is in order.

Attachments

Jane Carlson Step Increase
Resolution

RECOMMENDATION FOR WITHIN GRADE INCREASE

This is to note that Jane Carlson will complete the appropriate waiting period for creditable service to salary class/range CE 5-7 on 8/9/2015 to be reflected in hourly rate on pay date 8/28/2015.

\$44,869
Annual

\$21.572
Hourly

X Includes Longevity

Does Not Include Longevity

Evaluation

A finding of satisfactory service and a recommendation to advance salary class/range and step on the effective date as listed above has been made. The written Performance Evaluation has been completed and forwarded to the Human Resource Office for placement in the employee's personnel file.



Supervisor Signature

7-8-15

Date



Manager Signature

7-20-15

Date

Employment Information

Date of Hire: 08/07/2006

Present Class/Range: CE 5-6

Present Salary: \$43,687

X Includes Longevity

Does Not Include Longevity

Eligibility Date for Next Advance: 08/19/2018

City Council or Board of Trustee

Action Approved:

Disapproved:

Date:

RESOLUTION APPROVING SALARIES

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

Jane Carlson, Youth Services Librarian, from CE 5-6 \$43,687/year to CE 5-7 \$44,869/year effective August 9, 2015

Daniel Thorup, Lifeguard, \$9.00/hour effective August 4, 2015

Passed and approved on the 3rd day of August, 2015.

Kelly B. Shaw, Mayor

ATTEST:

Diana Bowlin, City Clerk

Information

Subject

Consider a motion calling for a public referendum to authorize the imposition of a Local Sales and Service Tax in the City of Indianola, Iowa at the rate of 1%

Information

In your packet is the motion calling for a public referendum to authorize the imposition of a local sales and service tax in the City of Indianola at the rate of 1%. Highlights of the motion include:

- Funding sources other than property taxes should be developed and utilized to fund municipal operations and provide for betterment of the community
- Basic items of need, such as groceries, prescription drugs, motor fuel, automobiles, and gas and electric utilities are exempt from a local sales and service tax
- The decision to impose a local sales and service tax ultimately rests with the voters
- The revenues from the local option sales and service tax are to be allocated in the City of Indianola as follows:
 - 100% to cost related to the construction and/or rehabilitation of public safety facilities, public works and street maintenance
- The City Clerk is authorized and directed to provide a certified copy of the motion to the County Commissioner of Elections of Warren County and to the Board of Supervisors

Roll call is in order.

Attachments

Motion For Local Option Sales Tax

CITY OF INDIANOLA, IOWA

MOTION NO. _____

**A MOTION CALLING FOR A PUBLIC REFERENDUM TO
AUTHORIZE THE IMPOSITION OF A LOCAL SALES AND SERVICE TAX IN THE
CITY OF INDIANOLA, IOWA AT THE RATE OF 1%**

WHEREAS, Chapter 423B of the Code of Iowa authorizes the imposition of certain local option taxes after an election in which the majority of the electors vote in the affirmative; and

WHEREAS, the City Council of the City of Indianola declares its intent to participate in a special county-wide election for the purpose of permitting the electorate to pass upon the proposition of imposing a one percent (1 %) sales and service tax for the City of Indianola according to Chapter 423B.1.3 of the Code of Iowa; and

WHEREAS, limitations and reductions on other sources of revenues restrict, and will further restrict in the future, the ability of the City of Indianola and Warren County to fund and provide necessary services; and

WHEREAS, it is recognized that funding sources other than property taxes should be developed and utilized to fund municipal operations and provide for betterment of the community; and

WHEREAS, Warren County may generate a substantial amount of revenue from residents outside of the County which will spread the burden of providing services to non-residents who conduct business in the City and County and who utilize City and County Services; and

WHEREAS, many Iowa jurisdictions have imposed a local sales and service tax in order to diversify and expand revenue sources; and

WHEREAS, basic items of need, such as groceries, prescription drugs, motor fuel, automobiles, and gas and electric utilities, are exempt from a local sales and service tax; and

WHEREAS, the decision to impose a local sales and service tax ultimately rests with the voters; and

WHEREAS, it is the obligation of the Indianola City Council to establish the intended uses of any receipts of a local sales and service tax and to advise the County Commissioner of Elections of the provisions of the ballot to be used in the special election on the issue of establishing a local option sales and service tax.

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

Section 1. The City Council of Indianola, Iowa, requests the County Commissioner of Elections to submit to the voters in Warren County a proposition authorizing imposition of a local sales and service tax to the City of Indianola at one percent (1%) as follows:

"To authorize the imposition of a local sales and service tax in the City of Indianola, Warren County, Iowa, at the rate of one percent (1 %) to be effective, if approved, on January 1, 2016."

Section 2. The revenues from the local option sales and service tax are to be allocated in the City of Indianola as follows:

- 100% to costs related to the construction and/or rehabilitation of public safety facilities, public works, and street maintenance

Section 3. That the City Clerk is hereby authorized and directed to provide a certified copy of this Motion to the County Commissioner of Elections of Warren County and to the Board of Supervisors

of Warren County.

Adopted this _____ day of _____, 2015.

Kelly B. Shaw
Mayor

Attest:

Diana Bowlin
City Clerk

Information

Subject

Consider resolution approving and authorizing execution of an Assignment of rights under the SHDC, LLC Development Agreement to Lincoln Savings Bank

Information

In your packet is the resolution approving the Assignment of Development Agreement (packet) between SHDC, LLC (Borrower) and Lincoln Savings Bank (Lender). As a condition of said loan documents, the lender has required the borrower assign to the lender for collateral purposes all of borrower's rights, title and interest in the Development Agreement and an assignment of all Economic Development Grants as described in the Development Agreement. The Development Agreement was approved by the City Council on June 1, 2015.

The City is willing to consent to this Assignment contingent upon conditions. Highlights of these conditions include:

- SHDC shall not make any changes in or amendments to the Development Agreement without the prior written consent of Lincoln Savings Bank
- The City is authorized and directed to make any payment of the Grants or other amounts due SHDC from the City under the Development Agreement directly to Lincoln Savings Bank during the term of the Development Agreement
- SHDC shall continue to be solely liable for all obligations under the Development Agreement
- Lincoln Savings Bank agrees to hold harmless, defend and indemnify the City as a third-party beneficiary of this Assignment against any claims, including any costs, expenses or attorney's fees, by SHDC or its successors or assigns, relating to any right relating to Economic Development Grants claimed by SHDC under the Development Agreement
- The parties agree that the City neither assumes nor has any obligations to Lincoln Savings Bank under this Assignment
- This Assignment and any provisions hereof may not be modified, amended, waived, changed, discharged or terminated orally, but only by an agreement in writing signed by the party against whom the enforcement or any modification, amendment, waiver, extension, change, discharged or termination is sought and only with prior written consent from the City.

Roll call is in order.

Attachments

Resolution

Assignment of Development Agreement

The City Council of Indianola, Iowa, met in _____ session, in the Council Chambers, City Hall, 110 N. 1st Street, Indianola, Iowa, at _____ o'clock __.M., on the above date. There were present Mayor _____, in the chair, and the following named Council Members:

Absent: _____

* * * * *

The Council considered the proposed action and the extent of objections thereto.

Whereupon, Council Member _____ introduced and delivered to the Clerk the Resolution hereinafter set out entitled "RESOLUTION APPROVING AND AUTHORIZING EXECUTION OF AN ASSIGNMENT OF RIGHTS UNDER THE SHDC, LLC DEVELOPMENT AGREEMENT TO LINCOLN SAVINGS BANK", and moved:

 / that the Resolution be adopted.

 / to ADJOURN and defer action on the Resolution and the proposal to the meeting to be held at _____ o'clock __.M. on the _____ day of _____, 2015, at this place.

Council Member _____ seconded the motion. The roll was called and the vote was,

AYES: _____

NAYS: _____

Whereupon, the Mayor declared the measure duly adopted.

RESOLUTION NO. _____

RESOLUTION APPROVING AND AUTHORIZING
EXECUTION OF AN ASSIGNMENT OF RIGHTS UNDER THE
SHDC, LLC DEVELOPMENT AGREEMENT TO LINCOLN
SAVINGS BANK

WHEREAS, on the 1st day of June, 2015, the City of Indianola, Iowa (the “City”) and SHDC, LLC (“Assignor”) entered into a Development Agreement (the “Agreement”) pursuant to which Assignor agreed to construct and operate certain Minimum Improvements in return for Economic Development Grants; and

WHEREAS, the City has received a proposal from Assignor, in the form of an Assignment (the “Assignment”) by and between Assignor and Lincoln Savings Bank (the “Assignee”), pursuant to which, among other things, Assignor agrees to assign for collateral purposes all of its right, title, and interest in the Agreement and an assignment of the Economic Development Grants as described in the Agreement to Assignee in order to obtain financing; and

WHEREAS, Assignor agrees to continue to be responsible for its obligations under the Agreement, which include, but are not limited to, the timely payment of all property taxes as they come due throughout the term of the Agreement; and

WHEREAS, the Agreement requires that any assignment of the Agreement and Economic Development Grants be consented to by the City.

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

Section 1. That the form and content of the Assignment, the provisions of which are incorporated herein by reference, be and the same hereby are in all respects authorized, approved and confirmed, and the Mayor and the City Clerk be and they hereby are authorized, empowered and directed to execute, attest, seal and deliver the Assignment for and on behalf of the City in substantially the form and content now before this meeting, but with such changes, modifications, additions or deletions therein as shall be approved by such officers, and that from and after the execution and delivery of the Assignment, the Mayor and the City Clerk are hereby authorized, empowered and directed to do all such acts and things and to execute all such documents as may be necessary to carry out and comply with the provisions of the Assignment as executed.

PASSED AND APPROVED this _____ day of _____, 2015.

ATTEST:

Mayor

Clerk

ASSIGNMENT OF DEVELOPMENT AGREEMENT

THIS ASSIGNMENT OF DEVELOPMENT AGREEMENT (hereinafter "**Assignment**") is made and entered into on this 30th day of July 2015, by SHDC, LLC, an Iowa Limited Liability Company, 5625 Mills Civic Parkway, Suite 101, West Des Moines, Iowa 50266 (hereinafter "**Borrower**"), for the benefit of Lincoln Savings Bank, 1375 SW State Street, Ankeny IA 50023 (hereinafter "**Lender**").

WITNESSETH

WHEREAS, Lender has agreed to provide to Borrower two loans with respect to the infrastructure development on two subdivision plats in the City of Indianola, Iowa, to wit Summercrest Hills Plat 4 and Summercrest Hills Plat 5, Official Plats now included in and forming a part of the City of Indianola, Warren County, Iowa (hereinafter referred to as the "Project"). In connection with those two loans, Borrower will be executing for the benefit of Lender, appropriate Promissory Notes, Mortgages, Commercial Security Agreements and other related loan documents (hereinafter "Loan Documents"); and

WHEREAS, Borrower has presented the Project to the City of Indianola for its approval and consideration. Said Project qualifies as an "Urban Renewal Project" and Borrower has entered into a Development Agreement dated as of June 1, 2015 ("Development Agreement") with the City of Indianola (hereinafter the "City") which provide Borrower with certain tax and development benefits. Said Development Agreement is evidenced of record by the Memorandum of Agreement filed June 4, 2015, in Book 2015, at Page 4367 in the records of the Warren County, Iowa Recorder; and

WHEREAS, as a condition of said Loan Documents, Lender has required that Borrower assign to Lender for collateral purposes all of Borrower's right, title and interest in the Development Agreement and an assignment of all Economic Development Grants as described in the Development Agreement ("Grants"); and

WHEREAS, the City is willing to consent to this Assignment contingent upon the conditions outlined below; and

NOW, THEREFORE, IN CONSIDERATION OF the making of the subject loans by Lender to Borrower and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, Borrower, as additional security for the payment of all principal, interest, charges, fees and other sums due to Lender under the Loan Documents and for the observance, performance and discharge of each and every other obligation, covenant and agreement to be observed, performed or discharged under the Loan Documents, hereby absolutely grants a first and senior lien on and security interest in and hereby collaterally assigns, transfers and sets over to Lender, its successors and assigns, all of Borrower's right, title and interest in and to the Development Agreement.

BORROWER HEREBY AGREES to the following terms and conditions of this Assignment:

1. Borrower represents, warrants and covenants to and with Lender that: (a) Borrower shall not make any changes in or amendments to the Development Agreement without the prior written consent of Lender; and (b) City is authorized and directed to make any payment of the Grants or other amounts due Borrower from City under the Development Agreement directly to Lender during the term of the Development Agreement.

2. Neither this Assignment nor any action or inaction on the part of Lender (including any assumption by Lender of the rights and obligations under the Development Agreement pursuant to the provisions of Paragraph 4 hereof) shall relieve Borrower of any obligation under the Development Agreement, and Borrower shall continue to be solely liable for all obligations thereunder. Borrower agrees to perform each and all of Borrower's obligations under the Development Agreement. Borrower hereby protects, defends, indemnifies and holds Lender free and harmless from and against any and all loss, cost, liability or expense (including attorneys' fees and accountants' fees) resulting from any failure of Borrower to so perform under the Development Agreement, and the amount thereof, together with interest on such amount at the Default Rate (as defined in the Loan Documents) from the date such amount is incurred by Lender to the date of payment thereof by Borrower to Lender, shall be secured hereby and by the Loan Documents. Borrower shall reimburse Lender for such amounts within ten (10) days after written demand, and upon failure of Borrower to do so, the same shall be an Event of Default (as defined in the Loan Documents) for which Lender shall be entitled to exercise any and all rights and remedies provided in the Loan Documents or at law or in equity and any such payment shall be subject to Default Interest (as defined in the Loan Documents).

3. Any failure by Borrower in the performance or observance of any covenant or condition hereof or of the Development Agreement shall be a default hereunder. Borrower shall have five (5) days after the earlier to occur of the date Borrower obtains knowledge of such default or the date Lender sends notice of such default to Borrower (or such shorter period expressly provided herein) within which to cure the same, or the date which would be a default under the Development Agreement pursuant to the terms of the Development Agreement. Lender covenants and agrees to send any and all notices of default under the Loan Documents at the same time said notices are sent to the Borrower.

4. Upon or at any time after the occurrence of, and during the continuance of, an Event of Default under the Loan Documents, Lender shall be entitled to all of the rights, remedies, powers and privileges available to a secured party under applicable law, including, but not limited to the Loan Documents and the Uniform Commercial Code, as amended from time to time and available pursuant to the Loan Documents, the Note, and/or any of the Loan Documents. Upon or at any time after the occurrence of, and during the continuance of, an Event of Default under the Loan Documents, Lender may, but shall not be obligated to, assume all of the obligations of Borrower under the Development Agreement and/or exercise the rights, benefits and privileges of Borrower under the Development Agreement, and in such event, Lender shall be entitled to utilize the Development Agreement in Borrower's place and stead, in the name of Borrower. In connection therewith, Lender shall be entitled to take possession of and use all books of account and financial records of Borrower and its representatives relating to the Project. In such event, Lender shall give written notice to the City with respect to Lender's performance under the Development Agreement or, alternatively, that it does not intend to perform under the Development Agreement. The City shall be entitled to rely upon written notice from Lender that Lender has assumed all of the rights and obligations of Borrower under the Development Agreement without any inquiry into whether Borrower is in default hereunder or under any of the Loan Documents. Such assumption of the Development Agreement by Lender shall be evidenced by written notice from Lender to the City and Borrower. Under no circumstances shall Lender be deemed by any party to have assumed Borrower's rights and obligations under the Development Agreement unless and until such written notice is delivered to the City in accordance with the foregoing provision. Borrower hereby releases and discharges Lender from any liability, claims or causes of action arising from any action taken by Lender in accordance with this paragraph.

5. Lender shall have the right at any time, but shall have no obligation, to take in Lender's name or in the name of Borrower, or otherwise, such action as Lender may at any time or from time to time determine to be necessary to cure any default under the Development Agreement or to protect the rights of Borrower or Lender thereunder; provided Lender shall not take any such action except after notice to Borrower identifying the default and the failure of Borrower to cure such default within five (5) days or such period as may be required by the Development Agreement, and provided further that Lender shall have only the cure rights that Borrower has under the Development Agreement and shall not be entitled to any additional time to cure any defaults as a result of this Assignment. Lender shall incur no liability to Borrower if any action taken by Lender or in Lender's behalf in good faith pursuant to this Assignment shall prove to be in whole or in part inadequate or invalid. Borrower hereby protects, defends, indemnifies and holds Lender free and harmless from and against any and all loss, cost, liability or expense (including attorneys' fees and accountants' fees) to which Lender may be exposed, or that Lender may incur, in exercising any of Lender's rights under this Assignment, and the amount thereof, together with interest on such amount at the Default Rate (as defined in the Loan Documents) from the date such amount is incurred by Lender to the date of payment thereof by Borrower to Lender shall be secured hereby and by the Loan Documents and Borrower shall reimburse Lender therefore within ten (10) days after written demand, and upon failure of Borrower to do so, the same shall be an Event of Default under

the Loan Documents for which Lender shall be entitled to exercise any and all rights and remedies provided in the Loan Documents or at law or in equity.

6. Borrower hereby irrevocably constitutes and appoints Lender as Borrower's true and lawful attorney-in-fact in Borrower's name or in Lender's name, or otherwise, from and after the occurrence of, and during the continuance of, an Event of Default under the Loan Documents, to enforce all of the rights of Borrower under the Development Agreement. It is hereby recognized that the power of attorney herein granted is coupled with an interest and shall not be revocable so long as any of the Loan Documents remain outstanding.

7. Borrower represents and warrants that Borrower has delivered to Lender true and correct copies of the Development Agreement in existence on the date hereof and such Development Agreement is in full force and effect in accordance with its respective terms.

8. It is understood that this Assignment shall not operate to constitute Lender a mortgagee in possession of the Project, or to place responsibility for the control, care, management or repair of the Project upon Lender, nor shall it operate to make Lender responsible or liable for any waste committed on the Project by any party, or for any dangerous or defective condition of the Project, including the presence of any Hazardous Substances (as defined in the Loan Documents), or for any negligence in the management, upkeep, repair or control of the Project resulting in loss or injury or death to any tenant, licensee, employee or stranger.

9. This Assignment and the agreements and undertakings of Borrower hereunder shall be binding upon Borrower and Borrower's successors and assigns, and shall inure to the benefit of Lender and Lender's successors and assigns and any purchaser of any interest of Lender in the Loan Documents.

10. Lender agrees to hold harmless, defend and indemnify the City as a third-party beneficiary of this Assignment against any claims, including any costs, expenses or attorney's fees, by Borrower or its successors or assigns, relating to any rights relating to Economic Development Grants claimed by Borrower under the Development Agreement.

11. Lender may not assign any rights it has under the Development Agreement or this Assignment without the prior written consent of the City.

12. The parties agree that the City neither assumes nor has any obligations to Lender under this Assignment, unless and until the City is obligated to fund the Economic Development Grants under the Development Agreement. If the City becomes obligated to fund Economic Development Grants under the Development Agreement, the City shall make such Economic Development Grants to the Lender with a check made payable to the Lender. If the City makes such Economic Development Grants, the Borrower shall remain liable for any Default under the Development Agreement and the City shall be entitled to seek remedies under the Development Agreement for amounts previously paid as Economic Development Grants.

13. THIS ASSIGNMENT SHALL BE GOVERNED BY, AND INTERPRETED AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF IOWA. VENUE FOR ANY ACTION IN CONNECTION WITH THIS ASSIGNMENT SHALL BE IN THE IOWA DISTRICT COURT IN POLK COUNTY, IOWA.

14. BORROWER AND LENDER HEREBY AGREE NOT TO ELECT A TRIAL BY JURY OF ANY ISSUE TRIABLE OF RIGHT BY JURY, AND WAIVE ANY RIGHT TO TRIAL BY JURY FULLY TO THE EXTENT THAT ANY SUCH RIGHT SHALL NOW OR HEREAFTER EXIST WITH REGARD TO THIS ASSIGNMENT. THIS WAIVER OF RIGHT TO TRIAL BY JURY IS GIVEN KNOWINGLY AND VOLUNTARILY BY BORROWER AND LENDER, AND IS INTENDED TO ENCOMPASS INDIVIDUALLY EACH INSTANCE AND EACH ISSUE AS TO WHICH THE RIGHT TO TRIAL BY JURY WOULD OTHERWISE ACCRUE OR EXIST. EACH PARTY IS HEREBY AUTHORIZED TO FILE A COPY OF THIS PARAGRAPH IN ANY PROCEEDING AS CONCLUSIVE EVIDENCE OF THIS WAIVER BY THE OTHER.

Borrower, at Borrower's expense, shall execute and deliver all such instruments and take all such action as Lender, from time to time, may reasonably request in order to obtain the full benefits of this Assignment and of the rights and powers herein created and to maintain and perfect the security interest granted by this Assignment.

15. All notices or other communications required or permitted to be given hereunder shall be given to the parties and become effective as provided in the Loan Documents; provided, however, that all notices or other communications to the City shall be delivered to City of Indianola, City Hall, 110 N. 1st Street, Indianola, Iowa 50125, Attn: City Clerk.

16. The Assignment and any provisions hereof may not be modified, amended, waived, extended, changed, discharged or terminated orally, or by any act or failure to act on the part of Borrower or Lender, but only by an agreement in writing signed by the party against whom the enforcement of any modification, amendment, waiver, extension, change, discharge or termination is sought and only with prior written consent from the City.

17. If any term, covenant or condition of this Assignment or the application thereof to any person or circumstance is held to be invalid, illegal or unenforceable in any respect, the remainder of this Assignment and the application of the provisions hereof to other persons or circumstances shall not be affected thereby and shall be enforced to the fullest extent permitted by law.

18. All rights and remedies herein conferred may be exercised whether or not foreclosure proceedings are pending under the Loan Documents or any other action or proceeding has been commenced under any Loan Document. Lender shall not be required to resort first to the security of this Assignment before resorting to the security of the Loan Documents and Lender may exercise the security hereby or thereof concurrently or independently and in any order of preference.

19. Upon payment in full of all sums due Lender under the Loan Documents, this Assignment shall become and be void and of no effect.

20. This Assignment shall constitute a security agreement for all purposes under the Uniform Commercial Code of the State of Iowa, as amended from time to time.

21. This Assignment may be executed in any number of counterparts, each of which shall be an original, but all of which shall constitute one and the same instrument.

IMPORTANT: READ BEFORE SIGNING. THE TERMS OF THIS ASSIGNMENT SHOULD BE READ CAREFULLY BECAUSE ONLY THOSE TERMS IN WRITING ARE ENFORCEABLE. NO OTHER TERMS OR ORAL PROMISES NOT CONTAINED IN THIS WRITTEN CONTRACT MAY BE LEGALLY ENFORCED. YOU MAY CHANGE THE TERMS OF THIS ASSIGNMENT ONLY BY ANOTHER WRITTEN AGREEMENT CONSENTED TO BY THE CITY.

IN WITNESS WHEREOF, Borrower has caused this Assignment to be duly executed by its duly authorized representative, all as of the day and year first above written.

SHDC, LLC



Its Manager

Timothy Walpole

STATE OF IOWA, COUNTY OF Polk) ss:

On this 30th day of ^{July} 2015, before me, the undersigned, a Notary Public in and for the State of Iowa, personally appeared Timothy Walpole, to me known to be the identical person named in and who executed the within and foregoing instrument as Manager of SHDC, LLC, and acknowledged that he executed the same as his voluntary act and deed.

{SEAL}

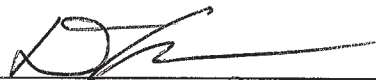


Notary Public in and for the State Iowa

Commission Expires: 4-30-16



LINCOLN SAVINGS BANK

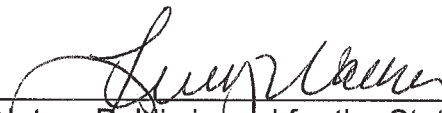

Name: DOUG PARKER
Title: VICE PRESIDENT, COMMERCIAL LENDING

STATE OF IOWA, COUNTY OF Polk) ss:

On this 30th day of ^{July} 2015, before me, the undersigned, a Notary Public in and for the State of Iowa, personally appeared Doug Parker, to me known to be the identical person named in and who executed the within and foregoing instrument as Vice President of Lincoln Savings Bank, and acknowledged that she/he executed the same as her/his voluntary act and deed.

{SEAL}




Notary Public in and for the State Iowa
Commission Expires: 4-30-16

CITY OF INDIANOLA ACKNOWLEDGMENT

Comes now the city of Indianola, by and through its Mayor,
_____, and acknowledges the terms of this Assignment.

Mayor of Indianola

City Clerk

STATE OF IOWA, COUNTY OF WARREN) ss:

On the day _____ of _____, 2015, before me, the undersigned, a Notary Public in and for the State of Iowa, personally appeared

_____, to me personally known, who, being by me duly sworn, did say that they are the :Mayor and City Clerk of the City of Indianola, Iowa, a municipal corporation; that the seal affixed to the above and foregoing instrument is the corporate seal of said municipal corporation, and acknowledged the execution of said instrument to be their voluntary act and deed and the voluntary act and deed of said municipal corporation by it and by them voluntarily executed.

{SEAL}

Notary Public in and for the State Iowa
Commission Expires: _____

01142319-1\13538-145

Information

Subject

Resolution setting regular date and time of council meeting

* 1st and 3rd Mondays starting at 6:00 p.m. and 7:00 p.m. respectfully

Information

In your packet is a resolution setting the regular council meeting day and time. This is an annual procedure each fiscal year. Council meetings will be the first and third Monday's at 6:00 p.m. and 7:00 p.m. respectfully.

Roll call is in order.

Attachments

Resolution

RESOLUTION NO. 2015-____
RESOLUTION OF THE INDIANOLA CITY COUNCIL
PROVIDING FOR A REGULAR MEETING DATE AND TIME

BE IT RESOLVED by the Indianola City Council, that the regular meeting date of the Council shall be at 6:00 p.m. on the first Mondays of each month and at 7:00 p.m. on the third Mondays of each month, except when the first and third Monday falls on a national holiday, in which case the meeting shall be held at 6:00 p.m. or 7:00 p.m. respectively on the day following said holiday. All meetings shall be open to the public except for closed sessions held in accordance with the laws of the State of Iowa.

Introduced and adopted this 3rd day of August, 2015.

Kelly B. Shaw, Mayor

ATTEST:

Diana Bowlin, City Clerk

Information

Subject

Consider resolution authorizing the certification of liens to the Warren County Treasurer for purposes of assessing the cost of the nuisance abatement against property

Information

In your packet is the resolution and notice of filing of assessment of nuisance abatements.

The assessment term is for 10 years. The resolution authorizes publication/filing of the nuisance abatement and mailing of it to property owners.

Roll call is in order.

Per Iowa Code, property owners have the option to pay them (or any portion) within 30 days after the first publication (August 12, 2015) at the Clerk's Office.

Attachments

Resolution

Nuisances

RESOLUTION NO. 2015-____

**A RESOLUTION AUTHORIZING THE CERTIFICATION OF LIENS TO THE
WARREN COUNTY TREASURER FOR PURPOSES OF ASSESSING THE COST OF
NUISANCE ABATEMENT AGAINST PROPERTY**

WHEREAS, those properties listed on the attached Exhibit have unpaid nuisance abatement costs with the City of Indianola; and

WHEREAS, in the event that a property owner fails to make payment within the required notice period the Iowa law allows for a lien to be placed upon that property; and

WHEREAS, a notice has been sent to each property owner requesting payment within 30 days, the deadline for which has now expired; and

WHEREAS, the City now wishes to authorize assessment of a lien against the property for the cost of nuisance abatement.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the City Council of the City of Indianola hereby authorizes the assessment of a lien against the property listed on the attached Exhibit.

BE IT FURTHER RESOLVED that the City Clerk is authorized to certify said list to the Warren County Treasurer and to publish the list as is required by law.

BE IT FURTHER RESOLVED that all assessments exceeding \$500.00 may be paid in up to ten (10) annual installments, to be paid in the same manner and with the same interest rate provided for assessments against benefited property under state law.

Passed and approved the 3rd day of August, 2015.

Kelly B. Shaw, Mayor

Attest:

Diana Bowlin, City Clerk

NOTICE OF FILING OF ASSESSMENTS FOR NUISANCE ABATEMENT

To the person(s) owning land located within the City of Indianola, Warren County, Iowa, particularly described as follows:

Parcel #	Legal Description	Property Owner	Property Address	Amount	Reason
48860001184	PCL A OL 118 Auditors Out Lots	Christine Shuff	810 North J Street	\$125.00	Mowing Services – 6/2014 – Judge ruled owner to pay during court hearing on 8/22/2014
48730000010	Lot 1 Vanderveldes Subdivision	Ruth Mary Sullivan and James Jewel	207 North G Street	\$50.00	Mowing Services – 5/5/2015 Notice
48120250040	S 110' W 60' Lot 4 Blk 25 Cheshires Add	Beth Dennis	810 West Salem Avenue	\$70.00	Mowing Services – 5/27/2015 Notice
48781000640	Lot 64 Ex N 35' Whittier Add Plat 2	Julie Scott	1518 West Clinton Avenue	\$65.00	Mowing Services – 5/5/2015 Notice
48781000640	Lot 64 Ex N 35' Whittier Add Plat 2	Julie Scott	1518 West Clinton Avenue	\$400.00	Pool Draining and Removal / Mowing Services (Back yard) – 5/13/2015 Notice
48860001188	E 412' S 225' & E 304.74' N 114.94' Auditors Out Lots 118	Otter Creek Partners Inc.	N/A	\$131.25	Mowing Services – 5/29/2015 Notice
48860001177	Auditors Outlots OL 117 Ex W 195'	Otter Creek Partners Inc.	N/A	\$131.25	Mowing Services – 5/29/2015 Notice
48235000040	Lot 4 English Subdivision Plat 1	Otter Creek Partners Inc.	N/A	\$131.25	Mowing Services – 5/29/2015 Notice

48235000030	Lot 3 English Subdivision Plat 1	Otter Creek Partners Inc.	N/A	\$131.25	Mowing Services – 5/29/2015 Notice
48775011000	Outlot A Amended Plat of Western Hills Plat 1	TF 32	N/A	\$252.00	Mowing Services – 5/29/2015 Notice

You are hereby notified that the City of Indianola, on August 3, 2015, levied special assessments for the abatement of a public nuisance against each of the above described properties and that said assessments have been certified to the Warren County Treasurer for collection. Assessments of \$500.00 or more are payable in ten (10) equal annual installments, with interest on the unpaid balance all as provided in Iowa Code Section 384.65.

You are further notified that assessments may be paid in full or in part without interest at the office of the City Clerk, at any time within thirty days after the date of the first publication of this notice of the filing of assessments for nuisance abatement with the City Clerk. Unless said assessments are paid in full within said thirty day period all unpaid assessments will be certified to the Warren County Treasurer for collection. Each installment will be delinquent on September 30th following its due date on July 1st in each year. Property owners may elect to pay any annual installment semiannually in advance.

This Notice given by direction of the Council of the City of Indianola, Iowa as prescribed by Code Section 384.60 of the Code of Iowa.

Diana Bowlin, City Clerk

Published in the Indianola Record Herald on both the 12th and 19th day of August, 2015

You are hereby notified that the City of Indianola, on _____, levied special assessments for the abatement of a public nuisance against each of the above described properties and that said assessments have been certified to the Warren County Treasurer for collection. Assessments of \$500.00 or more are payable in ten (10) equal annual installments, with interest on the unpaid balance all as provided in Iowa Code Section 384.65.

You are further notified that assessments may be paid in full or in part without interest at the office of the City Clerk, at any time within thirty days after the date of the first publication of this notice of the filing of assessments for nuisance abatement with the City Clerk. Unless said assessments are paid in full within said thirty day period all unpaid assessments will be certified to the Warren County Treasurer for collection. Each installment will be delinquent on September 30th following its due date on July 1st in each year. Property owners may elect to pay any annual installment semiannually in advance.

This Notice given by direction of the Council of the City of Indianola, Iowa as prescribed by Code Section 384.60 of the Code of Iowa.

Diana Bowlin, City Clerk

Published in the Indianola Record Herald on both the ___th and ___th day of _____, 2015

Information

Subject

Consider purchase of a 2016 F-250 4x4 pickup and blade in an amount of \$36,586.38

Information

Ed Yando, Street Superintendent, recommends purchase of a 2016 Ford F-250 4x4 pickup from Noble Ford in an amount of \$30,645.38 (state bid) and a blade from Hawkeye Truck Equipment in an amount of \$5,841. \$30,000 was budgeted for the vehicle. There are funds to pay for the remainder of this purchase since previous purchases have been under budget.

Simple motion is in order.

Attachments

Vehicle Bid



2406 N. Jefferson Way • Indianola, IA 50125

Noble Ford

2406 N. Jefferson Way

Indianola, IA

50125

Vehicle Proposal:

2016 F-250 4x4 SuperCab

158" Wheelbase

XL Trim Level

Options as discussed.

Vehicle Bid:

\$30,645.38 + any applicable fees

Thank you,

Doug Thomson

CNGP530 VEHICLE ORDER CONFIRMATION 07/16/15 14:35:04
==> Dealer: F53466
2016 F-SERIES SD Page: 1 of 2
Order No: 0001 Priority: J2 Ord FIN: QH730 Order Type: 5B Price Level: 615
Ord Code: 600A Cust/Flt Name: INDIANOLA PO Number:
RETAIL DLR INV RETAIL DLR INV
X2B F250 4X4 S/C \$37585 \$34673.00 17F XL DECOR PKG NC NC
158" WHEELBASE 10000# GVWR PKG
Z1 OXFORD WHITE 213 ELECTRONIC SOF 185 158.00
1 CLTH 40/20/40 100 85.00 41H ENG BLK HEATER NC NC
S STEEL 473 SNOW PLOW PKG 85 73.00
600A PREF EQUIP PKG 512 SPARE TIRE/WHL2 NC NC
.XL TRIM TELE TT MIR-PWR
.TRAILER TOW PKG JACK
572 .AIR CONDITIONER NC NC
996 .6.2L EFI V8 ENG NC NC TOTAL BASE AND OPTIONS 41195 37445.38
44P 6-SPD AUTOMATIC NC NC TOTAL 41195 37445.38
TBM LT245 BSW AT 17 165 141.00 *THIS IS NOT AN INVOICE*
X4M 4.30 ELOCKING 390 333.00
90L PWR EQUIP GROUP 895 763.00 * MORE ORDER INFO NEXT PAGE *
JOB #1 BUILD F8=Next
F1=Help F2=Return to Order F3/F12=Veh Ord Menu
F4=Submit F5=Add to Library
S006 - MORE DATA IS AVAILABLE. QC03418
fmcdealr@isales7
Jul 16, 2015 1:43:59 PM



HAWKEYE TRUCK EQUIPMENT

5800 - 2ND AVENUE, P.O. BOX 3283
DES MOINES, IOWA 50316-0283
1-800-622-8223 • 515-289-1755

" The Complete Truck Equipment Center "

Customer: 340500
CITY OF INDIANOLA
CITY HALL

INDIANOLA IA 50125

Q U O T A T I O N

Job No.	17868
Quote Date	07/21/15
Expire Date	08/20/15

Terms				
N10				
Contact:	TS: Order Tkr			

WE ARE PLEASED TO QUOTE THE FOLLOWING FOR YOUR APPROVAL:

ATTENTION: ED

PHONE: 210-3138

***** STATE OF IOWA CONTRACT# MA 005 5018-15 *****

- 1 - BOSS 8'2" POWER VXT (POLY) SNOWPLOW PLOW
 - BLADE WIDTH: 8'2"
 - BLADE HEIGHT: 30" IN THE CENTER AND 37" AT THE END
 - 3/8" THICK POLY MOLDBOARD
 - 6 VERTICAL AND 2 DIAGONAL REINFORCEMENT RIBS
 - FULL MOLDBOARD TRIP DESIGN HELPS TO PREVENT PLOW DAMAGE
 - CHAINLESS 2" X 1-1/8" X 10" HYDRAULIC CYLINDER LIFTING SYSTEM ELIMANTES SNOWPLOW BOUNCE DURING TRANSPORT
 - 4 TRIP SPRINGS
 - 1/2" X 6" HARDOX CUTTING EDGE
 - SMART HITCH ONE MAN MOUNTING SYSTEM THAT ALLOWS THE PLOW TO BE REMOVED OR INSTALLED IN LESS THAN 20 SECONDS
 - SMART LOCK CYLINDERS FOR BACK DRAGGING
 - DOUBLE HALOGEN INFRA RED BULB PLOW LIGHTS - 2X BRIGHTER THAN ANYONE ON THE MARKET
 - EXCLUSIVE VISE LIKE GRIP THAT LOCKS THE PLOW LIGHTS INTO PLACE WITH A SINGLE ADJSUTMENT
 - SMART TOUCH HAND HELD CONTROLLER
 - HIGH PRESSURE HYDRAULICS ARE 2X FASTER THAN THE COMPETITION

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THANK YOU FOR THE OPPORTUNITY
TOM STEINKAMP/JOSH GOODE

Sub total	\$	0.00
Sales Tax	\$	0.00
Freight	\$	0.00
FET	\$	0.00
Total	\$	0.00