



CITY OF INDIANOLA COUNCIL MEETING

August 4, 2014

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 21, 2014 Minutes
 - C. Applications
 1. A renewal refuse hauling permit from Wiegert Disposal
 - D. Resolution setting public hearing (August 18, 2014) and first consideration for proposed amendment to Indianola Code Chapter 55, "Animal Protection and Control" to remove special council approval exception to keeping of livestock
 - E. An additional one year extension to the Janitorial Contract with The Cleaning Crew for City Hall in an amount of \$4,333.33/month
 - F. Annual adoption of council policy
 - G. Annual adoption of the fee schedule
 - H. Authorized past due ambulance bills of \$88,967.60 from January 1, 2014 through June 30, 2014 to be sent to the State Off-Set Program for collections
 - I. Authorize past due sewer, recycling and storm water fee balances to be sent to the State Off-Set Program for collection
 - * Sewer \$10,634.12 (1.57%), recycling \$1,163.98 (2.15%) and storm water fee \$239.65
 - J. Prior and final approval applications for urban revitalization designation
 - K. Claims on the computer printout for August 4, 2014
6. Council Representative Reports
 - A. Resolution approving salaries

7. Council Reports
8. Mayor's Report - Kelly Shaw
 - A. Administer the oath of office to Police Officers Kyle Peterson and Walter Reed
 - B. Community Update
9. Public Consideration
 - A. Old Business
 1. Final consideration of a request from the Indianola Veterinarian Clinic, 2201 N. Jefferson, to amend C-2 (Highway Commercial) zoning to allow treatment of large animals in clinics with a minimum lot area of 2 acres and a minimum distance of 200' from residential zoning classification (P&Z approved unanimously on June 10, 2014)
 - B. New Business
 1. 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
10. Other Business
11. Adjourn

Information

Subject
July 21, 2014 Minutes

Information

Attachments

Minutes

REGULAR SESSION – JULY 21, 2014

The City Council met in regular session at 7:00 p.m. on July 21, 2014. Mayor Pro Tem Pam Pepper called the meeting to order and on roll call the following members were present: Greg Marchant, Eric Mathieu, John Parker Jr., Pam Pepper and Brad Ross. ABSENT: Mayor Kelly Shaw and Greta Southall.

Susan Glick, 511 W. Boston, spoke regarding the following council agenda items and asked the City Council to watch the budget and only purchase items that are absolutely necessary.

Item F – Change order #1 in an amount of \$3,523.30 for the US Highway 65/69 Reconstruction Project

Item G – Purchase of a 2014 Elgin Pelican Street Sweeper from Trans Iowa Equipment in an amount of \$163,000

Item H - CivicPlus Advantage Contract in an amount of \$29,456 for redesign of the City's website

The following items were pulled from the consent agenda:

Item G – Purchase of a 2014 Elgin Pelican Street Sweeper from Trans Iowa Equipment in an amount of \$163,000

Item H – CivicPlus Advantage Contract in an amount of \$29,456 for redesign of the City's website

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

Approve agenda

July 7, 2014 Minutes

Applications

- A renewal Class "C" Liquor License and Sunday Sales Privilege for The Zoo - 102 W. Ashland
- A renewal Class "C" Liquor License and Sunday Sales Privilege for Chartwells Dining Services - Kent Campus Center Simpson College

Resolution No. 2014-25 setting August 18, 2014 as a public hearing and first consideration for a Proposed Amendment to Indianola Zoning District Boundaries As Shown On The Official Zoning District Map From A-1 To C-2 as requested by Vetter Equipment Company will rezone the East 1/2 of the NE 1/4 of the SW 1/4 of Section 29, Township 76 North, Range 23 West, 5th p.m. and locally known as the 2100 Block of East 2nd

Downtown Incentive Program amendment for 212 North Buxton, DBA Legacy Properties

Change order #1 in an amount of \$3,523.30 for the US Highway 65/69 Reconstruction Project

Commerce Bank Commercial Card Agreement – allows vendors to be paid electronically

Noise permit from Indianola Family Dentistry - August 22, 2014 from 5:30 p.m. - 9:30 p.m. at 2000 N. 4th Street

Claims on the computer printout for July 21, 2014 and the June 2014 receipts

The purchase of a 2014 Elgin Pelican Street Sweeper from Trans Iowa Equipment in an amount of \$163,000 was approved on a motion by Pepper and seconded by Marchant. Question was called for and on voice vote the Mayor Pro Tem declared the motion carried unanimously.

Pepper moved and Marchant seconded to approve the CivicPlus Advantage Contract in an amount of \$29,456 for redesign of the City's website. Question was called for and on voice vote the Mayor Pro Tem declared the motion carried unanimously.

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

RESOLUTION APPROVING SALARIES

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

Jason Davis, EMT-P, \$16.839/hour effective July 13, 2014

Brad Davison, EMT-P, \$16.839/hour effective July 13, 2014

David Stern, Horticulture Assistant, \$11.85/hour effective August 11, 2014

Passed and approved on the 21st day of July, 2014.

The 65/69 Report was presented by Council member John Parker, Jr.

Council member Pam Pepper presented the Indianola School District Community Report.

The June 2014 City Treasurer's Report was approved on a motion by Mathieu and seconded by Marchant. Question was called for and on voice vote the Mayor Pro Tem declared the motion carried unanimously.

Jason White, Executive Director, presented the WCEDC quarterly report.

A motion was made by Parker and seconded by Ross to approve the second consideration of a request from the Indianola Veterinarian Clinic, 2201 N. Jefferson, to amend C-2 (Highway Commercial) zoning to allow treatment of large animals in clinics with a minimum lot area of 2 acres and a minimum distance of 200' from residential zoning classification. Question was called for and on voice vote the Mayor Pro Tem declared the motion carried unanimously.

The Mayor Pro Tem and Council discussed Chapter 55.05 of the City of Indianola Code of Ordinances regarding livestock within the City. It was the consensus of the council to remove the following from Chapter 55.05 "except by written consent of the Council". The amendment to Chapter 55.05 of the City of Indianola Code of Ordinances will be place on the August 4, 2014 council agenda

setting August 18, 2014 as a public hearing and first consideration.

R.C. Wagaman, 1313 Fulton Street, spoke in favor of the request from I.O.O.F. Council member Marchant moved and Parker seconded to approve the request from I.O.O.F. #70 to seek an Alternate Method of Approval of the Site Plan Ordinance and waive the Architectural Design Standards which will allow metal siding on the north and west elevation and a combination of approximately 30% brick veneer and metal siding on the south and east elevations. Question was called for and on voice vote the Mayor Pro Tem declared the motion carried unanimously.

It was moved by Mathieu and seconded by Marchant to approve the following resolution entitled, "RESOLUTION APPROVING ECONOMIC DEVELOPMENT GRANT AND INTEREST FORGIVENESS LOAN UNDER INDIANOLA DOWNTOWN BUSINESS INCENTIVE PROGRAM" from Legacy Properties – 212 N. Buxton. On roll call the vote was AYES: Parker, Ross, Marchant, Pepper and Mathieu. NAYS: None. ABSENT: Southall. Whereupon the Mayor Pro Tem declared the motion carried unanimously and the following resolution duly adopted.

RESOLUTION NO. 2014-25

RESOLUTION APPROVING ECONOMIC DEVELOPMENT GRANT AND INTEREST
FORGIVENESS LOAN UNDER INDIANOLA DOWNTOWN BUSINESS INCENTIVE PROGRAM

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

A motion was made by Marchant and seconded by Parker to approve the following resolution entitled, "RESOLUTION AUTHORIZING THE CERTIFICATION OF LIENS TO THE WARREN COUNTY TREASURER FOR PURPOSES OF ASSESSING THE COST OF THE NUISANCE ABATEMENT AGAINST PROPERTY". On roll the vote was, AYES: Pepper, Mathieu, Parker, Ross and Marchant. NAYS: None. ABSENT: Southall. Whereupon the Mayor Pro Tem declared the motion carried unanimously and the following resolution duly adopted.

RESOLUTION NO. 2014-26

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

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

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

Pamela Pepper, Mayor Pro Tem

Diana Bowlin, City Clerk

Information

Subject

A renewal refuse hauling permit from Wiegert Disposal

Information

This is a renewal of Wiegert Disposal refuse hauling permit. The paperwork is in order for approval.

Attachments

Application

CITY OF INDIANOLA

APPLICATION FOR A PERMIT

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

NAME AND TITLE OF BUSINESS Wiegert Disposal Inc
NATURE OF BUSINESS trash
MAIL ADDRESS 10344 N-dale 50160
INDIVIDUAL PARTNERSHIP CORPORATION X
NAME OF OWNER(S) Jon Wiegert
RESIDENT STREET ADDRESS OF OWNER(S) 10881 40th Ave Prole

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>412TCH</u>	<u>Res</u>	<u>Packer</u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>

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

SCILF

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 Jon Wiegert

Subscribed and sworn to before me, (a Notary Public) (City Clerk) in and for the City of Indianola this 21 day of July, 2014

Diana L. Loefer
Notary Public City Clerk

Information

Subject

Resolution setting public hearing (August 18, 2014) and first consideration for proposed amendment to Indianola Code Chapter 55, "Animal Protection and Control" to remove special council approval exception to keeping of livestock

Information

Council needs to set August 18, 2014 as a public hearing and first consideration to delete the following language from Chapter 55.05 "except by written consent of the Council or." At the July 21, 2014 meeting, it was the consensus of the Council to amend this ordinance.

Attachments

Resolution Setting Hearing
Ordinance

RESOLUTION NO. 2014-_____

**A RESOLUTION SETTING HEARING FOR PROPOSED
AMENDMENT TO INDIANOLA CODE CHAPTER 55,
“ANIMAL PROTECTION AND CONTROL” TO REMOVE
SPECIAL COUNCIL APPROVAL EXCEPTION TO
KEEPING OF LIVESTOCK**

WHEREAS, the Indianola Code of Ordinances currently provides that livestock not be kept within the City except by written consent of the Council or in compliance with the City’s zoning regulations; and

WHEREAS, the Council approval exception within the ordinance has been identified as leading to inconsistent application that is not in the best interests of the citizens of Indianola; and

WHEREAS, a public hearing is required prior to consideration of said ordinance amending Chapter 40 of the Code.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Indianola, Iowa, that a public hearing on the ordinance for proposed ordinance is hereby set for the 18th day of August 2014, at 7:00 o’clock p.m. in the Council Chambers of the Municipal Building in Indianola, Iowa.

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

APPROVED this 4th day of August, 2014.

Kelly B. Shaw, Mayor

ATTEST:

Diana Bowlin, City Clerk

ORDINANCE NO. 2014-_____

AN ORDINANCE AMENDING THE MUNICIPAL CODE OF THE CITY OF INDIANOLA, IOWA, CHAPTER 55, "ANIMAL PROTECTION AND CONTROL" TO REMOVE SPECIAL COUNCIL APPROVAL EXCEPTION TO KEEPING OF LIVESTOCK

WHEREAS, the Indianola Code of Ordinances currently provides that livestock not be kept within the City except by written consent of the Council or in compliance with the City's zoning regulations; and

WHEREAS, the current language of the ordinance may lead to inconsistent results that are not in the best interests of the citizens of Indianola, Iowa; and

WHEREAS, the City Council of the City of Indianola, Iowa, now deems it necessary and proper to amend the Code of Ordinances to clarify and improve upon the standard for keeping livestock within the City; and

WHEREAS, on the 18th day of August 2014, after due notice and hearing as provided by law, the City Council now deems it reasonable and appropriate to amend the Code of Ordinances accordingly.

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

Section 1: That the Municipal Code of the City of Indianola, Iowa, be and it is hereby amended by deleting the following language indicated by ~~strikethrough~~:

55.05 LIVESTOCK. It is unlawful for a person to keep livestock within the City ~~except by written consent of the Council or~~ except in compliance with the City's zoning regulations.

Section 2: All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

Section 3: This ordinance shall be in full force and effect after its passage, approval and publication as provided by law.

PASSED AND APPROVED this ____ day of _____, 2014.

Kelly B. Shaw, Mayor

ATTEST:

Diana Bowlin, City Clerk

First reading: _____

Second reading: _____

Third reading: _____

Publication Date: _____

Information

Subject

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

Information

City Council unanimously approved the original contract with The Cleaning Crew on October 15, 2012 (see minutes). The contract agreement (packet) has the option of a one year extension for an additional term of November 1, 2014 to October 31, 2015 on the same terms and conditions, and includes the following:

- The amount of \$4,333.33/month is an inclusive contract. Cleaning supplies, carpet cleaning (including emergency shampoo during winter), weekly buffing, maintenance/repair and painting are all included in the proposal. Current budget is \$4,400/month
- This company has completed all required background checks and has done a fantastic job over the past two years
- The company is required to have liability and workers' compensation insurance coverage

FYI - additional repairs, cleaning and cleaning supplies in the past were approximately \$9,900.

Attachments

Minutes

Janitor Contract

REGULAR SESSION – OCTOBER 15, 2012

The City Council met in regular session at 6:00 p.m. on October 15, 2012. Mayor Kenan Bresnan called the meeting to order and on roll call the following members were present: Pete Berry, Greg Marchant, Eric Mathieu, John Parker Jr., Pam Pepper and John Sirianni.

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

Approve agenda

October 1, 2012 Minutes

Applications

- A renewal Class "C" Liquor License and Sunday Sales Privilege for La Casa - 508 N. Jefferson
- A renewal Class "B" Beer permit for Pete's Pizza - 118 N. Howard
- A renewal Class "B" Wine, Class "C" Beer, Class "E" Liquor License and Sunday Sales Privilege for Hy Vee - 910 N. Jefferson
- A new Class "B" Native wine and Sunday Sales Privilege for Burlap & Roses - 101 E. Salem

~~Iowa Avenue & 8th Street Drainage Improvement project acceptance and retainage payment of \$1,670.95 in 31 days~~

Janitorial bid of \$4,333.33/month from The Cleaning Crew for City Hall

~~Street closure request from:~~

- Simpson College - Kent Campus Center Grand Opening - request is to close "C" Street from Clinton to Girard on October 19, 2012 from 9:00 a.m. - 3:00 p.m.
- Chamber of Commerce - Holiday Extravaganza & Lighted Parade – November 16, 2012 from 4:30 p.m. - 8:30 p.m. - will close the entire square and one block west and east on Ashland, one and one-half block north on Buxton, one block south on Howard and one block east on Salem

Claims on the computer printout for October 15, 2012 and the September 2012 receipts

The September, 2012 City Treasurer's Report was approved on a motion by Berry and seconded by Parker. Question was called for and on voice vote the Mayor declared the motion carried unanimously.

Mayor Bresnan reported on the October 8, 2012 Council Study Committee meeting.

The following Resolution Approving Personnel Salaries was approved on a motion by Pepper and seconded by Sirianni. On roll call the vote was, AYES: Mathieu, Berry, Parker, Sirianni, Marchant and Pepper. NAYS: None. Whereupon the Mayor declared the motion carried unanimously and the following resolution duly adopted.

RESOLUTION APPROVING SALARIES

JANITORIAL SERVICES CONTRACTOR AGREEMENT

THIS AGREEMENT is made and entered into this date, October 15, 2012, between the City of Indianola (hereinafter "the City") and The Cleaning Crew (Misti Kosman) (hereinafter "Service Contractor").

WITNESSETH:

WHEREAS, Service Contractor is skilled in the performance of all the Contract Duties identified in the attached Janitorial Specifications (Exhibit A) and has offered to perform all said Contract Duties of the City with respect to the City's premises located at 110 N. 1st St., Indianola, Iowa (hereinafter "Property"); and

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

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

Section 1. Term of Agreement.

Unless sooner terminated as herein provided, the term of this Agreement shall begin on November 1, 2012 (hereinafter "Contract Commencement Date") and shall end on October 31, 2014 (hereinafter "Contract Expiration Date"). There shall be an optional one (1) year extension for an additional term of November 1, 2014, to October 31, 2015, on the same terms and conditions as set forth herein.

Section 2. Contract Duties.

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

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

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

Section 3. Service Contractor's Compensation.

Unless this Agreement is terminated prior to the Contract Expiration Date, the City shall pay Service Contractor compensation, for Service Contractor's performance of the Contract Duties, in the amount of \$4,333.33 per month for services.

Section 4. Additional Work.

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

Section 5. Termination

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

Section 6. Relationship of Parties.

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

Section 7. Insurance.

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

Section 8. Indemnification.

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

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

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

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

Section 9. Assignment and Delegation.

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

Section 10. Notices

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

If to the City:

Diana Bowlin, City Clerk
City of Indianola
110 N. 1st St.
Indianola, IA 50125

If to Service Contractor:

Misti Kosman
The Cleaning Crew
19468 Hwy 69
Indianola, IA 50125

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

Section 11. Severability.

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

Section 12. Applicable Law.

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

Section 13. Compliance with IRCA.

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

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

Section 14. Compliance with Safety Regulations.

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

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

Section 15. Miscellaneous Provisions Applicable to Service Contractor

- 15.01 Service contractor shall, at all times, enforce strict discipline and good order among its employees and shall not employ on the Contract Duties any unfit person or anyone not skilled in performance of the Contract Duties. The City has the right to require Service Contractor to remove from its work force assigned to the Property any employees or subcontractor's employees whose presence at the Property the City deems, in its sole discretion, to be detrimental to the best interests of the Property.

- 15.02 In conducting the Contract Duties, Service Contractor and all of its subcontractors shall agree to employ only labor which shall not result in jurisdictional disputes or strikes or cause disharmony with other contractors, agents, and employees at the Property.
- 15.03 Service Contractor warrants to the City that all Contract Duties shall be performed in a safe, good and workmanlike manner, and that the Contract Duties, including all materials and equipment furnished hereunder, shall conform to all requirements and specifications identified in this Agreement and shall be free from defects of any kind in materials and workmanship. All Contract Duties not conforming to these requirements, including substitutions not properly approved and authorized, may be considered defective.
- 15.04 Service Contractor, in performing the Contract Duties, shall comply with all applicable laws. Service Contractor shall not take, and is not authorized to take, any action in the name of or on behalf of the City, or which would violate any applicable law. If Service Contractor performs any Contract Duties contrary to applicable law, any additional costs resulting therefrom, including the costs of correcting said Contract Duties to comply with such law and the cost of fully indemnifying the City from any liability or expenses with respect to such violations by Service Contractor may be offset by the City against amounts owing to the Service Contractor in connection with the Agreement or otherwise.
- 15.05 Service Contractor shall obtain at its own cost all licenses (including professional licenses), permits, certificates and authorizations necessary for Service Contractor to do business in all jurisdictions where any part of the Contract Duties are to be performed. Service Contractor shall also obtain all licenses, permits, certificates and authorizations necessary in connection with Service Contractor's performance of the Contract Duties, and give all notices required under applicable law, or by any governmental entity having jurisdiction over the Contract Duties, Service Contractor, its employees, Owners, subcontractors, Contractors, or the activities of any of them.
- 15.06 Service Contractor acknowledges that the City (or other persons with the permission of the City) may concurrently perform services of the same type as the Contract Duties (unrelated to this Agreement) at this site and the Property, and Service Contractor specifically consents to such concurrent performance of Contract Duties by the City (and others) without interference by those who are performing the Contract Duties under this Agreement.
- 15.07 Service Contractor shall promptly remedy all damage or loss to any property at the site or at the Property if such damage or loss is caused directly or indirectly, in whole or in part, by Service Contractor, any subcontractor or anyone directly or indirectly performing the Contract Duties.
- 15.08 Service Contractor shall not permit any discrimination against or segregation of any person or group of persons in connection with the performance of this Agreement on account of sex, disability, marital status, age, race, religion, color, creed, national origin or ancestry nor shall Service Contractor or any person claiming under or through Service

Contractor, establish or permit any such practice or practices of discrimination or segregation in connection with the performance of the Contract Duties and Service Contractor's other obligations under this Agreement.

- 15.09 All drawings, specifications, studies, analyses, opinions, recommendations, reports or other information and material of any nature, and copies thereof, (i) provided to Service Contractor by the City; (ii) prepared pursuant to this Agreement; or (ii) to which Service Contractor otherwise gains access during the performance of Contract Duties are the property of the City and are to be treated as confidential. They are not to be disclosed to others without the City's prior written approval and are to be delivered to the City on request and in all events upon completion of the Contract Duties, or termination of this Agreement pursuant to the terms hereof. Service Contractor shall advise its affiliates, subcontractors, agents and employees having access to said information of this obligation of confidentiality and bind such parties to this same obligation. No articles, papers or treatises related to or in any way associated with the Contract Duties performed pursuant to this Agreement shall be submitted for publication without the City's prior written consent.

Section 16. Miscellaneous

- 16.01 Time is of the Essence. Service Contractor acknowledges that time is of the essence in regards to its performance under this Agreement.
- 16.02 No Liens. Service Contractor shall neither suffer nor permit the attachment of any liens upon the Property as a direct result of Service Contractor's performance of the Contract Duties and/or Additional Work.
- 16.03 Cure of Service Contractor's Default. If Service Contractor shall default in the performance of the Contract Duties or any other duty imposed upon Service Contractor hereunder, the City may (but shall not be required to), without notice to Service Contractor and with or without terminating this Agreement, cure and rectify such defaults and either deduct the reasonable cost of cure and rectification from compensation due to Service Contractor hereunder or the City may directly bill Service Contractor for such reasonable cost.
- 16.04 Force Majeure.
- a. Any delay or failure by either party hereto in the performance of its obligations hereunder shall not constitute a default hereunder or give rise to any claim for damages if, and only to the extent and for such period of time that, (i) such delay or failure is caused by an event or occurrence beyond the control and without the fault or negligence of such party or any subcontractor, material man, or other party acting under or through such party, and (ii) said party is unable to prevent such delay or failure through the exercise of reasonable diligence. Events that shall be deemed to be beyond the control of the parties hereto shall include, but not be limited to: acts of God or the public enemy; expropriation or confiscation of

facilities by governmental or military authorities; changes in applicable laws; war, rebellion, sabotage or riots; floods, unusually severe weather that could not reasonably have been anticipated; fires, explosions, or other catastrophes; or other similar occurrences.

- b. Notwithstanding any other provision of this section 16.04, even though the performance of Service Contractor or a subcontractor or delivery of equipment or materials by a material man is delayed by an unforeseen event or occurrence beyond the control of Service Contractor, such subcontractor or such supplier of equipment or materials as provided in subsection 16.04(a), Service Contractor hereby agrees to use its best efforts to secure alternate sources of services, equipment or materials, if available. To the extent that Service Contractor fails to secure available alternate sources of services, equipment or materials, the City is entitled to secure such alternate sources and offset any amounts expended on such alternate sources from amounts due or owing to Service Contractor under this Agreement to the extent that such amounts exceed the price allocations for the goods and services agreed upon in this Agreement. Service Contractor shall not be paid any additional compensation by the City due to an unforeseen or uncontrollable event or occurrence of the type described in this section 16.04.
- c. In order to be entitled to an excuse for any delay or failure to perform under this Agreement pursuant to this section 16.04, the party claiming such excuse shall promptly give written notice to the other party hereto of any event or occurrence which it believes falls within the contemplation of this section 16.04.

16.05 Estoppel Certificate.

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

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

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

Section 17. Entire Agreement

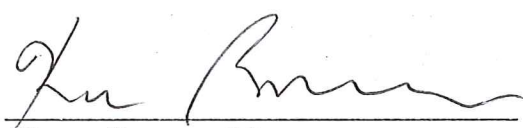
17.01 This Agreement and the Exhibits, attached hereto and made a part thereof, constitute the entire agreement between the parties with respect to the Contract Duties and supersedes all prior negotiations, representations or agreements relating thereto either written or oral, except to the extent that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

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

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

THE CITY:

City of Indianola, Iowa

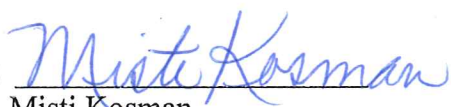
By: 

Kenan Bresnan, Mayor

Date: 10-15-12

SERVICE CONTRACTOR:

The Cleaning Crew

By: 

Misti Kosman

Title: owner

Date: 10-15-12

ATTEST:



Diana Bowlín, City Clerk

**EXHIBIT B
INSURANCE**

INSURANCE REQUIREMENTS

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

- IV. Service Contractor shall furnish to the City Certificate(s) of Insurance evidencing the above coverage. Original Certificate(s) of Insurance must be provided before Service Contractor commences Contract Duties or Contract Duties will not be allowed to commence.
- V. Certificate(s) of Insurance relating to policies required under this Agreement shall contain the following words verbatim:

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

City of Indianola, Iowa
Diana Bowlin, City Clerk
110 N. 1st St.
Indianola, IA 50125

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

Exhibit A

JANITORIAL SERVICES BID SHEET

Bid for Individual Buildings

City Hall
110 North 1st Street
Indianola, Iowa

Amount of Bid

\$ 52,000.00

OFFICE OF CITY CLERK
JUL 31 2012
INDIANOLA, IOWA

Proposal Submitted by: Misti Kosman

Contractor: The Cleaning Crew

Address: 19468 Hwy 69, Indianola, IA 50125

Telephone: 515-321-5174

GENERAL PROVISIONS

1. MATERIALS Contractor will coordinate ordering and delivery of all supplies.

Contractor will supply the following materials:

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

2. TERM

Length of contract will be for a period of two (2) years, with an optional one (1) year extension, during which time services may be terminated by a thirty (30) day written notice by either party, or "for cause", should performance not be satisfactory after opportunity for corrective action has not resulted in improvement. The contract term shall run from November 1, 2012 to October 31, 2013 and November 1, 2013 to October 31, 2014. **The required background check has been completed by the Indianola Police Department and the contract may begin upon approval of contract.**

The contractor acknowledges that the Police Department requires and will be completing a screening requirement (including background checks and finger prints) on employee(s). When approval has been given by the Indianola Police Department, the employee(s) will then be able to work in any of the city hall offices (police, fire, clerk's office, etc). All information will be obtained and retained by the Indianola Police Department and not for dissemination.

3. BUILDING LOCATIONS

- City Hall - 110 North 1st Street, Indianola, Iowa

4. DAMAGE CAUSED TO BUILDING

Any damage to walls or other parts of the building from the use of cleaning machines or from other work under this contract shall be repaired and paid for at the contractor's expense.

CITY HALL
110 N. 1st Street
Indianola, Iowa

SPECIFICATIONS

Contractor will furnish all labor, specified materials, equipment and supervision. Janitorial service will cover a five (5) day work week for administrative offices and *six (6) days a week (Monday through Friday and once during Saturday or Sunday) for the Police Department.* Cleaning may begin at 5:00 p.m., except on weekends. Cleaning on weekends may be done at any time.

Building includes 24,400 square feet of office, lobby, meeting rooms (1 council chambers and 1 training room) and seven restroom areas.

SERVICE PROVISIONS

DAILY SERVICES:

1. Empty wastebaskets and remove trash collected to main disposal area. Empty recycling containers and put into recycling dumpster.
2. Sweep or vacuum floor areas, stair landings and steps with treated sweep mop and spot mop as necessary.
3. Vacuum all carpet and spot clean as needed.
4. Remove smudges and finger marks from doors and adjacent areas, woodwork, partition glass and light switches.
5. Clean coffee pot and glasses in lunch room and keep sink faucets, counter top, microwave and refrigerator clean and free of debris.
6. Replace and clean ceiling tile. Contractor will replace ceiling tile when necessary. The cost of the ceiling tile will be paid by the Contractor.
7. Clean and disinfect bathroom sinks, toilets, mirrors and hand dryers.
8. Spot clean walls
9. Fill or replace hand soap, hand sanitizer, paper towels and toilet paper.
10. Maintain safe custody of keys. Insure locked doors are locked after cleaning. At no time will locked exterior doors be unlocked or propped open during cleaning hours.
11. Clean all interior and exterior surfaces including doors, crevices and carpet (elevator)
12. Polish bright metal surfaces (elevator).

AS NEEDED SERVICES (could be daily, weekly or occasionally)

1. Dust horizontal surfaces of desks, files, chairs, window wells, wall hangings, miscellaneous furniture and tables with treated dust cloths. Do not disturb papers or materials left on surfaces to be cleaned.
2. Dust wall surfaces, vertical services, hand rails, ledges, doors and under surfaces (knee walls, chair rungs, table legs, etc.).
3. Damp mop and buff floors preventing dirt buildup in corners.
4. Sweep or vacuum storage areas in work areas.
5. Clean telephones and countertops.

6. Clean rubber mats under urinals.
7. Clean wall surfaces, baseboards, partitions, doors and trim as necessary.
8. Clean glass portions of display cases, bulletin boards, doors and glass fronted reception counter.
9. Clean drinking fountain.
10. Clean kick plates, push plates, push bars and remove foreign residue (oil, grease, mold, etc) from these areas and around door fasteners, door checks and door closures.
11. Sweep and remove debris such as litter and leaves from landings and entryways.
Does not include snow removal.
12. Clean all grills, vents and lights, baseboard heaters, fixtures in ceilings and walls.
13. Vacuum in-place drapery/woven woods, etc.
14. Wash waste receptacles, inside and out.
15. Pick up other supplies as needed.
16. Completely strip and wax floors including storerooms in Police Department and Community Development Office.
17. Clean and shampoo carpet throughout the building (as needed or twice a year).
18. Remove stains from carpet areas as necessary.
19. Close windows, turn off lights, fans and electric heaters when not in use and lock doors after cleaning.
20. Report fires, hazardous conditions and items in need of repair such as leaky faucets, toilet stoppages and broken light fixtures.
21. Turn in lost and found articles to Clerk's Office.
22. Replace interior and exterior light bulbs and fluorescent tubes as necessary within 24 hours of going out.
23. Maintenance of door locks, soap dispensers, stair rails, mopboard, wall paper, doors and door strikers. Contractor will maintain and replace these items if necessary. If the situation is deemed to be more than normal maintenance and the Contractor finds it necessary to hire an outside source to complete the work; an outside source will be determined by the City of Indianola and all cost associated with the maintenance shall be at the City's expense.
24. Exterior window cleaning will be performed by an outside source. This will be scheduled by the contractor at the Contractor's expense. Contractor will maintain basic daily cleaning of glass on doors and doorways and interior cleaning of glass.

OTHER OPTIONAL SERVICES:

1. Emergency shampoo carpet (big messes, i.e. large spills, vomit, ink, oil, etc) - minimum **\$ included** per time.
2. Shampoo upholstered chairs **\$ included**/chair **\$ included**/couch.
3. Other repair work, painting and extra cleaning **\$ included** .

Information

Subject

Annual adoption of council policy

Information

In your packet is the council policy that is considered annually. There have been no changes to the policy .

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

Attachments

Council Policy

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

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COUNCIL POLICY FOLDER

Policy Folder

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

Adopted by City Council On February 4, 1974.

BOARDS AND COMMISSIONS

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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

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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.

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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 and Administrative Services, 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 and Administrative Services, 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 and Administrative Services 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 and Administrative Services 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 and Administrative Services 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 and Administrative Services 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 simple motion of the City Council.
8. Reconcile the Director of Finance and Administrative Services 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 Deputy City Clerk, Payroll/Utility Billing Clerk, Accounts Payable Clerk, Cashier, and other part-time employees.

Account Maintenance:

1. The Director of Finance and Administrative Services and City Treasurer are the designated officials 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 and Administrative Services.
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 and Administrative Services, 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 and Administrative Services 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 and Administrative Services 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 and Administrative Services.
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 and Administrative Services, 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 and Administrative Services, who shall in turn submit it to the City Council for approval.
7. Checks shall be approved and signed by the Director of Finance and Administrative Services, or as otherwise authorized by the City Council.
8. The Director of Finance and Administrative Services 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.

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 and Administrative Services 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 and Administrative Services 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

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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 Director of Administrative & Community Services 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 201, 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.

<u>Banner Construction</u>	Pole banners must not be larger than 30"x 94" and should be made out of a canvas or nylon material. Supports shall match existing pole color unless otherwise approved.
<u>Banner Installation</u>	All hardware used to support each banner shall be approved and installed by Indianola Municipal Utilities. All costs associated with the installation and removal shall be the responsibility of the applicant. Permit holder is responsible for coordinating installation and removal of banners with Indianola Municipal Utilities.
<u>Length of Use By Type of Banner</u>	<i>Business or Institution: Allowed in Zones 1 – 2 – 3 – 4</i> (company anniversary event, college welcoming, etc.) 3-month maximum per calendar year per banner with at least 30 days separating such 3-month periods. <i>Community Wide Event: Allowed in ALL Zones</i> (seasons, holiday shopping, etc.) 3 months maximum per calendar year per banner with at least 30 days separating such 3-month periods. <i>Community Special Event: Allowed in ALL Zones</i> (The National Balloon events, Log Cabin days, Dickens, etc.) One month maximum prior to each event. Banner must be removed within 7 days after event. <i>Private Non-Profit Special Event: Allowed in ALL Zones</i> (The National Balloon Classic, Opera Festival and similar events) One month maximum prior to each event. Banners must be removed within 7 days after event.
<u>Insurance</u>	Permit applicant must file proof of insurance and must sign a hold harmless agreement. These documents must be submitted before sign permit application for banners in public right-of-way will be approved.
<u>Maintenance of Banners</u>	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. <i>In all cases, the applicant is responsible for cost of installation and maintenance of the banners.</i>
<u>Administration</u>	These policies and procedures are administered by the Community Development Director.
<u>Banner Reservations</u>	Banner space will be allocated on a first-come, first-served basis, with conflicts resolved according to the prioritization standards.

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 and Administrative Services.

Eligibility Criteria

The Director of Finance and Administrative Services 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 and Administrative Services 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 and Administrative Services using his/her own guidelines shall be disclosed to the City Council.

Implementation

The Director of Finance and Administrative Services 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 cityofindianola.com 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

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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

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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

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• Permit Fees For Local Government Entities	68
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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., will be picked up free of charge on designated days of the week.
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.

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, 2nd 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.

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Revised: February 4, 1974 – Council Orientation

Revised: February 4, 1974 – Policy Folder

Revised: February 4, 1974 – Boards and Commissions

Revised: February 4, 1974 – Management

Revised: February 4, 1974 – Personnel Manual

Revised: January 16, 1974 – Voluntary Annexations

Revised: December 20, 1976 – Claims

Revised: January 17, 1977 – City Vehicle Use

Revised: February 22, 1977 – Council Agenda

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

Revised: April 16, 1979 – Employee Safety

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

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

Revised: December 18, 1989 - Drug-Free Workplace Policy

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

Revised: March 7, 1994 – Commercial Dumping Fees

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

Revised: November 6, 1995 – Sexual Harassment Policy

Revised: January 1, 1996 – Smoking in City Vehicles

Revised: February 18, 1997 – Investment Policy

Revised: March 3, 1997 - Employee Recognition Policy

Revised: May, 1997 – Hard Surfacing Alleys

Revised: September 2, 1997 – Vehicle Policy Statement

Revised: October 6, 1997 – Cellular Telephone Policy

Revised: October 6, 1997 – Internet Policy

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

Revised: April 26, 1999 – Investment Policy

Revised: October 18, 1999 – Vehicle & Travel Allowance

Revised: October 18, 1999 – City Vehicle/Equipment Responsibility

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 16, 2008 – Car Allowance

Annual approval – August 4, 2008

Annual approval – August 3, 2009

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

Information**Subject**

Annual adoption of the fee schedule

Information

The fee schedule as shown below is considered annually. The only addition to this schedule was on February 3, 2014 for the Optical Network Terminal Fee.

Fee schedule:

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.

Information**Subject**

Authorized past due ambulance bills of \$88,967.60 from January 1, 2014 through June 30, 2014 to be sent to the State Off-Set Program for collections

Information

You have Brian Seymour's memo recommending the city send \$88,967.60 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 customer is due state money (income tax refund), it is directed to the city to pay the debt.

The table below does not include Medicare/Medicaid which all government insurances are required to take what they give us and the city cannot bill the balance.

	2011	2012	2013	2014 (First ½ of Year)
Yearly Billed	\$852,411.00	\$937,159.00	\$1,082,739.80	\$612,922.70
Yearly Write Off	\$88,328.00	\$92,732.00	\$136,645.94	\$88,967.60
Write-Off Rate	7.64%	7.01%	10.48%	10.59%
Amount Recovered from DAS	\$23,225.00	\$27,015.00	\$23,091.93	\$24,041.11

AttachmentsMemo

Memo

TO: Eric
FROM: Brian
DATE July 16, 2014
RE: Ambulance write off

Eric, this is the ambulance-billing write off report for Jan 1, 2014 through June 30, 2014. This is a report we usually provide every 6-months.

Total Billed Services for this period	\$612,922.70
Amount to be written-off for this period	\$ 88,967.60

The majority of the write-off amount above is due to accounts being transferred to DAS for collection the balance is due to bankruptcy, the inability to contact the patient via mail or phone, or the patient is deceased with no ability to collect. Of the write off amount \$75,287 was sent to the DAS offset program. Our experience shows the DAS program has been a much better collection path than using a private collection agency. We have better luck collecting the fees through DAS (28%) and it is costing us approx 2.5% in collection fees where the private collection companies we have used in the past were collecting about 22% but we were losing overall as they were taking 50% of the amount being collected due to their fee schedule. Through DAS we have collected \$22,000 in 2013 and \$24,041 in 2014 so far. The balance of the above write off of \$13,681 will not be collectable at all due to various issues listed above.

One more significant number to be aware of is the amount we cannot collect on the government type programs, (Medicare, Medicaid and VA insurance). For these programs we have to accept the amount approved for services and we must forgive the balance of the billed services. This is called accepting assignment and we have no choice when it comes to this requirement on any Government policy. This write off amount for this period is \$167,550.14 which is also deducted from the total billed services above.

EMS billing is a challenging task and Vicki does a great job with our billing and I commend her. I know the write off seems to be high as you may recall in previous reports overall we fall within the industry standard for the percentage collected. I would ask that this report be added to a council agenda for their approval and if you or they should have any questions I would be happy to answer them. Below is a yearly comparison.

	2011	2012	2013	2014 (first ½ of year)
Yearly Billed	\$ 852,411.00	\$ 937,159.00	\$ 1,082,739.80	\$ 612,922.70
Yearly writeoff	\$ 88,328.00	\$ 92,732.00	\$ 136,645.94	\$ 88,967.60
Write-off rate	7.64%	7.01%	10.48%	10.59%
Amount Recovered from DAS	\$23,225.00	\$27,015.00	\$23,091.93	\$24,041.11

Thanks,
Brian

Information
Subject

Authorize past due sewer, recycling and storm water fee balances to be sent to the State Off-Set Program for collection

* Sewer \$10,634.12 (1.57%), recycling \$1,163.98 (2.15%) and storm water fee \$239.65

Information

This is quarterly procedure where the city sends past due debt to the State Income Offset Program that receives \$7 for each account collected. These accounts will remain on customer's utility records at the City Clerk's Office. We are sending past due balances of \$10,634.12 (1.57%) - sewer, \$1,163.98 (2.15%) - recycling and \$239.65 for storm water to the State Income Offset Program for collection. Please note the sewer amount is higher compared to past quarters due to three accounts which had water leaks totally over \$4,700 in sewer fees. These numbers indicate our Clerk's Office staff does an outstanding job collecting bills. Hats off to all!

A comparison of past quarters are shown below:

<u>Date</u>	<u>Sewer</u>	<u>Recycling</u>	<u>Storm Water</u>
January 2014 - March 2014	\$5,826.12 (.80%)	\$485.53 (.90%)	\$191.89
October 2013-December 2013	\$3,770.58 (.46%)	\$731.48 (1.36%)	\$111.22
July 2013 - September 2013	\$5,345.90 (.72%)	\$792.73 (1.48%)	\$150.25
April 2013 - June 2013	\$6,081.27 (.98%)	\$826.84 (1.83%)	\$217.18
January 2013-March 2013	\$5,984.81 (.91%)	\$974.48 (2.16%)	\$106.96
October 2012 - December 2012	\$4,150.78 (.56%)	\$629.34 (1.39%)	\$94.42
July 2012 - September 2012	\$4,790.92 (.63%)	\$730.62 (1.68%)	\$117.28
April 2012 - June 2012	\$5,792.94 (1.04%)	\$729.65 (1.61%)	\$167.15
January 2012 - March 2012	\$1,566.74 (.25%)	\$486.44 (1.08%)	\$66.51
October 2011 - December 2011	\$3,165.76 (.47%)	\$471.93 (1.05%)	\$48.87
July 2011 - September 2011	\$2,006.13 (.32%)	\$581.82 (1.30%)	\$58.87
April 2011 - June 2011	\$2,142.89 (.44%)	\$481.66 (1.11%)	\$30.00
January 2011 - March 2011	\$1,171.60 (.22%)	\$393.87 (.88%)	\$8.00

FYI - The State Offset Program and city can collect debt up to ten years.

Information
Subject

Prior and final approval applications for urban revitalization designation

Information

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

Prior:

Steger Construction - 607 W. Orchard Ave. - SFD - \$204,500

Barry Hill - 1306 S. "O" - SFD - \$230,000

Final

Jerry's Homes - 104 Rolling Vista Place - SFD - \$149,500

Jerry's Homes - 102 Rolling Vista Place - SFD - \$149,500

Destiny Homes - 805 W. Scenic Valley Drive - SFD - \$216,509

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

Below is a list of permits issued through July 31, 2014 and previous years.

	2014		2013		2012		2011		2010	
SFD	16	\$3,054,409 \$190,901	27	\$4,721,577 \$174,873	7	\$1,021,050 \$145,864	7	\$1,097,050 \$156,721	17	\$2,461,200 \$144,776
Duplexes	1	\$241,500	5	\$848,000	1	\$230,000	1	\$223,000	2	\$495,450
MFD	1	\$426,350	1	\$426,350	2	\$5,676,350	0	0	0	0
Add/Alt	25	\$179,847	29	\$198,520	28	\$182,933	29	\$324,989	23	\$284,101
Non-Residential	19	\$10,808,467	12	\$7,330,316	16	\$15,158,951	22	\$27,114,092	19	\$1,772,748
Total	62	\$14,710,573	74	\$13,524,763	54	\$22,269,284	59	\$28,759,131	61	\$5,013,499

Attachments

UR Apps

UR Apps 2

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 2-2-14
(please initial items below)

X Prior Approval for Intended Improvements _____ Approval of Improvements Completed

Address of Property: 607 West Orchard Avenue

Legal Description of Property: Lot 15 Heritage Hills Plat 6

Title Holder or Contract Buyer: Steger Construction

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 - 1991 sq ft - 4 bedrooms -
3 full baths - 1 partial bath - 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: 12/2014

Estimated or Actual Value of Improvements: \$ 204,500

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: Phil Steger

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 7/10/14
(please initial items below)

✓ Prior Approval for Intended Improvements Approval of Improvements Completed

Address of Property: 1306 S. O ST

Legal Description of Property: Lot 25 Deer Creek

Title Holder or Contract Buyer: Barry Alyssa 14:11

Address of Owner (if different than above):

Phone Number (to be reached during the day): 490-5775

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 - 2,200 sq ft. - 4 bedrooms -
4 full baths - 1 partial bath - 3 car garage

CLASS A / 5 YEAR TAX ABATEMENT REQUIREMENTS:

Sidewall Insulation rated R-15 or higher?	Yes <u>✓</u>	No <u> </u>
Attic space insulation rated R-44 or higher?	Yes <u>✓</u>	No <u> </u>
125 M.P.H. lifetime shingle?	Yes <u>✓</u>	No <u> </u>
Windows have minimum U factor of .31 or less or a low E rating?	Yes <u>✓</u>	No <u> </u>
H.V.A.C. has a minimum 90% efficiency rating?	Yes <u>✓</u>	No <u> </u>
Programmable Energy Star thermostat installed?	Yes <u>✓</u>	No <u> </u>
All ductwork is taped and sealed?	Yes <u>✓</u>	No <u> </u>
All appliances are Energy Star rated?	Yes <u>✓</u>	No <u> </u>
A/C Unit with Minimum SEER rating of 14	Yes <u>✓</u>	No <u> </u> Brand? <u> </u>
Furnace with a minimum 90% efficiency rating	Yes <u>✓</u>	No <u> </u> Brand? <u> </u>
Gas Water Heater 0.62 EF to 0.79 EF or 0.80 EF and above?	Yes <u>✓</u>	No <u> </u> Brand? <u> </u>
Rating? <u> </u>		
Plumbing fixtures in both kitchen and baths are all Energy Star rated?	Yes <u>✓</u>	No <u> </u>
Faucets 2.0 GPM? Yes <u>✓</u> No <u> </u>		
Showers 2.0 GPM? Yes <u>✓</u> No <u> </u>		
Water closets 1.3 GPM or dual flush? Yes <u>✓</u> No <u> </u>		
Ductwork in unconditioned spaces all insulated? Yes <u>N/A</u> No <u> </u>		
Four trees and six shrubs planted? Yes <u>✓</u> No <u> </u>		

Estimated or Actual Date of Completion: 12/2014

Estimated or Actual Value of Improvements: \$230,000

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
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Signed By: [Signature]

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 7/8/14
☐ Prior Approval for Intended Improvements ☒ Approval of Improvements Completed

Address of Property: 104 Rolling Vista Place

Legal Description of Property: Lot 8 Scenic Pointe

Title Holder or Contract Buyer: Jenys Homes

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: 2 story sfd - 1,641 sq. ft. - 3 bedrooms -
1 full bath - 1 partial bath - 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: 7/7/14

Estimated or Actual Value of Improvements: \$149,500

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]

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 7/8/14
_____ Prior Approval for Intended Improvements ☒ Approval of Improvements Completed

Address of Property: 102 Rolling Vista Place

Legal Description of Property: Lot 7 Scenic Pointe

Title Holder or Contract Buyer: Jump Homes

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 1/2 story sfd - 1,641 sq. ft. - 4 bedrooms -
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: 7/7/14

Estimated or Actual Value of Improvements: \$149,500

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]

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 7/30/14
 Prior Approval for Intended Improvements X Approval of Improvements Completed
Address of Property: 805 West Scenic Valley Drive
Legal Description of Property: Lot 11 Heritage Hills Plat 8
Title Holder or Contract Buyer: Destiny Homes
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 - 3,931 sq. ft. - 2 bedrooms -
1 full bath - 1 partial bath - 2 car garage

CLASS A / 5 YEAR TAX ABATEMENT REQUIREMENTS:

Sidewall Insulation rated R-15 or higher?	Yes <u> </u>	No <u> </u>
Attic space insulation rated R-44 or higher?	Yes <u> </u>	No <u> </u>
125 M.P.H. lifetime shingle?	Yes <u> </u>	No <u> </u>
Windows have minimum U factor of .31 or less or a low E rating?	Yes <u> </u>	No <u> </u>
H.V.A.C. has a minimum 90% efficiency rating?	Yes <u> </u>	No <u> </u>
Programmable Energy Star thermostat installed?	Yes <u> </u>	No <u> </u>
All ductwork is taped and sealed?	Yes <u> </u>	No <u> </u>
All appliances are Energy Star rated?	Yes <u> </u>	No <u> </u>
A/C Unit with Minimum SEER rating of 14	Yes <u> </u>	No <u> </u> Brand? <u> </u>
Furnace with a minimum 90% efficiency rating	Yes <u> </u>	No <u> </u> Brand? <u> </u>
Gas Water Heater 0.62 EF to 0.79 EF or 0.80 EF and above?	Yes <u> </u>	No <u> </u> Brand? <u> </u>
Rating? <u> </u>		
Plumbing fixtures in both kitchen and baths are all Energy Star rated?	Yes <u> </u>	No <u> </u>
Faucets 2.0 GPM? Yes <u> </u> No <u> </u>		
Showers 2.0 GPM? Yes <u> </u> No <u> </u>		
Water closets 1.3 GPM or dual flush? Yes <u> </u> No <u> </u>		
Ductwork in unconditioned spaces all insulated? Yes <u> </u> No <u> </u>		
Four trees and six shrubs planted? Yes <u> </u> No <u> </u>		

Estimated or Actual Date of Completion: 7/30/14
Estimated or Actual Value of Improvements: \$212,509
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
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Signed By: 

Information

Subject

Claims on the computer printout for August 4, 2014

Information

Attachments

Claims

Vendor Report

Vendor Name	GL Account Number	Description	Invoice Date	Net Invoice Amount
GENERAL FUND				
FASTENAL	001-1700-65070	SPRAY PAINT	05/27/2014	10.04
IMWCA	001-1700-61599	WORKERS COMP INSTALL	07/01/2014	311.00
IMWCA	001-2900-61599	WORKERS COMP INSTALL	07/01/2014	24.00
IMWCA	001-6100-61599	WORKERS COMP INSTALL	07/01/2014	5.00
IMWCA	001-6150-61599	WORKERS COMP INSTALL	07/01/2014	295.00
IMWCA	001-6200-61599	WORKERS COMP INSTALL	07/01/2014	53.00
IMWCA	001-6210-61599	WORKERS COMP INSTALL	07/01/2014	28.00
IMWCA	001-6250-61599	WORKERS COMP INSTALL	07/01/2014	12.00
INDOFF INCORPORATED	001-1700-65060	LABELS	07/18/2014	33.64
INFOMAX OFFICE SYSTEMS IN	001-1700-63410	COPIER CONTRACT	07/16/2014	22.23
INFOMAX OFFICE SYSTEMS IN	001-6200-63400	COPIER CONTRACT	07/16/2014	653.46
INFOMAX OFFICE SYSTEMS IN	001-6210-63400	COPIER CONTRACT	07/16/2014	37.17
INFOMAX OFFICE SYSTEMS IN	001-1700-64990	PRINTER/COPIER CHARGES	07/23/2014	192.86
INTEGRIVault	001-6500-64990	OFFSITE BACKUP - JUNE	07/01/2014	250.00
IOWA DIV OF LABOR SERVICE	001-6500-63100	CITY HALL BOILER INSPECTIO	07/23/2014	120.00
IOWA WORKFORCE DEVELOP	001-2900-61700	UNEMPLOYMENT	07/15/2014	65.00
KOSMAN, MISTI L.	001-6500-64090	2ND HALF OF JULY 2014	07/29/2014	2,166.67
MID AMERICAN ENERGY CO.	001-6500-63710	74080-22010	07/23/2014	109.92
MID AMERICAN ENERGY CO.	001-6500-63710	05931-25003 N HWY ENTRANC	07/21/2014	20.59
MID AMERICAN ENERGY CO.	001-2300-63710	26321-30003 ST LIGHTING	07/18/2014	173.58
PITNEY BOWES	001-6200-65080	POSTAGE METER	07/13/2014	341.67
PITNEY BOWES	001-1700-65080	POSTAGE METER	07/13/2014	57.72
RAY'S WINDOW CLEANING	001-6500-63100	WINDOW CLEANING	07/21/2014	90.00
SHULL, DOUG	001-6500-64990	TREASURER CONTRACT	07/24/2014	83.33
T.R.M. DISPOSAL LLC	001-6500-64090	ACCT 1506	07/24/2014	69.00
TAXPAYERS ASSOCIATION OF	001-6500-64800	LOCAL GOVERNMENT COLLAB	07/15/2014	1,400.00
TELRITE CORPORATION	001-6150-63730	LONG DISTANCE SERVICE	07/22/2014	1.47
TELRITE CORPORATION	001-6210-63730	LONG DISTANCE SERVICE	07/22/2014	9.73
TELRITE CORPORATION	001-6200-63730	LONG DISTANCE SERVICE	07/22/2014	12.23
TELRITE CORPORATION	001-1700-63730	LONG DISTANCE SERVICE	07/22/2014	9.94
TWO RIVERS GLASS & DOOR	001-6500-63100	CITY HALL DOOR REPAIR	07/18/2014	160.00
U.S. BANK	001-6150-62300	REG. FEE	07/07/2014	195.00
U.S. BANK	001-6200-62300	MEAL	07/07/2014	15.00
U.S. BANK	001-6210-64141	STOCK PHOTOGRAPHY	07/07/2014	239.99
U.S. BANK	001-6210-64990	MONTHLY DMS CHARGE PHON	07/07/2014	24.95
U.S. BANK	001-6210-62700	COOLANT	07/07/2014	11.65
U.S. BANK	001-6210-65070	SUPPLIES	07/07/2014	3.98
U.S. BANK	001-6210-64141	ADOBE SOFTWARE SUBSCRIP	07/07/2014	49.99
U.S. BANK	001-6250-67240	BATTERY FOR BACKUP - ROXA	07/07/2014	17.95
U.S. BANK	001-6210-64141	ADOBE SOFTWARE SUBSCRIP	07/07/2014	49.99
UNUM LIFE INSURANCE CO OF	001-6150-61550	LIFE, AD&D AND LTD INSURAN	07/23/2014	40.81
UNUM LIFE INSURANCE CO OF	001-6210-61550	LIFE, AD&D AND LTD INSURAN	07/23/2014	23.56
UNUM LIFE INSURANCE CO OF	001-6200-61550	LIFE, AD&D AND LTD INSURAN	07/23/2014	223.55
UNUM LIFE INSURANCE CO OF	001-6250-61550	LIFE, AD&D AND LTD INSURAN	07/23/2014	93.29
UNUM LIFE INSURANCE CO OF	001-1700-61550	LIFE, AD&D AND LTD INSURAN	07/23/2014	78.46
Total GENERAL FUND:				7,886.42
POLICE FUND				
BOB'S CUSTOM TROPHIES	011-1100-65070	SUPPLIES	07/15/2014	92.00
BOB'S CUSTOM TROPHIES	011-1100-65990	MISC.	07/24/2014	14.00
BROKEN ARROW	011-1100-61810	REED - ACADEMY	07/24/2014	239.22
CARPENTER UNIFORM CO	011-1100-61810	UNIFORMS	07/14/2014	233.95
CITGO	011-1100-65990	GAS	07/18/2014	3.00
CRAIG'S AUTOMOTIVE	011-1100-63320	VEHICLE SERVICE	06/03/2014	168.15
CRAIG'S AUTOMOTIVE	011-1100-63320	VEHICLE SERVICE	07/15/2014	165.00
CRAIG'S AUTOMOTIVE	011-1100-63320	VEHICLE SERVICE	07/28/2014	32.00

Vendor Name	GL Account Number	Description	Invoice Date	Net Invoice Amount
DOWNEY TIRE SERVICE	011-1100-63320	VEHICLE REPAIR	07/21/2014	23.45
ELECTRONIC ENGINEERING C	011-1100-64990	PAGER	07/25/2014	11.95
FLOYD, TRACY	011-1100-66990	PT#66924 - PAID TWICE	07/22/2014	15.00
IMWCA	011-1100-61599	WORKERS COMP INSTALL	07/01/2014	2,456.00
IOWA ASSOC OF MUN UTILITIE	011-1100-62300	SAFETY CONSULTATION	06/30/2014	240.00
IOWA PHYSICIANS CLINIC	011-1100-64120	DISABILITY 1942274626	06/06/2014	199.00
IOWA PHYSICIANS CLINIC	011-1100-64120	DISABILITY 1942274626	07/02/2014	119.00
KIYA KODA HUMANE SOCIETY	011-1100-64137	HUMANE SOCIETY CONTRACT	07/24/2014	2,412.74
MID AMERICAN ENERGY CO.	011-1100-67260	HEAT/BUILDING	07/22/2014	22.20
PIERCE BROTHERS REPAIR	011-1100-63410	REPAIR	07/18/2014	74.00
PITNEY BOWES	011-1100-65080	POSTAGE METER	07/13/2014	33.55
STONE RIVER PHARMACY	011-1100-64120	411 DISABILITY	06/30/2014	103.75
STONE RIVER PHARMACY	011-1100-64120	411 DISABILITY	07/02/2014	130.74
STONE RIVER PHARMACY	011-1100-64120	411 DISABILITY	07/02/2014	202.82
STONE RIVER PHARMACY	011-1100-64120	411 DISABILITY	07/02/2014	106.69
T.R.M. DISPOSAL LLC	011-1100-67260	ACCT #159 GARBAGE DISPOSAL	07/24/2014	15.00
TELRITE CORPORATION	011-1100-63730	LONG DISTANCE SERVICE	07/22/2014	11.46
TOMIN'S TOWING	011-1100-64860	TOWING	07/11/2014	175.00
TREAT AMERICA	011-1100-62300	MEALS - REED ACADEMY	07/24/2014	1,257.81
U.S. BANK	011-1100-63100	BUILDING MAINTENANCE	07/07/2014	125.00
U.S. BANK	011-1100-65060	OFFICE SUPPLIES	07/07/2014	25.66
U.S. BANK	011-1100-65060	OFFICE SUPPLIES	07/07/2014	36.99
U.S. BANK	011-1100-65990	MISC (PHOTOS)	07/07/2014	4.63
U.S. BANK	011-1100-65990	MISC (PHOTOS)	07/07/2014	3.66
U.S. BANK	011-1100-65060	SUPPLIES	07/07/2014	171.62
U.S. BANK	011-1100-65060	SUPPLIES	07/07/2014	395.00
U.S. BANK	011-1100-65060	SUPPLIES	07/07/2014	160.00
U.S. BANK	011-1100-65060	SUPPLIES	07/07/2014	210.00
UNUM LIFE INSURANCE CO OF	011-1100-61550	LIFE, AD&D AND LTD INSURAN	07/23/2014	494.43
VERIZON WIRELESS	011-1100-63730	DATA	07/15/2014	282.52
WAL-MART STORES INC.	011-1100-65060	SUPPLIES	07/21/2014	15.44
WAL-MART STORES INC.	011-1100-65060	SUPPLIES	07/18/2014	10.41
WATCH GUARD VIDEO	011-1100-65060	SUPPLIES	07/17/2014	114.00

Total POLICE FUND:

10,606.84

FIRE FUND

BOB'S CUSTOM TROPHIES	015-1500-65060	PLATES	06/30/2014	26.00
ELECTRONIC ENGINEERING C	015-1500-63730	PAGER	07/25/2014	8.00
FREIGHTLINER - DES MOINES	015-1500-65051	PARTS	07/16/2014	30.47
ILLINOIS FIRE STORE	015-1500-65070	SUPPLIES	07/16/2014	74.39
IMWCA	015-1500-61599	WORKERS COMP INSTALL	07/01/2014	4,965.00
INFOMAX OFFICE SYSTEMS IN	015-1500-64990	COPIER CONTRACT	07/16/2014	38.53
INTERSTATE POWER SYSTEM	015-1500-65051	333 REPAIR	07/21/2014	477.63
IOWA ASSOC OF MUN UTILITIE	015-1500-62300	SAFETY CONSULTATION	06/30/2014	240.00
PITNEY BOWES	015-1500-65080	POSTAGE METER	07/13/2014	7.05
TELRITE CORPORATION	015-1500-63730	LONG DISTANCE SERVICE	07/22/2014	12.37
U.S. BANK	015-1500-65076	SHOP	07/07/2014	138.82
UNUM LIFE INSURANCE CO OF	015-1500-61550	LIFE, AD&D AND LTD INSURAN	07/23/2014	56.02

Total FIRE FUND:

6,074.28

AMBULANCE FUND

DOWNEY TIRE SERVICE	016-1600-65050	TIRES	07/11/2014	2,196.47
IMWCA	016-1600-61599	WORKERS COMP INSTALL	07/01/2014	1,928.00
INDOFF INCORPORATED	016-1600-65060	OFFICE SUPPLIES	07/15/2014	11.90
INFOMAX OFFICE SYSTEMS IN	016-1600-63400	COPIER CONTRACT	07/16/2014	31.95
PITNEY BOWES	016-1600-65080	POSTAGE METER	07/13/2014	93.00

Vendor Name	GL Account Number	Description	Invoice Date	Net Invoice Amount
SOUTHEASTERN EMERGENCY	016-1600-65070	MEDICAL SUPPLIES	07/14/2014	1,376.14
TELRITE CORPORATION	016-1600-63730	LONG DISTANCE SERVICE	07/22/2014	.61
UNUM LIFE INSURANCE CO OF	016-1600-61550	LIFE, AD&D AND LTD INSURAN	07/23/2014	239.33
VERMED	016-1600-65070	MED SUPPLIES	07/14/2014	717.18
Total AMBULANCE FUND:				6,594.58
LIBRARY FUND				
IMWCA	041-4100-61599	WORKERS COMP INSTALL	07/01/2014	40.00
PITNEY BOWES	041-4100-65080	POSTAGE METER	07/13/2014	55.26
TELRITE CORPORATION	041-4100-63730	LONG DISTANCE SERVICE	07/22/2014	5.82
U.S. BANK	041-4100-67240	AMAZON - 6668257 - 2 PORTAB	07/07/2014	47.58
U.S. BANK	041-4100-64990	ENVISIONWARE	07/07/2014	1,053.65
UNUM LIFE INSURANCE CO OF	041-4100-61550	LIFE, AD&D AND LTD INSURAN	07/23/2014	89.09
Total LIBRARY FUND:				1,291.40
PARK & RECREATION FUND				
AGRIVISION	042-4400-63320	SOFTBALL TRACTOR REPAIR	07/14/2014	447.13
AGRIVISION	042-4400-63320	TRACTOR SEAL	07/25/2014	4.87
CNM OUTDOOR EQUIPMENT	042-4300-65072	BAR OIL	07/15/2014	15.99
CNM OUTDOOR EQUIPMENT	042-4300-65072	SAW CHAIN	07/15/2014	28.60
CR SERVICES	042-4300-65071	JANITORIAL SUPPLIES	07/14/2014	117.98
CR SERVICES	042-4400-64090	ACTIVITY CENTER CLEANING	07/21/2014	1,420.00
CR SERVICES	042-4400-65070	AIR FRESHENER	07/21/2014	17.60
CRAWFORD, RICHARD L.	042-4400-64250	ADULT SB UMPIRE	07/28/2014	400.00
DOWNEY TIRE SERVICE	042-4300-65051	TIRE & TUBE	07/22/2014	47.92
DOWNEY TIRE SERVICE	042-4300-65051	TIRE REPAIR	07/28/2014	16.80
ELLIS, GARY LEE	042-4400-64250	ADULT SB UMPIRE	07/28/2014	75.00
FARNER-BROCKEN CO	042-4400-65070	SOFTBALL CONCESSIONS	07/15/2014	243.45
G & D ELECTRIC INC	042-4400-63320	REPLACE VAN STARTER	07/22/2014	162.00
GRAFFITI SOLUTIONS INC	042-4300-65071	ELEPHANT SNOT	07/17/2014	90.00
GRGURICH, MICHAEL J.	042-4400-64250	ADULT SB UMPIRE	07/28/2014	250.00
GRISSOM, KIM	042-4300-66990	REFUND KIDDIE SPORTS CAM	07/22/2014	19.00
IMWCA	042-4200-61599	WORKERS COMP INSTALL	07/01/2014	16.00
IMWCA	042-4300-61599	WORKERS COMP INSTALL	07/01/2014	671.00
IMWCA	042-4400-61599	WORKERS COMP INSTALL	07/01/2014	415.00
INFOMAX OFFICE SYSTEMS IN	042-4200-65060	PRINTER	07/23/2014	61.84
IOWA ASSOC OF MUN UTILITIE	042-4200-62300	SAFETY CONSULTATION	06/30/2014	320.00
IOWA P.R.A.	042-4400-62100	AGENCY MEMBERSHIP	07/18/2014	435.00
IOWA P.R.A.	042-4300-62100	AGENCY MEMBERSHIP	07/18/2014	70.00
MC COY HARDWARE INC	042-4400-63100	CAULKING	07/14/2014	4.66
MC COY HARDWARE INC	042-4300-65070	30 AMP BREAKER	07/17/2014	7.64
MC COY HARDWARE INC	042-4300-65050	KEY	07/15/2014	3.14
MC COY, JUSTIN	042-4400-66990	REFUND - SOFTBALLS	07/28/2014	50.00
MC INTYRE, CRAIG	042-4400-64250	ADULT SB UMPIRE	07/28/2014	325.00
MID AMERICAN ENERGY CO.	042-4300-63710	FUEL HEAT	07/22/2014	47.71
MID AMERICAN ENERGY CO.	042-4400-63710	ACTIVITY CENTER UTILITIES	07/22/2014	25.53
MILLER, KATHY	042-4300-66990	SHELTER REFUND	07/15/2014	24.00
O'REILLY AUTO PARTS	042-4300-65050	STARTER	07/17/2014	127.29
O'REILLY AUTO PARTS	042-4300-65051	HYD FITTING	07/22/2014	4.16
OUTDOOR SCOOP	042-4300-66990	GIFT CERT. FOR YOGA INSTRU	07/16/2014	50.00
PER MAR SECURITY	042-4400-64990	FIRE ALARM MONITORING	06/08/2014	120.27
PIERCE BROTHERS REPAIR	042-4300-63410	REPAIR CYLINDER	07/23/2014	32.00
REUTER, ELIZABETH	042-4400-64250	ADULT SB UMPIRE	07/28/2014	150.00
SPRINGER PEST SOLUTIONS D	042-4400-64090	PEST CONTROL SERVICE	07/14/2014	61.00
U.S. BANK	042-4200-64190	ADOBE SOFTWARE SUBSCRIP	07/07/2014	49.99
U.S. BANK	042-4400-64020	SOCCER REGISTRATION BANN	07/07/2014	55.94

Vendor Name	GL Account Number	Description	Invoice Date	Net Invoice Amount
U.S. BANK	042-4400-65070	LUAU DANCE SUPPLIES	07/07/2014	52.55
U.S. BANK	042-4400-65070	LUAU DANCE SUPPLIES	07/07/2014	69.06
U.S. BANK	042-4400-64020	SOFTBALL BANNER	07/07/2014	70.36
U.S. BANK	042-4200-65060	BUSINESS CARDS	07/07/2014	19.64
U.S. BANK	042-4400-64990	NRPA CONGRESS FLIGHT	07/07/2014	296.50
U.S. BANK	042-4400-64020	SOFTBALL FIELD BANNER	07/07/2014	70.36
U.S. CELLULAR	042-4370-63730	CELL PHONE - 1	07/16/2014	28.49
U.S. CELLULAR	042-4400-63730	CELL PHONE - 1	07/16/2014	28.49
UNUM LIFE INSURANCE CO OF	042-4300-61550	LIFE, AD&D AND LTD INSURAN	07/23/2014	147.23
UNUM LIFE INSURANCE CO OF	042-4400-61550	LIFE, AD&D AND LTD INSURAN	07/23/2014	42.39
UNUM LIFE INSURANCE CO OF	042-4200-61550	LIFE, AD&D AND LTD INSURAN	07/23/2014	52.82
VETTER EQUIPMENT CO	042-4300-65051	COLLAR KIT	07/22/2014	77.11
WAL-MART STORES INC.	042-4400-65070	EVENT SNACKS & SUPPLIES	07/23/2014	77.93
WAL-MART STORES INC.	042-4400-65070	ENVELOPES, NOTEBOOKS, MA	07/17/2014	24.71
WAL-MART STORES INC.	042-4400-65070	SOFTBALL CONCESSIONS	07/28/2014	9.93
WAL-MART STORES INC.	042-4400-65070	TENNIS BALLS	07/15/2014	26.46

Total PARK & RECREATION FUND:

7,577.54

POOL (MEMORIAL) FUND

ACCO UNLIMITED CORP.	045-4500-65010	POOL CHEMICALS - CALCIUM	07/17/2014	512.50
CR SERVICES	045-4500-65070	POOL CLEANING SUPPLIES	07/21/2014	180.09
FARNER-BROCKEN CO	045-4500-65070	POOL CONCESSIONS	07/08/2014	397.70
FARNER-BROCKEN CO	045-4500-65070	POOL CONCESSIONS	07/18/2014	432.85
FARNER-BROCKEN CO	045-4500-65070	POOL CONCESSIONS	07/22/2014	332.96
IMWCA	045-4500-61599	WORKERS COMP INSTALL	07/01/2014	165.00
IOWA DIV OF LABOR SERVICE	045-4500-64200	AQUATIC CTR BOILER INSPEC	07/23/2014	80.00
MC COY HARDWARE INC	045-4500-65070	POOL SUPPLIES	07/16/2014	18.85
MC COY HARDWARE INC	045-4500-63100	KIDDIE POOL REPAIR	07/17/2014	1.69
MC COY HARDWARE INC	045-4500-65070	POOL CONCESSIONS	07/17/2014	156.30
U.S. BANK	045-4500-65990	OFFICE SUPPLIES	07/07/2014	43.44
U.S. BANK	045-4500-65070	POOL SECURITY CAMERAS	07/07/2014	32.99
U.S. BANK	045-4500-65070	POOL SECURITY CAMERAS	07/07/2014	90.13
U.S. BANK	045-4500-63100	POOL FRONT DESK CHAIR	07/07/2014	72.13
WAL-MART STORES INC.	045-4500-65070	POOL SUPPLIES	07/01/2014	23.67
WAL-MART STORES INC.	045-4500-65070	POOL CLEANING SUPPLIES	07/21/2014	33.24
WAL-MART STORES INC.	045-4500-65070	POOL SUPPLIES	07/17/2014	90.64

Total POOL (MEMORIAL) FUND:

2,664.18

ROAD USE TAX FUND

AHLERS & COONEY P.C.	110-2100-64900	HANKS - CIVIL SERVICE	07/23/2014	225.00
AHLERS & COONEY P.C.	110-2100-64900	ARBITRATION	07/23/2014	1,026.27
CENTURYLINK	110-2100-63730	TRAFFIC SIGNALS	07/22/2014	48.24
CIRCLE B CASHWAY	110-2100-65073	LUMBER	06/26/2014	190.90
CNM OUTDOOR EQUIPMENT	110-2100-65076	2-CYCLE OIL	07/17/2014	29.90
G & D ELECTRIC INC	110-2100-63320	NEW STARTER/ALTERNATOR	07/23/2014	595.00
GRIMES ASPHALT & PAVING	110-2100-65073	COLD MIX	07/22/2014	1,119.82
HANIFEN CO INC	110-2100-63320	TOWING CHARGES	07/09/2014	310.00
HAYES, ROSEMARY	110-2100-64900	ARBITRATION - CITY/ML353	07/24/2014	550.32
IMWCA	110-2100-61599	WORKERS COMP INSTALL	07/01/2014	1,933.00
LOGAN CONTRACTORS SUPPL	110-2100-65073	EPOXY BOND	07/16/2014	1,648.08
MC COY HARDWARE INC	110-2100-65073	STREET BROOMS	07/29/2014	46.78
MID AMERICAN ENERGY CO.	110-2100-63710	HWY 92 W FLASHING LIGHT	07/17/2014	10.07
MID AMERICAN ENERGY CO.	110-2100-63710	FUEL HEAT	07/22/2014	14.44
MOMAR	110-2100-65076	DEGREASER	07/17/2014	334.56
NORWALK READY-MIXED CON	110-2100-65073	CONCRETE	07/09/2014	414.00
NORWALK READY-MIXED CON	110-2100-65073	CONCRETE	07/09/2014	869.50

Vendor Name	GL Account Number	Description	Invoice Date	Net Invoice Amount
NORWALK READY-MIXED CON	110-2100-65073	CONCRETE	07/10/2014	587.50
NORWALK READY-MIXED CON	110-2100-65073	CONCRETE	07/15/2014	1,092.00
NORWALK READY-MIXED CON	110-2100-65073	CONCRETE	07/15/2014	868.00
NORWALK READY-MIXED CON	110-2100-65073	CONCRETE	07/16/2014	869.50
NORWALK READY-MIXED CON	110-2100-65073	CONCRETE	07/16/2014	893.00
NORWALK READY-MIXED CON	110-2100-65073	CONCRETE	07/17/2014	658.00
NORWALK READY-MIXED CON	110-2100-65073	CONCRETE	07/21/2014	846.00
O'REILLY AUTO PARTS	110-2100-63320	HEX NIPPLE	07/18/2014	1.64
PRAXAIR DISTRIBUTION INC	110-2100-65076	GAS/OXY TANK RENTAL	07/25/2014	285.95
RECORD-HERALD AD CONTRA	110-2100-64020	CROSSING GUARD - AD	07/14/2014	300.00
TOMPKINS INDUSTRIES INC.	110-2100-65050	HYD HOSES	07/17/2014	348.01
U.S. CELLULAR	110-2100-63730	CELL PHONE - 3	07/16/2014	85.48
UNUM LIFE INSURANCE CO OF	110-2100-61550	LIFE, AD&D AND LTD INSURAN	07/23/2014	213.47
WARREN COUNTY OIL	110-2100-65076	HYD OIL	07/17/2014	420.00
WARREN COUNTY OIL	110-2100-65076	GREASE	07/22/2014	357.00
Total ROAD USE TAX FUND:				17,191.43
PARK & REC SPECIAL REV FUND				
GREEN ACRES GARDEN CENT	142-4635-65070	BUXTON PLANTS	07/17/2014	52.31
GREEN ACRES GARDEN CENT	142-4635-65070	BUXTON TREES	07/17/2014	213.68
PETTY CASH-RECREATION	142-4615-65992	KEYCARD - NICHOLSON	07/14/2014	61.50
PETTY CASH-RECREATION	142-4615-65992	KEY CARD - HOGARD	07/21/2014	24.50
PETTY CASH-RECREATION	142-4615-65992	KEY CARD - WILLIAMS	07/24/2014	22.00
WARREN CO CONSERVATION	142-4670-65200	TREES	07/14/2014	500.00
Total PARK & REC SPECIAL REV FUND:				873.99
CAPITAL PROJECTS FUND				
TRANS-IOWA EQUIPMENT INC	301-1100-67100	2014 ELGIN STREET SWEEPER	07/22/2014	163,000.00
Total CAPITAL PROJECTS FUND:				163,000.00
STREET CAPITAL PROJECTS FUND				
CONCRETE TECHNOLOGIES	321-2105-67710	PAY EST #3	07/29/2014	362,897.61
O & S LAWN CARE INC	321-2100-64872	410 S JEFFERSON - MOWING	07/24/2014	45.00
SNYDER & ASSOCIATES INC	321-2105-64070	HWY 65/69 IMPROVEMENTS - P	07/22/2014	16,654.00
Total STREET CAPITAL PROJECTS FUND:				379,596.61
SEWER FUND				
AHLERS & COONEY P.C.	610-8300-64900	ARBITRATION	07/23/2014	1,026.28
CENTURYLINK	610-8300-63730	PHONE	06/22/2014	53.94
DELL MARKETING L.P.	610-8325-67240	LAPTOP	07/10/2014	2,117.26
FULL SOURCE LLC	610-8300-65500	PROTECTIVE CHAPS	07/17/2014	110.25
HAYES, ROSEMARY	610-8300-64900	ARBITRATION - CITY/ML353	07/24/2014	550.32
HR GREEN INC	610-8300-64990	WASTEWATER ENGINEERING	07/21/2014	6,136.75
HR GREEN INC	610-8300-64900	WWTP SITING PLAN	07/21/2014	560.00
IMWCA	610-8300-61599	WORKERS COMP INSTALL	07/01/2014	650.00
INFOMAX OFFICE SYSTEMS IN	610-8300-64990	COPIER	07/23/2014	196.48
IOWA DEPT OF NATURAL RES	610-8350-62100	NPDES PERMIT	07/28/2014	1,275.00
IOWA ONE CALL	610-8325-64990	WPC-LOCATING NOTIFICATION	07/09/2014	78.98
LOU'S GLOVES INC	610-8350-65012	LAB GLOVES	07/21/2014	228.00
MC COY HARDWARE INC	610-8350-65072	MISC PARTS	07/16/2014	4.94
MC COY HARDWARE INC	610-8350-65072	MISC PARTS	07/24/2014	11.94
MCKASSON, CASEY	610-8300-66989	I & I REIMBURSEMENT 402 W 2	07/21/2014	1,074.50
MID AMERICAN ENERGY CO.	610-8325-63710	07741-18004 65/69 LIFT	07/17/2014	39.71
MID AMERICAN ENERGY CO.	610-8325-63710	08701-24006 QUAIL MDWS. LIFT	07/22/2014	60.76

Vendor Name	GL Account Number	Description	Invoice Date	Net Invoice Amount
MID AMERICAN ENERGY CO.	610-8325-63710	09750-87035 WESLEY LIFT	07/17/2014	23.57
PITNEY BOWES	610-8300-65080	POSTAGE METER	07/13/2014	17.87
T.R.M. DISPOSAL LLC	610-8350-64990	ACCT#583-TRASH-NORTH PLA	07/24/2014	96.00
T.R.M. DISPOSAL LLC	610-8325-64990	ACCT#583-TRASH-SOUTH PLA	07/24/2014	49.00
TELRITE CORPORATION	610-8300-63730	LONG DISTANCE SERVICE	07/22/2014	3.73
THEISEN'S	610-8350-65070	ROUNDUP	07/24/2014	49.98
U.S. BANK	610-8300-62300	HOTEL FOR IAWEA	07/07/2014	218.32
U.S. BANK	610-8300-62300	OPERATOR HANDBOOK	07/07/2014	77.88
U.S. BANK	610-8350-65060	PLOTTER PAPER	07/07/2014	28.61
U.S. CELLULAR	610-8300-63730	CELL PHONE - 2	07/16/2014	56.98
U.S. CELLULAR	610-8300-63730	CELL PHONE - 1	07/21/2014	39.69
UNUM LIFE INSURANCE CO OF	610-8300-61550	LIFE, AD&D AND LTD INSURAN	07/23/2014	137.79
USA BLUE BOOK	610-8325-65072	WET WELL FLOATS	07/08/2014	532.76
VANDERPOOL CONSTRUCTIO	610-8350-63100	FILTER BLDG REPAIR	07/23/2014	96.23
WAL-MART STORES INC.	610-8350-65060	OFFICE SUPPLIES	07/18/2014	20.35
WARREN COUNTY EXTENSION	610-8300-62300	CHECMICAL APPLIC COURSE	07/10/2014	38.00
Total SEWER FUND:				15,661.87
RECYCLING FUND				
WASTE MANAGEMENT OF IOW	670-8400-64700	RECYCLING RES 494-0152818-0	07/18/2014	12,771.50
Total RECYCLING FUND:				12,771.50
HRA FUND				
KABEL BUSINESS SERVICES	830-9300-61526	ACTIVE EMPLOYEE CLAIMS	07/01/2014	6,744.69
KABEL BUSINESS SERVICES	830-9300-61528	TERMED/RETIREEES CLAIMS	07/01/2014	196.03
KABEL BUSINESS SERVICES	830-9300-61525	ANNUAL ADMIN FEE	07/01/2014	350.00
KABEL BUSINESS SERVICES	830-9300-61525	ACTIVE EMPLOYEE ADMIN	07/24/2014	325.50
KABEL BUSINESS SERVICES	830-9300-61527	TERMED/RETIREEES ADMIN	07/24/2014	56.00
VAN DORIN, SALLY	830-4100-61525	VISION EXPENSE	07/29/2014	331.14
Total HRA FUND:				8,003.36
Grand Totals:				639,794.00

City Council: _____

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
ACCO UNLIMITED CORP.				
ACCO UNLIMITED CORP.	POOL CHEMICALS - CALCIUM	07/17/2014	512.50	POOL (MEMORIAL)
Total ACCO UNLIMITED CORP.:			512.50	
AGRIVISION				
AGRIVISION	SOFTBALL TRACTOR REPAIR	07/14/2014	447.13	PARK & RECREATI
AGRIVISION	TRACTOR SEAL	07/25/2014	4.87	PARK & RECREATI
Total AGRIVISION:			452.00	
AHLERS & COONEY P.C.				
AHLERS & COONEY P.C.	HANKS - CIVIL SERVICE	07/23/2014	225.00	ROAD USE TAX FU
AHLERS & COONEY P.C.	ARBITRATION	07/23/2014	1,026.27	ROAD USE TAX FU
AHLERS & COONEY P.C.	ARBITRATION	07/23/2014	1,026.28	SEWER FUND
Total AHLERS & COONEY P.C.:			2,277.55	
BOB'S CUSTOM TROPHIES				
BOB'S CUSTOM TROPHIES	PLATES	06/30/2014	26.00	FIRE FUND
BOB'S CUSTOM TROPHIES	SUPPLIES	07/15/2014	92.00	POLICE FUND
BOB'S CUSTOM TROPHIES	MISC.	07/24/2014	14.00	POLICE FUND
Total BOB'S CUSTOM TROPHIES:			132.00	
BROKEN ARROW				
BROKEN ARROW	REED - ACADEMY	07/24/2014	239.22	POLICE FUND
Total BROKEN ARROW:			239.22	
CARPENTER UNIFORM CO				
CARPENTER UNIFORM CO	UNIFORMS	07/14/2014	233.95	POLICE FUND
Total CARPENTER UNIFORM CO:			233.95	
CENTURYLINK				
CENTURYLINK	TRAFFIC SIGNALS	07/22/2014	48.24	ROAD USE TAX FU
CENTURYLINK	PHONE	06/22/2014	53.94	SEWER FUND
Total CENTURYLINK:			102.18	
CIRCLE B CASHWAY				
CIRCLE B CASHWAY	LUMBER	06/26/2014	190.90	ROAD USE TAX FU
Total CIRCLE B CASHWAY:			190.90	
CITGO				
CITGO	GAS	07/18/2014	3.00	POLICE FUND
Total CITGO:			3.00	
CNM OUTDOOR EQUIPMENT				
CNM OUTDOOR EQUIPMENT	BAR OIL	07/15/2014	15.99	PARK & RECREATI
CNM OUTDOOR EQUIPMENT	SAW CHAIN	07/15/2014	28.60	PARK & RECREATI
CNM OUTDOOR EQUIPMENT	2-CYCLE OIL	07/17/2014	29.90	ROAD USE TAX FU
Total CNM OUTDOOR EQUIPMENT:			74.49	

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
CONCRETE TECHNOLOGIES				
CONCRETE TECHNOLOGIES	PAY EST #3	07/29/2014	362,897.61	STREET CAPITAL
Total CONCRETE TECHNOLOGIES:			362,897.61	
CR SERVICES				
CR SERVICES	JANITORIAL SUPPLIES	07/14/2014	117.98	PARK & RECREATI
CR SERVICES	POOL CLEANING SUPPLIES	07/21/2014	180.09	POOL (MEMORIAL)
CR SERVICES	ACTIVITY CENTER CLEANING	07/21/2014	1,420.00	PARK & RECREATI
CR SERVICES	AIR FRESHENER	07/21/2014	17.60	PARK & RECREATI
Total CR SERVICES:			1,735.67	
CRAIG'S AUTOMOTIVE				
CRAIG'S AUTOMOTIVE	VEHICLE SERVICE	06/03/2014	168.15	POLICE FUND
CRAIG'S AUTOMOTIVE	VEHICLE SERVICE	07/15/2014	165.00	POLICE FUND
CRAIG'S AUTOMOTIVE	VEHICLE SERVICE	07/28/2014	32.00	POLICE FUND
Total CRAIG'S AUTOMOTIVE:			365.15	
CRAWFORD, RICHARD L.				
CRAWFORD, RICHARD L.	ADULT SB UMPIRE	07/28/2014	400.00	PARK & RECREATI
Total CRAWFORD, RICHARD L.:			400.00	
DELL MARKETING L.P.				
DELL MARKETING L.P.	LAPTOP	07/10/2014	2,117.26	SEWER FUND
Total DELL MARKETING L.P.:			2,117.26	
DOWNEY TIRE SERVICE				
DOWNEY TIRE SERVICE	TIRES	07/11/2014	2,196.47	AMBULANCE FUN
DOWNEY TIRE SERVICE	VEHICLE REPAIR	07/21/2014	23.45	POLICE FUND
DOWNEY TIRE SERVICE	TIRE & TUBE	07/22/2014	47.92	PARK & RECREATI
DOWNEY TIRE SERVICE	TIRE REPAIR	07/28/2014	16.80	PARK & RECREATI
Total DOWNEY TIRE SERVICE:			2,284.64	
ELECTRONIC ENGINEERING CO				
ELECTRONIC ENGINEERING C	PAGER	07/25/2014	8.00	FIRE FUND
ELECTRONIC ENGINEERING C	PAGER	07/25/2014	11.95	POLICE FUND
Total ELECTRONIC ENGINEERING CO:			19.95	
ELLIS, GARY LEE				
ELLIS, GARY LEE	ADULT SB UMPIRE	07/28/2014	75.00	PARK & RECREATI
Total ELLIS, GARY LEE:			75.00	
FARNER-BROCKEN CO				
FARNER-BROCKEN CO	POOL CONCESSIONS	07/08/2014	397.70	POOL (MEMORIAL)
FARNER-BROCKEN CO	SOFTBALL CONCESSIONS	07/15/2014	243.45	PARK & RECREATI
FARNER-BROCKEN CO	POOL CONCESSIONS	07/18/2014	432.85	POOL (MEMORIAL)
FARNER-BROCKEN CO	POOL CONCESSIONS	07/22/2014	332.96	POOL (MEMORIAL)
Total FARNER-BROCKEN CO:			1,406.96	

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
FASTENAL				
FASTENAL	SPRAY PAINT	05/27/2014	10.04	GENERAL FUND
Total FASTENAL:			10.04	
FLOYD, TRACY				
FLOYD, TRACY	PT#66924 - PAID TWICE	07/22/2014	15.00	POLICE FUND
Total FLOYD, TRACY:			15.00	
FREIGHTLINER - DES MOINES				
FREIGHTLINER - DES MOINES	PARTS	07/16/2014	30.47	FIRE FUND
Total FREIGHTLINER - DES MOINES:			30.47	
FULL SOURCE LLC				
FULL SOURCE LLC	PROTECTIVE CHAPS	07/17/2014	110.25	SEWER FUND
Total FULL SOURCE LLC:			110.25	
G & D ELECTRIC INC				
G & D ELECTRIC INC	REPLACE VAN STARTER	07/22/2014	162.00	PARK & RECREATI
G & D ELECTRIC INC	NEW STARTER/ALTERNATOR	07/23/2014	595.00	ROAD USE TAX FU
Total G & D ELECTRIC INC:			757.00	
GRAFFITI SOLUTIONS INC				
GRAFFITI SOLUTIONS INC	ELEPHANT SNOT	07/17/2014	90.00	PARK & RECREATI
Total GRAFFITI SOLUTIONS INC:			90.00	
GREEN ACRES GARDEN CENTER				
GREEN ACRES GARDEN CENT	BUXTON PLANTS	07/17/2014	52.31	PARK & REC SPEC
GREEN ACRES GARDEN CENT	BUXTON TREES	07/17/2014	213.68	PARK & REC SPEC
Total GREEN ACRES GARDEN CENTER:			265.99	
GRGURICH, MICHAEL J.				
GRGURICH, MICHAEL J.	ADULT SB UMPIRE	07/28/2014	250.00	PARK & RECREATI
Total GRGURICH, MICHAEL J.:			250.00	
GRIMES ASPHALT & PAVING				
GRIMES ASPHALT & PAVING	COLD MIX	07/22/2014	1,119.82	ROAD USE TAX FU
Total GRIMES ASPHALT & PAVING:			1,119.82	
GRISSOM, KIM				
GRISSOM, KIM	REFUND KIDDIE SPORTS CAMP	07/22/2014	19.00	PARK & RECREATI
Total GRISSOM, KIM:			19.00	
HANIFEN CO INC				
HANIFEN CO INC	TOWING CHARGES	07/09/2014	310.00	ROAD USE TAX FU
Total HANIFEN CO INC:			310.00	

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
HAYES, ROSEMARY				
HAYES, ROSEMARY	ARBITRATION - CITY/ML353	07/24/2014	550.32	ROAD USE TAX FU
HAYES, ROSEMARY	ARBITRATION - CITY/ML353	07/24/2014	550.32	SEWER FUND
Total HAYES, ROSEMARY:			1,100.64	
HR GREEN INC				
HR GREEN INC	WASTEWATER ENGINEERING SERVICES	07/21/2014	6,136.75	SEWER FUND
HR GREEN INC	WWTP SITING PLAN	07/21/2014	560.00	SEWER FUND
Total HR GREEN INC:			6,696.75	
ILLINOIS FIRE STORE				
ILLINOIS FIRE STORE	SUPPLIES	07/16/2014	74.39	FIRE FUND
Total ILLINOIS FIRE STORE:			74.39	
IMWCA				
IMWCA	WORKERS COMP INSTALL	07/01/2014	311.00	GENERAL FUND
IMWCA	WORKERS COMP INSTALL	07/01/2014	24.00	GENERAL FUND
IMWCA	WORKERS COMP INSTALL	07/01/2014	5.00	GENERAL FUND
IMWCA	WORKERS COMP INSTALL	07/01/2014	295.00	GENERAL FUND
IMWCA	WORKERS COMP INSTALL	07/01/2014	53.00	GENERAL FUND
IMWCA	WORKERS COMP INSTALL	07/01/2014	28.00	GENERAL FUND
IMWCA	WORKERS COMP INSTALL	07/01/2014	12.00	GENERAL FUND
IMWCA	WORKERS COMP INSTALL	07/01/2014	2,456.00	POLICE FUND
IMWCA	WORKERS COMP INSTALL	07/01/2014	4,965.00	FIRE FUND
IMWCA	WORKERS COMP INSTALL	07/01/2014	1,928.00	AMBULANCE FUN
IMWCA	WORKERS COMP INSTALL	07/01/2014	40.00	LIBRARY FUND
IMWCA	WORKERS COMP INSTALL	07/01/2014	16.00	PARK & RECREATI
IMWCA	WORKERS COMP INSTALL	07/01/2014	671.00	PARK & RECREATI
IMWCA	WORKERS COMP INSTALL	07/01/2014	415.00	PARK & RECREATI
IMWCA	WORKERS COMP INSTALL	07/01/2014	165.00	POOL (MEMORIAL)
IMWCA	WORKERS COMP INSTALL	07/01/2014	1,933.00	ROAD USE TAX FU
IMWCA	WORKERS COMP INSTALL	07/01/2014	650.00	SEWER FUND
Total IMWCA:			13,967.00	
INDOFF INCORPORATED				
INDOFF INCORPORATED	OFFICE SUPPLIES	07/15/2014	11.90	AMBULANCE FUN
INDOFF INCORPORATED	LABELS	07/18/2014	33.64	GENERAL FUND
Total INDOFF INCORPORATED:			45.54	
INFOMAX OFFICE SYSTEMS INC.				
INFOMAX OFFICE SYSTEMS IN	COPIER CONTRACT	07/16/2014	38.53	FIRE FUND
INFOMAX OFFICE SYSTEMS IN	COPIER CONTRACT	07/16/2014	22.23	GENERAL FUND
INFOMAX OFFICE SYSTEMS IN	COPIER CONTRACT	07/16/2014	31.95	AMBULANCE FUN
INFOMAX OFFICE SYSTEMS IN	COPIER CONTRACT	07/16/2014	653.46	GENERAL FUND
INFOMAX OFFICE SYSTEMS IN	COPIER CONTRACT	07/16/2014	37.17	GENERAL FUND
INFOMAX OFFICE SYSTEMS IN	PRINTER/COPIER CHARGES	07/23/2014	192.86	GENERAL FUND
INFOMAX OFFICE SYSTEMS IN	COPIER	07/23/2014	196.48	SEWER FUND
INFOMAX OFFICE SYSTEMS IN	PRINTER	07/23/2014	61.84	PARK & RECREATI
Total INFOMAX OFFICE SYSTEMS INC.:			1,234.52	
INTEGRIVAULT				
INTEGRIVAULT	OFFSITE BACKUP - JUNE	07/01/2014	250.00	GENERAL FUND

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
Total INTEGRIVault:			250.00	
INTERSTATE POWER SYSTEMS				
INTERSTATE POWER SYSTEM	333 REPAIR	07/21/2014	477.63	FIRE FUND
Total INTERSTATE POWER SYSTEMS:			477.63	
IOWA ASSOC OF MUN UTILITIES				
IOWA ASSOC OF MUN UTILITIE	SAFETY CONSULTATION	06/30/2014	240.00	FIRE FUND
IOWA ASSOC OF MUN UTILITIE	SAFETY CONSULTATION	06/30/2014	240.00	POLICE FUND
IOWA ASSOC OF MUN UTILITIE	SAFETY CONSULTATION	06/30/2014	320.00	PARK & RECREATI
Total IOWA ASSOC OF MUN UTILITIES:			800.00	
IOWA DEPT OF NATURAL RESOURCES				
IOWA DEPT OF NATURAL RES	NPDES PERMIT	07/28/2014	1,275.00	SEWER FUND
Total IOWA DEPT OF NATURAL RESOURCES:			1,275.00	
IOWA DIV OF LABOR SERVICES				
IOWA DIV OF LABOR SERVICE	CITY HALL BOILER INSPECTION	07/23/2014	120.00	GENERAL FUND
IOWA DIV OF LABOR SERVICE	AQUATIC CTR BOILER INSPECTION	07/23/2014	80.00	POOL (MEMORIAL)
Total IOWA DIV OF LABOR SERVICES:			200.00	
IOWA ONE CALL				
IOWA ONE CALL	WPC-LOCATING NOTIFICATION/351 TICKET	07/09/2014	78.98	SEWER FUND
Total IOWA ONE CALL:			78.98	
IOWA P.R.A.				
IOWA P.R.A.	AGENCY MEMBERSHIP	07/18/2014	435.00	PARK & RECREATI
IOWA P.R.A.	AGENCY MEMBERSHIP	07/18/2014	70.00	PARK & RECREATI
Total IOWA P.R.A.:			505.00	
IOWA PHYSICIANS CLINIC				
IOWA PHYSICIANS CLINIC	DISABILITY 1942274626	06/06/2014	199.00	POLICE FUND
IOWA PHYSICIANS CLINIC	DISABILITY 1942274626	07/02/2014	119.00	POLICE FUND
Total IOWA PHYSICIANS CLINIC:			318.00	
IOWA WORKFORCE DEVELOPMENT				
IOWA WORKFORCE DEVELOP	UNEMPLOYMENT	07/15/2014	65.00	GENERAL FUND
Total IOWA WORKFORCE DEVELOPMENT:			65.00	
KABEL BUSINESS SERVICES				
KABEL BUSINESS SERVICES	ACTIVE EMPLOYEE CLAIMS	07/01/2014	6,744.69	HRA FUND
KABEL BUSINESS SERVICES	TERMED/RETIRES CLAIMS	07/01/2014	196.03	HRA FUND
KABEL BUSINESS SERVICES	ANNUAL ADMIN FEE	07/01/2014	350.00	HRA FUND
KABEL BUSINESS SERVICES	ACTIVE EMPLOYEE ADMIN	07/24/2014	325.50	HRA FUND
KABEL BUSINESS SERVICES	TERMED/RETIRES ADMIN	07/24/2014	56.00	HRA FUND
Total KABEL BUSINESS SERVICES:			7,672.22	

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
KIYA KODA HUMANE SOCIETY				
KIYA KODA HUMANE SOCIETY	HUMANE SOCIETY CONTRACT - AUG 2014	07/24/2014	2,412.74	POLICE FUND
Total KIYA KODA HUMANE SOCIETY:			2,412.74	
KOSMAN, MISTI L.				
KOSMAN, MISTI L.	2ND HALF OF JULY 2014	07/29/2014	2,166.67	GENERAL FUND
Total KOSMAN, MISTI L.:			2,166.67	
LOGAN CONTRACTORS SUPPLY INC.				
LOGAN CONTRACTORS SUPPL	EPOXY BOND	07/16/2014	1,648.08	ROAD USE TAX FU
Total LOGAN CONTRACTORS SUPPLY INC.:			1,648.08	
LOU'S GLOVES INC				
LOU'S GLOVES INC	LAB GLOVES	07/21/2014	228.00	SEWER FUND
Total LOU'S GLOVES INC:			228.00	
MC COY HARDWARE INC				
MC COY HARDWARE INC	STREET BROOMS	07/29/2014	46.78	ROAD USE TAX FU
MC COY HARDWARE INC	CAULKING	07/14/2014	4.66	PARK & RECREATI
MC COY HARDWARE INC	MISC PARTS	07/16/2014	4.94	SEWER FUND
MC COY HARDWARE INC	POOL SUPPLIES	07/16/2014	18.85	POOL (MEMORIAL)
MC COY HARDWARE INC	KIDDIE POOL REPAIR	07/17/2014	1.69	POOL (MEMORIAL)
MC COY HARDWARE INC	30 AMP BREAKER	07/17/2014	7.64	PARK & RECREATI
MC COY HARDWARE INC	MISC PARTS	07/24/2014	11.94	SEWER FUND
MC COY HARDWARE INC	POOL CONCESSIONS	07/17/2014	156.30	POOL (MEMORIAL)
MC COY HARDWARE INC	KEY	07/15/2014	3.14	PARK & RECREATI
Total MC COY HARDWARE INC:			255.94	
MC COY, JUSTIN				
MC COY, JUSTIN	REFUND - SOFTBALLS	07/28/2014	50.00	PARK & RECREATI
Total MC COY, JUSTIN:			50.00	
MC INTYRE, CRAIG				
MC INTYRE, CRAIG	ADULT SB UMPIRE	07/28/2014	325.00	PARK & RECREATI
Total MC INTYRE, CRAIG:			325.00	
MCKASSON, CASEY				
MCKASSON, CASEY	I & I REIMBURSEMENT 402 W 2ND	07/21/2014	1,074.50	SEWER FUND
Total MCKASSON, CASEY:			1,074.50	
MID AMERICAN ENERGY CO.				
MID AMERICAN ENERGY CO.	HWY 92 W FLASHING LIGHT	07/17/2014	10.07	ROAD USE TAX FU
MID AMERICAN ENERGY CO.	07741-18004 65/69 LIFT	07/17/2014	39.71	SEWER FUND
MID AMERICAN ENERGY CO.	FUEL HEAT	07/22/2014	14.44	ROAD USE TAX FU
MID AMERICAN ENERGY CO.	FUEL HEAT	07/22/2014	47.71	PARK & RECREATI
MID AMERICAN ENERGY CO.	74080-22010	07/23/2014	109.92	GENERAL FUND
MID AMERICAN ENERGY CO.	08701-24006 QUAIL MDWS. LIFT	07/22/2014	60.76	SEWER FUND
MID AMERICAN ENERGY CO.	05931-25003 N HWY ENTRANCE SIGN	07/21/2014	20.59	GENERAL FUND
MID AMERICAN ENERGY CO.	26321-30003 ST LIGHTING	07/18/2014	173.58	GENERAL FUND
MID AMERICAN ENERGY CO.	ACTIVITY CENTER UTILITIES	07/22/2014	25.53	PARK & RECREATI

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
MID AMERICAN ENERGY CO.	HEAT/BUILDING	07/22/2014	22.20	POLICE FUND
MID AMERICAN ENERGY CO.	09750-87035 WESLEY LIFT	07/17/2014	23.57	SEWER FUND
Total MID AMERICAN ENERGY CO.:			548.08	
MILLER, KATHY				
MILLER, KATHY	SHELTER REFUND	07/15/2014	24.00	PARK & RECREATI
Total MILLER, KATHY:			24.00	
MOMAR				
MOMAR	DEGREASER	07/17/2014	334.56	ROAD USE TAX FU
Total MOMAR:			334.56	
NORWALK READY-MIXED CONCRETE				
NORWALK READY-MIXED CON	CONCRETE	07/09/2014	414.00	ROAD USE TAX FU
NORWALK READY-MIXED CON	CONCRETE	07/09/2014	869.50	ROAD USE TAX FU
NORWALK READY-MIXED CON	CONCRETE	07/10/2014	587.50	ROAD USE TAX FU
NORWALK READY-MIXED CON	CONCRETE	07/15/2014	1,092.00	ROAD USE TAX FU
NORWALK READY-MIXED CON	CONCRETE	07/15/2014	868.00	ROAD USE TAX FU
NORWALK READY-MIXED CON	CONCRETE	07/16/2014	869.50	ROAD USE TAX FU
NORWALK READY-MIXED CON	CONCRETE	07/16/2014	893.00	ROAD USE TAX FU
NORWALK READY-MIXED CON	CONCRETE	07/17/2014	658.00	ROAD USE TAX FU
NORWALK READY-MIXED CON	CONCRETE	07/21/2014	846.00	ROAD USE TAX FU
Total NORWALK READY-MIXED CONCRETE:			7,097.50	
O & S LAWN CARE INC				
O & S LAWN CARE INC	410 S JEFFERSON - MOWING	07/24/2014	45.00	STREET CAPITAL
Total O & S LAWN CARE INC:			45.00	
O'REILLY AUTO PARTS				
O'REILLY AUTO PARTS	STARTER	07/17/2014	127.29	PARK & RECREATI
O'REILLY AUTO PARTS	HEX NIPPLE	07/18/2014	1.64	ROAD USE TAX FU
O'REILLY AUTO PARTS	HYD FITTING	07/22/2014	4.16	PARK & RECREATI
Total O'REILLY AUTO PARTS:			133.09	
OUTDOOR SCOOP				
OUTDOOR SCOOP	GIFT CERT. FOR YOGA INSTRUCTORS	07/16/2014	50.00	PARK & RECREATI
Total OUTDOOR SCOOP:			50.00	
PER MAR SECURITY				
PER MAR SECURITY	FIRE ALARM MONITORING	06/08/2014	120.27	PARK & RECREATI
Total PER MAR SECURITY:			120.27	
PETTY CASH-RECREATION				
PETTY CASH-RECREATION	KEYCARD - NICHOLSON	07/14/2014	61.50	PARK & REC SPEC
PETTY CASH-RECREATION	KEY CARD - HOGARD	07/21/2014	24.50	PARK & REC SPEC
PETTY CASH-RECREATION	KEY CARD - WILLIAMS	07/24/2014	22.00	PARK & REC SPEC
Total PETTY CASH-RECREATION:			108.00	

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
PIERCE BROTHERS REPAIR				
PIERCE BROTHERS REPAIR	REPAIR	07/18/2014	74.00	POLICE FUND
PIERCE BROTHERS REPAIR	REPAIR CYLINDER	07/23/2014	32.00	PARK & RECREATI
Total PIERCE BROTHERS REPAIR:			106.00	
PITNEY BOWES				
PITNEY BOWES	POSTAGE METER	07/13/2014	341.67	GENERAL FUND
PITNEY BOWES	POSTAGE METER	07/13/2014	93.00	AMBULANCE FUN
PITNEY BOWES	POSTAGE METER	07/13/2014	33.55	POLICE FUND
PITNEY BOWES	POSTAGE METER	07/13/2014	17.87	SEWER FUND
PITNEY BOWES	POSTAGE METER	07/13/2014	7.05	FIRE FUND
PITNEY BOWES	POSTAGE METER	07/13/2014	55.26	LIBRARY FUND
PITNEY BOWES	POSTAGE METER	07/13/2014	57.72	GENERAL FUND
Total PITNEY BOWES:			606.12	
PRAXAIR DISTRIBUTION INC				
PRAXAIR DISTRIBUTION INC	GAS/OXY TANK RENTAL	07/25/2014	285.95	ROAD USE TAX FU
Total PRAXAIR DISTRIBUTION INC:			285.95	
RAY'S WINDOW CLEANING				
RAY'S WINDOW CLEANING	WINDOW CLEANING	07/21/2014	90.00	GENERAL FUND
Total RAY'S WINDOW CLEANING:			90.00	
RECORD-HERALD AD CONTRACT ACCT.				
RECORD-HERALD AD CONTRA	CROSSING GUARD - AD	07/14/2014	300.00	ROAD USE TAX FU
Total RECORD-HERALD AD CONTRACT ACCT.:			300.00	
REUTER, ELIZABETH				
REUTER, ELIZABETH	ADULT SB UMPIRE	07/28/2014	150.00	PARK & RECREATI
Total REUTER, ELIZABETH:			150.00	
SHULL, DOUG				
SHULL, DOUG	TREASURER CONTRACT	07/24/2014	83.33	GENERAL FUND
Total SHULL, DOUG:			83.33	
SNYDER & ASSOCIATES INC				
SNYDER & ASSOCIATES INC	HWY 65/69 IMPROVEMENTS - PHASE I	07/22/2014	16,654.00	STREET CAPITAL
Total SNYDER & ASSOCIATES INC:			16,654.00	
SOUTHEASTERN EMERGENCY EQUIPMENT				
SOUTHEASTERN EMERGENCY	MEDICAL SUPPLIES	07/14/2014	1,376.14	AMBULANCE FUN
Total SOUTHEASTERN EMERGENCY EQUIPMENT:			1,376.14	
SPRINGER PEST SOLUTIONS DSM				
SPRINGER PEST SOLUTIONS D	PEST CONTROL SERVICE	07/14/2014	61.00	PARK & RECREATI
Total SPRINGER PEST SOLUTIONS DSM:			61.00	

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
STONE RIVER PHARMACY				
STONE RIVER PHARMACY	411 DISABILITY	06/30/2014	103.75	POLICE FUND
STONE RIVER PHARMACY	411 DISABILITY	07/02/2014	130.74	POLICE FUND
STONE RIVER PHARMACY	411 DISABILITY	07/02/2014	202.82	POLICE FUND
STONE RIVER PHARMACY	411 DISABILITY	07/02/2014	106.69	POLICE FUND
Total STONE RIVER PHARMACY:			544.00	
T.R.M. DISPOSAL LLC				
T.R.M. DISPOSAL LLC	ACCT 1506	07/24/2014	69.00	GENERAL FUND
T.R.M. DISPOSAL LLC	ACCT #159 GARBAGE DISPOSAL - BUILDING	07/24/2014	15.00	POLICE FUND
T.R.M. DISPOSAL LLC	ACCT#583-TRASH-NORTH PLANT	07/24/2014	96.00	SEWER FUND
T.R.M. DISPOSAL LLC	ACCT#583-TRASH-SOUTH PLANT	07/24/2014	49.00	SEWER FUND
Total T.R.M. DISPOSAL LLC:			229.00	
TAXPAYERS ASSOCIATION OF CENTRAL IOWA				
TAXPAYERS ASSOCIATION OF	LOCAL GOVERNMENT COLLABORATION	07/15/2014	1,400.00	GENERAL FUND
Total TAXPAYERS ASSOCIATION OF CENTRAL IOWA:			1,400.00	
TELRITE CORPORATION				
TELRITE CORPORATION	LONG DISTANCE SERVICE	07/22/2014	1.47	GENERAL FUND
TELRITE CORPORATION	LONG DISTANCE SERVICE	07/22/2014	9.73	GENERAL FUND
TELRITE CORPORATION	LONG DISTANCE SERVICE	07/22/2014	12.23	GENERAL FUND
TELRITE CORPORATION	LONG DISTANCE SERVICE	07/22/2014	9.94	GENERAL FUND
TELRITE CORPORATION	LONG DISTANCE SERVICE	07/22/2014	11.46	POLICE FUND
TELRITE CORPORATION	LONG DISTANCE SERVICE	07/22/2014	12.37	FIRE FUND
TELRITE CORPORATION	LONG DISTANCE SERVICE	07/22/2014	.61	AMBULANCE FUN
TELRITE CORPORATION	LONG DISTANCE SERVICE	07/22/2014	5.82	LIBRARY FUND
TELRITE CORPORATION	LONG DISTANCE SERVICE	07/22/2014	3.73	SEWER FUND
Total TELRITE CORPORATION:			67.36	
THEISEN'S				
THEISEN'S	ROUNDUP	07/24/2014	49.98	SEWER FUND
Total THEISEN'S:			49.98	
TOMIN'S TOWING				
TOMIN'S TOWING	TOWING	07/11/2014	175.00	POLICE FUND
Total TOMIN'S TOWING:			175.00	
TOMPKINS INDUSTRIES INC.				
TOMPKINS INDUSTRIES INC.	HYD HOSES	07/17/2014	348.01	ROAD USE TAX FU
Total TOMPKINS INDUSTRIES INC.:			348.01	
TRANS-IOWA EQUIPMENT INC				
TRANS-IOWA EQUIPMENT INC	2014 ELGIN STREET SWEEPER	07/22/2014	163,000.00	CAPITAL PROJECT
Total TRANS-IOWA EQUIPMENT INC:			163,000.00	
TREAT AMERICA				
TREAT AMERICA	MEALS - REED ACADEMY	07/24/2014	1,257.81	POLICE FUND

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
Total TREAT AMERICA:			1,257.81	
TWO RIVERS GLASS & DOOR				
TWO RIVERS GLASS & DOOR	CITY HALL DOOR REPAIR	07/18/2014	160.00	GENERAL FUND
Total TWO RIVERS GLASS & DOOR:			160.00	
U.S. BANK				
U.S. BANK	REG. FEE	07/07/2014	195.00	GENERAL FUND
U.S. BANK	SHOP	07/07/2014	138.82	FIRE FUND
U.S. BANK	AMAZON - 6668257 - 2 PORTABLE CD DRIV	07/07/2014	47.58	LIBRARY FUND
U.S. BANK	ENVISIONWARE	07/07/2014	1,053.65	LIBRARY FUND
U.S. BANK	HOTEL FOR IAWEA	07/07/2014	218.32	SEWER FUND
U.S. BANK	OPERATOR HANDBOOK	07/07/2014	77.88	SEWER FUND
U.S. BANK	PLOTTER PAPER	07/07/2014	28.61	SEWER FUND
U.S. BANK	MEAL	07/07/2014	15.00	GENERAL FUND
U.S. BANK	STOCK PHOTOGRAPHY	07/07/2014	239.99	GENERAL FUND
U.S. BANK	MONTHLY DMS CHARGE PHONE SYSTEM	07/07/2014	24.95	GENERAL FUND
U.S. BANK	COOLANT	07/07/2014	11.65	GENERAL FUND
U.S. BANK	SUPPLIES	07/07/2014	3.98	GENERAL FUND
U.S. BANK	ADOBE SOFTWARE SUBSCRIPTION	07/07/2014	49.99	GENERAL FUND
U.S. BANK	BATTERY FOR BACKUP - ROXANNE	07/07/2014	17.95	GENERAL FUND
U.S. BANK	ADOBE SOFTWARE SUBSCRIPTION	07/07/2014	49.99	GENERAL FUND
U.S. BANK	ADOBE SOFTWARE SUBSCRIPTION	07/07/2014	49.99	PARK & RECREATI
U.S. BANK	OFFICE SUPPLIES	07/07/2014	43.44	POOL (MEMORIAL)
U.S. BANK	SOCCER REGISTRATION BANNER	07/07/2014	55.94	PARK & RECREATI
U.S. BANK	LUAU DANCE SUPPLIES	07/07/2014	52.55	PARK & RECREATI
U.S. BANK	LUAU DANCE SUPPLIES	07/07/2014	69.06	PARK & RECREATI
U.S. BANK	SOFTBALL BANNER	07/07/2014	70.36	PARK & RECREATI
U.S. BANK	BUSINESS CARDS	07/07/2014	19.64	PARK & RECREATI
U.S. BANK	POOL SECURITY CAMERAS	07/07/2014	32.99	POOL (MEMORIAL)
U.S. BANK	POOL SECURITY CAMERAS	07/07/2014	90.13	POOL (MEMORIAL)
U.S. BANK	NRPA CONGRESS FLIGHT	07/07/2014	296.50	PARK & RECREATI
U.S. BANK	POOL FRONT DESK CHAIR	07/07/2014	72.13	POOL (MEMORIAL)
U.S. BANK	SOFTBALL FIELD BANNER	07/07/2014	70.36	PARK & RECREATI
U.S. BANK	BUILDING MAINTENANCE	07/07/2014	125.00	POLICE FUND
U.S. BANK	OFFICE SUPPLIES	07/07/2014	25.66	POLICE FUND
U.S. BANK	OFFICE SUPPLIES	07/07/2014	36.99	POLICE FUND
U.S. BANK	MISC (PHOTOS)	07/07/2014	4.63	POLICE FUND
U.S. BANK	MISC (PHOTOS)	07/07/2014	3.66	POLICE FUND
U.S. BANK	SUPPLIES	07/07/2014	171.62	POLICE FUND
U.S. BANK	SUPPLIES	07/07/2014	395.00	POLICE FUND
U.S. BANK	SUPPLIES	07/07/2014	160.00	POLICE FUND
U.S. BANK	SUPPLIES	07/07/2014	210.00	POLICE FUND
Total U.S. BANK:			4,229.01	
U.S. CELLULAR				
U.S. CELLULAR	CELL PHONE - 3	07/16/2014	85.48	ROAD USE TAX FU
U.S. CELLULAR	CELL PHONE - 1	07/16/2014	28.49	PARK & RECREATI
U.S. CELLULAR	CELL PHONE - 1	07/16/2014	28.49	PARK & RECREATI
U.S. CELLULAR	CELL PHONE - 2	07/16/2014	56.98	SEWER FUND
U.S. CELLULAR	CELL PHONE - 1	07/21/2014	39.69	SEWER FUND
Total U.S. CELLULAR:			239.13	

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
UNUM LIFE INSURANCE CO OF AMERICA				
UNUM LIFE INSURANCE CO OF	LIFE, AD&D AND LTD INSURANCE	07/23/2014	40.81	GENERAL FUND
UNUM LIFE INSURANCE CO OF	LIFE, AD&D AND LTD INSURANCE	07/23/2014	23.56	GENERAL FUND
UNUM LIFE INSURANCE CO OF	LIFE, AD&D AND LTD INSURANCE	07/23/2014	223.55	GENERAL FUND
UNUM LIFE INSURANCE CO OF	LIFE, AD&D AND LTD INSURANCE	07/23/2014	93.29	GENERAL FUND
UNUM LIFE INSURANCE CO OF	LIFE, AD&D AND LTD INSURANCE	07/23/2014	78.46	GENERAL FUND
UNUM LIFE INSURANCE CO OF	LIFE, AD&D AND LTD INSURANCE	07/23/2014	213.47	ROAD USE TAX FU
UNUM LIFE INSURANCE CO OF	LIFE, AD&D AND LTD INSURANCE	07/23/2014	494.43	POLICE FUND
UNUM LIFE INSURANCE CO OF	LIFE, AD&D AND LTD INSURANCE	07/23/2014	56.02	FIRE FUND
UNUM LIFE INSURANCE CO OF	LIFE, AD&D AND LTD INSURANCE	07/23/2014	239.33	AMBULANCE FUN
UNUM LIFE INSURANCE CO OF	LIFE, AD&D AND LTD INSURANCE	07/23/2014	147.23	PARK & RECREATI
UNUM LIFE INSURANCE CO OF	LIFE, AD&D AND LTD INSURANCE	07/23/2014	42.39	PARK & RECREATI
UNUM LIFE INSURANCE CO OF	LIFE, AD&D AND LTD INSURANCE	07/23/2014	52.82	PARK & RECREATI
UNUM LIFE INSURANCE CO OF	LIFE, AD&D AND LTD INSURANCE	07/23/2014	89.09	LIBRARY FUND
UNUM LIFE INSURANCE CO OF	LIFE, AD&D AND LTD INSURANCE	07/23/2014	137.79	SEWER FUND
Total UNUM LIFE INSURANCE CO OF AMERICA:			1,932.24	
USA BLUE BOOK				
USA BLUE BOOK	WET WELL FLOATS	07/08/2014	532.76	SEWER FUND
Total USA BLUE BOOK:			532.76	
VAN DORIN, SALLY				
VAN DORIN, SALLY	VISION EXPENSE	07/29/2014	331.14	HRA FUND
Total VAN DORIN, SALLY:			331.14	
VANDERPOOL CONSTRUCTION				
VANDERPOOL CONSTRUCTIO	FILTER BLDG REPAIR	07/23/2014	96.23	SEWER FUND
Total VANDERPOOL CONSTRUCTION:			96.23	
VERIZON WIRELESS				
VERIZON WIRELESS	DATA	07/15/2014	282.52	POLICE FUND
Total VERIZON WIRELESS:			282.52	
VERMED				
VERMED	MED SUPPLIES	07/14/2014	717.18	AMBULANCE FUN
Total VERMED:			717.18	
VETTER EQUIPMENT CO				
VETTER EQUIPMENT CO	COLLAR KIT	07/22/2014	77.11	PARK & RECREATI
Total VETTER EQUIPMENT CO:			77.11	
WAL-MART STORES INC.				
WAL-MART STORES INC.	EVENT SNACKS & SUPPLIES	07/23/2014	77.93	PARK & RECREATI
WAL-MART STORES INC.	ENVELOPES, NOTEBOOKS, MARKERS & BA	07/17/2014	24.71	PARK & RECREATI
WAL-MART STORES INC.	POOL SUPPLIES	07/01/2014	23.67	POOL (MEMORIAL)
WAL-MART STORES INC.	SOFTBALL CONCESSIONS	07/28/2014	9.93	PARK & RECREATI
WAL-MART STORES INC.	SUPPLIES	07/21/2014	15.44	POLICE FUND
WAL-MART STORES INC.	POOL CLEANING SUPPLIES	07/21/2014	33.24	POOL (MEMORIAL)
WAL-MART STORES INC.	SUPPLIES	07/18/2014	10.41	POLICE FUND
WAL-MART STORES INC.	POOL SUPPLIES	07/17/2014	90.64	POOL (MEMORIAL)
WAL-MART STORES INC.	TENNIS BALLS	07/15/2014	26.46	PARK & RECREATI

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
WAL-MART STORES INC.	OFFICE SUPPLIES	07/18/2014	20.35	SEWER FUND
Total WAL-MART STORES INC.:			332.78	
WARREN CO CONSERVATION BOARD				
WARREN CO CONSERVATION	TREES	07/14/2014	500.00	PARK & REC SPEC
Total WARREN CO CONSERVATION BOARD:			500.00	
WARREN COUNTY EXTENSION				
WARREN COUNTY EXTENSION	CHECMICAL APPLIC COURSE	07/10/2014	38.00	SEWER FUND
Total WARREN COUNTY EXTENSION:			38.00	
WARREN COUNTY OIL				
WARREN COUNTY OIL	HYD OIL	07/17/2014	420.00	ROAD USE TAX FU
WARREN COUNTY OIL	GREASE	07/22/2014	357.00	ROAD USE TAX FU
Total WARREN COUNTY OIL:			777.00	
WASTE MANAGEMENT OF IOWA				
WASTE MANAGEMENT OF IOW	RECYCLING RES 494-0152818-0516-6	07/18/2014	12,771.50	RECYCLING FUND
Total WASTE MANAGEMENT OF IOWA:			12,771.50	
WATCH GUARD VIDEO				
WATCH GUARD VIDEO	SUPPLIES	07/17/2014	114.00	POLICE FUND
Total WATCH GUARD VIDEO:			114.00	
Grand Totals:			639,794.00	

City Council: _____

Meeting Date: 08/04/2014

Information

Subject

Resolution approving salaries

Information

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

Robert Soukup, Firefighter/Paramedic, from FF-2 \$47,672/year to FF-3 \$50,057/year effective July 13, 2014

Kyle Peterson, Police Officer, from PO-1 \$45,404/year to PO-1 1/2 \$46,538/year effective July 13, 2014

Shaun Conklin, Light Equipment Operator, Range 19-2 \$39,471/year effective August 11, 2014

James Taber, Part-time Library Assistant, from CE 1-1.5 \$11.707/hour to CE 1-2 \$11.972/hour effective August 10, 2014

Janis Comer, Part-time Library Assistant, from CE 1-1.5 \$11.707/hour to CE 1-2 \$11.972/hour effective August 10, 2014

Roll call is in order.

Attachments

Step Increases

Resolution

RECOMMENDATION FOR WITHIN GRADE INCREASE

This is to note that Robert Soukup will complete the appropriate waiting period for creditable service to salary class/range FF 3 on 7/13/2014 to be reflected in hourly rate on pay date 8/1/2014.

\$50,057
Annual

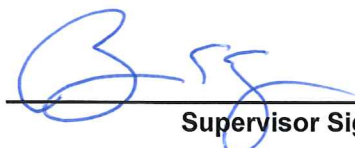
18.163
Hourly

Includes Longevity

X 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

7/14/14

Date



Manager Signature

7-21-14

Date

Employment Information

Date of Hire: 1/6/2011

Present Class/Range: FF 2

Present Salary: \$47,672

Includes Longevity X Does Not Include Longevity

Eligibility Date for Next Advance: 7/12/2015

City Council or Board of Trustee

Action Approved:

Disapproved:

Date:

RECOMMENDATION FOR WITHIN GRADE INCREASE

This is to note that Kyle Peterson will complete the appropriate waiting period for creditable service to salary class/range PO 1.5 on 07/13/2014 to be reflected in hourly rate on pay date 08/01/2014.

\$46,538
Annual

\$22.374
Hourly

Includes Longevity

X Does Not Include Longevity

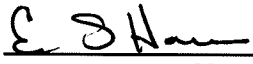
Evaluation

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

7-6-14
Date



Manager Signature

7-22-14
Date

Employment Information

Date of Hire: 1/13/2014

Present Class/Range: PO 1

Present Salary: \$45,404

Includes Longevity X Does Not Include Longevity

Eligibility Date for Next Advance: 7/26/2015

City Council or Board of Trustee

Action Approved:

Disapproved:

Date:

RECOMMENDATION FOR WITHIN GRADE INCREASE

This is to note that James Taber will complete the appropriate waiting period for creditable service to salary class/range CE 1-2 on 8/10/2014 to be reflected in hourly rate on pay date 8/29/2014.

Annual

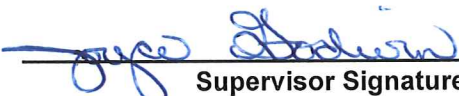
\$11.972
Hourly

XIncludes 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

7-8-14

Date



Manager Signature

7-21-14

Date

Employment Information

Date of Hire: 8/5/2013

Present Class/Range: CE 1-1.5

Present Salary: \$11.707/Hr

Includes Longevity XDoes Not Include Longevity

Eligibility Date for Next Advance: 8/9/2015

City Council or Board of Trustee

Action Approved:

Disapproved:

Date:

RECOMMENDATION FOR WITHIN GRADE INCREASE

This is to note that Janis Comer will complete the appropriate waiting period for creditable service to salary class/range CE 1-2 on 8/10/2014 to be reflected in hourly rate on pay date 8/29/2014.

Annual

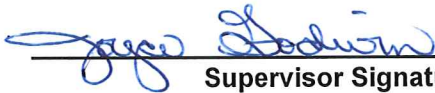
\$11.972
Hourly

XIncludes 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

7-14-14

Date



Manager Signature

7-21-14

Date

Employment Information

Date of Hire: 7/29/2013

Present Class/Range: CE 1-1.5

Present Salary: \$11.707/Hr

Includes Longevity XDoes Not Include Longevity

Eligibility Date for Next Advance: 8/9/2015

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:

Robert Soukup, Firefighter/Paramedic, from FF-2 \$47,672/year to FF-3 \$50,057/year effective July 13, 2014

Kyle Peterson, Police Officer, from PO-1 \$45,404/year to PO-1 1/2 \$46,538/year effective July 13, 2014

Shaun Conklin, Light Equipment Operator, Range 19-2 \$39,471/year effective August 11, 2014

James Taber, Part-time Library Assistant, from CE 1-1.5 \$11.707/hour to CE 1-2 \$11.972/hour effective August 10, 2014

Janis Comer, Part-time Library Assistant, from CE 1-1.5 \$11.707/hour to CE 1-2 \$11.972/hour effective August 10, 2014

Passed and approved on the 4th day of August, 2014.

Kelly B.Shaw, Mayor

ATTEST:

Diana Bowlin, City Clerk

Meeting Date: 08/04/2014

Information

Subject

Administer the oath of office to Police Officers Kyle Peterson and Walter Reed

Information

Mayor Shaw will administered the oath of office to Police Officers Kyle Peterson and Walter Reed.

Attachments

Oath - Peterson

Oath - Reed

OATH OF OFFICE

I, **Kyle Peterson** do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Iowa, and that I will faithfully and impartially, to the best of my ability, discharge all the duties of **Police Officer** of the City of Indianola, Iowa, as now or hereafter required by law.

August 4, 2014

Attest:

Diana Bowlin, City Clerk

OATH OF OFFICE

I, **Walter Reed** do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Iowa, and that I will faithfully and impartially, to the best of my ability, discharge all the duties of **Police Officer** of the City of Indianola, Iowa, as now or hereafter required by law.

August 4, 2014

Attest:

Diana Bowlin, City Clerk

Information

Subject

Final consideration of a request from the Indianola Veterinarian Clinic, 2201 N. Jefferson, to amend C-2 (Highway Commercial) zoning to allow treatment of large animals in clinics with a minimum lot area of 2 acres and a minimum distance of 200' from residential zoning classification (P&Z approved unanimously on June 10, 2014)

Information

Council needs to hold the final consideration to amend C-2 zoning to allow treatment of large animals in clinics with a minimum lot area of two acres and a minimum distance of 200' from residential zoning. In July of 1981 the Planning and Zoning and City Council amended C-2 zoning classification allowing veterinarian clinics as a permitted use. Until that time, clinics or kennels were only allowed in M-1 (limited industrial).

Concerns regarding the possible noise and odors that could be created by allowing livestock were expressed. Vet clinics were added as a permitted use in C-2 zoning, however the use was limited to companion animals. Because the vet clinic located at 2201 North Jefferson was not located within the city limits, this change had no affect to their business. Subsequently, this clinic was annexed into the city limits in 2002. Because the clinic treated livestock or large animals prior to the property being annexed, the use may continue but not increase.

Recently the Indianola Vet Clinic submitted a floor plan indicating an addition to the facility. All the improvements within the proposed addition are related to the care and treatment of companion animals, therefore the Community Development Department will be issuing the permit for the proposed improvement. However, Chuck Burgin has informed the owners of the clinic an amendment to C-2 zoning classification, allowing the treatment of large animals, would be required if a future expansion of large animal business is desired.

Staff did some research with about a dozen other communities and found only two had additional special requirements, being a 200' setback from residential zoning and special use permit. Chuck recommended the following amendment for clinics performing services to large animals and P&Z approved unanimously.

1. Minimum lot area of 2 acres. The current clinic has 3.56 acres.
2. Minimum setback of 200' from the building to the nearest residential zoning.

Roll call is in order.

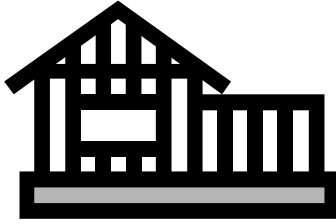
Attachments

P&Z Memo

P&Z Minutes

Letter

Ordinance



To: Planning and Zoning Commission
From: Chuck Burgin, Director of Community Development
Subject: June 10, 2014 Meeting

Item # 4 Consider request from the Indianola Veterinarian Clinic, 2201 North Jefferson, to amend C-2 (Highway Commercial) zoning to allow treatment of large animals in clinics with a minimum lot area of 2 acres and a minimum distance of 200' from residential zoning classification.

In July of 1981 the Planning and Zoning and City Council amended C-2 zoning classification allowing veterinarian clinics as a permitted use. Until that time, clinics or kennels were only allowed in M-1 (limited industrial).

Concerns regarding the possible noise and odors that could be created by allowing livestock were expressed. Vet clinics were added as a permitted use in C-2 zoning, however the use was limited to companion animals. Because the vet clinic located at 2201 North Jefferson was not located within the city limits, this change had no affect to their business. Subsequently, this clinic was annexed into the city limits in 2002. Because the clinic treated livestock or large animals prior to the property being annexed, the use may continue but not increase.

Recently the Indianola Vet Clinic submitted a floor plan indicating an addition to the facility. All the improvements within the proposed addition are related to the care and treatment of companion animals, therefore I will be issuing the permit for the proposed improvement. However, I have informed the owners of the clinic an amendment to C-2 zoning classification, allowing the treatment of large animals, would be required if a future expansion of large animal business is desired.

Mindi has done some research with about a dozen other communities and found only two had additional special requirements, being a 200' setback from residential zoning and special use permit. I would recommend the following amendment for clinics performing services to large animals.

1. Minimum lot area of 2 acres. The current clinic has 3.56 acres.
2. Minimum setback of 200' from the building to the nearest residential zoning.

INDIANOLA PLANNING AND ZONING COMMISSION
REGULAR MEETING
JUNE 10, 2014
6:00 P.M.

The meeting was called to order by Chairperson Bob Ormsby and on roll call the following members were present:

Joe Butler
Tiffany Coleman
Mary Donaghy
Al Farris
Cindy Johnson
Bob Ormsby
Josh Rabe

Also present: Dr. Freese, Indianola Veterinary Clinic, Mindi Robinson and Chuck Burgin.

The minutes of the March 11, 2014 meeting were approved on a motion made by Butler and seconded by Donaghy. Question was called for and on voice vote Chairperson Ormsby declared the motion carried unanimously.

Consider request from the Indianola Veterinarian Clinic, 2201 North Jefferson, to amend C-2 (Highway Commercial) zoning to allow treatment of large animals in clinics with a minimum lot area of 2 acres and a minimum distance of 200' from residential zoning classification.

Chuck summarized the request stating in July of 1981 city ordinance was amended to allow for veterinarian clinics in C-2 zoning. Until that time, clinics or kennels were only allowed in M-1 zoning. The Indianola Vet Clinic, at 2201 North Jefferson Way, was annexed into the city limits in 2002. Because the clinic treated large animals prior to the property being annexed, the use was allowed to continue but not increase. Local cities were researched to find what is allowed regarding large animal veterinary clinics. Only two were found to have additional special requirements, being a 200' setback from residential zoning and special use permit.

Commission discussed the residential setbacks and the two acre proposed minimum lot area.

Motion was made by Farris and seconded by Donaghy to amend C-2 zoning to allow treatment of large animals in clinics with a minimum lot area of two acres and a minimum distance of 200' from the building or holding pen closest to the nearest residential zoning classification. Question was called for and on voice vote, motion carried unanimously.

Meeting adjourned on a motion by Coleman and seconded by Donaghy.

Bob Ormsby, Chairperson

Mindi Robinson



DR. R. FREESE
DR. B. BRENNAN
DR. J. PLATTS
DR. E. CONRAD
Phone: 515 961-6201 Fax: 515 961-3593



June 4, 2014

To Planning and Zoning Commission:
To Mayor Shaw and the Indianola City Council:
C/O Chuck Burgin, Director of Community Development,

The Indianola Veterinary Clinic, located at 2201 North Jefferson, is in the process of making several improvements to our facility. In the planning process for these improvements we have been informed by the Community Development Department that veterinary clinics performing services on large animals are not a permitted use within the current C-2 zoning classification. Even though the clinic improvements planned at this time are not part of our large animal service and is considered to be conforming, we have been informed by Community Development that we will be able to obtain a building permit for the improvement. However we feel an amendment to the C-2 zoning classification should be considered at this time.

We have discussed conditions such as a minimum lot area of 2 acres and a minimum setback of 200' from a residential zoning classification with Chuck Burgin and are agreeable to those conditions. Thank you for your consideration.

Sincerely,

Dr. Brian Brennan
Dr. Robert Freese

CITY OF INDIANOLA, IOWA

Ordinance No. _____

**AN ORDINANCE AMENDING THE CITY CODE OF ORDINANCES OF
THE CITY OF INDIANOLA, IOWA, CHAPTER 165, ZONING
REGULATIONS, TO PERMIT TREATMENT OF LARGE ANIMALS IN
VET CLINICS IN C-2 DISTRICTS**

WHEREAS, the Code of Indianola, Iowa, currently permits veterinarian clinics in C-2 Highway Commercial zoning districts for companion animal care only; and

WHEREAS, a resident vet clinic that currently provides care for large animals off site has requested consideration of an ordinance amending Chapter 165 that would allow treatment of large animals in C-2 zoning districts; and

WHEREAS, the Planning and Zoning Commission met on June 10, 2014, to consider the requested amendment, and has determined the amendment as set forth below would have a minimal impact on existing residential properties within the City and is of general benefit to the City, and recommends amending the Code of Ordinances to allow the request.

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

Section 1. Indianola Code Section 165, “C-2 Highway Commercial,” is hereby amended by deleting and adding the following language to “Permitted Principal Uses and Structures:”

38. Veterinarian clinic ~~restricted to~~ for companion animals without outside cages or run. ~~No such structure is permitted within~~ with a minimum distance of 100 feet of from a residentially zoned area. Veterinarian clinic treating large animals on site permitted on a minimum lot of 2 acres, and with any building or holding pen associated with such clinic located at a minimum distance of 200 feet from any residentially zoned area.

Section 2. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

Section 3. This ordinance shall be in full force and effect after passage, approval and publication as provided by law.

PASSED AND ADOPTED at Indianola, Iowa, this ____ day of _____, 2014.

APPROVED this ____ day of _____, 2014.

Kelly B. Shaw, Mayor

ATTEST:

Diana Bowlin, City Clerk

First reading: _____

Second reading: _____

Third reading: _____

Publication Date: _____

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. 2014-_____
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 on the first and third Mondays at 6:00 p.m. and 7:00 p.m. respectfully of each month. When the first and third Monday falls on a national holiday, the meeting shall be held on the following day. 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 4th day of August, 2014.

Kelly Shaw, Mayor

ATTEST:

Diana Bowlin, City Clerk

Effective 09/20/10