



CITY OF INDIANOLA COUNCIL MEETING

December 4, 2017

6:00 p.m.

City Council Chambers

Agenda

1. Call to order
2. Pledge of allegiance
3. Roll call
4. Public Comment
5. Consent
 - A. Approval of agenda
 - B. November 20, 2017 Minutes
 - C. Resolution approving settlement agreement with BCDG, LP regarding a bankruptcy claim
 - D. Resolution authorizing the purchase of a pickup truck from Shottenkirk Ford in an amount of \$20,581.00
 - E. Resolution authorizing a purchase of a push camera from Municipal Pipe and Tool in an amount of \$11,417.00
 - F. Resolution approving an agreement with Reilly Construction Company for concrete crushing at the brush facility
 - G. Resolution approving farm lease agreement with Dennis Moser in an amount of \$40,300/year for two years - property located at 110 Avenue and Grimes Street
 - H. Approval of the Civil Service Commission list of applicants certified eligible for the position of Paramedic/Firefighter in the Fire Department, subject to passing all other requirements
 - I. November 7, 2017 election certificate by Traci Vander Linden, Warren County Auditor and Commissioner of Election
 - J. Prior and final approval applications for urban revitalization designation
 - K. Claims on the computer printout for December 4, 2017

6. Council Reports
7. Mayor's Report - Kelly B. Shaw
 - A. Consider nominations to the Library Board
 - B. Consider nomination to the BRAVO Executive Board
 - C. Community Update
8. Public Consideration
 - A. Old Business
 1. First consideration of an ordinance amending Chapter 165.10 15 (F) to refer non-community Mobile Food and Beverage Vendors to Chapter 122.22 of the Transient Merchant requirements (P&Z unanimously recommended approval on October 10, 2017)
 2. Public hearing and first consideration of an ordinance amending the transient merchant ordinance
 3. Second consideration of an ordinance amending provisions of the regulations associated with fireworks use
 4. Second consideration of an ordinance amending a portion of the special requirements for retail fireworks facilities allowed in C-2 (Highway Commercial) and C-3 (General Office and Retail) in Chapter 165 of the City of Indianola Code of Ordinances (P&Z recommended approval on October 13, 2017)
 - B. New Business
 1. Presentation and direction regarding snow removal at 306 E. Scenic Valley Drive (YMCA)
 2. Resolution approving salaries
9. Other Business
 - A. Consider motion to go into closed session in accordance with Iowa Code Section 21.5(1)(j) to discuss the purchase or sale of particular real estate only where premature disclosure could be reasonably expected to increase the price the governmental body would have to pay for that property or reduce the price the governmental body would receive for that property
10. Adjourn

Subject
November 20, 2017 Minutes

Information

Fiscal Impact
Attachments

Minutes

REGULAR SESSION – NOVEMBER 20, 2017

The City Council met in regular session at 7:00 p.m. on November 20, 2017 in the City Hall Council Chambers. Mayor Kelly B. Shaw called the meeting to order and on roll call the following members were present: Shirley Clark, Joe Gezel, John Parker, Pam Pepper and Greta Southall. Absent: Brad Ross.

The consent agenda consisting of the following was approved on a motion by Southall and seconded by Pepper. On roll call the vote was, AYES: Parker, Clark, Pepper, Gezel and Southall. NAYS: None. ABSENT: Ross. Whereupon the Mayor declared the motion carried unanimously.

Approval of agenda

October 30 and November 6, 2017 Minutes

Application-A renewal Class "A" Liquor License, Outdoor Area and Sunday Sales Privilege for the Benevolent and Protective Order of Elks - 110 W. Ashland

Resolution No. 2017-173 setting a public hearing, December 4, 2017, and first consideration to amend the transient merchant ordinance (the complete resolution may be viewed at the City Clerk's Office)

Resolution No. 2017-174 approving a one year lease agreement between the City of Indianola, First Baptist Church and Trinity United Presbyterian Church

Change orders numbers one, two and three in an amount of (-\$8,368.98) for the Morlock Lift Station and Force Main Improvement Project - revised contract \$995,724.02

Claims on the computer printout for November 20, 2017 and the October 2017 receipts

The August and September 2017 City Treasurer's Report was approved on a motion by Parker and seconded by Clark. On roll call the vote was, AYES: Clark, Pepper, Gezel, Southall and Parker. NAYS: None. ABSENT: Ross. Whereupon the Mayor declared the motion carried unanimously.

A public hearing and first consideration amending provisions of the ordinance of the City of Indianola, Iowa, regarding regulations associated with fireworks use was held. There were no objections either oral or written. It was moved by Clark and seconded by Parker to approve the first consideration of this amendment. On roll call the vote was, AYES: Gezel, Southall, Parker and Clark. NAYS: Pepper. ABSENT: Ross. Whereupon the Mayor declared the motion carried.

A public hearing and first consideration to amend a portion of the special requirements for retail fireworks facilities allowed in C-2 (Highway Commercial) and C-3 (General Office and Retail) in Chapter 165 of the City of Indianola Code of Ordinances was held. There were no objections either oral or written. Clark moved and Gezel seconded to approve the first consideration of this amendment. On roll call the vote was, AYES: Gezel, Southall, Parker and Clark. NAYS: Pepper. ABSENT: Ross. Whereupon the Mayor declared the motion carried.

A public hearing and resolution to grant a public utility easement for the benefit of the Indianola Municipal Utilities. There were no objections either oral or written. Council member Pepper moved and Southall seconded to adopt the following resolution entitled, "RESOLUTION GRANTING A PUBLIC UTILITY EASEMENT FOR THE BENEFIT OF INDIANOLA MUNICIPAL UTILITIES ON THE SOUTH SIDE (WEST 2ND) OF THE VACANT LOT LOCATED ON THE CORNER OF WEST 2ND AVENUE AND SOUTH 'J' STREET". On roll call the vote was, AYES: Gezel, Southall, Parker, Clark and Pepper. NAYS: None. ABSENT: Ross. Whereupon the Mayor declared the motion carried.

unanimously.

RESOLUTION NO. 2017-175

RESOLUTION GRANTING A PUBLIC UTILITY EASEMENT FOR THE BENEFIT OF INDIANOLA MUNICIPAL UTILITIES ON THE SOUTH SIDE (WEST 2ND) OF THE VACANT LOT LOCATED ON THE CORNER OF WEST 2ND AVENUE AND SOUTH 'J' STREET

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

The following change order number two in the amount of \$10,503.92 for the 2017 Capital Street Improvement Project was approved on a motion by Pepper and seconded by Parker. On roll call the vote was, AYES: Gezel, Southall, Parker, Clark and Pepper. NAYS: None. ABSENT: Ross. Whereupon the Mayor declared the motion carried unanimously.

The following resolution entitled, "A RESOLUTION TO ACCEPT COMPLETION OF THE 2017 CAPITAL STREET IMPROVEMENT PROJECT AND RELEASE RETAINED FUNDS" was approved on a motion by Pepper and seconded by Southall. On roll call the vote was, AYES: Gezel, Southall, Parker, Clark and Pepper. NAYS: None. ABSENT: Ross. Whereupon the Mayor declared the motion carried unanimously.

RESOLUTION NO. 2017-176

A RESOLUTION TO ACCEPT COMPLETION OF THE 2017 CAPITAL STREET IMPROVEMENT PROJECT AND RELEASE RETAINED FUNDS

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

Upon the final consideration of an ordinance establishing a property maintenance code, Southall moved and Parker seconded to adopt ORDINANCE NO. 1579 entitled, "AN ORDINANCE CREATING CHAPTER 163 OF THE CITY OF INDIANOLA CODE OF ORDINANCE "ABANDONED OR UNSAFE BUILDINGS." On roll call the vote was, AYES: Parker, Clark, Pepper, Gezel and Southall. NAYS: None. ABSENT: Ross. Whereupon the Mayor declared the motion carried unanimously and the ordinance to be effective upon publication.

Upon the final consideration of an amendment to the nuisance abatement ordinance, Pepper moved and Clark seconded to adopt ORDINANCE NO. 1580 entitled, "AN ORDINANCE AMENDING THE MUNICIPAL CODE OF THE CITY OF INDIANOLA, IOWA, CHAPTER 50 "NUISANCE ABATEMENT PROCEDURE." On roll call the vote was, AYES: Gezel, Southall, Parker, Clark and Pepper. NAYS: None. ABSENT: Ross. Whereupon the Mayor declared the motion carried unanimously and the ordinance to be effective upon publication.

Council member Southall introduced the following resolution entitled, "RESOLUTION APPROVING CONSTRUCTION CONTRACT AND BONDS WITH DDVI IN AN AMOUNT OF \$189,451.70 FOR THE 2017 PICKARD PARK CONCESSION/STORAGE BUILDING." Council member Gezel seconded the motion to adopt. On roll call the vote was, AYES: Parker, Pepper, Gezel and Southall. NAYS: Clark. ABSENT: Ross. Whereupon the Mayor declared the motion carried and the following resolution adopted.

RESOLUTION NO. 2017-177

RESOLUTION APPROVING CONSTRUCTION CONTRACT AND BONDS WITH DDVI IN AN AMOUNT OF \$189,451.70 FOR THE 2017 PICKARD PARK CONCESSION/STORAGE BUILDING

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

A motion was made by Pepper and seconded by Parker to approve the following resolution

entitled, “RESOLUTION APPROVING CONTRACT FOR EMERGENCY REPAIRS FOR INDIANOLA WWTP FIXED FILM REACTOR EMERGENCY REPAIR PROJECT.” On roll call the vote was, AYES: Gezel, Southall, Parker, Clark and Pepper. NAYS: None. ABSENT: Ross. Whereupon the Mayor declared the motion carried unanimously and the following resolution adopted.

RESOLUTION NO. 2017-178
RESOLUTION APPROVING CONTRACT FOR EMERGENCY REPAIRS FOR INDIANOLA WWTP
FIXED FILM REACTOR EMERGENCY REPAIR PROJECT

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

The following resolution entitled, “RESOLUTION ACCEPTING BLIGHT ASSESSMENT PROJECT PREPARED BY SIMMERING & CORY” was approved on a motion by Parker and seconded by Southall. On roll call the vote was, AYES: Clark, Pepper, Gezel, Southall and Parker. NAYS: None. ABSENT: Ross. Whereupon the Mayor declared the motion carried unanimously and the following resolution adopted.

RESOLUTION NO. 2017-179
RESOLUTION ACCEPTING BLIGHT ASSESSMENT PROJECT PREPARED
BY SIMMERING & CORY

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

A motion was made by Parker to adopt the following resolution entitled, “RESOLUTION AUTHORIZING INTERNAL LOAN TO FUND URBAN RENEWAL PROJECT COSTS.” Council member Pepper seconded the motion to adopt. On roll call the vote was, AYES: Clark, Pepper, Gezel, Southall and Parker. NAYS: None. ABSENT: Ross. Whereupon the Mayor declared the motion carried unanimously and the following resolution adopted.

RESOLUTION NO. 2017-180
RESOLUTION AUTHORIZING INTERNAL LOAN TO FUND
URBAN RENEWAL PROJECT COSTS

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

Council member Pepper moved and Southall seconded to adopt the following resolution entitled,” RESOLUTION APPROVING THE GRANT AWARD AND AUTHORIZING THE PURCHASE OF A JOHN DEERE UTV AND KIMTEK SLIDE UNIT FOR THE INDIANOLA FIRE DEPARTMENT.” On roll call the vote was, AYES: Gezel, Southall, Parker, Clark and Pepper. NAYS: None. ABSENT: Ross. Whereupon the Mayor declared the motion carried unanimously and the following resolution adopted.

RESOLUTION NO. 2017-181
RESOLUTION APPROVING THE GRANT AWARD AND AUTHORIZING THE PURCHASE OF A
JOHN DEERE UTV AND KIMTEK SLIDE UNIT FOR THE INDIANOLA FIRE DEPARTMENT

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

It was moved by Clark and seconded by Pepper to approve the following resolution entitled, “RESOLUTION CERTIFYING BANKING AUTHORITY.” On roll call the vote was, AYES: Pepper, Gezel, Southall, Parker and Clark. NAYS: None. ABSENT: Ross. Whereupon the Mayor declared the motion carried unanimously and the following resolution adopted.

RESOLUTION NO. 2017-182

RESOLUTION CERTIFYING BANKING AUTHORITY

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

Southall moved and Parker seconded to approve the following resolution entitled, "RESOLUTION APPROVING TAX INCREMENT FINANCING INDEBTEDNESS." On roll call the vote was, AYES: Parker, Clark, Pepper, Gezel and Southall. NAYS: None. ABSENT: Ross. Whereupon the Mayor declared the motion carried unanimously and the following resolution adopted.

RESOLUTION NO. 2017-183 RESOLUTION APPROVING TAX INCREMENT FINANCING INDEBTEDNESS

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

Rick Graves, WPC Superintendent, presented an RFP for a WPC pickup. Bids will be received on November 29, 2017 and presented at the December 4th Council meeting. It was the consensus of the City Council to proceed with the RFP Process.

Rick Graves, WPC Superintendent, presented an RFP for a push camera. Bids will be received on November 28, 2017 and presented at the December 4th Council meeting. It was the consensus of the City Council to proceed with the RFP Process.

WPC Superintendent Rick Graves presented an RFP for lining of sewer mains. It was the consensus of the City Council to proceed with the RFP Process.

Fire Chief Greg Chia presented an RFP for Self-Container Breathing Apparatus. It was the consensus of the City Council to proceed with the RFP Process.

Police Chief Dave Button and Fire Chief Greg Chia presented and discussed the public safety and fire department salaries.

It was moved by Clark and seconded by Parker to enter into closed session in accordance with Iowa Code Section 21.5(1)(i) to evaluate the professional competency of an individual whose appointment, hiring, performance, or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session. On roll call the vote was, AYES: Pepper, Gezel, Southall, Parker and Clark. NAYS: None. ABSENT: Ross. Whereupon the Mayor declared the motion carried unanimously.

A motion was made by Southall and seconded by Parker to return to regular session. On roll call the vote was, AYES: Parker, Clark, Pepper, Gezel and Southall. NAYS: None. ABSENT: Ross. Whereupon the Mayor declared the motion carried unanimously.

The following RESOLUTION APPROVING SALARIES was approved on a motion by Pepper and seconded by Parker. On roll call the vote was, AYES: Gezel, Southall, Parker, Clark and Pepper. NAYS: None. ABSENT: Ross. Whereupon the Mayor declared the motion carried unanimously and the following resolution adopted.

RESOLUTION NO. 2017-184 RESOLUTION APPROVING SALARIES

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

Meeting adjourned at 7:57 p.m. on a motion by Pepper and second by Parker.

Kelly B. Shaw, Mayor

Diana Bowlin, City Clerk

Meeting Date: 12/04/2017

Subject

Resolution approving settlement agreement with BCDG, LP regarding a bankruptcy claim

Information

In your packet is the resolution approving the settlement agreement (packet) concerning preference claim in BCDG, LP bankruptcy. The IMU Board of Trustees unanimously approved on November 27, 2017.

Fiscal Impact

Attachments

Resolution

Settlement Offer

RESOLUTION NO. 2017-_____

**RESOLUTION APPROVING SETTLEMENT AGREEMENT
CONCERNING PREFERENCE CLAIM IN BCDG, LP BANKRUPTCY**

WHEREAS, the McDonald's franchisee, BCDG, LP sought bankruptcy protection on November 18, 2016; and

WHEREAS, the bankruptcy trustee claims that preferential payments were made by BCDG, LP to the City of Indianola and Indianola Municipal Utilities within 90 days of the bankruptcy petition filing date; and

WHEREAS, preferential transfers by a debtor are in violation of the Federal Bankruptcy law and the law allows a bankruptcy trustee to bring an action to obtain the preferential payments from the creditor; and

WHEREAS, the bankruptcy trustee has proposed a settlement that, after review of the settlement, the City Council of the City of Indianola and the Board of Trustees of Indianola Municipal Utilities believe to be in the best interest of the City; and

WHEREAS, the City Council has reviewed and agrees to the Settlement Agreement in the form attached hereto as "Exhibit A".

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

1. The settlement reached with the bankruptcy trustee in the BCDG, LP bankruptcy case is approved.
2. The Settlement Agreement in the form attached hereto as "Exhibit A" is approved and the Mayor is authorized to execute the same.

PASSED this 4th day of December 2017.

Kelly B. Shaw, Mayor

ATTEST:

Diana Bowlin, City Clerk

SETTLEMENT AGREEMENT AND MUTUAL RELEASE

This Settlement Agreement and Mutual Release (the “Agreement”), is made as of the last date written below (the “Execution Date”), by and between: (i) the Kohut Law Group, PLLC (the “Liquidating Agent”), solely in its capacity as the liquidating agent of the BCDG Priority and Unsecured Creditors Trust (the “Creditors Trust”), on the one hand, and (ii) the City of Indianola, whose address is 110 North First Street, P.O. Box 299, Indianola, Iowa, 50125, and the IMU Board of Trustees, whose address is 111 S. Buxton, P.O. Box 356 Indianola, Iowa, 50125 (collectively, the “Transferee”), on the other hand. The Transferee together with the Liquidating Agent, shall be referred to as the “Parties”, and each individually, a “Party”.

RECITALS

A. On November 18, 2016 (the “Petition Date”), BCDG, LP f/k/a Brown Customer Delight Corp., L.P., a Minnesota limited partnership (the “Debtor”) filed a voluntary petition for relief under Chapter 11 of Title 11 of the United States Code (the “Bankruptcy Code”), in the case styled as *In re: BCDG, LP*, Chapter 11 Case No. 16-02263-als11 (the “Case”), in the United States Bankruptcy Court in the Southern District of Iowa, Southern Division (the “Court”), and assigned to the Honorable Anita L. Shodeen.

B. On December 16, 2016, an official committee of creditors holding unsecured claims was formed in the Case (the “Committee”) by the Office of the United States Trustee, pursuant to Section 1102 of the Bankruptcy Code [Docket No. 59].

C. On March 22, 2017, the Committee filed its Combined Plan of Liquidation and Disclosure Statement [Docket No. 149] (the “Original Plan”).

D. On March 29, 2017, the Committee filed that certain trust agreement [Docket No. 159] (the “Creditors Trust Agreement”).

E. On May 4, 2017, the Committee filed a modification to the Original Plan [Docket No. 178] (the “Plan Modification” and together with the Original Plan, the “Plan”).

F. On May 17, 2017, the Court entered an order confirming the Plan [Docket No. 191] (the “Confirmation Order”), and on June 1, 2017, the Plan became effective.

G. Pursuant to the Plan and the Confirmation Order, the Creditors Trust Agreement was approved, and, pursuant to the Plan and the Creditors Trust Agreement, all of the Debtor’s assets were transferred to and vested in the Creditors Trust.

H. Under the Creditors Trust Agreement, the Liquidating Agent was given the power to take any and all actions, in its sole judgment and discretion, necessary to effectuate the purposes of the Creditors Trust. Such powers include, but are not limited to, the power to compromise and settle all claims in favor of the Creditors Trust without further Court order or approval.

I. The Liquidating Agent, if not an individual, must designate an individual to carry out its duties, and has so designated Gene Kohut, Esquire.

J. The Liquidating Agent has alleged that, pursuant to Sections 547 and/or 548 of the Bankruptcy Code, the Transferee has received preferential and/or fraudulent transfers from the Debtor which are avoidable under Section 550 of the Bankruptcy Code in the amount of \$26,353.24 (the “Alleged Transfers”).

K. The Transferee asserts that the Alleged Transfers are not avoidable pursuant to Sections 547(c) and 548 of the Bankruptcy Code.

L. The Liquidating Agent has concluded that the compromise and settlement embodied herein is in the best interests of the beneficiaries of the Creditors Trust, considering, among other things, the cost, expense and delay associated with litigating the disputed matters and issues, the results of which are uncertain.

NOW THEREFORE, in consideration of the mutual covenants contained below, and for other good and valuable consideration, the receipt of which is hereby acknowledged, the Parties agree as follows:

AGREEMENT

1. **Recitals.** The above recitals are incorporated into and made part of this Agreement as if fully restated herein.

2. **Settlement Amount.** On or before November 28, 2017, the Transferee shall deliver to counsel for Creditors Trust, Schafer and Weiner, PLLC, located at 40950 Woodward Avenue, Suite 100, Bloomfield Hills, MI 48304, an executed copy of this Agreement together with a check in U.S Dollars, in good funds, made payable to the Schafer and Weiner, PLLC Client Trust Account, and in the amount of six thousand and 00/100 (\$6,000.00) dollars (the “Settlement Amount”).

3. **Waiver and Release of Claims by the Creditors Trust.** Except for the obligations contained in this Agreement, upon execution of this Agreement and timely and complete payment of the Settlement Amount (the “Effective Date”), the Creditors Trust shall waive and release any and all claims, actions, causes of action, damages, costs, expenses, attorney fees, and liability of every kind and nature that it may have against the Transferee whether known or unknown, liquidated or contingent, now existing or hereafter arising, including, but not limited to, claims under Sections 502(d), 547, 548 and 550 of the Bankruptcy Code. Time is of the essence with respect to payment of the Settlement Amount.

4. **Waiver and Release of Claims by the Transferee.** Except for the obligations contained in this Agreement, on the Effective Date, the Transferee shall waive and release any and all claims, proofs of claim, actions, causes of action, damages, costs, expenses, attorney fees, and liability of every kind and nature that it may have against the Creditors Trust whether known or unknown, liquidated or contingent, now existing or hereafter arising, including, but not limited to,

claims for the Alleged Transfers, and its payment of the Settlement Amount pursuant to Section 502(h) of the Bankruptcy Code.

5. **Proof of Claims.**

- a. If the Transferee has filed any proof of claims in connection with this Case, any such claim shall be deemed immediately expunged without further order of the Court;
- b. Transferee shall not file any proofs of claim in the Debtor's Chapter 11 case in connection with the Settlement Amount, and any such claim shall be deemed immediately expunged without any further order of the Court; and
- c. The Transferee represents and warrants that it has not assigned any of its claims related to this Case to any third party. However, if for some reason this is not true, the Transferee indemnifies the Creditors Trust and shall hold it harmless for any such assignment.

6. **No Admission of Liability.** It is expressly understood and agreed that the terms of this Agreement, including the recital paragraphs and headings, are contractual and that the agreement contained herein and the consideration contemplated hereby is to compromise disputed claims and avoid litigation, and that no statement made herein, payment, or release or other consideration given shall be construed as an admission by any of the Parties of any kind or nature.

7. **Authority.** Each Party and signatory to this Agreement represents and warrants to the other Party that it has the full power, authority and legal right and has obtained all approvals and consents necessary, to execute, deliver and perform all actions required under this Agreement.

8. **Miscellaneous Provisions.**

- a. **Counterparts and Electronic Copies.** This Agreement may be executed in two (2) or more counterparts, and all the counterparts, taken together, shall constitute a single agreement. Executed counterparts exchanged by facsimile, .pdf (portable document format) or by any other electronic means shall be treated as originals for all purposes.
- b. **Captions and Headings.** The captions and headings of the various paragraphs of this Agreement have been inserted only for convenience of reference. These captions and headings are not part of this Agreement and should not be deemed in any manner to modify, enlarge or restrict any of the provisions of this Agreement.
- c. **Successors and Assigns.** The Agreement shall be binding upon and shall inure to the benefit of the Parties and their legal representatives, predecessors, successors and assigns, including any Chapter 11 or Chapter 7 trustee(s), plan

trustee(s), administrator(s) and any committees that may be appointed in the Debtor's case.

- d. Modifications. This Agreement may not be modified unless such modification is in writing and is signed by the party against whom enforcement of the modification is sought.
- e. Governing Law. This Agreement shall be construed in accordance with, and governed by, the laws of the State of Iowa.

INTENDING TO BE LEGALLY BOUND, this Agreement has been duly executed by the Parties as of and on the Execution Date.

**LIQUIDATING AGENT OF
CREDITORS TRUST**

Kohut Law Group, PLLC, solely as the
Liquidating Agent of the BCDG Priority
and Unsecured Creditors Trust

By: _____
Gene Kohut

Its: sole member

Dated: November ___, 2017

TRANSFeree

The City of Indianola, Iowa

By: _____
Kelly B. Shaw

Its: Mayor

Dated: November ___, 2017

and

The IMU Board of Trustees

By: _____
Tom Gaffigan

Its: General Manager

Dated: November ___, 2017

Meeting Date: 12/04/2017

Subject

Resolution authorizing the purchase of a pickup truck from Shottenkirk Ford in an amount of \$20,581.00

Information

Bid proposals were solicited and six bids were received for the purchase of a WPC pickup. The RFP was sent out and was posted on the Iowa League of Cities Web Site, City's Web Site and Facebook. The following bids were received:

Company	Make	Cost of Pickup	Trade-In Value	Total Cost
Shottenkirk Ford	Ford	\$27,581.00	\$7,000.00	\$20,581.00
Karl Chevrolet	Chevrolet	\$30,028.90	\$7,250.00	\$22,778.90
Stew Hansens/Southtown Dodge	Dodge	\$28,829.00	\$4,000.00	\$24,829.00
Bob Brown	Chevrolet	\$30,887.20	\$4,000.00	\$26,887.20
Deery Brothers	Chevrolet	\$30,315.00	\$3,200.00	\$27,115.00
Hawkeye Truck Equipment	Boss Snow Blade			\$6,937.00

Rick Graves, WPC Superintendent, is recommending (packet) the bid from Shottenkirk Ford in an amount of \$20,581.00.

Funds will come from the Vehicle and Equipment portion of the CIP. \$32,000 was budgeted which will cover the cost of the new computer and adaptor to attach to the current mount for use in locates and web base GIS that IT is working on, and the cost of the new snow blade.

Ford Pickup -	\$20,581.00
Boss Snow Blade -	\$ 6,937.00
Computer & Adaptor -	\$ 2,000.00
Total	\$29,518.00

Fiscal Impact**Attachments**

Pickup Recommendation Memo
 Resolution
 Memo
 Pickup RFP



WATER POLLUTION CONTROL

To: Honorable Mayor and City Council

CC: Ryan J. Waller, City Manager

From: Rick Graves

Date: November 29, 2017

Re: Purchase of a ¾ Ton 4 WD Pickup

Mayor and City Council,

I received 4 bids for the purchase of a pickup to replace the 2004 Ford pickup that was discussed at the November 20th council meeting. The proposals are as follows:

Dealer	Make	Cost of Pickup	Trade-In Value	Total Cost
Shottenkirk Ford	Ford	\$27,581.00	\$7,000.00	\$20,581.00
Karl Chevrolet	Chevrolet	\$30,028.90	\$7,250.00	\$22,778.90
Stew Hansens / Southtown Dodge	Dodge	\$28,829.00	\$4,000.00	\$24,829.00
Bob Brown	Chevrolet	\$30,887.20	\$4,000.00	\$26,887.20
Deery Brothers	Chevrolet	\$30,315.00	\$3,200.00	\$27,115.00
Hawkeye Truck Equipment	Boss Snow Blade			\$6,937.00

I recommend the purchase of the Ford pickup from Shottenkirk Ford for \$20,581.00.

Funds will come from the Vehicle and Equipment portion of the CIP. I budgeted \$32,000 which will cover the cost of the new computer and adaptor to attach to the current mount for use in locates and web base GIS that IT is working on, and the cost of the new snow blade.



WATER POLLUTION CONTROL

Ford Pickup	\$20,581.00
Boss Snow Blade	\$ 6,937.00
Computer & Adaptor	<u>\$ 2,000.00</u>
Total	\$29,518.00

This is a savings of \$2,482.00

Sincerely,

Rick Graves
WPC Supt.
City of Indianola

INDIANOLA

RESOLUTION NO. 2017-_____
RESOLUTION AUTHORIZING THE PURCHASE OF A
WPC PICKUP, SNOW BLADE AND COMPUTER/ADAPTOR

WHEREAS, the FY 17/18 budget includes funding to replace a new WPC pickup; and

WHEREAS, the Water Pollution Control Department reviewed the bids and recommends the bid from Schottenkirk Ford of \$20,581.00 for the vehicle, the Boss Snow Blade for \$6,937.00 and computer/adaptor for \$2,000.00 be awarded; and

WHEREAS, the computer and adaptor will be attached to the current mount for use in locates and web base GIS; and

WHEREAS, the Indianola Water Pollution Control Department is recommending to award the purchase of the vehicle to Schottenkirk of Indianola, Iowa at a cost of \$19,961.00, a Boss Snow Blade at \$6,937.00 and a computer/adaptor for \$2,000.00; and

NOW, THEREFORE BE IT RESOLVED, by the Indianola City Council hereby approves the purchases and the Mayor is authorized and directed to execute on behalf of the City and the City Clerk is authorized and directed to attest to said signature and to affix the seal of the City to the documents required to purchase the vehicle, snow blade and computer/adaptor.

Dated this 4th day of December, 2017.

Kelly B. Shaw, Mayor

ATTEST:

Diana Bowlin, City Clerk



WATER POLLUTION CONTROL

To: Honorable Mayor and City Council

CC: Ryan J. Waller, City Manager

From: Rick Graves

Date: November 9, 2017

Re: RFP for WPC Dept. Pickup

Mayor and City Council,

Attached is an RFP for bids to replace a 2004 Ford F350 4 WD pickup and snow blade. Funds for the pickup are part of the CIP budget for this fiscal year.

Upon Council approval, I will have city staff place the RFP on the city's website as well as the Iowa League of Cities website. I will contact several dealerships asking for a state bid. The bids will be due November 29, 2017 by 11:00 am. Once bids are reviewed, I will submit a purchase request along with showing the prices I received for consideration at the December 4, 2017 council meeting.

The snow blade was purchased from Hawkeye Truck Equipment for the new pickup November 8th before they were out of stock. With the quote being a State Bid, they complied with the bidding requirements.

The pickup currently has 89,830 miles on it.

Sincerely,

Rick Graves
WPC Supt.
City of Indianola

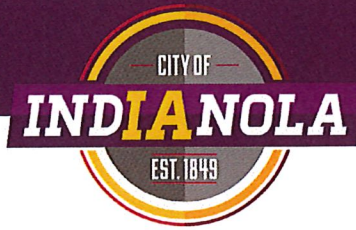




WATER POLLUTION CONTROL

2004 Ford F350





WATER POLLUTION CONTROL

Request for Proposal (RFP)

For

“2018 ¾ Ton 4 WD Pickup”

**Issued by:
City of Indianola WPC
11870 Hoover St
Indianola, IA 50125**

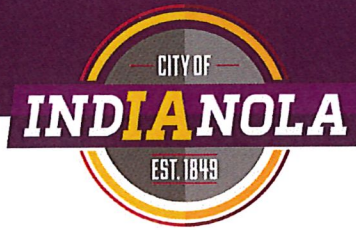
**Mailing Address:
City of Indianola WPC
P.O. Box 299
Indianola, IA 50125**

**Proposals must be submitted
No later than 11:00 AM
November 29, 2017**

LATE PROPOSALS WILL BE REJECTED
There will not be a public opening for this RFP

**For further information regarding this
RFP contact Rick Graves
Via Email: rgraves@indianolaiowa.gov**

Issued: November 9, 2017



WATER POLLUTION CONTROL

Request for Bids for a ¾ Ton 4WD Pickup

The City of Indianola Water Pollution Control is requesting bids for the following Pickup with the listed minimum requirements. If your pickup does not match the minimum requirements, list the in difference.

- a. 2018 model year ¾ ton 4-wheel drive, regular cab, full size box, automatic transmission and V-8 engine.
- b. Color – White
- c. Snow Plow Prep Package
- d. Trailer Tow package w/ Brake Controller, 2" frame mounted receiver hitch and wiring
- e. AM-FM radio, A/C, work duty seat (not vinyl), rubber floor (no carpet), Power Windows, Power Mirrors and Remote Keyless Entry
- f. Line-X or Rhino Lining inside box and top rails and tube type running boards

Total Cost for a – f: \$ _____

- g. ACARI RTM-101-LP mount and Whelen R2LPHPA Beacon \$ _____

Total Cost for a – g: \$ _____

Trade-In Price for 2004 Ford F350 4 WD with Boss Snow Blade \$ _____

The City of Indianola reserves the right to accept or reject any or all quotes.

Bids are due back to Rick Graves by 11:00 am on November 29th, 2017.

Bids may be emailed to rgraves@indianolaiowa.gov or mailed to the address listed below:

City of Indianola WPC
c/o Rick Graves
PO Box 299
Indianola, IA 50125

Any questions regarding the bidding process are to be directed to Rick Graves, WPC Supt., by calling (515) 961-9416 or email rgraves@indianolaiowa.gov



HAWKEYE TRUCK EQUIPMENT

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

" The Complete Truck Equipment Center "

Customer: 340500
CITY OF INDIANOLA
CITY HALL

INDIANOLA IA 50125

Q U O T A T I O N

Job No.	20154
Quote Date	10/30/17
Expire Date	11/29/17

Payments by Credit Card may be subject to 3% handling fee.

Terms				
N10				
JG: Order Tkr				

WE ARE PLEASED TO QUOTE THE FOLLOWING FOR YOUR APPROVAL:

***WE HAVE BEEN AWARDED STATE BID ON THIS PLOW ON STATE OF IOWA MASTER AGREEMENT
MA 005 5018-15B***

ATTENTION: RICK GRAVES

PHONE: 515-961-9416

- 1 - BOSS 8'2" POWER D-VXT (POLY) SNOWFLOW
- BLADE WIDTH: 8'2"
- BLADE HEIGHT: 30" IN THE CENTER AND 37" AT THE END
- 3/8" THICK POLY MOLDBOARD
- 6 VERTICAL AND 2 DIAGONAL REINFORCEMENT RIBS
- DUAL TRIP DESIGN FOR ENHANCED PLOW PROTECTION WHEN HITTING OBSTACLES, HIGH OR LOW, IN ANY POSITION
- CHAINLESS 2" X 1-1/8" X 10" HYDRAULIC CYLINDER LIFTING SYSTEM ELIMINATES SNOWFLOW BOUNCE DURING TRANSPORT
- 4 TRIP SPRINGS FOR MOLDBOARD TRIP
- 3 TORSION SPRINGS PER BLADE HALF FOR TRIP EDGE
- 1/2" X 6" HARDOX CUTTING EDGE
- SMART HITCH ONE MAN MOUNTING SYSTEM THAT ALLOWS THE PLOW TO BE REMOVED OR INSTALLED IN LESS THAN 20 SECONDS
- SMART LOCK CYLINDERS FOR BACK DRAGGING
- LED HEAD LIGHTS
- SMART TOUCH HAND HELD CONTROLLER
- HIGH PRESSURE HYDRAULICS ARE 2X FASTER THAN THE COMPETITION

*** CONTINUED NEXT PAGE ***



HAWKEYE TRUCK EQUIPMENT

5800 - 2ND AVENUE, P.O. BOX 3283
DES MOINES, IOWA 50316-0283
1-800-622-8223 • 515-289-1765

" The Complete Truck Equipment Center "

Customer: 340500
CITY OF INDIANOLA
CITY HALL

INDIANOLA IA 50125

Q U O T A T I O N

Job No.	20154
Quote Date	10/30/17
Expire Date	11/29/17

Payments by Credit Card may be subject to 3% handling fee.

Terms				
N10				
JG: Order Tkr				

- ENCLOSED HYDRAULICS PROTECTS AGAINST CORROSION AND HYDRAULIC FREEZE UP
- CURB GUARDS BUILT INTO THE TRIP EDGE ARE STANDARD
- SMART SHIELD POWDER COATED PAINT FINISH, INSTALLED.

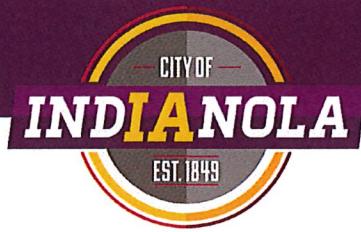
NOTE: THE TRIPPING BASE ANGLES ON THE DVXT COME STANDARD WITH CURB GUARDS AND SNOW CATCHER AND CAN BE USED AS THE CUTTING EDGE UNTIL WORN DOWN. ONCE WORN DOWN, YOU WILL BEGIN TO USE REPLACEABLE CUTTING EDGES.

PLOW PRICE	\$ 5,876.00
INSTALL PRICE	\$ 350.00
SNOW DEFLECTOR INSTALLED	\$ 275.00
EXTRA SET OF CUTTING EDGES AND BOLTS	\$ 436.00

	\$ 6,937.00

THANK YOU FOR THE OPPORTUNITY,
JOSH GOODE

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



WATER POLLUTION CONTROL

Request for Proposal (RFP)

For

“2018 ¾ Ton 4 WD Pickup”

**Issued by:
City of Indianola WPC
11870 Hoover St
Indianola, IA 50125**

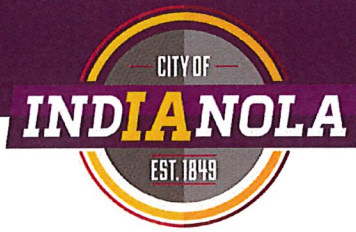
**Mailing Address:
City of Indianola WPC
P.O. Box 299
Indianola, IA 50125**

**Proposals must be submitted
No later than 11:00 AM
November 29, 2017**

LATE PROPOSALS WILL BE REJECTED
There will not be a public opening for this RFP

**For further information regarding this
RFP contact Rick Graves
Via Email: rgraves@indianolaiowa.gov**

Issued: November 9, 2017



WATER POLLUTION CONTROL

Request for Bids for a ¾ Ton 4WD Pickup

The City of Indianola Water Pollution Control is requesting bids for the following Pickup with the listed minimum requirements. If your pickup does not match the minimum requirements, list the in difference.

- a. 2018 model year ¾ ton 4-wheel drive, regular cab, full size box, automatic transmission and V-8 engine.
- b. Color – White
- c. Snow Plow Prep Package
- d. Trailer Tow package w/ Brake Controller, 2" frame mounted receiver hitch and wiring
- e. AM-FM radio, A/C, work duty seat (not vinyl), rubber floor (no carpet), Power Windows, Power Mirrors and Remote Keyless Entry
- f. Line-X or Rhino Lining inside box and top rails and tube type running boards

Total Cost for a – f: \$ _____

- g. ACARI RTM-101-LP mount and Whelen R2LPHPA Beacon \$ _____

Total Cost for a – g: \$ _____

Trade-In Price for 2004 Ford F350 4 WD with Boss Snow Blade \$ _____

The City of Indianola reserves the right to accept or reject any or all quotes.

Bids are due back to Rick Graves by 11:00 am on November 29th, 2017.

Bids may be emailed to rgraves@indianolaiowa.gov or mailed to the address listed below:

City of Indianola WPC
c/o Rick Graves
PO Box 299
Indianola, IA 50125

Any questions regarding the bidding process are to be directed to Rick Graves, WPC Supt., by calling (515)961-9416 or email rgraves@indianolaiowa.gov

Meeting Date: 12/04/2017

Subject

Resolution authorizing a purchase of a push camera from Municipal Pipe and Tool in an amount of \$11,417.00

Information

Bid proposals were solicited and five bids were received for the purchase of a push camera for the WPC Department. The RFP was sent out and was posted on the Iowa League of Cities Web Site, City's Web Site and Facebook. The following bids were received:

Company	Make	Camera Cost	Total Cost w/Locator
Municipal Pipe & Tool	Cues	\$9,110.00	\$11,417.00
Trans-Iowa Equipment	Envirosight	\$9,600.00	\$11,530.00
Municipal Supply	Gen-Eye		\$11,176.47
Holzberg Communications	Ridgid		\$14,999.00

Rick is recommending (packet) the bid from Municipal Pipe and Tool in an amount of \$11,417.00.

Funds will come from the Vehicle and Equipment portion of the CIP. \$24,000 was budgeted.

Fiscal Impact**Attachments**

Resolution
Push Camera Memo
Push Camera RFP

RESOLUTION NO. 2017-_____
RESOLUTION AUTHORIZING THE PURCHASE OF A
PUSH CAMERA FOR THE WPC DEPARTMENT

WHEREAS, the FY 17/18 budget includes funding the purchase of a push camera for WPC department; and

WHEREAS, the Water Pollution Control Department reviewed the bids and recommends the bid from Municipal Pipe & Tool in an amount of \$11,417.00; and

WHEREAS, the Indianola Water Pollution Control Department is recommending to award the purchase of the push camera to Municipal Pipe and Tool at a cost of \$11,417.00; and

NOW, THEREFORE BE IT RESOLVED, by the Indianola City Council hereby approves the purchase of the push camera for the WPC Department and the Mayor is authorized and directed to execute on behalf of the City and the City Clerk is authorized and directed to attest to said signature and to affix the seal of the City to the documents required to purchase the vehicle, snow blade and computer/adaptor.

Dated this 4th day of December, 2017.

Kelly B. Shaw, Mayor

ATTEST:

Diana Bowlin, City Clerk



WATER POLLUTION CONTROL

To: Honorable Mayor and City Council

CC: Ryan J. Waller, City Manager

From: Rick Graves

Date: November 29, 2017

Re: Purchase of a Push Camera for Inspecting Sewer Lines

Mayor and City Council,

I received 4 bids for the purchase of a Push Camera that was discussed at the November 20th council meeting. The current Push Camera is a Cues brand. The proposals are as follows:

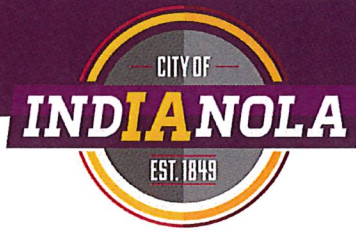
Dealer	Make	Camera Cost	Total Cost w/Locator
Municipal Pipe & Tool	Cues	\$9,110.00	\$11,417.00
Trans-Iowa Equipment	Envirosight	\$9,600.00	\$11,530.00
Municipal Supply	Gen-Eye		\$11,176.47
Holzberg Communications	Ridgid		\$14,999.00

I recommend the purchase of the Cues Camera and Locator from Municipal Pipe and Tool for \$11,417.00. The cost is higher than the Gen-Eye but we can use the camera head from the current push camera on the new one instead of being down for days waiting on repairs.

Funds will come from the Vehicle and Equipment portion of the CIP. I budgeted \$24,000 as I was looking into a pan and tilt camera head option which added approximately \$12,000 to the cost. After further investigation the risk of not being able to use this option due to some households having 3" sewer pipe, it was decided to get a camera system similar to the one we are using now.

Sincerely,

Rick Graves
WPC Supt.
City of Indianola



WATER POLLUTION CONTROL

To: Honorable Mayor and City Council

CC: Ryan J. Waller, City Manager

From: Rick Graves

Date: 11-10-2017

Re: Push Camera

Mayor and City Council,

Our current push camera is close to 10 years old and I have it in this year's budget to be replaced. It was used extensively when the city was under the Consent Order inspecting residential sewers and since the Time of Sale Ordinance started March 1, 2017, it has been used over 200 times. This camera takes a lot of abuse and is starting to show its wear.

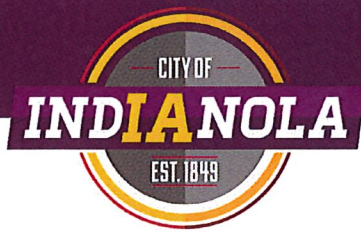
When the camera was bought new, the recording device was part of the camera system. After a few years the recording device failed so they went with a lap top to record and edit the video's which made it cumbersome to carry. The new push cameras are integrated together making it easier to carry and maneuver through the resident's houses.

The next page shows two camera systems (orange and green) that I have seen a demo on. They are more compact and lighter to carry and very easy to use. The bottom two pictures shows the current laptop and camera system.

With your approval, I will send out RFP's to 4 companies that specialize in the sale of push cameras and have city staff place it on the city website and Iowa League of Cities website.

Sincerely,

Rick Graves
WPC Supt.
City of Indianola



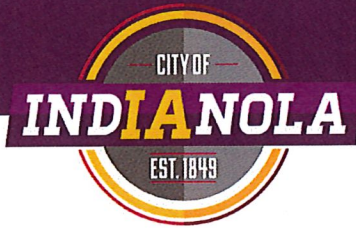
WATER POLLUTION CONTROL

Sample Push Cameras w/ Integrated Recording Device.



Current Camera System





WATER POLLUTION CONTROL

Request for Proposal (RFP)

For

“Sewer Lateral Push Camera”

Issued by:

**City of Indianola WPC
11870 Hoover St
Indianola, IA 50125**

Mailing Address:

**City of Indianola WPC
P.O. Box 299
Indianola, IA 50125**

**Proposals must be submitted
No later than 11:00 AM
November 28, 2017**

LATE PROPOSALS WILL BE REJECTED

There will not be a public opening for this RFP

**For further information regarding this
RFP contact Rick Graves
Via Email: rgraves@indianolaiowa.gov**

Issued: November 10, 2017



WATER POLLUTION CONTROL

Request for Quotes for Sewer Lateral Push Camera

Below is a list of minimum requirements in order to bid
Place Check Mark by the items your Camera has.

- ☐ Push Cable – minimum 200' _____
- ☐ Sun Readable LCD Screen _____
- ☐ Built-in Battery and Charger _____
- ☐ Integral SD Card Reader _____
- ☐ Waterproof Keyboard _____
- ☐ Self-Leveling Color Camera _____
- ☐ Line Locator _____

- ☐ Total Cost \$ _____

The City of Indianola reserves the right to accept or reject any or all quotes.

Quotes are due back to Rick Graves by November 28, 2017 by 11:00 AM.

Any questions regarding the proposal process are to be directed to Rick Graves, WPC Supt., by calling (515)961-9416 or email rgraves@indianolaiowa.gov.

Meeting Date: 12/04/2017

Subject

Resolution approving an agreement with Reilly Construction Company for concrete crushing at the brush facility

Information

Bid proposals were solicited and received three bids for the concrete crushing at the Brush Facility. The RFP was sent out and was posted on the Iowa League of Cities Web Site, City's Web Site and Facebook. The following bids were received:

Company	Mobilization Fee	PCC Crushing/Ton	Estimated Cost
Reilly Construction Co. Ossian	\$5,000	\$6.00	\$47,000-\$59,000
Elder Corporation Des Moines, Iowa	\$5,500	\$6.50	\$51,000-\$64,000
CJ Moyna & Sons Inc. Elkader	\$10,000	\$6.60	\$56,200-\$69,400

Jason Etnyre, Street Superintendent, is recommending (packet) the bid from Reilly Construction Company.

Roll call is in order.

Fiscal Impact**Attachments**

Resolution

Memo

RFP

RESOLUTION NO. 2017-_____
RESOLUTION AUTHORIZING AN AGREEMENT WITH
REILLY CONSTRUCTION COMPANY FOR
CONCRETE CRUSHING AT THE BRUSH FACILITY

WHEREAS, the FY 17/18 budget includes funding for concrete crushing at the Brush Facility;
and

WHEREAS, the Indianola Street Department reviewed the bids and recommends the bid from Reilly Construction Company, of Ossian in an amount of \$5,000 for mobilization fee and \$6.00/crushing/ton; and

WHEREAS, the Indianola Street Department is recommending awarding the bid to Reilly Construction Company of Ossian in an amount of \$5,000 for mobilization fee and \$6.00/crushing/ton;
and

NOW, THEREFORE BE IT RESOLVED, by the Indianola City Council hereby approves the agreement with Reilly Construction Company of Ossian for concrete crushing at the Brush Facility and the Mayor is authorized and directed to execute on behalf of the City and the City Clerk is authorized and directed to attest to said signature and to affix the seal of the City to the documents required to purchase the vehicle, snow blade and computer/adaptor.

Dated this 4th day of December 2017.

Kelly B. Shaw, Mayor

ATTEST:

Diana Bowlin, City Clerk



— STREETS DEPARTMENT —

To: Mayor and City Council
From: Jason C. Etnyre, Street Superintendent
Subject: Concrete Crushing Quotes
Date: December 1, 2017

Honorable Mayor and Council members,
At the November 6, 2017 meeting of City Council staff was authorized to request quotes for concrete crushing services for the winter of 2017/18. Four companies were sent quotation forms directly and the RFQ was also posted online to seek further potential companies. On November 22, 2017 at the close of the RFQ submission period the City had received 3 quotations for concrete crushing services.

The quotes received were as follows:

Reilly Construction Co., Inc. of Ossian: Mobilization Fee	<u>\$5,000</u>
PCC Crushing cost per ton	<u>\$6.00</u>
Elder Corporation of Des Moines: Mobilization Fee	<u>\$5,500</u>
PCC Crushing cost per ton	<u>\$6.50</u>
CJ Moyna & Sons, Inc of Elkader: Mobilization Fee	<u>\$10,000</u>
PCC Crushing cost per ton	<u>\$6.60</u>

City staff is recommending that Council approve the quotation of Reilly Construction Co., Inc of Ossian, IA for crushing services for winter of 2017/18. Staff from Reilly has estimated the City stockpile to be approximately 7,000- 9,000 ton in size. Estimated cost of this service will be between \$47,000 and \$59,000.



QUOTES FOR 2017/2018 CONCRETE CRUSHING

The City of Indianola Streets Department is accepting quotes for concrete crushing to occur at the City Brush Disposal Site located at the far west end of Iowa Street in Indianola, Iowa.

This contract will be for the crushing of the accumulated concrete, bricks, landscaping block, and other miscellaneous concrete based materials. All accumulations are municipal in nature with a bulk of the material being sidewalks or street pavement sections. Any and all quotation providers are encouraged to contact Jason Etnyre, Street Superintendent, prior to quotation submittal to arrange entrance to the property to view the volume of material present.

The City will provide staffing necessary to during normal working hours for the Street Department of the City of Indianola to process any material over 24" into material acceptable for crushing.

The Contractor will furnish: all other labor, equipment, vehicles, materials, supplies and miscellaneous needed to crush all accumulated materials into a finished product of 1.5" minus. Contractor's equipment must have mechanical means capable of removing metal from the finished product. Contractor's equipment must also be capable of providing weight of finished material via use of belt scales. All finished product is to remain on-site and is to be retained as property of the City of Indianola.

The contractor may begin work upon notice to proceed by the City of Indianola and understands that incidental material will/can be added per the need of the City of Indianola. Contractor has until March 1, 2018 to perform this work. Contractor must provide 48 hours notice to the Street Superintendent prior to start of the project.

The City of Indianola reserves the right to refuse all bids/quotes.

The contractor shall obtain and carry insurance throughout the term with a reputable company, acceptable to the city and allowed to do business in the State of Iowa, with the following minimum limits:

- Workers Compensation as provided by law.

- Public Liability and Property Damage in the amount of not less than \$1,000,000 with single limits for personal injury and property damage.

- Vehicle and equipment in the amount of \$1,000,000 for bodily injury and property damage.

- The contractor shall furnish the city with proof of insurance and each policy shall require a 30-day notice of cancellation.

Any and all questions/inquiry can be made to Jason Etnyre, Street Superintendent at 515-962-5292 or 515-210-3138.

QUOTATION

2017 /2018 Concrete Crushing

INDIANOLA, IOWA

Name of Bidder _____

Address of Bidder _____

Phone Number and Email of Bidder _____

To: City of Indianola
P.O. Box 299
Indianola, Iowa 50125-0299

Quotes will be received until November 22, 2017 at 2:30 p.m. at the Indianola City Hall.

The Contractor will furnish all other labor, equipment, vehicles, materials, supplies and miscellaneous needed to crush/grind all accumulated concrete-based materials into 1.5" minus finished material. Contractor's equipment must have mechanical means capable of removing metal from the finished product. Contractor's equipment must be capable of providing weight of finished material via use of belt scales. All finished product is to remain on-site and is to be retained as property of the City of Indianola.

Quote:

\$ _____ : Mobilization fee

\$ _____ : PCC Crushing cost per ton

Bidder _____

By _____ Date _____, 2017

Meeting Date: 12/04/2017

Subject

Resolution approving farm lease agreement with Dennis Moser in an amount of \$40,300/year for two years
- property located at 110 Avenue and Grimes Street

Information

As your are aware, WPC Superintendent Rick Graves, has been working on a "request for proposals" and contract to farm the Sewer Land on Grimes Avenue (see map). 247.20 acres plus 38.3 acres of have have been farmed on contract since the city bought if in April 2002. The current contract expires March 2018 so on October 19, 2017 City Clerk Diana Bowlin sent seven rfp's and on November 27, 2017 three were received. They are:

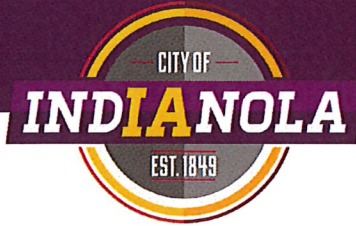
Rent two year lease	
Dennis Moser-Indianola, Iowa	\$40,300/year + real estate property taxes
Allen & Keith Henry-Indianola, Iowa	\$38,314/year + real estate property taxes
MZ Grain LLC (Zach Moorman)-Carlisle, Iowa	\$35,304/year + real estate property taxes
Rent-Five Year Lease	
Dennis Moser	\$40,300/year + real estate property taxes
Allen & Keith Henry	\$38,314/year + real estate property taxes
MZ Grain (Zach Moorman)	\$37,000/year + real estate property taxes

With the potential of the new plant starting construction in 2020, Rick recommends a two-year contract with Dennis Moser in the amount of \$40,300/year plus taxes.

FYI - The funds are placed in the Sewer Budget. The current contract is \$40,200 plus yearly taxes.

Fiscal Impact**Attachments**

Farm Lease Memo
Resolution
Moser Farm Lease
Map



WATER POLLUTION CONTROL

To: Honorable Mayor and City Council

CC: Ryan J. Waller, City Manager

From: Rick Graves

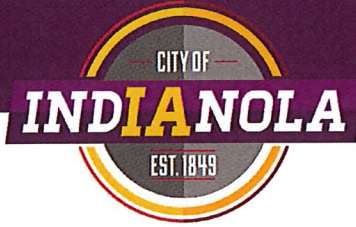
Date: November 29, 2017

Re: City Farm Lease Bids

Mayor and City Council,

We received 3 bids from the 7 packets that were mailed out for leasing the City Farm. The options were for two years or five years. The proposals are as follows:

RENT – TWO YEAR LEASE	
Dennis Moser Indianola, Iowa	\$40,300/year + real estate property taxes
Allen & Keith Henry Indianola, Iowa	\$38,314/year + real estate property taxes
MZ Grain LLC (Zach Moorman) Carlisle, Iowa	\$35,304/year + real estate property taxes
RENT – FIVE YEAR LEASE	
Dennis Moser	\$40,300/year + real estate property taxes
Allen & Keith Henry	\$38,314/year + real estate property taxes
MZ Grain (Zach Moorman)	\$37,000/year + real estate property taxes



WATER POLLUTION CONTROL

With the potential of the new plant starting construction in 2020, I recommend leasing the farm ground under the stipulations in the lease agreement to Dennis Moser for the term of 2 Years from March 2018 to March 2020.

Mr. Moser has land south of the South Plant Lift Station for use if we need to land apply sludge during the summer months when the City Farm isn't available.

Sincerely,

Rick Graves
WPC Supt.
City of Indianola

INDIANOLA

RESOLUTION NO. 2017-____

A RESOLUTION APPROVING A FARM LEASE
WITH DENNIS MOSER FOR \$40,300 PER YEAR

WHEREAS, the City has a desire to enter into an agreement with Dennis Moser on a farm lease on the property purchase by the City of Indianola in April 2002; and

WHEREAS, the Water Pollution Control Department reviewed the bids and recommends the bid from Dennis Moser in an amount of \$40,300/year to a two-year period; and

WHEREAS, the Water Pollution Control Department recommends to award the agreement (Exhibit A) to Dennis Moser in an amount of \$40,300/year for a two-year period; and

NOW, THEREFOR BE IT RESOLVED, by the Indianola City Council hereby approved the farm lease agreement with Dennis Moser in an amount of \$40,300/year for two-year period beginning April 1, 2018 and the Mayor is authorized and directed to execute on behalf of the City and the City Clerk is authorized and directed to attest to said signature and to affix the seal of the City to the documents.

Dated this 4th day of December, 2017.

Kelly B. Shaw, Mayor

ATTEST:

Diana Bowlin, City Clerk

NOV 27 2017

INDIANOLA, IOWA

FARM LEASE - CASH OR CROP SHARES

THIS LEASE ("Lease") is made between City of Indianola ("Landlord"), whose address for the purpose of this Lease is 110 North 1st St., Indianola, Iowa 50125, and Dennis M. Reese ("Tenant"), whose address for the purpose of this Lease is 15341 Newbold Indianola Iowa 50125

THE PARTIES AGREE AS FOLLOWS:

1. PREMISES AND TERM. Landlord leases to Tenant the following real estate situated in Warren County, Iowa (the "Real Estate"): Farmland tract 11838, included in property owned by the City that is legally described as:

The N 1/2 NW 1/4 and the SW 1/4 of the NW 1/4 of Section 2 EXCEPT that part lying South and East of the Old Channel of the Middle River and EXCEPT all North of the center of Middle River Channel in the N 1/2 NW 1/4 of Section 2; ALSO beginning at the Northwest corner of the SW 1/4 of Section 2, thence South 42 rods, thence South 80 degrees East 40 rods, thence North 3 degrees East 49 rods and 4 links, thence West 42 rods and 16 links to the place of beginning (containing 11 Acres and 124 square rods more or less); all in Township 76 North, Range 24 West 5th P.M, Iowa;

AND

The NE 1/4 of Section 3 EXCEPT beginning at the Northwest corner thereof, thence South 66 rods, thence East 6 rods, thence North to Section line, thence West 5 rods to beginning, and EXCEPT all North of the center of Middle River in said NE 1/4 of said Section 3 (containing 48.23 acres more or less); all in Township 76 North, Range 24 West 5th P.M., Warren County, Iowa;

AND

The N 1/2 of the SE 1/4 of Section 3, Township 76 North, Range 24 West of the 5th P.M., Warren County, Iowa;

AND

The S 1/2 of the SE 1/4 of Section 3, Township 76 North, Range 24 West of the 5th P.M., Warren County, Iowa, EXCEPT that part of parcel "F" of the Southwest Quarter of Section 3, Township 76 North, Range 24 West of the 5th P.M., Warren County, Iowa, as shown in Irregular Plat Book 12, Page 2 of 76-24 in the office of the Warren County Recorder, that lies within the SW 1/4 of the SE 1/4 of said Section 3;

AND EXCEPT

Parcel "G" of the survey of the Southwest Quarter of the Southeast Quarter of Section 3, Township 76 North, Range 24 West of the 5th P.M., Warren County, Iowa, as shown in Irregular Plat Book 13, Page 2 of 76-24 in the office of the Warren County Recorder, and containing 247.20 acres, more or less;

Farmland tract 11838 ("Leased Premises") expressly includes crop on side hills and hay ground located on property as reflected in the map of the Leased Premises, attached hereto as Exhibit A.

Possession by Tenant shall be for a term of two (2) year, commencing on March 1, 2018, and ending on March 1, 2020 or a term of five (5) years, commencing on March 1, 2018 and ending December 15, 2020.

The Tenant has had or been offered an opportunity to make an independent investigation as to the acres and boundaries of the premises. In the event that possession cannot be delivered within fifteen (15) days after commencement of this Lease, Tenant may terminate this Lease by giving the Landlord notice in writing.

2. RENT-TWO YEAR LEASE. Tenant shall pay to Landlord as rent for the Leased Premises (the "Rent"):

- a. Total annual cash rent of \$40,300, which shall include a per acre price for haying that portion of the Leased Premises set forth in Exhibit A. Rent shall be payable, unless otherwise agreed, as follows: \$14,500 on April 1, 2018, and \$25,800 on December 15, 2018 and \$14,500 on April 1, 2019 and \$25,800 on December 15, 2019. If Tenant exercises the option to plant cover crop, Tenant shall be entitled to a reduction in rent due on December 15, 2018 up to the amount of the dollar amount of said cover crop as evidenced by invoices provided to Landlord; and
- b. All real estate taxes due on the Leased Premises in accordance with Paragraph (a).

RENT-FIVE YEAR LEASE. Tenant shall pay to Landlord as rent for the Leased Premises (the "Rent"):

- a. Total annual cash rent of \$40,300, which shall include a per acre price for haying that portion of the Leased Premises set forth in Exhibit A. Rent shall be payable, unless otherwise agreed, as follows:
 - \$14,500 on April 1, 2018
 - \$25,800 on December 15, 2018
 - \$14,500 on April 1, 2019
 - \$25,800 on December 15, 2019
 - \$14,500 on April 1, 2020
 - \$25,800 on December 15, 2020
 - \$14,500 on April 1, 2021
 - \$25,800 on December 15, 2021
 - \$14,500 on April 1, 2022
 - \$25,800 on December 15, 2022

If Tenant exercises the option to plant cover crop, Tenant shall be entitled to a reduction in rent due on December 15, 2018 up to the amount of the dollar amount of said cover crop as evidenced by invoices provided to Landlord; and

- b. All real estate taxes due on the Leased Premises in accordance with Paragraph (a).

All Rent is to be paid to Landlord at the address above or at such other place as Landlord may direct in writing. Rent must be in Landlord's possession on or before the due date. Participation of this farm in any offered program by the U.S. Department of Agriculture or any state for crop production control or soil conservation, the observance of the terms and conditions of this program, and the division of farm program payments, requires Landlord's prior written consent.

3. INPUT COSTS AND EXPENSES. Tenant shall prepare the Leased Premises and plant such crops in a timely fashion as may be directed by Tenant. Tenant shall only be entitled to pasture or till those portions of the Leased Premises designated by Landlord. All necessary machinery and equipment, as well as labor, necessary to carry out the terms of this lease shall be furnished by and at the expense of the Tenant.

4. PROPER HUSBANDRY; HARVESTING OF CROPS; CARE OF SOIL, TREES, SHRUBS AND GRASS. Tenant shall farm the Leased Premises in a manner consistent with good husbandry, seek to obtain the best crop production that the soil and crop season will permit, properly care for all growing crops in a manner consistent with good husbandry, and harvest all crops on a timely basis. In the event Tenant fails to do so, Landlord reserves the right, personally or by designated agents, to enter upon the Leased Premises and properly care for and harvest all growing crops, charging the cost of the care and harvest to the Tenant, as part of the Rent. Tenant shall timely control all weeds, including noxious weeds, weeds in the fence rows, along driveways and around buildings throughout the premises. Tenant shall comply with all terms of the conservation plan and any other required environmental plans for the Leased Premises.

Upon request from the Landlord, Tenant shall by August 15 of each lease year provide to the Landlord a written listing showing all crops planted, including the acres of each crop planted, fertilizers, herbicides and insecticides applied showing the place of application, the name and address of the applicator, the type of application and the quantity of such items applied on the lease premises during such year.

Tenant shall distribute upon the poorest tillable soil on the Leased Premises, unless directed otherwise by Landlord, all of the manure and compost from the farming operation suitable to be used. Tenant shall not remove from the Leased Premises (corn stalk and/or wheat straw in bales are the property of Tenant and shall be removed by Tenant), nor burn, any straw, stalks, stubble, or similar plant materials, all of which are recognized as the property of Landlord. Tenant may use these materials, however, upon the Leased Premises for the farming operations. Tenant shall protect all trees, vines and shrubbery upon the Leased Premises from injury by Tenant's cropping operation or livestock.

Tenant shall maintain accurate yield records for the Leased Premises, and upon request, during or after lease term, shall disclose to Landlord, all yield base information required for participation in government program.

a. Soil Erosion. Tenant shall do what is reasonably necessary to control soil erosion including, but not limited to, the maintenance of existing watercourses, waterways, ditches, drainage areas, terraces and tile drains, and abstain from any practice which will cause damage to the Leased Premises. Tenant shall cause the side hill washout to be maintained to prevent further soil erosion.

b. Cover Crop. The Tenant may plant cover crops in exchange for a reduction in rent in the second year of the term of this Lease. Such reduction shall be determined relative to the costs incurred by Tenant associated with planting and any harvesting said crop.

5. ENVIRONMENTAL.

a. Landlord. To the best of Landlord's knowledge to date:

i) Neither Landlord nor Landlord's former or present tenants are subject to any investigation concerning the premises by any governmental authority under any applicable federal, state, or local codes, rules, and regulations pertaining to air and water quality, the handling, transportation, storage, treatment, usage, or disposal of toxic or hazardous substances, air emissions, other environmental matters, and all zoning and other land use matters.

ii) Any handling, transportation, storage, treatment, or use of toxic or hazardous substances that has occurred on the premises has been in compliance with all applicable federal, state, and local codes, rules, and regulations.

iii) No leak, spill release, discharge, emission, or disposal of toxic or hazardous substances has occurred on the premises.

iv) The soil, groundwater, and soil vapor on or under the premises is free of toxic or hazardous substances except for chemicals (including without limitation fertilizer, herbicides, insecticides) applied in conformance with good farming methods, applicable rules and regulations and the label directions of each chemical.

Landlord shall hold Tenant harmless against liability for removing solid waste disposal sites existing at the execution of this Lease, with the exception that Tenant shall be liable for removal of solid waste disposal sites to the extent that the Tenant created or contributed to the solid waste disposal site at any time.

Landlord shall assume liability and shall indemnify and hold Tenant harmless against any liability or expense arising from any condition which existed, whether known or unknown, at the time of execution of the lease which is not a result of actions of the Tenant or which arises after date of execution but which is not a result of actions of the Tenant.

Landlord shall disclose in writing to Tenant the existence of any known wells, underground storage tanks, hazardous waste sites, and solid waste disposal sites. Disclosure may be provided by a properly completed groundwater hazard statement to be supplemented if changes occur.

b. Tenant. Tenant shall comply with all applicable environmental laws concerning application, storage and handling of chemicals (including, without limitation, herbicides and insecticides) and fertilizers. Tenant shall apply any chemicals used for weed or insect control at levels not to exceed the manufacturer's recommendation for the soil types involved. Farm chemicals may be stored on the premises for more than one year. Farm chemicals for use on other properties may be stored on this property. Chemicals stored on the premises shall be stored in clearly marked, tightly closed containers. No chemicals or chemical containers will be disposed of

on the premises. Application of chemicals for agricultural purposes per manufacturer's recommendation shall not be construed to constitute disposal.

Tenant shall employ all means appropriate to insure that well or ground water contamination does not occur, and shall be responsible to follow all applicator's licensing requirements. Tenant shall install and maintain safety check valves for injection of any chemicals and/or fertilizers into an irrigation system (injection valve only, not main well check valve). Tenant shall properly post all fields (when posting is required) whenever chemicals are applied by ground or air. Tenant shall haul and spread all manure on appropriate fields at times and in quantities consistent with environmental protection requirements. Tenant shall not dispose of waste oil, tires, batteries, paint, other chemicals or containers anywhere on the premises. Solid waste may not be disposed of on the premises. Tenant shall not use waste oil as a means to suppress dust on any roads on or near the premises. No underground storage tanks, except human waste septic systems that meet current codes, rules, and regulations, shall be maintained on the premises.

Tenant shall immediately notify Landlord of any chemical discharge, leak, or spill which occurs on premises. Tenant shall assume liability and shall indemnify and hold Landlord harmless for any claim or violation of standards which results from Tenant's use of the premises. Tenant shall assume defense of all claims, except claims resulting from Landlord's negligence, in which case each party shall be responsible for that party's defense of any claim. After termination, Tenant shall remain liable for violations which occurred during the term of this Lease.

6. HUNTING AND TRAPPING. Tenant shall not hunt or trap on the premises, nor shall the Tenant permit or allow others to hunt or trap on the premises.

7. BIOSOLIDS. Landlord reserves the right to apply biosolids or inject biosolids with grass applicator to any or all hay/alfalfa in fields, 2, 3 or 4 (see Exhibit A) any time after the first cutting. Landlord also reserves the right to knife in, inject, and/or surface apply biosolids to fields 1 and 9 on a seasonal basis when crops are not growing. Furthermore, the Landlord shall have the right to land apply biosolids on at least seventy acres that are subject to this lease at any time throughout any year. The seventy-acre area may be on an alternate site provided by Tenant. If Tenant cannot provide an alternate site, the Landlord shall designate the acreage subject to this lease which shall be used for land application of biosolids. Landlord shall give Tenant 30-day notice before any such land application of biosolids except in an emergency situation. Landlord shall not apply biosolids to growing row crops. This lease shall be reduced by \$5,000.00 per year if Tenant must plant hay and not use an alternate site as described above.

8. TERMINATION OF LEASE. This Lease shall automatically terminate upon the expiration of its term. Upon Tenant's default, Landlord shall have the right to terminate this Lease. All notices of termination of this Lease shall be as provided by law.

9. POSSESSION AND CONDITION AT END OF TERM. At the termination of this Lease, Tenant will relinquish possession of the Leased Premises to the Landlord. If Tenant fails to do so Tenant agrees to pay Landlord double the rental value of the Leased Premises during the time the tenant holds over as liquidated damages until possession is delivered to Landlord. At the time of delivery of the Leased Premises to Landlord, Tenant shall assure that the Leased Premises is in good order and condition, and substantially the same as it was when received by Tenant at the commencement of this Lease, excusable

or insurable loss by fire, unavoidable accidents and ordinary wear, excepted.

10. LANDLORD'S RIGHT OF ENTRY AND INSPECTION. In the event notice of termination of this Lease has been properly served, Landlord may enter upon the Leased Premises or authorize someone else to enter upon the Leased Premises to conduct any normal tillage or fertilizer operation after Tenant has completed the harvesting of crops even if this is prior to the date of termination of the lease. Landlord may enter upon the Leased Premises at any reasonable time for the purpose of viewing or seeding or making repairs, or for other reasonable purposes.

11. VIOLATION OF TERMS OF LEASE. If Tenant or Landlord violates the terms of this Lease, the other may pursue the legal and equitable remedies to which each is entitled. Tenant's failure to pay any Rent when due shall cause all unpaid Rent to become immediately due and payable, without any notice to or demand upon Tenant.

12. REPAIRS. Tenant shall maintain the fences on the Leased Premises in good and proper repair. Landlord shall furnish necessary materials for repairs that Landlord deems necessary within a reasonable time after being notified of the need for repairs. Tenant shall haul the materials to the repair site without charge to Landlord.

13. NEW IMPROVEMENTS. All buildings, fences and improvements of every kind and nature that may be erected or established upon the Leased Premises during the term of the Lease by the Tenant shall constitute additional rent and shall inure to the Leased Premises, becoming the property of Landlord unless the Landlord has agreed in writing prior to the erection that the Tenant may remove the improvement at the end of the lease.

14. WELL, WINDMILL, WATER AND SEPTIC SYSTEMS. Tenant shall maintain and all well, windmill, water and septic systems on the Leased Premises in good repair at Tenant's expense except damage caused by windstorm or weather. Tenant shall not be responsible for replacement or installation of well, windmill, water and septic systems on the Leased Premises, beyond ordinary maintenance expenses. Landlord does not guarantee continuous or adequate supplies of water for the premises.

15. EXPENSES INCURRED WITHOUT CONSENT OF LANDLORD. No expense shall be incurred for or on account of the Landlord without first obtaining Landlord's written authorization. Tenant shall take no actions that might cause a mechanic's lien to be imposed upon the Leased Premises.

16. NO AGENCY. Tenant is not an agent of the Landlord.

17. ACCOUNTING. The method used for dividing and accounting for the harvested grain shall be the customary and usual method used in the locale.

18. ATTORNEY FEES AND COURT COSTS. If either party files suit to enforce any of the terms of this Lease, the prevailing party shall be entitled to recover court costs and reasonable attorneys' fees.

19. CHANGE IN LEASE TERMS. The conduct of either party, by act or omission, shall not be construed as a material alteration of this Lease until such provision is reduced to writing and executed by

both parties as addendum to this Lease.

20. **CONSTRUCTION.** Words and phrases herein, including the acknowledgment, are construed as in the singular or plural and as the appropriate gender, according to the context.

21. **NOTICES.** The notices contemplated in this Lease shall be made in writing and shall either be delivered in person, or be mailed in the U.S. mail, certified mail to the recipient's last known mailing address, except for the notice of termination set forth in Section 6, which shall be governed by the Code of Iowa.

22. **ASSIGNMENT.** Tenant shall not assign this Lease or sublet the Leased Premises or any portion thereof without prior written authorization of Landlord.

23. **CERTIFICATION.** Tenant certifies that it is not acting, directly or indirectly, for or on behalf of any person, group, entity or nation named by any Executive Order or the United States Treasury Department as a terrorist, "Specially Designated National and Blocked Person" or any other banned or blocked person, entity, nation or transaction pursuant to any law, order, rule or regulation that is enforced or administered by the Office of Foreign Assets Control; and it is not engaged in this transaction, directly or indirectly on behalf of, or instigating or facilitating this transaction, directly or indirectly on behalf of, any such person, group, entity or nation. Tenant hereby agrees to defend, indemnify and hold harmless Landlord from and against any and all claims, damages, losses, risks, liabilities and expenses (including attorney's fees and costs) arising from or related to any breach of the foregoing certification.

24. ADDITIONAL PROVISIONS.

a. Property Tax Payments. Tenant shall be responsible for making all property tax payments due and owing to the City on April 1 of each year of lease term. Such tax payments shall be remitted to the Landlord as rent, as set forth in Section 2.

b. Hay Ground Included. Tenant shall be responsible for haying the 38.3 acres of the Leased Premises reflected as former CRP land in attached Exhibit A (fields #15, 16, 17, 18 and 21). Such haying shall be reflected as a per acre value for such ground and included in the Rent as set forth in Subsection 2 of this Lease.

c. In the event that Landlord needs access to any portion of the Property for the purposes of beginning construction on a wastewater treatment plant, this Lease may be terminated by the Landlord upon sixty (60) days written notice to Tenant. In the event Landlord needs access to a portion of the Property being farmed by Tenant prior to the harvesting of that current year's crops Landlord shall pay to Tenant an amount equal to the cost of the crop inputs.

Amended DATED: 11-27-17

TENANT

By: James L. Munn Tenant

CITY OF INDIANOLA, LANDLORD

By: Kelly B. Shaw, Mayor

STATE OF IOWA, COUNTY OF WARREN: ss

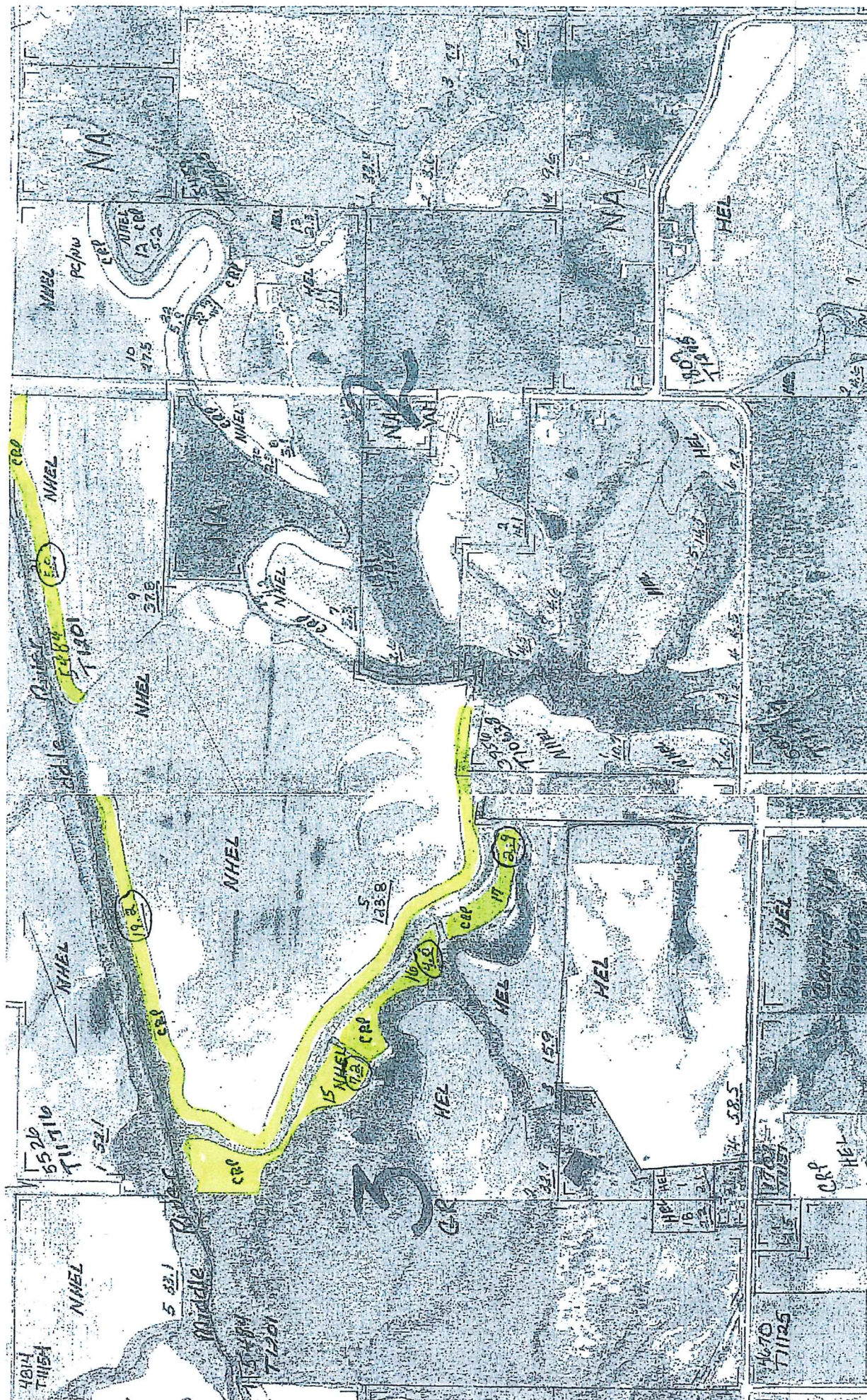
This instrument was acknowledged before me on this _____ day of _____, 2015, by _____, Tenant.

Iowa Notary Public

STATE OF IOWA, COUNTY OF WARREN: ss

This instrument was acknowledged before me on this _____ day of _____, 2015, by Kelly B. Shaw, Mayor, City of Indianola, Landlord.

Iowa Notary Public



Meeting Date: 12/04/2017

Subject

Approval of the Civil Service Commission list of applicants certified eligible for the position of Paramedic/Firefighter in the Fire Department, subject to passing all other requirements

Information

In your packet is the fire department civil service commission qualifying list for paramedic/firefighter. This list will be valid from December 4, 2017 to December 1, 2018.

Fiscal Impact

Attachments

Fire Department Civil Service List



FIRE DEPARTMENT

2017 Fire Department Civil Service Commission

Qualifying List

As pursuant to Chapter 400 of the Iowa Code listed below are successful candidates for 3 new position with the Indianola Fire department. These candidates completed a physical agility test written exam and an oral interview with the Members of the commission; John Monroe, Celeste Gebhart and Wayne Petersen. Attached are the scores attained by each candidate and the rankings assigned by the Commission. This list will be valid from December 4th 2017 to December 1st 2018.

Bohlke, Teague
Collier, Robert
Davison, Brad
Deaton Cory
Hofer Samuel
Kling, Jason

Meeting Date: 12/04/2017

Subject

November 7, 2017 election certificate by Traci Vander Linden, Warren County Auditor and Commissioner of Election

Information

You have the election results provided by Commissioner of Elections Traci Vander Linden. Per Iowa Code council must accept them as provided. Congratulations Bob, Greg, Greta and Kelly.

Fiscal Impact

Attachments

Election Results

RESOLUTION 17 – 214**2017 CITY ELECTION CANVASS**

Motion by Doug Shull, second by Dean C. Yordi,

BE IT RESOLVED THAT, the results of the Canvass for the November 7, 2017 City Election is hereby approved as follows:

* Indicates Winner

Total Registered Voters: 23,129

Total Votes Cast: 4,191

Voter Turnout: 18.13 %

CITY OF ACKWORTH

91 Registered Voters

16 Votes Cast

17.58 %

**Ackworth
Precinct**

Absentee

Total

Mayor (1-16 thru 12-17)

(Vote for 1)

* Write-In Richard Benge

7

0

7

Write-In-Scattering

1

0

1

Undervotes

8

0

8

Council Person (1-16 thru 12-19)

(Vote for 3)

* Archie Byers

15

0

15

* James J. Kingkade Jr.

15

0

15

* Walter Walker

15

0

15

Write-In Scattering

0

0

0

Undervotes

3

0

3

CITY OF CARLISLE

2,678 Registered Voters-Warren County

49 Registered Voters-Polk County

666 Votes Cast

24.83 %

**Carlisle
Precinct**

Absentee

Total

Mayor (1-18 thru 12-19)

(Vote for 1)

Ruth Randleman

225

25

250

* Drew Merrifield

401

13

414

Write-In-Scattering

2

0

2

Undervotes

0

0

0

	Hartford Precinct	Absentee	Total
Council Member At Large (1-18 thru 12-21)			
(Vote for no more than 2)			
*Amanda Peterson	48	2	50
*Write-In Dana Smith	26	2	28
Write-In Crystal Barton	8	0	8
Write-In-Scattering	18	0	18
Undervotes	38	0	38

INDIANOLA 1 PRECINCT:

2,968	Registered Voters – Indianola 1	2,578	Registered Voters-Indianola 3
512	Votes Cast	487	Votes Cast
	17.25%		18.89 %
2,905	Registered Voters-Indianola 2	2,102	Registered Voters-Indianola 4
899	Votes Cast	355	Votes Cast
	30.95 %		16.89 %

	IN 1	IN 2	IN 3	IN 4	ABS	TOTAL
Mayor (1-18 thru 12-21)						
(Vote for 1)						
*Kelly Shaw	185	339	199	154	309	1,186
Justin Brown	208	281	185	124	243	1,041
Write-In Scattering	1	1	0	2	1	5
Undervotes	4	10	4	1	3	19

Council Member 2nd Ward (1-18 thru 12-21)

(Vote for 1)			
Brad Ross	261		107
*Bob Kling	361		159
Write-In Scattering	0		0
Undervotes	9		0

Council Member 4th Ward (1-18 thru 12-21)

(Vote for 1)			
*Greta Southall		191	47
Megan A. DesPlanques		71	22
Write-In Scattering		2	0
Undervotes		17	5

Council Member at Large (1-18 thru 12-21)

(Vote 1)						
Ron Fridley	116	115	86	83	62	462
Al Farris	109	238	149	104	235	835
*Gregory Marchant	156	252	139	75	249	871
Write-In Scattering	1	0	5	1	0	7
Undervotes	16	26	9	18	10	79

Meeting Date: 12/04/2017

Subject

Prior and final approval applications for urban revitalization designation

Information

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

Prior

Steger Construction - 617/619 East Scenic Valley Avenue - Duplex - \$301,000

Autumn Ridge Development - 400 S. 8th Ct. #49 - SFD - \$132,900

Final

Ground Breaker Homes - 700/702 Trail Ridge Rd.- Duplex - \$273,400

Jerry's Homes - 1405 W. 14th Avenue - SFD - \$163,700

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

Below is a list of permits issued through October 31, 2017 and previous years.

	2017		2016		2015		2014		2013	
SFD	37	\$6,397,180 \$172,897	33	\$6,049,982 \$183,333	34	\$6,045,010 \$177,794	20	\$3,694,409 \$184,720	43	\$7,380,052 \$171,629
Duplexes	9	\$2,581,475	7	\$1,997,100	3	\$698,000	4	\$985,500	7	\$1,455,650
MFD	1	\$375,900	3	\$11,744,453	2	\$852,700	4	\$1,646,350	4	\$1,672,700
Add/Alt	51	\$394,088	50	\$413,144	41	\$364,155	29	\$216,027	34	\$211,670
Non-Residential	42	\$5,157,348	43	\$8,829,322	34	\$11,623,472	31	\$12,568,262	19	\$10,647,816
Total	140	\$14,905,991	136	\$29,034,001	114	\$19,583,337	88	\$19,110,548	107	\$21,367,888

Fiscal Impact**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 11/7/17
(please initial items below)

☒ Prior Approval for Intended Improvements _____ Approval of Improvements Completed

Address of Property: 617/619 East Seenic Valley Avenue

Legal Description of Property: Lot 5 Summercrest Hills Plat 5

Title Holder or Contract Buyer: Stage Construction

Address of Owner (if different than above): _____

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

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

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

_____ Rental ☒ Owner Occupied

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

DESCRIPTION: 1 story duplex - unit 617 = 1,450 sq. ft. - unit 619 = 1,685 sq. ft. - 2 bedrooms - 2 full baths - 2 car garage per unit

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: 5/2018

Estimated or Actual Value of Improvements: \$301,000

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

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

Tenant	Date of Occupancy	Relocation Benefits
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Signed By: PSA SCP

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 11/8/17
(please initial items below)

X Prior Approval for Intended Improvements _____ Approval of Improvements Completed

Address of Property: 400 S. 8th Ct. Unit 49

Legal Description of Property: Lot 3 The Meadows Plat 1 Phase 2

Title Holder or Contract Buyer: Autumn Ridge Development

Address of Owner (if different than above): _____

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

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

Proposed Property Use: X Residential _____ Commercial _____ Industrial _____ Vacant
_____ Rental X Owner Occupied

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

DESCRIPTION: 1 story sfd - 1,423 sq. ft. - 2 bedrooms
2 full baths - 2 car garage

CLASS A / 5 YEAR TAX ABATEMENT REQUIREMENTS:

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

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

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

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

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

Programmable Energy Star thermostat installed? Yes _____ No _____

All ductwork is taped and sealed? Yes _____ No _____

All appliances are Energy Star rated? Yes _____ No _____

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

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

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

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

Faucets 2.0 GPM? Yes _____ No _____

Showers 2.0 GPM? Yes _____ No _____

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

Ductwork in unconditioned spaces all insulated? Yes _____ No _____

Four trees and six shrubs planted? Yes _____ No _____

Estimated or Actual Date of Completion: 5/2018

Estimated or Actual Value of Improvements: \$132,900

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

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

Tenant _____ Date of Occupancy _____ Relocation Benefits _____

Signed By: [Signature]

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

Ric 3 Year Abatement _____ 5 Year Abatement _____ Date 11/16/17
(please initial items below)

_____ Prior Approval for Intended Improvements X Approval of Improvements Completed

Address of Property: 700/702 Trail Ridge Rd.

Legal Description of Property: Lot 1 Heritage Hills Apt 7

Title Holder or Contract Buyer: Ground Breaker Homes

Address of Owner (if different than above): _____

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

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

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

_____ Rental X Owner Occupied

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

DESCRIPTION: 1 story duplex - 1,467 sq. ft. - 2 bedrooms -
2 full baths - 2 car gar. (per unit)

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: 11/16/17

Estimated or Actual Value of Improvements: \$273,500

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

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

Tenant _____ Date of Occupancy _____ Relocation Benefits _____

Signed By: Ric

GBH

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

X 3 Year Abatement _____ 5 Year Abatement _____ Date 11/7/17
(please initial items below)

_____ Prior Approval for Intended Improvements X Approval of Improvements Completed

Address of Property: 1405 West 4th Avenue

Legal Description of Property: Lot 7 New Clark Plat 1 Exc Outlot L

Title Holder or Contract Buyer: Jerry's Homes

Address of Owner (if different than above): _____

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

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

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

_____ Rental X Owner Occupied

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

DESCRIPTION: 2 Story sfd - 1886 sq. ft. - 3 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: 11/7/17

Estimated or Actual Value of Improvements: \$116,370.00

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

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

Tenant _____ Date of Occupancy _____ Relocation Benefits _____

Signed By: [Signature]

Subject

Claims on the computer printout for December 4, 2017

Information

Fiscal Impact

Attachments

Claims

Vendor Report

Vendor Name	GL Account Number	Description	Invoice Date	Net Invoice Amount
GENERAL FUND				
BOB'S CUSTOM TROPHIES	001-6200-65070	NAME PLATES	11/17/2017	17.00
BRICK GENTRY P.C.	001-6500-64110	20303.011 LEGAL SERVICES	10/25/2017	1,845.00
BRICK GENTRY P.C.	001-6500-64110	20303.001 LEGAL SERVICES	11/25/2017	13,262.03
BRICK GENTRY P.C.	001-6500-64110	20303.013 LEGAL SERVICES	11/25/2017	465.00
DES MOINES REGISTER MEDIA	001-6500-64020	PH	10/31/2017	27.65
DES MOINES REGISTER MEDIA	001-6500-64020	PH NUISANCE	10/31/2017	63.41
DES MOINES REGISTER MEDIA	001-6500-64020	PH CHAP 163	10/31/2017	31.09
DES MOINES REGISTER MEDIA	001-6500-64020	PH CHAP 50	10/31/2017	31.09
DES MOINES REGISTER MEDIA	001-6500-64020	PH SIGN EXEMPTION	10/31/2017	32.07
DES MOINES REGISTER MEDIA	001-6500-64020	PH AMENDMENT	10/31/2017	29.62
DES MOINES REGISTER MEDIA	001-6500-64020	ORD 1578	10/31/2017	33.54
DES MOINES REGISTER MEDIA	001-6500-64020	CC MIN-10	10/31/2017	312.58
DES MOINES REGISTER MEDIA	001-6500-64020	CC MIN-10	10/31/2017	313.07
DES MOINES WATER WORKS	001-6200-65080	OCTOBER 2017 BILLING	11/10/2017	3,103.92
DUST PROS JANITORIAL	001-6500-64090	MONTHLY CLEANING	11/20/2017	4,000.00
IMWCA	001-6100-61599	INSTALLMENT #6	11/29/2017	1.50
IMWCA	001-2900-61599	INSTALLMENT #6	11/29/2017	14.01
IMWCA	001-6200-61599	INSTALLMENT #6	11/29/2017	21.93
IMWCA	001-6210-61599	INSTALLMENT #6	11/29/2017	22.03
IMWCA	001-1700-61599	INSTALLMENT #6	11/29/2017	161.33
IMWCA	001-6150-61599	INSTALLMENT #6	11/29/2017	146.11
IMWCA	001-6250-61599	INSTALLMENT #6	11/29/2017	6.12
IMWCA	001-6500-65990	INSTALLMENT #6 - ADMIN FEE	11/29/2017	17.48
INFOMAX OFFICE SYSTEMS IN	001-6210-64990	MP C3004 - IT	11/06/2017	59.27
INFOMAX OFFICE SYSTEMS IN	001-1700-63410	NOVEMBER COPIER CONTRACT	11/15/2017	.78
INFOMAX OFFICE SYSTEMS IN	001-6200-63400	NOVEMBER COPIER CONTRACT	11/15/2017	937.41
INFOMAX OFFICE SYSTEMS IN	001-6150-63400	NOVEMBER COPIER CONTRACT	11/15/2017	2.44
MAY, JONATHAN	001-6500-65990	DEPOSIT - EVENT 1/12/18	11/20/2017	80.00
MID AMERICAN ENERGY CO.	001-6500-63710	FUEL HEAT	11/15/2017	865.58
MID AMERICAN ENERGY CO.	001-6500-63710	N HWY 65/69 ENTRANCE SIGN	11/09/2017	12.39
MID AMERICAN ENERGY CO.	001-2300-63710	26321-30003 ST LIGHTING	11/17/2017	153.66
O'KEEFE ELEVATOR CO.	001-6500-63100	MAINTENANCE	11/29/2017	306.06
PARKER, RICH	001-1700-61440	WELLNESS - SEPT & OCT	11/20/2017	50.00
RECORD-HERALD AD CONTRA	001-2900-64990	FALL CLEAN UP AD 10/11/17	10/31/2017	323.00
RECORD-HERALD AD CONTRA	001-2900-64990	FALL CLEAN UP AD 10/10/17	10/31/2017	210.80
SHULL, DOUG	001-6500-64990	TREASURER CONTRACT	11/27/2017	83.33
SNYDER & ASSOCIATES INC	001-5200-65070	STREET ISSUES	11/21/2017	420.00
SNYDER & ASSOCIATES INC	001-5200-65070	MISC ENGINEERING SERVICES	10/30/2017	60.00
SNYDER & ASSOCIATES INC	001-5200-65070	STREET ISSUES	10/30/2017	3,345.71
SNYDER & ASSOCIATES INC	001-5200-65070	MISC ENGINEERING SERVICES	10/30/2017	360.00
T.R.M. DISPOSAL LLC	001-6500-64090	ACCT 1506	11/24/2017	83.00
VERIZON WIRELESS	001-6200-63730	WIRELESS FOR SPARE LAPTOP	10/26/2017	20.01
Total GENERAL FUND:				31,331.02
POLICE FUND				
AUBERT'S TOWING	011-1100-64860	TOW - ABANDONED	10/17/2017	160.00
CARPENTER UNIFORM CO	011-1100-61810	UNIFORM - SHER	11/22/2017	524.94
CRAIG'S AUTOMOTIVE	011-1100-63320	REPAIR 171	10/13/2017	69.79
CRAIG'S AUTOMOTIVE	011-1100-63320	VEHICLE REPAIR	10/20/2017	116.00
CRAIG'S AUTOMOTIVE	011-1100-63320	REPAIR 161	11/08/2017	1,311.83
CRAIG'S AUTOMOTIVE	011-1100-63320	VEHICLE REPAIR	10/12/2017	59.88
CRAIG'S AUTOMOTIVE	011-1100-63320	SERVICE 141, 151, 161, 171, 172	11/08/2017	195.00
HAWKINS, ROB	011-1100-63730	CELL PHONE 10/26/17 - 11/25/17	11/21/2017	50.00
HAWKINS, ROB	011-1100-61440	WELLNESS - OCT & NOV	11/20/2017	46.00
IMWCA	011-1100-61599	INSTALLMENT #6	11/29/2017	2,972.38
IOWA LAW ENFORCEMENT AC	011-1100-62300	TRAINING	11/13/2017	900.00

Vendor Name	GL Account Number	Description	Invoice Date	Net Invoice Amount
KIYA KODA HUMANE SOCIETY	011-1100-64137	HUMANE SOCIETY CONTRACT - DEC 2017	11/27/2017	2,662.00
MEDTRAK SERVICES	011-1100-64120	411 RX	11/15/2017	19.11
MID AMERICAN ENERGY CO.	011-1100-67260	HEAT - BUILDING	11/15/2017	40.29
SHER, BRIAN	011-1100-61810	UNIFORM ALLOWANCE	11/15/2017	90.80
SHER, BRIAN	011-1100-63730	CELL PHONE 10/23/17 - 11/22/17	11/29/2017	50.00
T.R.M. DISPOSAL LLC	011-1100-67260	GARBAGE - BUILDING ACCT #159	11/24/2017	16.00
VERIZON WIRELESS	011-1100-63730	DATA	11/15/2017	318.59
Total POLICE FUND:				9,602.61
FIRE FUND				
ALEXIS FIRE EQUIPMENT CO	015-1500-67245	MED. PRESSURE RESCUE BAG KIT - WARREN CO GRANT	11/10/2017	6,344.24
CARPENTER UNIFORM CO	015-1500-61810	UNIFORMS	11/11/2017	3,264.92
DUST PROS JANITORIAL	015-1500-63100	CLEANING SUPPLIES - BLDG	11/20/2017	190.30
FOX APPARATUS REPAIR & MA	015-1500-65051	JPUMP PACKING - REPLACEMENT	11/21/2017	909.32
IMWCA	015-1500-61599	INSTALLMENT #6	11/29/2017	3,782.04
INFOMAX OFFICE SYSTEMS IN	015-1500-64990	PRINTING CONTRACT	11/13/2017	231.14
INFOMAX OFFICE SYSTEMS IN	015-1500-64990	NOVEMBER COPIER CONTRACT	11/15/2017	9.13
IOWA STATE UNIVERSITY	015-1500-62300	FIREFIGHTER II CERTIFICATION FEE'S	11/20/2017	150.00
KIMTEK CORPORATION	015-1500-65051	KEMTEK SLIDE UNIT	11/22/2017	7,535.00
MERCY MEDICAL CENTER	015-1500-64120	MEDICAL	10/16/2017	2,217.00
MID AMERICAN ENERGY CO.	015-1500-63710	UTILITIES	11/15/2017	62.94
MID AMERICAN ENERGY CO.	015-1500-63710	UTILITIES	11/15/2017	12.27
SANDRY FIRE SUPPLY LLC	015-1500-65500	MORNING PRIDE PPE (6)	11/16/2017	12,930.00
U.S. CELLULAR	015-1500-63730	CELL PHONE	11/12/2017	43.90
VERIZON WIRELESS	015-1500-63730	330 LAPTOP/330 CELL	10/26/2017	50.68
Total FIRE FUND:				37,732.88
AMBULANCE FUND				
AIRGAS USA LLC	016-1600-63410	OXYGEN	10/31/2017	48.43
IMWCA	016-1600-61599	INSTALLMENT #6	11/29/2017	296.89
KLOCKE'S EMERGENCY VEHIC	016-1600-65051	HIGH PRESSURE AIR (O2) LINE	11/24/2017	166.15
NITE OWL PRINTING	016-1600-64140	EMS DOCUMENTS - ENVELOPES	11/14/2017	1,247.50
PHILIPS MEDICAL CAPITAL	016-1600-67245	MONITOR LEASE	11/11/2017	1,348.11
VERIZON WIRELESS	016-1600-63730	EMS CELL PHONES	10/26/2017	394.56
Total AMBULANCE FUND:				3,501.64
LIBRARY FUND				
IMWCA	041-4100-61599	INSTALLMENT #6	11/29/2017	22.70
Total LIBRARY FUND:				22.70
PARK & RECREATION FUND				
DUST PROS JANITORIAL	042-4200-64090	MONTHLY CLEANING FEE	11/20/2017	1,462.00
DUST PROS JANITORIAL	042-4200-65070	SUPPLIES	11/20/2017	51.00
IA DEPT AD & LAND STEWARD	042-4300-62100	PEST APPLICATION LICENSE RENEWAL	11/16/2017	15.00
IMWCA	042-4300-61599	INSTALLMENT #6	11/29/2017	336.81
IMWCA	042-4200-61599	INSTALLMENT #6	11/29/2017	609.66
INFOMAX OFFICE SYSTEMS IN	042-4200-65060	COPIES	11/16/2017	61.78
JIM'S JOHNS	042-4300-64090	DAYTON RR	11/07/2017	40.00
MID AMERICAN ENERGY CO.	042-4200-63710	GAS - SHOP	11/15/2017	111.21
MID AMERICAN ENERGY CO.	042-4200-63710	ACTIVITY CENTER UTILITIES	11/15/2017	193.83
MUELLER RECREATIONAL PRO	042-4200-63100	POOL TABLE REPAIR	11/06/2017	143.40
NORWALK READY-MIXED CON	042-4200-63100	G.H. CONCRETE	11/02/2017	2,457.00
NORWALK READY-MIXED CON	042-4200-63100	G.H. CONCRETE	11/03/2017	2,457.00
PIERCE BROTHERS REPAIR	042-4300-63320	WELD A.C. LIGHT BASE	11/16/2017	21.00

Vendor Name	GL Account Number	Description	Invoice Date	Net Invoice Amount
TWO RIVERS MARTIAL ARTS	042-4200-64205	TKD INSTRUCTORS APRIL - NOV 2017	11/28/2017	3,153.40
U.S. CELLULAR	042-4300-63730	CELL PHONES - 2	11/12/2017	81.21
VAN WALL EQUIPMENT	042-4300-63320	REPAIR JD 6110	11/17/2017	8,544.77
Total PARK & RECREATION FUND:				19,739.07
POOL (MEMORIAL) FUND				
ACTIVE NETWORK LLC	045-4500-66990	B GRIPP POOL PASS RECON.	10/18/2017	147.00
IMWCA	045-4500-61599	INSTALLMENT #6	11/29/2017	109.39
JAKES LAWN & LANDSCAPING	045-4500-63100	INSTALL OF 2 DRAINS IN SAND PIT	11/24/2017	1,680.00
Total POOL (MEMORIAL) FUND:				1,936.39
ROAD USE TAX FUND				
BARCO MUNICIPAL PROD INC	110-2100-65074	TYPE III & LIGHTS	11/03/2017	1,109.78
CINTAS CORPORATION	110-2100-65500	FIRST AID SUPPLIES	11/22/2017	62.66
CIRCLE B CASHWAY	110-2100-63100	LIMESTONE LEVELING	10/02/2017	18.99
CIRCLE B CASHWAY	110-8650-65070	N Y STREET	11/28/2017	80.98
CR SERVICES	110-2100-65076	SAFETY GLASSES & PINE CLEANER	11/14/2017	68.51
DIAMOND VOGEL PAINT	110-2100-65073	STREET PAINT	11/16/2017	286.40
DOWNEY TIRE SERVICE	110-2100-63450	TIRE FOR DOWLER	11/16/2017	45.90
HARRISON TRUCK CENTERS	110-2100-63320	TOW BILL - UNIT 9	11/10/2017	415.50
IMWCA	110-2100-61599	INSTALLMENT #6	11/29/2017	1,283.36
IOWA PRISON INDUSTRIES	110-2100-65074	SIGNS	09/13/2017	3,002.00
MID AMERICAN ENERGY CO.	110-2100-63710	GAS - SHOP	11/15/2017	76.04
NORWALK READY-MIXED CON	110-2100-63450	SINKHOLE IN STREET	11/20/2017	107.00
O'REILLY AUTO PARTS	110-2100-65076	TAPE	10/12/2017	30.43
O'REILLY AUTO PARTS	110-2100-63320	FILTER RETURN	10/27/2017	27.74
O'REILLY AUTO PARTS	110-2100-63320	CLAMP	11/06/2017	2.94
O'REILLY AUTO PARTS	110-2100-63320	UNIT 11	11/07/2017	101.11
O'REILLY AUTO PARTS	110-2100-63320	UNIT 11	11/07/2017	20.99
O'REILLY AUTO PARTS	110-2100-63320	SUPPLIES	11/07/2017	41.98
O'REILLY AUTO PARTS	110-2100-63320	MOTOR OIL	11/08/2017	62.97
O'REILLY AUTO PARTS	110-2100-65076	OIL DRY	11/20/2017	360.00
O'REILLY AUTO PARTS	110-2100-65076	TOW STRAPS	11/20/2017	45.98
O'REILLY AUTO PARTS	110-2100-65076	RECOVERY STRAPS	11/20/2017	119.98
O'REILLY AUTO PARTS	110-2100-65076	PULLER	11/21/2017	48.99
SNYDER & ASSOCIATES INC	110-2100-64070	MISC ENGINEERING SERVICES - IA AVE	11/21/2017	2,783.00
SNYDER & ASSOCIATES INC	110-2100-64070	STREET ISSUES	10/30/2017	1,555.00
SNYDER & ASSOCIATES INC	110-2100-64070	SOUTH K STREET	10/30/2017	1,225.00
THEISEN'S	110-2100-65070	BRUSH DEMP HEATER	11/10/2017	27.98
THEISEN'S	110-2100-65076	DRILL BIT SET	11/22/2017	27.99
TITAN MACHINERY	110-2100-63320	MOTOR GRADER	11/16/2017	401.36
TITAN MACHINERY	110-2100-64151	SKID STEER RENTAL	11/13/2017	125.00
TITAN MACHINERY	110-2100-63320	CYLINDER RETURN	09/05/2017	108.20
TOMPKINS INDUSTRIES INC.	110-2100-63320	PART	09/05/2017	5.39
TOMPKINS INDUSTRIES INC.	110-2100-63320	SWEEPER	11/21/2017	368.49
TRANS-IOWA EQUIPMENT INC	110-2100-63320	SWEEPER	11/21/2017	103.97
TRANS-IOWA EQUIPMENT INC	110-2100-63320	HYDRAULIC FILTER	11/29/2017	347.55
U.S. CELLULAR	110-2100-63730	CELL PHONES -3	11/12/2017	105.20
VANDERPOOL CONSTRUCTIO	110-8650-65073	ST SEWER PIPE	10/31/2017	60.25
Total ROAD USE TAX FUND:				14,392.73
CAPITAL PROJECTS FUND				
CENTRAL IOWA TELEVISION	301-8300-67901	SEWER MAIN POINT REPAIRS	11/17/2017	5,500.00
DELL MARKETING L.P.	301-8000-64990	MOBILE IMU LAPTOP - REPLACE	08/12/2017	1,878.42
JOINER CONSTRUCTION CO IN	301-8300-67901	FIXED FILM REACTOR BYPASS PROJECT	11/29/2017	28,939.37

Vendor Name	GL Account Number	Description	Invoice Date	Net Invoice Amount
SNYDER & ASSOCIATES INC	301-8000-64990	PICKARD CONCESSION BUILDING ENGINEERING	10/27/2017	12,463.38
SNYDER & ASSOCIATES INC	301-8000-64990	STORMWATER ENGINEERING SERVICES	10/30/2017	1,800.00
SNYDER & ASSOCIATES INC	301-8000-64990	STORMWATER ENGINEERING SERVICES	11/20/2017	2,700.00
VAN MAANEN ELECTRIC INC	301-8300-67901	MCCORD PUMP STATION	11/29/2017	44,141.00
VAN MAANEN ELECTRIC INC	301-8300-67901	MCCORD PUMP STATION	11/29/2017	2,439.00
Total CAPITAL PROJECTS FUND:				99,861.17
STREET CAPITAL PROJECTS FUND				
SNYDER & ASSOCIATES INC	321-2105-64070	2017 STREET MASTER PLAN	10/30/2017	1,600.00
Total STREET CAPITAL PROJECTS FUND:				1,600.00
SEWER FUND				
BALDWIN SUPPLY CO.	610-8325-63410	BEARINGS FOR MORLOCK LIFT PUMP	09/19/2017	276.15
CRAWFORD, KEVIN	610-8300-62700	MILEAGE - IAMU WATER & WASTEWATER FALL SHORT COURSE	11/20/2017	99.51
CRAWFORD, KEVIN	610-8300-62300	MEAL - IAMU WATER & WASTEWATER FALL SHORT COURSE	11/20/2017	4.84
CRYSTAL CLEAR WATER CO	610-8350-65012	DI WATER FOR LAB	11/15/2017	22.50
CRYSTAL CLEAR WATER CO	610-8350-65012	RO WATER	11/22/2017	6.50
GRAVES, RICK	610-8300-61440	WELLNESS - NOV	11/16/2017	25.00
HACH COMPANY	610-8350-65012	MEMBRANES FOR PROBE	11/16/2017	81.90
HACH COMPANY	610-8350-65012	HQ44OD METER	11/17/2017	2,900.00
HACH COMPANY	610-8350-65012	RETURNED HQ44OD METER	11/28/2017	2,900.00-
IMWCA	610-8300-61599	INSTALLMENT #6	11/29/2017	333.41
INFOMAX OFFICE SYSTEMS IN	610-8300-65990	NOVEMBER COPIER CONTRACT	11/15/2017	.10
INFOMAX OFFICE SYSTEMS IN	610-8300-64990	COPIER	11/17/2017	180.00
IOWA ONE CALL	610-8300-64990	LOCATES	11/09/2017	572.40
JETCO INC	610-8325-63410	SOPUTH PLANT ACTUATOR BOARD	11/14/2017	2,481.00
JETCO INC	610-8325-63410	MCCORD FLOW METER	11/14/2017	2,082.50
JETCO INC	610-8325-65072	MCCORD GENERATOR WIRING	11/14/2017	252.50
MID AMERICAN ENERGY CO.	610-8325-63710	07741-18004 65/69 LIFT	11/14/2017	65.37
MID AMERICAN ENERGY CO.	610-8325-63710	08701-24006 QUAIL MDWS LIFT	11/15/2017	56.85
MID AMERICAN ENERGY CO.	610-8325-63710	09750-87035 WESLEY LIFT	11/14/2017	40.23
NORTH CENTRAL LABS OF WIS	610-8350-65012	LAB SUPPLIES	11/08/2017	278.99
POWER PROCESS EQUIPMENT	610-8350-65072	PUMP PACKING	11/08/2017	322.26
STAT PADS LLC	610-8350-64990	ANNUAL AED RENEWAL	11/29/2017	125.00
T.R.M. DISPOSAL LLC	610-8350-64990	ACCT #583 - TRASH - NORTH PLANT	11/24/2017	80.00
T.R.M. DISPOSAL LLC	610-8325-64990	ACCT #583 - TRASH - SOUTH PLANT	11/24/2017	52.00
U.S. CELLULAR	610-8300-63730	CELL PHONES - 2	11/12/2017	92.96
VERIZON WIRELESS	610-8300-63730	WIRELESS FOR LAPTOP	10/26/2017	30.02
WESTSIDE MUFFLER & REPAIR	610-8300-63320	TIRE REPAIR F150	11/27/2017	14.99
Total SEWER FUND:				7,576.98
STORMWATER UTILITY FUND				
SNYDER & ASSOCIATES INC	650-9000-64070	MISC ENGINEERING SERVICES	11/21/2017	420.00
SNYDER & ASSOCIATES INC	650-9000-64070	STORMWATER ENGINEERING SERVICES	11/21/2017	1,560.00
SNYDER & ASSOCIATES INC	650-9000-64070	STORMWATER ENGINEERING SERVICES	11/21/2017	1,320.00
SNYDER & ASSOCIATES INC	650-9000-64070	STORMWATER ENGINEERING SERVICES	10/30/2017	540.00
SNYDER & ASSOCIATES INC	650-9000-64070	STORMWATER ENGINEERING SERVICES	10/30/2017	4,199.91
Total STORMWATER UTILITY FUND:				8,039.91
CITY LIAB INS RESERVE FUND				
DALE, GLENDEL	850-2100-64089	MAILBOX	11/29/2017	31.77
Total CITY LIAB INS RESERVE FUND:				31.77

Vendor Name	GL Account Number	Description	Invoice Date	Net Invoice Amount
Grand Totals:				235,368.87

City Council: _____

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
ACTIVE NETWORK LLC				
ACTIVE NETWORK LLC	B GRIPP POOL PASS RECON.	10/18/2017	147.00	POOL (MEMORIAL)
Total ACTIVE NETWORK LLC:			147.00	
AIRGAS USA LLC				
AIRGAS USA LLC	OXYGEN	10/31/2017	48.43	AMBULANCE FUN
Total AIRGAS USA LLC:			48.43	
ALEXIS FIRE EQUIPMENT CO				
ALEXIS FIRE EQUIPMENT CO	MED. PRESSURE RESCUE BAG KIT - WARR	11/10/2017	6,344.24	FIRE FUND
Total ALEXIS FIRE EQUIPMENT CO:			6,344.24	
AUBERT'S TOWING				
AUBERT'S TOWING	TOW - ABANDONED	10/17/2017	160.00	POLICE FUND
Total AUBERT'S TOWING:			160.00	
BALDWIN SUPPLY CO.				
BALDWIN SUPPLY CO.	BEARINGS FOR MORLOCK LIFT PUMP	09/19/2017	276.15	SEWER FUND
Total BALDWIN SUPPLY CO.:			276.15	
BARCO MUNICIPAL PROD INC				
BARCO MUNICIPAL PROD INC	TYPE III & LIGHTS	11/03/2017	1,109.78	ROAD USE TAX FU
Total BARCO MUNICIPAL PROD INC:			1,109.78	
BOB'S CUSTOM TROPHIES				
BOB'S CUSTOM TROPHIES	NAME PLATES	11/17/2017	17.00	GENERAL FUND
Total BOB'S CUSTOM TROPHIES:			17.00	
BRICK GENTRY P.C.				
BRICK GENTRY P.C.	20303.011 LEGAL SERVICES	10/25/2017	1,845.00	GENERAL FUND
BRICK GENTRY P.C.	20303.001 LEGAL SERVICES	11/25/2017	13,262.03	GENERAL FUND
BRICK GENTRY P.C.	20303.013 LEGAL SERVICES	11/25/2017	465.00	GENERAL FUND
Total BRICK GENTRY P.C.:			15,572.03	
CARPENTER UNIFORM CO				
CARPENTER UNIFORM CO	UNIFORMS	11/11/2017	3,264.92	FIRE FUND
CARPENTER UNIFORM CO	UNIFORM - SHER	11/22/2017	524.94	POLICE FUND
Total CARPENTER UNIFORM CO:			3,789.86	
CENTRAL IOWA TELEVISION				
CENTRAL IOWA TELEVISION	SEWER MAIN POINT REPAIRS	11/17/2017	5,500.00	CAPITAL PROJECT
Total CENTRAL IOWA TELEVISION:			5,500.00	
CINTAS CORPORATION				
CINTAS CORPORATION	FIRST AID SUPPLIES	11/22/2017	62.66	ROAD USE TAX FU
Total CINTAS CORPORATION:			62.66	

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
CIRCLE B CASHWAY				
CIRCLE B CASHWAY	LIMESTONE LEVELING	10/02/2017	18.99	ROAD USE TAX FU
CIRCLE B CASHWAY	N Y STREET	11/28/2017	80.98	ROAD USE TAX FU
Total CIRCLE B CASHWAY:			99.97	
CR SERVICES				
CR SERVICES	SAFETY GLASSES & PINE CLEANER	11/14/2017	68.51	ROAD USE TAX FU
Total CR SERVICES:			68.51	
CRAIG'S AUTOMOTIVE				
CRAIG'S AUTOMOTIVE	REPAIR 171	10/13/2017	69.79	POLICE FUND
CRAIG'S AUTOMOTIVE	VEHICLE REPAIR	10/20/2017	116.00	POLICE FUND
CRAIG'S AUTOMOTIVE	REPAIR 161	11/08/2017	1,311.83	POLICE FUND
CRAIG'S AUTOMOTIVE	VEHICLE REPAIR	10/12/2017	59.88	POLICE FUND
CRAIG'S AUTOMOTIVE	SERVICE 141, 151, 161, 171, 172	11/08/2017	195.00	POLICE FUND
Total CRAIG'S AUTOMOTIVE:			1,752.50	
CRAWFORD, KEVIN				
CRAWFORD, KEVIN	MILEAGE - IAMU WATER & WASTEWATER F	11/20/2017	99.51	SEWER FUND
CRAWFORD, KEVIN	MEAL - IAMU WATER & WASTEWATER FALL	11/20/2017	4.84	SEWER FUND
Total CRAWFORD, KEVIN:			104.35	
CRYSTAL CLEAR WATER CO				
CRYSTAL CLEAR WATER CO	DI WATER FOR LAB	11/15/2017	22.50	SEWER FUND
CRYSTAL CLEAR WATER CO	RO WATER	11/22/2017	6.50	SEWER FUND
Total CRYSTAL CLEAR WATER CO:			29.00	
DALE, GLENDEL				
DALE, GLENDEL	MAILBOX	11/29/2017	31.77	CITY LIAB INS RES
Total DALE, GLENDEL:			31.77	
DELL MARKETING L.P.				
DELL MARKETING L.P.	MOBILE IMU LAPTOP - REPLACE	08/12/2017	1,878.42	CAPITAL PROJECT
Total DELL MARKETING L.P.:			1,878.42	
DES MOINES REGISTER MEDIA				
DES MOINES REGISTER MEDIA	PH SIGN EXEMPTION	10/31/2017	32.07	GENERAL FUND
DES MOINES REGISTER MEDIA	CC MIN-10	10/31/2017	313.07	GENERAL FUND
DES MOINES REGISTER MEDIA	ORD 1578	10/31/2017	33.54	GENERAL FUND
DES MOINES REGISTER MEDIA	PH CHAP 163	10/31/2017	31.09	GENERAL FUND
DES MOINES REGISTER MEDIA	PH AMENDMENT	10/31/2017	29.62	GENERAL FUND
DES MOINES REGISTER MEDIA	CC MIN-10	10/31/2017	312.58	GENERAL FUND
DES MOINES REGISTER MEDIA	PH CHAP 50	10/31/2017	31.09	GENERAL FUND
DES MOINES REGISTER MEDIA	PH	10/31/2017	27.65	GENERAL FUND
DES MOINES REGISTER MEDIA	PH NUISANCE	10/31/2017	63.41	GENERAL FUND
Total DES MOINES REGISTER MEDIA:			874.12	
DES MOINES WATER WORKS				
DES MOINES WATER WORKS	OCTOBER 2017 BILLING	11/10/2017	3,103.92	GENERAL FUND

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
Total DES MOINES WATER WORKS:			3,103.92	
DIAMOND VOGEL PAINT				
DIAMOND VOGEL PAINT	STREET PAINT	11/16/2017	286.40	ROAD USE TAX FU
Total DIAMOND VOGEL PAINT:			286.40	
DOWNEY TIRE SERVICE				
DOWNEY TIRE SERVICE	TIRE FOR DOWLER	11/16/2017	45.90	ROAD USE TAX FU
Total DOWNEY TIRE SERVICE:			45.90	
DUST PROS JANITORIAL				
DUST PROS JANITORIAL	MONTHLY CLEANING	11/20/2017	4,000.00	GENERAL FUND
DUST PROS JANITORIAL	MONTHLY CLEANING FEE	11/20/2017	1,462.00	PARK & RECREATI
DUST PROS JANITORIAL	CLEANING SUPPLIES - BLDG	11/20/2017	190.30	FIRE FUND
DUST PROS JANITORIAL	SUPPLIES	11/20/2017	51.00	PARK & RECREATI
Total DUST PROS JANITORIAL:			5,703.30	
FOX APPARATUS REPAIR & MAINTENANCE LLC				
FOX APPARATUS REPAIR & MA	JPUMP PACKING - REPLACEMENT	11/21/2017	909.32	FIRE FUND
Total FOX APPARATUS REPAIR & MAINTENANCE LLC:			909.32	
GRAVES, RICK				
GRAVES, RICK	WELLNESS - NOV	11/16/2017	25.00	SEWER FUND
Total GRAVES, RICK:			25.00	
HACH COMPANY				
HACH COMPANY	MEMBRANES FOR PROBE	11/16/2017	81.90	SEWER FUND
HACH COMPANY	HQ44OD METER	11/17/2017	2,900.00	SEWER FUND
HACH COMPANY	RETURNED HQ44OD METER	11/28/2017	2,900.00-	SEWER FUND
Total HACH COMPANY:			81.90	
HARRISON TRUCK CENTERS				
HARRISON TRUCK CENTERS	TOW BILL - UNIT 9	11/10/2017	415.50	ROAD USE TAX FU
Total HARRISON TRUCK CENTERS:			415.50	
HAWKINS, ROB				
HAWKINS, ROB	CELL PHONE 10/26/17 - 11/25/17	11/21/2017	50.00	POLICE FUND
HAWKINS, ROB	WELLNESS - OCT & NOV	11/20/2017	46.00	POLICE FUND
Total HAWKINS, ROB:			96.00	
IA DEPT AD & LAND STEWARDSHIP				
IA DEPT AD & LAND STEWARD	PEST APPLICATION LICENSE RENEWAL	11/16/2017	15.00	PARK & RECREATI
Total IA DEPT AD & LAND STEWARDSHIP:			15.00	
IMWCA				
IMWCA	INSTALLMENT #6	11/29/2017	2,972.38	POLICE FUND
IMWCA	INSTALLMENT #6	11/29/2017	296.89	AMBULANCE FUN
IMWCA	INSTALLMENT #6	11/29/2017	146.11	GENERAL FUND

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
IMWCA	INSTALLMENT #6	11/29/2017	109.39	POOL (MEMORIAL)
IMWCA	INSTALLMENT #6	11/29/2017	21.93	GENERAL FUND
IMWCA	INSTALLMENT #6	11/29/2017	1,283.36	ROAD USE TAX FU
IMWCA	INSTALLMENT #6	11/29/2017	3,782.04	FIRE FUND
IMWCA	INSTALLMENT #6	11/29/2017	161.33	GENERAL FUND
IMWCA	INSTALLMENT #6	11/29/2017	22.70	LIBRARY FUND
IMWCA	INSTALLMENT #6	11/29/2017	6.12	GENERAL FUND
IMWCA	INSTALLMENT #6 - ADMIN FEE	11/29/2017	17.48	GENERAL FUND
IMWCA	INSTALLMENT #6	11/29/2017	22.03	GENERAL FUND
IMWCA	INSTALLMENT #6	11/29/2017	333.41	SEWER FUND
IMWCA	INSTALLMENT #6	11/29/2017	1.50	GENERAL FUND
IMWCA	INSTALLMENT #6	11/29/2017	336.81	PARK & RECREATI
IMWCA	INSTALLMENT #6	11/29/2017	14.01	GENERAL FUND
IMWCA	INSTALLMENT #6	11/29/2017	609.66	PARK & RECREATI
Total IMWCA:			10,137.15	
INFOMAX OFFICE SYSTEMS INC.				
INFOMAX OFFICE SYSTEMS IN	MP C3004 - IT	11/06/2017	59.27	GENERAL FUND
INFOMAX OFFICE SYSTEMS IN	PRINTING CONTRACT	11/13/2017	231.14	FIRE FUND
INFOMAX OFFICE SYSTEMS IN	NOVEMBER COPIER CONTRACT	11/15/2017	.10	SEWER FUND
INFOMAX OFFICE SYSTEMS IN	NOVEMBER COPIER CONTRACT	11/15/2017	9.13	FIRE FUND
INFOMAX OFFICE SYSTEMS IN	NOVEMBER COPIER CONTRACT	11/15/2017	.78	GENERAL FUND
INFOMAX OFFICE SYSTEMS IN	NOVEMBER COPIER CONTRACT	11/15/2017	2.44	GENERAL FUND
INFOMAX OFFICE SYSTEMS IN	NOVEMBER COPIER CONTRACT	11/15/2017	937.41	GENERAL FUND
INFOMAX OFFICE SYSTEMS IN	COPIES	11/16/2017	61.78	PARK & RECREATI
INFOMAX OFFICE SYSTEMS IN	COPIER	11/17/2017	180.00	SEWER FUND
Total INFOMAX OFFICE SYSTEMS INC.:			1,482.05	
IOWA LAW ENFORCEMENT ACADEMY				
IOWA LAW ENFORCEMENT AC	TRAINING	11/13/2017	900.00	POLICE FUND
Total IOWA LAW ENFORCEMENT ACADEMY:			900.00	
IOWA ONE CALL				
IOWA ONE CALL	LOCATES	11/09/2017	572.40	SEWER FUND
Total IOWA ONE CALL:			572.40	
IOWA PRISON INDUSTRIES				
IOWA PRISON INDUSTRIES	SIGNS	09/13/2017	3,002.00	ROAD USE TAX FU
Total IOWA PRISON INDUSTRIES:			3,002.00	
IOWA STATE UNIVERSITY				
IOWA STATE UNIVERSITY	FIREFIGHTER II CERTIFICATION FEE'S	11/20/2017	150.00	FIRE FUND
Total IOWA STATE UNIVERSITY:			150.00	
JAKES LAWN & LANDSCAPING LLC				
JAKES LAWN & LANDSCAPING	INSTALL OF 2 DRAINS IN SAND PIT	11/24/2017	1,680.00	POOL (MEMORIAL)
Total JAKES LAWN & LANDSCAPING LLC:			1,680.00	
JETCO INC				
JETCO INC	SOPUTH PLANT ACTUATOR BOARD	11/14/2017	2,481.00	SEWER FUND
JETCO INC	MCCORD FLOW METER	11/14/2017	2,082.50	SEWER FUND

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
JETCO INC	MCCORD GENERATOR WIRING	11/14/2017	252.50	SEWER FUND
Total JETCO INC:			4,816.00	
JIM'S JOHNS				
JIM'S JOHNS	DAYTON RR	11/07/2017	40.00	PARK & RECREATI
Total JIM'S JOHNS:			40.00	
JOINER CONSTRUCTION CO INC				
JOINER CONSTRUCTION CO IN	FIXED FILM REACTOR BYPASS PROJECT	11/29/2017	28,939.37	CAPITAL PROJECT
Total JOINER CONSTRUCTION CO INC:			28,939.37	
KIMTEK CORPORATION				
KIMTEK CORPORATION	KEMTEK SLIDE UNIT	11/22/2017	7,535.00	FIRE FUND
Total KIMTEK CORPORATION:			7,535.00	
KIYA KODA HUMANE SOCIETY				
KIYA KODA HUMANE SOCIETY	HUMANE SOCIETY CONTRACT - DEC 2017	11/27/2017	2,662.00	POLICE FUND
Total KIYA KODA HUMANE SOCIETY:			2,662.00	
KLOCKE'S EMERGENCY VEHICLES				
KLOCKE'S EMERGENCY VEHIC	HIGH PRESSURE AIR (O2) LINE	11/24/2017	166.15	AMBULANCE FUN
Total KLOCKE'S EMERGENCY VEHICLES:			166.15	
MAY, JONATHAN				
MAY, JONATHAN	DEPOSIT - EVENT 1/12/18	11/20/2017	80.00	GENERAL FUND
Total MAY, JONATHAN:			80.00	
MEDTRAK SERVICES				
MEDTRAK SERVICES	411 RX	11/15/2017	19.11	POLICE FUND
Total MEDTRAK SERVICES:			19.11	
MERCY MEDICAL CENTER				
MERCY MEDICAL CENTER	MEDICAL	10/16/2017	2,217.00	FIRE FUND
Total MERCY MEDICAL CENTER:			2,217.00	
MID AMERICAN ENERGY CO.				
MID AMERICAN ENERGY CO.	07741-18004 65/69 LIFT	11/14/2017	65.37	SEWER FUND
MID AMERICAN ENERGY CO.	GAS - SHOP	11/15/2017	111.21	PARK & RECREATI
MID AMERICAN ENERGY CO.	GAS - SHOP	11/15/2017	76.04	ROAD USE TAX FU
MID AMERICAN ENERGY CO.	FUEL HEAT	11/15/2017	865.58	GENERAL FUND
MID AMERICAN ENERGY CO.	UTILITIES	11/15/2017	62.94	FIRE FUND
MID AMERICAN ENERGY CO.	08701-24006 QUAIL MDWS LIFT	11/15/2017	56.85	SEWER FUND
MID AMERICAN ENERGY CO.	N HWY 65/69 ENTRANCE SIGN	11/09/2017	12.39	GENERAL FUND
MID AMERICAN ENERGY CO.	26321-30003 ST LIGHTING	11/17/2017	153.66	GENERAL FUND
MID AMERICAN ENERGY CO.	UTILITIES	11/15/2017	12.27	FIRE FUND
MID AMERICAN ENERGY CO.	ACTIVITY CENTER UTILITIES	11/15/2017	193.83	PARK & RECREATI
MID AMERICAN ENERGY CO.	HEAT - BUILDING	11/15/2017	40.29	POLICE FUND
MID AMERICAN ENERGY CO.	09750-87035 WESLEY LIFT	11/14/2017	40.23	SEWER FUND

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
Total MID AMERICAN ENERGY CO.:			1,690.66	
MUELLER RECREATIONAL PRODUCTS				
MUELLER RECREATIONAL PRO	POOL TABLE REPAIR	11/06/2017	143.40	PARK & RECREATI
Total MUELLER RECREATIONAL PRODUCTS:			143.40	
NITE OWL PRINTING				
NITE OWL PRINTING	EMS DOCUMENTS - ENVELOPES	11/14/2017	1,247.50	AMBULANCE FUN
Total NITE OWL PRINTING:			1,247.50	
NORTH CENTRAL LABS OF WISCONSIN				
NORTH CENTRAL LABS OF WIS	LAB SUPPLIES	11/08/2017	278.99	SEWER FUND
Total NORTH CENTRAL LABS OF WISCONSIN:			278.99	
NORWALK READY-MIXED CONCRETE				
NORWALK READY-MIXED CON	G.H. CONCRETE	11/02/2017	2,457.00	PARK & RECREATI
NORWALK READY-MIXED CON	G.H. CONCRETE	11/03/2017	2,457.00	PARK & RECREATI
NORWALK READY-MIXED CON	SINKHOLE IN STREET	11/20/2017	107.00	ROAD USE TAX FU
Total NORWALK READY-MIXED CONCRETE:			5,021.00	
O'KEEFE ELEVATOR CO.				
O'KEEFE ELEVATOR CO.	MAINTENANCE	11/29/2017	306.06	GENERAL FUND
Total O'KEEFE ELEVATOR CO.:			306.06	
O'REILLY AUTO PARTS				
O'REILLY AUTO PARTS	TAPE	10/12/2017	30.43	ROAD USE TAX FU
O'REILLY AUTO PARTS	FILTER RETURN	10/27/2017	27.74	ROAD USE TAX FU
O'REILLY AUTO PARTS	CLAMP	11/06/2017	2.94	ROAD USE TAX FU
O'REILLY AUTO PARTS	UNIT 11	11/07/2017	101.11	ROAD USE TAX FU
O'REILLY AUTO PARTS	UNIT 11	11/07/2017	20.99	ROAD USE TAX FU
O'REILLY AUTO PARTS	SUPPLIES	11/07/2017	41.98	ROAD USE TAX FU
O'REILLY AUTO PARTS	MOTOR OIL	11/08/2017	62.97	ROAD USE TAX FU
O'REILLY AUTO PARTS	OIL DRY	11/20/2017	360.00	ROAD USE TAX FU
O'REILLY AUTO PARTS	TOW STRAPS	11/20/2017	45.98	ROAD USE TAX FU
O'REILLY AUTO PARTS	RECOVERY STRAPS	11/20/2017	119.98	ROAD USE TAX FU
O'REILLY AUTO PARTS	PULLER	11/21/2017	48.99	ROAD USE TAX FU
Total O'REILLY AUTO PARTS:			807.63	
PARKER, RICH				
PARKER, RICH	WELLNESS - SEPT & OCT	11/20/2017	50.00	GENERAL FUND
Total PARKER, RICH:			50.00	
PHILIPS MEDICAL CAPITAL				
PHILIPS MEDICAL CAPITAL	MONITOR LEASE	11/11/2017	1,348.11	AMBULANCE FUN
Total PHILIPS MEDICAL CAPITAL:			1,348.11	
PIERCE BROTHERS REPAIR				
PIERCE BROTHERS REPAIR	WELD A.C. LIGHT BASE	11/16/2017	21.00	PARK & RECREATI

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
Total PIERCE BROTHERS REPAIR:			21.00	
POWER PROCESS EQUIPMENT				
POWER PROCESS EQUIPMENT	PUMP PACKING	11/08/2017	322.26	SEWER FUND
Total POWER PROCESS EQUIPMENT:			322.26	
RECORD-HERALD AD CONTRACT ACCT.				
RECORD-HERALD AD CONTRA	FALL CLEAN UP AD 10/10/17	10/31/2017	210.80	GENERAL FUND
RECORD-HERALD AD CONTRA	FALL CLEAN UP AD 10/11/17	10/31/2017	323.00	GENERAL FUND
Total RECORD-HERALD AD CONTRACT ACCT.:			533.80	
SANDRY FIRE SUPPLY LLC				
SANDRY FIRE SUPPLY LLC	MORNING PRIDE PPE (6)	11/16/2017	12,930.00	FIRE FUND
Total SANDRY FIRE SUPPLY LLC:			12,930.00	
SHER, BRIAN				
SHER, BRIAN	UNIFORM ALLOWANCE	11/15/2017	90.80	POLICE FUND
SHER, BRIAN	CELL PHONE 10/23/17 - 11/22/17	11/29/2017	50.00	POLICE FUND
Total SHER, BRIAN:			140.80	
SHULL, DOUG				
SHULL, DOUG	TREASURER CONTRACT	11/27/2017	83.33	GENERAL FUND
Total SHULL, DOUG:			83.33	
SNYDER & ASSOCIATES INC				
SNYDER & ASSOCIATES INC	STREET ISSUES	11/21/2017	420.00	GENERAL FUND
SNYDER & ASSOCIATES INC	MISC ENGINEERING SERVICES - IA AVE	11/21/2017	2,783.00	ROAD USE TAX FU
SNYDER & ASSOCIATES INC	STORMWATER ENGINEERING SERVICES	11/21/2017	1,560.00	STORMWATER UTI
SNYDER & ASSOCIATES INC	STORMWATER ENGINEERING SERVICES	11/21/2017	1,320.00	STORMWATER UTI
SNYDER & ASSOCIATES INC	MISC ENGINEERING SERVICES	11/21/2017	420.00	STORMWATER UTI
SNYDER & ASSOCIATES INC	MISC ENGINEERING SERVICES	10/30/2017	60.00	GENERAL FUND
SNYDER & ASSOCIATES INC	STREET ISSUES	10/30/2017	3,345.71	GENERAL FUND
SNYDER & ASSOCIATES INC	MISC ENGINEERING SERVICES	10/30/2017	360.00	GENERAL FUND
SNYDER & ASSOCIATES INC	STORMWATER ENGINEERING SERVICES	10/30/2017	4,199.91	STORMWATER UTI
SNYDER & ASSOCIATES INC	STORMWATER ENGINEERING SERVICES	10/30/2017	540.00	STORMWATER UTI
SNYDER & ASSOCIATES INC	STREET ISSUES	10/30/2017	1,555.00	ROAD USE TAX FU
SNYDER & ASSOCIATES INC	2017 STREET MASTER PLAN	10/30/2017	1,600.00	STREET CAPITAL
SNYDER & ASSOCIATES INC	PICKARD CONCESSION BUILDING ENGINEE	10/27/2017	12,463.38	CAPITAL PROJECT
SNYDER & ASSOCIATES INC	STORMWATER ENGINEERING SERVICES	10/30/2017	1,800.00	CAPITAL PROJECT
SNYDER & ASSOCIATES INC	STORMWATER ENGINEERING SERVICES	11/20/2017	2,700.00	CAPITAL PROJECT
SNYDER & ASSOCIATES INC	SOUTH K STREET	10/30/2017	1,225.00	ROAD USE TAX FU
Total SNYDER & ASSOCIATES INC:			36,352.00	
STAT PADS LLC				
STAT PADS LLC	ANNUAL AED RENEWAL	11/29/2017	125.00	SEWER FUND
Total STAT PADS LLC:			125.00	
T.R.M. DISPOSAL LLC				
T.R.M. DISPOSAL LLC	ACCT 1506	11/24/2017	83.00	GENERAL FUND
T.R.M. DISPOSAL LLC	GARBAGE - BUILDING ACCT #159	11/24/2017	16.00	POLICE FUND

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
T.R.M. DISPOSAL LLC	ACCT #583 - TRASH - NORTH PLANT	11/24/2017	80.00	SEWER FUND
T.R.M. DISPOSAL LLC	ACCT #583 - TRASH - SOUTH PLANT	11/24/2017	52.00	SEWER FUND
Total T.R.M. DISPOSAL LLC:			231.00	
THEISEN'S				
THEISEN'S	BRUSH DEMP HEATER	11/10/2017	27.98	ROAD USE TAX FU
THEISEN'S	DRILL BIT SET	11/22/2017	27.99	ROAD USE TAX FU
Total THEISEN'S:			55.97	
TITAN MACHINERY				
TITAN MACHINERY	MOTOR GRADER	11/16/2017	401.36	ROAD USE TAX FU
TITAN MACHINERY	SKID STEER RENTAL	11/13/2017	125.00	ROAD USE TAX FU
TITAN MACHINERY	CYLINDER RETURN	09/05/2017	108.20	ROAD USE TAX FU
Total TITAN MACHINERY:			418.16	
TOMPKINS INDUSTRIES INC.				
TOMPKINS INDUSTRIES INC.	PART	09/05/2017	5.39	ROAD USE TAX FU
TOMPKINS INDUSTRIES INC.	SWEEPER	11/21/2017	368.49	ROAD USE TAX FU
Total TOMPKINS INDUSTRIES INC.:			373.88	
TRANS-IOWA EQUIPMENT INC				
TRANS-IOWA EQUIPMENT INC	SWEEPER	11/21/2017	103.97	ROAD USE TAX FU
TRANS-IOWA EQUIPMENT INC	HYDRAULIC FILTER	11/29/2017	347.55	ROAD USE TAX FU
Total TRANS-IOWA EQUIPMENT INC:			451.52	
TWO RIVERS MARTIAL ARTS				
TWO RIVERS MARTIAL ARTS	TKD INSTRUCTORS APRIL - NOV 2017	11/28/2017	3,153.40	PARK & RECREATI
Total TWO RIVERS MARTIAL ARTS:			3,153.40	
U.S. CELLULAR				
U.S. CELLULAR	CELL PHONES - 2	11/12/2017	81.21	PARK & RECREATI
U.S. CELLULAR	CELL PHONES - 2	11/12/2017	92.96	SEWER FUND
U.S. CELLULAR	CELL PHONE	11/12/2017	43.90	FIRE FUND
U.S. CELLULAR	CELL PHONES -3	11/12/2017	105.20	ROAD USE TAX FU
Total U.S. CELLULAR:			323.27	
VAN MAANEN ELECTRIC INC				
VAN MAANEN ELECTRIC INC	MCCORD PUMP STATION	11/29/2017	44,141.00	CAPITAL PROJECT
VAN MAANEN ELECTRIC INC	MCCORD PUMP STATION	11/29/2017	2,439.00	CAPITAL PROJECT
Total VAN MAANEN ELECTRIC INC:			46,580.00	
VAN WALL EQUIPMENT				
VAN WALL EQUIPMENT	REPAIR JD 6110	11/17/2017	8,544.77	PARK & RECREATI
Total VAN WALL EQUIPMENT:			8,544.77	
VANDERPOOL CONSTRUCTION				
VANDERPOOL CONSTRUCTIO	ST SEWER PIPE	10/31/2017	60.25	ROAD USE TAX FU

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
Total VANDERPOOL CONSTRUCTION:			60.25	
VERIZON WIRELESS				
VERIZON WIRELESS	330 LAPTOP/330 CELL	10/26/2017	50.68	FIRE FUND
VERIZON WIRELESS	WIRELESS FOR LAPTOP	10/26/2017	30.02	SEWER FUND
VERIZON WIRELESS	EMS CELL PHONES	10/26/2017	394.56	AMBULANCE FUN
VERIZON WIRELESS	WIRELESS FOR SPARE LAPTOP	10/26/2017	20.01	GENERAL FUND
VERIZON WIRELESS	DATA	11/15/2017	318.59	POLICE FUND
Total VERIZON WIRELESS:			813.86	
WESTSIDE MUFFLER & REPAIR				
WESTSIDE MUFFLER & REPAIR	TIRE REPAIR F150	11/27/2017	14.99	SEWER FUND
Total WESTSIDE MUFFLER & REPAIR:			14.99	
Grand Totals:			235,368.87	

City Council: _____

City Council Regular

7.A.

Meeting Date: 12/04/2017

Subject

Consider nominations to the Library Board

Information

Roll call is in order to approve the Library Board nominations.

Fiscal Impact

Attachments

No file(s) attached.

City Council Regular

7.B.

Meeting Date: 12/04/2017

Subject

Consider nomination to the BRAVO Executive Board

Information

Roll call is in order to approve the nomination to the BRAVO Executive Board.

Fiscal Impact

Attachments

No file(s) attached.

Meeting Date: 12/04/2017

Subject

First consideration of an ordinance amending Chapter 165.10 15 (F) to refer non-community Mobile Food and Beverage Vendors to Chapter 122.22 of the Transient Merchant requirements (P&Z unanimously recommended approval on October 10, 2017)

Information

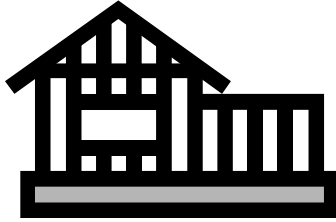
Council needs to hold the first consideration (public hearing was held on November 6, 2017) to amend Chapter 165.10 15(F) to refer non-community Mobile Food and Beverage Vendors to Chapter 122.22 of the Transient Merchant requirements. Council directed staff to review our Transient Merchant requirements as it relates to Mobile Food and Beverage uses. Currently, these types of vehicles can only be used for community events. In your packet is the highlighted portion of the code that the Planning and Zoning Commission addressed. This change simply refers to the transient merchant section of the code for food vendors who do not fit under the community event clause. In your packet is a proposed amendment to Chapter 122.22 (transient merchant). Chuck Burgin, Community Development Director, recommended approval of the amendment and P&Z unanimously recommended approval.

Roll call is in order

Fiscal Impact

Attachments

PZ Memo
PZ Minutes
Chapter 122.22
Chapter 165



To: Planning and Zoning Commission
From: Chuck Burgin, Director of Community Development
Subject: October 10, 2017 Regular Meeting

Item # 4 Consider request for an Alternate Method of Approval as provided by section 166.06 of the Site Plan Ordinance for Andrew Hart of Hart Storage at 802 East Hillcrest Avenue for an alternate buffer fence.

Enclosed is the written request, an aerial photo identifying the proposed fence location and a photo of the fence. Sec. 166.04 (J) requires one of three different types of buffers when storage units (M-1 Zoning) lies adjacent to residential zoning. At the time the building permit was issued, the owner indicated a double-face wooden fence to be placed at this location. Since then he has change his mind and prefers to install a chain link fence with vinyl screen within the fence design. As he has noted in his request, he feels this type of fencing is more appropriate for the following reasons:

- Black vinyl chain link fence would have a greater aesthetics value over a longer period of time.
- There is an existing 4' high black vinyl chain link fencing that is present along the entire north property line abutting the residential development.
- This type of fencing would provide additional security over the required wood fence.

There is no specific plan for the use of the vacant land to the west of this area. The R-3 zoning allows for both single family and multifamily dwellings. It would not surprise me if the eventual development of this area would be a mix of townhomes and multi-family units.

I recommend approval of the request for the same reason the owner has mentioned above.

Item # 5 Consider final plat of Prairie Glynn Plat 1.

Some of you may recall, the preliminary plat of this area originally started to the north with an extension of East Franklin Avenue, east of 15th Street in January 2017. After several conversations with both the developers (Jerrys Homes) who was finishing Ashton Park to the South, the preliminary plat was increased to include the extension of East Euclid Avenue east of 15th Street in February of 2017.

The final plat consists of 16 lots, on 4.5 acres, with all but one fronting East Euclid Avenue. Listed below are the recommend changes needed prior to council action.

1. Note on the plat indicating un-platted area should be corrected to Ashton Park #6.
2. Attached is a copy of a drainage and Flowage Easement form to be completed and filed with the recording of the plat for all the proposed overland drainage easements identified on the plat.
3. Dedication of the streets identified as lots A, B and C after plat approval and in conjunction with plat recording.
4. Location and dimension of public sidewalks to be shown on the plat.
5. Plat to be sign by registered Land Survey with State of Iowa.

Several of commission members expressed concerns regarding the drainage in the area. All the public improvements such as paving design, water main, Sanitary sewer and storm sewer are regulated by both the subdivision ordinance and SUDAS (Statewide Urban Design Specifications). The review process for these improvements is as follows:

- Design engineer submits 6 copies of constructions documents to CD.
- CD distributes copies to Water, Water Pollution Control, Street, Fire and Electric departments and 1 to city's consulting engineer for review and compliance.
- CD compiles all changes needed in writing to design engineer and owner.
- New construction document with changes are submitted for review by CD and consulting engineer prior to work commencing.
- After completion of improvements, the project is inspected by all above department and engineer for compliance and develop punch list for final acceptance.

Furthermore, prior to council acceptance of the improvements, a letter from owner's engineer stating improvements comply, a 4-year maintenance bonds for all public improvements and As-Built Construction documents are submitted.

I have asked Brad Cooper of Cooper Crawford to submit a brief description of the storm water improvements that have been installed (see enclosed letter).

All other requirements of the subdivision ordinance are met and notification of the Planning and Zoning meeting have been mailed to adjoining property owners. I recommend approval of the plat.

Item # 6 Consider preliminary plat of Heritage Hills # 9.

Enclosed is a copy of the plat as well as an aerial photo of the area being platted. The original preliminary plat (Heritage Hills #6) indicating the extension of Orchard Avenue further west of Country Club Road was approved in the spring of 2002. The entire area is rezoned to R-5 (Planned Residential). I have reviewed the rezoning plat approved in 2002, minor changes such

as building arrangements, streets, sidewalks, parking lots and drainage courses that do not substantially change the character of the development are allowed. This plat substantially meets the original R-5 zoning plat and therefore no zoning amendment will be required for this area.

The preliminary plat indicates an additional 14 lots on 8.84 acres and street extensions of Orchard Avenue, North F Street and North G Street. The platting area stops short of the western boundary for the continued extension of Orchard Avenue. Recently we have had discussions with the owners and their engineer regarding the final extension of Orchard Avenue west to the boundary limits. City staff and our consulting engineer are still discussing the challenges of crossing Cavitt Creek, but for now this area is not being platted. As in similar areas, the developer will provide a temporary gravel cul-de-sac for emergency vehicles at the end of Orchard Avenue. Listed below are the recommended changes or corrections to the plat.

1. Page 1, zoning shown as R-3 (mixed residential) to be changed to R-5 (planned residential)
2. Page 1, review the starting point of legal description (Southwest corner of Heritage Hills Plat #3)
3. Page 2, place street names on this page as well. Lot A, West Orchard Avenue. Lots B and C, North G Street and Lot D, North F Street.
4. Indicate a 15' Public Utility Easement in front of each lot including side street yards on corner lots.
5. Name and addresses of adjacent property owners to be placed on the plat.
6. Proposed street grades to be noted on the plat.
7. Verification of intersection of North G Street north of Orchard Avenue (lot C) angle of street approach Orchard Ave. is between 80 to 100 degrees.

All notice to adjacent property owners have be mailed, I recommend approval of the plat subject to the changes listed above.

Item # 7 Consider request from Indianola Parks and Recreation Department to seek Alternate Method of Approval of Site Plan Ordinance.

Enclosed a letter requesting an Alternate Method of Approval, building floor plan and elevations and an aerial map indicating the location of the proposed building on the site and photos of the building to be removed.

As stated on the memo from Doug Bylund the director, the Park and Recreation Commission is asking for an Alternate method of approval of the highway corridor design standards which mandate certain exterior materials to be use on buildings fronting either highway 65-69 or 92. Their intention is to install metal siding on all sides of the new facility. In the past, Planning and Zoning Commission and Council has look favorably on similar request, such as the maintenance building behind the John Deere dealership on 65-69 south, the storage building for the Poindexter flooring on 65-69 north and the storage facility for the Farm Service on Hwy 92 west.

The Distance from the highway, limited visibility and the traffic speed on the highway have been factors in the approval process. The use of the building should be another factor to be considered. A storage/restroom/concession stand does not necessarily need to resemble a medical clinic. However, the addition of a 42” brick ledge on the front of the building (north elevation) that Doug mentioned in his request if funds are available may not be seen from the highway, but would add aesthetics to the building for the visitors to the park. I believe it is important for the city show by example the willingness to at least partially comply with its own requirements by installing the brick ledge on the front of the building. My recommendation is to approve the request provided the 42” brick ledge on the north elevation is installed.

Item # 8 Consider amendment Chapter 165.10 15 (F) to refer non-community Mobile Food and Beverage Vendors to chapter 122.22 of the Transient Merchant requirements.

The council has directed staff to review our Transient Merchant requirements as it relates to Mobile Food and Beverage uses. Currently, these types of vehicles can only be used for community events. I have highlighted the portion of the code that the Planning and Zoning Commission needs to address. This change simply refers to the transient merchant section of the code for food vendors who do not fit under the community event clause. Even though Planning and Zoning Commission does not need to take any action on the proposed amendment to Chapter 122.22 (transient merchant), I have included a draft copy of what the city council will be considering. I recommend approval of the amendment.

Other Business:

City Council approved the Final Plat of Ashton Park Plat 6 at their September 18, 2017 meeting.

Site Plan / Building Permit staff approvals included the following:

- Commercial alteration at 126 West Ashland Avenue, zoned C-3, for a wine bar/bistro.
- Commercial alteration at 1012 North Jefferson Way, zoned C-2, for a laundry mat.
- Commercial alteration at 120 North Howard Street, zoned C-3, for a children’s clothing store.

INDIANOLA PLANNING AND ZONING COMMISSION
REGULAR MEETING
OCTOBER 10, 2017
6:00 P.M.

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

Joe Butler
Al Farris
Ron Fridley
Cindy Johnson
Becky Needles
Bob Ormsby
Josh Rabe
Sarah Ritchie
Misty Soldwisch

Also present: Ed Arp of CEC, Bob Downing, Dennis Herberger, Nate Allen, Doug Bylund, Dean Herberger, Andrew Hart, Karey Bishop, Randy Brandt, Dan Aldridge, Mindi Robinson and Chuck Burgin.

The minutes of the September 12, 2017 meeting were approved on a motion made by Needles and seconded by Soldwisch. Question was called for and on voice vote Chairperson Butler declared the motion carried unanimously.

Consider request for an Alternate Method of Approval as provided by section 166.06 of the Site Plan Ordinance for Andrew Hart of Hart Storage at 802 East Hillcrest Avenue for an alternate buffer fence.

Chuck reviewed the request from Andrew Hart stating at the time the building permit was issued the owner indicated a double-faced wooden fence be placed on the west property line which abuts residential zoning. Since then Mr. Hart has changed his mind and prefers to install a chain link fence with vinyl screen slats within the fence. Mr. Hart feels this type of fencing is more appropriate for the following reasons:

- Black vinyl chain link fence would have a greater aesthetics value over a longer period of time.
- There is an existing 4' high black vinyl chain link fencing that is present along the entire north property line abutting the residential development.
- This type of fencing would provide additional security over the required wood fence.

Chuck further explained the property is being developed as self-storage units within the M-1 zoning. Residential surrounds the property on the east, west and north side.

Commission expressed their concerns regarding the aesthetics of the proposed fencing. Commission further explained their concerns regarding the intent of the buffer requirement within the site plan ordinance was to obstruct the view of the industrial zoning use from that of the residential use.

Johnson questioned when the residential zoning to the west is developed whether a buffer would be required by the residential development. Chuck stated a buffer is not required by the residential developer.

Andrew Hart spoke on behalf of his request stating he proposed this type of fencing for minimal maintenance. Nate Allen of 809 Summit Place stating he had no opinion on the proposed fence.

Motion was made by Farris and seconded by Fridley to approve the Alternate Method of Approval request from Andrew Hart to construct a black chain link fence with black slats along the west property line at 802 East Hillcrest Avenue. Question was called for and on voice vote Chairperson Butler declared the motion was denied.

Consider Final Plat of Prairie Glynn Plat 1

Chuck reviewed the Final Plat stating the preliminary plat of the area was approved in January 2017. After further conversation with the adjacent property owner to the south, the plat was increased to include the extension of East Euclid Avenue which was approved in February 2017. The final plat consists of 16 lots on 4.5 acres. Chuck stated the following changes are needed prior to Council action:

1. Note on the plat indicating un-platted area should be corrected to Ashton Park #6.
2. Attached is a copy of a drainage and Flowage Easement form to be completed and filed with the recording of the plat for all the proposed overland drainage easements identified on the plat.
3. Dedication of the streets identified as lots A, B and C after plat approval and in conjunction with plat recording.
4. Location and dimension of public sidewalks to be shown on the plat.
5. Plat to be sign by registered Land Survey with State of Iowa.

Brad Cooper of Cooper Crawford and Associates spoke on behalf of the request stating he agrees with the changes and will submit for Council approval.

Motion was made by Rabe and seconded by Soldwisch to approve the Final Plat of Prairie Glynn Plat 1. Question was called for and on voice vote Chairperson Butler declared the motion carried unanimously.

Consider Preliminary Plat of Heritage Hills Plat 9

Chuck reviewed the Preliminary Plat stating the original preliminary plat (Heritage Hills Plat 6) was approved Spring 2002. Chuck further stated the area is zoned R-5 (Planned

Residential District) and the proposed development matches the R-5 zoning requirements. The plat indicates 14 lots of 8.84 acres. Chuck stated the following changes are needed prior to Council action:

1. Page 1, zoning shown as R-3 (mixed residential) to be changed to R-5 (planned residential)
2. Page 1, review the starting point of legal description (Southwest corner of Heritage Hills Plat #3)
3. Page 2, place street names on this page as well. Lot A, West Orchard Avenue. Lots B and C, North G Street and Lot D, North F Street.
4. Indicate a 15' Public Utility Easement in front of each lot including side street yards on corner lots.
5. Name and addresses of adjacent property owners to be placed on the plat.
6. Proposed street grades to be noted on the plat.
7. Verification of intersection of North G Street north of Orchard Avenue (lot C) angle of street approach Orchard Ave. is between 80 to 100 degrees.

Chuck shared the updated boundary revisions presented tonight from Cooper Crawford and Associates.

Butler stated he was abstaining from the item consideration.

Commission discussed the temporary access/turnaround and minimum acres required in an R-5 zoning classification.

Motion was made by Farris and seconded by Needles to approve the Preliminary Plat of Heritage Hills Plat 9 with the corrections requested by staff. Question was called for and on voice vote Chairperson Butler declared the motion carried.

Consider request from Indianola Parks and Recreation Department to seek Alternate Method of Approval of Site Plan Ordinance.

Chuck reviewed the request stating the intention of the Parks Department is to remove the existing masonry storage/garage and concession/shelter building and construct a concession/storage building using metal siding on all sides of the new facility. Because of the distance from the highway, limited visibility and traffic speed he supports the Parks Department request, however Chuck cautioned that the proposed building is City property and considering an alternate method to the site plan ordinance could be scrutinized. Therefore, staff recommendation is to approve the request with the installation of 42" brick ledge on the north elevation is installed.

Doug Bylund, Director of Parks and Recreation, agreed with staff's recommendation. Farris and Ormsby shared support of the request. Commission discussed similar requests including John Deere, Poindexter Flooring and Farm Service. Chuck and Doug Bylund

also mentioned that bids for the project were high and therefore the proposed building may be constructed smaller than originally planned.

Motion was made by Rabe and seconded by Johnson to approve the Alternate Method of Approval request from Indianola Parks and Recreation to construct a concession/storage facility with an awning using metal siding with a 42” brick ledge on the north elevation at Pickard Park. Question was called for and on voice vote Chairperson Butler declared the motion carried unanimously.

Consider amendment to Chapter 165.10 15 (F) to refer non-community mobile food and beverage vendors to Chapter 122.22 of the Transient Merchant requirements

Chuck reviewed the proposed amendment stating Council directed staff to review the Transient Merchant requirements to include “For non-community events structure or vehicles refer to Chapter 122.22 Mobile Food and Beverage Vendors.” within the zoning regulations.

Commission discussed the difference between community events and non-community events.

Motion was made by Farris and seconded by Ritchie to approve the amendment to Chapter 165.10 15 (F). Question was called for and on voice vote Chairperson Butler declared the motion carried unanimously.

Meeting adjourned on a motion by Fridley and seconded by Needles.

Joe Butler, Chairperson

Mindi Robinson

122.22 MOBILE FOOD AND BEVERAGE VENDORS

- A. Mobile Food Unit Licensing: It shall be unlawful for any person to engage in the sale of food or beverages to the public from a temporary or mobile facility within the corporate limits of the City of Indianola without first obtaining a mobile food unit license from the city, in addition to any other state, federal, or county permits, certifications and licenses.
1. A mobile food unit license is an annual license that expires on April 15 each year and must be renewed prior to the first event after that date.
 2. Each mobile food unit shall be licensed separately. No license transfer is allowed.
 3. Although certain activities may be exempt from the licensing requirements of this chapter, any food service to the public in the City of Indianola is expected to comply with all other local, county and state requirements for health inspections, licensing, safety and fire code requirements.
 4. The following shall be exempt from this requirement:
 - a. Catering businesses.
 - b. Grilling and food preparation activities of brick and mortar establishments on the establishments' premises for immediate consumption by patrons or employees.
 - c. Concession stands associated with sports or recreational venues that have been approved as part of a site plan.
- B. License Fee: At the time of the submittal of a license application, the applicant shall pay to the city clerk the applicable license and permit fees in addition to any application fees.
1. The city council shall establish the amount of the license fee by resolution.
 2. Any licensee who surrenders their license prior to the date of expiration shall not be entitled to a refund of any portion of the fee.
- C. Fire Department Inspection:
1. All mobile food units that have cooking facilities with grease laden vapors (class III and class IV state licenses) shall be inspected by the fire department prior to initiation of business operations within the city.
 2. Inspections are required annually and prior to submittal of a license application to the city. It shall be the obligation of the mobile food vendor to schedule the inspection with the fire department.
 3. Upon completion of the annual fire inspection, if the fire department determines that the mobile food unit passes the inspection, the Fire Chief or his/her designee shall sign the

mobile food unit vendor license application and identify any conditions for operation as deemed appropriate as a result of said inspection.

D. Mobile Food Unit Vendor Licensing Application:

1. License Required: All mobile food vendors operating within the City of Indianola, must obtain a mobile food vendor license from the city.

Exception: Community events sponsored by the Chamber of Commerce or approved by City Council.

Application requests shall be filed with the city clerk on the form provided by the city. No application request shall be accepted for filing and processing unless it conforms to the requirements of this title. This would include a complete and true application and all of the required materials and information prescribed, accompanied by the appropriate fees.

2. Submission Time Frame: Applications must be submitted not less than ten (10) business days prior to the proposed start date of the mobile food unit activities. The city reserves the right to reject any applications that have not been timely submitted to the city. The city clerk shall have the discretionary right to accept an application made less than ten (10) business days prior to desired start date.
3. Additional Approvals: Receiving approval of a mobile food unit license from the city shall not preclude, supersede, circumvent, or waive the applicant's responsibility to obtain any additional permits, licenses, and approvals for other applicable local, state, and federal regulations.
4. Application Contents: Application shall be made on a form provided by the city and shall include:
 - a. Full name of the applicant.
 - b. Applicant's contact information including mailing address, phone numbers and e-mail address.
 - c. State health inspection certificate with the classification level of the state license identified.
 - d. Description of the kitchen facilities, cooking facilities, preparation area, safety features (suppression system, etc.) of the mobile food unit.
 - e. Photographs of the mobile food unit.
 - f. Make, model and year of vehicle to be used.
 - g. County, state and license plate number.
 - h. Overall size of the vehicle; length and width.

- i. Fire department signature on application confirming a passing fire department inspection.
 - j. Application and license fee(s).
- 5. Applications Deemed Withdrawn: Any application received shall be deemed withdrawn if it has been held in abeyance, awaiting the submittal of additional requested information from the applicant, and if the applicant has not communicated in writing with the city and made reasonable progress within thirty (30) days from the last written notification from the city to the applicant. The application fee is nonrefundable. Any application deemed withdrawn shall require submission of a new application and fees to begin a new review and approval process.
- 6. Issuance Of License: Upon completion of the review process and a determination of compliance with the applicable regulations, the city clerk will issue a mobile food unit license. The license shall be placed in the upper left (passenger side) of the front windshield or the left front side of a trailer or cart to aid in the visual verification of the licensing for that year.
- 7. Modification Of License After Issuance: Should the mobile food vendor change the food or beverage being offered during the term of an issued license that would change the designation of the mobile food unit to a higher state licensing level classification, a new application and fire inspection shall be required.
- E. Mobile Food Units On Public Property: No mobile food unit may be operated on public property except as part of an event approved under a special event permit by the city clerk's office or as authorized by the parks and recreation commission, or their designee, within a city park.
- F. Unattended Mobile Food Unit: No mobile food unit shall be left unattended on any site overnight, unless that property is under the ownership of the operator of the unit and in compliance with all other city code requirements. No mobile food unit shall be allowed to be stored on a site that is not zoned appropriately for storage and warehousing, screened in accordance with city code requirements, and/or having received prior city council approval through an entitlement process. Any mobile food unit found unattended shall be considered in violation of these regulations and subject to license revocation, municipal infraction, towing, or any other action legally allowed.
- G. Music And Sound Making Devices: The use of music or sound making devices as a part of a mobile food unit shall be prohibited, unless expressly allowed as part of an approved event.
- H. Mobile Food Unit Performance Standards: Persons conducting business from a mobile food unit must do so in compliance with the following standards:
 - 1. The mobile food vendor must obtain expressed written consent of the property owner to use the business property on which they propose to operate. The written consent must be kept in the unit at all times that the unit is on the property.
 - 2. The operator of the mobile food unit shall display their city license in full view of the public in the unit.
 - 3. Mobile food units shall only be allowed on nonresidential properties.

4. Mobile food units within three hundred feet (300') of a residential use or residentially zoned property, shall be limited to hours of operation between seven o'clock (7:00) A.M. and ten thirty o'clock (10:30) P.M.
5. Mobile food units shall be limited to a maximum duration of eight (8) hours per day on any site, unless part of an approved event permit. A mobile food unit shall be at one location a maximum of five (5) consecutive days per week.
6. Only one mobile food unit shall be allowed on a property, unless part of an approved event or the property has received a multiple vendor permit. Mobile food units not under a multiple vendor permit and on adjacent properties must maintain a minimum separation between units of fifty feet (50').
7. Mobile food units shall serve patrons which are on foot only; no drive-up service to the mobile food unit itself shall be provided or allowed.
8. The mobile food unit must be located on a paved surface, unless approved as part of an event permit.
9. No mobile food unit may be located on a vacant property or lot with a vacant building.
10. No mobile food unit may operate within two hundred feet (200') of a permanent restaurant or business offering food or beverage services.
11. No alcoholic beverages may be sold as a part of a mobile food unit.
12. Any mobile food unit shall maintain a minimum fifteen foot (15') separation from a building as measured to the closest building element including awnings or canopies, tents or membrane structures. Location of the mobile food unit shall not impede pedestrian entering or exiting of a building.
13. Mobile food vendors shall be placed no closer than 15' from a front property line.
15. Signs are limited to those that are attached to the exterior of the mobile unit and must be mounted flat against the unit and not project more than six inches (6") from the exterior of the unit. No freestanding signs, banners, flags, etc., are allowed. Off premises signs directing patrons to the mobile food unit are prohibited.
16. During business hours, the mobile food vendor shall provide a trash receptacle for use by customers.
17. The mobile food vendor shall keep the area around the mobile food unit clear of litter and debris at all times.
18. All mobile food units shall be located in such a manner as to not create a safety hazard, such as blocking emergency access to buildings and the site, obstructing access to fire hydrants and fire department connections, impeding entering and exiting from a building, creating a visual impediment for the motoring public at drive entrances, intersections, pedestrian crossings, etc.

19. No mobile food unit shall be parked in or otherwise impact access to/from ADA parking stalls.
- I. Property Owner Responsibility: By allowing the mobile food unit on their property, the property owner shares in the responsibility of ensuring that the performance standards listed above and the safety of pedestrians and access of emergency vehicles to and around the site are maintained. Failure to do so could result in the property owner being party to any enforcement actions or penalties allowed by law, including, but not limited to, the alteration or revocation of a multiple vendor permit.
- J. Other Licenses And Permits To Be Maintained: Failure of any applicant to maintain the appropriate county, state and federal licenses and permits, during the term of the local license or permits shall be considered an unlawful act and subject to revocation or any other penalties available to the city.
- K. SUSPENSION OR REVOCATION OF LICENSE - Any license issued under the provisions of this chapter may be suspended or revoked by the city as follows:
 1. Grounds: The city clerk may suspend any license issued under this chapter, pending the outcome of an administrative hearing, for any of the following reasons:
 - a. The licensee has made fraudulent statements in his/her application for the license or in the conduct of his/her business.
 - b. The licensee has violated this chapter or any other chapter of this code or has otherwise conducted his/her business in an unlawful manner.
 - c. The licensee has conducted his/her business in such manner as to endanger the public welfare, safety, order, or morals.
 - d. The city clerk has received and investigated three (3) or more found complaints during the licensed period related to the manner in which the licensee is conducting business.
 2. Notice: The city clerk shall have the licensee served with notice either in person or by regular mail to the licensee's address shown on the license application notifying them of the license suspension, the specific reason(s) for such action, and date and time of hearing with the city clerk to review the particulars of the suspension. The licensee shall be prohibited from any further activities covered by the license until such time that the hearing has been held and a determination of suspension and revocation resolved.
 3. Hearing: A hearing shall be conducted by the city clerk not more than five (5) business days after he/she has suspended a license. The licensee and any complainants may be present to determine the truth of the alleged violation of this chapter. Should the licensee or his/her authorized representative fail to appear without good cause, the city clerk may proceed with the hearing and make his/her findings.
 4. Revocation: After the city clerk has reviewed the facts, he/she shall revoke a license if he/she finds by the preponderance of the evidence that a violation has occurred. The revocation shall be effective immediately.

5. Appeal: If the city clerk revokes or refuses to issue a license, the licensee or the applicant shall have a right to a hearing before the municipal code hearing officer as provided in Section _____ of this code. The municipal code hearing officer may reverse, modify, or affirm the decision of the city clerk.
 6. Effect of Revocation: Revocation or denial of any license shall bar the licensee or applicant from being eligible for any license under this chapter for a period of one year from the date of the revocation or denial. There shall be no refund of any fees for any revocation.
- L. PENALTY - Commission of any act declared unlawful and in violation of the provisions of this chapter shall constitute a simple misdemeanor punishable as provided in Iowa Code section 903.1. Failure to comply with the provisions of this chapter shall also constitute a municipal infraction, punishable pursuant to section _____ of this code.

15. Temporary or Seasonal Structures. These regulations are intended to prescribe the conditions under which a limited duration of agricultural and commercial activities (e.g. garden centers, drink and food vendors, tents and storage structures) may exist. The intent of this subsection is to allow the display and marketing of merchandise and seasonal structures in an attractive manner to serve the desires of the general public, but prevent creation of any nuisance or annoyance to the occupants of adjacent buildings, premises, or property and the general public. The following structures are qualified for a temporary installation, provided they meet the associated criteria.

- A. Retail sales of landscape and nursery material, provided structure is not installed in a required front yard and is placed no earlier than March 1st and removed by October 1st of the same calendar year.
- B. Construction offices and trailers used on site and in conjunction with an active construction site and removed within 30 days after completion of the project.
- C. Retail sales of seasonal decorative agriculture products with a maximum time period of 6 weeks in a calendar year.
- D. Parking lot sales, sidewalk sales (private sidewalks only), clearance sales or other temporary structures, which are similar to the uses listed within the zoning classification for a maximum time period of 60 days per calendar year.
- E. Stands for the sale of agriculture products are not placed in a required front yard or removed daily for a maximum time period of 60 days per calendar year.
- F. Temporary food or beverage structures or vehicles, for special community events only, with a maximum time period of the duration of the community event plus one day before and one day after the event. For non-community events structure or vehicles refer to Chapter 122.22 Mobile Food and Beverage Vendors.

165.11 APPLICATION OF DISTRICT REGULATIONS. Subject to Section 165.09, the regulations and restrictions of this chapter shall apply as follows:

- 1. Regulations to be Uniformly Applied. The regulations set by this chapter shall apply uniformly to each class or kind of structure or land, and particularly within each district, except as hereinafter provided.
- 2. All Uses and Structures to Conform. No building, structure, or land shall hereafter be used or occupied, and no building or structure or part thereof shall hereafter be erected, constructed, reconstructed, moved, or structurally altered unless in conformity with all of the regulations herein specified for the district in which it is located.
- 3. Height, Density or Yards Shall not be Violated. No building or other structure shall hereafter be erected or altered to exceed the height, to accommodate or house a greater number of families, or to have narrower or

Meeting Date: 12/04/2017

Subject

Public hearing and first consideration of an ordinance amending the transient merchant ordinance

Information

Council needs to hold the public hearing and first consideration to amend the transient merchant ordinance (packet). This amendment will add mobile food and beverage vendors to the ordinance and includes:

- Mobile Food Unit Licensing, license fee
- Mobile Food Unit Vendor Licensing Application

Roll call is in order.

Fiscal Impact

Attachments

Ordinance

CITY OF INDIANOLA, IOWA

Ordinance No. _____

**AN ORDINANCE AMENDING THE CITY CODE OF ORDINANCES OF THE
CITY INDIANOLA, IOWA, BY ADDING NEW SECTION 122.22 “MOBILE FOOD
AND BEVERAGE VENDORS”**

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

Section 1. The Indianola City Code is hereby amended by adding the following:

122.22 MOBILE FOOD AND BEVERAGE VENDORS

- A. Mobile Food Unit Licensing: It shall be unlawful for any person to engage in the sale of food or beverages to the public from a temporary or mobile facility within the corporate limits of the City of Indianola without first obtaining a mobile food unit license from the city, in addition to any other state, federal, or county permits, certifications and licenses.
1. A mobile food unit license is an annual license that expires on April 15 each year and must be renewed prior to the first event after that date.
 2. Each mobile food unit shall be licensed separately. No license transfer is allowed.
 3. Although certain activities may be exempt from the licensing requirements of this chapter, any food service to the public in the City of Indianola is expected to comply with all other local, county and state requirements for health inspections, licensing, safety and fire code requirements.
 4. The following shall be exempt from this requirement:
 - a. Catering businesses.
 - b. Grilling and food preparation activities of brick and mortar establishments on the establishments' premises for immediate consumption by patrons or employees.
 - c. Concession stands associated with sports or recreational venues that have been approved as part of a site plan.
- B. License Fee: At the time of the submittal of a license application, the applicant shall pay to the city clerk the applicable license and permit fees in addition to any application fees.
1. The city council shall establish the amount of the license fee by resolution.
 2. Any licensee who surrenders their license prior to the date of expiration shall not be entitled to a refund of any portion of the fee.

C. Fire Department Inspection:

1. All mobile food units that have cooking facilities with grease laden vapors (class III and class IV state licenses) shall be inspected by the fire department prior to initiation of business operations within the city.
2. Inspections are required annually and prior to submittal of a license application to the city. It shall be the obligation of the mobile food vendor to schedule the inspection with the fire department.
3. Upon completion of the annual fire inspection, if the fire department determines that the mobile food unit passes the inspection, the Fire Chief or his/her designee shall sign the mobile food unit vendor license application and identify any conditions for operation as deemed appropriate as a result of said inspection.

D. Mobile Food Unit Vendor Licensing Application:

1. License Required: All mobile food vendors operating within the City of Indianola, must obtain a mobile food vendor license from the city.

Exception: Community events sponsored by the Chamber of Commerce or approved by City Council.

Application requests shall be filed with the city clerk on the form provided by the city. No application request shall be accepted for filing and processing unless it conforms to the requirements of this title. This would include a complete and true application and all of the required materials and information prescribed, accompanied by the appropriate fees.

2. Submission Time Frame: Applications must be submitted not less than ten (10) business days prior to the proposed start date of the mobile food unit activities. The city reserves the right to reject any applications that have not been timely submitted to the city. The city clerk shall have the discretionary right to accept an application made less than ten (10) business days prior to desired start date.
3. Additional Approvals: Receiving approval of a mobile food unit license from the city shall not preclude, supersede, circumvent, or waive the applicant's responsibility to obtain any additional permits, licenses, and approvals for other applicable local, state, and federal regulations.
4. Application Contents: Application shall be made on a form provided by the city and shall include:
 - a. Full name of the applicant.
 - b. Applicant's contact information including mailing address, phone numbers and e-mail address.

- c. State health inspection certificate with the classification level of the state license identified.
 - d. Description of the kitchen facilities, cooking facilities, preparation area, safety features (suppression system, etc.) of the mobile food unit.
 - e. Photographs of the mobile food unit.
 - f. Make, model and year of vehicle to be used.
 - g. County, state and license plate number.
 - h. Overall size of the vehicle; length and width.
 - i. Fire department signature on application confirming a passing fire department inspection.
 - j. Application and license fee(s).
5. Applications Deemed Withdrawn: Any application received shall be deemed withdrawn if it has been held in abeyance, awaiting the submittal of additional requested information from the applicant, and if the applicant has not communicated in writing with the city and made reasonable progress within thirty (30) days from the last written notification from the city to the applicant. The application fee is nonrefundable. Any application deemed withdrawn shall require submission of a new application and fees to begin a new review and approval process.
6. Issuance Of License: Upon completion of the review process and a determination of compliance with the applicable regulations, the city clerk will issue a mobile food unit license. The license shall be placed in the upper left (passenger side) of the front windshield or the left front side of a trailer or cart to aid in the visual verification of the licensing for that year.
7. Modification Of License After Issuance: Should the mobile food vendor change the food or beverage being offered during the term of an issued license that would change the designation of the mobile food unit to a higher state licensing level classification, a new application and fire inspection shall be required.
- E. Mobile Food Units On Public Property: No mobile food unit may be operated on public property except as part of an event approved under a special event permit by the city clerk's office or as authorized by the parks and recreation commission, or their designee, within a city park.
- F. Unattended Mobile Food Unit: No mobile food unit shall be left unattended on any site overnight, unless that property is under the ownership of the operator of the unit and in compliance with all other city code requirements. No mobile food unit shall be allowed to be stored on a site that is not zoned appropriately for storage and warehousing, screened in accordance with city code requirements, and/or having received prior city council approval through an entitlement process. Any mobile food unit found unattended shall be considered in violation of these regulations and subject to license revocation, municipal infraction, towing, or any other action legally allowed.

- G. Music And Sound Making Devices: The use of music or sound making devices as a part of a mobile food unit shall be prohibited, unless expressly allowed as part of an approved event.
- H. Mobile Food Unit Performance Standards: Persons conducting business from a mobile food unit must do so in compliance with the following standards:
1. The mobile food vendor must obtain expressed written consent of the property owner to use the business property on which they propose to operate. The written consent must be kept in the unit at all times that the unit is on the property.
 2. The operator of the mobile food unit shall display their city license in full view of the public in the unit.
 3. Mobile food units shall only be allowed on nonresidential properties.
 4. Mobile food units within three hundred feet (300') of a residential use or residentially zoned property, shall be limited to hours of operation between seven o'clock (7:00) A.M. and ten thirty o'clock (10:30) P.M.
 5. Mobile food units shall be limited to a maximum duration of eight (8) hours per day on any site, unless part of an approved event permit. A mobile food unit shall be at one location a maximum of five (5) consecutive days per week.
 6. Only one mobile food unit shall be allowed on a property, unless part of an approved event or the property has received a multiple vendor permit. Mobile food units not under a multiple vendor permit and on adjacent properties must maintain a minimum separation between units of fifty feet (50').
 7. Mobile food units shall serve patrons which are on foot only; no drive-up service to the mobile food unit itself shall be provided or allowed.
 8. The mobile food unit must be located on a paved surface, unless approved as part of an event permit.
 9. No mobile food unit may be located on a vacant property or lot with a vacant building.
 10. No mobile food unit may operate within two hundred feet (200') of a permanent restaurant or business offering food or beverage services.
 11. No alcoholic beverages may be sold as a part of a mobile food unit.
 12. Any mobile food unit shall maintain a minimum fifteen foot (15') separation from a building as measured to the closest building element including awnings or canopies, tents or membrane structures. Location of the mobile food unit shall not impede pedestrian entering or exiting of a building.
 13. Mobile food vendors shall be placed no closer than 15' from a front property line.

15. Signs are limited to those that are attached to the exterior of the mobile unit and must be mounted flat against the unit and not project more than six inches (6") from the exterior of the unit. No freestanding signs, banners, flags, etc., are allowed. Off premises signs directing patrons to the mobile food unit are prohibited.
 16. During business hours, the mobile food vendor shall provide a trash receptacle for use by customers.
 17. The mobile food vendor shall keep the area around the mobile food unit clear of litter and debris at all times.
 18. All mobile food units shall be located in such a manner as to not create a safety hazard, such as blocking emergency access to buildings and the site, obstructing access to fire hydrants and fire department connections, impeding entering and exiting from a building, creating a visual impediment for the motoring public at drive entrances, intersections, pedestrian crossings, etc.
 19. No mobile food unit shall be parked in or otherwise impact access to/from ADA parking stalls.
- I. Property Owner Responsibility: By allowing the mobile food unit on their property, the property owner shares in the responsibility of ensuring that the performance standards listed above and the safety of pedestrians and access of emergency vehicles to and around the site are maintained. Failure to do so could result in the property owner being party to any enforcement actions or penalties allowed by law, including, but not limited to, the alteration or revocation of a multiple vendor permit.
- J. Other Licenses And Permits To Be Maintained: Failure of any applicant to maintain the appropriate county, state and federal licenses and permits, during the term of the local license or permits shall be considered an unlawful act and subject to revocation or any other penalties available to the city.
- K. Suspension or Revocation of License: Any license issued under the provisions of this chapter may be suspended or revoked by the city as follows:
1. Grounds: The city clerk may suspend any license issued under this chapter, pending the outcome of an administrative hearing, for any of the following reasons:
 - a. The licensee has made fraudulent statements in his/her application for the license or in the conduct of his/her business.
 - b. The licensee has violated this chapter or any other chapter of this code or has otherwise conducted his/her business in an unlawful manner.
 - c. The licensee has conducted his/her business in such manner as to endanger the public welfare, safety, order, or morals.

- d. The city clerk has received and investigated three (3) or more found complaints during the licensed period related to the manner in which the licensee is conducting business.
2. Notice: The city clerk shall have the licensee served with notice either in person or by regular mail to the licensee's address shown on the license application notifying them of the license suspension, the specific reason(s) for such action, and date and time of hearing with the city clerk to review the particulars of the suspension. The licensee shall be prohibited from any further activities covered by the license until such time that the hearing has been held and a determination of suspension and revocation resolved.
3. Hearing: A hearing shall be conducted by the city clerk not more than five (5) business days after he/she has suspended a license. The licensee and any complainants may be present to determine the truth of the alleged violation of this chapter. Should the licensee or his/her authorized representative fail to appear without good cause, the city clerk may proceed with the hearing and make his/her findings.
4. Revocation: After the city clerk has reviewed the facts, he/she shall revoke a license if he/she finds by the preponderance of the evidence that a violation has occurred. The revocation shall be effective immediately.
5. Appeal: If the city clerk revokes or refuses to issue a license, the licensee or the applicant shall have a right to a hearing before the municipal code hearing officer as provided in Section _____ of this code. The municipal code hearing officer may reverse, modify, or affirm the decision of the city clerk.
6. Effect of Revocation: Revocation or denial of any license shall bar the licensee or applicant from being eligible for any license under this chapter for a period of one year from the date of the revocation or denial. There shall be no refund of any fees for any revocation.
- L. Penalty: Unless another penalty is expressly provided by this chapter for any particular provision or section, violations of this chapter are simple misdemeanors subject to a fine of not more than five hundred dollars (\$500.00) and may also be punishable as municipal infractions subject to a civil penalty as set forth in this code. Each day a municipal infraction occurs and/or is permitted to exist constitutes a separate offense. Police officers, code enforcement officers and the police chief's designees shall have the authority to issue citations for violations of this chapter, and shall have the discretion to enforce this chapter as either a simple misdemeanor or municipal infraction.

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

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

PASSED AND ADOPTED at Indianola, Iowa, this ____ day of _____, 2017.

Kelly B. Shaw, Mayor

ATTEST:

Diana Bowlin, City Clerk

First reading:_____

Second reading:_____

Third reading:_____

Publication Date:_____

Meeting Date: 12/04/2017

Subject

Second consideration of an ordinance amending provisions of the regulations associated with fireworks use

Information

Council needs to hold the second consideration to amend the regulations associated with fireworks use. The ordinance (packet) amends Section 1 paragraph 2 as follows:

Except on July 3rd from 9 a.m. to 10 p.m., July 4th from 9 a.m. to 11 p.m. ~~and~~ July 5th from 9 a.m. to 10 pm., and from 9:00 a.m. on December 31st to 12:30 a.m. on January 1st. it shall be unlawful for any person to use or explode any First-class Consumer Fireworks within the corporate limits of the City. It shall be unlawful for any person to use or explode any explosive or explosive material within the corporate limits.

Roll call is in order.

Fiscal Impact

Attachments

Ordinance

ORDINANCE NO. ____

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF INDIANOLA, IOWA, BY AMENDING PROVISIONS OF THE ORDINANCE REGARDING FIREWORKS USE ON CERTAIN DECEMBER AND JANUARY DATES

Be It Enacted by the City Council of the City of Indianola, Iowa:

SECTION 1. Section 41.13(2)(a), Fireworks, is hereby amended by deleting the stricken language and adding the underlined language as follows:

2. Regulations.

a. Except on July 3rd from 9 a.m. to 10 p.m., July 4th from 9 a.m. to 11 p.m., ~~and July 5th from 9 a.m. to 10 p.m., and from 9:00 a.m. on December 31st to 12:30 a.m. on January 1st,~~ it shall be unlawful for any person to use or explode any First-class Consumer Fireworks within the corporate limits of the City. It shall be unlawful for any person to use or explode any explosive or explosive material within the corporate limits.

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

SECTION 3. This ordinance shall be effective upon its passage, approval and publication as provided by law.

PASSED and approved this ____ day of _____ 2017.

KELLY B. SHAW, Mayor

ATTEST:

Diana Bowlin, City Clerk

Meeting Date: 12/04/2017

Subject

Second consideration of an ordinance amending a portion of the special requirements for retail fireworks facilities allowed in C-2 (Highway Commercial) and C-3 (General Office and Retail) in Chapter 165 of the City of Indianola Code of Ordinances (P&Z recommended approval on October 13, 2017)

Information

Council needs to hold the second consideration to amend Chapter 165 (packet) by deleting the sections that may be considered zoning conditions over and above what is allowed by Iowa law. These revisions are based upon the Order issued in the Federal Court case against various municipalities. Once the legislature takes this matter up things may change again completely. Our City Attorney's advice is to remove anything that may be construed as additional conditions.

This was an agenda item for the Planning and Zoning Commission on November 13, 2017. Community Development Director Chuck Burgin recommended approval and the P&Z Commission unanimously approved.

Roll call is in order.

Fiscal Impact

Attachments

PZ Minutes

Memo

Ordinance Chapter 165

INDIANOLA PLANNING AND ZONING COMMISSION
REGULAR MEETING
NOVEMBER 14, 2017
6:00 P.M.

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

Joe Butler
Al Farris
Ron Fridley
Becky Needles
Doug Opie
Josh Rabe
Misty Soldwisch

Also present: Mindi Robinson and Chuck Burgin.

The minutes of the October 10, 2017 meeting were approved on a motion made by Needles and seconded by Rabe. Question was called for and on voice vote Chairperson Butler declared the motion carried unanimously.

Consider request to amend a portion of the special requirements for retail fireworks facilities allowed in C-2 (Highway Commercial) and C-3 (General Office and Retail).

Chuck reviewed the proposed ordinance change amending the Fireworks sales ordinance which was recommended from the City Attorney. The revisions are based upon the Order issued in the Federal Court case against various municipalities. Chuck stated the proposed changes remove the special requirements for sales within the C-2 and C-3 zoning classifications. Chuck cautioned that there is the potential for future legislative changes.

Commission discussed the State Fire Marshall's licensure requirements.

Motion was made by Opie and seconded by Soldwisch to approve the request to amend a portion of the special requirements for retail fireworks facilities allowed in C-2 (Highway Commercial) and C-3 (General Office and Retail), as recommended by the City Attorney. Question was called for and on voice vote Chairperson Butler declared the motion carried unanimously.

Other Business:

Chuck shared Council's comments regarding the possibility of amending the Architectural Design Standards to allow for accessory buildings to be staff approved if they meet similar requirements that have been Commission and Council approved in the

past (such as Pickard Park concession stand, Van Wall Equipment storage, Deer Run Golf Course cart storage, etc.).

Butler stated he prefers the Commission look at each request on a case by case basis. Farris concurred with Butler's opinion. Chuck stated the Commission reviews approximately two requests for Architectural Design criteria per year. The number was higher in past years before more material options were allowed in the requirements.

Motion was made by Farris and seconded by Opie to continue the Architectural Design Requirements for accessory structures as written in the Site Plan Ordinance. Question was called for and on voice vote Chairperson Butler declared the motion carried unanimously.

Chuck informed Commission of the conflict between the subdivision ordinance and the buffer park requirement of the site plan ordinance regarding the Hart storage facility at 802 East Hillcrest Avenue. Chuck is working with the City Attorney to resolve the conflict for future developments. Amendments to the ordinance will be forthcoming.

Farris questioned when the sidewalk will be installed at 802 East Hillcrest Avenue. Chuck informed Commission that a development agreement has been signed between the City and Andrew Hart to install a trail/sidewalk. The sidewalk/trail is scheduled to be installed in July/August 2018 when funds are available.

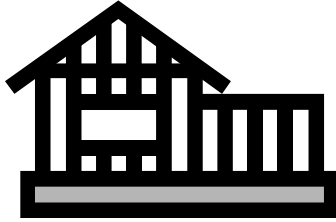
Commission was invited to attend the November 20th Council Study meeting to view the Simmering-Cory presentation on the blight study.

Commission was reminded of the November 30th joint meeting with the City Council where the Indianola 2011 Comprehensive Plat Review will be presented.

Meeting adjourned on a motion by Rabe and seconded by Fridley.

Joe Butler, Chairperson

Mindi Robinson



To: Planning and Zoning Commission
From: Chuck Burgin, Director of Community Development
Subject: November 14, 2017 Regular Meeting

Item # 4 Consider request to amend a portion of the special requirements for retail fireworks facilities allowed in C-2 (Highway Commercial) and C-3 (General Office and Retail).

Enclosed is the portion of both the C-2 and C-3 zoning classifications indicating the permitted uses of Fireworks Retail Sales Facilities. As you can see from the proposed ordinance, all but one “Proof of Licensure by the State Fire Marshall” has been deleted. Because of recent court actions our attorney, Amy Beattie of Brick Gentry Law Firm, has recommended the enclosed changes. (see enclosed email.)

You may recall at the May special meeting, there was a lot of discussion regarding the special requirements to the Fireworks Ordinance. We also were aware that future changes to the ordinance may need to be addressed. Furthermore, depending on future legislative action more amendments may be needed. I recommend approval of the changes.

Other Business:

At their October 16th meeting, Council approved the recommendations of the Planning and Zoning Commission for the concession stand facility at Pickard Park. After the approval there was a short discussion regarding the Site Plan Ordinance amendment allowing exceptions to accessory buildings with similar circumstances, such as distance from the highways or being obstructed from view. For discussion purposes, I have enclosed maps indicating several previously approved applications. If you feel a change allowing these types of improvements without Planning and Zoning and Council approval are needed, I would recommend a minimum setback and maximum square footage as part of the change. I can draft an ordinance change for the December meeting if there is a consensus from the Commission.

Andrew Hart withdrew his request for an alternate method of approval of the site plan ordinance for buffer fencing at 802 East Hillcrest Avenue.

City Council approved the final plat of Prairie Glynn Plat 1 and the preliminary plat of Heritage Hills Plat 9 on October 16, 2017.

City Council held a public hearing to amend Chapter 165.10 15 (F) to refer non-community Mobile Food and Beverage Vendors to Chapter 122.22 of the Transient Merchant requirements. Council will set a public hearing on November 20th to amend Chapter 122.22 during the December 4th meeting. Council will hold first consideration to amend Chapter 165.10 15 (F) on December 4th.

Site Plan / Building Permit staff approvals included the following:

- Bus storage building at 707 Robin Glen, zoned R-5, for Wesley The Village.
- Downing Construction office building at 509 East Scenic Valley Avenue, zoned C-2.
- Indianola Chiropractic office/clinic at 2007 North 6th Street, zoned C-2.
- Orthodontic office/clinic at 302 East Scenic Valley Avenue, zoned C-2.
- Indianola Parks and Recreation greenhouse at 2205 East 2nd Avenue, zoned A-1.
- Commercial alteration at Hy-Vee (910 North Jefferson Way), to add a Starbucks inside the building, zoned C-2.

Ordinance No. _____

AN ORDINANCE AMENDING THE CITY CODE OF ORDINANCES OF THE CITY OF INDIANOLA, IOWA, CHAPTER 165, ZONING REGULATIONS, BY AMENDING PROVISIONS OF THE ZONING ORDINANCE REGARDING FIREWORKS SALES

Be It Enacted by the City Council of the City of Indianola, Iowa:

SECTION 1. Section 165.09, Schedule of District Regulations, is hereby amended by deleting the stricken language as follows:

C-2	HIGHWAY COMMERCIAL	C-2
PERMITTED PRINCIPAL USES AND STRUCTURES		MINIMUM REQUIRED OFF-STREET PARKING
44. Fireworks Retail Sales Facilities		See Special Requirements Below
SPECIAL REQUIREMENTS		
A. Operator shall provide proof of licensure by the State Fire Marshal. B. For a facility occurring within a permanent structure, the allowable dates of operation shall be between June 1st through July 8th (38 total days) and between December 10th and January 3rd (25 total days). C. For a facility occurring within a temporary structure, the allowable dates of operation shall be between June 13th through July 8th (26 total days). D. The facility shall be located: 1. _____ A minimum of 100 feet from the following: a. _____ Public park and biking/walking trail property lines, b. _____ Residential structures. 2. _____ A minimum of 200 feet from the following structures: a. _____ Fuel pumps or fuel containers, b. _____ Schools, c. _____ Churches. E. For a facility located within a permanent structure, the facility shall not be located in a multiple-tenant building and shall be located in a stand-alone structure that shall have a minimum of 50 feet of separation from adjacent structures. F. All signage shall comply with City of Indianola Sign Code.		

~~G. Parking for the facility must be provided at a 1 space to 100 square feet of floor area for the first 2,000 square feet of floor area, and 1 space per 200 square feet for floor area in excess of 2,000 square feet.~~

~~H. For a facility occurring in a temporary structure, required parking for the other uses on the site shall not be occupied by the temporary structure.~~

~~I. The facility shall comply with all applicable Building and Fire Codes.~~

~~J. A site plan shall be submitted for approval in accordance with the Building Code and applicant shall be charged a \$100 site plan review fee.~~

SECTION 2. Section 165.09, Schedule of District Regulations, is hereby amended by deleting the stricken language as follows:

C-3	GENERAL RETAIL AND OFFICE	C-3
PERMITTED PRINCIPAL USES AND STRUCTURES		
26. Fireworks Retail Sales Facilities for fireworks for Second-Class Consumer Fireworks		
SPECIAL REQUIREMENTS		
A. Operator shall provide proof of licensure by the State Fire Marshal.		
B. For a facility occurring within a permanent structure, the allowable dates of operation shall be between June 1st through July 8th (38 total days) and between December 10th and January 3rd (25 total days).		
C. For a facility occurring within a temporary structure, the allowable dates of operation shall be between June 13th through July 8th (26 total days).		
D. The facility shall be located:		
3. _____ A minimum of 100 feet from the following:		
a. _____ Public park and biking/walking trail property lines,		
b. _____ Residential structures.		
4. _____ A minimum of 200 feet from the		

following structures:

- d. _____ Fuel pumps or fuel containers,
- e. _____ Schools,
- f. _____ Churches.

~~E. For a facility located within a permanent structure, the facility shall not be located in a multiple tenant building and shall be located in a stand-alone structure that shall have a minimum of 50 feet of separation from adjacent structures.~~

~~F. All signage shall comply with City of Indianola Sign Code.~~

~~G. For a facility occurring in a temporary structure, required parking for the other uses on the site shall not be occupied by the temporary structure.~~

~~H. The facility shall comply with all applicable Building and Fire Codes.~~

~~I. A site plan shall be submitted for approval in accordance with the Building Code and applicant shall be charged a \$100 site plan review fee.~~

SECTION 3. Chapter 122, Peddlers, Solicitors and Transient Merchants, is hereby amended by deleting the stricken language as follows:

122.22. Fireworks License. Notwithstanding anything contained in this Chapter 122, the sale of First-class Consumer Fireworks and Second-class Consumer Fireworks as defined in Iowa Code Section 727.2 shall not be subject to this Chapter ~~but shall be subject to the zoning requirements in Indianola Municipal Code Chapter 165.~~

SECTION 4. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

SECTION 5. This ordinance shall be effective upon its passage, approval and publication as provided by law.

PASSED and approved this _____ day of _____ 2017.

Kelly B. Shaw, Mayor

ATTEST:

Diana Bowlin, City Clerk

Meeting Date: 12/04/2017

Subject

Presentation and direction regarding snow removal at 306 E. Scenic Valley Drive (YMCA)

Information

Community Development Director Chuck Burgin will present the following:

In October of 2016 the City Council approved a professional service agreement with Mark Putney Enterprises for the snow removal at the YMCA at 306 E. Scenic Valley Drive (as per the 28E Agreement with the YMCA). Mark has approach the city to continue the professional service agreement for the same pricing that he quoted in 2014. This would be Mark's fourth year of doing the snow removal at the YMCA. Scott Kruthoff, Director of the YMCA, stated that Putney has done a good job removing the snow.

Chuck will be asking for direction from the council as to continuing the service agreement with Mark Putney Enterprises for 2017-18 snow removal season or send RFP's for additional quotes.

Fiscal Impact

Attachments

No file(s) attached.

Meeting Date: 12/04/2017

Subject

Resolution approving salaries

Information

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

Michelle Snyder, Part-time Police Clerical, \$14.436/hour effective December 10, 2017

Roll call is in order.

Fiscal Impact

Attachments

Resolution
Snyder PCN

RESOLUTION 2017-____
APPROVING SALARIES

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

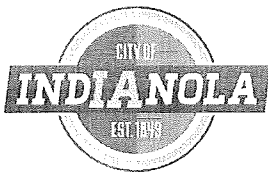
Michelle Snyder, Part-time Police Clerical, \$14.436/hour effective December 10, 2017

Passed and approved on the 4th day of December, 2017.

Kelly B. Shaw, Mayor

ATTEST:

Diana Bowlin, City Clerk



PERSONNEL CHANGE NOTICE (PCN)

Employee Name: Michelle Rene Snyder

Effective Date (must be at beginning of a pay period, except new hires): Dec 10th, 2017

New Hire: ☒ Rehire: ☐ Status Change: ☐ Step Increase: ☐

Other Pay Change: ☐ Job Title Change: ☐ Department Change: ☐ FTE Change: ☐

Promotion: ☐ Transfer: ☐ Other Change: _____

	FROM	TO
JOB TITLE	Police Clerical Support Staff	
STATUS	New Hire	
PAY RANGE	14.436	
PAY RATE W/OUT LONGEVITY		
PAY RATE W/ LONGEVITY (if not eligible, put N/A)		
EXEMPT/NONEXEMPT		
DEPARTMENT NAME	Indianola Police Department	
ACCOUNT NUMBER		
FTE		
UNION STATUS	City Non Union ☐ City Union ☒ IMU Non Union ☐ IMU Union ☐	City Non Union ☐ City Union ☐ IMU Non Union ☐ IMU Union ☐

Termination: Voluntary: ☐ Involuntary: ☐ Retirement: ☐ Eligible for Rehire: Yes ☐ No ☐

Reason for Termination: _____ Vaca/Pers Payout: Yes ☐ No ☐

Last Day Worked: _____ Termination Effective Date: _____

COMMENTS: _____

APPROVALS:

Dept Head: *Dave Bratten*

Date: 11/28/17

Human Resources: *Diana Bull*

Date: 11.28.17

Finance (pay changes only): _____

Date: _____

City Manager or GM: *[Signature]*

Date: 11.29.17

City Council or Board of Trustee: ☐ Yes ☐ No

Date: _____

FOR OFFICE USE: HR Entered: Initial: _____ Date: _____ Payroll Reviewed: Initial: _____ Date: _____

Meeting Date: 12/04/2017

Subject

Consider motion to go into closed session in accordance with Iowa Code Section 21.5(1)(j) to discuss the purchase or sale of particular real estate only where premature disclosure could be reasonably expected to increase the price the governmental body would have to pay for that property or reduce the price the governmental body would receive for that property

Information

Roll call to go into closed session is in order.

Fiscal Impact

Attachments

No file(s) attached.
