



CITY OF INDIANOLA COUNCIL MEETING

January 2, 2018

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 30 and December 18, 2017 Minutes
 - C. Applications
 1. A renewal Class "C" Liquor License, Sunday Sales Privilege and Outdoor Area for the Indianola Country Club - 1610 County Club Road
 - D. Resolution setting January 16, 2018 as a public hearing and first consideration of an ordinance amending the Municipal Code of the City of Indianola, Iowa, Chapter 61, Traffic Control Devices and Chapter 69, Parking Regulations
 - E. Resolution authorizing execution of amended and substituted promissory note for inflow and infiltration program
 - F. Resolution approving representatives to the Central Iowa Regional Transportation Planning Alliance
 - G. Resolution approving representatives to the Des Moines Metropolitan Planning Organization
 - H. Authorize past due sewer, recycling and storm water fees to be sent to the State Off-Set Program for collection
* Sewer \$3,398.68, recycling \$390.66, storm water fee \$62.76
 - I. Prior and final approval applications for urban revitalization designation
 - J. Claims on the computer printout for January 2, 2018

6. Council Reports
7. Mayor's Report - Kelly B. Shaw
 - A. Consider nomination to the IMU Board of Trustees
 - B. Community Update
8. Public Consideration
 - A. Old Business
 1. Final 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. Final consideration of an ordinance amending the transient merchant ordinance
 3. Resolution amending the City's FY 18 Fee Schedule for the Mobile Food and Beverage Vendor Fees
 - B. New Business
 1. Discussion and direction of a request from Peoples Company for a funding partnership at 113 W. Salem Avenue - nuisance & abandoned property remediation fund
 2. Presentation of an RFP for the 2018 Truck Outfitting Spec and Pusher Axle Installation for the Street Department
 3. Presentation of snow removal efforts
9. Other Business
 - A. 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
 - B. Resolution approving salaries
10. Adjourn

Subject
November 30 and December 18, 2017 Minutes

Information

Fiscal Impact

Attachments

December 18 Minutes
November 30 Minutes

REGULAR SESSION – DECEMBER 18, 2017

The City Council met in regular session at 7:00 p.m. on December 18, 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.

Mayor Kelly Shaw presented a citizenship award to Eagle Scout Bryce Wilber.

Judge Parker administered the oath of office to Mayor Kelly B. Shaw, Council members Bob Kling, Greg Marchant and Greta Southall.

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

Approval of agenda

December 4, 2017 Minutes

Applications

- A renewal Class "C" Liquor License, Sunday Sales Privilege and Outdoor Area for The Sports Page - 1802 W. 2nd Avenue
- A renewal Class "C" Liquor License, Sunday Sales Privilege and Outdoor Area for the Brickhouse - 107 N. Buxton Street

Resolution No. 2017-191 setting January 16, 2018 as a public hearing to amend the Urban Revitalization Plan (the complete resolution may be viewed at the City Clerk's Office)

Resolution No. 2017-192 approving professional services agreement with Mark Putney Enterprises for 2017-2018 snow removal at 306 E. Scenic Valley Drive (YMCA) – the complete resolution may be viewed at the City Clerk's Office

Resolution No. 2017-193 approving the annual awards banquet recognizing the employees of the City of Indianola (the complete resolution may be viewed at the City Clerk's Office)

Change order number one, two and three in a total amount of (-\$8,368.98) for the Morlock Lift Station Force Main

Change order number one, two and three in an amount of \$4,281.81 for the 2017 Drainage Improvements Project

Claims on the computer printout for December 18, 2017 and the November 2017 receipts

The October and November 2017 Treasurer report 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.

Mayor Shaw presented the Metro Advisory report.

Mayor Kelly Shaw presented a service award to Council member Pam Pepper for serving on the City Council from January 3, 2011 to December 31, 2017 and the Planning and Zoning Commission from December 7, 1998 to December 31, 2010.

A motion was made by Pepper and seconded by Southall to table the appointments to the WCEDC Board and the Greater Des Moines Visitors Bureau until the January 2, 2018 meeting. On roll call the vote was, AYES: Southall, Parker and Pepper. NAYS: Gezel and Clark. ABSENT: Ross. Whereupon the Mayor declared the motion carried.

The second 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 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 second consideration of an ordinance amending the transient merchant ordinance was approved on a motion by Clark and seconded by Pepper. 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.

Upon the final consideration to amend provisions of the ordinance of the City of Indianola, Iowa, regarding regulations associated with fireworks use, Parker moved and Gezel seconded to adopt ORDINANCE NO. 1581 entitled, "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". On roll call the vote was, AYES: Clark, Gezel, Southall and Parker. NAYS: Pepper. ABSENT: Ross. Whereupon the Mayor declared the motion carried and the ordinance to be effective upon publication.

Upon the final 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, Gezel moved and Southall seconded to adopt ORDINANCE NO. 1582 entitled, "AN ORDINANCE AMENDING THE CITY CODE OF ORDINANCE OF THE CITY OF INDIANOLA, IOWA, CHAPTER 165, ZONING REGULATIONS, BY AMENDING PROVISIONS OF THE ZONING ORDINANCE REGARDING FIREWORKS SALES." On roll call the vote was, AYES: Southall, Parker, Clark and Gezel. NAYS: Pepper. ABSENT: Ross. Whereupon the Mayor declared the motion carried.

It was moved by Pepper and seconded by Southall to approve the following resolution entitled, "RESOLUTION AMENDING THE CITY OF INDIANOLA COMPENSATION PLAN REGARDING PUBLIC SAFETY." On roll call the vote was, AYES: Gezel, Southall, Parker, Clark and Pepper. NAYS: Ross. Whereupon the Mayor declared the motion carried unanimously and the following resolution duly adopted.

RESOLUTION NO. 2017-194
RESOLUTION AMENDING THE CITY OF INDIANOLA COMPENSATION PLAN
REGARDING PUBLIC SAFETY

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

A motion was made by Parker and seconded by Pepper to accept the Annual Financial Report. 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.

The Mayor and Council discussed parking regulations and traffic control devices throughout the City. It was the consensus of the Mayor and Council to authorize staff to draft an ordinance regarding the parking and traffic regulations and to place on the next council agenda.

Council member Parker motion to go 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. Council member Southall seconded the motion. 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.

Mayor Shaw was excused from the meeting.

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

Meeting adjourned at 8:18 p.m. on a motion by Parker and second by Southall.

Kelly B. Shaw, Mayor

Diana Bowlin, City Clerk

SPECIAL SESSION – NOVEMBER 30, 2017

The City Council met in a special joint session at 6:00 p.m. on November 30, 2017 in the City Hall Council Chambers. Mayor Pro Tem Shirley Clark called the meeting to order and on roll call the following members were present: Shirley Clark, Joe Gezel, John Parker, and Greta Southall. Absent: Mayor Kelly B. Shaw, Council members Pam Pepper, Brad Ross.

Also present were: IMU Board of Trustee members Adam Voigts and Deb White. Planning and Zoning Commission members Joe Butler, Al Farris, Cindy Johnson, Becky Needles, Bob Ormsby, Josh Rabe and Misty Soldwisch.

Community Development Director Chuck Burgin reviewed the 2011 Comprehensive Plan.

Meeting adjourned at 7:00 p.m. on a motion by Parker and second by Gezel.

Shirley Clark, Mayor Pro Tem

Diana Bowlin, City Clerk

Meeting Date: 01/02/2018

Subject

A renewal Class "C" Liquor License, Sunday Sales Privilege and Outdoor Area for the Indianola Country Club - 1610 County Club Road

Information

This is a renewal of the Indianola Country Club's liquor license located at 1610 County Club Road. All of the paperwork is in order and staff has approved. The Indianola County Club's President is Robert Curtis.

Fiscal Impact

Attachments

Permit

December 18, 2017

NAME OF APPLICANT: Indianola Country Club – 1610 Country Club Road

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

	<u>Approve</u>	<u>Disapprove*</u>
Police Chief	<u>X</u>	<u></u>
Fire Chief	<u>X</u>	<u></u>
B&Z Official	<u>X</u>	<u></u>
Sign Compliance	<u>X</u>	<u></u>

*Reasons for disapproval

Applicant License Application (LC0025534)

Name of Applicant: <u>Indianola Country Club</u>		
Name of Business (DBA): <u>Indianola Country Club</u>		
Address of Premises: <u>1610 Country Club Road</u>		
City <u>Indianola</u>	County: <u>Warren</u>	Zip: <u>5012500</u>
Business	<u>(515) 961-3303</u>	
Mailing	<u>1610 Country Club Rd</u>	
City <u>Indianola</u>	State <u>IA</u>	Zip: <u>501250000</u>

Contact Person

Name	<u>Jason Marvelli</u>		
Phone:	<u>(515) 961-3303</u>	Email	<u>jason@indianolacountryclub.com</u>

Classification Class C Liquor License (LC) (Commercial)

Term: 12 months

Effective Date: 02/02/2018

Expiration Date: 02/01/2019

Privileges:

Class C Liquor License (LC) (Commercial)

Outdoor Service

Sunday Sales

Status of Business

BusinessType:	<u>Privately Held Corporation</u>		
Corporate ID Number:	<u>XXXXXXXXXX</u>	Federal Employer ID	<u>XXXXXXXXXX</u>

Ownership

Robert Curtiss

First Name:	<u>Robert</u>	Last Name:	<u>Curtiss</u>	
City:	<u>Indianola</u>	State:	<u>Iowa</u>	Zip: <u>50125</u>
Position:	<u>President</u>			
% of Ownership:	<u>0.00%</u>	U.S. Citizen:	<u>Yes</u>	

Insurance Company Information

Insurance Company:	<u>IMT Insurance Co</u>		
Policy Effective Date:	<u>02/02/2018</u>	Policy Expiration	<u>02/02/2019</u>
Bond Effective		Dram Cancel Date:	
Outdoor Service Effective		Outdoor Service Expiration	
Temp Transfer Effective Date		Temp Transfer Expiration Date:	

Meeting Date: 01/02/2018

Subject

Resolution setting January 16, 2018 as a public hearing and first consideration of an ordinance amending the Municipal Code of the City of Indianola, Iowa, Chapter 61, Traffic Control Devices and Chapter 69, Parking Regulations

Information

At the December 18, 2017 meeting, the City Council directed staff to draft an ordinance regarding the parking and traffic regulations. In your packet is the resolution setting January 16, 2018 as a public hearing of an ordinance (packet) amending Chapter 61 and 69 of the code of ordinances. The following amendments are:

- **61.01 TRAFFIC CONTROL DEVICES.** ~~The Council shall establish by ordinance, and cause to be placed and maintained, appropriate traffic control devices to designate parking spaces and zones, no parking zones, limited parking zones, reserved parking zones, loading zones, safety zones, school zones, hospital zones, quiet zones, traffic zones other than the above, truck routes, school stops, stop intersections, yield right of way intersections, special speed zones, one way streets, streets to be laned for traffic and play streets. The Council shall also have the power to designate and indicate by ordinance intersections at which traffic shall be controlled by traffic signals; intersections at which left turns, right turns and U turns shall be prohibited; and intersections at which markers, buttons or other indications shall be placed to indicate the course to be traveled by vehicles traversing or turning at such intersections. A record of all such traffic control devices is contained in the Appendix of this Code of Ordinances.~~ The Police Chief shall cause to be placed and maintained traffic control devices when and as required under this Traffic Code or under State law or emergency or temporary traffic control devices for the duration of an emergency or temporary condition as traffic conditions may require to regulate, guide or warn traffic. The Police Chief, in conjunction with the Street Department, shall keep a record of all such traffic control devices.
- **69.01 PARKING LIMITED OR CONTROLLED.** Parking of vehicles shall be controlled or limited where so indicated by designated traffic control devices.
The City has designated, as allowed in Section 321.236(1) of the Code of Iowa, certain areas where the standing or parking of vehicles is regulated by traffic control devices. No person shall stop, park, or stand a vehicle in violation of any such posted parking regulations unless in compliance with the directions of a peace officer.

Fiscal Impact

Attachments

Resolution
Ordinance

RESOLUTION NO. 2018-____

A RESOLUTION SETTING A PUBLIC HEARING TO CONSIDER ORDINANCE AMENDING THE MUNICIPAL CODE OF THE CITY OF INDIANOLA, IOWA, CHAPTER 61 “TRAFFIC CONTROL DEVICES” AND CHAPTER 69 “PARKING REGULATIONS”

WHEREAS, the City of Indianola, Iowa desires to amend Chapter 61, Traffic Control Devices and Chapter 69, Parking Regulations; and

WHEREAS, a public hearing should now be set for consideration of said amendments to the Municipal Code of the City of Indianola.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Indianola, Iowa, that a public hearing before this Council on the proposed ordinance is set for 7:00 PM, on the 16th day of January, 2018. The City Clerk is directed to publish Notice of said hearing at the time and in the manner required by law.

Dated this 2nd day of January, 2018.

Kelly B. Shaw, Mayor

ATTEST:

Diana Bowlin, City Clerk

ORDINANCE NO. _____

AN ORDINANCE AMENDING THE MUNICIPAL CODE OF THE CITY OF INDIANOLA, IOWA, CHAPTER 61, TRAFFIC CONTROL DEVICES AND CHAPTER 69, PARKING REGULATIONS

WHEREAS, the City Council of the City of Indianola, Iowa, deems it necessary and proper to amend the Code of Ordinances to clarify the establishment and enforcement of no parking zones.

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

Section 1: That Chapter 61 be and is hereby amended by deleting the stricken language and inserting the underlined language in Section 61.01 as follows:

61.01 TRAFFIC CONTROL DEVICES. ~~The Council shall establish by ordinance, and cause to be placed and maintained, appropriate traffic control devices to designate parking spaces and zones, no parking zones, limited parking zones, reserved parking zones, loading zones, safety zones, school zones, hospital zones, quiet zones, traffic zones other than the above, truck routes, school stops, stop intersections, yield right-of-way intersections, special speed zones, one-way streets, streets to be laned for traffic and play streets. The Council shall also have the power to designate and indicate by ordinance intersections at which traffic shall be controlled by traffic signals; intersections at which left turns, right turns and U-turns shall be prohibited; and intersections at which markers, buttons or other indications shall be placed to indicate the course to be traveled by vehicles traversing or turning at such intersections. A record of all such traffic control devices is contained in the Appendix of this Code of Ordinances. The Police Chief shall cause to be placed and maintained~~ traffic control devices when and as required under this Traffic Code or under State law or emergency or temporary traffic control devices for the duration of an emergency or temporary condition as traffic conditions may require to regulate, guide or warn traffic. The Police Chief, in conjunction with the **Street Department**, shall keep a record of all such traffic control devices.

Section 2: That Chapter 69 be and is hereby amended by inserting the underlined language in Section 69.01 as follows:

69.01 PARKING LIMITED OR CONTROLLED. Parking of vehicles shall be controlled or limited where so indicated by designated traffic control devices. The City has designated, as allowed in Section 321.236(1) of the *Code of Iowa*, certain areas where the standing or parking of vehicles is regulated by traffic control devices. No person shall stop, park, or stand a vehicle in violation of any such posted parking regulations unless in compliance with the directions of a peace officer.

Section 3: All ordinances or parts of ordinances in conflict with the provisions

of this ordinance are hereby repealed.

Section 4: This ordinance shall be in full force and effect after its passage, approval and publication as provided by law.

PASSED AND APPROVED this _____ day of _____, 2018.

Kelly B. Shaw, Mayor

ATTEST:

Diana Bowlin, City Clerk

First reading: _____

Second reading: _____

Third reading: _____

Publication Date: _____

Meeting Date: 01/02/2018

Subject

Resolution authorizing execution of amended and substituted promissory note for inflow and infiltration program

Information

In your packet is the resolution authorizing execution of amended/substituted promissory note and lien for the cost of repairs pursuant to the City of Indianola's Inflow and Infiltration Program for 1012 E. Salem. The new payment terms will allow the City to collect outstanding amounts due. Highlights of the resolution include:

- The Inflow and Infiltration (I&I) program is designed to eliminate storm water from the sanitary sewer system which has been mandated by federal and state law
 - The customer previously entered into a Promissory Note that needs to be amended and substituted to reflect the current status of and a revised agreement (packet) to pay the cost of repair
 - The Mayor and City Clerks are authorized to execute said Promissory Note, record and City staff is authorized to do all things necessary to enforce it
-

Fiscal Impact

Attachments

Resolution

Amended I&I Loan

RESOLUTION NO. 2018-____

**A RESOLUTION AUTHORIZING EXECUTION OF AMENDED AND
SUBSTITUTED PROMISSORY NOTE FOR INFLOW AND
INFILTRATION PROGRAM**

WHEREAS, the City of Indianola is organized and established as a municipal corporation pursuant to the Code of Iowa and operates a municipal water pollution control and sanitary sewer system; and

WHEREAS, Wendy Bashor Wohlwend owns, leases or operates property that required Inflow and Infiltration repairs; and

WHEREAS, the City has an Inflow and Infiltration (I&I) Program designed to eliminate storm water from the sanitary sewer system which has been mandated by federal and state law; and

WHEREAS, the City undertook repairs and the customer is required to pay for the cost of the Inflow and Infiltration repairs; and

WHEREAS, the customer previously entered into a Promissory Note that needs to be amended and substituted to reflect the current status of and a revised agreement to pay the costs of repair.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Indianola, Iowa, that the Amended and Substituted Promissory Note is hereby approved, the Mayor is authorized to execute said Promissory Note, the City Clerk is authorized to record the same and City staff is authorized to do all things necessary to enforce it.

APPROVED this 2nd day of January, 2018.

Kelly B. Shaw, Mayor

ATTEST:

Diana Bowlin, City Clerk

WHEN RECORDED RETURN TO:

Amy S. Beattie
6701 Westown Parkway, Suite 100
West Des Moines, Iowa 50266

Preparer Information: Amy S. Beattie, 6701 Westown Parkway, Suite 100, West Des Moines, Iowa 50266 (515) 274-1450

**AMENDED AND SUBSTITUTED
PROMISSORY NOTE AND LIEN FOR THE COST OF REPAIRS
PURSUANT TO THE CITY OF INDIANOLA'S
INFLOW AND INFILTRATION PROGRAM**

This Agreement, entered into on the ____ day of January, 2018, amends and is substituted for the Agreement entered into on the 29th day of July, 2014, by the City of Indianola, hereinafter called the "City" and Wendy Bashor Wohlwend, hereinafter called "Customer", and recorded on December 3, 2014 in Fee Book 2014-9098 in the Warren County Recorder's Office.

WHEREAS, the City is organized and established as a municipal corporation pursuant to the Code of Iowa and operates a municipal water pollution control and sanitary sewer system, and

WHEREAS, the Customer owns, leases or operates property in need of Inflow and Infiltration repairs, and

WHEREAS, the City has an Inflow and Infiltration (I&I) Program designed to eliminate storm water from the sanitary sewer system which has been mandated by federal and state law, and

WHEREAS, the Customer is required to pay for the cost of the Inflow and Infiltration repairs.

NOW, THEREFORE, IT IS HEREBY AGREED AS FOLLOWS:

1. The City advanced the cost of the Inflow and Infiltration repairs at the Customer's property located at 1012 E. Salem Avenue and legally described as: The East Half of Outlot 64

of Auditor's Plan of Outlots in Indianola, Iowa, AND the West half of the alley lying East of Auditor's Outlot 64, Auditor's Plat of Outlots in Indianola, Iowa, locally known as 1012 East Salem, Indianola, Iowa.

2. The Customer agreed to repay the full costs of repairs to the City as follows: \$3,826.41 with 3% interest beginning February 1, 2018 payable monthly in the amount of \$50.56 for 84 months. As of the date of this Agreement, the Customer owes \$3,826.41. The Customer now agrees to repay the principal amount of \$3,826.41 with 3% interest to the City in accordance with the attached Amortization Schedule.

3. The Custom hereby agrees to the imposition of a consensual lien on the above-described real estate in favor of the City for the unpaid balance until such time as it is paid in full. The lien shall be binding on the Customer, successors and assigns and shall be due upon sale or transfer of title.

4. Further, upon default in payment of any interest, or any installment of principal, the whole amount then unpaid shall become immediately due and payable at the option of the holder without notice. The undersigned, in case of suit on this note, agrees to pay attorney's fees.

Customer:

City of Indianola

Wendy Bashor Wohlwend

By: _____
Diana Bowlin
City Clerk

STATE OF IOWA, WARREN COUNTY, ss:

On this ____ day of _____, 2018, before me the undersigned, a Notary Public in and for said State, personally appeared Wendy Bashor Wohlwend, to me known to be the person named in and who executed the foregoing instrument to which is attached; and acknowledged that he executed the instrument as his voluntary act and deed.

Notary Public in and for the State of Iowa

STATE OF IOWA, WARREN COUNTY, ss:

On this ____ day of _____, 2018, before me the undersigned, a Notary Public in and for the State of Iowa, personally appeared Diana Bowlin, to me personally known, who, being by me duly sworn, did say that he is the City Clerk for the City of Indianola, Iowa; that the instrument was signed on behalf of the City by authority of its City Council, and that Diana Bowlin, as such officer, acknowledged the execution of the instrument to be the voluntary act and deed of the City, by it and by him voluntarily executed.

Notary Public in and for the State of Iowa

Meeting Date: 01/02/2018

Subject

Resolution approving representatives to the Central Iowa Regional Transportation Planning Alliance

Information

Each year council appoints two representatives to serve on the Central Iowa Regional Transportation Planning Alliance (CIRTPA) which is the organization through which we receive our federal transportation funds (used to help finance functional classification/collector streets).

City Manager Ryan Waller will be the policy committee rep (Chuck Burgin, Community Development Director as alternate) and Chuck Burgin has been the technical committee rep (Ryan Waller as alternate). Our recommendation is to keep the same format. This option allows just one of them to be there but yet have attendance at both committee meetings which are often held jointly.

If anyone is interested, CIRTPA "usually" meets the second Thursday (even months) at 9:30 A.M. in Des Moines.

Fiscal Impact

Attachments

Resolution

RESOLUTION NO. 2018-____

RESOLUTION APPOINTING CITY REPRESENTATION TO THE
CENTRAL IOWA REGIONAL TRANSPORTATION ALLIANCE (CIRTPA)

WHEREAS, the City of Indianola has a 28E Agreement with the Central Iowa Regional Transportation Alliance (CIRTPA); and

WHEREAS, the representative or representatives who serve on the CIRTPA shall be a member or members of its governing body or other persons or persons appointed in the manner approved by the City Council of the City of Indianola; and

WHEREAS, the City of Indianola is entitled to one primary representative and to one alternate representative to both the Central Iowa Regional Transportation Planning Alliance Transportation Policy Committee (CIRTPA TPC) and to the Transportation Technical Committee (CIRTPA TTC); and

NOW, THEREFORE IT IS HEREBY RESOLVED; by the Indianola City Council, desires that the following represent the City accordingly:

CIRTPA TPC Primary Representative - City Manager Ryan Waller

CIRTPA TPC Alternate Representative -Community Development Director Chuck Burgin

CIRTPA TTC Primary Representative – Community Development Director Chuck Burgin

CIRTPA TTC Alternate Representative – City Manager Ryan Waller

Passed and approved this 2nd day of January 2018.

Kelly B. Shaw, Mayor

ATTEST:

Diana Bowlin, City Clerk

Meeting Date: 01/02/2018

Subject

Resolution approving representatives to the Des Moines Metropolitan Planning Organization

Information

Council needs to appoint two city representatives to serve on the Des Moines Area Metropolitan Planning Organization. Indianola is an associate member with no voting rights.

City Manager Ryan Waller will be the MPO primary representative (Chuck Burgin, Community Development Director as alternate) and Chuck Burgin has been the MPT TTC primary rep (Ryan Waller as alternate).

If anyone is interested, MPO technical committee usually meets the 1st Thursday at 9:30 a.m. and the policy committee the third Thursday at 4:00 p.m.

Fiscal Impact

Attachments

Resolution

RESOLUTION NO. 2018-_____

RESOLUTION APPOINTING CITY REPRESENTATION TO THE
DES MOINES AREA METROPOLITAN PLANNING ORGANIZATION (MPO)

WHEREAS, the City of Indianola has a 28E Agreement with the Des Moines Area Metropolitan Planning Organization (MPO); and

WHEREAS, the representative or representatives who serve on the MPO shall be a member or members of its governing body or other persons or persons appointed in the manner approved by the City Council of the City of Indianola; and

WHEREAS, the City of Indianola is entitled to one primary representative and to one alternate representative to both the Metro Planning Organization Transportation Policy Committee (MPO TPC) and to the Transportation Technical Committee (MPO TTC); and

NOW, THEREFORE IT IS HEREBY RESOLVED; by the Indianola City Council, desires that the following represent the City accordingly:

MPO TPC Primary Representative	City Manager Ryan Waller
MPO TPC Alternate Representative	Community Development Director Chuck Burgin
MPO TTC Primary Representative	Community Development Director Chuck Burgin
MPO TTC Alternate Representative	City Manager Ryan Waller

Passed and approved this 2nd day of January 2018.

Kelly B. Shaw, Mayor

ATTEST:

Diana Bowlin, City Clerk

Meeting Date: 01/02/2018

Subject

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

* Sewer \$3,398.68, recycling \$390.66, storm water fee \$62.76

Information

We are sending past due balances of \$3,398.68 sewer, \$390.66 recycling and \$62.76 for storm water to the State Income Offset Program for collection. These numbers indicate the Utility Office staff does an outstanding job collecting bills. Hats off to all!

A comparison of past quarters are shown below:

<u>Date</u>	<u>Sewer</u>	<u>Recycling</u>	<u>Storm Water</u>
January 2017-March 2017	\$2,194.62	\$476.09	\$83.40
October 2016 - December 2016	\$4,204.15	\$553.39	\$111.24
July 2016-September 2016	\$3,030.24	\$686.70	\$ 69.31
April 2016-June 2016	\$5,270.54	\$583.05	\$167.41
January 2016 - March 2016	\$4,886.69	\$649.23	\$137.44
October 2015 - December 2015	\$5,313.43	\$663.76	\$143.91
July 2015 - September 2015	\$5,294.54	\$643.19	\$127.22
April 2015 - June 2015	\$6,145.16	\$726.13	\$179.26
January 2015-March 2015	\$4,823.37	509.39	\$84.33
October 2014 - December 2014	\$6,461.50	\$1,054.09	307.76
July 2014 - September 2014	\$4,809.48	\$611.40	\$86.41
April 2014 - June 2014	\$10,634.12	\$1,163.98	\$239.65
January 2014 - March 2014	\$5,826.12	\$485.53	\$191.89
October 2013-December 2013	\$3,770.58	\$731.48	\$111.22
July 2013 - September 2013	\$5,345.90	\$792.73	\$150.25
April 2013 - June 2013	\$6,081.27	\$826.84	\$217.18

Fiscal Impact**Attachments**

No file(s) attached.

Meeting Date: 01/02/2018

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

Cody Sinclair - 2100 E. 1st Avenue - SFD - \$183,700 - 5 year abatement

Final

Jerry's Homes - 1210 South "O" Street - SFD - \$188,600 - 3 year abatement

Jerry's Homes - 1304 South "O" Street - SFD - \$195,950 - 3 year abatement

Orton Homes - 1311 South "O" Street - SFD - \$181,000 - 5 year abatement

Jerry's Homes - 700 North "O" Street - SFD - \$139,000 - 3 year abatement

Jerry's Homes - 1611 West Iowa Avenue - SFD - \$131,000 - 3 year abatement

Jerry's Homes - 1613 West Iowa Avenue - SFD - \$151,000 - 3 year abatement

Andrew Hart - 802 E. Hillcrest Avenue - Storage - \$169,000 - commercial abatement

Doering Properties - 323/325/327 S. Spruce Street - 3 plex - \$375,900 - 3 year abatement

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

Below is a list of permits issued through November 30, 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**

No file(s) attached.

Subject

Claims on the computer printout for January 2, 2018

Information

Fiscal Impact

Attachments

Claims

Vendor Name	GL Account Number	Description	Invoice Date	Net Invoice Amount
GENERAL FUND				
AIR-CON MECHANICAL CORP.	001-6500-63410	CHECK BOILER #1	12/13/2017	162.85
BOB'S CUSTOM TROPHIES	001-6200-65070	PLAQUES - PEPPER/ROSS	12/13/2017	140.00
BOB'S CUSTOM TROPHIES	001-6200-65070	NAME PLATES - MARCHANT/KLING	12/20/2017	14.00
CITY OF DES MOINES	001-6100-62100	METRO ADVISORY COUNCIL	12/13/2017	250.00
DES MOINES WATER WORKS	001-6200-65080	NOVEMBER 2017 BILLING	12/11/2017	3,106.39
DUST PROS JANITORIAL	001-6500-64090	MONTHLY CLEANING	12/20/2017	4,000.00
ELECTRICAL ENG & EQUIP	001-6500-63410	SERV. GENERATORS	12/12/2017	625.00
GREATER DM PARTNERSHIP	001-5100-64130	MEMBERSHIP DUES YEAR 5 OF 5	07/03/2017	5,000.00
IND CHAMBER OF COMMERCE	001-5100-64130	2018 ANNUAL MEMBERSHIP DUES	12/20/2017	5,000.00
INFOMAX OFFICE SYSTEMS IN	001-6210-64990	SAVIN - MP C3004. IT	12/07/2017	154.92
MAHASKA COMMUNICATION G	001-6210-64190	MONTHLY INTERNET SERVICES	12/01/2017	7.60
MAHASKA COMMUNICATION G	001-6210-63730	MONTHLY PHONE SERVICES	12/01/2017	94.91
MAHASKA COMMUNICATION G	001-6210-64190	MONTHLY INTERNET SERVICES	12/01/2017	250.00
MAHASKA COMMUNICATION G	001-6210-63730	MONTHLY PHONE SERVICE	12/01/2017	776.89
MAY, JONATHAN	001-6500-65990	BALANCE - EVENT FEE	11/20/2017	320.00
MID AMERICAN ENERGY CO.	001-6500-63710	74080-22010	12/21/2017	1,285.67
MID AMERICAN ENERGY CO.	001-6500-63710	N HWY 65/69 ENTRANCE SIGN	12/12/2017	12.86
MID AMERICAN ENERGY CO.	001-2300-63710	26321-30003 ST LIGHTING	12/12/2017	153.53
PURCHASE POWER	001-6500-65080	POSTAGE	12/19/2017	3,000.00
SHULL, DOUG	001-6500-64990	TREASURER CONTRACT	12/21/2017	83.33
SNYDER & ASSOCIATES INC	001-1700-64070	I.S.C.D. ADMIN BLDG REVIEW	12/15/2017	220.00
Total GENERAL FUND:				24,657.95
POLICE FUND				
BUTTON, DAVID	011-1100-61440	WELLNESS NOV & DEC	12/19/2017	30.00
CARPENTER UNIFORM CO	011-1100-61810	UNIFORM - LECHTENBERG	12/13/2017	42.99
ELECTRONIC ENGINEERING C	011-1111-63415	COMPUTER/RADIO REPAIR	12/12/2017	75.00
HAWKINS, ROB	011-1100-63730	CELL PHONE 10/26/17 - 11/25/17	12/15/2017	50.00
HAWKINS, ROB	011-1100-61440	WELLNESS - DEC	12/15/2017	23.00
HY-VEE FOOD STORE	011-1100-61440	BIOMETRIC SCREENING	11/13/2017	90.00
KIESLER POLICE SUPPLY INC	011-1100-65070	GUNS	08/08/2017	1,998.00
KIYA KODA HUMANE SOCIETY	011-1100-64137	HUMANE SOCIETY CONTRACT - JAN 2018	12/21/2017	2,662.00
LARGESSE, RICK	011-1100-61440	WELLNESS OCT - DEC	12/21/2017	45.00
SECRETARY OF STATE	011-1100-62100	NOTARY DUES	12/13/2017	30.00
SIMMONS, JAMES	011-1100-66990	REFUND OVERPAYMENT ON PT #953	12/15/2017	15.00
Total POLICE FUND:				5,060.99
FIRE FUND				
CARPENTER UNIFORM CO	015-1500-61810	UNIFORM BOOTS	12/08/2017	209.99
INFOMAX OFFICE SYSTEMS IN	015-1500-64990	PRINTER CONTRACT	12/13/2017	225.37
IOWA STATE UNIVERSITY	015-1500-62300	EDUCATIONAL INSTRUCTOR 2	12/13/2017	50.00
MERCY MEDICAL CENTER	015-1500-61440	HEALTH SCREEN	12/13/2017	7.50
MIDWEST BREATHING AIR LLC	015-1500-63410	NFPA QUARTERLY AIR TEST	12/13/2017	169.10
POLK CO. FIRE CHIEF'S ASSOC	015-1500-62100	ANNUAL DUES	12/19/2017	25.00
Total FIRE FUND:				686.96
AMBULANCE FUND				
MERCY MEDICAL CENTER	016-1600-61440	HEALTH SCREEN	12/13/2017	7.50
PHILIPS MEDICAL CAPITAL	016-1600-67245	CARDIAC MONITOR LEASE	12/09/2017	1,348.11
Total AMBULANCE FUND:				1,355.61
LIBRARY FUND				
PATRICK, MICHELE	041-4100-61440	WELLNESS - NOV	12/15/2017	25.00

Vendor Name	GL Account Number	Description	Invoice Date	Net Invoice Amount
Total LIBRARY FUND:				25.00
PARK & RECREATION FUND				
DUST PROS JANITORIAL	042-4200-64090	MONTHLY CLEANING	12/20/2017	1,462.00
DUST PROS JANITORIAL	042-4200-65070	SUPPLIES	12/20/2017	134.12
FIRST APOSTOLIC CHURCH	042-4200-66990	REFUND DAMAGE DEPOSIT	12/18/2017	150.00
HY-VEE	042-4200-64205	LET'S DO LUNCH INSTRUCTION	12/14/2017	40.00
IA DEPT OF INSPECTIONS/APP	042-4200-62100	CHARITABLE GAMBLING LICENSE	12/21/2017	150.00
JIM'S JOHNS	042-4300-64090	KYBO DAYTON	12/05/2017	40.00
RAY'S WINDOW CLEANING	042-4200-64090	ACTIVITY CENTER WINDOW CLEANING	12/21/2017	60.00
Total PARK & RECREATION FUND:				2,036.12
POOL (MEMORIAL) FUND				
MC COY HARDWARE INC	045-4500-65072	EIGHT BUNGEEES	12/14/2017	21.53
Total POOL (MEMORIAL) FUND:				21.53
ROAD USE TAX FUND				
AGRILAND FS INC	110-8650-65070	S BUXTON PROJECT	12/13/2017	334.00
BARCO MUNICIPAL PROD INC	110-2100-65076	WORK LIGHTS	11/30/2017	100.00
BRUENING ROCK PRODUCTS	110-2100-65074	ROAD STONE	12/07/2017	1,064.98
BRUENING ROCK PRODUCTS	110-2100-65073	ROAD STONE	12/12/2017	698.71
CINTAS CORPORATION	110-2100-61810	SAFETY COATS	12/07/2017	306.99
CIRCLE B CASHWAY	110-2100-65073	REBAR	12/04/2017	52.90
CIRCLE B CASHWAY	110-2100-63100	OFFICE WINDOW	12/14/2017	7.23
CITY OF INDIANOLA - UTILITY	110-2100-63710	UTILITIES	12/01/2017	374.24
CR SERVICES	110-2100-65070	SPOP-UP WIPERS	12/12/2017	53.80
DLH GRAFX	110-2100-61810	SAFETY COATS	12/13/2017	112.84
EASTERN IOWA TIRE - DES MO	110-2100-65050	BOBCAT TIRES	12/05/2017	926.68
HOTSY CLEANING SYSTEMS	110-2100-65072	POWER WASHER	12/06/2017	55.33
IOWA PRISON INDUSTRIES	110-2100-65074	SIGNS - CROSSWALK/TRAIL	11/30/2017	1,789.00
MC CORMICK ENTERPRISES	110-8650-65070	COUPLINGS - SW	11/30/2017	288.70
NAPA AUTO PARTS	110-2100-65050	DEF	12/12/2017	159.80
NEUVOKAS	110-2100-65073	REBAR	11/30/2017	1,250.00
NORWALK READY-MIXED CON	110-8650-65070	N Y ST	11/27/2017	168.00
NORWALK READY-MIXED CON	110-8650-65070	N Y ST	11/28/2017	856.00
NORWALK READY-MIXED CON	110-2100-63450	S HOWARD PROJECT	12/01/2017	642.00
NORWALK READY-MIXED CON	110-2100-65073	STREET REPAIR	12/04/2017	517.50
O'HALLORAN INTERNATIONAL	110-2100-63320	UNIT 28	12/06/2017	3,653.79
O'HALLORAN INTERNATIONAL	110-2100-63320	PARTS	10/31/2017	145.19
PIERCE BROTHERS REPAIR	110-2100-65076	STEEL	10/31/2017	44.00
SUNDOWN EQUIPMENT	110-2100-64151	GRAPPLE	12/18/2017	375.00
TITAN MACHINERY	110-2100-63320	CASE SKID LOADER	11/28/2017	729.63
TITAN MACHINERY	110-2100-63320	SKID LOADER	11/28/2017	4,417.71
VAN WALL EQUIPMENT	110-2100-64870	CHAIN SAW	12/18/2017	645.72
WASTE MANAGEMENT OF IOW	110-2100-63710	SHOP	11/28/2017	32.00
Total ROAD USE TAX FUND:				19,801.74
LIBRARY SPECIAL REVENUE FUND				
BOB'S CUSTOM TROPHIES	141-4100-65020	PLAQUE	10/04/2017	24.00
Total LIBRARY SPECIAL REVENUE FUND:				24.00
PARK & REC SPECIAL REV FUND				
BOB'S CUSTOM TROPHIES	142-4635-65070	PLAQUE	10/04/2017	24.00

Vendor Name	GL Account Number	Description	Invoice Date	Net Invoice Amount
Total PARK & REC SPECIAL REV FUND:				24.00
DOWNTOWN BIZ INCENTIVE PROGRAM				
PEOPLES BANK	161-5200-64154	DOWNTOWN BUSINESS INCENTIVE - AVITT ENTERPRISES	12/19/2017	662.14
Total DOWNTOWN BIZ INCENTIVE PROGRAM:				662.14
VEHICLE RESERVE FUND				
HEIMAN INC	190-1500-67100	ENGINE #333	10/26/2017	250,942.00
Total VEHICLE RESERVE FUND:				250,942.00
CAPITAL PROJECTS FUND				
EMERGENCY SERVICES CONS	301-1500-67904	STAFFING STUDY - FIRE DEPT	12/13/2017	9,978.00
Total CAPITAL PROJECTS FUND:				9,978.00
CP--COMM RE-DEV (D & D) FUND				
WARREN COUNTY ABSTRACT	353-5200-67902	401 E EUCLID AVE - ABSTRACT REORDER	12/20/2017	700.00
Total CP--COMM RE-DEV (D & D) FUND:				700.00
SEWER FUND				
BROCKWAY, SUSAN	610-8300-66989	FIX SEWER/INSTALLED SUMP PUMP	12/15/2017	886.05
CASUAL RAGS	610-8300-61810	SHIRT FOR KEVIN	12/13/2017	36.98
CORE & MAIN	610-8350-63410	12" PIPE CLAMP	12/13/2017	575.27
CRYSTAL CLEAR WATER CO	610-8350-65012	DI WATER FOR LAB	12/15/2017	15.00
GRAVES, RICK	610-8300-61810	WELLNESS - DEC	12/18/2017	25.00
INFOMAX OFFICE SYSTEMS IN	610-8300-64990	COPIER	12/14/2017	202.72
IOWA ONE CALL	610-8300-64990	LOCATES	12/11/2017	468.20
ITRON INC.	610-8300-64990	SOFTWARE MAINT (01/01/18 - 12/31/18)	12/12/2017	604.55
THEISEN'S	610-8300-65500	GLOVES	12/08/2017	74.94
Total SEWER FUND:				2,888.71
Grand Totals:				318,864.75

City Council: _____

City Council Regular

7.A.

Meeting Date: 01/02/2018

Subject

Consider nomination to the IMU Board of Trustees

Information

Council will need to consider the Mayor's re-nomination of Adam Voigts to the IMU Board of Trustees-a term to begin immediately and expire January 2, 2023. This will be Adam's first full term. He filled a vacancy in August of 2015.

Roll call is in order.

Fiscal Impact

Attachments

No file(s) attached.

Meeting Date: 01/02/2018

Subject

Final 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 final consideration 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

Ordinance

ORDINANCE NO. _____

AN ORDINANCE AMENDING THE MUNICIPAL CODE OF THE CITY OF INDIANOLA, IOWA, CHAPTER 165, ZONING REGULATIONS FOR MOBILE FOOD AND BEVERAGE VENDORS

WHEREAS, the City Council of the City of Indianola, Iowa, deems it necessary and proper to amend the Code of Ordinances to clarify provisions concerning mobile food and beverage vendors.

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

Section 1: That Chapter 165 be and is hereby amended by inserting the underlined language in Section 165.10(15) as follows:

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.

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

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

PASSED AND APPROVED this 2nd day of January 2018.

Kelly B. Shaw, Mayor

ATTEST:

Diana Bowlin, City Clerk

First reading: _____
Second reading: _____
Third reading: _____
Publication Date: _____

Meeting Date: 01/02/2018

Subject

Final consideration of an ordinance amending the transient merchant ordinance

Information

Council needs to hold the final 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: 01/02/2018

Subject

Resolution amending the City's FY 18 Fee Schedule for the Mobile Food and Beverage Vendor Fees

Information

In your packet is the resolution amending the fee schedule for various municipal functions that are paid for by customers. Staff is recommending to amend this fee schedule for mobile food and beverages vendor fees as follows:

Fee Description	Rate
One Day	\$50.00
One Week	\$100.00
For up to 6 months	\$200.00
For over 6 months to one year	\$300.00

The City's budget incorporate the proposed fees in the fee schedule.

Roll call is in order.

Fiscal Impact

Attachments

Resolution

Fee Schedule Exhibit B

RESOLUTION NO. 2018-____

RESOLUTION AMENDING THE CITY'S FY 18 FEE SCHEDULE

WHEREAS, the City Council approved the City's FY 18 fee schedule on March 6, 2017; and,

WHEREAS, the fee schedule sets for charges for various municipal functions that are paid for by customers; and,

WHEREAS, the City's budget incorporates the proposed fees in the fee schedule; and,

WHEREAS, the City Council of the City of Indianola, Iowa deems it in the best interest of the City of Indianola, Iowa to approve and amend said Fee Schedule (attached as Exhibit A) for the following:

Mobile Food and Beverage Vendor Fees

Fee Description	Rate
One Day	\$50.00
One Week	\$100.00
For up to 6 months	\$200.00
For over 6 months to one year	\$300.00

NOW, THEREFORE, be it resolved by the City Council of the City of Indianola, Iowa, that said Fee Schedule is hereby amended and approved.

PASSED AND APPROVED this 2nd day of January, 2018.

Kelly B. Shaw, Mayor

ATTEST:

Diana Bowlin, City Clerk

City of Indianola Fee Schedule

Department	Fee Description	Cost	Cost Description	Additional Fees Description
City Clerk	Cigarette Permit	\$75.00	Per Year	
City Clerk	Refuse Hauling Permit	\$150.00	Per Packer	
City Clerk	Refuse Hauling Permit	\$100.00	Units Other than Packer	
City Clerk	Bike Night Fee	\$750.00	Per Event to Lease Square (April-September)	
City Clerk	Bike Night Fee	\$80.00	Per Event to Sweep the Square	
City Clerk	Solicitors	\$100.00	Per Year	
City Clerk	Peddlers or Transient Merchant	\$50.00	For one day	
City Clerk	Peddlers or Transient Merchant	\$100.00	For one week	
City Clerk	Peddlers or Transient Merchant	\$200.00	For up to six (6) months	
City Clerk	Peddlers or Transient Merchant	\$300.00	For one year or any major part thereof	
City Clerk	Ice Cream Vendors	\$20.00	One Day	
City Clerk	Ice Cream Vendors	\$30.00	One Week	
City Clerk	Ice Cream Vendors	\$50.00	One Month	
City Clerk	Ice Cream Vendors	\$100.00	One Month to six months	
City Clerk	Mobile Food & Beverages Vendors	\$50.00	For one day	
City Clerk	Mobile Food & Beverages Vendors	\$100.00	For one week	
City Clerk	Mobile Food & Beverages Vendors	\$200.00	For up to six (6) months	
City Clerk	Mobile Food & Beverages Vendors	\$300.00	For over six (6) months to one year	
City Clerk	Deck Fees	\$0.50	Per square foot	
City Clerk	Brush Facility	\$5.00 Bundle; \$15 pickup; \$20 trailer; \$30 small truck; \$45 large truck	Anything that is 1/2" or more in diameter. Items may be loose or in paper bags only	
City Clerk	Brush Facility	\$15.00 monitors/televisions \$30 console/projection	Per item	
City Clerk	Miscellaneous Fees	\$30 return check fee, returned online check, debit/credit card	Per item	
Community Dev.	Electrical Permit Fee	\$80.00	Basic Overhead Fee with New Service Connection	Additional Fees based on # of meters, circuits, openings, fixed appliances, motors, etc.
Community Dev.	Electrical Permit Fee	\$120.00	Basic Underground Fee with New Service Connection	
Community Dev.	Mechanical Permit Fee	\$25.00	Basic Fee	Additional Fees based on installation, relocation or replacement of furnances, appliances, cooling units, boiler, air handling unit, ventilation fan, and gas piping
Community Dev.	Plumbing Permit Fee	\$25.00	Basic Fee	Additional Fees based on each plumbing fixture.
Community Dev.	Administration Fees - Nuisance Compliance	\$20.00-\$50.00		
Community Dev.	Banner Application	\$25.00	Additional \$2.00 per banner	
Community Dev.	Board of Adjustment Hearing	\$100.00		
Community Dev.	Driveway Permit	\$20.00		
Community Dev.	Final Plat Review	\$100.00	Additional \$10.00 for each lot in excess of 10	
Community Dev.	Planting in Parking Permit	\$5.00		
Community Dev.	Plat of Survey	\$25.00		
Community Dev.	Preliminary Plat Review	\$150.00	Additional \$10.00 for each lot in excess of 10	
Community Dev.	Property Pin Locate Fee	\$50.00		
Community Dev.	Rezoning Request	\$200.00		
Community Dev.	Sewer Permit	\$20.00		
Community Dev.	Sign Permit (24 sq. ft. or less)	\$25.00		
Community Dev.	Sign Permit (25-100 sq. ft.)	\$50.00		
Community Dev.	Sign Permit (100+ sq. ft.)	\$75.00	Additional \$0.20 per sq. ft. over 100	
Community Dev.	Sign Permit - Temporary Sign	\$25.00-\$30.00		
Community Dev.	Sign Fee Exemption Request	\$30.00		
Community Dev.	Sign Code Appeal Procedure	\$30.00		
Community Dev.	Site Plan Review (one acre or less)	\$50.00		
Community Dev.	Site Plan Review (more than one acre)	\$100.00		
Community Dev.	Site Plan Review (Fireworks)	\$100.00		
Community Dev.	Water Inspection	\$40.00		
Community Dev.	Water Permit	\$15.00		
Community Dev.	Alley Closing Fee	\$200.00-\$400.00	Per 1/2 block	
Community Dev.	Complaint Abatement Fee Receipts	Contractor Fee		
Community Dev.	Street Bond Permit	\$10.00	Per square foot	
Community Dev.	Electric Service Fees	\$60.00	Overhead	
Community Dev.	Electric Service Fees	\$100.00	Underground	
Community Dev.	Electric Service Fees	\$35.00	Temporary Construction	

City of Indianola Fee Schedule

Department	Fee Description	Cost	Cost Description	Additional Fees Description
Community Dev.	Electric Meter	\$100.00		
Community Dev.	Water Connection	\$150.00		
Community Dev.	Meter Connection	\$50.00	Additional \$270.00 - 5/8 meter and \$360.00 - 3/4 meter	
Community Dev.	Construction Water	\$35.00		
Community Dev.	Sewer Inspection	\$100.00-\$200.00		
Community Dev.	Sewer Tap Fee	TBD	Dependent upon sewer connection fee	
Community Dev.	Building Permit Fees	\$30.00		Total valuation of \$1.00 - \$500.00
Community Dev.	Building Permit Fees	\$30.00	for the 1st \$500.00 plus \$1.75 for each additional \$100.00 or fraction thereof, to and including \$2000.00	Total valuation of \$501.00 - \$2,000.00
Community Dev.	Building Permit Fees	\$50.00	for the 1st \$2,000.00 plus \$9.00 for each additional \$1,000.00 or fraction thereof to and including \$25,000.00	Total valuation of \$2,001.00 - \$25,000.00
Community Dev.	Building Permit Fees	\$276.00	for the 1st \$25,000.00 plus \$8.00 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00	Total valuation of \$25,001.00 - \$50,000.00
Community Dev.	Building Permit Fees	\$457.00	for the 1st \$50,000.00 plus \$6.25 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00	Total valuation of \$50,001.00 - \$100,000.00
Community Dev.	Building Permit Fees	\$738.00	for the 1st \$100,000.00 plus \$5.25 for each additional \$1,000.00 or fraction thereof, to and including \$500,000.00	Total valuation of \$100,001.00 - \$500,000.00
Community Dev.	Building Permit Fees	\$2,703.00	for the 1st \$500,000.00 plus \$4.00 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000.00	Total valuation of \$500,001.00 - \$1,000,000.00
Community Dev.	Building Permit Fees	\$4,546.00	for the 1st \$1,000,000.00 plus \$3.00 for each additional \$1,000.00 or fraction thereof	Total valuation of \$1,000,001.00 and up
Community Dev.	Inspections outside of normal business hours (minimum charge, two hours)	\$20.00	Per hour	
Community Dev.	Re-inspection fees assessed under provisions of Section 305(g)	\$20.00	Per hour	
Community Dev.	Inspections for which no fee is specifically indicated (minimum charge, one-half hour)	\$20.00	Per hour	
Community Dev.	Additional plan review required by changes, additions or revisions to approved plans (minimum charge, one-half hour)	\$20.00	Per hour	
Community Dev.	Temporary Sign Permit	\$25.00	For the first 10 day period, \$5.00 additional for 10 additional days (must be consecutive)	
Community Dev.	Temporary Sign Permit	\$25.00	For a 3 day period	
Police Department	Report Fee	\$5.00	Per copy	
Police Department	Trip Sheets	\$0.50	Per page	
Police Department	Color Photos	\$5.00	Per sheet	
Police Department	Color Photos on Compact Disc	\$20.00	Per disc	
Police Department	Videos & Recordings on CD	\$20.00	Per disc	
Fire Department	EMS Billing Fee	\$35.00/Report	(Billings for other agencies)	
Fire Department	Transport Fee	\$588.00	BLS Care	
Fire Department	Transport Fee	\$698.00	ALS Care	
Fire Department	Transport Fee	\$1,011.00	ALS 2 Care	
Fire Department	Treatment Fee	\$200.00	Does not include transport (treatment only)	
Fire Department	Treatment Fee	\$250.00	ALS Tier	
Fire Department	Loaded Mileage Transport Fee	\$13.00	Per loaded mile	
Fire Department	Burn Permit	\$35.00		
Fire Department	Construction Permit for Fire Alarm	\$35.00		
Fire Department	Construction Permit for Fire Pump	\$35.00		
Fire Department	Above Ground Installation of Flammable Liquids/Flammable Gas Tanks	\$50.00		
Fire Department	Firefighter/Paramedic	32.71/hour	Special Events	
Fire Department	Firefighter/EMT	28.26/hour	Special Events	
Fire Department	Firefighter/Paramedic/Full Time	\$38.21-\$51.61/hour	Special Events	
Fire Department	Fire Works Display/Pyrotechnics Special Effects Permit	150/event		
Library	Lost or Damaged Materials	\$1.00	Missing barcode	
Library	Lost or Damaged Materials	\$2.50-\$9.00	Missing/Damaged cases for audio or audiobooks	
Library	Lost or Damaged Materials	\$1.50-\$3.00	DVD & music CD's	
Library	Lost or Damaged Materials	\$3.00	Lost inserts	
Library	Lost or Damaged Materials	TBD	Check with Library Director	
Library	Lost or Damaged Materials	\$2.00	Lost library card	
Library	Lost or Damaged Materials	\$2.00	Torn page	
Library	Photocopies	\$0.15	Per page	
Library	Computer Printouts	\$0.15	Per page	

City of Indianola Fee Schedule

Department	Fee Description	Cost	Cost Description	Additional Fees Description
Library	Processing Fee	\$7.50		
Library	Fines	\$0.15	Per day for printed materials - max of \$7.50	
Library	Fines	\$0.50	Per day for DVD's - max of \$7.50	
Library	Meeting room reservation	\$25.00	For 4 hours, \$5.00/hour thereafter	
Library	Used Books	\$2.00	Hardcover	
Library	Used Books	\$1.00	Paperback	
Memorial Pool	Daily Pool Admission (half off after 5pm)	\$5.00	All ages	
Memorial Pool	Tot Splash Time	\$2.00	Per person	
Memorial Pool	Adult Lap Swim	\$2.00	Per person or free w/season pass	
Memorial Pool	Open Nigh Swim	\$2.00	Per person or free w/season pass	
Memorial Pool	Doggie Dive	\$8.00	For residents	Non-resident - \$10.00
Memorial Pool	Mighty Minnows Swim Lessons (Ages 9 months - 5 years)	\$21.50	Per resident	Non-resident - \$26.50
Memorial Pool	Red Cross Swim Lessons (Ages 5+)	\$35.00	Per resident	Non-resident - \$40.00
Memorial Pool	Punch Card Passes	\$40.00	Per resident - 10 swims	Non-resident - 10 swims - \$50.00
Memorial Pool	Punch Card Passes	\$80.00	Per resident - 20 swims	Non-resident - 20 swims - \$100.00
Memorial Pool	Season Pool Passes	\$76.00	1 person - Indianola resident (20% discount for early bird - April 4-29)	\$88.00 - 1 person - non-resident (20% discount for early bird - April 4-29)
Memorial Pool	Season Pool Passes	\$134	2 person - Indianola resident (20% discount for early bird - April 4-29)	\$154 - 2 person - non-resident (20% discount for early bird - April 4-29)
Memorial Pool	Season Pool Passes	\$144	3 person - Indianola resident (20% discount for early bird - April 4-29)	\$166 - 3 person - non-resident (20% discount for early bird - April 4-29)
Memorial Pool	Season Pool Passes	\$154	4 person - Indianola resident (20% discount for early bird - April 4-29)	\$178 - 4 person - non-resident (20% discount for early bird - April 4-29)
Memorial Pool	Season Pool Passes	\$164	5 person - Indianola resident (20% discount for early bird - April 4-29)	\$190 - 5 person - non-resident (20% discount for early bird - April 4-29)
Memorial Pool	Season Pool Passes	\$10.00	Each additional resident	\$12.00 each additional non-resident
Memorial Pool	Pool Party Rental	\$325.00	Entire pool	
Memorial Pool	Pool Party Rental	\$240.00	Large pool only	
Memorial Pool	Pool Party Rental	\$150.00	Shallow pool only	
Memorial Pool	Mermaid, Princess & Superhero Pool Party	\$15.00	Includes 1 child & 1 adult	
Memorial Pool	Red Cross Basic Lifeguarding	\$150.00	Non-resident-\$172.50	
Parks & Recreation	Special Needs Dances	\$3.00		
Parks & Recreation	Daddy Daughter Date Night	\$10.00	Non-resident - \$12.50	
Parks & Recreation	Indoor Playdates	\$1.00		
Parks & Recreation	Flashlight Easter Egg Hunt	\$6.00	Non-resident - \$7.50	
Parks & Recreation	Mad Science Workshops	\$29.00	Non-resident - \$34.00	
Parks & Recreation	Mad Science Camps	\$79.00-\$139.00	Non-resident - \$84.00-\$144.00	
Parks & Recreation	Bricks 4 Kidz Workshops	\$18.00	Non-resident - \$22.50	
Parks & Recreation	Bricks 4 Kidz Academy	\$119.00	Non-resident - \$124.00	
Parks & Recreation	Lego Robotics Lab	\$36.00-\$40.00	Non-resident - \$41.00-\$45.00	
Parks & Recreation	Nature Explorers	\$35.00	Non-resident - \$40.00	
Parks & Recreation	Horseback Rides	\$26.50	Non-resident - \$31.50	
Parks & Recreation	Junior Police Academy	\$23.00	Non-resident - \$28.00	
Parks & Recreation	Junior Fire Academy	\$17.50	Non-resident - \$22.00	
Parks & Recreation	Gol For Launch Rocket Camp	\$99.00	Non-resident - \$104.00	
Parks & Recreation	Magicamp	\$30.00	Non-resident - \$35.00	
Parks & Recreation	Rounded Minds Art	\$70.00	Non-resident - \$75.00	
Parks & Recreation	Rounded Minds Soccer	\$40.00-\$65.00	Non-resident - \$45.00-\$70.00	
Parks & Recreation	Kids Cooking	\$15.00	Non-resident - \$18.75	
Parks & Recreation	Babysitting Clinic	\$26.00	Non-resident - \$31.00	
Parks & Recreation	Adult Dance Classes	\$44.00	Non-resident - \$49.00	
Parks & Recreation	Car Care Clinic	\$10.00	Non-resident - \$12.50	
Parks & Recreation	iPad Workshops	\$10.00	Non-resident - \$12.50	
Parks & Recreation	Adult Painting Workshop	\$20.00-\$30.00	Non-resident - \$25.00-\$35.00	
Parks & Recreation	Beginning Vegetable Gardening	\$9.00	Non-resident - \$11.25	
Parks & Recreation	Starting Plants from Seeds	\$5.00	Non-resident - \$6.25	
Parks & Recreation	Composting 101	\$5.00	Non-resident - \$6.25	
Parks & Recreation	Think Spring Garden Seminar	\$45.00		
Parks & Recreation	Garden Art	\$20.00-\$40.00		
Parks & Recreation	Senior Trips	\$8.00-\$25.00	Non-resident - \$10.00-\$30.00	
Parks & Recreation	Youth Softball Leagues	\$52.00-\$73.00	Non-resident - \$57.00-\$78.00	
Parks & Recreation	Adult Slowpitch Leagues	\$400-\$470/team		
Parks & Recreation	T-Ball Instruction	\$22.00	Non-resident - \$27.00	
Parks & Recreation	T-Ball League	\$33.00	Non-resident - \$38.00	
Parks & Recreation	British Soccer Camp	\$135.00		
Parks & Recreation	Youth Soccer Leagues	\$54.00-\$65.00	Non-resident - \$59.00-\$70.00	

City of Indianola Fee Schedule

Department	Fee Description	Cost	Cost Description	Additional Fees Description
Parks & Recreation	Youth Tennis Lessons	\$29.00	Non-resident - \$34.00	
Parks & Recreation	Youth Volleyball League	\$48.00	Non-resident - \$53.00	
Parks & Recreation	Pee Wee Nerf Football	\$23.00	Non-resident - \$28.00	
Parks & Recreation	Youth Flag Football League	\$44.00	Non-resident - \$49.00	
Parks & Recreation	Youth Basketball League	\$52.00	Non-resident - \$57.00	
Parks & Recreation	Adult Basketball League	\$165.00/team		
Parks & Recreation	Chicometrics	\$36.00	Non-resident - \$41.00	
Parks & Recreation	Tae Kwon Do	\$37.00-\$44.00	Non-resident - \$42.00-\$49.00	
Parks & Recreation	Little Dragons Tae Kwon Do	\$25.00	Non-resident - \$30.00	
Parks & Recreation	Buxton Room Rental - Weekend/Holiday	\$200.00/day		
Parks & Recreation	Buxton Room Rental - Weekday	\$30.00/hr		
Parks & Recreation	Conf & Arts/Craft Room - Non-Profits	\$5.50/hr	Non-resident - \$9.00/hr	
Parks & Recreation	Park Shelters	\$5.00/hr	Non-resident - \$6.00/hr	
Parks & Recreation	Pickard Camping	\$12.00/day		
Parks & Recreation	Buxton Gazebo	\$35.00/day		
Parks & Recreation	Amphitheater - General Public	\$65.00-\$100.00	Non-resident - \$95.00-\$130.00	
Parks & Recreation	Amphitheater - Church/Non-Profits	\$50.00-\$85.00	Non-resident - \$70.00-\$105.00	
Parks & Recreation	Softball Field Practice	\$10.00/75 minutes		
Parks & Recreation	Adult Softball Field	\$75.00/day		
Parks & Recreation	Youth Softball Field	\$60.00/day		
Parks & Recreation	Dog Park Pass	\$25.00/year		
Parks & Recreation	Recreation Equipment	\$0.50-\$10.00/day		
Parks & Recreation	Cross Country Course	\$100.00/day		
Sewer	Wastewater Sample	\$35.00/day		
Sewer	Normal Cleaning of Sewer Lines	\$1.25/foot		
Sewer	Televise Lines with DVD Report	\$1.25/foot		
Sewer	Jet/Vac Lines with 2 Laborers	\$225.00/hour	Minimum 1 hour per call	
Sewer	Jet/Vac Lines with 2 Laborers Overtime	\$260.00/hour	Minimum 1 hour per call	
Sewer	Camera Van	\$195.00/hour	Minimum 1 hour per call	
Sewer	Camera Van Overtime	\$230.00/hour	Minimum 1 hour per call	
Sewer	Service Truck	\$175.00/hour	Minimum 1 hour per call	
Sewer	Labor	\$40.00/hour	Minimum 1 hour per call	
Sewer	Labor Overtime	\$60.00/hour	Minimum 1 hour per call	
Sewer	Time of Sale Inspection Fee	\$50.00		
Sewer	Time of Sale Re-inspection Fee	\$25.00		
Sewer	Administration Fee	5%	A one time late payment penalty of 5% of the amount due shall be added to each delinquent bill	

Meeting Date: 01/02/2018

Subject

Discussion and direction of a request from Peoples Company for a funding partnership at 113 W. Salem Avenue
- nuisance & abandoned property remediation fund

Information

In your packet is a letter from Peoples Company requesting the City's assistance in securing a loan through the Iowa Economic Development Authority. A representative from Peoples Company and WCEDC will attend the meeting.

Fiscal Impact

Attachments

Letter



To: Indianola City Council Members

Date: December 20, 2017

RE: Funding Partnership Request for 113 W Salem Ave, Indianola – Nuisance & Abandoned Property Remediation Fund

Dear Indianola Council Members,

The Peoples Company building, located at 113 W. Salem Avenue, on the South side of the Indianola square has been dealing with extensive issues. The most urgent of these issues is the West exterior wall and foundation, both of which are in 'failure' as noted in a recent engineer's report regarding the building. The West wall adjoins the Salem Court Pocket Park (alley) which has recently been closed off for the safety of the public. Peoples Company wishes to address the issues and make the necessary repairs as quickly as possible.

It has come to our attention that the Iowa Economic Development Authority has a Nuisance & Abandoned Property Remediation Loan Fund that is designed to assist with situations just like this. The program offers low interest loans to communities that have privately-owned buildings in need of structural repair, with an emphasis on buildings that present a danger to the public.

Private companies are not eligible to apply for this program, but are eligible to be covered if a city or municipality acts as the applicant for the loan. We would like to formally request that the City of Indianola partner with Peoples Company to apply for a Nuisance & Abandoned Property Remediation Fund loan. Indianola would not be required to pay the loan amount, they would instead act as a pass through for Peoples Company to be able to access the funds. Approximately \$75,000 is needed to make the necessary repairs. Based on the details of the loan program the project would be eligible for a 1% interest rate over a 3 year term.

We hope you will consider utilizing this program to assist with this urgent project. We look forward to speaking with you further about this opportunity.

Sincerely,

Becky Rozenboom

Executive Director

www.PeoplesCompany.com
Each Office Independently Owned and Operated

PEOPLES COMPANY

Meeting Date: 01/02/2018

Subject

Presentation of an RFP for the 2018 Truck Outfitting Spec and Pusher Axle Installation for the Street Department

Information

Jason Etnyre, Street Superintendent, will present an RFP for the 2018 Freightliner Tandem Axle truck outfitting and the RFP for the pusher axle installation on the 2016 Freightliner.

Fiscal Impact

Attachments

2018 Truck Bid RFP

Pusher Axle Installation RFP



— STREETS DEPARTMENT —

Request for Proposal (RFP)

For

“Outfitting of a 2018 Freightliner Tandem Axle Truck”

Issued by:
City of Indianola Street Department
706 N 6th Street

Mailing Address:
City of Indianola
Attn: City Clerk Diana Bowlin/ Truck RFP
PO BOX 299
Indianola, Iowa 50125

All Proposals must be submitted in person or by mail
No later than 2:00 pm
On Wednesday January 24th, 2018
NO EMAILS WILL BE ACCEPTED

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

Further information or questions regarding this RFP may be directed to:
Jason Etnyre, Street Superintendent
Email: jetnyre@indianolaiowa.gov
Office Phone: 515-962-5292
Cell Phone: 515-210-3138

The City of Indianola Street Department is seeking bids for the outfitting of a 2018 Freightliner Model 114sd Tandem Axle truck. The City of Indianola already purchased this chassis from Harrison Truck Center in Altoona. Upon award of this RFP, the bare chassis will be delivered to the selected vendor for outfitting. The following specifications are the minimum requirements for this RFP. If your company's equipment does not match the minimum requirements, please explain the differences. All products must be installed, delivered to the City of Indianola Streets Department at 706 N 6th Street, and invoiced prior to May 1, 2018.

Dump body/installation:

The City of Indianola owns a refurbished and repainted Henderson 17' Mark E dump body. The chassis that this dump body was removed from a City unit that was damaged by fire in early 2017. The City sent the dump body back to the manufacturer to be refurbished and repainted. This work was performed during the summer of 2017 and the dump body currently is sitting at the manufacturer's facility in Manchester, Iowa. The hydraulic lift cylinder is believed to be in complete working and operating condition by visual inspection. If upon further inspection and testing this hydraulic lift cylinder requires a rebuild or replacement the City will act to do so at that time. (Bid Alternate 1= Rebuild, Bid Alternate 2= Replacement)

Specifications for Proposal:

BID ITEM #1 Dump Body

- Install existing Henderson 17' Mark E dump body.
- Installer is responsible for transportation necessary to move existing dump body from Henderson's facility in Manchester, Iowa to their facility for installation. (Bid Alternate 3 listed below will be for City to arrange and pay for transport of this body.)
- Traditional dump body setup- rear hinge cut into frame rails
- New rear hinge assembly with greaseable bushings
- Reuse existing hoist cylinder and cylinder cradle
- Install new hoist cylinder bushings and pivot pins
- Replace all incandescent stop/turn/tail/reverse lights with LED amber flasher, LED stop/turn/tail lights, and LED reverse lights installed in the rear bolster
- 2 additional 6" oval light holes cut into each rear bolster to accommodate extra lighting
- Electric tarp system with black vinyl tarp installed
- Air tailgate with in-cab control switch
- Back-up alarm installed
- ¾" pintle plate installed with 45 ton pintle hook. (3) ¾" LED lights incorporated in pintle plate.
- Electronic brake controller installed in cab- 7 pin RV-style connector for trailer installed in pintle plate

- Poly ¼ fenders installed in front of front tandem- frame mounted
- ½" rubber mud flaps installed at rear of body
- All equipment and accessory wiring ran to central electrical control panel near the rear of the chassis, under the chassis. (photos to be provided upon request)
- Certified Power Hydraulic System with capabilities to operate dump body, spreader, pre-wet, and front plow hydraulics to be installed with the following requirements:
 - o Load sense, front drive shaft driven pump
 - o Cable controls- single axis hoist function, dual axis plow joystick
 - o Freedom 2 spreader controller
 - o Valve/hydraulic reservoir combination unit with stainless steel cover to protect valving
 - o Unit prepped to accept and operate spreader and prewet systems (prewet system to be installed at a later date by City)
- Roll tandem axles on the chassis forward to accommodate ideal Cab-Trunnion measurement of 156". This relocation would include but is not limited to professionally shortening and balancing of the driveshafts, shortening of the frame, possible relocation of air tanks, and removal and re-installation of any other accessories and components that might be affected by the relocation of the axles.

BID ITEM #2 11'X 42" Reversible Snow Plow with Integral Shield

- Eight (8) ½" x 3 ½" ribs
- Full moldboard trip with dual external compression springs
- One piece rolled moldboard (not brake formed)
- Two 3" x 1-1/2" x 10" nitride hydraulic reversing cylinders located above the push frame for ease of maintenance and protection from road debris.
- Top angle is 3 ½" x 2 ½" x 3/8" angle iron
- Plow mounted cushion valve
- 4"X4"X3/4" bottom angle
- 4" x 4" x 3/8" structural tube push tube 96" wide with five (5) mold board to push frame pivot points.
- 12" rubber deflector installed
- Moldboard mailbox cutout on passenger side
- Sight markers installed
- 5/8" X 8" One piece AASHTO punched cutting edge installed
- Plow portion Quick-hitch, 30.5"
- Plow parking jack to be included
- LED snow plow lights installed on 3-point stainless steel hood-mounted brackets
- Unit painted highway orange

BID ITEM #3 V-box spreader

- 50" sides – 8.9 CY capacity
- 10 GA GR50 sides/ends, 7 GA sills/floor
- Pintle chain conveyor – 3/8" x 1-1/2" crossbars
- 6:1 ratio gearcase
- 2" shafts and 8 tooth sprockets – drive idler shafts

- Spring loaded front idler adjustment – extended to rear for adjustment while spreader is installed in dump body
- Front idler grease tubes extended to rear for ease of maintenance
- Inverted V weldment installed above conveyor chain
- Top grate screens installed
- Trunnion latch installed
- Unit painted highway orange
- Mild steel spreader stand installed under spreader. Stand to be painted black. Stand shall be of the design to allow for permanent install to the bottom of the spreader and will allow for the spreader to be slid into the back of chassis mounted dump body
- Installed in dump body by vendor to verify operation
- LED spinner work light installed and wired per prior mentioned electrical specs
- Two (2) air-powered vibrators installed on the spreader body with in-cab momentary switch for operation and control
- Bid Alternate 4- 16' Stainless Steel mounted on painted steel stand
- Bid Alternate 5- 16' Stainless Steel mounted on stainless steel stand

"Outfitting of a 2018 Freightliner Tandem Axle Truck"

FIRM SUBMITTING PROPOSAL _____
Address _____
Contact Name and Phone Number _____
Contact Email _____

BID ITEM # 1 DUMP BODY

Dump body installation per specs _____

Alternate 1: Rebuild of existing hydraulic lift cylinder _____

Alternate 2: Replacement of existing hydraulic lift cylinder _____

Alternate 3: Deduction of cost for City delivery of dump body _____

BID ITEM #2 11'X 42" Reversible Snow Plow with Integral Shield

Snow Plow per specs _____

BID ITEM #3 V-box spreader

V-Box Sander per specs _____

Alternate 4: 16' Stainless Steel mounted on painted steel stand _____

Alternate 5: 16' Stainless Steel mounted on SS stand _____

TOTAL OF ITEMS #1, 2, and 3 (excluding alternates) _____

— STREETS DEPARTMENT —

Request for Proposal (RFP)

For

“Pusher Axle Installation”

Issued by:
City of Indianola Street Department
706 N 6th Street

Mailing Address:
City of Indianola
Attn: City Clerk Diana Bowlin/ Axle RFP
PO BOX 299
Indianola, Iowa 50125

All Proposals must be submitted in person or by mail
No later than 2:00pm
On Wednesday January 24, 2018
NO EMAILS WILL BE ACCEPTED

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

Further information or questions regarding this RFP may be directed to:
Jason Etnyre, Street Superintendent
Email: jetnyre@indianolaiowa.gov
Office Phone: 515-962-5292
Cell Phone: 515-210-3138

The City of Indianola Street Department is seeking bids for the installation of a 13" Watson Chalin SL13-1190 (or comparable) Steerable pusher axle to be installed on a 2016 Freightliner 114sd chassis. Although the City is specifically requesting a Watson Chalin system, other manufactured systems will be considered with appropriate literature and specifications being provided by vendor. This chassis is already outfitted with a Swaploader system and is equipped and utilized for snowplow operations, dump truck usage, and for the transport of a Cemen Tech mobile concrete mixer. The City of Indianola will deliver the chassis (minus any equipment) to the selected installer, the installer will deliver the finished unit back to the City of Indianola Street Department upon completion and provide a demonstration of operation.

Specifications for Proposal:

13" Watson Chalin SL-1190 or comparable Steerable Pusher Axle

- Unit to be provided by installer
- Unit to be installed on existing chassis
- Air brakes must be included on axle
- Two (2) Alcoa 8.25/22.5 aluminum wheels with two (2) Michelin (or equivalent) 295/75R22.5 tires installed
- Installer is responsible for the removal and relocation of any equipment already installed on the chassis in order to accommodate the axle and tires. Relocation of equipment cannot hinder or negatively affect the operations of the truck and its Swaploader attachments
- Axle to be professionally aligned upon installation by installer or other source selected and hired by the installer.
- Axle shall be fully operational upon delivery from the installer.
- Control for operation of axle shall be mounted in-cab
- Pressure regulator gauges shall be mounted outside of the cab in a location that does not affect operations of any other equipment
- Manufacturer's warranty shall apply to the City of Indianola

FIRM SUBMITTING PROPOSAL _____

Address_____

Contact Name and Phone Number _____

Contact Email_____

BID ITEM # 1 Steerable Pusher Axle per Specs:

There are no alternates to this bid.

City Council Regular

8.B.3.

Meeting Date: 01/02/2018

Subject

Presentation of snow removal efforts

Information

Street Superintendent Jason Etnyre will update the Mayor and Council on snow removal efforts.

Fiscal Impact

Attachments

No file(s) attached.

Meeting Date: 01/02/2018

Subject

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

Information

Roll call is in order to go into closed session in accordance with Iowa Code Section 21.5(1)(i).

Fiscal Impact

Attachments

No file(s) attached.

Meeting Date: 01/02/2018

Subject

Resolution approving salaries

Information

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

Becky Lane, Recreation Coordinator, from Range 18-3 \$42,54/year to Range 18-4 \$44,668/year effective January 7, 2018

Tyler Mark, from Part-time Medic \$14.530/hour to Part-time Paramedic \$18.300/hour effective November 8, 2017

Melissa McCoy, HR Director, CE 10-6 \$73,818/year effective December 27, 2017

Roll call is in order.

Fiscal Impact

Attachments

Resolution

RESOLUTION 2018-____
APPROVING SALARIES

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

Becky Lane, Recreation Coordinator, from Range 18-3 \$42,54/year to Range 18-4 \$44,668/year effective January 7, 2018

Tyler Mark, from Part-time Medic \$14.530/hour to Part-time Paramedic \$18.300/hour effective November 8, 2017

Melissa McCoy, HR Director, CE 10-6 \$73,818/year effective December 27, 2017

Passed and approved on the 2nd day of January, 2018.

Kelly B. Shaw, Mayor

ATTEST:

Diana Bowlin, City Clerk