CITY OF INDIANOLA COUNCIL MEETING
February 3, 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. January 21, 2014 Minutes

C. Applications

1. A renewal Class "C" Liquor License and Sunday Sales Privilege for Taillights 2 Go, Inc. - 204 E. Clinton

2. A renewal Class "C" Liquor License, Sunday Sales Privilege and Outdoor Area for Cal's Fine Food - 1501 N. 1st Street

D. Annual adoption of the Investment Policy
* No changes are recommended

E. Amend the fee schedule to add a $500 fee for retrieval of the Optical Network Terminal inside a residence
* This would only be charged if a customer terminates the service and does not allow entrance to retrieve the device

F. Appoint Brian Seymour (delegate) and Rob Hawkins (alternate) to the Warren County E911 Board

G. Authorize past due sewer, recycling and storm water fee balances to be sent to the State Off-Set Program for collection
* Sewer $3,770.58 (.46%), recycling $731.48 (1.36%) and storm water fee $100.78

H. Street closure request from the American Legion Post 165 & VFW for the Veterans Memorial Day Parade - May 26, 2014 from 9:00 a.m. - 11:00 a.m. - will start at the Warren County Administration Building, south on Buxton, east on Salem and south to IOOF Cemetery

I. Final approval applications for urban revitalization designation

J. Claims on the computer printout for February 3, 2014

6. Council Representative Reports

A. Resolution approving salaries

7. Council Reports

A. Receive WPC System Study from HR Green

8. Mayor's Report - Kelly Shaw

A. Consider appointment to the Investment Committee

B. Consider nominations to Boards and Commissions

C. Community Update

9. Public Consideration

A. Old Business

1. US Highway 65/69 Reconstruction Project

a. Consider approval of the Federal Surface Transportation Program (STP) Agreement with the Iowa Department of Transportation

b. Consider approval of Urban-State Traffic Engineering (U-STEP) agreement with the Iowa Department of Transportation

c. Consider approval of the Traffic Safety Improvement Program (TSF) agreement with the Iowa Department of Transportation

B. New Business

1. FY 14/15 Budget

a. Consider setting March 3, 2014 as a public hearing for the FY 14/15 budget

2. Resolution naming depositories
* Indicates where and amount of public funds the city deposits

3. Consider D&D purchase of 910 E. 2nd in an amount not to exceed $98,000

10. Other Business

11. Adjourn

City Council Regular **5. B.**
Meeting Date: 02/03/2014

Information

Subject
January 21, 2014 Minutes

Information

Attachments

Minutes

REGULAR SESSION – JANUARY 21, 2014

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

Item D - Agreement between The Sports Page Grill, Inc. dba BrickHouse Tavern and the City of Indianola for a deck located at 107 N. Buxton from April 1, 2014 through September 30, 2014 was pulled from the consent agenda

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

Approve agenda

January 6, 2014 Minutes

Order accepting acknowledgement/settlement agreement for cigarette civil penalty of $300 from Hy Vee Gas (912 N. Jefferson) and Casey's (1101 E. 2nd Avenue)

Final approval application for urban revitalization designation – Drake Homes – 810 Summit Place - SFD

Claims on the computer printout for January 21, 2014 and December 2013 receipts

It was moved by Pepper and seconded by Marchant to approve the agreement between The Sports Page Grill, Inc. dba BrickHouse Tavern and the City of Indianola for a deck located at 107 N. Buxton from April 1, 2014 through September 30, 2014. Question was called for and on voice vote the Mayor declared the motion carried unanimously.

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

The following salaries are hereby approved:

Clint Dee, Police Officer, from PO-1 $44,733/year to PO-1 ½ $45,292/year effective January 12, 2014

Ron Hamell, CE 8.5-7 $68,385/year effective December 29, 2013

Scott Dwyer, CE 8.5-6 $67,375/year effective December 29, 2013

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

Council member Mathieu reported on the Metro Advisory meeting.

The WCEDC report was presented by City Manager Eric Hanson.

Council member Mathieu presented the Greater Des Moines Convention Report.

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

Council member Marchant reported on the County Wide Meeting (911).

The December 2013 City Treasurer's report was approve on a motion by Parker and seconded by Marchant. Question was called for and on voice vote the Mayor declared the motion carried unanimously.

Barb Rasko presented the Indianola Tourism Report.

The nominations to the Planning and Zoning Commission were pulled from the agenda and will be placed on the February 3, 2014 council agenda.

Parker moved and Marchant seconded to refer action of the one way street versus two way streets of North & South Howard and Buxton to the Planning and Zoning Commission. Question was called for and on voice vote the Mayor declared the motion carried unanimously.

Council Member Marchant introduced and delivered to the Clerk the Resolution hereinafter set out entitled "RESOLUTION APPROVING ECONOMIC DEVELOPMENT GRANTS AND INTEREST FORGIVENESS UNDER INDIANOLA DOWNTOWN BUSINESS INCENTIVE PROGRAM," for 108 and 110 S. Howard, and moved its adoption. Council member Pepper seconded the motion. The roll was called and the vote was, AYES: Pepper, Mathieu, Southall, Parker and Marchant. NAYS: None. ABSENT: Ross. Whereupon the Mayor declared the measure duly adopted.

RESOLUTION NO. 2014-03

RESOLUTION APPROVING ECONOMIC DEVELOPMENT GRANT
AND INTEREST FORGIVENESS UNDER INDIANOLA
DOWNTOWN BUSINESS INCENTIVE PROGRAM
For 108 & 110 S. Howard

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

Mayor Shaw stated a Council Study Committee meeting will be held on January 30, 2014 at 6:00 p.m. to further discuss the budget.

Council member Pepper discussed holding budget informational meetings within their wards and asked if each council member would publish an article in the Record Herald and Indianola Tribune regarding the budget.

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

Kelly B. Shaw, Mayor

Diana Bowlin, City Clerk

City Council Regular **5. C. 1.**

Meeting Date: 02/03/2014

Information

Subject

A renewal Class "C" Liquor License and Sunday Sales Privilege for Taillights 2 Go, Inc. - 204 E. Clinton

Information

This is a renewal of Taillights 2 Go liquor license located at 204 E. Clinton. All the paper work is in order and staff has approved.

Attachments

Taillights Permit

January 3, 2014

NAME OF APPLICANT: Taillights 2 Go, Inc. – 204 E. Clinton

TYPE OF LICENSE/PERMIT: Class "C" Liquor License and Sunday Sales Privilege

	Date & Initial	Approve	Disapprove*
Police Chief	1-3-14 DB	✓	
Fire Chief	1/22/14 SB	✓	
B&Z Official	1/28/14 CB	✓	
Sign Compliance	OK CB	✓	

*Reasons for disapproval

License Application (LC0039763)

Applicant

Name of Applicant: Taillights 2 Go, Inc.

Name of Business (DBA): Taillights Tavern

Address of Premises: 204 E. Clinton

City: Indianola County: Warren Zip: 50125

Business Phone: (515) 961-8828

Mailing Address: P.O. Box 455

City: Indianola State: IA Zip: 50125

Contact Person

Name: Cathy Hughes

Phone: (515) 979-9309 Email Address: chughesttv@mail.com

Classification: Class C Liquor License (LC) (Commercial)

Term: 12 months

Effective Date: 02/15/2014

Expiration Date: 02/14/2015

Privileges:

Class C Liquor License (LC) (Commercial)
Sunday Sales

Status of Business

BusinessType: Privately Held Corporation

Corporate ID Number: [redacted] Federal Employer ID # [redacted]

Ownership

Jerry Hughes

First Name: Jerry Last Name: Hughes

City: Indianola State: Iowa Zip: 50125

Position Manager

% of Ownership 100.00 % U.S. Citizen

Insurance Company Information

Insurance Company: Illinois Casualty Co

Policy Effective Date: 02/15/2014 Policy Expiration Date: 02/14/2015

Bond Effective Continuously: Dram Cancel Date:

Outdoor Service Effective Date: Outdoor Service Expiration Date:

Temp Transfer Effective Date: Temp Transfer Expiration Date:

City Council Regular **5. C. 2.**

Meeting Date: 02/03/2014

Information

Subject

A renewal Class "C" Liquor License, Sunday Sales Privilege and Outdoor Area for Cal's Fine Food - 1501 N. 1st Street

Information

This is a renewal of Cal's Fine Food liquor license located at 1501 N. 1st Street. All the paper work is in order and staff has approved.

Attachments

Cal's Permit

January 10, 2014

NAME OF APPLICANT: Cal's Fine Food – 1501 N. 1st Street

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

	Date & Initial	Approve	Disapprove*
Police Chief	1/10/14 DB	✓	
Fire Chief	1/19/14 BB	✓	
B&Z Official	1-20/14 CB	✓	
Sign Compliance	ok CB	✓	

*Reasons for disapproval

License Application (LC0032437)

Applicant

Name of Applicant: Lindas Corp

Name of Business (DBA): Cal's Fine Food & Spirits

Address of Premises: 1501 North 1st St.

City: Indianola County: Warren Zip: 50125

Business Phone: (515) 961-5200

Mailing Address: 1501 North 1st St

City: Indianola State: IA Zip: 50125

Contact Person

Name: Calvin Leonard

Phone: (515) 971-4656 Email Address: calsfinefood@hotmail.com

Classification: Class C Liquor License (LC) (Commercial)

Term: 12 months

Effective Date: 03/07/2014

Expiration Date: 03/06/2015

Privileges:

Class C Liquor License (LC) (Commercial)
Outdoor Service
Sunday Sales

Status of Business

BusinessType: Privately Held Corporation

Corporate ID Number: [redacted] Federal Employer ID[redacted]

Ownership

Calvin Leonard

First Name: Calvin Last Name: Leonard

City: Carlisle State: Iowa Zip: 50047

Position Owner

% of Ownership 50.00 % U.S. Citizen

Linda Leonard

First Name: Linda Last Name: Leonard

City: Carlisle State: Iowa Zip: 50047

Position Owner

% of Ownership 50.00 % U.S. Citizen

Insurance Company Information

City Council Regular **5. D.**

Meeting Date: 02/03/2014

Information

Subject

Annual adoption of the Investment Policy
* No changes are recommended

Information

Policy (packet) approval is an annual item. The Investment Committee (Chris DesPlanques, Eric Hanson, Todd Kielkopf, Grant Johnson, Greg Marchant, Doug Shull and Eric Vander Linden) recommends no changes.

Attachments

Investment Policy

CITY OF INDIANOLA
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.

APPROVED THIS 3rd day of February, 2014.

____

Kelly B. Shaw, Mayor

Attest:

____

Diana Bowlin, City Clerk

City Council Regular **5. E.**
Meeting Date: 02/03/2014

Information

Subject

Amend the fee schedule to add a $500 fee for retrieval of the Optical Network Terminal inside a residence
* This would only be charged if a customer terminates the service and does not allow entrance to retrieve the device

Information

The resolution approving a fee schedule (see below) was adopted by the City Council on September 2, 2008 (packet) 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 (i.e. I&I) and will not require three readings of the ordinance but a simple motion to amend the fee schedule.

This amendment will add a fee of $500 effective immediately if a customer terminates their Optical Network Terminal (which IMU owns) service and does not allow entrance to retrieve the device. The Optical Network Terminal is a device that connects to router(s) inside the customer residence for use as TV, phone or internet service. The trustees will consider the amendment at their February 24, 2014 meeting.

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

Attachments

Resolution

RESOLUTION ADOPTING THE CITY OF INDIANOLA FEE SCHEDULE

WHEREAS, a Fee Schedule for services provided by the City of Indianola has been submitted to the City Council for approval, pursuant to the Indianola Code of Ordinances; and

WHEREAS, the City Council of the City of Indianola desires to approve the City of Indianola Fee Schedule.

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

That the City of Indianola Fee Schedule, a copy of which is attached, is hereby approved.

PASSED AND APPROVED THIS 2nd day of September 2008.

By: Jennifer Sease
Jennifer Sease, City Clerk

ATTEST:

By: Jerry Kelley
Jerry Kelley, Mayor

City Council Regular **5. F.**

Meeting Date: 02/03/2014

Information

Subject

Appoint Brian Seymour (delegate) and Rob Hawkins (alternate) to the Warren County E911 Board

Information

The E-911 Board (established by Iowa Code 34A) consists of a delegate and alternate from each political subdivision in the County to conduct planning, implementing and maintenance of the E-911 phone service. Funding comes from 911 surcharges on land line and wireless phone bills. Warren County E911 Coordinator Doug McCasland oversees daily operations of the office and reports to the board at quarterly meetings.

Brian Seymour (delegate) and Rob Hawkins (alternate) represent the city. Rob is replacing Steve Bonnett on the Board. This designation needs council approval and a letter to the board noting the change.

City Council Regular **5. G.**

Meeting Date: 02/03/2014

Information

Subject

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

* Sewer $3,770.58 (.46%), recycling $731.48 (1.36%) and storm water fee $100.78

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 $3,770.58 (.46%) - sewer, $731.48 (1.36%) - recycling and $111.22 for storm water to the State Income Offset Program for collection. 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:

Date	Sewer	Recycling	Storm Water
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.

City Council Regular **5. H.**

Meeting Date: 02/03/2014

Information

Subject

Street closure request from the American Legion Post 165 & VFW for the Veterans Memorial Day Parade - May 26, 2014 from 9:00 a.m. - 11:00 a.m. - will start at the Warren County Administration Building, south on Buxton, east on Salem and south to IOOF Cemetery

Information

The annual Veterans Memorial Day Parade will begin at the Warren County Administration Building (Buxton Street) east on Salem and south on Hwy 65/69 to IOOF Cemetery. This is the same route used in years past and staff has approved. Their application was received on January 14, 2014.

Attachments

Street Closure

Date: 1/14/2014

Event Application

For American Legion - Veterans Memorial Day Parade

Event Date : May 26, 2014

Staff Recommendation and Chamber Notification

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

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

	Approve	Disapprove
Street Department – Ed Yando	OK EY	
Fire Department – Brian Seymour	OK BS	
Police Department – Brian Sher	ok BS	
City Manager – Eric Hanson	ok EH	
HR & Risk Manager – RoxAnne Hunerdosse	RAH	
Chamber of Commerce	Fax: 961-9753	
Downtown Development Group	Fax: 962-1441	

Comments:

Please return to Diana Bowlin by: ASAP

Thank you for your time and consideration!

Event Name: Veterans Memorial Day Parade

Date/Time of Event: May 26, 2014 10:00AM

Location of Event: Start @ Admin Blg - end @ IOOF cemetery

Event Sponsor(s): American Legion Post 165

Contact Information:

Organization: American Legion Post 165

Contact Name: Kathy Fensterman

Address: 105 W 1st Ave

Telephone Number: 515-961-0127

Cell Phone Number:

Fax Number: 515-961-9651

Email Address: va@co.warren.ia.us

Today's Date: 1-14-14

Anticipated Attendance: 200 Per Day 200 Total

Event Information:

Setup Begins	Date: 5-26-14	Time 9:00 am	Day of Week Monday
Event Starts	Date: "	Time 10:00	Day of Week "
Event Ends	Date: "	Time 11:00	Day of Week "
Dismantle	Date: "	Time 11:00	Day of Week "

Kathy Fensterman

Applicant Signature

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

Narrative:

Please describe your request and event:

Parade and program to honor veterans on Memorial Day

Please describe what streets you are planning to close:

Hwy 65/69, Buxton, Salem

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

Annual Memorial Day parade and program. Request police escort to lead the parade and to control traffic on the parade route. Request police assistance to block Hwy 65/69 at Plainview (IOOF cemetery) for parade.

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

We will have cell phones for communication.

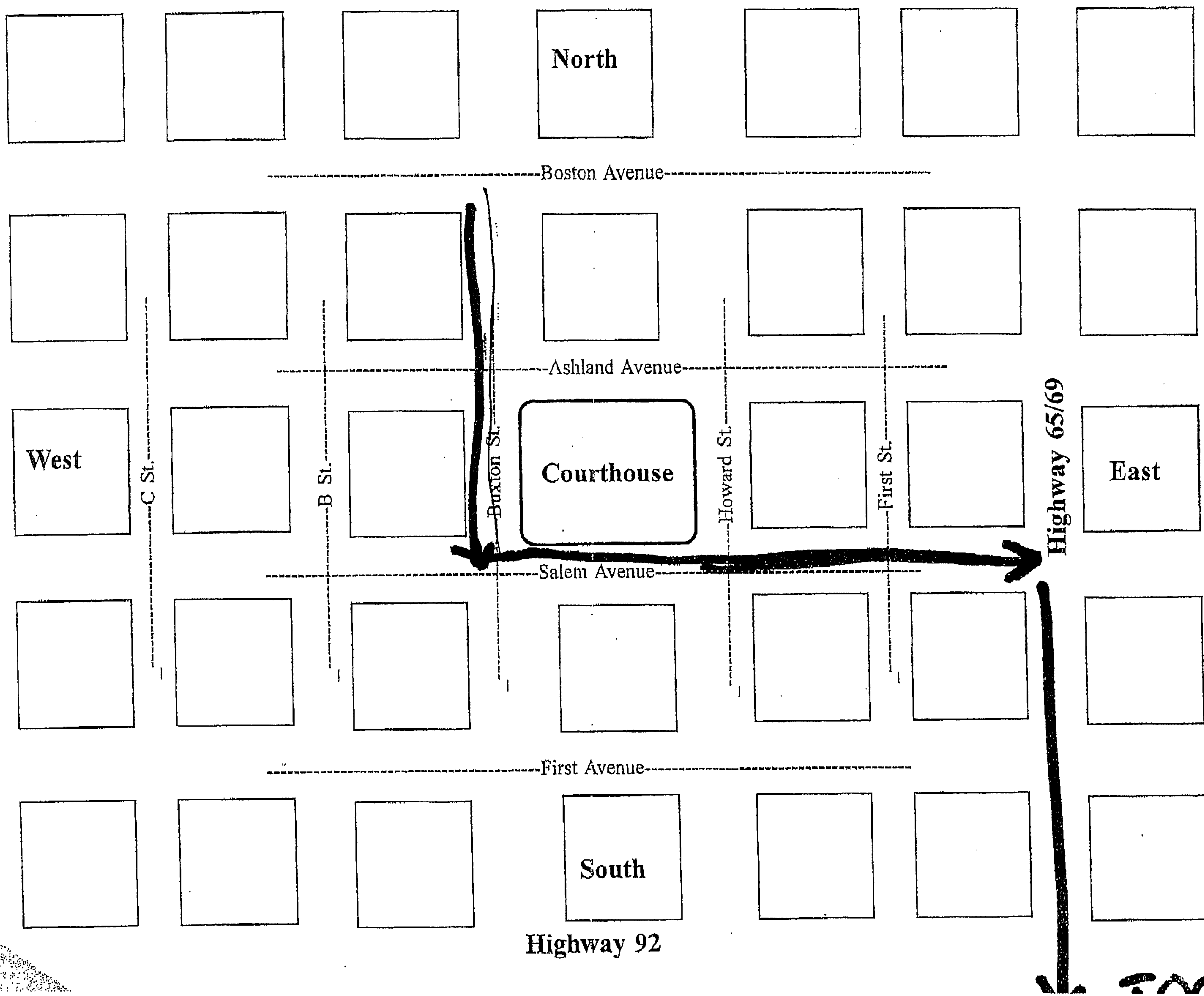
Please describe your plan for cleanup and removal of recyclable goods and garbage during and after your event.

Members of the American Legion and VFW will provide clean up detail.

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

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

Memorial Day Parade



City Council Regular **5. I.**
Meeting Date: 02/03/2014

Information

Subject
Final approval applications for urban revitalization designation

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

Final
Linean Custom Homes - 108 S. 19th Ct. - SFD - $160,527
Greater Iowa Credit Union - 301 E. Scenic Valley Avenue - Credit Union Branch - $405,800

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

Below is a list of permits issued through December 31, 2013 and previous years.

	2013		2012		2011		2010		2009	
SFD	48	$8,073,802	14	$2,035,200	21	$3,362,600	35	$5,022,118	22	$3,542,130
		$168,204		$145,371		$160,124		$143,489		$161,416
Duplexes	7	$1,455,650	2	$574,650	1	$223,000	42	$7,312,766	0	0
MFD	6	$4,789,500	2	$5,676,350	0	0	2	$832,000	2	$4,552,268
Add/Alt	40	$262,850	42	$262,201	46	$540,643	45	$1,459,209	35	$278,426
Non-Residential	17	$10,648,316	29	$19,690,301	39	$40,626,359	30	$5,439,383	21	$4,399,823
Total	118	$25,230,118	89	$28,238,702	107	$44,752,602	154	$20,065,476	80	$12,772,647

Attachments
UR Apps

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 1/22/14

______ Prior Approval for Intended Improvements X Approval of Improvements Completed

Address of Property: 108 South 19th Ct

Legal Description of Property: Lot 28 Meadow Brooke

Title Holder or Contract Buyer: Lineon Custom Homes

Address of Owner (if different than above): P.O. Box 71038 Clive, IA 50325

Phone Number (to be reached during the day): 515-770-7769

Existing Property Use: ____ Residential ____ Commercial ____ Industrial ✓ Vacant

Proposed Property Use: ✓ Residential ____ Commercial ____ Industrial ____ Vacant

____ Rental ✓ Owner Occupied

Nature of Improvements: ____ Addition ✓ New Construction ____ General Improvements

DESCRIPTION: 1-story sfd - 1,503 sq. ft. - 4 bedrooms - 2 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: 1/22/14

Estimated or Actual Value of Improvements: $160,527

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: Ron Braga

APPLICATION FOR TAX ABATEMENT UNDER THE URBAN REVITALIZATION PLAN FOR 4 OR 5 YEAR (COMMERCIAL OR INDUSTRIAL):

X Commercial ______ Industrial Date 1/27/14

____ Prior Approval for Intended Improvements X Approval of Improvements Completed

Address of Property: 301 East Scenic Valley Avenue

Legal Description of Property: Lot 8 Summercrest Hills Plat 3, being an official plat in the city of Indianol Warren County, Iowa except parcel "A" thereof recorded in book 2013, page 3204 ~~of the Warren County recorder's office and containing 1.78 acres~~ (77,405 sf)

Title Holder or Contract Buyer: Greater Iowa Credit Union

Address of Owner (if different than above): 801 Lincoln Way, Ames, IA 50010

Phone Number (to be reached during the day): 515-956-3011

Existing Property Use: ____ Commercial ____ Industrial X Vacant

Proposed Property Use: X Commercial ____ Industrial ____ Vacant

____ Rental ____ Owner Occupied

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

DESCRIPTION: New branch facility for Greater Iowa Credit Union

3,979 sq. ft.

Estimated or Actual Date of Completion: ________

Estimated or Actual Value of Improvements: $405,800

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: ________

FOR AGENCY USE ONLY:

City Manager — The above application is/is not in conformance with the requirements of the Urban Revitalization Plan for City of Indianola
Relocation Benefits Paid N/A

City Manager ____________ Date ____________

Building Dept — Construction Permit No.(s) 81 Date Issued 7/25/13 FINAL 1/27/14

Building Official ____________

City Council — Application approved/disapproved (reason if disapproved) ____________

Indianola City Council ____________ Date ____________

County Assessor — Present assessed value ____________ Assessed value w/improvements ____________

Eligible or non-eligible for tax abatement ____________

City Council Regular **5. J.**

Meeting Date: 02/03/2014

Information

Subject

Claims on the computer printout for February 3, 2014

Information

Attachments

Vendor Report

Claims

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
911 ETC INC				
911 ETC INC	911 MONTHLY ACCESS CHARGE	11/30/2013	10.82	GENERAL FUND
911 ETC INC	911 MONTHLY ACCESS CHARGE	11/30/2013	2.50	GENERAL FUND
911 ETC INC	911 MONTHLY ACCESS CHARGE	11/30/2013	1.67	ROAD USE TAX FU
911 ETC INC	911 MONTHLY ACCESS CHARGE	11/30/2013	15.00	POLICE FUND
911 ETC INC	911 MONTHLY ACCESS CHARGE	11/30/2013	9.17	FIRE FUND
911 ETC INC	911 MONTHLY ACCESS CHARGE	11/30/2013	1.67	POOL (MEMORIAL)
911 ETC INC	911 MONTHLY ACCESS CHARGE	11/30/2013	4.17	PARK & RECREATI
911 ETC INC	911 MONTHLY ACCESS CHARGE	11/30/2013	13.33	PARK & RECREATI
911 ETC INC	911 MONTHLY ACCESS CHARGE	11/30/2013	9.17	LIBRARY FUND
911 ETC INC	911 MONTHLY ACCESS CHARGE	11/30/2013	6.67	SEWER FUND
911 ETC INC	911 MONTHLY ACCESS CHARGE	12/31/2013	10.82	GENERAL FUND
911 ETC INC	911 MONTHLY ACCESS CHARGE	12/31/2013	2.50	GENERAL FUND
911 ETC INC	911 MONTHLY ACCESS CHARGE	12/31/2013	1.67	ROAD USE TAX FU
911 ETC INC	911 MONTHLY ACCESS CHARGE	12/31/2013	15.00	POLICE FUND
911 ETC INC	911 MONTHLY ACCESS CHARGE	12/31/2013	9.17	FIRE FUND
911 ETC INC	911 MONTHLY ACCESS CHARGE	12/31/2013	1.67	POOL (MEMORIAL)
911 ETC INC	911 MONTHLY ACCESS CHARGE	12/31/2013	4.17	PARK & RECREATI
911 ETC INC	911 MONTHLY ACCESS CHARGE	12/31/2013	13.33	PARK & RECREATI
911 ETC INC	911 MONTHLY ACCESS CHARGE	12/31/2013	9.17	LIBRARY FUND
911 ETC INC	911 MONTHLY ACCESS CHARGE	12/31/2013	6.67	SEWER FUND
Total 911 ETC INC:			148.34	
AIRGAS USA LLC				
AIRGAS USA LLC	OXYGEN	01/13/2014	66.39	AMBULANCE FUN
Total AIRGAS USA LLC:			66.39	
ALLENDER BUTZKE ENG INC				
ALLENDER BUTZKE ENG INC	HWY 65/69 NORTH RECONSTRUCTION SOIL	01/24/2014	5,800.00	STREET CAPITAL
Total ALLENDER BUTZKE ENG INC:			5,800.00	
AUBERT'S TOWING				
AUBERT'S TOWING	TOWING - ABANDONED	12/08/2013	205.00	POLICE FUND
Total AUBERT'S TOWING:			205.00	
BANKERS TRUST COMPANY				
BANKERS TRUST COMPANY	FINANCIAL MGMT SERVICES	01/15/2014	4,676.92	GENERAL FUND
BANKERS TRUST COMPANY	FINANCIAL MGMT SERVICES - YMCA ACCT	12/31/2013	20.14	CAPITAL PROJECT
Total BANKERS TRUST COMPANY:			4,697.06	
BARCO MUNICIPAL PROD INC				
BARCO MUNICIPAL PROD INC	SIGN MATERIALS	01/13/2014	1,181.15	ROAD USE TAX FU
BARCO MUNICIPAL PROD INC	TRANSFER TAPE	01/16/2014	227.18	ROAD USE TAX FU
BARCO MUNICIPAL PROD INC	CROSS PIECES	01/23/2014	367.87	ROAD USE TAX FU
Total BARCO MUNICIPAL PROD INC:			1,776.20	
BOB'S CUSTOM TROPHIES				
BOB'S CUSTOM TROPHIES	NAME PLATES	01/22/2014	21.00	GENERAL FUND
Total BOB'S CUSTOM TROPHIES:			21.00	

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
BOWLIN, RON				
BOWLIN, RON	WELLNESS JAN 2014	01/12/2014	25.00	ROAD USE TAX FU
Total BOWLIN, RON:			25.00	
BROWNELLS INC				
BROWNELLS INC	SUPPLIES	01/17/2014	335.72	POLICE FUND
Total BROWNELLS INC:			335.72	
BUSINESS RECORD				
BUSINESS RECORD	SUBSCRIPTION	01/14/2014	69.95	GENERAL FUND
Total BUSINESS RECORD:			69.95	
CHOICE 1 HEALTH CARE SERVICES				
CHOICE 1 HEALTH CARE SERV	SUPPLIES	01/03/2014	149.70	AMBULANCE FUN
Total CHOICE 1 HEALTH CARE SERVICES:			149.70	
CHUMBLEY & JONES OIL				
CHUMBLEY & JONES OIL	KEROSENE	01/24/2014	57.72	SEWER FUND
Total CHUMBLEY & JONES OIL:			57.72	
CNM OUTDOOR EQUIPMENT				
CNM OUTDOOR EQUIPMENT	CARBURETOR KIT	01/16/2014	47.35	PARK & RECREATI
CNM OUTDOOR EQUIPMENT	LABOR REPAIRS	01/24/2014	14.00	ROAD USE TAX FU
Total CNM OUTDOOR EQUIPMENT:			61.35	
COMBUSTION CONTROL CO.				
COMBUSTION CONTROL CO.	BOILER METHANE LEAK	12/20/2013	390.60	SEWER FUND
Total COMBUSTION CONTROL CO.:			390.60	
COMMUNITY BANK				
COMMUNITY BANK	INTEREST - DOWNTOWN BIZ INCENTIVE - IN	01/21/2014	531.02	DOWNTOWN BIZ I
Total COMMUNITY BANK:			531.02	
CR SERVICES				
CR SERVICES	SOAP	01/14/2014	14.75	PARK & RECREATI
CR SERVICES	PAIN RELIEVER	01/14/2014	12.77	PARK & RECREATI
CR SERVICES	HAND SOAP	01/20/2014	11.42	PARK & RECREATI
CR SERVICES	MONTHLY CLEANING - JAN 14	01/21/2014	2,420.00	PARK & RECREATI
CR SERVICES	CLEANING SUPPLIES	01/21/2014	64.39	PARK & RECREATI
Total CR SERVICES:			2,523.33	
CRYSTAL CLEAR WATER CO				
CRYSTAL CLEAR WATER CO	DISTILLED WATER FOR LAB	01/15/2014	7.20	SEWER FUND
Total CRYSTAL CLEAR WATER CO:			7.20	
DELL MARKETING L.P.				
DELL MARKETING L.P.	COMPUTER	01/08/2014	773.86	PARK & RECREATI
DELL MARKETING L.P.	COMPUTER - DOUG	01/10/2014	519.00	ROAD USE TAX FU

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
DELL MARKETING L.P.	COMPUTER - MAYOR	01/10/2014	519.00	GENERAL FUND
Total DELL MARKETING L.P.:			1,811.86	
DIAMOND OIL COMPANY				
DIAMOND OIL COMPANY	DIESEL FOR GENERATORS	01/03/2014	689.00	SEWER FUND
Total DIAMOND OIL COMPANY:			689.00	
ELECTRONIC ENGINEERING CO				
ELECTRONIC ENGINEERING C	PAGER	01/25/2014	8.00	FIRE FUND
ELECTRONIC ENGINEERING C	PAGER - CONTRACT	01/25/2014	11.95	POLICE FUND
Total ELECTRONIC ENGINEERING CO:			19.95	
EMS PROFESSIONALS INC				
EMS PROFESSIONALS INC	SUPPLIES	01/16/2014	9.60	AMBULANCE FUN
Total EMS PROFESSIONALS INC:			9.60	
FASTENER SUPPLY				
FASTENER SUPPLY	GRINDING WHEELS	01/21/2014	60.60	ROAD USE TAX FU
Total FASTENER SUPPLY:			60.60	
FOSTER COACH SALES INC				
FOSTER COACH SALES INC	PARTS	01/16/2014	222.21	AMBULANCE FUN
Total FOSTER COACH SALES INC:			222.21	
GALLAGHER BENEFIT SERVICES				
GALLAGHER BENEFIT SERVIC	CONSULTING FEE - HEALTH INS	01/01/2014	681.82	HEALTH INSURAN
Total GALLAGHER BENEFIT SERVICES:			681.82	
GRAY, MALINDA				
GRAY, MALINDA	REFLEXOLOGY INSTRUCTOR FEES	01/24/2014	200.00	PARK & RECREATI
Total GRAY, MALINDA:			200.00	
HALLETT MATERIALS				
HALLETT MATERIALS	ICE CONTROL SAND	01/18/2014	922.98	ROAD USE TAX FU
HALLETT MATERIALS	ICE CONTROL SAND	01/18/2014	752.04	ROAD USE TAX FU
Total HALLETT MATERIALS:			1,675.02	
HOOK-FAST SPECIALTIES INC.				
HOOK-FAST SPECIALTIES INC.	UNIFORM	01/17/2014	179.13	FIRE FUND
Total HOOK-FAST SPECIALTIES INC.:			179.13	
IA DEPT OF PUBLIC SAFETY				
IA DEPT OF PUBLIC SAFETY	IOWA SYSTEM JAN-FEB-MAR	01/16/2014	300.00	POLICE FUND
Total IA DEPT OF PUBLIC SAFETY:			300.00	
IA LAW ENFORCEMENT ACAD				
IA LAW ENFORCEMENT ACAD	TRAINING	01/20/2014	20.00	POLICE FUND

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
Total IA LAW ENFORCEMENT ACAD:			20.00	
ILLINOIS FIRE STORE				
ILLINOIS FIRE STORE	GAS METER	12/31/2013	895.00	FIRE FUND
Total ILLINOIS FIRE STORE:			895.00	
ILLOWA COMMUNICATIONS				
ILLOWA COMMUNICATIONS	RADIO PARTS	01/17/2014	87.00	FIRE FUND
Total ILLOWA COMMUNICATIONS:			87.00	
INDIANOLA MUNICIPAL UTILITIES				
INDIANOLA MUNICIPAL UTILITI	FIRE PROT - SPRINKLER SYS	01/10/2014	55.00	GENERAL FUND
Total INDIANOLA MUNICIPAL UTILITIES:			55.00	
INDOFF INCORPORATED				
INDOFF INCORPORATED	SUPPLIES	01/13/2014	550.00	GENERAL FUND
INDOFF INCORPORATED	SUPPLIES	01/13/2014	119.24	GENERAL FUND
INDOFF INCORPORATED	SUPPLIES	01/22/2014	12.61	GENERAL FUND
Total INDOFF INCORPORATED:			681.85	
INFOMAX OFFICE SYSTEMS INC.				
INFOMAX OFFICE SYSTEMS IN	COPIER CONTRACT	01/14/2014	83.68	FIRE FUND
INFOMAX OFFICE SYSTEMS IN	COPIER CONTRACT	01/14/2014	18.58	GENERAL FUND
INFOMAX OFFICE SYSTEMS IN	COPIER CONTRACT	01/14/2014	36.53	AMBULANCE FUN
INFOMAX OFFICE SYSTEMS IN	COPIER CONTRACT	01/14/2014	643.30	GENERAL FUND
INFOMAX OFFICE SYSTEMS IN	COPIER CONTRACT	01/14/2014	33.58	GENERAL FUND
INFOMAX OFFICE SYSTEMS IN	COPIER CONTRACT	01/14/2014	.11	GENERAL FUND
INFOMAX OFFICE SYSTEMS IN	PRINTER/COPIER LEASE CHARGES	01/20/2014	161.18	GENERAL FUND
Total INFOMAX OFFICE SYSTEMS INC.:			976.96	
INTERSTATE ALL BATTERY CENTER				
INTERSTATE ALL BATTERY CE	BATTERIES	01/13/2014	223.50	AMBULANCE FUN
Total INTERSTATE ALL BATTERY CENTER:			223.50	
INTERSTATE POWER SYSTEMS				
INTERSTATE POWER SYSTEM	WESLEY GENERATOR	01/21/2014	1,131.29	SEWER FUND
Total INTERSTATE POWER SYSTEMS:			1,131.29	
IOWA POLICE CHIEFS ASSOCIATION				
IOWA POLICE CHIEFS ASSOCI	MEMBER DUES	01/20/2014	75.00	POLICE FUND
Total IOWA POLICE CHIEFS ASSOCIATION:			75.00	
IOWA PRISON INDUSTRIES				
IOWA PRISON INDUSTRIES	TAMPER PROOF SCREWS	01/17/2014	220.00	ROAD USE TAX FU
Total IOWA PRISON INDUSTRIES:			220.00	
JAKES LAWN & LANDSCAPING LLC				
JAKES LAWN & LANDSCAPING	SNOW/ICE REMOVAL YMCA 1/1/14 - 1/16/14	01/16/2014	4,375.00	YMCA MAINTENAN

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
Total JAKES LAWN & LANDSCAPING LLC:			4,375.00	
JONES, DANIELL				
JONES, DANIELL	REFUND - PARKS & REC	01/21/2014	16.50	PARK & RECREATI
Total JONES, DANIELL:			16.50	
KELLER, JUSTIN				
KELLER, JUSTIN	INTERVIEW PRISONER - FEES	01/16/2014	212.00	POLICE FUND
Total KELLER, JUSTIN:			212.00	
KIRKGUAARD, DANA				
KIRKGUAARD, DANA	PAID TWICE PT #71168	01/17/2014	35.00	POLICE FUND
Total KIRKGUAARD, DANA:			35.00	
KIYA KODA HUMANE SOCIETY				
KIYA KODA HUMANE SOCIETY	HUMANE SOCIETY CONTRACT - FEB 2014	01/24/2014	2,412.74	POLICE FUND
Total KIYA KODA HUMANE SOCIETY:			2,412.74	
KOSMAN, MISTI L.				
KOSMAN, MISTI L.	2ND HALF OF JAN	01/28/2014	2,166.63	GENERAL FUND
Total KOSMAN, MISTI L.:			2,166.63	
KUSSMAUL ELECTRONICS				
KUSSMAUL ELECTRONICS	PARTS 333	01/10/2014	328.90	FIRE FUND
Total KUSSMAUL ELECTRONICS:			328.90	
LANE, BECKY				
LANE, BECKY	ZONE SNACKS & SUPPLIES	12/09/2013	42.48	PARK & RECREATI
Total LANE, BECKY:			42.48	
LIGHTEDGE SOLUTIONS INC				
LIGHTEDGE SOLUTIONS INC	SERVER BLADE INSTALLATION	01/15/2014	1,080.00	GENERAL FUND
Total LIGHTEDGE SOLUTIONS INC:			1,080.00	
M & M PROPERTIES LLC				
M & M PROPERTIES LLC	I & I REIMB - 126 W ASHLAND	12/23/2013	225.00	SEWER FUND
Total M & M PROPERTIES LLC:			225.00	
MC COY HARDWARE INC				
MC COY HARDWARE INC	SUPPLIES	12/18/2013	4.49	FIRE FUND
MC COY HARDWARE INC	PLUG	01/16/2014	6.29	PARK & RECREATI
MC COY HARDWARE INC	MISC HARDWARE MORLOCK	01/20/2014	10.29	SEWER FUND
MC COY HARDWARE INC	SUPPLIES	01/21/2014	7.64	FIRE FUND
MC COY HARDWARE INC	SUPPLIES	01/21/2014	14.38	FIRE FUND
MC COY HARDWARE INC	ROTARY DRILL KIT	01/22/2014	34.44	ROAD USE TAX FU
MC COY HARDWARE INC	FOAM TAPE	01/24/2014	12.21	ROAD USE TAX FU
MC COY HARDWARE INC	BATTERIES	01/24/2014	22.75	FIRE FUND
MC COY HARDWARE INC	SUPPLIES	01/15/2014	6.28	POLICE FUND

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
Total MC COY HARDWARE INC:			118.77	
MC GEOUGH, BETH				
MC GEOUGH, BETH	ONE STROKE PAINTING INSTRUCTION	01/24/2013	180.00	PARK & RECREATI
Total MC GEOUGH, BETH:			180.00	
MID AMERICAN ENERGY CO.				
MID AMERICAN ENERGY CO.	HWY 92 FLASHING LIGHT	01/15/2014	10.12	ROAD USE TAX FU
MID AMERICAN ENERGY CO.	07741-18004 65/69 LIFT	01/15/2014	94.26	SEWER FUND
MID AMERICAN ENERGY CO.	FUEL HEAT	01/22/2014	544.44	ROAD USE TAX FU
MID AMERICAN ENERGY CO.	FUEL HEAT	01/22/2014	557.03	PARK & RECREATI
MID AMERICAN ENERGY CO.	74080-22010	01/22/2014	2,618.23	GENERAL FUND
MID AMERICAN ENERGY CO.	UTILITIES	01/22/2014	165.63	FIRE FUND
MID AMERICAN ENERGY CO.	08701-24006 QUAIL MDWS LIFT	01/22/2014	79.89	SEWER FUND
MID AMERICAN ENERGY CO.	05931-25003	01/15/2014	17.91	GENERAL FUND
MID AMERICAN ENERGY CO.	26321-30003	01/20/2014	173.53	GENERAL FUND
MID AMERICAN ENERGY CO.	UTILITIES	01/22/2014	11.48	FIRE FUND
MID AMERICAN ENERGY CO.	HEAT/FUEL BUILDING	01/22/2014	181.48	POLICE FUND
MID AMERICAN ENERGY CO.	09750-87035 WESLEY LIFT	01/15/2014	56.78	SEWER FUND
Total MID AMERICAN ENERGY CO.:			4,510.78	
NAPA AUTO PARTS				
NAPA AUTO PARTS	VEHICLE REPAIR	12/07/2013	67.49	POLICE FUND
NAPA AUTO PARTS	SHOP SUPPLIES	12/09/2013	6.99	FIRE FUND
Total NAPA AUTO PARTS:			74.48	
O'REILLY AUTO PARTS				
O'REILLY AUTO PARTS	PRIMARY SCUM PUMP	01/10/2014	119.56	SEWER FUND
O'REILLY AUTO PARTS	PARTS	01/14/2014	11.07	PARK & RECREATI
O'REILLY AUTO PARTS	VINYL - FABRIC	01/16/2014	7.49	ROAD USE TAX FU
O'REILLY AUTO PARTS	FILTERS	01/17/2014	59.92	PARK & RECREATI
O'REILLY AUTO PARTS	FILTER	01/22/2014	7.19	ROAD USE TAX FU
O'REILLY AUTO PARTS	GRIT CHAMBER BLOWER	01/22/2014	42.48	SEWER FUND
O'REILLY AUTO PARTS	JD PARTS	01/27/2014	66.01	PARK & RECREATI
Total O'REILLY AUTO PARTS:			313.72	
OVIVO USA LLC				
OVIVO USA LLC	DIGESTER MIXER PARTS	01/15/2014	1,140.70	SEWER FUND
Total OVIVO USA LLC:			1,140.70	
PAPER 101				
PAPER 101	PAPER	01/21/2014	462.40	GENERAL FUND
PAPER 101	PAPER	01/21/2014	115.60	POLICE FUND
PAPER 101	PAPER	01/21/2014	115.60	FIRE FUND
PAPER 101	PAPER	01/21/2014	115.60	LIBRARY FUND
PAPER 101	PAPER	01/21/2014	115.60	PARK & RECREATI
Total PAPER 101:			924.80	
PARTSMASTER				
PARTSMASTER	EXTRACTOR SET	01/16/2014	82.92	ROAD USE TAX FU

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
Total PARTSMASTER:			82.92	
PETTY CASH-CITY CLERK				
PETTY CASH-CITY CLERK	CAR WASH 12/18/13	01/28/2014	6.00	GENERAL FUND
PETTY CASH-CITY CLERK	POSTAGE 12/18/13	01/28/2014	20.00	GENERAL FUND
PETTY CASH-CITY CLERK	AWARDS BANQUET 01/16/14	01/28/2014	27.81	GENERAL FUND
PETTY CASH-CITY CLERK	BAL PETTY CASH	01/28/2014	4.52	GENERAL FUND
Total PETTY CASH-CITY CLERK:			58.33	
PETTY CASH-RECREATION				
PETTY CASH-RECREATION	DADDY DAUGHTER DANCE PHOTO PAPER	01/13/2014	11.65	PARK & RECREATI
PETTY CASH-RECREATION	SANTA BAG - NEW	01/22/2014	25.00	PARK & RECREATI
PETTY CASH-RECREATION	DADDY DAUGHTER NAPKINS	01/24/2014	1.26	PARK & RECREATI
PETTY CASH-RECREATION	DADDY DAUGHTER NAPKINS	01/25/2014	1.26	PARK & RECREATI
Total PETTY CASH-RECREATION:			39.17	
POLK CO. FIRE CHIEF'S ASSOC.				
POLK CO. FIRE CHIEF'S ASSOC	DUES 2014	01/27/2014	25.00	FIRE FUND
Total POLK CO. FIRE CHIEF'S ASSOC.:			25.00	
SANDRY FIRE SUPPLY LLC				
SANDRY FIRE SUPPLY LLC	PARTS	01/14/2014	326.00	FIRE FUND
SANDRY FIRE SUPPLY LLC	PARTS	01/15/2014	371.13	FIRE FUND
SANDRY FIRE SUPPLY LLC	PARTS	01/22/2014	845.05	FIRE FUND
SANDRY FIRE SUPPLY LLC	PARTS	01/22/2014	274.05	FIRE FUND
SANDRY FIRE SUPPLY LLC	EQUIP REPAIR	01/22/2014	50.00	FIRE FUND
SANDRY FIRE SUPPLY LLC	FIRE GEAR	01/22/2014	24,713.48	FIRE FUND
Total SANDRY FIRE SUPPLY LLC:			26,579.71	
SCHULTZ, RANDAL				
SCHULTZ, RANDAL	INTERVIEW PRISONER - FEES	01/16/2014	41.59	POLICE FUND
Total SCHULTZ, RANDAL:			41.59	
SHULL, DOUG				
SHULL, DOUG	TREASURER CONTRACT	01/24/2014	83.33	GENERAL FUND
Total SHULL, DOUG:			83.33	
SNYDER & ASSOCIATES INC				
SNYDER & ASSOCIATES INC	HWY 65/69 IMPROVEMENTS - PHASE I	01/14/2014	41,391.00	STREET CAPITAL
Total SNYDER & ASSOCIATES INC:			41,391.00	
SPENCER MUNICIPAL HOSPITAL				
SPENCER MUNICIPAL HOSPITA	CPR CERT	12/31/2013	12.00	AMBULANCE FUN
Total SPENCER MUNICIPAL HOSPITAL:			12.00	
STANARD & ASSOCIATES INC				
STANARD & ASSOCIATES INC	POST CERTIFICATE	01/14/2014	5.00	POLICE FUND

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
Total STANARD & ASSOCIATES INC:			5.00	
STEW HANSEN DODGE				
STEW HANSEN DODGE	CHECKED ENGINE NOISE	12/11/2013	274.68	ROAD USE TAX FU
Total STEW HANSEN DODGE:			274.68	
STRUECKER, NATALIE				
STRUECKER, NATALIE	DENTAL EXPENSE	01/27/2014	418.00	HRA FUND
STRUECKER, NATALIE	MEDICAL EXPENSE	01/17/2014	259.20	HRA FUND
STRUECKER, NATALIE	VISION EXPENSE	01/17/2014	10.00	HRA FUND
Total STRUECKER, NATALIE:			687.20	
SUPERIOR SOUNDS ENTERTAINMENT				
SUPERIOR SOUNDS ENTERTAI	DADDY DAUGHTER DATE NIGHT DJ	01/22/2014	325.00	PARK & RECREATI
Total SUPERIOR SOUNDS ENTERTAINMENT:			325.00	
T.R.M. DISPOSAL LLC				
T.R.M. DISPOSAL LLC	ACCT #1506	01/24/2014	69.00	GENERAL FUND
T.R.M. DISPOSAL LLC	GARBAGE - BUILDING ACCT #159	01/24/2014	15.00	POLICE FUND
T.R.M. DISPOSAL LLC	ACCT 583 TRASH - NORTH PLANT	01/24/2014	96.00	SEWER FUND
T.R.M. DISPOSAL LLC	ACCT 583 TRASH - SOUTH PLANT	01/24/2014	49.00	SEWER FUND
Total T.R.M. DISPOSAL LLC:			229.00	
THEISEN'S				
THEISEN'S	TOOLS	01/15/2014	4.75	PARK & RECREATI
THEISEN'S	TRACTOR SEAT	01/15/2014	44.99	PARK & RECREATI
THEISEN'S	PAINT/MATERIALS	01/16/2014	138.66	ROAD USE TAX FU
THEISEN'S	PAINT/SUPPLIES	01/20/2014	56.91	ROAD USE TAX FU
THEISEN'S	OIL	01/23/2014	178.90	PARK & RECREATI
THEISEN'S	LIGHT BULBS	01/24/2014	24.96	ROAD USE TAX FU
THEISEN'S	BUCKET PINS	01/24/2014	4.38	ROAD USE TAX FU
Total THEISEN'S:			453.55	
TIM MC CONNELL PHOTOGRAPHY				
TIM MC CONNELL PHOTOGRAP	PICTURE	01/07/2014	99.00	GENERAL FUND
Total TIM MC CONNELL PHOTOGRAPHY:			99.00	
U.S. BANK				
U.S. BANK	COUNCIL ORIENTATION	01/06/2014	82.68	GENERAL FUND
U.S. BANK	COUNCIL ORIENTATION	01/06/2014	48.92	GENERAL FUND
U.S. BANK	WEBINAR REG. HEALTHCARE	01/06/2014	99.00	AMBULANCE FUN
U.S. BANK	AMAZON - 4458600 - 3 BOOKS	01/06/2014	38.86	LIBRARY FUND
U.S. BANK	LEGO - Y506140964 - PROGRAM SUPPLIES	01/06/2014	14.50	LIBRARY FUND
U.S. BANK	CELL PHONE CASES	01/06/2014	11.46	SEWER FUND
U.S. BANK	MEAL	01/06/2014	22.79	GENERAL FUND
U.S. BANK	RIBBON FOR PRINTER	01/06/2014	15.46	GENERAL FUND
U.S. BANK	RIBBON FOR PRINTER	01/06/2014	34.84	GENERAL FUND
U.S. BANK	RIBBON FOR PRINTER	01/06/2014	15.46	POLICE FUND
U.S. BANK	RIBBON FOR PRINTER	01/06/2014	15.46	FIRE FUND
U.S. BANK	RIBBON FOR PRINTER	01/06/2014	15.46	LIBRARY FUND
U.S. BANK	RIBBON FOR PRINTER	01/06/2014	15.45	PARK & RECREATI

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
U.S. BANK	RIBBON FOR PRINTER	01/06/2014	15.45	PARK & RECREATI
U.S. BANK	RIBBON FOR PRINTER	01/06/2014	15.45	ROAD USE TAX FU
U.S. BANK	RIBBON FOR PRINTER	01/06/2014	15.45	SEWER FUND
U.S. BANK	OFFICE COMPUTER	01/06/2014	507.72	GENERAL FUND
U.S. BANK	SOFTWARE	01/06/2014	399.00	GENERAL FUND
U.S. BANK	MONTHLY DMX CHARGE PHONE SYSTEM	01/06/2014	24.95	GENERAL FUND
U.S. BANK	COUNCIL IPADS & COVERS	01/06/2014	856.14	GENERAL FUND
U.S. BANK	ADOBE SOFTWARE SUBSCRIPTION	01/06/2014	49.99	GENERAL FUND
U.S. BANK	ADOBE SOFTWARE SUBSCRIPTION	01/06/2014	49.99	PARK & RECREATI
U.S. BANK	ADOBE SOFTWARE SUBSCRIPTION	01/06/2014	49.99	GENERAL FUND
U.S. BANK	ITUNES - IPAD APP BRAD	01/06/2014	9.99	GENERAL FUND
U.S. BANK	COUNCIL IPAD APP - KELLY	01/06/2014	9.99	GENERAL FUND
U.S. BANK	COUNCIL IPAD APP - GRETA	01/06/2014	9.99	GENERAL FUND
U.S. BANK	FRAUDULENT CHARGE - REIMBURSEMENT	01/06/2014	461.00	GENERAL FUND
U.S. BANK	FRAUDULENT CHARGE - REIMBURSEMENT	01/06/2014	1,466.00	GENERAL FUND
U.S. BANK	STOVE - ACTIVITY CENTER	01/06/2014	429.99	PARK & RECREATI
U.S. BANK	TABLE SKIRTING CLIPS	01/06/2014	17.97	PARK & RECREATI
U.S. BANK	THINK SPRING BROCHURES	01/06/2014	105.44	PARK & RECREATI
U.S. BANK	DADDY DAUGHTER DATE NIGHT PENCILS	01/06/2014	39.89	PARK & RECREATI
U.S. BANK	DADDY DAUGHTER DATE NIGHT SUPPLIES	01/06/2014	165.87	PARK & RECREATI
U.S. BANK	HOTEL/TRAINING	01/06/2014	72.79	POLICE FUND
U.S. BANK	OFFICE SUPPLIES	01/06/2014	19.84	POLICE FUND
U.S. BANK	IMPACT WRENCH	01/06/2014	65.70	PARK & RECREATI
U.S. BANK	TURFGRASS CONF.	01/06/2014	150.00	PARK & RECREATI
U.S. BANK	TURFGRASS CONF.	01/06/2014	150.00	PARK & RECREATI
Total U.S. BANK:			5,588.93	
U.S. CELLULAR				
U.S. CELLULAR	CELL PHONE -3	01/17/2014	82.24	ROAD USE TAX FU
U.S. CELLULAR	CELL PHONE - 1	01/17/2014	27.42	PARK & RECREATI
U.S. CELLULAR	CELL PHONE - 1	01/17/2014	27.42	PARK & RECREATI
U.S. CELLULAR	CELL PHONE - 2	01/17/2014	54.83	SEWER FUND
U.S. CELLULAR	CELL PHONE - 1	01/21/2014	39.37	SEWER FUND
Total U.S. CELLULAR:			231.28	
UNUM LIFE INSURANCE CO OF AMERICA				
UNUM LIFE INSURANCE CO OF	LIFE, AD&D AND LTD INSURANCE	01/14/2014	40.81	GENERAL FUND
UNUM LIFE INSURANCE CO OF	LIFE, AD&D AND LTD INSURANCE	01/14/2014	23.35	GENERAL FUND
UNUM LIFE INSURANCE CO OF	LIFE, AD&D AND LTD INSURANCE	01/14/2014	230.71	GENERAL FUND
UNUM LIFE INSURANCE CO OF	LIFE, AD&D AND LTD INSURANCE	01/14/2014	93.04	GENERAL FUND
UNUM LIFE INSURANCE CO OF	LIFE, AD&D AND LTD INSURANCE	01/14/2014	78.03	GENERAL FUND
UNUM LIFE INSURANCE CO OF	LIFE, AD&D AND LTD INSURANCE	01/14/2014	221.18	ROAD USE TAX FU
UNUM LIFE INSURANCE CO OF	LIFE, AD&D AND LTD INSURANCE	01/14/2014	493.71	POLICE FUND
UNUM LIFE INSURANCE CO OF	LIFE, AD&D AND LTD INSURANCE	01/14/2014	60.08	FIRE FUND
UNUM LIFE INSURANCE CO OF	LIFE, AD&D AND LTD INSURANCE	01/14/2014	255.94	AMBULANCE FUN
UNUM LIFE INSURANCE CO OF	LIFE, AD&D AND LTD INSURANCE	01/14/2014	158.31	PARK & RECREATI
UNUM LIFE INSURANCE CO OF	LIFE, AD&D AND LTD INSURANCE	01/14/2014	38.75	PARK & RECREATI
UNUM LIFE INSURANCE CO OF	LIFE, AD&D AND LTD INSURANCE	01/14/2014	60.43	PARK & RECREATI
UNUM LIFE INSURANCE CO OF	LIFE, AD&D AND LTD INSURANCE	01/14/2014	107.93	LIBRARY FUND
UNUM LIFE INSURANCE CO OF	LIFE, AD&D AND LTD INSURANCE	01/14/2014	150.65	SEWER FUND
Total UNUM LIFE INSURANCE CO OF AMERICA:			2,012.92	
USA BLUE BOOK				
USA BLUE BOOK	MISC MAINT SUPPLIES	01/14/2014	29.87	SEWER FUND

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
Total USA BLUE BOOK:			29.87	
VEENSTRA & KIMM				
VEENSTRA & KIMM	STORMWATER REVIEW - IRVING ELEMENT	01/24/2014	465.00	GENERAL FUND
VEENSTRA & KIMM	I & I PHASE 4 RES REVIEW	01/24/2014	3,485.14	SEWER CAPITAL P
Total VEENSTRA & KIMM:			3,950.14	
VERIZON WIRELESS				
VERIZON WIRELESS	DATA	01/15/2014	282.52	POLICE FUND
Total VERIZON WIRELESS:			282.52	
WAL-MART STORES INC.				
WAL-MART STORES INC.	BATTERIES, GARBAGE BAGS, POP UPS	01/20/2014	38.65	PARK & RECREATI
WAL-MART STORES INC.	ZONE SNACKS & SUPPLIES	01/13/2014	45.43	PARK & RECREATI
WAL-MART STORES INC.	SUPPLIES	01/23/2014	27.35	FIRE FUND
WAL-MART STORES INC.	DADDY DAUGHTER DANCE INK CARTRIDGE	01/09/2014	77.91	PARK & RECREATI
WAL-MART STORES INC.	DADDY DAUGHTER SUPPLIES	01/21/2014	9.95	PARK & RECREATI
WAL-MART STORES INC.	PAINTING SUPPLIES	01/22/2014	14.91	PARK & RECREATI
WAL-MART STORES INC.	SHOP WITH A COP - REIMB. WITH IPD COP	12/24/2013	63.15	POLICE FUND
WAL-MART STORES INC.	AWARDS BANQUET	01/16/2014	12.50	GENERAL FUND
Total WAL-MART STORES INC.:			289.85	
WARREN CO ECONOMIC DEV CORP				
WARREN CO ECONOMIC DEV	WARREN CO LEADERSHIP INSTITUTE	01/03/2014	350.00	PARK & RECREATI
Total WARREN CO ECONOMIC DEV CORP:			350.00	
WARREN COUNTY ABSTRACT				
WARREN COUNTY ABSTRACT	910 E 2ND AVE ABSTRACT UPDATE	01/20/2014	250.00	CP--COMM RE-DE
Total WARREN COUNTY ABSTRACT:			250.00	
WARREN COUNTY E911				
WARREN COUNTY E911	RCC RADIO STUDY	01/14/2014	10,000.00	FIRE FUND
Total WARREN COUNTY E911:			10,000.00	
WARREN COUNTY TREASURER				
WARREN COUNTY TREASURE	PROPERTY TAXES	01/28/2014	148.00	SEWER CAPITAL P
WARREN COUNTY TREASURE	PROPERTY TAXES - LIBRARY	01/28/2014	1,057.00	LIBRARY FUND
WARREN COUNTY TREASURE	PROPERTY TAXES	01/28/2014	43.00	GENERAL FUND
WARREN COUNTY TREASURE	PROPERTY TAXES - 204 N JEFFERSON	01/28/2014	392.00	CP--COMM RE-DE
WARREN COUNTY TREASURE	PROPERTY TAXES - 506 W 2ND	01/28/2014	45.00	CP--COMM RE-DE
WARREN COUNTY TREASURE	PROPERTY TAXES	01/28/2014	1.00	CP--COMM RE-DE
WARREN COUNTY TREASURE	PROPERTY TAXES	01/28/2014	15.00	CP--COMM RE-DE
WARREN COUNTY TREASURE	PROPERTY TAXES - 400 E EUCLID	01/28/2014	27.00	CP--COMM RE-DE
WARREN COUNTY TREASURE	PROPERTY TAXES	01/28/2014	168.00	GENERAL FUND
WARREN COUNTY TREASURE	PROPERTY TAXES - 401 E EUCLID	01/28/2014	742.00	CP--COMM RE-DE
WARREN COUNTY TREASURE	PROPERTY TAXES	01/28/2014	820.00	GENERAL FUND
WARREN COUNTY TREASURE	PROPERTY TAXES	01/28/2014	306.00	SEWER CAPITAL P
WARREN COUNTY TREASURE	PROPERTY TAXES	01/28/2014	247.00	SEWER CAPITAL P
WARREN COUNTY TREASURE	PROPERTY TAXES	01/28/2014	327.00	SEWER CAPITAL P
WARREN COUNTY TREASURE	PROPERTY TAXES	01/28/2014	131.00	SEWER CAPITAL P
WARREN COUNTY TREASURE	PROPERTY TAXES	01/28/2014	28.00	SEWER CAPITAL P

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
WARREN COUNTY TREASURE	PROPERTY TAXES	01/28/2014	409.00	SEWER CAPITAL P
WARREN COUNTY TREASURE	PROPERTY TAXES	01/28/2014	414.00	SEWER CAPITAL P
WARREN COUNTY TREASURE	PROPERTY TAXES	01/28/2014	390.00	SEWER CAPITAL P
WARREN COUNTY TREASURE	PROPERTY TAXES	01/28/2014	221.00	SEWER CAPITAL P
WARREN COUNTY TREASURE	PROPERTY TAXES	01/28/2014	209.00	SEWER CAPITAL P
WARREN COUNTY TREASURE	PROPERTY TAXES	01/28/2014	287.00	SEWER CAPITAL P
Total WARREN COUNTY TREASURER:			6,427.00	
WASTE MANAGEMENT OF IOWA				
WASTE MANAGEMENT OF IOW	RECYCLING RES 494-0152818-0516-6	01/16/2014	13,038.50	RECYCLING FUND
WASTE MANAGEMENT OF IOW	RECYCLING APT 494-0152822-0516-8	01/29/2014	2,490.50	RECYCLING FUND
WASTE MANAGEMENT OF IOW	TRASH FEB 14	01/29/2014	32.00	ROAD USE TAX FU
WASTE MANAGEMENT OF IOW	RECYCLING TOTES 494-0152854-0516-1	01/29/2013	10.00	RECYCLING FUND
WASTE MANAGEMENT OF IOW	RECYCLING TOTES 494-0152856-0516-6	01/29/2014	10.00	RECYCLING FUND
WASTE MANAGEMENT OF IOW	RECYCLING TOTES 494-0152855-0516-8	01/29/2014	10.00	RECYCLING FUND
Total WASTE MANAGEMENT OF IOWA:			15,591.00	
WATCH GUARD VIDEO				
WATCH GUARD VIDEO	MATERIALS	01/06/2014	114.00	POLICE FUND
Total WATCH GUARD VIDEO:			114.00	
WYATT L. GRAGG, SCULPTOR				
WYATT L. GRAGG, SCULPTOR	BUXTON PARK BUTTERFLY SCULPTER	01/19/2014	3,925.00	PARK & REC SPEC
Total WYATT L. GRAGG, SCULPTOR:			3,925.00	
Grand Totals:			164,666.86	

City Council: ____

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Vendor Name	GL Account Number	Description	Invoice Date	Net Invoice Amount
GENERAL FUND				
911 ETC INC	001-6200-63730	911 MONTHLY ACCESS CHARG	11/30/2013	10.82
911 ETC INC	001-1700-63730	911 MONTHLY ACCESS CHARG	11/30/2013	2.50
911 ETC INC	001-6200-63730	911 MONTHLY ACCESS CHARG	12/31/2013	10.82
911 ETC INC	001-1700-63730	911 MONTHLY ACCESS CHARG	12/31/2013	2.50
BANKERS TRUST COMPANY	001-6500-64500	FINANCIAL MGMT SERVICES	01/15/2014	4,676.92
BOB'S CUSTOM TROPHIES	001-6500-65070	NAME PLATES	01/22/2014	21.00
BUSINESS RECORD	001-6150-65070	SUBSCRIPTION	01/14/2014	69.95
DELL MARKETING L.P.	001-6100-67240	COMPUTER - MAYOR	01/10/2014	519.00
INDIANOLA MUNICIPAL UTILITI	001-6500-65990	FIRE PROT - SPRINKLER SYS	01/10/2014	55.00
INDOFF INCORPORATED	001-6200-65070	SUPPLIES	01/13/2014	550.00
INDOFF INCORPORATED	001-6200-65070	SUPPLIES	01/13/2014	119.24
INDOFF INCORPORATED	001-6200-65070	SUPPLIES	01/22/2014	12.61
INFOMAX OFFICE SYSTEMS IN	001-1700-63410	COPIER CONTRACT	01/14/2014	18.58
INFOMAX OFFICE SYSTEMS IN	001-6200-63400	COPIER CONTRACT	01/14/2014	643.30
INFOMAX OFFICE SYSTEMS IN	001-6150-63400	COPIER CONTRACT	01/14/2014	33.58
INFOMAX OFFICE SYSTEMS IN	001-6100-63400	COPIER CONTRACT	01/14/2014	.11
INFOMAX OFFICE SYSTEMS IN	001-1700-64990	PRINTER/COPIER LEASE CHAR	01/20/2014	161.18
KOSMAN, MISTI L.	001-6500-64090	2ND HALF OF JAN	01/28/2014	2,166.63
LIGHTEDGE SOLUTIONS INC	001-6210-64990	SERVER BLADE INSTALLATION	01/15/2014	1,080.00
MID AMERICAN ENERGY CO.	001-6500-63710	74080-22010	01/22/2014	2,618.23
MID AMERICAN ENERGY CO.	001-6500-63710	05931-25003	01/15/2014	17.91
MID AMERICAN ENERGY CO.	001-2300-63710	26321-30003	01/20/2014	173.53
PAPER 101	001-6200-65070	PAPER	01/21/2014	462.40
PETTY CASH-CITY CLERK	001-1700-65990	CAR WASH 12/18/13	01/28/2014	6.00
PETTY CASH-CITY CLERK	001-6500-65080	POSTAGE 12/18/13	01/28/2014	20.00
PETTY CASH-CITY CLERK	001-6500-65990	AWARDS BANQUET 01/16/14	01/28/2014	27.81
PETTY CASH-CITY CLERK	001-6500-65990	BAL PETTY CASH	01/28/2014	4.52
SHULL, DOUG	001-6500-64990	TREASURER CONTRACT	01/24/2014	83.33
T.R.M. DISPOSAL LLC	001-6500-64090	ACCT #1506	01/24/2014	69.00
TIM MC CONNELL PHOTOGRAP	001-6100-64990	PICTURE	01/07/2014	99.00
U.S. BANK	001-6500-65070	COUNCIL ORIENTATION	01/06/2014	82.68
U.S. BANK	001-6500-65070	COUNCIL ORIENTATION	01/06/2014	48.92
U.S. BANK	001-6200-62300	MEAL	01/06/2014	22.79
U.S. BANK	001-1700-65990	RIBBON FOR PRINTER	01/06/2014	15.46
U.S. BANK	001-6200-65990	RIBBON FOR PRINTER	01/06/2014	34.84
U.S. BANK	001-1700-67240	OFFICE COMPUTER	01/06/2014	507.72
U.S. BANK	001-6210-67240	SOFTWARE	01/06/2014	399.00
U.S. BANK	001-6210-64990	MONTHLY DMX CHARGE PHON	01/06/2014	24.95
U.S. BANK	001-6100-65070	COUNCIL IPADS & COVERS	01/06/2014	856.14
U.S. BANK	001-6210-64141	ADOBE SOFTWARE SUBSCRIP	01/06/2014	49.99
U.S. BANK	001-6210-64141	ADOBE SOFTWARE SUBSCRIP	01/06/2014	49.99
U.S. BANK	001-6100-65070	ITUNES - IPAD APP BRAD	01/06/2014	9.99
U.S. BANK	001-6100-65070	COUNCIL IPAD APP - KELLY	01/06/2014	9.99
U.S. BANK	001-6100-65070	COUNCIL IPAD APP - GRETA	01/06/2014	9.99
U.S. BANK	001-6150-65990	FRAUDULENT CHARGE - REIM	01/06/2014	461.00
U.S. BANK	001-6150-65990	FRAUDULENT CHARGE - REIM	01/06/2014	1,466.00
UNUM LIFE INSURANCE CO OF	001-6150-61550	LIFE, AD&D AND LTD INSURAN	01/14/2014	40.81
UNUM LIFE INSURANCE CO OF	001-6210-61550	LIFE, AD&D AND LTD INSURAN	01/14/2014	23.35
UNUM LIFE INSURANCE CO OF	001-6200-61550	LIFE, AD&D AND LTD INSURAN	01/14/2014	230.71
UNUM LIFE INSURANCE CO OF	001-6250-61550	LIFE, AD&D AND LTD INSURAN	01/14/2014	93.04
UNUM LIFE INSURANCE CO OF	001-1700-61550	LIFE, AD&D AND LTD INSURAN	01/14/2014	78.03
VEENSTRA & KIMM	001-1700-64070	STORMWATER REVIEW - IRVIN	01/24/2014	465.00
WAL-MART STORES INC.	001-6500-65990	AWARDS BANQUET	01/16/2014	12.50
WARREN COUNTY TREASURE	001-6500-65990	PROPERTY TAXES	01/28/2014	43.00
WARREN COUNTY TREASURE	001-6500-65990	PROPERTY TAXES	01/28/2014	168.00
WARREN COUNTY TREASURE	001-6500-65990	PROPERTY TAXES	01/28/2014	820.00

Vendor Name	GL Account Number	Description	Invoice Date	Net Invoice Amount
Total GENERAL FUND:				19,759.36
POLICE FUND				
911 ETC INC	011-1100-63730	911 MONTHLY ACCESS CHARG	11/30/2013	15.00
911 ETC INC	011-1100-63730	911 MONTHLY ACCESS CHARG	12/31/2013	15.00
AUBERT'S TOWING	011-1100-64860	TOWING - ABANDONED	12/08/2013	205.00
BROWNELLS INC	011-1100-65990	SUPPLIES	01/17/2014	335.72
ELECTRONIC ENGINEERING C	011-1100-64990	PAGER - CONTRACT	01/25/2014	11.95
IA DEPT OF PUBLIC SAFETY	011-1100-64990	IOWA SYSTEM JAN-FEB-MAR	01/16/2014	300.00
IA LAW ENFORCEMENT ACAD	011-1100-62300	TRAINING	01/20/2014	20.00
IOWA POLICE CHIEFS ASSOCI	011-1100-62100	MEMBER DUES	01/20/2014	75.00
KELLER, JUSTIN	011-1100-64135	INTERVIEW PRISONER - FEES	01/16/2014	212.00
KIRKGUAARD, DANA	011-1100-66990	PAID TWICE PT #71168	01/17/2014	35.00
KIYA KODA HUMANE SOCIETY	011-1100-64137	HUMANE SOCIETY CONTRACT	01/24/2014	2,412.74
MC COY HARDWARE INC	011-1100-65060	SUPPLIES	01/15/2014	6.28
MID AMERICAN ENERGY CO.	011-1100-67260	HEAT/FUEL BUILDING	01/22/2014	181.48
NAPA AUTO PARTS	011-1100-63320	VEHICLE REPAIR	12/07/2013	67.49
PAPER 101	011-1100-65070	PAPER	01/21/2014	115.60
SCHULTZ, RANDAL	011-1100-64135	INTERVIEW PRISONER - FEES	01/16/2014	41.59
STANARD & ASSOCIATES INC	011-1100-65990	POST CERTIFICATE	01/14/2014	5.00
T.R.M. DISPOSAL LLC	011-1100-67260	GARBAGE - BUILDING ACCT #1	01/24/2014	15.00
U.S. BANK	011-1100-65990	RIBBON FOR PRINTER	01/06/2014	15.46
U.S. BANK	011-1100-62300	HOTEL/TRAINING	01/06/2014	72.79
U.S. BANK	011-1100-65060	OFFICE SUPPLIES	01/06/2014	19.84
UNUM LIFE INSURANCE CO OF	011-1100-61550	LIFE, AD&D AND LTD INSURAN	01/14/2014	493.71
VERIZON WIRELESS	011-1100-63730	DATA	01/15/2014	282.52
WAL-MART STORES INC.	011-1100-65060	SHOP WITH A COP - REIMB. WI	12/24/2013	63.15
WATCH GUARD VIDEO	011-1100-65070	MATERIALS	01/06/2014	114.00
Total POLICE FUND:				5,131.32
FIRE FUND				
911 ETC INC	015-1500-63730	911 MONTHLY ACCESS CHARG	11/30/2013	9.17
911 ETC INC	015-1500-63730	911 MONTHLY ACCESS CHARG	12/31/2013	9.17
ELECTRONIC ENGINEERING C	015-1500-63730	PAGER	01/25/2014	8.00
HOOK-FAST SPECIALTIES INC.	015-1500-61810	UNIFORM	01/17/2014	179.13
ILLINOIS FIRE STORE	015-1500-67245	GAS METER	12/31/2013	895.00
ILLOWA COMMUNICATIONS	015-1500-65039	RADIO PARTS	01/17/2014	87.00
INFOMAX OFFICE SYSTEMS IN	015-1500-64990	COPIER CONTRACT	01/14/2014	83.68
KUSSMAUL ELECTRONICS	015-1500-65051	PARTS 333	01/10/2014	328.90
MC COY HARDWARE INC	015-1500-65070	SUPPLIES	12/18/2013	4.49
MC COY HARDWARE INC	015-1500-65070	SUPPLIES	01/21/2014	7.64
MC COY HARDWARE INC	015-1500-65070	SUPPLIES	01/21/2014	14.38
MC COY HARDWARE INC	015-1500-65070	BATTERIES	01/24/2014	22.75
MID AMERICAN ENERGY CO.	015-1500-63710	UTILITIES	01/22/2014	165.63
MID AMERICAN ENERGY CO.	015-1500-63710	UTILITIES	01/22/2014	11.48
NAPA AUTO PARTS	015-1500-65076	SHOP SUPPLIES	12/09/2013	6.99
PAPER 101	015-1500-65070	PAPER	01/21/2014	115.60
POLK CO. FIRE CHIEF'S ASSOC	015-1500-62100	DUES 2014	01/27/2014	25.00
SANDRY FIRE SUPPLY LLC	015-1500-63410	PARTS	01/14/2014	326.00
SANDRY FIRE SUPPLY LLC	015-1500-63410	PARTS	01/15/2014	371.13
SANDRY FIRE SUPPLY LLC	015-1500-63410	PARTS	01/22/2014	845.05
SANDRY FIRE SUPPLY LLC	015-1500-63410	PARTS	01/22/2014	274.05
SANDRY FIRE SUPPLY LLC	015-1500-63410	EQUIP REPAIR	01/22/2014	50.00
SANDRY FIRE SUPPLY LLC	015-1500-65500	FIRE GEAR	01/22/2014	24,713.48
U.S. BANK	015-1500-65990	RIBBON FOR PRINTER	01/06/2014	15.46
UNUM LIFE INSURANCE CO OF	015-1500-61550	LIFE, AD&D AND LTD INSURAN	01/14/2014	60.08

Vendor Name	GL Account Number	Description	Invoice Date	Net Invoice Amount
WAL-MART STORES INC.	015-1500-65070	SUPPLIES	01/23/2014	27.35
WARREN COUNTY E911	015-1500-65039	RCC RADIO STUDY	01/14/2014	10,000.00
Total FIRE FUND:				38,656.61
AMBULANCE FUND				
AIRGAS USA LLC	016-1600-65070	OXYGEN	01/13/2014	66.39
CHOICE 1 HEALTH CARE SERV	016-1600-65070	SUPPLIES	01/03/2014	149.70
EMS PROFESSIONALS INC	016-1600-65070	SUPPLIES	01/16/2014	9.60
FOSTER COACH SALES INC	016-1600-65051	PARTS	01/16/2014	222.21
INFOMAX OFFICE SYSTEMS IN	016-1600-63400	COPIER CONTRACT	01/14/2014	36.53
INTERSTATE ALL BATTERY CE	016-1600-65051	BATTERIES	01/13/2014	223.50
SPENCER MUNICIPAL HOSPITA	016-1600-62300	CPR CERT	12/31/2013	12.00
U.S. BANK	016-1600-62300	WEBINAR REG. HEALTHCARE	01/06/2014	99.00
UNUM LIFE INSURANCE CO OF	016-1600-61550	LIFE, AD&D AND LTD INSURAN	01/14/2014	255.94
Total AMBULANCE FUND:				1,074.87
LIBRARY FUND				
911 ETC INC	041-4100-63730	911 MONTHLY ACCESS CHARG	11/30/2013	9.17
911 ETC INC	041-4100-63730	911 MONTHLY ACCESS CHARG	12/31/2013	9.17
PAPER 101	041-4100-65070	PAPER	01/21/2014	115.60
U.S. BANK	041-4100-65020	AMAZON - 4458600 - 3 BOOKS	01/06/2014	38.86
U.S. BANK	041-4100-65079	LEGO - Y506140964 - PROGRA	01/06/2014	14.50
U.S. BANK	041-4100-65990	RIBBON FOR PRINTER	01/06/2014	15.46
UNUM LIFE INSURANCE CO OF	041-4100-61550	LIFE, AD&D AND LTD INSURAN	01/14/2014	107.93
WARREN COUNTY TREASURE	041-4150-65990	PROPERTY TAXES - LIBRARY	01/28/2014	1,057.00
Total LIBRARY FUND:				1,367.69
PARK & RECREATION FUND				
911 ETC INC	042-4370-63730	911 MONTHLY ACCESS CHARG	11/30/2013	4.17
911 ETC INC	042-4200-63730	911 MONTHLY ACCESS CHARG	11/30/2013	13.33
911 ETC INC	042-4370-63730	911 MONTHLY ACCESS CHARG	12/31/2013	4.17
911 ETC INC	042-4200-63730	911 MONTHLY ACCESS CHARG	12/31/2013	13.33
CNM OUTDOOR EQUIPMENT	042-4445-63410	CARBURETOR KIT	01/16/2014	47.35
CR SERVICES	042-4300-65071	SOAP	01/14/2014	14.75
CR SERVICES	042-4300-65500	PAIN RELIEVER	01/14/2014	12.77
CR SERVICES	042-4300-65071	HAND SOAP	01/20/2014	11.42
CR SERVICES	042-4400-64090	MONTHLY CLEANING - JAN 14	01/21/2014	2,420.00
CR SERVICES	042-4400-65070	CLEANING SUPPLIES	01/21/2014	64.39
DELL MARKETING L.P.	042-4200-67240	COMPUTER	01/08/2014	773.86
GRAY, MALINDA	042-4420-64205	REFLEXOLOGY INSTRUCTOR F	01/24/2014	200.00
JONES, DANIELL	042-4400-66990	REFUND - PARKS & REC	01/21/2014	16.50
LANE, BECKY	042-4465-65070	ZONE SNACKS & SUPPLIES	12/09/2013	42.48
MC COY HARDWARE INC	042-4370-65070	PLUG	01/16/2014	6.29
MC GEOUGH, BETH	042-4420-64205	ONE STROKE PAINTING INSTR	01/24/2013	180.00
MID AMERICAN ENERGY CO.	042-4370-63710	FUEL HEAT	01/22/2014	557.03
O'REILLY AUTO PARTS	042-4445-63410	PARTS	01/14/2014	11.07
O'REILLY AUTO PARTS	042-4300-65051	FILTERS	01/17/2014	59.92
O'REILLY AUTO PARTS	042-4300-65051	JD PARTS	01/27/2014	66.01
PAPER 101	042-4200-65070	PAPER	01/21/2014	115.60
PETTY CASH-RECREATION	042-4485-65070	DADDY DAUGHTER DANCE PH	01/13/2014	11.65
PETTY CASH-RECREATION	042-4400-65070	SANTA BAG - NEW	01/22/2014	25.00
PETTY CASH-RECREATION	042-4400-65070	DADDY DAUGHTER NAPKINS	01/24/2014	1.26
PETTY CASH-RECREATION	042-4400-65070	DADDY DAUGHTER NAPKINS	01/25/2014	1.26
SUPERIOR SOUNDS ENTERTAI	042-4485-64990	DADDY DAUGHTER DATE NIGH	01/22/2014	325.00
THEISEN'S	042-4300-65070	TOOLS	01/15/2014	4.75

Vendor Name	GL Account Number	Description	Invoice Date	Net Invoice Amount
THEISEN'S	042-4445-63410	TRACTOR SEAT	01/15/2014	44.99
THEISEN'S	042-4300-65051	OIL	01/23/2014	178.90
U.S. BANK	042-4200-65990	RIBBON FOR PRINTER	01/06/2014	15.45
U.S. BANK	042-4400-65990	RIBBON FOR PRINTER	01/06/2014	15.45
U.S. BANK	042-4200-64190	ADOBE SOFTWARE SUBSCRIP	01/06/2014	49.99
U.S. BANK	042-4405-67260	STOVE - ACTIVITY CENTER	01/06/2014	429.99
U.S. BANK	042-4400-65070	TABLE SKIRTING CLIPS	01/06/2014	17.97
U.S. BANK	042-4300-65079	THINK SPRING BROCHURES	01/06/2014	105.44
U.S. BANK	042-4485-65070	DADDY DAUGHTER DATE NIGH	01/06/2014	39.89
U.S. BANK	042-4485-65070	DADDY DAUGHTER DATE NIGH	01/06/2014	165.87
U.S. BANK	042-4300-65070	IMPACT WRENCH	01/06/2014	65.70
U.S. BANK	042-4300-62300	TURFGRASS CONF.	01/06/2014	150.00
U.S. BANK	042-4300-62300	TURFGRASS CONF.	01/06/2014	150.00
U.S. CELLULAR	042-4370-63730	CELL PHONE - 1	01/17/2014	27.42
U.S. CELLULAR	042-4400-63730	CELL PHONE - 1	01/17/2014	27.42
UNUM LIFE INSURANCE CO OF	042-4300-61550	LIFE, AD&D AND LTD INSURAN	01/14/2014	158.31
UNUM LIFE INSURANCE CO OF	042-4400-61550	LIFE, AD&D AND LTD INSURAN	01/14/2014	38.75
UNUM LIFE INSURANCE CO OF	042-4200-61550	LIFE, AD&D AND LTD INSURAN	01/14/2014	60.43
WAL-MART STORES INC.	042-4200-65060	BATTERIES, GARBAGE BAGS,	01/20/2014	38.65
WAL-MART STORES INC.	042-4465-65070	ZONE SNACKS & SUPPLIES	01/13/2014	45.43
WAL-MART STORES INC.	042-4485-65070	DADDY DAUGHTER DANCE INK	01/09/2014	77.91
WAL-MART STORES INC.	042-4400-65070	DADDY DAUGHTER SUPPLIES	01/21/2014	9.95
WAL-MART STORES INC.	042-4420-65070	PAINTING SUPPLIES	01/22/2014	14.91
WARREN CO ECONOMIC DEV	042-4400-62300	WARREN CO LEADERSHIP INS	01/03/2014	350.00
Total PARK & RECREATION FUND:				7,282.18
POOL (MEMORIAL) FUND				
911 ETC INC	045-4500-63730	911 MONTHLY ACCESS CHARG	11/30/2013	1.67
911 ETC INC	045-4500-63730	911 MONTHLY ACCESS CHARG	12/31/2013	1.67
Total POOL (MEMORIAL) FUND:				3.34
ROAD USE TAX FUND				
911 ETC INC	110-2100-63730	911 MONTHLY ACCESS CHARG	11/30/2013	1.67
911 ETC INC	110-2100-63730	911 MONTHLY ACCESS CHARG	12/31/2013	1.67
BARCO MUNICIPAL PROD INC	110-2100-65074	SIGN MATERIALS	01/13/2014	1,181.15
BARCO MUNICIPAL PROD INC	110-2100-65074	TRANSFER TAPE	01/16/2014	227.18
BARCO MUNICIPAL PROD INC	110-2100-65074	CROSS PIECES	01/23/2014	367.87
BOWLIN, RON	110-2100-61440	WELLNESS JAN 2014	01/12/2014	25.00
CNM OUTDOOR EQUIPMENT	110-2100-64870	LABOR REPAIRS	01/24/2014	14.00
DELL MARKETING L.P.	110-2100-67240	COMPUTER - DOUG	01/10/2014	519.00
FASTENER SUPPLY	110-2100-65076	GRINDING WHEELS	01/21/2014	60.60
HALLETT MATERIALS	110-2500-65070	ICE CONTROL SAND	01/18/2014	922.98
HALLETT MATERIALS	110-2500-65070	ICE CONTROL SAND	01/18/2014	752.04
IOWA PRISON INDUSTRIES	110-2100-65074	TAMPER PROOF SCREWS	01/17/2014	220.00
MC COY HARDWARE INC	110-2100-65076	ROTARY DRILL KIT	01/22/2014	34.44
MC COY HARDWARE INC	110-2100-65076	FOAM TAPE	01/24/2014	12.21
MID AMERICAN ENERGY CO.	110-2100-63710	HWY 92 FLASHING LIGHT	01/15/2014	10.12
MID AMERICAN ENERGY CO.	110-2100-63710	FUEL HEAT	01/22/2014	544.44
O'REILLY AUTO PARTS	110-2100-65076	VINYL - FABRIC	01/16/2014	7.49
O'REILLY AUTO PARTS	110-2100-63320	FILTER	01/22/2014	7.19
PARTSMASTER	110-2100-65076	EXTRACTOR SET	01/16/2014	82.92
STEW HANSEN DODGE	110-2100-63320	CHECKED ENGINE NOISE	12/11/2013	274.68
THEISEN'S	110-2100-65076	PAINT/MATERIALS	01/16/2014	138.66
THEISEN'S	110-2100-63320	PAINT/SUPPLIES	01/20/2014	56.91
THEISEN'S	110-2100-65076	LIGHT BULBS	01/24/2014	24.96
THEISEN'S	110-2100-63320	BUCKET PINS	01/24/2014	4.38

Vendor Name	GL Account Number	Description	Invoice Date	Net Invoice Amount
U.S. BANK	110-2100-65990	RIBBON FOR PRINTER	01/06/2014	15.45
U.S. CELLULAR	110-2100-63730	CELL PHONE -3	01/17/2014	82.24
UNUM LIFE INSURANCE CO OF	110-2100-61550	LIFE, AD&D AND LTD INSURAN	01/14/2014	221.18
WASTE MANAGEMENT OF IOW	110-2100-64090	TRASH FEB 14	01/29/2014	32.00
Total ROAD USE TAX FUND:				5,842.43
YMCA MAINTENANCE OBLIGATIONS				
JAKES LAWN & LANDSCAPING	115-6150-64990	SNOW/ICE REMOVAL YMCA 1/1	01/16/2014	4,375.00
Total YMCA MAINTENANCE OBLIGATIONS:				4,375.00
PARK & REC SPECIAL REV FUND				
WYATT L. GRAGG, SCULPTOR	142-4635-65070	BUXTON PARK BUTTERFLY SC	01/19/2014	3,925.00
Total PARK & REC SPECIAL REV FUND:				3,925.00
DOWNTOWN BIZ INCENTIVE PROGRAM				
COMMUNITY BANK	161-5200-64154	INTEREST - DOWNTOWN BIZ IN	01/21/2014	531.02
Total DOWNTOWN BIZ INCENTIVE PROGRAM:				531.02
CAPITAL PROJECTS FUND				
BANKERS TRUST COMPANY	301-8000-64990	FINANCIAL MGMT SERVICES -	12/31/2013	20.14
Total CAPITAL PROJECTS FUND:				20.14
STREET CAPITAL PROJECTS FUND				
ALLENDER BUTZKE ENG INC	321-2105-64900	HWY 65/69 NORTH RECONSTR	01/24/2014	5,800.00
SNYDER & ASSOCIATES INC	321-2105-64070	HWY 65/69 IMPROVEMENTS - P	01/14/2014	41,391.00
Total STREET CAPITAL PROJECTS FUND:				47,191.00
CP--COMM RE-DEV (D & D) FUND				
WARREN COUNTY ABSTRACT	353-5200-67902	910 E 2ND AVE ABSTRACT UPD	01/20/2014	250.00
WARREN COUNTY TREASURE	353-5200-67902	PROPERTY TAXES - 204 N JEF	01/28/2014	392.00
WARREN COUNTY TREASURE	353-5200-67902	PROPERTY TAXES - 506 W 2ND	01/28/2014	45.00
WARREN COUNTY TREASURE	353-5200-67902	PROPERTY TAXES	01/28/2014	1.00
WARREN COUNTY TREASURE	353-5200-67902	PROPERTY TAXES	01/28/2014	15.00
WARREN COUNTY TREASURE	353-5200-67902	PROPERTY TAXES - 400 E EUC	01/28/2014	27.00
WARREN COUNTY TREASURE	353-5200-67902	PROPERTY TAXES - 401 E EUC	01/28/2014	742.00
Total CP--COMM RE-DEV (D & D) FUND:				1,472.00
SEWER FUND				
911 ETC INC	610-8300-63730	911 MONTHLY ACCESS CHARG	11/30/2013	6.67
911 ETC INC	610-8300-63730	911 MONTHLY ACCESS CHARG	12/31/2013	6.67
CHUMBLEY & JONES OIL	610-8350-65049	KEROSENE	01/24/2014	57.72
COMBUSTION CONTROL CO.	610-8350-65072	BOILER METHANE LEAK	12/20/2013	390.60
CRYSTAL CLEAR WATER CO	610-8350-65012	DISTILLED WATER FOR LAB	01/15/2014	7.20
DIAMOND OIL COMPANY	610-8325-65049	DIESEL FOR GENERATORS	01/03/2014	689.00
INTERSTATE POWER SYSTEM	610-8325-63410	WESLEY GENERATOR	01/21/2014	1,131.29
M & M PROPERTIES LLC	610-8300-66989	I & I REIMB - 126 W ASHLAND	12/23/2013	225.00
MC COY HARDWARE INC	610-8325-65072	MISC HARDWARE MORLOCK	01/20/2014	10.29
MID AMERICAN ENERGY CO.	610-8325-63710	07741-18004 65/69 LIFT	01/15/2014	94.26
MID AMERICAN ENERGY CO.	610-8325-63710	08701-24006 QUAIL MDWS LIFT	01/22/2014	79.89
MID AMERICAN ENERGY CO.	610-8325-63710	09750-87035 WESLEY LIFT	01/15/2014	56.78
O'REILLY AUTO PARTS	610-8350-65072	PRIMARY SCUM PUMP	01/10/2014	119.56

Vendor Name	GL Account Number	Description	Invoice Date	Net Invoice Amount
O'REILLY AUTO PARTS	610-8350-65072	GRIT CHAMBER BLOWER	01/22/2014	42.48
OVIVO USA LLC	610-8350-65072	DIGESTER MIXER PARTS	01/15/2014	1,140.70
T.R.M. DISPOSAL LLC	610-8350-64990	ACCT 583 TRASH - NORTH PLA	01/24/2014	96.00
T.R.M. DISPOSAL LLC	610-8325-64990	ACCT 583 TRASH - SOUTH PLA	01/24/2014	49.00
U.S. BANK	610-8350-65060	CELL PHONE CASES	01/06/2014	11.46
U.S. BANK	610-8300-65990	RIBBON FOR PRINTER	01/06/2014	15.45
U.S. CELLULAR	610-8300-63730	CELL PHONE - 2	01/17/2014	54.83
U.S. CELLULAR	610-8300-63730	CELL PHONE - 1	01/21/2014	39.37
UNUM LIFE INSURANCE CO OF	610-8300-61550	LIFE, AD&D AND LTD INSURAN	01/14/2014	150.65
USA BLUE BOOK	610-8350-65072	MISC MAINT SUPPLIES	01/14/2014	29.87
Total SEWER FUND:				4,504.74
RECYCLING FUND				
WASTE MANAGEMENT OF IOW	670-8400-64700	RECYCLING RES 494-0152818-0	01/16/2014	13,038.50
WASTE MANAGEMENT OF IOW	670-8400-64701	RECYCLING APT 494-0152822-0	01/29/2014	2,490.50
WASTE MANAGEMENT OF IOW	670-8400-64702	RECYCLING TOTES 494-015285	01/29/2013	10.00
WASTE MANAGEMENT OF IOW	670-8400-64702	RECYCLING TOTES 494-015285	01/29/2014	10.00
WASTE MANAGEMENT OF IOW	670-8400-64702	RECYCLING TOTES 494-015285	01/29/2014	10.00
Total RECYCLING FUND:				15,559.00
SEWER CAPITAL PROJECTS FUND				
VEENSTRA & KIMM	710-8300-67502	I & I PHASE 4 RES REVIEW	01/24/2014	3,485.14
WARREN COUNTY TREASURE	710-8300-64990	PROPERTY TAXES	01/28/2014	148.00
WARREN COUNTY TREASURE	710-8300-64990	PROPERTY TAXES	01/28/2014	306.00
WARREN COUNTY TREASURE	710-8300-64990	PROPERTY TAXES	01/28/2014	247.00
WARREN COUNTY TREASURE	710-8300-64990	PROPERTY TAXES	01/28/2014	327.00
WARREN COUNTY TREASURE	710-8300-64990	PROPERTY TAXES	01/28/2014	131.00
WARREN COUNTY TREASURE	710-8300-64990	PROPERTY TAXES	01/28/2014	28.00
WARREN COUNTY TREASURE	710-8300-64990	PROPERTY TAXES	01/28/2014	409.00
WARREN COUNTY TREASURE	710-8300-64990	PROPERTY TAXES	01/28/2014	414.00
WARREN COUNTY TREASURE	710-8300-64990	PROPERTY TAXES	01/28/2014	390.00
WARREN COUNTY TREASURE	710-8300-64990	PROPERTY TAXES	01/28/2014	221.00
WARREN COUNTY TREASURE	710-8300-64990	PROPERTY TAXES	01/28/2014	209.00
WARREN COUNTY TREASURE	710-8300-64990	PROPERTY TAXES	01/28/2014	287.00
Total SEWER CAPITAL PROJECTS FUND:				6,602.14
HEALTH INSURANCE FUND				
GALLAGHER BENEFIT SERVIC	820-9300-64990	CONSULTING FEE - HEALTH IN	01/01/2014	681.82
Total HEALTH INSURANCE FUND:				681.82
HRA FUND				
STRUECKER, NATALIE	830-4100-61525	DENTAL EXPENSE	01/27/2014	418.00
STRUECKER, NATALIE	830-4100-61525	MEDICAL EXPENSE	01/17/2014	259.20
STRUECKER, NATALIE	830-4100-61525	VISION EXPENSE	01/17/2014	10.00
Total HRA FUND:				687.20
Grand Totals:				164,666.86

Vendor Name	GL Account Number	Description	Invoice Date	Net Invoice Amount

City Council: ______________________________

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City Council Regular **6. A.**

Meeting Date: 02/03/2014

Information

Subject

Resolution approving salaries

Information

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

Aaron Hurt, Paramedic/Firefighter, from FF-1 $44,290/year to FF 1.5 $45,396/year for the period of October 6, 2013 through December 28, 2013

Jeffrey Spencer, Paramedic/Firefighter, from FF-4.5 $53,327/year to FF-5.5 $55,435/year effective January 12, 2014

Roll call is in order.

Attachments

Resolution
Step Increase
Spencer Step Increase

RESOLUTION APPROVING SALARIES

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

The following salaries are hereby approved:

Aaron Hurt, Paramedic/Firefighter, from FF-1 $44,290/year to FF-1.5 $45,396/year effective October 6, 2013 through December 28, 2013

Jeffrey Spencer, Paramedic/Firefighter, from FF-4.5 $53,327/year to FF-5.5 $55,435/year effective January 12, 2014

Passed and approved on the 3rd day of February, 2014.

____

Kelly B. Shaw, Mayor

ATTEST:

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Diana Bowlin, City Clerk

RECOMMENDATION FOR WITHIN GRADE INCREASE

This is to note that Aaron Hurt will complete the appropriate waiting period for creditable service to salary class/range FF 1.5 on 10/06/2013 to be reflected in hourly rate on pay date 10/25/2013.

$45,396
Annual

$16.472
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 ____________________   Date ____________

Manager Signature ____________________   Date ____________

Employment Information

Date of Hire: 3/25/2013   Present Class/Range: FF 1

Present Salary: $44,290   Includes Longevity   XDoes Not Include Longevity

Eligibility Date for Next Advance: 04/06/2014

City Council or Board of Trustee

Action Approved: Disapproved:

Date:

RECOMMENDATION FOR WITHIN GRADE INCREASE

This is to note that Jeffrey Spencer will complete the appropriate waiting period for creditable service to salary class/range FF 5.5 on 1/12/2014 to be reflected in hourly rate on pay date 1/31/2014.

$55,435
Annual

$20.114
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   Date

Manager Signature   Date

Employment Information

Date of Hire: 1/8/2008   Present Class/Range: FF 4.5

Present Salary: $53,327   X Includes Longevity   Does Not Include Longevity

Eligibility Date for Next Advance: 1/11/2015

City Council or Board of Trustee

Action Approved: Disapproved:

Date:

City Council Regular **7. A.**

Meeting Date: 02/03/2014

Information

Subject

Receive WPC System Study from HR Green

Information

Jim Rasmussen, HR Green Company, will update the Mayor and Council on the WPC System Study.

City Council Regular **8. A.**

Meeting Date: 02/03/2014

Information

Subject

Consider appointment to the Investment Committee

Information

Council needs to consider an appointment to the Investment Committee (replaces Pete Berry).

Simple motion is in order.

Information

Subject

Consider nominations to Boards and Commissions

Information

Council needs to consider the Mayor's nominations to the Planning and Zoning Commission.

Al Farris - a term to begin immediately and expire February 1, 2019. Al is retired after 30 years with the Iowa Department of Natural Resources, Dr. Al Farris and wife Kathie have lived in Indianola since 1976. The Farris' three daughters all graduated from Indianola High School, and Kathie is a retired school teacher from the Indianola Community School District. Farris currently serves on the Dangerous and Dilapidated (D and D) Committee and formerly served on the Planning and Zoning Commission for six years under Mayors Ken Smith and Irene Richardson. Farris holds his B.S. and M.S. from Western Illinois University and his Ph.D. in Zoology from Washington State University.

Misty Soldwisch - a term to begin immediately and expire February 1, 2019. Misty grew up in Indianola and graduated from Indianola High School in 1990. After attending the University of Northern Iowa and moving out of state for a few years, Misty moved back in 1999 with her husband Keith to raise their family. Misty began her career as a real estate agent in 2000, and in 2007 opened her own brokerage based in Indianola--RE/MAX Innovations. While she and her husband Keith own two real estate offices, the other in West Des Moines, all business operations are based in Indianola on the square, and are proud to say that the business reached $100 million in real estate sales in 2013. Misty has 4 kids-Sebastian-16, Nathaniel - 14, Mirabelle-8 and Ethan-7, so has the pleasure of having children in all levels of Indianola schools. Misty is currently on the board for the Warren County Leadership Institute, and just finished up a 3 year term on the Indianola Chamber of Commerce.

Cindy Johnson - a term to begin immediately and expire February 1, 2015 (replaces Karla Roush). Cindy is a native of Indianola and graduated from Indianola High School in 1977. Johnson and wife Deb Lee-Johnson have a daughter who attends Indianola Public Schools. Johnson owns Indianola Performance Center located on The Square in Indianola, and has worked closely with Indianola's youth as a coach and mentor to many athletic teams in the city. Johnson has also worked with youth as a member of the First United Methodist Church in Indianola. Johnson holds her bachelors degree from the University of Iowa and her MS from Central Missouri State University.

Simple motion is in order.

City Council Regular **9. A. 1.**

Meeting Date: 02/03/2014

Information

Subject

US Highway 65/69 Reconstruction Project

Information

Council needs to consider approval of the following three agreements that will allow use of Federal STP, U-STEP and TSF funds for improvements to the US 65/69 from south of Hillcrest to north of Hoover.

City Council Regular **9. A. 1. a.**

Meeting Date: 02/03/2014

Information

Subject

Consider approval of the Federal Surface Transportation Program (STP) Agreement with the Iowa Department of Transportation

Information

In your packet is the STP agreement with IDOT for the Hwy 65/69 Reconstruction Project. This provides the City and IDOT to enter into an agreement with each other for the purpose of financing transportation projects for construction, reconstruction, rehabilitation, resurfacing, restoration and etc. with Federal funds. Highlights of the agreement include:

- The City shall be the lead local governmental agency
- The City shall be responsible for the development and completion of the project described as:
  - U.S. 65/69 from south of Hillcrest Avenue to north of Hoover Street, and Hillcrest Avenue from 300 feet west of 1300 feet east of U.S. 65/69 - pavement and signal improvements
- Project activities will include: construction, engineering, inspection, and right-of-way acquisition.
- The City shall receive reimbursement for costs of authorized and approved eligible project activities from STP funds. The portion of the project costs reimbursed by STP funds shall be limited to a maximum or either 80% of eligible costs or the amount stipulated in the Central Iowa Region Transportation Planning Alliance current Transportation Improvement Program (TIP) and approved in the current Statewide Transportation Improvement Program (STIP), whichever is less.
- The City shall let the project for bids through the Department.

Simple motion is in order.

Attachments

STP Agreement

IOWA DEPARTMENT OF TRANSPORTATION
Federal-aid Agreement
for a Surface Transportation Program Project

Recipient: City of Indianola

Project No.: STP-3680(616)--2C-91

Iowa DOT Agreement No.: 05-14-STPU-002

CFDA No. and Title: 20.205 Highway Planning and Construction

This is an agreement between the City of Indianola, Iowa (hereinafter referred to as the Recipient) and the Iowa Department of Transportation (hereinafter referred to as the Department). Iowa Code Sections 306A.7 and 307.44 provide for the Recipient and the Department to enter into agreements with each other for the purpose of financing transportation improvement projects on streets and highways in Iowa with Federal funds. Federal regulations require Federal funds to be administered by the Department.

The Recipient has received Federal funding through the Surface Transportation Program (STP), which was continued by the Moving Ahead for Progress in the 21st Century (MAP-21), Public Law 112-141, now codified at Section 133(b) of Title 23, United States Code (U.S.C.). STP funds are available for construction, reconstruction, rehabilitation, resurfacing, restoration and operational or safety improvement projects on Federal-aid highways, bridges on any public road, and several other types of projects, as specified in 23 U.S.C. 133(b). Federal-aid highways include all Federal Functional Classifications, except for rural minor collectors or local roads

Pursuant to the terms of this agreement, applicable statutes, and administrative rules, the Department agrees to provide STP funding to the Recipient for the authorized and approved costs for eligible items associated with the project.

Under this agreement, the parties further agree as follows:

1. The Recipient shall be the lead local governmental agency for carrying out the provisions of this agreement.

2. All notices required under this agreement shall be made in writing to the appropriate contact person. The Department's contact person will be the District 5 Local Systems Engineer. The Recipient's contact person shall be the City of Indianola City Manager.

3. The Recipient shall be responsible for the development and completion of the following described STP project:

   U.S. 65/69 from south of Hillcrest Avenue to north of Hoover Street, and Hillcrest Avenue from 300 feet west to 1300 feet east of U.S. 65/69 - Pavement and signal improvements

4. Eligible project activities will be limited to the following: construction, engineering, inspection, and right-of-way acquisition. Under certain circumstances, eligible activities may also include utility relocation or railroad work that is required for construction of the project.

5. The Recipient shall receive reimbursement for costs of authorized and approved eligible project activities from STP funds. The portion of the project costs reimbursed by STP funds shall be limited to a maximum of either 80 percent of eligible costs or the amount stipulated in the Central IA Region Transportation Planning Alliance current Transportation Improvement Program (TIP) and approved in the current Statewide Transportation Improvement Program (STIP), whichever is less.

6. If the project described in Section 3. drops out of the Central IA Region Transportation Planning Alliance current TIP or the approved current STIP prior to obligation of Federal funds, and the Recipient fails to reprogram the project in the appropriate TIP and STIP within 3 years, this agreement shall become null and void.

7. The Recipient shall let the project for bids through the Department.

8. If any part of this agreement is found to be void and unenforceable, the remaining provisions of this agreement shall remain in effect.

9. It is the intent of both parties that no third party beneficiaries be created by this agreement.

10. This agreement shall be executed and delivered in two or more copies, each of which so executed and delivered shall be deemed to be an original and shall constitute but one and the same agreement.

11. This agreement and the attached Exhibit 1 constitute the entire agreement between the Department and the Recipient concerning this project. Representations made before the signing of this agreement are not binding, and neither party has relied upon conflicting representations in entering into this agreement. Any change or alteration to the terms of this agreement shall be made in the form of an addendum to this agreement. The addendum shall become effective only upon written approval of the Department and the Recipient.

IN WITNESS WHEREOF, each of the parties hereto has executed this agreement as of the date shown opposite its signature below.

City Signature Block (City Projects Only)

By______________________________ Date ____________________________, 20_____

____
Title of city official

I,______________________________, certify that I am the City Clerk of Indianola, and

that____________________________, who signed said Agreement for and on behalf of the city was duly

authorized to execute the same by virtue of a formal resolution duly passed and adopted by the city on the _______

day of ____________________________, 20______.

Signed___________________________ Date ____________________________, 20_____

City Clerk of Indianola, Iowa

County Signature Block (County Projects Only)

This agreement was approved by official action of the (County Name) County Board of Supervisors in official session on the _____day of ___________________________, 20_____.

______________________________ ______________________________
County Auditor Chair, County Board of Supervisors

IOWA DEPARTMENT OF TRANSPORTATION
Highway Division

By_______________________________ Date ____________________________, 20______
Christy Vanbuskirk, P.E.
Local Systems Engineer
District 5

EXHIBIT 1

General Agreement Provisions for use of Federal Highway Funds on Non-primary Projects

Unless otherwise specified in this agreement, the Recipient shall be responsible for the following:

1. General Requirements.

a. The Recipient shall take the necessary actions to comply with applicable State and Federal laws and regulations. To assist the Recipient, the Department has provided guidance in the Federal-aid Project Development Guide (Guide) and the Instructional Memorandums to Local Public Agencies (I.M.s) that are referenced by the Guide. Both are available on-line at: http://www.iowadot.gov/local_systems/publications/im/lpa_ims.htm. The Recipient shall follow the applicable procedures and guidelines contained in the Guide and I.M.s in effect at the time project activities are conducted.

b. In accordance with Title VI of the Civil Rights Act of 1964 and associated subsequent nondiscrimination laws, regulations, and executive orders, the Recipient shall not discriminate against any person on the basis of race, color, national origin, sex, age, or disability. In accordance with Iowa Code Chapter 216, the Recipient shall not discriminate against any person on the basis of race, color, creed, age, sex, sexual orientation, gender identity, national origin, religion, pregnancy, or disability. The Recipient agrees to comply with the requirements outlined in I.M. 1.070, Title VI and Nondiscrimination Requirements.

c. The Recipient shall comply with the requirements of Title II of the Americans with Disabilities Act of 1990 (ADA), Section 504 of the Rehabilitation Act of 1973 (Section 504), the associated Code of Federal Regulations (CFR) that implement these laws, and the guidance provided in I.M. 1.080, ADA Requirements. When pedestrian facilities are constructed, reconstructed, or altered, the Recipient shall make such facilities compliant with the ADA and Section 504.

d. To the extent allowable by law, the Recipient agrees to indemnify, defend, and hold the Department harmless from any action or liability arising out of the design, construction, maintenance, placement of traffic control devices, inspection, or use of this project. This agreement to indemnify, defend, and hold harmless applies to all aspects of the Department's application review and approval process, plan and construction reviews, and funding participation.

e. As required by the 49 CFR 18.26, the Recipient is responsible for obtaining audits in accordance with the Single Audit Act Amendments of 1996 (31 U.S. c. 7501-7507) and revised Office of Management and Budget (OMB) Circular A-133. Subpart B of OMB Circular A-133 stipulates that non-Federal entities expending $500,000 or more in Federal awards in a year shall have a single or program-specific audit conducted for that year in accordance with the provision of that part. Auditee responsibilities are addressed in subpart C of OMB Circular A-133. The Federal funds provided by this agreement shall be reported on the appropriate Schedule of Expenditures of Federal Awards (SEFA) using the Catalog of Federal Domestic Assistance (CFDA) number and title as shown on the first page of this agreement. If the Recipient will pay initial project costs and request reimbursement from the Department, the Recipient shall report this project on its SEFA. If the Department will pay initial project costs and then credit those accounts from which initial costs were paid, the Department will report this project on its SEFA. In this case, the Recipient shall not report this project on its SEFA.

f. The Recipient shall supply the Department with all information required by the Federal Funding Accountability and Transparency Act of 2006 and 2 CFR Part 170,

g. The Recipient shall comply with the following Disadvantaged Business Enterprise (DBE) requirements:

i. The Recipient shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any DOT-assisted contract or in the administration of its DBE program or the requirements of 49 CFR Part 26. The Recipient shall take all necessary and reasonable steps under 49 CFR Part 26 to ensure nondiscrimination in the award and administration of DOT-assisted contracts.

ii. The Recipient shall comply with the requirements of I.M. 3.710, DBE Guidelines.

iii. The Department's DBE program, as required by 49 CFR Part 26 and as approved by the Federal Highway Administration (FHWA), is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to the Recipient of its failure to carry out its approved program, the Department may impose sanctions as provided for under Part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 et seq.).

h. Termination of funds. Notwithstanding anything in this agreement to the contrary, and subject to the limitations set forth below, the Department shall have the right to terminate this agreement without penalty and without any advance notice as a result of any of the following: 1) The Federal government, legislature or governor fail in the sole opinion of the Department to appropriate funds sufficient to allow the Department to either meet its obligations under this agreement or to operate as required and to fulfill its obligations under this agreement; or 2) If funds are de-appropriated, reduced, not allocated, or receipt of funds is delayed, or if any funds or revenues needed by the Department to make any payment hereunder are insufficient or unavailable for any other reason as determined by the Department in its sole discretion; or 3) If the Department's authorization to conduct its business or engage in activities or operations related to the subject matter of this agreement is withdrawn or materially altered or modified. The Department shall provide the Recipient with written notice of termination pursuant to this section.

2. Programming and Federal Authorization.

a. The Recipient shall be responsible for including the project in the appropriate Regional Planning Affiliation (RPA) or Metropolitan Planning Organization (MPO) Transportation Improvement Program (TIP). The Recipient shall also ensure that the appropriate RPA or MPO, through their TIP submittal to the Department, includes the project in the Statewide Transportation Improvement Program (STIP). If the project is not included in the appropriate fiscal year of the STIP, Federal funds cannot be authorized.

b. Before beginning any work for which Federal funding reimbursement will be requested, the Recipient shall contact the Department to obtain the procedures necessary to secure FHWA authorization. The Recipient shall submit a written request for FHWA authorization to the Department. After reviewing the Recipient's request, the Department will forward the request to the FHWA for authorization and obligation of Federal funds. The Department will notify the Recipient when FHWA authorization is obtained. The cost of work performed prior to FHWA authorization will not be reimbursed with Federal funds.

3. Federal Participation in Work Performed by Recipient Employees.

a. If Federal reimbursement will be requested for engineering, construction inspection, right-of-way acquisition or other services provided by employees of the Recipient, the Recipient shall follow the procedures in I.M. 3.310, Federal-aid Participation in In-House Services.

b. If Federal reimbursement will be requested for construction performed by employees of the Recipient, the Recipient shall follow the procedures in I.M. 3.810, Federal-aid Construction by Local Agency Forces.

c. If the Recipient desires to claim indirect costs associated with work performed by its employees, the Recipient shall prepare and submit to the Department an indirect cost rate proposal and related documentation in accordance with the requirements of 2 CFR 225. Before incurring any indirect costs, such indirect cost rate proposal shall be certified by the FHWA or the Federal agency providing the largest amount of Federal funds to the Recipient.

4. Design and Consultant Services

a. The Recipient shall be responsible for the design of the project, including all necessary plans, specifications, and estimates (PS&E). The project shall be designed in accordance with the design guidelines provided or referenced by the Department in the Guide and applicable I.M.s.

b. If the Recipient requests Federal funds for consultant services, the Recipient and the Consultant shall prepare a contract for consultant services in accordance with 23 CFR Part 172. These regulations require a qualifications-based selection process. The Recipient shall follow the procedures for selecting and using consultants outlined in I.M. 3.305, Federal-aid Participation in Consultant Costs.

c. If Preliminary Engineering (PE) work is Federally funded, and if right-of-way acquisition or actual construction of the road is not started by the close of the tenth fiscal year following the fiscal year in which the Federal funds were authorized, the Recipient shall repay to the Department the amount of Federal funds reimbursed to the Recipient for such PE work. PE includes work that is part of the development of the PS&E for a construction project. This includes environmental studies and documents, preliminary design, and final design up through and including the preparation of bidding documents. PE does not include planning or other activities that are not intended to lead to a construction project. Examples include planning, conceptual, or feasibility studies.

5. Environmental Requirements and other Agreements or Permits.

a. The Recipient shall take the appropriate actions and prepare the necessary documents to fulfill the FHWA requirements for project environmental studies including historical/cultural reviews and location approval. The Recipient shall complete any mitigation agreed upon in the FHWA approval document. These procedures are set forth in I.M. 3.105, Concept Statement Instructions, 3.110, Environmental Data Sheet Instructions, 3.112, FHWA Environmental Concurrence Process, and 3.114, Cultural Resource Guidelines.

b. If farmland is to be acquired, whether for use as project right-of-way or permanent easement, the Recipient shall follow the procedures in I.M. 3.120, Farmland Protection Policy Act Guidelines.

c. The Recipient shall obtain project permits and approvals, when necessary, from the Iowa Department of Cultural Affairs (State Historical Society of Iowa; State Historic Preservation Officer), Iowa Department of Natural Resources, U.S. Coast Guard, U.S. Army Corps of Engineers, the Department, or other agencies as required. The Recipient shall follow the procedures in I.M. 3.130, 404 Permit Process, 3.140, Storm Water Permits, 3.150, Highway Improvements in the Vicinity of Airports or Heliports, and 3.160, Asbestos Inspection, Removal and Notification Requirements.

d. In all contracts entered into by the Recipient, and all subcontracts, in connection with this project that exceed $100,000, the Recipient shall comply with the requirements of Section 114 of the Clean Air Act and Section 308 of the Federal Water Pollution Control Act, and all their regulations and guidelines. In such contracts, the Recipient shall stipulate that any facility to be utilized in performance of or to benefit from this agreement is not listed on the Environmental Protection Agency (EPA) List of Violating Facilities or is under consideration to be listed.

6. Right-of-Way, Railroads and Utilities.

a. The Recipient shall acquire the project right-of-way, whether by lease, easement, or fee title, and shall provide relocation assistance benefits and payments in accordance with the procedures set forth in I.M. 3.605, Right-of-Way Acquisition, and the Department's Office of Right of Way Local Public Agency Manual. The Recipient shall contact the Department for assistance, as necessary, to ensure compliance with the required procedures, even if no Federal funds are used for right-of-way activities. The Recipient shall obtain environmental concurrence before acquiring any needed right-of-way. With prior approval, hardship and protective buying is possible. If the Recipient requests Federal funding for right-of-way acquisition, the Recipient shall also obtain FHWA authorization before purchasing any needed right-of-way.

b. If the project right-of-way is Federally funded and if the actual construction is not undertaken by the close of the twentieth fiscal year following the fiscal year in which the Federal funds were authorized, the Recipient shall repay the amount of Federal funds reimbursed for right-of-way costs to the Department.

c. If a railroad crossing or railroad tracks are within or adjacent to the project limits, the Recipient shall obtain agreements, easements, or permits as needed from the railroad. The Recipient shall follow the procedures in I.M. 3.670, Work on Railroad Right-of-Way, and I.M. 3.680, Federal-aid Projects Involving Railroads.

d. The Recipient shall comply with the Policy for Accommodating Utilities on City and County Federal-aid Highway Right of Way for projects on non-primary Federal-aid highways. For projects connecting to or involving some work inside the right-of-way for a primary highway, the Recipient shall follow the Iowa DOT Policy for Accommodating Utilities on Primary Road System. Certain utility relocation, alteration, adjustment, or removal costs to the Recipient for the project may be eligible for Federal funding reimbursement. The Recipient should also use the procedures outlined in I.M. 3.640, Utility Accommodation and Coordination, as a guide to coordinating with utilities.

e. If the Recipient desires Federal reimbursement for utility costs, it shall submit a request for FHWA Authorization prior to beginning any utility relocation work, in accordance with the procedures outlined in I.M. 3.650, Federal-aid Participation in Utility Relocations.

7. Contract Procurement.

The following provisions apply only to projects involving physical construction or improvements to transportation facilities:

a. The project plans, specifications, and cost estimate (PS&E) shall be prepared and certified by a professional engineer or architect, as applicable, licensed in the State of Iowa.

b. For projects let through the Department, the Recipient shall be responsible for the following:

   i. Prepare and submit the PS&E and other contract documents to the Department for review and approval in accordance with I.M. 3.505, Check and Final Plans and I.M. 3.510, Check and Final Bridge or Culvert Plans, as applicable.

   ii. The contract documents shall use the Department's Standard Specifications for Highway and Bridge Construction. Prior to their use in the PS&E, specifications developed by the Recipient for individual construction items shall be approved by the Department

   iii. Follow the procedures in I.M. 3.730, Iowa DOT Letting Process, to analyze the bids received, make a decision to either award a contract to the lowest responsive bidder or reject all bids, and if a contract is awarded, execute the contract documents and return to Department.

c. For projects that are let locally by the Recipient, the Recipient shall follow the procedures in I.M. 3.720, Local Letting Process, Federal-aid.

d. The Recipient shall forward a completed Project Development Certification (Form 730002) to the Department in accordance with I.M. 3.750, Project Development Certifications Instructions. The project shall not receive FHWA Authorization for construction or be advertized for bids until after the Department has reviewed and approved the Project Development Certification.

e. If the Recipient is a city, the Recipient shall comply with the public hearing requirements of the Iowa Code section 26.12.

f. The Recipient shall not provide the contractor with notice to proceed until after receiving written notice the Iowa DOT has concurred in the contract award.

8. Construction.

a. A full-time employee of the Recipient shall serve as the person in responsible charge of the construction project. For cities that do not have any full time employees, the mayor or city clerk will serve as the person in responsible charge, with assistance from the Department.

b. Traffic control devices, signing, or pavement markings installed within the limits of this project shall conform to the "Manual on Uniform Traffic Control Devices for Streets and Highways" per 761 IAC Chapter 130. The safety of the general public shall be assured through the use of proper protective measures and devices such as fences, barricades, signs, flood lighting, and warning lights as necessary.

c. For projects let through the Department, the project shall be constructed under the Department's Standard Specifications for Highway and Bridge Construction and the Recipient shall comply with the procedures and responsibilities for materials testing according to the Department's Materials I.M.s. Available on-line at: http://www.iowadot.gov/erl/current/IM/navigation/nav.htm.

d. For projects let locally, the Recipient shall provide materials testing and certifications as required by the approved specifications.

e. If the Department provides any materials testing services to the Recipient, the Department will bill the Recipient for such testing services according to its normal policy as per Materials I.M. 103.

f. The Recipient shall follow the procedures in I.M. 3.805, Construction Inspection, and the Department's Construction Manual, as applicable, for conducting construction inspection activities.

9. Reimbursements.

a. After costs have been incurred, the Recipient shall submit to the Department periodic itemized claims for reimbursement for eligible project costs. Requests for reimbursement shall be made at least annually but not more than bi-weekly.

b. To ensure proper accounting of costs, reimbursement requests for costs incurred prior to June 30 shall be submitted to the Department by August 1 if possible, but no later than August 15.

c. Reimbursement claims shall include a certification that all eligible project costs, for which reimbursement is requested, have been reviewed by an official or governing board of the Recipient, are reasonable and proper, have been paid in full, and were completed in substantial compliance with the terms of this agreement.

d. The Department will reimburse the Recipient for properly documented and certified claims for eligible project costs. The Department may withhold up to 5% of the Federal share of construction costs or 5% of the total Federal funds available for the project, whichever is less. Reimbursement will be made either by State warrant or by crediting other accounts from which payment was initially made. If, upon final audit or review, the Department determines the Recipient has been overpaid, the Recipient shall reimburse the overpaid amount to the Department. After the final audit or review is complete and after the Recipient has provided all required paperwork, the Department will release the Federal funds withheld.

e. The total funds collected by the Recipient for this project shall not exceed the total project costs. The total funds collected shall include any Federal or State funds received, any special assessments made by the Recipient (exclusive of any associated interest or penalties) pursuant to Iowa Code Chapter 384 (cities) or Chapter 311 (counties), proceeds from the sale of excess right-of-way, and any other revenues generated by the project. The total project costs shall include all costs that can be directly attributed to the project. In the event that the total funds collected by the Recipient does exceed the total project costs, the Recipient shall either:

   1) in the case of special assessments, refund to the assessed property owners the excess special assessments collected (including interest and penalties associated with the amount of the excess), or

   2) refund to the Department all funds collected in excess of the total project costs (including interest and penalties associated with the amount of the excess) within 60 days of the receipt of any excess funds. In return, the Department will either credit reimbursement billings to the FHWA or credit the appropriate State fund account in the amount of refunds received from the Recipient.

10. Project Close-out.

a. Within 30 days of completion of construction and / or other activities authorized by this agreement, the Recipient shall provide written notification completed pre-audit checklist to the Department. The Recipient shall follow and request a final audit, in accordance with the procedures in I.M. 3.910, Final Review, Audit, and Close-out Procedures for Federal-aid Projects.

b. For construction projects, the Recipient shall provide a certification by a professional engineer or architect, as applicable, licensed in the State of Iowa, indicating the construction was completed in substantial compliance with the project plans and specifications.

c. Final reimbursement of Federal funds shall be made only after the Department accepts the project as complete.

d. The Recipient shall maintain all books, documents, papers, accounting records, reports, and other evidence pertaining to costs incurred for the project. The Recipient shall also make these materials available at all reasonable times for inspection by the Department, FHWA, or any authorized representatives of the Federal Government. Copies of these materials shall be furnished by the Recipient if requested. Such documents shall be retained for at least 3 years from the date of FHWA approval of the final closure document. Upon receipt of FHWA approval of the final closure document, the Department will notify the Recipient of the record retention date.

e. The Recipient shall maintain, or cause to be maintained, the completed improvement in a manner acceptable to the Department and the FHWA.

City Council Regular **9. A. 1. b.**

Meeting Date: 02/03/2014

Information

Subject

Consider approval of Urban-State Traffic Engineering (U-STEP) agreement with the Iowa Department of Transportation

Information

Council needs to consider approval of the U-STEP (packet) with the IDOT. The U-STEP is a cooperative program for safety or operational improvements on primary road extension. The IDOT has made these funds available for reimbursement and will share eligible construction and right-of-way costs in the ratio of 55% Department funds to 45% local funds, up to a maximum in Department funds of $200,000 for "spot improvements" or $400,000 for a "liner improvement".

Spot improvements are a limited improvement project such as intersection reconstruction or signalization.

Linear improvements are improvement projects such as street or highway widening or reconstruction which spans two or more intersections.

Highlights of the agreement include:

- The city proposes to develop and complete the following described (spot or linear) improvement project
  - Corridor improvements along U.S. Highway 65/69 from Hillcrest to Hoover Street. The northbound lanes will be reconstructed within the existing right-of-way, resulting in an urban freeway section with a vertical profile consistent with the southbound lanes. Intersection capacity and signal improvements will be constructed at the intersection of Hillcrest Avenue and Hoover Street.
- The City shall be the lead local governmental agency
- The estimated total of eligible construction and right-of-way cost for this project if $400,000. If upon completion of final plans, the City's cost estimate exceeds the preliminary total estimated contained herein by 20% or more, the increased cost must be approved by the IDOT prior to advertisement of bids.

Simple motion is in order.

Attachments

U-STEP Agreement

April 2008

IOWA DEPARTMENT OF TRANSPORTATION
AGREEMENT FOR
URBAN-STATE TRAFFIC ENGINEERING PROGRAM
(U-STEP) PROJECT

City: City of Indianola

Project No.: UST-3680(618)--4A-91

Iowa Department of Transportation
Agreement No.: 05-14-USTEP-001

Staff Action No.: 14-0277

This is an agreement between the city of Indianola, (hereinafter called Recipient) and the Iowa Department of Transportation (hereinafter called Department) to enter into an agreement for joint or cooperative action after appropriate action by ordinance, resolution, or otherwise pursuant to the laws of the governing bodies involved.

The Department provides funds through the Urban-State Traffic Engineering Program (U-STEP), a cooperative program for safety or operational improvements on primary road extensions. The Department has made these funds available for reimbursement and will share eligible construction and right-of-way costs in the ratio of 55% Department funds to 45% local funds, up to a maximum amount in Department funds of $200,000 for a "spot improvement" or $400,000 for a "linear improvement".

A "spot improvement" shall mean a limited improvement project such as intersection reconstruction or signalization; and a "linear improvement" shall mean an improvement project such as street or highway widening or reconstruction which spans two or more intersections.

The Recipient proposes to develop and complete the following described (spot or linear) improvement project:

Corridor improvements along U.S. Highways 65/69 from Hillcrest Avenue to Hoover Street. The northbound lanes will be reconstructed within the existing right-of-way, resulting in an urban freeway section with a vertical profile consistent with the southbound lanes. Intersection capacity and signal improvements will be constructed at the intersections of Hillcrest Avenue and Hoover Street.

Pursuant to the terms of this agreement, applicable statutes, and Administrative Rules, the Department agrees to provide U-STEP funding to the Recipient for the authorized and approved costs for eligible items associated with project improvements as described above.

In consideration of the foregoing and the mutual promises contained in this agreement, the parties agree as follows:

1. The Recipient shall be the lead local governmental agency for carrying out the provisions of this agreement and shall be responsible for the development and completion of the U-STEP project.

2. All notices required under this agreement shall be made in writing to the Department and the Recipient's contact person. The Department's contact person shall be the District 5 Local Systems Engineer. The Recipient's contact person shall be the City of Indianola City Manager.

3. The estimated total of eligible construction and right-of-way cost for this project is $400,000. If, upon completion of final plans, the Recipient's cost estimate exceeds the preliminary total estimate contained herein by 20% or more, the increased cost must be approved by the Department prior to advertisement for bids. Extra work, requested subsequent to the contract letting, must also be approved by the Department prior to commencement of the extra work.

4. If any part of this agreement is found to be void and unenforceable, then the remaining provisions of this agreement shall remain in effect.

5. This agreement is not assignable without the prior written consent of the Department.

6. This agreement, and the attached Exhibit A and Exhibit B, constitutes the entire agreement between the Department and the Recipient. No representations, promises, or warranties have been made by either party that is not fully expressed in this agreement. Any change or alteration to the terms of this agreement must be made in the form of an addendum to this agreement which shall be effective only upon written approval of the Department and the Recipient.

IN WITNESS WHEREOF, each of the parties hereto has executed this Agreement as of the date shown opposite its signature below:

City: Indianola

By: ______________________________ Date __________________, _____

Title______________________________

I, ______________________________, certify that I am the Clerk of the city of

Indianola, and that __________________________, who signed said

Agreement for and on behalf of the Recipient was duly authorized to execute the same by

virtue of a formal resolution duly passed and adopted by the Recipient, on the ________day

of __________________, _____.

Signed: ______________________________ Date __________________, _____
City Clerk of Indianola, Iowa

IOWA DEPARTMENT OF TRANSPORTATION
Highway Division

By: ______________________________ Date ______________________, _____
Christy Vanbuskirk, P.E.
Local Systems Engineer
District 5

EXHIBIT A

Standard Provisions for U-STEP or C-STEP Project Agreements

1. In accordance with Iowa Code Chapter 216, the Recipient shall not discriminate against any person on the basis of race, color, creed, age, sex, sexual orientation, gender identity, national origin, religion, pregnancy, or disability.

2. The project plans, specifications, and engineer's cost estimate for the project shall be prepared and certified by a registered Professional Engineer licensed in the State of Iowa. The Recipient shall submit the plans, specifications, and other contract documents to the Department for review and approval. If the project will be let by the Department, the most recent edition of the Iowa DOT Standard Specifications for Highway and Bridge Construction shall be used. The Recipient shall also follow the Department's letting procedures. If the project will be let by the Recipient, the project may utilize the Iowa DOT Standard Specifications for Highway and Bridge Construction, the Urban Standard Specifications for Public Improvements, or specifications developed by the Recipient.

3. The Recipient shall use positive efforts to solicit bids from and to utilize Targeted Small Business (TSB) enterprises as contractors and ensure that the contractors make positive efforts to utilize these enterprises as subcontractors, suppliers, or participants in the work covered by this agreement. Efforts shall be made and documented in accordance with Exhibit B.

4. The Recipient shall obtain agreements, as needed, from railroad and utility companies and shall obtain project permits and approvals, when necessary, from the Iowa Department of Cultural Affairs (State Historical Society of Iowa; State Historic Preservation Officer), Iowa Department of Natural Resources, U.S. Coast Guard, U.S. Army Corps of Engineers, etc.

5. If right-of-way must be acquired for the project, the Recipient shall negotiate and secure the necessary right-of-way using the most appropriate of the following methods:

   A. When right-of-way is to be acquired, before acquisition procedures are begun, the Recipient shall meet staff from the Department's Office of Right of Way (ROW) to assure compliance with the U.S. Code, the Iowa Code, and 761 Iowa Administrative Code (IAC) Chapter 111; and determine what parcels, if any, are to be acquired in the name of the Department and what parcels, if any, in the name of the Recipient.

   B. Should eminent domain proceedings be required, the Recipient will condemn or appeal in the name of the Recipient or the Department, whichever applies. The project letting may not be held until the Recipient has certified that the right-of-way has been acquired. Upon completion of the acquisition for each parcel, all original documents for the acquisition shall be delivered to and become the property of the Department.

   C. The Recipient will meet with the Department's Office of Right of Way staff to determine who shall be responsible for demolition and/or property management functions.

   D. In accordance with 761 IAC Section 150.3(1)(b), the Recipient will be responsible for providing, without cost to the Department or the project, all right-of-way which involves dedicated streets or alleys, and other Recipient-owned lands, easements, and rights in land except park lands, subject to the condition that the Department will reimburse the Recipient for the value of improvements situated on said Recipient-owned lands if any. The Recipient has apprised itself of the value of these lands and, as a portion of its participation in the project, voluntarily agrees to make such lands available without further compensation.

6. The Recipient as well as its contractors, if any, agree to maintain all books, documents, papers, accounting records, and other evidence pertaining to all costs incurred under this Agreement and to make such materials available at their respective offices at reasonable times during the Agreement period and for 3 years from the date of the final payment under the Agreement, for inspection by the Department.

7. The Recipient shall be responsible for obtaining all applicable permits from the Department, such as the Right to Occupy and/or Perform Work Within the Department's Right-of-Way, Permit of Access , Utility Accommodation, Right to Install and Maintain Traffic Control Devices, and/or other construction permits required for the project prior to advertisement for bids.

8. For projects let by the Department, the Recipient shall submit to the District an acceptable Project Development Certificate (Form 730002), plans, specifications, and cost estimate by the dates specified in the most current edition of Instructional Memorandum (I.M.) 3.005, Project Development Submittal Dates and Information. The Recipient shall also follow the Department's letting procedures. For projects let by the Recipient, the Project Development Certificate, plans, specifications, and cost estimate shall be submitted to the District at least 4 weeks prior to advertisement for bids.

9. Upon Department acceptance of the Project Development Certificate, final plans, proposal forms, specifications, and cost estimate, the Department will give the Recipient a written notice to proceed with the project. If the project will be let by the Recipient, advertisement for bids shall not be made until a written notice to proceed is received from the Department. After receiving the Department's approval, the Recipient shall advertise for bidders, hold a public letting, and provide adequate supervision for the construction work performed under the contract. The Recipient shall submit 2 copies of the bid tabulations and the letting documents to the Department for concurrence prior to formal action in the award of the contract.

10. If the Recipient lets the project, as described herein, the Recipient shall include in their Notice to Bidders that Sales Tax Exemption Certificates will be issued, as provided for by Iowa Code section 423.3, subsection 80. The Recipient shall be responsible for obtaining the sales tax exemption certificates through the Iowa Department of Revenue and Finance. The Recipient shall issue these certificates to the successful bidder and any subcontractors to enable them to purchase qualifying materials for the project free of sales tax.

11. The project must be let to contract within 2 years of the date this agreement is approved by the Department. If not, the Recipient may be in default, for which the Department may revoke funding commitments. This agreement may be extended for a period of 6 months upon receipt of a written request from the Recipient at least 30 days prior to the 2 year deadline.

12. The Recipient will be responsible for the initial costs of the construction. The Recipient shall prepare and submit to the Department a detailed billing statement of materials, installation, and construction costs incurred by the Recipient. Billing statements may be submitted periodically during progress of the work. Design, inspection, and administration costs will be the responsibility of the Recipient. If said statement and documentation are in proper form, the Department will promptly reimburse the Recipient for eligible project costs, less a withholding equal to 5% of the State share of construction costs, taking into account the limitations as stated in the agreement. If, upon final audit or review, the Department determines the Recipient has been overpaid, the Recipient shall reimburse the overpaid amount to the Department. After the final audit or review is complete and after the Recipient has provided all required paperwork, the Department will release the State funds withheld.

13. Signs and other traffic control devices necessary for construction of the project shall be in accordance with the Manual on Uniform Traffic Control Devices for Streets and Highways (MUTCD) per 761 IAC Chapter 130. The safety of the general public shall be assured through the use of proper protective measures and devices such as fences, barricades, signs, flood lighting, and warning lights as necessary.

14. If a detour is necessary, the Recipient will designate and sign the route at no cost to the project. The Department will cooperate if primary highways are involved.

15. Parking shall be prohibited on the minor street approaches for a distance of 35 feet in advance of the stop signs and/or crosswalks and on the exit sides of the minor streets for a distance of 35 feet beyond the stop signs and/or crosswalks. These parking restrictions shall go into effect at such time as the project is completed and opened to through traffic.

16. Upon completion of the project, the Recipient's engineer will certify that the project was completed in substantial compliance with the plans and specifications set out in this agreement before receiving final reimbursement of Department funds.

17. The Recipient shall provide to the Department 3 copies of the "as-built" project plans, within 6 months after the project is built.

18. The Recipient shall have ownership of traffic signals constructed with this project and shall operate them at its expense so long as signal protection is considered by either party as necessary at said location. If considered by both parties as no longer necessary at said location, the signals are to be removed by the Recipient at the Recipient's expense, and may be installed at another location acceptable to both parties and shall be owned and operated at the expense of the Recipient.

19. The Recipient shall submit a final detailed billing statement to the Department no later than 1 year after the date the Department concurs in the acceptance of the completed construction. If a final detailed billing statement is not submitted to the Department by the Recipient in the 1 year period, the Department will close the project's financial records without making additional reimbursement to the Recipient unless a time extension is requested. The time extension should be requested in writing by the Recipient and approved by the Department, at least 30 days prior to the 1 year deadline.

20. The Recipient agrees to indemnify, defend, and to hold the Department harmless from any action or liability arising out of the design, construction, maintenance, placement of traffic control devices, inspection, or use of this project. This agreement to indemnify, defend, and hold harmless applies to all aspects of the Department's application review and approval process, plan and construction reviews, and funding participation.

21. In case of dispute concerning the terms of this agreement, the parties shall submit the matter to arbitration pursuant to Iowa Code Chapter 679A. Either party has the right to submit the matter to arbitration after 10 days notice to the other party of their intent to seek arbitration. The written notice must include a precise statement of the dispute. The Department and the Recipient agree to be bound by the decision of the appointed arbitrator. Neither party may seek any remedy with the State or Federal courts absent exhaustion of the provisions of this paragraph for arbitration.

EXHIBIT B

UTILIZATION OF TARGETED SMALL BUSINESS (TSB) ENTERPRISES ON NON-FEDERAL AID PROJECTS (THIRD-PARTY STATE-ASSISTED PROJECTS-LET LOCALLY)

In accordance with Iowa Code Section 19B.7 and 541 Iowa Administrative Code (IAC) Chapter 4, it is the policy of the Iowa Department of Transportation (Iowa DOT) that Targeted Small Business (TSB) enterprises shall have the maximum practicable opportunity to participate in the performance of contracts financed in whole or part with State funds.

Under this policy, and for locally let projects, the Recipient shall be responsible to make a positive effort to solicit bids or proposals from TSB firms and to utilize TSB firms as contractors or consultants. The Recipient shall also ensure that the contractors or consultants make positive efforts to utilize TSB firms as subcontractors, subconsultants, suppliers, or participants in the work covered by this agreement.

The Recipient's "positive efforts" shall include, but not be limited to:

1. Obtaining the names of qualified TSB firms from the Iowa Department of Inspections and Appeals (515-281-7102) or from its website at: http://dia.iowa.gov/page7.html.

2. Notifying qualified TSB firms of proposed projects involving State funding. Notification should be made in sufficient time to allow the TSB firms to participate effectively in the bidding or request for proposal (RFP) process.

3. Soliciting bids or proposals from qualified TSB firms on each project, and identifying for TSB firms the availability of subcontract work.

4. Considering establishment of a percentage goal for TSB participation in each contract that is a part of this project and for which State funds will be used. Contract goals may vary depending on the type of project, the subcontracting opportunities available, the type of service or supplies needed for the project, and the availability of qualified TSB firms in the area.

5. For construction contracts:

   a. Including in the bid proposals a contract provision titled "TSB Affirmative Action Responsibilities on Non-Federal Aid Projects (Third-Party State-Assisted Projects)" or a similar document developed by the Recipient. This contract provision is available on-line at:

      http://www.dot.state.ia.us/local_systems/publications/tsb_contract_provision.pdf

   b. Ensuring that the awarded contractor has and shall follow the contract provisions.

6. For consultant contracts:

   a. Identifying the TSB goal in the Request for Proposal (RFP), if one has been set.

   b. Ensuring that the selected consultant made a positive effort to meet the established TSB goal, if any. This should include obtaining documentation from the consultant that includes a list of TSB firms contacted; a list of TSB firms that responded with a subcontract proposal; and, if the consultant does not propose to use a TSB firm that submitted a subcontract proposal, an explanation why such a TSB firm will not be used.

The Recipient shall provide the Iowa DOT the following documentation:

1. Copies of correspondence and replies, and written notes of personal and/or telephone contacts with any TSB firms. Such documentation can be used to demonstrate the Recipient's positive efforts and it should be placed in the general project file.

2. Bidding proposals or RFPs noting established TSB goals, if any.

3. The attached "Checklist and Certification." This form shall be filled out upon completion of each project let by the Recipient and forwarded to: Iowa Department of Transportation, Civil Rights Coordinator, Office of Employee Services, 800 Lincoln Way, Ames, IA 50010.

CHECKLIST AND CERTIFICATION
For the Utilization of Targeted Small Businesses (TSB)
On Non-Federal-aid Projects (Third-Party State-Assisted Projects-Locally Let)

Recipient: ____________________ Project Number: ______________________

County: ____________________ Agreement Number: __________________

1. Were the names of qualified TSB firms obtained from the Iowa Department of Inspections and Appeals? ☐ YES ☐ NO

   If no, explain ____

2. Were qualified TSB firms notified of project? ☐ YES ☐ NO

   If yes, by ☐ letter, ☐ telephone, ☐ personal contact, or ☐ other (specify) __________________

   If no, explain ____

3. Were bids or proposals solicited from qualified TSB firms? ☐ YES ☐ NO

   If no, explain____

4. Was a goal or percentage established for TSB participation? ☐ YES ☐ NO

   If yes, what was the goal or percentage? ___________________________________

   If no, explain why not: ____

5. Did the prime contractor or consultant use positive efforts to utilize TSB firms on subcontracts? ☐ YES ☐ NO

   If no, what action was taken by Recipient? ___________________________________

   Is documentation in files? ☐ YES ☐ NO

6. What was the dollar amount reimbursed to the Recipient from the Iowa Department of Transportation? $_____________
   What was the final project cost? $_____________
   What was the dollar amount performed by TSB firms? $_____________

   Name(s) and address(es) of the TSB firm(s)____
   (Use additional sheets if necessary)

   Was the goal or percentage achieved? ☐ YES ☐ NO

   If no, explain ____

As the duly authorized representative of the Recipient, I hereby certify that the Recipient used positive efforts to utilize TSB firms as participants in the State-assisted contracts associated with this project.

____
Title

____
Signature

____
Date

City Council Regular **9. A. 1. c.**

Meeting Date: 02/03/2014

Information

Subject

Consider approval of the Traffic Safety Improvement Program (TSF) agreement with the Iowa Department of Transportation

Information

The City submitted an application to the DOT for funding through the Traffic Safety Improvement Program and the application was approved by the Transportation Commission Order on December 10, 2013. Pursuant to the term of the agreement (packet), the DOT agrees to provide funding to the City to aid in the development of a safety improvement project.

Highlights of the agreement include:

- The City shall be the lead local governmental agency
- The City shall be responsible for the development and completion of the following described Traffic Safety improvement project:
  - Provide westbound turn lanes at Hillcrest Avenue, line up northbound and southbound road profiles with raised median, add northbound and southbound offset left turns at Hillcrest Avenue and construct right-turn lanes at Hillcrest Avenue.
- Project costs include:
  - Eligible project costs shall be paid from Traffic Safety Funds
  - The portion of the total project costs paid by Traffic Safety Funds shall not exceed the amount of $415,000 or the actual cost of the Traffic Safety Improvement Program eligible items, whichever is the smaller amount
  - The project shall be let to contract within two year of the date this agreement is approved by the Department
- Right of Way and Permit
- Project Design
- Bid letting
- Construction and Maintenance
- Payments and Reimbursements

Simple motion is in order.

Attachments

Traffic Safety Agreement

IOWA DEPARTMENT OF TRANSPORTATION
AGREEMENT FOR TRAFFIC SAFETY IMPROVEMENT PROGRAM FUNDING
(Site-Specific Improvement)

County	Warren County
Recipient	City of Indianola
Project No.	CS-TSF-3680(617)–85-91
Iowa DOT Agreement No.	2015-TS-013

This agreement is entered into by and between the Iowa Department of Transportation, hereinafter designated the "DOT", and City of Indianola, Iowa, hereinafter designated the "Recipient". The Recipient submitted an application to the DOT for funding through the Traffic Safety Improvement Program under Iowa Code Section 312.2(11), and the application was approved by Transportation Commission Order No. H-2014-36 on, December 10, 2013.

Pursuant to the terms of this agreement, and applicable statutes and administrative rules, the DOT agrees to provide funding to the Recipient to aid in the development of a certain traffic safety improvement project.

In consideration of the foregoing and the mutual promises contained in this agreement, the parties agree as follows:

1. Project Information

a. The Recipient shall be the lead local governmental agency for carrying out the provisions of this agreement.

b. All notices required under this agreement shall be made in writing to the DOT's and/or the Recipient's contact person. The DOT's contact person shall be the District 5 Local Systems Engineer in Fairfield, Iowa. The Recipient's contact person shall be City of Indianola City Manager.

c. The Recipient shall be responsible for the development and completion of the following described Traffic Safety improvement project located in Indianola:

Provide westbound turn lanes at Hillcrest Avenue; line up northbound and southbound road profiles with raised median; add northbound and southbound offset left turns at Hillcrest Avenue; and construct right-turn lanes at Hillcrest Avenue.

See Exhibit A-1 for the location of the project and Exhibit A-2 for the estimated project cost.

2. Project Costs

a. Eligible project costs for the project described in Section 1 of this agreement which are incurred after the effective date of Commission Approval shall be paid from Traffic Safety Funds and other funds as listed below, subject to the execution of a signed agreement:

Traffic Safety Funds: $415,000

b. The portion of the total project costs paid by Traffic Safety Funds shall not exceed the amount stated above or the actual cost of the Traffic Safety Improvement Program eligible items, whichever is the smaller amount.

c. The project shall be let to contract within 2 years of the date this agreement is approved by the Department. If not, the Recipient may be in default, for which the Department may revoke funding commitments. This agreement may be extended for a period of 6 months upon receipt of a written request from the Recipient at least 30 days prior to the 2 year deadline.

d. Project activities or costs eligible for TSIP funds include only the following: (a) road modernization, upgrading or reconstruction; (b) bridge and culvert modernization, replacement or removal; (c) road intersection and interchange improvement including channelization, traffic control devices or lighting; (d) right-of-way required for a traffic safety project; (e) drainage and erosion measures which are an integral part of the project; (f) traffic control devices required by the project; (g) guardrail; (h) tree removal; and (i) other construction activities directly related to or required by the safety project.

e. Project activities or costs ineligible for TSIP funds include, but are not limited to, the following: (a) any and all costs incurred prior to commission approval of funding; (b) routine maintenance of a road, street, bridge, culvert or traffic control device; (c) safety-related activities associated with projects initiated for purposes other than traffic safety; (d) contract administration costs; (e) design and construction engineering and inspection; (f) utility construction, reconstruction, or adjustment except as an integral part of a project; (g) sidewalks, bicycle paths or railroad-highway crossings, except as an integral part of the project; and (h) expenditures for items not related to the roadway.

f. If Federal highway funds, Farm-to-Market funds, or other Federal funds are used in combination with Traffic Safety Funds, the Recipient shall also follow all administrative and contracting procedures which would normally be used when such funds are used on a non-Traffic Safety Improvement Program project. The Recipient shall comply with all requirements for the use of said funds.

3. Right of Way and Permits

a. In the event that right-of-way is required for the project, said right-of-way shall be acquired in accordance with 761 Iowa Administrative Code Chapter 111, Real Property Acquisition and Relocation Assistance. The Recipient shall submit preliminary right-of-way plans to the DOT's Office of Right of Way for review and approval prior to the commencement of any acquisition. Additionally, if said right-of-way is for an improvement to the Primary Road System, it shall be acquired in the name of the State of Iowa.

b. The Recipient shall be responsible for obtaining any permits, such as the Right to Occupy and/or Perform Work Within the Right-of-Way, Permit of Access , Utility Accommodation, Right to Install and Maintain Traffic Control Devices, and/or other construction permits required for the project prior to the start of construction. Neither the approval of the Traffic Safety application for funding nor the signing of this agreement shall be construed as approval of any required permit from the DOT.

c. The Recipient shall certify to the DOT's contact person that all known environmental permits have been received and that all environmental regulations have been complied with before Traffic Safety Funds are reimbursed or credited.

4. Project Design

a. The Recipient shall develop all project improvements using good engineering judgment. The Recipient shall use "A Policy on Geometric Design of Highways and Streets", (latest edition), by the American Association of State Highway and Transportation Officials and/or the "The Manual on Uniform Traffic Control Devices for Streets and Highways" (MUTCD), as adopted pursuant to 761 Iowa Administrative Code, Chapter 130.

b. For projects which include the installation or modification of traffic signal systems, the following shall apply:

   i. There will be a minimum of one mast-arm mounted signal head with back plate for each incoming through or left-turn lane. In addition there will be one signal head, side of pole mounted, on the far right side pole. All vehicle signal lenses shall be 12-inch. The positioning of signal faces and the signal indications for left-turn movements shall be in accordance with current adopted MUTCD.

ii. Combination signal/lighting pole shall be used to minimize the number of fixed objects.

iii. Interconnection and coordinated traffic signal timing plans shall be developed for the traffic signals if there are two or more other signal installations within ½ mile of the subject access to provide for progressive traffic flow. Said plans shall be reviewed and approved the DOT Office of Traffic & Safety.

iv. Pedestrian activated signals shall be provided for all pedestrian movements and timed in accordance with the MUTCD.

v. The concrete pad for the controller shall extend no more than 4 inches above the ground line.

vi. Where the distance from the stop bar to the signal indication is in excess of 180 feet, there shall also be a near side signal head.

vii. Dilemma zone protection shall be provided if the 85th percentile speed is at/over 35 mph.

5. Bid Letting

a. If the project must be let for bids, then project plans, specifications and engineer's cost estimate for site specific improvements and/or traffic control devices shall be prepared and certified by a professional engineer licensed to practice in the State of Iowa. The Recipient shall submit the plans, specifications and other contract documents to the DOT for review. This submittal may be in divisions and in the order of preference as determined by the Recipient. However, the plans, specifications and other contract documents for each division must be submitted at least ten weeks (traffic control devices) or fourteen weeks (site specific project) prior to the project letting of each division. The DOT shall review said submittal(s) recognizing the Recipient's development schedule and shall, after satisfactory review, authorize in writing the Recipient to proceed with implementation of the project. The work on this project shall be in accordance with the survey, plans, and specifications on file. Any substantial modification of these plans and specifications must be approved by the DOT prior to the modification being put into effect.

b. If the Recipient lets the project, as described herein, the Recipient shall include in their Notice to Bidders that Sales Tax Exemption Certificates will be issued, as provided for by Iowa Code section 423.3, subsection 80. The Recipient shall be responsible for obtaining the sales tax exemption certificates through the Iowa Department of Revenue and Finance. The Recipient shall issue these certificates to the successful bidder and any subcontractors to enable them to purchase qualifying materials for the project free of sales tax.

c. If the Recipient lets the project, then the Recipient shall use positive efforts to solicit bids from and to utilize Targeted Small Business (TSB) enterprises as contractors and ensure that the contractors make positive efforts to utilize these enterprises as subcontractors, suppliers or participants in the work covered by this agreement. Efforts shall be made and documented in accordance with Exhibit B which is attached hereto and by this reference incorporated into this agreement.

d. For portions of the project let to bid, the Recipient shall advertise for bidders, make a good faith effort to get at least three (3) bidders, hold a public letting and award contracts for the project work. DOT concurrence in the award must be obtained prior to the award. The Recipient shall provide the DOT file copies of project letting documents within five (5) days after letting.

6. Construction and Maintenance

a. The Recipient shall conduct the project development and implementation in compliance with applicable laws, ordinances and administrative rules.

b. The Recipient shall be responsible for the daily inspection of the project, and the compilation of a daily log of materials, equipment and labor on the project.

c. The Recipient shall maintain records, documents, and other evidence in support of work performed under the terms of this contract. All accounting practices applied and all records maintained will be in accordance with generally accepted accounting principles and procedures. Documentation shall be made available for inspection and audit by authorized representatives of the DOT or its designee at all reasonable times during the period of the contract and for three (3) years after the date of final payment. Reimbursement shall be based on eligible actual and indirect costs associated with performance of contract service work. The Recipient shall provide copies of said records and documents to the DOT upon request.

d. The Recipient shall require its contractors to permit the DOT authorized representative to inspect all work materials, records, and any other data with regard to agreement related costs, revenues and operating sources.

e. Upon project completion and prior to final reimbursement for the project, the Recipient shall furnish three sets of "as-built" plans for any portion of the project which is on or intersects any primary road or primary road extension to the DOT's contact person for future maintenance and road design purposes.

f. If this project requires the installation of or modification to a traffic control signal system, the Recipient shall be responsible for all future ownership, maintenance, operation and energy costs of said installation or modification.

g. The Recipient hereby certifies that, for a period of ten (10) years following completion of project and receipt of final payment from the DOT, there shall be no modifications in the geometric features, the construction features, or the access management features (including driveway design and location) of the project, nor shall there be any fixed objects or obstructions placed in any clear zone established in conjunction with this project without the prior written approval of the Office of Traffic and Safety. Failure to comply shall be considered a default under the terms of this agreement.

7. Payments and Reimbursements

a. The Recipient may submit to the DOT periodic itemized claims for reimbursement for eligible project activities. Reimbursement claims shall include certification by a professional engineer licensed to practice in the State of Iowa that all eligible project activities for which reimbursement is requested have been completed in substantial compliance with the terms of this agreement.

b. The Department will reimburse the Recipient for properly documented and certified claims for eligible project costs. The Department may withhold up to 5% of the construction costs or 5% of the total TSIP funds available for the project, whichever is less. Reimbursement will be made either by State warrant or by crediting other accounts from which payment was initially made. If, upon final audit or review, the Department determines the Recipient has been overpaid, the Recipient shall reimburse the overpaid amount to the Department. After the final audit or review is complete and after the Recipient has provided all required paperwork, the Department will release the funds withheld.

c. Upon completion of the project described in this agreement, a professional engineer licensed to practice in the State of Iowa shall certify in writing to the DOT that the project activities were completed in substantial compliance with the terms of this agreement. Final reimbursement of Traffic Safety Funds shall be made only after the DOT accepts the project as complete.

d. If the Recipient fails to perform any obligation under this agreement, the DOT shall have the right, after first giving thirty (30) days written notice to Recipient by certified mail return receipt requested, to declare this agreement in default. The Recipient shall have thirty (30) days from date of mailing of notice to cure the default. If the Recipient cures the default, the Recipient shall notify DOT no later than five (5) days after cure or before the end of said thirty (30) day period to cure default. Within ten (10) working days of receipt of Recipient's notice of cure, the DOT shall issue either a notice of acceptance of cure or notice of continued default.

e. In the event a default is not cured the DOT may revoke funding commitments and/or seek repayment of Traffic Safety Funds granted by this agreement through charges against the Recipient's road use tax funds.

8. General Provisions

a. This agreement shall be considered to be in default if the DOT determines that the Recipient's application for funding contained inaccuracies, omissions, errors or misrepresentations.

b. The Recipient agrees to indemnify, defend and hold the DOT harmless from any action or liability arising out of the design, construction, maintenance, placement of traffic control devices, or inspection of this project. This agreement to indemnify, defend and hold harmless applies to all aspects of the DOT's application review and approval process, plan and construction reviews, and funding participation.

c. In accordance with Iowa Code Chapter 216, the Recipient shall not discriminate against any person on the basis of race, color, creed, age, sex, sexual orientation, gender identity, national origin, religion, pregnancy, or disability.

d. The Recipient shall comply with the requirements of Title II of the Americans with Disabilities Act of 1990 (ADA), Section 504 of the Rehabilitation Act of 1973 (Section 504), and the associated Federal regulations that implement these laws.

e. If any part of this agreement is found to be void and unenforceable then the remaining provisions of this agreement shall remain in effect.

f. This agreement is not assignable without the prior written consent of the DOT.

g. It is the intent of both parties that no third party beneficiaries be created by this agreement.

h. In case of dispute concerning the terms of this agreement, the parties shall submit the matter to arbitration pursuant to Iowa Code Chapter 679A. Either party has the right to submit the matter to arbitration after ten (10) days notice to the other party of their intent to seek arbitration. The written notice must include a precise statement of the disputed question. DOT and the Recipient agree to be bound by the decision of the appointed arbitrator. Neither party may seek any remedy with the state or federal courts absent exhaustion of the provisions of this paragraph for arbitration.

i. This agreement shall be executed and delivered in two or more copies, each of which so executed and delivered shall be deemed to be an original and shall constitute but one and the same instrument.

j. This agreement, including referenced exhibits, constitutes the entire agreement between the DOT and the Recipient concerning this project. Representations made before the signing of this agreement are not binding, and neither party has relied upon conflicting representations in entering into this agreement. Any change or alteration to the terms of this agreement must be made in the form of an addendum to this agreement. Said addendum shall become effective only upon written approval of the DOT and Recipient.

IN WITNESS WHEREOF, each of the parties hereto has executed Agreement No. 2015-TS-013 as of the date shown opposite its signature below.

City of Indianola, Iowa:

By: ______________________________ Date ________________________, 20_____.
Title: ___________________________

I, ________________________, certify that I am the Clerk of the City, and that ________________________, who signed said Agreement for and on behalf of the City was duly authorized to execute the same by virtue of a formal Resolution duly passed and adopted by the City, on the ____________ day of ______________________, 20_____.

Signed ______________________________ Date ________________________, 20_____.
City Clerk of Indianola, Iowa

Iowa Department of Transportation:

By:________________________________ Date ________________________, 20______.
Steve J. Gent
Director,
Office of Traffic and Safety

EXHIBIT A-1
[Project Location]

LOCATON MAP
US 65/69 IMPROVEMENTS PROJECT
INDIANOLA, IA

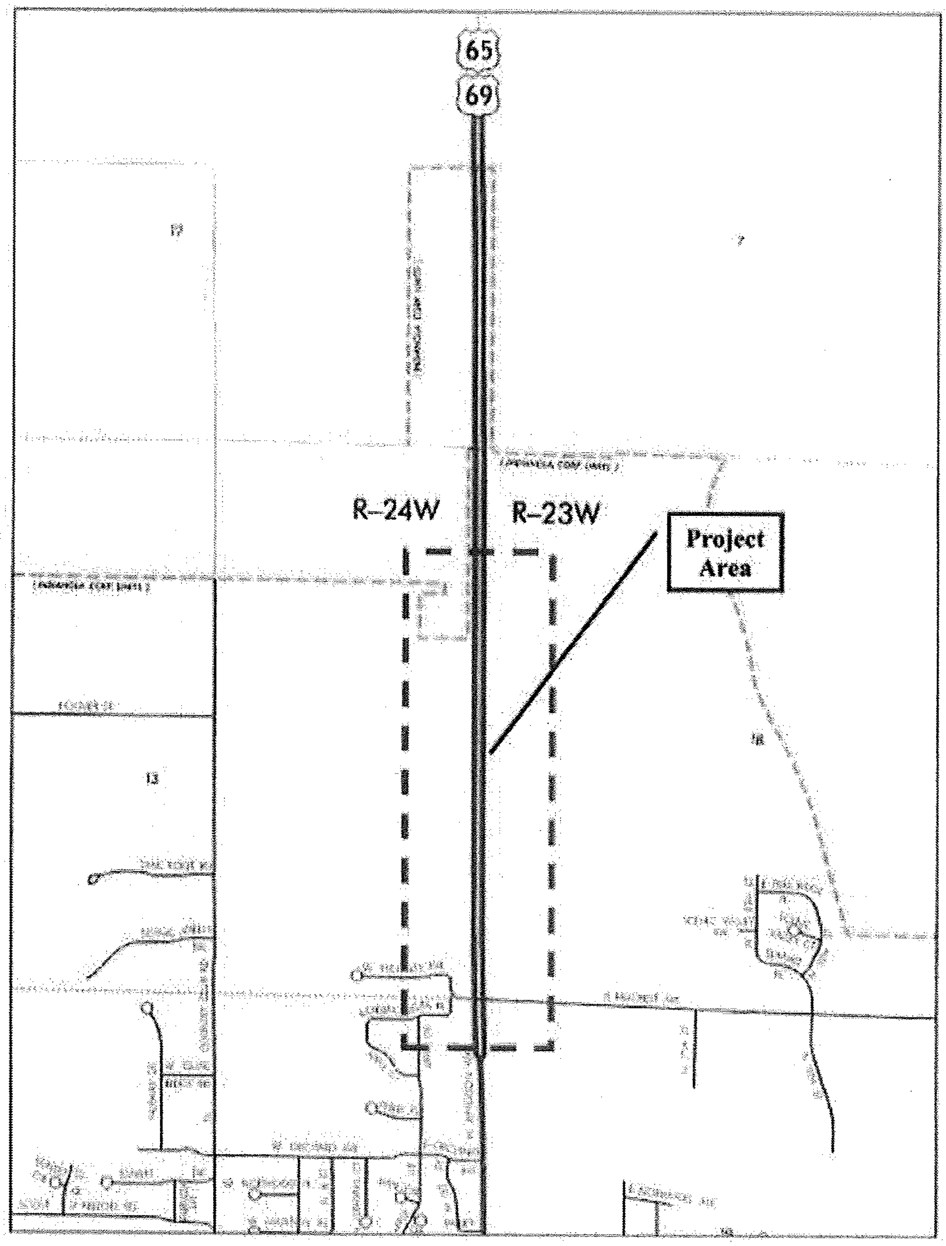

EXHIBIT A-2
[Estimated Project Cost]

Item No.	Item Description	Total Units	Unit of Measure	Unit Price	Extended Cost
1	Pavement Removals	20,000	SY	$ 5.00	$ 100,000.00
3	Topsoil	2,800	CY	$ 10.00	$ 28,000.00
4	Earthwork	32,500	CY	$ 6.00	$ 195,000.00
5	Subgrade Preparation	23,600	SY	$ 2.00	$ 47,200.00
6	Modified Subbase	7,900	CY	$ 35.00	$ 276,500.00
7	PCC Pavement	21,600	SY	$ 50.00	$ 1,080,000.00
8	HMA Transition Pavement	2,100	TON	$ 80.00	$ 168,000.00
9	Drainage Improvements	1	LS	$ 75,000.00	$ 75,000.00
10	Subdrain, 6"	4,200	LF	$ 10.00	$ 42,000.00
11	Traffic Signals (Hillcrest Avenue)	1	LS	$ 175,000.00	$ 175,000.00
12	Traffic Signals (Wilmacrest Avenue/Hoover Street)	1	LS	$ 175,000.00	$ 175,000.00
13	Temporary Barrier Rail (TBR)	6,400	LF	$ 20.00	$ 128,000.00
14	Street Lighting	1	LS	$ 180,000.00	$ 180,000.00
15	Restoration	1	LS	$ 25,000.00	$ 25,000.00
16	Traffic Control, 3% (On items 1-15)	1	LS	$ 81,000.00	$ 81,000.00
17	Mobilization, 5% (On items 1-16)	1	LS	$ 139,000.00	$ 139,000.00
				Subtotal	$ 2,914,700.00
Notes:	1. Earthwork quantity assumes an average section			Contingency (10%)	$ 291,000.00
	2. Drainage improvements include temporary drainage during construction and permanent improvements			Engineering and Construction (10%)	$ 321,000.00
	3. No pedestrian accomodations are included			**Total Project Estimate (Rounded)**	$ 3,527,000.00

PROPOSED FUNDING SOURCES
US 65/69 IMPROVEMENTS PROJECT
INDIANOLA, IA

SOURCE	AMOUNT
Traffic Safety Improvement Program Funding (TSIP - Site Specific)	$415,000
State Transportation Program (STP), Urban-State Traffic Engineering Program (U-STEP), And Local Funds.	$3,112,000
PROJECT TOTAL	$3,527,000

EXHIBIT B
(Site-Specific Improvements)

Project activities or costs eligible for Traffic Safety Improvement funds include only the following:

a. Road modernization, upgrading or reconstruction.

b. Bridge and culvert modernization, replacement or removal.

c. Road intersection and interchange improvement including channelization, traffic control devices or lighting.

d. Right of way required for a traffic safety project.

e. Drainage and erosion measures which are an integral part of the project.

f. Traffic control devices required by the project.

g. Guardrail.

h. Tree removal.

i. Other construction activities directly related to or required by the safety project.

EXHIBIT C
(Site-Specific Improvements)

Activities or costs ineligible for Traffic Safety Improvement funds include but are not limited to the following:

a. Any and all costs incurred prior to commission approval of funding.

b. Routine maintenance of a road, street, bridge, culvert or traffic control device.

c. Safety-related activities associated with projects initiated for purposes other than traffic safety.

d. Contract administration costs.

e. Design and construction engineering and inspection.

f. Utility construction, reconstruction, or adjustment except as an integral part of a project.

g. Sidewalks, bicycle paths or railroad-highway crossings, except as an integral part of the project.

h. Expenditures for items not related to the roadway.

EXHIBIT D
UTILIZATION OF TARGETED SMALL BUSINESS (TSB) ENTERPRISES ON NON-FEDERAL AID PROJECTS (THIRD-PARTY STATE-ASSISTED PROJECTS)

In accordance with Iowa Code Section 19B.7 and 541 Iowa Administrative Code (IAC) Chapter 4, it is the policy of the Iowa Department of Transportation (Iowa DOT) that Targeted Small Business (TSB) enterprises shall have the maximum practicable opportunity to participate in the performance of contracts financed in whole or part with State funds.

Under this policy the Recipient shall be responsible to make a positive effort to solicit bids or proposals from TSB firms and to utilize TSB firms as contractors or consultants. The Recipient shall also ensure that the contractors or consultants make positive efforts to utilize TSB firms as subcontractors, subconsultants, suppliers, or participants in the work covered by this agreement.

The Recipient's "positive efforts" shall include, but not be limited to:

1. Obtaining the names of qualified TSB firms from the Iowa Department of Inspections and Appeals (515-281-7102) or from its website at: http://dia.iowa.gov/page7.html.

2. Notifying qualified TSB firms of proposed projects involving State funding. Notification should be made in sufficient time to allow the TSB firms to participate effectively in the bidding or request for proposal (RFP) process.

3. Soliciting bids or proposals from qualified TSB firms on each project, and identifying for TSB firms the availability of subcontract work.

4. Considering establishment of a percentage goal for TSB participation in each contract that is a part of this project and for which State funds will be used. Contract goals may vary depending on the type of project, the subcontracting opportunities available, the type of service or supplies needed for the project, and the availability of qualified TSB firms in the area.

5. For construction contracts:

   a) Including in the bid proposals a contract provision titled "TSB Affirmative Action Responsibilities on Non-Federal Aid Projects (Third-Party State-Assisted Projects)" or a similar document developed by the Recipient. This contract provision is available on-line at:

      http://www.dot.state.ia.us/local_systems/publications/tsb_contract_provision.pdf

   b) Ensuring that the awarded contractor has and shall follow the contract provisions.

6. For consultant contracts:

   a) Identifying the TSB goal in the Request for Proposal (RFP), if one has been set.

   b) Ensuring that the selected consultant made a positive effort to meet the established TSB goal, if any. This should include obtaining documentation from the consultant that includes a list of TSB firms contacted; a list of TSB firms that responded with a subcontract proposal; and, if the consultant does not propose to use a TSB firm that submitted a subcontract proposal, an explanation why such a TSB firm will not be used.

The Recipient shall provide the Iowa DOT the following documentation:

1. Copies of correspondence and replies, and written notes of personal and/or telephone contacts with any TSB firms. Such documentation can be used to demonstrate the Recipient's positive efforts and it should be placed in the general project file.

2. Bidding proposals or RFPs noting established TSB goals, if any.

3. The attached "Checklist and Certification." This form shall be filled out upon completion of each project and forwarded to: Iowa Department of Transportation, EEO Administrator, Office of Contracts, 800 Lincoln Way, Ames, IA 50010.

CHECKLIST AND CERTIFICATION
For the Utilization of Targeted Small Businesses (TSB)
On Non-Federal-aid Projects (Third-Party State-Assisted Projects)

Recipient: ____________________ Project Number: ____________________

County: ____________________ Agreement Number: ____________________

1. Were the names of qualified TSB firms obtained from the Iowa Department of Inspections and Appeals? ☐ YES ☐ NO

   If no, explain ____________________

2. Were qualified TSB firms notified of project? ☐ YES ☐ NO

   If yes, by ☐ letter, ☐ telephone, ☐ personal contact, or ☐ other (specify) ____________________

   If no, explain ____________________

3. Were bids or proposals solicited from qualified TSB firms? ☐ YES ☐ NO

   If no, explain____________________

4. Was a goal or percentage established for TSB participation? ☐ YES ☐ NO

   If yes, what was the goal or percentage? ____________________

   If no, explain why not: ____________________

5. Did the prime contractor or consultant use positive efforts to utilize TSB firms on subcontracts? ☐ YES ☐ NO

   If no, what action was taken by Recipient? ____________________

   Is documentation in files? ☐ YES ☐ NO

6. What was the dollar amount reimbursed to the Recipient from the Iowa Department of Transportation? $____________
   What was the final project cost? $____________
   What was the dollar amount performed by TSB firms? $____________

   Name(s) and address(es) of the TSB firm(s)____________________
   (Use additional sheets if necessary)

   Was the goal or percentage achieved? ☐ YES ☐ NO

   If no, explain ____________________

As the duly authorized representative of the Recipient, I hereby certify that the Recipient used positive efforts to utilize TSB firms as participants in the State-assisted contracts associated with this project.

____
Title

____
Signature

____
Date

City Council Regular **9. B. 1.**

Meeting Date: 02/03/2014

Information

Subject

FY 14/15 Budget

Information

City Council Regular **9. B. 1. a.**

Meeting Date: 02/03/2014

Information

Subject

Consider setting March 3, 2014 as a public hearing for the FY 14/15 budget

Information

Council needs to consider setting the public hearing for March 3, 2014 for the FY 14/15 budget and tax rate.

- Once advertised, the tax rate cannot increase although it can decrease
- Iowa Code requires publication of the resolution not less than 10 nor more than 20 days before the hearing on March 3, 2014 - the publication will be in the RH&T on February 12, 2014 to meet notice requirements

Roll call setting March 3, 2014 as the budget public hearing is in order.

City Council Regular **9. B. 2.**

Meeting Date: 02/03/2014

Information

Subject

Resolution naming depositories
* Indicates where and amount of public funds the city deposits

Information

Cities are required to adopt an annual resolution indicating where and what amount of its funds are deposited in financial institutions. In the packet is the annual resolution designating Indianola's deposits. Attempts are made to spread the funds locally. The $24 million for Bankers Trust account is for their handling of our investment portfolio. Note these funds include the Electric/Water Departments as well.

Roll call is in order.

Attachments

Resolution

Council member _________ introduced the following Resolution Naming Depositories and moved its approval. _______ seconded the motion. On roll call the vote was, AYES: NAYS: Whereupon the Mayor declared the motion carried.

RESOLUTION NAMING DEPOSITORIES

BE IT RESOLVED by the City Council of Indianola in Warren County, Iowa; That we do hereby designate the following named banks and savings and loans to be depositories of the City of Indianola funds in amounts not to exceed the amount named opposite each of said designated depositories and the City Clerk is hereby authorized to deposit the City of Indianola funds in amounts not to exceed in the aggregate the amounts named for said banks and savings and loans as follows, to wit:

Depository	Location	Maximum Deposit In Effect Under Prior Resolution	Maximum Deposit In Effect Under This Resolution
Bankers Trust	665 Locust St. Des Moines, Ia	$15,000,000	$24,000,000
Community Bank	1401 N. Jefferson Indianola, Ia	$ 8,000,000	$20,000,000
Wells Fargo Bank	509 N. Jefferson Indianola, Ia	$ 1,000,000	$ 1,000,000
Peoples Bank	400 E. Iowa Indianola, Ia	$ 1,000,000	$ 1,000,000
Regions Bank	114 N. Howard Indianola, Ia	$ 1,000,000	$ 1,000,000
Bank Of The West	211 E. Boston Indianola, Ia	$ 1,000,000	$ 1,000,000
City State Bank	1510 N. 1st Indianola, Ia	$ 1,000,000	$ 1,000,000

Dated at Indianola, Iowa this 3rd day of February, 2014.

____
Kelly B. Shaw, Mayor

ATTEST:

____
Diana Bowlin, City Clerk

City Council Regular **9. B. 3.**

Meeting Date: 02/03/2014

Information

Subject

Consider D&D purchase of 910 E. 2nd in an amount not to exceed $98,000

Information

The D&D Committee (John Akers, Chris Christiansen, Mary Donaghy, Bob Downing, Al Farris, Keith Wright and Chuck Burgin) met January 7, 2014 and recommended the city purchase 910 E. 2nd (see pictures) (net assessed value is $123,500). Negotiations are complete so the purchase is before council for consideration and if approved, issue a handwritten warrant in an amount of $98,000.

Chuck Burgin estimated the total investment of the purchase including asbestos testing and removal, demolition and attorney fees at $118,000. The current balance within the D&D fund is $119,134.07.

Per the D&D program, the building will be removed and the lot sold for re-development. It is zoned C-2 (Highway Commercial). Once all the costs of the property are available, the D&D Committee will recommend a sale price based on the city's investment. While the city does not make money, the intent is to get a reasonable return because the funds go back into the D&D Program to purchase more properties. TIF revenues are also used to subsidize the purchase and redevelopment of property costs.

FYI—D & D stands for Dangerous and Dilapidated and the program was adopted in 2000. The city began the program where it purchases run-down buildings/properties, removes the building(s) and re-sells the property for development. Some of our D&D properties include the former Cottage Inn, Ruth's Flower Shop and Chiropractic Clinic. One of the more successful D&D acquisitions is the office building located on the northeast corner of Hwy 92 and "B" Street. In the packet is the policy that fully describes the program.

Simple motion is in order.

Attachments

D&D Policy

D&D Pictures

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.

910 East 2nd Avenue


910 East 2nd Avenue
12/06/2013


910 East 2nd Avenue
12/06/2013