



CITY OF INDIANOLA COUNCIL MEETING

March 5, 2018

6:00 p.m.

City Council Chambers

Agenda

1. Call to order
2. Pledge of allegiance
3. Roll call
4. Public Comment
5. Administer the oath of office to Police Officers Michael Chia, Zach Ewing, Austin Lechtenberg and Devan Wicks
6. Consent
 - A. Approval of agenda
 - B. February 20, 2018 Minutes
 - C. Resolution determining Parks and Recreation Department property to be surplus and authorizing sale of property
 - D. Receipt and filing of the FY 17 BRAVO Greater Des Moines Audit
 - E. Receipt and filing of safety report
 - F. Home Base Iowa Initiative Application from Jason Berggren and authorization of a handwritten warrant in the amount of \$1,500
 - G. Approval of a street closure request from the Mayor's Youth Council - Bike Fest 2018 - June 16, 2018 - 6:00 a.m. - 1:00 p.m. - request is to close Howard Street between Salem and Ashland, and the inside lanes of Ashland Avenue, Buxton Street and Salem on the square
 - H. Approval of a street/sidewalk usage request from Simpson College for the 2018 Living The Dream; Ending the Isms March & Rally - March 23, 2018 from 3:30 p.m. - 5:30 p.m. - the march will begin at Simpson College, south on Buxton, east on Salem, north on Howard, west on Ashland then south on Buxton - will use sidewalks and cross at intersections
 - I. Final approval applications for urban revitalization designation

- J.** Claims on the computer printout for March 5, 2018
- 7.** Council Reports
 - A.** Consider appointments to the Hometown Pride Committee
 - B.** Presentation of the Boards and Commissions Survey
- 8.** Mayor's Report - Kelly B. Shaw
 - A.** Community Update
- 9.** Public Consideration
 - A.** Old Business
 - 1.** 2018/19 Budget
 - a.** Public hearing for the 2018/19 Budget
 - b.** Resolution adopting the City's FY 18/19 fee schedule
 - c.** Resolution approving the FY 2018/19 budget with a proposed tax rate of \$12.70
 - 2.** Public hearing and first consideration of an amendment to C-2 (highway commercial) zoning to clarify permitted uses and include C-2 zoning (highway commercial) in the site plan initial procedures (P&Z unanimously recommended approval on 2/12/18)
 - 3.** Public hearing and first consideration of an ordinance adding new section 90.2 "Private Water Wells"
 - 4.** Second consideration to amend Chapter 155 Sign Code and various code sections concerning commercial business district
 - 5.** Final consideration to amend Chapter 170 Subdivision Ordinance and Chapter 166 Site Plan Ordinance (P&Z unanimously recommended approval on January 9, 2018)
 - 6.** Consideration of a request from IMU to waive the building permit fee for the Indianola Municipal Utilities Line Shop
 - 7.** Resolution approving a professional service agreement with Intermedix Corporation for the EMS Billing Services
 - B.** New Business
 - 1.** Resolution approving a professional service agreement with Snyder & Associates for Supplemental Agreement number seven - the Jerry Kelley Trail (Memorial Park to Wilder Elementary School)
 - 2.** Resolution approving a professional service agreement with Snyder & Associates for Supplemental Agreement number eight - the 2018 Capital Street Improvements

3. Resolution approving amendment number one to the professional service agreement for the 2017 General Wastewater Engineering Services
4. Resolution suspending enforcement of Indianola Code Section 47.01(11) regarding the consumption of wine in City Parks for the Greenhouse Celebration at Pickard Park
10. Other Business
11. Adjourn

Meeting Date: 03/05/2018

Subject

Administer the oath of office to Police Officers Michael Chia, Zach Ewing, Austin Lechtenberg and Devan Wicks

Information

Mayor Shaw will administer the oath of office to Police Officer Michael Chia, Zach Ewing, Austin Lechtenberg and Devan Wicks.

Fiscal Impact

Attachments

Oath - Chia

Oath - Ewing

Oath - Lechtenberg

Oath - Wicks

OATH OF OFFICE

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

March 5, 2018

Attest:

Diana Bowlin, City Clerk

OATH OF OFFICE

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

March 5, 2018

Attest:

Diana Bowlin, City Clerk

OATH OF OFFICE

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

March 5, 2018

Attest:

Diana Bowlin, City Clerk

OATH OF OFFICE

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

March 5, 2018

Attest:

Diana Bowlin, City Clerk

Subject
February 20, 2018 Minutes

Information

Fiscal Impact
Attachments

Minutes

REGULAR SESSION – FEBRUARY 20, 2018

The City Council met in regular session at 7:00 p.m. on February 20, 2018 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, Bob Kling, Greg Marchant, John Parker and Greta Southall.

Steve Kirby, 3111 W. 4th Avenue, spoke to the Mayor and Council opposing the Warren County Board of Supervisors building the Warren County Jail along R63. Mr. Kirby asked the City Council to deny annexing this land into the city and to pass a Resolution stating the jail would not be compatible to the Comprehensive Plan.

Item 'G' – resolution approving a memorandum of understanding between Warren County, Iowa and the City of Indianola for transportation and detention of arrestees and inmates was pulled from the consent agenda.

The consent agenda consisting of the following was approved on a motion by Clark and seconded by Kling. Question was called for and on voice vote the Mayor declared the motion carried unanimously.

Approval of agenda

February 5, 2018 Minutes

Applications - A renewal Class "B" Wine Permit, Class "C" Beer Permit and Sunday Sales Privilege for Dollar General Store - 1803 W. 2nd Avenue

Resolution No. 2018-25 setting March 19, 2018 as a public hearing of a request from Robin McCord Eyberg Et Al to rezone the West 1/2 of the Northwest 1/4 of the Northwest 1/4 AND the Northwest corner of the Southwest 1/4 of the Northwest 1/4 of Section 20, Township 76, Range 23, West of the 5th P.M., Indianola, Iowa AND the North 1/2 of the Southwest 1/4, Indianola, Iowa, from A-1 (agriculture) to M-2 (general industrial) the complete resolution may be viewed at the City Clerk's Office

Resolution No. 2018-26 setting March 5, 2018 as a public hearing and first consideration of an amendment to C-2 (highway commercial) zoning to clarify permitted uses (the complete resolution may be viewed at the City Clerk's Office)

Resolution No. 2018-27 setting March 5, 2018 as a public hearing and first consideration of an ordinance adding new section 90.2 "Private Water Wells" (the complete resolution may be viewed at the City Clerk's Office)

Resolution No. 2018-28 naming depositories (the complete resolution may be viewed at the City Clerk's Office)

Claims on the computer printout for February 20, 2018 and the January 2018 receipts

The following resolution entitled "A MEMORANDUM OF UNDERSTANDING BETWEEN WARREN COUNTY, IOWA, AND THE CITY OF INDIANOLA FOR TRANSPORTATION AND DETENTION OF ARRESTEES AND INMATES" was approved on a motion by Southall and seconded by Parker. On roll call the vote was, AYES: Parker, Kling, Clark, Marchant, Gezel and Southall. NAYS: None. Whereupon the Mayor declared the motion carried unanimously and the following resolution duly adopted.

RESOLUTION NO. 2018-29

A MEMORANDUM OF UNDERSTANDING BETWEEN WARREN COUNTY, IOWA, AND THE
CITY OF INDIANOLA FOR TRANSPORTATION AND DETENTION OF
ARRESTEES AND INMATES

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

The February 2018 Treasurer's report was approved on a motion by Marchant and seconded by Parker. On roll call the vote was, AYES: Gezel, Southall, Parker, Kling, Clark and Marchant. Whereupon the Mayor declared the motion carried unanimously.

Greg Edwards, President and CEO, presented the annual Catch Des Moines report.

It was moved by Marchant and seconded by Kling to approve the Council's nomination of Rene Soldwisch to the Board of Adjustment Commission – a term to begin immediately and expire December 31, 2022. On roll call the vote was, AYES: Gezel, Southall, Parker, Kling, Clark and Marchant. NAYS: None. Whereupon the Mayor declared the motion carried unanimously.

Mayor Shaw presented the Metro Advisory committee report.

A public hearing to approve and authorize the sale of real property for development located at 401 E. Euclid was held. There were no objections either oral or written.

Council member Marchant moved to adopt the following resolution entitled, "RESOLUTION MAKING THE FINAL DETERMINATION ON POTENTIAL SALE OF INTEREST IN REAL PROPERTY AND APPROVING AND AUTHORIZING EXECUTION OF A DEVELOPMENT AGREEMENT BY AND BETWEEN THE CITY OF INDIANOLA AND DOUGLAS F. DOWIE." Council member Parker seconded the motion to adopt. On roll call the vote was, AYES: Gezel, Southall, Parker, Kling, Clark and Marchant. NAYS: None. Whereupon the Mayor declared the motion carried unanimously and the following resolution duly adopted.

RESOLUTION NO. 2018-30
RESOLUTION MAKING THE FINAL DETERMINATION ON POTENTIAL SALE OF INTEREST
IN REAL PROPERTY AND APPROVING AND AUTHORIZING EXECUTION OF A
DEVELOPMENT AGREEMENT BY AND BETWEEN THE CITY OF INDIANOLA
AND DOUGLAS F. DOWIE

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

A public hearing was held to amend Chapter 155 Sign Code and various code sections concerning commercial business district. There were no objections either oral or written. Parker moved and Kling seconded to approve the first consideration of this amendment. On roll call the vote was, AYES: Kling, Clark, Marchant, Gezel, Southall and Parker. NAYS: None. Whereupon the Mayor declared the motion carried unanimously and the following resolution duly adopted.

The second consideration to amend Chapter 170 Subdivision Ordinance and Chapter 166 Site Plan Ordinance was held. There were no objections either oral or written. It was moved by Parker and seconded by Kling to approve the first consideration of this amendment. On roll call the vote was, AYES: Kling, Clark, Marchant, Gezel, Southall and Parker. NAYS: None. Whereupon the Mayor declared the motion carried unanimously.

The following resolution entitled, "RESOLUTION APPROVING AND AGREEMENT WITH HENDERSON PRODUCTS IN AN AMOUNT OF \$62,175 FOR OUTFITTING THE 2018 FREIGHTLINER TANDEM TRUCK IN THE STREET DEPARTMENT," was approved on a motion by Southall and seconded by Marchant. On roll call the vote was, AYES: Southall, Parker, Kling, Clark and

Marchant. NAYS: Gezel. Whereupon the Mayor declared the motion carried.

RESOLUTION NO. 2018-31

RESOLUTION APPROVING AND AGREEMENT WITH HENDERSON PRODUCTS IN AN AMOUNT OF \$62,175 FOR OUTFITTING THE 2018 FREIGHTLINER TANDEM TRUCK IN THE STREET DEPARTMENT

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

It was moved by Marchant and seconded by Parker to approve the following resolution entitled, "RESOLUTION APPROVING AN AGREEMENT IN THE AMOUNT OF \$8,460 WITH HENDERSON PRODUCTS FOR THE PUSHER AXLE INSTALLATION FOR THE STREET DEPARTMENT". On roll call the vote was, AYES: Southall, Parker, Kling, Clark and Marchant. NAYS: Gezel. Whereupon the Mayor declared the motion carried.

RESOLUTION NO. 2018-32

RESOLUTION APPROVING AN AGREEMENT IN THE AMOUNT OF \$8,460 WITH HENDERSON PRODUCTS FOR THE PUSHER AXLE INSTALLATION FOR THE STREET DEPARTMENT

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

Upon the final consideration of an ordinance amending the Municipal Code of the City of Indianola, Iowa, Chapter 61, Traffic Control Devices and Chapter 69, Parking Regulations, Parker moved and Kling seconded to adopt ORDINANCE NO. 1585 entitled, "AN ORDINANCE AMENDING THE MUNICIPAL CODE OF THE CITY OF INDIANOLA, IOWA, CHAPTER 61, TRAFFIC CONTROL DEVICES AND CHAPTER 69, PARKING REGULATIONS". On roll call the vote was, AYES: Kling, Clark, Marchant, Gezel, Southall and Parker. NAYS: None. Whereupon the Mayor declared the motion carried unanimously and the ordinance to be effective upon publication.

A motion was made by Parker to approve change order number two in an amount of \$159,975.00 for the Morlock Lift Station and Force Main Improvements. Kling seconded the motion to adopt. On roll call the vote was, AYES: Kling, Clark, Marchant, Gezel, Southall and Parker. NAYS: None. Whereupon the Mayor declared the motion carried unanimously.

Council member Southall moved and Parker seconded to approve change order number two in an amount of \$15,620.22 for the Pickard Park Storage and Concession Building. On roll call the vote was, AYES: Parker, Kling, Clark, Marchant, Gezel and Southall. NAYS: None. Whereupon the Mayor declared the motion carried unanimously.

It was moved by Marchant and seconded by Southall to approve change order number four in an amount of \$40,344.76 and for the 2017 Drainage Repairs and the following resolution entitled, "RESOLUTION ACCEPTING FINAL COMPLETION OF THE 2017 DRAINAGE REPAIR PROJECT AND RELEASE OF RETAINAGE FUND IN AN AMOUNT OF \$8,151.28 IN 30 DAYS". On roll call the vote was, AYES: Gezel, Southall, Parker, Kling, Clark and Marchant. NAYS: None. Whereupon the Mayor declared the motion carried unanimously.

RESOLUTION NO. 2018-33

RESOLUTION ACCEPTING FINAL COMPLETION OF THE 2017 DRAINAGE REPAIR PROJECT AND RELEASE OF RETAINAGE FUND IN AN AMOUNT OF \$8,151.28 IN 30 DAYS

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

Fire Chief Greg Chia presented the RFP for EMS Billing Services. It was the consensus of the Council to moved forward with the RFP process.

Council member Marchant requested that Council do away with any future RFP presentation from staff. All RFP's will still be posted on the City's web site, the Iowa League of Cities Web Site and the link on the City's web site will be forward to the Mayor and City Council. It was the consensus of the Council that presentation of RFP's for budgeted projects are no longer necessary.

Fire Chief Greg Chia presented an application for assistance to the firefighter's grant for Self-Contained Breathing Apparatus. It was the consensus of the Council to moved forward with this application.

Street Superintendent Jason Entyre presented the snow and ice procedure and policy.

Marchant moved and Southall seconded to approve the following resolution entitled, "RESOLUTION APPROVING SALARIES." On roll call the vote was, AYES: Gezel, Southall, Parker, Kling, Clark and Marchant. NAYS: None. Whereupon the Mayor declared the motion carried unanimously and the following resolution duly adopted.

RESOLUTION NO. 2018-34
RESOLUTION APPROVING SALARIES

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

It was moved by Clark and seconded by Parker to enter into closed session in accordance with Iowa Code Section 21.5(1)(c) to discuss strategy with counsel in matters that are presently in litigation or where litigation is imminent where its disclosure would be likely to prejudice or disadvantage the position of the governmental body in that litigation. On roll call the vote was, AYES: Marchant, Gezel, Southall, Parker, Kling and Clark. NAYS: None. Whereupon the Mayor declared the motion carried unanimously.

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

Meeting adjourned at 9:19 p.m. on a motion by Marchant and second by Parker.

Kelly B. Shaw, Mayor

Diana Bowlin, City Clerk

Meeting Date: 03/05/2018

Subject

Resolution determining Parks and Recreation Department property to be surplus and authorizing sale of property

Information

In your packet is a resolution determining property to be surplus and authorizing the sale of the following items for the Parks Department: A 1998 Ford F150 pickup and miscellaneous salvage/scrap culvert tubes, metal from the Pickard Park crossing renovation.

The resolution declares:

- The City is no longer using said property and City staff is recommending disposal of it
- The City Council believes it to be in the best interest of the City to sell the property
- The City Council authorizes City staff to dispose of said property and to take all steps necessary to sale the property

Fiscal Impact

Attachments

Resolution

RESOLUTION NO. 2018-_____

**RESOLUTION DETERMINING PROPERTY TO BE SURPLUS
AND AUTHORIZING SALE OF PROPERTY**

WHEREAS, the City of Indianola owns the following property which was purchased with public funds:

Park Department – A 1998 Ford F150 pickup and miscellaneous salvage/scrap culvert tubes, metal from the Pickard Park crossing renovation

WHEREAS, the City is no longer using said property and City staff is recommending disposal of it; and

WHEREAS, the City Council agrees that the property is surplus; and

WHEREAS, the City Council believes it to be in the best interest of the City to sell the property in a commercially reasonable manner.

NOW THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Indianola, Iowa that the above-described property is determined to be surplus property.

BE IT FURTHER RESOLVED by the City Council that the City staff is hereby authorized to determine the commercially reasonable manner to dispose of said property and to take all steps necessary, including execution of any transfer documents, required to carry out the sale of the property.

APPROVED this 5th day of March, 2018.

Kelly B. Shaw, Mayor

ATTEST:

Diana Bowlin, City Clerk

Meeting Date: 03/05/2018

Subject

Receipt and filing of the FY 17 BRAVO Greater Des Moines Audit

Information

In your packet is the FY 2017 BRAVO Greater Des Moines Audit.

Fiscal Impact

Attachments

BRAVO Audit



PITTMAN & COMPANY, LLP
Certified Public Accountants

Bravo Greater Des Moines, Inc.

**Financial Statements
(With Independent Auditor's Report Thereon)**

June 30, 2017 and 2016



February 15, 2018

City of Indianola
Attn: Ryan Waller, City Manager
110 North First Street
Indianola, IA 50125

Dear Ryan,

Bravo Greater Des Moines is grateful for our continued partnership with the City of Indianola. Together, we are ensuring that the arts, culture and heritage communities are able to thrive in our region.

With your investments, Bravo is able to:

- Provide reliable funding to more than 90 nonprofit arts, culture and heritage organizations throughout the region;
- Measure the significant economic impact that arts, culture and heritage organizations provide the regional economy; and
- Lead the vision to identify ways arts and culture can further leverage quality of life and economic development.

We are committed to accountability to our partner governments. As such, enclosed is a copy of the FY17 Bravo Greater Des Moines Audit. A copy of Bravo's 2017 IRS Form 990 is also available to you on request.

As always, thank you for your continued commitment and support of the arts. Feel free to contact me if you have additional questions.

Thank you,

A handwritten signature in black ink that reads "Sally Dix". The signature is written in a cursive, flowing style.

Sally Dix
Executive Director
Bravo Greater Des Moines
sally@bravogreaterdesmoines.org
(515) 243-0388

Bravo Greater Des Moines, Inc.

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Independent Auditor's Report

Board of Directors
Bravo Greater Des Moines, Inc.

We have audited the accompanying financial statements of Bravo Greater Des Moines, Inc. (a nonprofit organization), which comprises the statement of financial position as of June 30, 2017 and 2016, and the related statement of activities and statement of cash flows for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Bravo Greater Des Moines as of June 30, 2017, and 2016 and the changes in its net assets and its cash flows for the years then ended in conformity with accounting principles generally accepted in the United States of America.

Independent Auditor's Report (continued)

Other Matters

Our audits were conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying supplementary information included in Schedules 1 - 2 is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements.

The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statement or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements as a whole.

A handwritten signature in black ink that reads "Pithman & Company, LLP". The signature is written in a cursive, flowing style.

December 12, 2017

Bravo Greater Des Moines, Inc.

Statement of Financial Position

June 30, 2017 and 2016

Assets	2017	2016
Current Assets		
Beneficial interest in assets held by Greater Des Moines Community Foundation	\$ 3,101,100	\$ 1,994,441
Government agencies receivables	1,735,951	2,066,135
Investment - Endow Iowa	58,725	55,801
Prepaid expenses	32,438	20,863
Total Current Assets	4,928,214	4,137,240
 Total Assets	 \$ 4,928,214	 \$ 4,137,240
 Liabilities and Net Assets		
Current Liabilities		
Accounts payable	\$ 7,415	\$ 4,048
Grants payable (Note 4)	1,816,813	62,500
Accrued vacation	5,188	6,652
Accrued expenses	397	509
Deferred revenue	-	5,000
Total Current Liabilities	1,829,813	78,709
 Total Liabilities	 1,829,813	 78,709
 Net Assets		
Unrestricted	2,500,076	3,852,730
Temporarily restricted	539,600	150,000
Permanently restricted	58,725	55,801
Total Net Assets	3,098,401	4,058,531
 Total Liabilities & Net Assets	 \$ 4,928,214	 \$ 4,137,240

See accompanying notes to the financial statements.

bravo Greater Des Moines, inc.
Statement of Activities
For the Years Ended June 30, 2017 and 2016

	2017			2016				
	Unrestricted	Temporarily Restricted	Permanently Restricted	Total	Unrestricted	Temporarily Restricted	Permanently Restricted	Total
Public Support & Revenue:								
Contributions	\$ 174,372	\$ -	\$ -	\$ 174,372	\$ 121,264	\$ -	\$ -	\$ 121,264
Funding from government agencies	3,942,360	300,000	-	4,242,360	3,827,551	300,000	-	4,127,551
Gala, net of direct costs	155,759			155,759	141,396			141,396
Investment return	14,992		2,924	17,916	(7,664)	-	(548)	(8,212)
Net assets released from restrictions	450,000	89,600	-	539,600	450,000	(450,000)	-	-
Total Public Support & Revenue	4,737,483	389,600	2,924	5,130,007	4,532,547	(150,000)	(548)	4,381,999
Expenses								
Program service								
Grants (Note 4)	5,128,715	-	-	5,128,715	3,079,580	-	-	3,079,580
Capital	450,000	-	-	450,000	450,000	-	-	450,000
Other	67,721	-	-	67,721	167,500	-	-	167,500
Management & general								
Salary, payroll taxes, & benefits	235,033	-	-	235,033	246,133	-	-	246,133
Administrative services	43,426	-	-	43,426	37,658	-	-	37,658
Professional fees	9,500	-	-	9,500	23,100	-	-	23,100
Information technology support	12,026	-	-	12,026	15,909	-	-	15,909
Regional cultural assessment	59,901	-	-	59,901	-	-	-	-
Other expenses	83,815	-	-	83,815	86,082	-	-	86,082
Total Expenses	6,090,137	-	-	6,090,137	4,105,962	-	-	4,105,962
Change in Net Assets	(1,352,654)	389,600	2,924	(960,130)	426,585	(150,000)	(548)	276,037
Net Assets - Beginning of Year	3,852,730	150,000	55,801	4,058,531	3,426,145	300,000	56,349	3,782,494
Net Assets - End of Year	\$ 2,500,076	\$ 539,600	\$ 58,725	\$ 3,098,401	\$ 3,852,730	\$ 150,000	\$ 55,801	\$ 4,058,531

See accompanying notes to the financial statements.

Bravo Greater Des Moines, Inc.
Statement of Cash Flows
For the Years Ended June 30, 2017 and 2016

	<u>2017</u>	<u>2016</u>
Cash Flows from Operating Activities		
Change in net assets	\$ (960,130)	\$ 276,037
Adjustments to reconcile changes in net assets to net cash provided (used) by operating activities:		
(Increase) Decrease in beneficial interest in assets held by Greater Des Moines Community Foundation	(1,109,583)	(110,195)
(Increase) Decrease in receivables	330,184	(223,473)
(Increase) Decrease in prepaid expenses	(11,575)	(5,953)
Increase (Decrease) in accounts payable	3,367	(468)
Increase (Decrease) in grants payable	1,754,313	62,500
Increase (Decrease) in accrued vacation	(1,464)	4,228
Increase (Decrease) in accrued expenses	(112)	324
Increase (Decrease) in deferred revenue	<u>(5,000)</u>	<u>(3,000)</u>
Net Cash Provided (Used) by Operating Activities	-	-
Net Increase in Cash & Cash Equivalents	-	-
Cash & Cash Equivalents - Beginning of Year	<u>-</u>	<u>-</u>
Cash & Cash Equivalents - End of Year	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>

See accompanying notes to the financial statements.

Bravo Greater Des Moines, Inc.
Notes to the Financial Statements
For the Years Ended June 30, 2017 and 2016

Note 1. The Organization and its Significant Accounting Policies

Nature of the Organization

Bravo Greater Des Moines, Inc. (Bravo), located in Des Moines, Iowa, began operations in July 2004 as a nonprofit organization assisting the cultural community of the Greater Des Moines area by increasing awareness, advocacy, and funding, as well as fostering collaboration among cultural organizations (See Note 3). Bravo's mission is to provide funding and support that strengthens art organizations in Central Iowa. On an annual basis, Bravo, as directed by its Board of Directors, distributes available grants in support of various cultural organizations based on submitted grant applications for funds.

Basis of Accounting

Financial statement presentation follows the recommendations of the Financial Accounting Standards Board in FASB ASC 958-205, *Financial Statements for Not-for-Profit Organizations*. Under FASB ASC 958-205, Bravo is required to report information regarding its financial position and activities according to three classes of net assets:

Unrestricted – assets that are neither permanently restricted nor temporarily restricted by donor-imposed stipulations. Bravo's governing board may earmark portions of its unrestricted net assets as board-designated for various purposes.

Temporarily restricted – assets resulting from contributions and other inflows of assets whose use by Bravo is limited to donor-imposed stipulations that either expire by passage of time or can be fulfilled by actions of Bravo meeting the purpose of the restriction.

Permanently restricted – assets resulting from contributions which are permanently restricted by donors. Although such assets may not be expended, the investment income earned on them is to be expended for operating purposes, unless otherwise specified by the donor.

Beneficial Interest in Assets Held by Greater Des Moines Community Foundation

On September 30, 2005, Bravo entered into a non-interest bearing pass-through fund agreement with the Greater Des Moines Community Foundation ("Foundation") and established the Bravo Greater Des Moines Fund ("Fund"). The agreement allows for Bravo to make contributions to the Fund at any time. Distributions from the Fund require a written request from Bravo's Executive Director and Board President or Treasurer. The funds held by the Foundation are pooled with funds of other nonprofit agencies and invested in a money market fund. Assets are measured at fair market value on the date of the financial statements and any resulting unrealized gain or loss is recognized on the Statement of Activities during the current period.

Bravo Greater Des Moines, Inc.
Notes to the Financial Statements
For the Years Ended June 30, 2017 and 2016

Note 1. The Organization and its Significant Accounting Policies (continued)

Government Agencies Receivables

Government agencies receivables are recorded at the amount Bravo expects to collect on balances outstanding at year-end. An allowance for doubtful accounts is recorded when accounts are deemed uncollectible. Bravo considers all accounts fully collectible and, therefore, an allowance for doubtful accounts has not been recorded.

Property, Equipment, and Depreciation

Property and equipment consist of computer equipment and a website and are stated at cost and depreciated using the straight-line method over an estimated useful life of three years. Property and equipment contributed to Bravo is recorded at the fair market value on the date of contribution. Maintenance costs are expensed when incurred. As of June 30, 2017 and 2016, all assets were fully depreciated.

Donated Assets and Services

Bravo receives donated services from volunteers who assist in fundraising and special projects. During the years ended June 30, 2017 and 2016, Bravo recorded \$73,976 and \$44,330, respectively, of in-kind contributions for entertainment, printing and other costs related to the annual gala.

Income Taxes

Bravo is exempt from income taxes under the provisions of Section 501(c)(3) of the Internal Revenue Code. No unrelated business income was earned by the Organization.

Bravo has adopted the provisions of FASB ASC 740-10, which requires that a tax position be recognized or derecognized based on a "more-likely-than-not" threshold. This applies to positions taken or expected to be taken in a tax return. Bravo does not believe its financial statements include (or reflect) any uncertain tax positions. The Organization is no longer subject to examinations by federal or state authorities for years ending before June 30, 2013 nor has the Organization been notified of any impending examinations and no examinations are currently in process.

Support and Expenses

Contributions received and unconditional promises to give are recognized when collection is probable and upon commitment and are reported as an increase in net assets. Bravo reports gifts of cash and other assets as temporarily restricted support if they are received with donor stipulations that limit the use of the donated assets, or if they are designated as support for future periods (See Note 4). When a donor restriction expires, that is, when a stipulated time restriction ends or purpose restriction is accomplished, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activity as net assets released from restrictions. All donor-restricted contributions are reported as temporarily restricted support. In addition, amounts allocated to the Capital Fund as required by the 28E agreements, are reported as temporarily restricted until such time they are paid.

Expenses are recorded when incurred in accordance with the accrual basis of accounting. Expenses paid to satisfy donor-imposed restrictions are reported as temporarily restricted expenses.

Bravo Greater Des Moines, Inc.
Notes to the Financial Statements
For the Years Ended June 30, 2017 and 2016

Note 1. The Organization and its Significant Accounting Policies (continued)

Allocation of Functional Expenses

The costs of providing various programs and other activities have been summarized on a functional basis in the statements of activities.

Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Accordingly, actual results could differ from those estimates.

Note 2. Fair Value Measurements

The Organization has adopted the provisions of Financial Accounting Standards Board Accounting Standards Codification 820, *Fair Value Measurements and Disclosure* (ASC 820), which defines fair value to be the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date and emphasizes that fair value hierarchy and expands disclosures about fair value measurements in both interim and annual periods.

ASC 820 establishes a framework for measuring fair value. That framework provides a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value. The hierarchy gives the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (level 1 measurements) and the lowest priority to unobservable inputs (level 3 measurements).

The three levels of the fair value hierarchy are described below:

Level 1 – quoted prices in active markets for identical assets or liabilities.

Level 2 – quoted prices for similar assets or liabilities in active markets; quoted prices for identical or similar assets or liabilities in markets that are not active; modeling with inputs that have observable inputs (i.e. interest rates observable at commonly quoted intervals).

Level 3 – valuation is generated from model-based techniques that use significant assumptions not observable in the market.

Bravo Greater Des Moines, Inc.
Notes to the Financial Statements
For the Years Ended June 30, 2017 and 2016

Note 2. Fair Value Measurements (continued)

The level in the fair value hierarchy within which a fair value measurement in its entirety falls is based on the lowest level input that is significant to the fair value measurement in its entirety.

The beneficial interest is valued based on the estimated credit risk of the Foundation and the crediting interest rate of similar securities.

The following table presents financial instruments that are measured at fair value on a recurring basis as of June 30, 2017:

	<u>Fair Value</u>	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>
Beneficial interest in Community Foundation & Indexed Growth Portfolio	<u>\$ 3,159,825</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 3,159,825</u>

Changes in assets are measured at fair value on a recurring basis using significant unobservable inputs (Level 3) as follows:

	<u>Beneficial interest in Community Foundation</u>
Fair Value - June 30, 2016	<u>\$ 2,050,242</u>
Interest, gains, losses, issuances, maturities, & fees - net	<u>1,109,583</u>
Fair Value - June 30, 2017	<u>\$ 3,159,825</u>

The following table presents financial instruments that are measured at fair value on a recurring basis as of June 30, 2016:

	<u>Fair Value</u>	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>
Beneficial interest in Community Foundation & Indexed Growth Portfolio	<u>\$ 2,050,242</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 2,050,242</u>

Changes in assets are measured at fair value on a recurring basis using significant unobservable inputs (Level 3) as follows:

	<u>Beneficial interest in Community Foundation</u>
Fair Value - June 30, 2015	<u>\$ 1,940,047</u>
Interest, gains, losses, issuances, maturities, & fees - net	<u>110,195</u>
Fair Value - June 30, 2016	<u>\$ 2,050,242</u>

Bravo Greater Des Moines, Inc.
Notes to the Financial Statements
For the Years Ended June 30, 2017 and 2016

Note 3. Funding Agreements and Commitments

Bravo receives its funding primarily from 16 municipalities and one county in the Greater Des Moines area through Iowa Code Chapter 28E agreements ("Agreements") entered into with each local government agency. The Agreements primarily require two sevenths of the hotel/motel sales tax be provided to Bravo for grant making. The municipalities and county have renewed the Agreements, which continue through the later date of July 1, 2017 or eighteen months after the local government agency provides a notice of termination. Bravo's ability to continue its sustained level of grant making is dependent upon continued support from these entities. Under the Agreements, Bravo recorded funding of \$4,242,360 and \$4,127,551 for the years ended June 30, 2017 and 2016, respectively, and receivables of \$1,735,951 and \$2,066,135 as of June 30, 2017 and 2016, respectively.

Note 4. Grants and Grants Payable

In FY17, Bravo shifted distributions for the operating grant cycle from a fiscal year period (July 1 to June 30) to a calendar year period (January 1 to December 31). As a result, grants payable as of June 30, 2017 reflects the portion of grant commitments to be distributed through December 31, 2017. Grant expenses include six months of FY16 commitments as well as the full 12 months of commitments made for the grant cycle ending December 31, 2017. The impact of this change in timing of distributions impacted the financial statements in fiscal year 2017; however, all future cycles will reflect only 12 months of grant making commitments.

Note 5. Temporarily Restricted Net Assets

The Agreements require Bravo to restrict at least \$150,000 per year, and maintain a balance of at least \$150,000 at the commencement of each fiscal year, to maintain the Capital Campaign and Projects Fund. Not-for-profit organizations within participating communities may apply for grant funding as part of a cultural improvements capital campaign. The Agreements also require that the fund not exceed an end of fiscal year balance of \$450,000. During fiscal year 2017, Bravo had \$89,600 in funds returned by previous capital campaign recipients. Further, at the May 16, 2017 meeting of the Board of Directors, the Board approved a change in the timing of distributions of the capital campaign grants to July 1, 2017 in order to better align timing of distribution with the grant cycle application process. This included reallocation and approval of the \$89,600, and as a result, the account balance was \$539,600, exceeding the \$450,000 threshold. All amounts have since been distributed in accordance with the Board's approval.

Temporarily restricted net assets consisted of the following at June 30, 2017:

	Balance 6/30/2016	Additional Revenue	Released from restriction	Balance 6/30/2017
Capital Campaign & Projects Fund	\$ 150,000	\$ 389,600	\$ -	\$ 539,600

Bravo Greater Des Moines, Inc.
Notes to the Financial Statements
For the Years Ended June 30, 2017 and 2016

Note 5. Temporarily Restricted Net Assets (continued)

Temporarily restricted net assets consisted of the following at June 30, 2016:

	Balance 6/30/2015	Additional Revenue	Released from restriction	Balance 6/30/2016
Capital Campaign & Projects Fund	\$ 300,000	\$ 300,000	\$ 450,000	\$ 150,000

Note 6. Permanently Restricted Net Assets

Permanently restricted net assets represent donor endowment funds that the organization must hold in perpetuity. These permanently restricted endowment funds are for the long-term benefit of Bravo Greater Des Moines and provide funding for general operations.

In November 2012, Bravo Greater Des Moines contributed \$25,497 in funds to Endow Iowa; another \$25,000 was contributed in February 2014. These funds, by choice, were invested into an Indexed Growth Portfolio. Under the Endow Iowa program, up to 5% of the funds are available to Bravo each year. At June 30, 2017 and 2016 the Indexed Growth Portfolio was valued at \$58,725 and \$55,801, respectively.

Permanently restricted net assets consisted of the following at June 30, 2017:

	Balance 6/30/2016	Investment Return	Released from restriction	Balance 6/30/2017
Endow Iowa	\$ 55,801	\$ 2,924	\$ -	\$ 58,725

Permanently restricted net assets consisted of the following at June 30, 2016:

	Balance 6/30/2015	Investment Return	Released from restriction	Balance 6/30/2016
Endow Iowa	\$ 56,349	\$ (548)	\$ -	\$ 55,801

Bravo Greater Des Moines, Inc.
Notes to the Financial Statements
For the Years Ended June 30, 2017 and 2016

Note 7. Related Party Transactions

Bravo receives administrative services from the Foundation. The Foundation administers and supports Bravo's grant program, serves as a contact with the public, and performs various clerical and accounting duties, including producing annual reports required by government units. Payments to the Foundation for administrative services were \$18,000 and \$18,000 for the years ended June 30, 2017 and 2016, respectively.

Certain members of the Board of Directors of Bravo are also members of the board of directors of organizations receiving grants. The Organization's by-laws require these members abstain from votes which represent a conflict of interest.

Note 8. Subsequent Events

Management has reviewed and evaluated material subsequent events from the balance sheet date of June 30, 2017 through the financial statements issue date of December 12, 2017. All appropriate subsequent event disclosures have been made to the financial statements.

Bravo Greater Des Moines, Inc.
Schedule of Program Services - Operating, Program and Capital Grants
For the Year Ended June 30, 2017

	<u>2017</u>
Program Service Grants:	
Altoona Area Historical Society	\$ 1,150
Ankeny Area Historical Society	10,050
Ankeny Friends of the Arts	21,000
Ankeny Community Foundation	1,375
Ankeny Community Chorus	2,375
Ankeny Community Theatre	9,165
Arts for the City, Inc.	15,500
Ballet Des Moines	62,500
Blank Park Zoo Foundation	225,000
Boys & Girls Club of Central Iowa	5,000
Central Iowa Wind Ensemble	2,000
Chicken Tractor	5,000
Children & Family Urban Movement	2,500
City of Pleasant Hill	3,000
City Voices	6,500
Civic Music Association of Des Moines	41,250
Class Act Productions, Inc.	5,000
Clive Historical Society	6,875
Clive Public Arts Commission	14,000
CSA	5,300
Community! Youth Concepts	2,500
Courage League Sports	10,000
CultureAll, Inc.	30,000
Des Moines Arts Festival	105,500
Des Moines Chapter, Sweet Adelines International	2,000
Des Moines Choral Society	7,750
Des Moines Community Orchestra	2,200
Des Moines Community Playhouse	395,000
Des Moines European Heritage Association	5,000
Des Moines Film Society	5,000
Des Moines Gay Men's Chorus	9,075
Des Moines Maker Space	800
Des Moines Metro Opera	395,000
Des Moines Performing Arts	972,500
Des Moines Social Club	157,500
Des Moines Symphony Association	257,500
The Vocal Arts Ensemble of Greater Des Moines	3,750
Des Moines Young Artists' Theatre	6,000
Downtown Events Group	18,500
Edmundson Art Foundation, Inc.	515,000
Ethnic Minorities of Burma Advocacy and Resource Center	3,500
Flipped Art	1,500

Bravo Greater Des Moines, Inc.
Schedule of Program Services, continued
For the Year Ended June 30, 2017

	<u>2017</u>
Program Service Grants:	
Gateway Dance Theatre	\$ 7,500
Greater Des Moines Botanical Garden	467,500
Greater Des Moines Music Coalition, Inc.	92,500
Greater Des Moines Public Art Foundation	45,000
Heartland Youth Choir	19,000
Historic Valley Junction Foundation	33,000
Hoyt Sherman Place Foundation	167,600
I'll Make Me a World in Iowa	15,000
Iowa Architectural Foundation	7,250
Iowa Arts in Education	20,000
Iowa Asian Alliance Foundation	35,000
Iowa Hall of Pride Foundation	78,000
Iowa Latino Community Center	3,000
Iowa Shakespeare Experience	14,750
Iowa Stage Theatre Company	5,000
Iowa Youth Chorus	15,000
Italian-American Cultural Center of Iowa	19,500
Jewish Federation of Greater Des Moines	10,000
Latino Resources, Inc.	18,750
Living History Farms Foundation	245,000
Metro Arts Alliance of Greater Des Moines	20,000
Music Under the Stars, Inc.	5,000
National Guard Memorial Association	60,000
Polk County Conservation Board	10,000
Polk County Heritage Gallery	1,750
Repertory Theater of Iowa	22,000
Salisbury House Foundation	104,000
Science Center of Iowa	505,000
SPEBQSA, Des Moines Chapter	4,100
StageWest Theatre Company	18,750
State Historical Society of Iowa	127,500
Station 1 Records, Inc.	5,000
Tallgrass Theatre Company	14,250
The Opera Project DSM	1,250
Urbandale Community Theatre LTD	2,000
Urbandale Historical Society	6,750
Waukee Area Arts Council	5,000
West Des Moines Historical Society	37,500
World Food Prize Foundation	50,000
	<u>\$ 5,668,315</u>

Schedule 2

Bravo Greater Des Moines, Inc.
Schedule of Gala Revenue and Expenses
For the Year Ended June 30, 2017

	<u>2017</u>
Gala Revenue	
Table sales, sponsorships, & contributions	\$ 549,325
In-kind contributions	<u>73,976</u>
Total Gala Revenue	623,301
Gala Expenses	
Administrative	42,325
Advertising	20,242
Decorations	41,065
Postage & printing	5,364
Entertainment	130,120
Venue	<u>228,425</u>
Total Gala Expense	467,542
Gala Profit (Loss)	<u><u>\$ 155,759</u></u>

Meeting Date: 03/05/2018

Subject

Receipt and filing of safety report

Information

In your packet is the 2017 Annual Safety Report as prepared Melissa McCoy, Human Resources Director.

Fiscal Impact

Attachments

Safety Report



HUMAN RESOURCES

Date: March 5, 2018

To: Mayor and Council

From: Melissa McCoy, Human Resources Director

CC: Ryan Waller, City Manager

RE: 2017 Annual Safety Report

The purpose of this memo is to provide an annual overview of the City of Indianola's 2017 Safety program.

The City of Indianola and IMU partner with IAMU to provide a comprehensive safety program for our employees. IAMU provides the City of Indianola with many different services. Those services include:

- Safety committee meeting administration, agenda and minutes
- On-site monthly safety trainings
- Mock OSHA walkthroughs and reports for all City departments
- Assistance with the development of safety policies and procedures
- Safety consultation when needed

MOD Rate

Work comp premiums are determined by a modification "MOD" rate. The MOD rate is determined by industry classification and claims history. The City and IMU's current MOD rate is .71. The industry average is 1.0. For example, a company with a MOD rate of 1.25 will pay **25%** higher premiums than the average company does and a company with a MOD rate of 0.80 will pay **20%** less per dollar than average. For FY 2016-17 our MOD rate was .80 and FY 2015-16 our MOD rate was .82. As you can see, our employees have done a great job with keeping safety in mind during the work day.

2017 City Safety Incidents

- 11 OSHA recordables (employee injuries)
- 10 Non-OSHA recordables (property/auto damage)
- 84 days away from work
- 150 days of job restriction

On the next page, you will find a summary of the OSHA recordables as well as Non-OSHA recordables.

2017 OSHA Recordables

Department	Injury date	Location	Injury type	# Days missed work	# Days job restriction	Other recordable cases	Injury	Respiratory Condition	All other illnesses
Fire	3/4	Grass Field	Knee strain		10		X		
Fire	3/4	Lake Ahquabi	Shoulder strain				X		
Fire	6/5	Fire scene	Back strain	27	140		X		
Fire	8/11	Ambulance	Needlestick			X			X
Fire	10/16	Fire scene	Carbon Monoxide			X		X	
Fire	10/21	Fire training	Carbon Monoxide			X		X	
Fire	12/21	Ambulance	Body fluid exposure			X			X
Police	2/27	Office	PTSD	57		X			X
Police	5/7	Car	Finger laceration			X	X		
Pool	6/29	Slide	Bruised groin			X	X		
Streets	12/18	Street shop	Knee laceration			X	X		
Totals:				84	150	8	6	2	3

2017 Non-OSHA Recordables

Department	Incident date	Location	Damage
Fire	5/4	Automotive shop parking lot	Backed into parked car; vehicle dented
Police	1/9	Fairgrounds	Scratched car
Police	1/19	Parking garage	Scratched car
Police	7/31	City street	Car drifted into parked vehicle; vehicle dented
Streets	3/13	Street shop	Garage door damage
Streets	4/27	Des Moines	Drove on blown tire; bracket fell off
Streets	4/28	City street	Conveyer belt broke
Streets	5/1	City street	Blown tire while driving resulted in damage to vehicle

Safety Committee

The Safety Committee meets once a month. Committee members include representatives from each City and IMU department as well as our IAMU representative. During the meetings we discuss a variety of topics to include OSHA or non-OSHA recordables, findings from quarterly walkthroughs and specific safety topics such as foot safety, chain hoist safety and heat stress.

Safety Training

The City of Indianola safety program consists of monthly safety training during the months of September – May. IAMU conducts these trainings on site for both City and IMU employees. Some of the training topics include bloodborne pathogens, emergency preparedness, fire safety, trenching and shoring, chain saw and backhoe safety. For calendar year 2017, we have had 97 City attendees over 14 safety training classes.

Meeting Date: 03/05/2018

Subject

Home Base Iowa Initiative Application from Jason Berggren and authorization of a handwritten warrant in the amount of \$1,500

Information

Council needs to consider approval of the Home Base Iowa Initiative Application (packet) and a handwritten warrant in an amount of \$1,500. Mr. Berggren purchased his home on January 19, 2018 and the application was received on February 16, 2018. All of the paperwork is in order for approval.

FYI - this will be the fourth application which has been approved for this fiscal year.

Fiscal Impact

Attachments

Home Base Iowa App



INDIANOLA VETERANS AFFAIRS APPLICATION FOR VETERAN INCENTIVE PROGRAM

DEPT. OF CITY CLERK
FEB 16 2018
INDIANOLA, IOWA

Full Name: JASON L BERGGREN
First MI Last

Address: 1006 EAST MADISON AVENUE
Street Address Apartment/Unit #

INDIANOLA IA 50125
City State ZIP Code

Home Phone: _____ Alternate Phone: _____

Email: _____

Birth Date: 9-9-71 Marital Status: MARRIED

Date of Purchase: 1-19-18

Owned Home
in Indianola
Previously:

☐ YES

☒ NO

MILITARY INFORMATION

Branch of Service: USN

Date Entered: 11-28-90

Date of Discharge: 12-1-16

Character of
Discharge: HONORABLE RETIRED

Signature VA Rep: [Signature]

Meeting Date: 03/05/2018

Subject

Approval of a street closure request from the Mayor's Youth Council - Bike Fest 2018 - June 16, 2018 - 6:00 a.m. - 1:00 p.m. - request is to close Howard Street between Salem and Ashland, and the inside lanes of Ashland Avenue, Buxton Street and Salem on the square

Information

The Mayor's Youth Council is planning their sixth community bicycle event and is requesting to close both lanes of Howard and inside lanes of Ashland, Salem and Buxton around the square on June 16, 2018 from 6:00 a.m. - 1:00 p.m. The application was received on February 12, 2018 and staff has approved.

Fiscal Impact

Attachments

Bike Fest App

Date: 2/12/18

Event Application

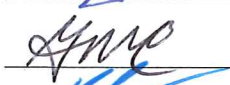
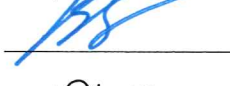
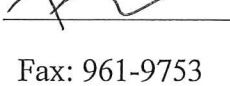
For Bike Fest 2018

Event Date : June 16, 2018 (6:00 a.m. - 1:00 p.m.)

Staff Recommendation and Chamber Notification

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

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

	Approve	Disapprove
Street Department – Jason Etnyre		_____
Fire Department – Greg Chia		_____
Police Department – Brian Sher		_____
HR & Risk Manager – Melissa McCoy		_____
City Manager – Ryan Waller		_____
Chamber of Commerce	Fax: 961-9753	_____

Comments:

Please return to Diana Bowlin by: ASAP

Thank you for your time and consideration!

Event Name:

Bike Fest 2018

Event Type (Check all that apply):

☐ Parade

☐ Bike Ride/Race

☐ Concert

Running Event: Fun Run ☐ Timed Race ☐

Will trails/sidewalks be utilized? Yes ☐ No ☐

☒ Other (please specify): Bike Safety Event, family oriented, free

Date/Time of Event:

Saturday, June 16, 2018 10:00am - Noon

Location of Event:

The Square

Event Sponsor(s):

Indianola Mayor's Youth Council

Contact Information:

Organization: Indianola Mayor's Youth Council (MYC)

Contact Name: Becky Lane or Mayor Kelly Shaw

Address: Indianola Parks & Rec 2204 W. 2nd Ave

Telephone Number: 961-9420

Cell Phone Number: 783-7150

Fax Number: na

Email Address: blane@indianolaia.gov

Today's Date: 2/13/18

Anticipated Attendance:

150-200 Per Day

150-200 Total

Event Information:

Setup Begins	Date: <u>6/16/18</u>	Time: <u>6:00am</u>	Day of Week: <u>Saturday</u>
Event Starts	Date: <u>6/16/18</u>	Time: <u>10:00am</u>	Day of Week: <u>Sat.</u>
Event Ends	Date: <u>6/16/18</u>	Time: <u>Noon</u>	Day of Week: <u>Sat.</u>
Dismantle	Date: <u>6/16/18</u>	Time: <u>1:00pm</u>	Day of Week: <u>Sat.</u>

Applicant Signature

RETURN PERMIT APPLICATION TO:

110 North First Street, PO Box 299

Indianola, Iowa 50125

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

www.indianolaia.gov

E-Mail: dbowlin@cityofindianola.com

Narrative:

Please describe your request and event:

MYC is planning their 6th community bicycle event, a family friendly event that offers free & fun bike related activities to encourage safe bicycling in Indianola & promotes healthy lifestyles.

Please describe what streets, trails or parks you are planning to close or use:

MYC is requesting closure of east side of The Square (both lanes of Howard Street) plus all inside lanes all around the square (closest to Courthouse).

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

The inside lanes will be barricaded to allow safe bike passage to all sides of the square and a possible bike parade at the end of the event.

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

First aid kits will be available at the event. All workers will have a cell phone for communication. In the event of emergency 911 will be called.

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

No outside vendors are planned at this time. We will utilize trash receptacles (existing) as needed.

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

RETURN PERMIT APPLICATION TO:

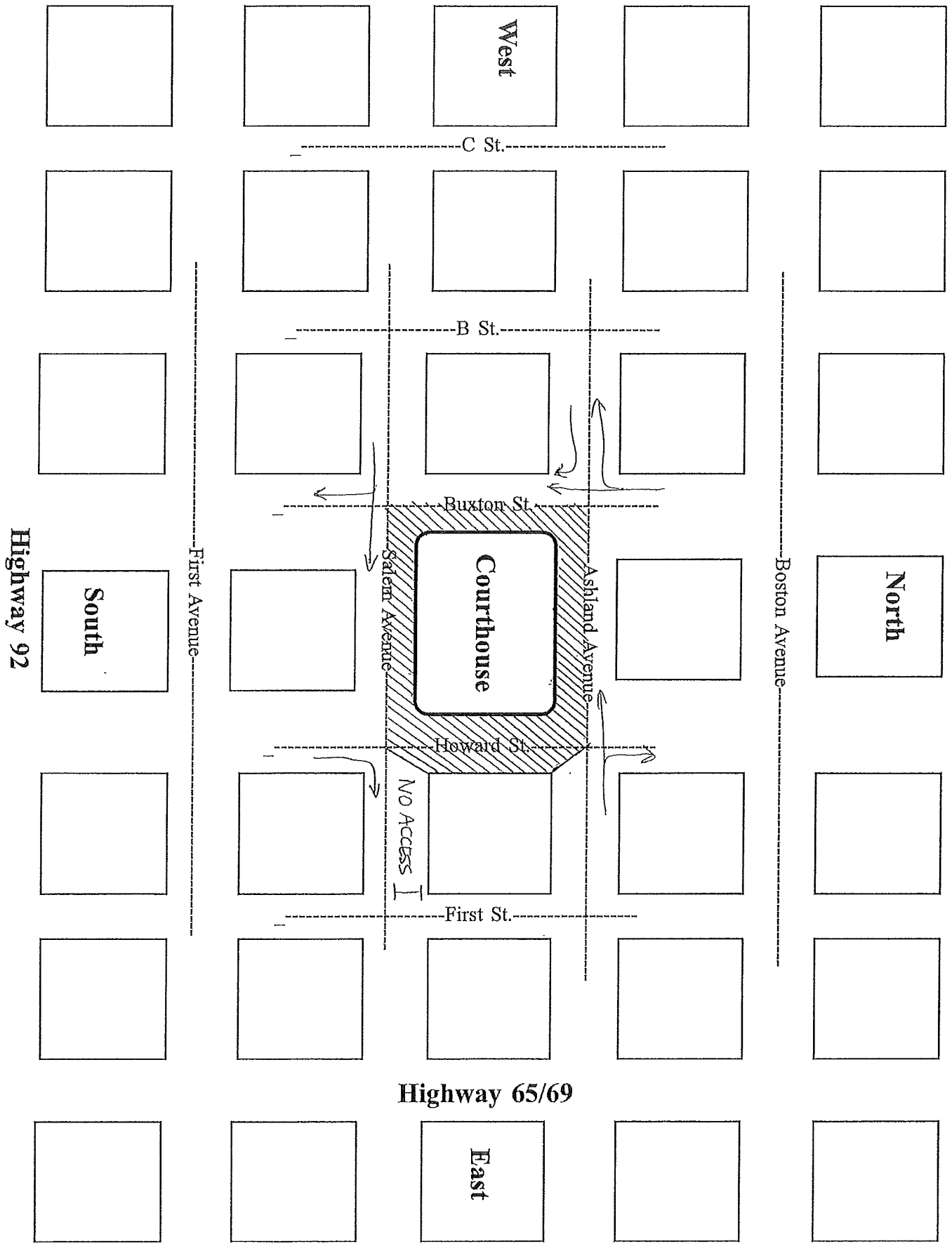
110 North First Street, PO Box 299

Indianola, Iowa 50125

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

www.indianolaiowa.gov

E-Mail: dbowlin@cityofindianola.com



Highway 92

South

First Avenue

West

C St.

B St.

Buxton St.

Salem Avenue

Courthouse

Ashland Avenue

Howard St.

NO ACCESS

First St.

Highway 65/69

East

North

Boston Avenue

Meeting Date: 03/05/2018

Subject

Approval of a street/sidewalk usage request from Simpson College for the 2018 Living The Dream; Ending the Isms March & Rally - March 23, 2018 from 3:30 p.m. - 5:30 p.m. - the march will begin at Simpson College, south on Buxton, east on Salem, north on Howard, west on Ashland then south on Buxton - will use sidewalks and cross at intersections

Information

In your packet is the street/sidewalk usage request from Walter Lain, Simpson College, for the annual 2018 Living the Dream; Ending the Isms March and Rally on March 23, 2018 from 3:30 p.m. - 5:30 p.m. The march will mainly use sidewalks and cross at intersections. It will begin at Simpson College, south on Buxton, east on Salem, north on Howard, west on Ashland, north on Buxton and back to Simpson College. At the square and back on campus there will be speeches on a variety of justice issues. Speakers include Simpson students and faculty and area community leaders. The application was received January 22, 2018. Staff has reviewed and approved.

Fiscal Impact

Attachments

Application

Date: 1/22/18

Event Application

For: 2018 Living The Dream, Ending the Isms March & Rally

Event Date : Friday – March 23, 2018 (3:30 p.m.-5:00 p.m.)

Staff Recommendation and Chamber Notification

Attached is an event application for use of sidewalks only, this is just for your information only and will not be approved by council since it is not closing any streets. Please review; add any comments you feel are necessary, such as concerns or other items to be considered regarding the request.

	<u>Approve</u>	<u>Disapprove</u>
Police Department – Brian Sher		
HR & Risk Management-Melissa McCoy		
City Manager – Ryan Waller		

Comments:

Please return to Diana Bowlin by: ASAP

Thank you for your time and consideration!

Event Name: 2018 Living the Dream; Ending the Isms March & Rally

Event Type (Check all that apply):

☒ Parade

☐ Bike Ride/Race

☐ Concert

Running Event: Fun Run ☐ Timed Race ☐

Will trails/sidewalks be utilized? Yes ☒ No ☐

☐ Other (please specify): _____

Date/Time of Event: 3/23/18 3:30 pm

Location of Event: Simpson College, Buxton to Salem to Howard to Ashland Streets and back to Simpson College

Event Sponsor(s): Simpson College

Contact Information:

Organization: Simpson College Office of Multicultural & International Affairs

Contact Name: Walter Lain

Address: 701 N. C Street, Kent Campus Center

Telephone Number: (515) 961-1233

Cell Phone Number: (515) 203-9435

Fax Number: (515) 961-1674

Email Address: Walter.Lain@simpson.edu

Today's Date: 1/19/18

Anticipated Attendance: 125 Per Day 125 Total

Event Information:

Setup Begins	Date: <u>3/23/18</u>	Time: <u>3:30 pm</u>	Day of Week: <u>Friday</u>
Event Starts	Date: <u>3/23/18</u>	Time: <u>3:30pm</u>	Day of Week: <u>Friday</u>
Event Ends	Date: <u>3/23/18</u>	Time: <u>5:00pm</u>	Day of Week: <u>Friday</u>
Dismantle	Date: <u>3/18/18</u>	Time: <u>5:00pm</u>	Day of Week: <u>Friday</u>

Walter Lain

Applicant Signature

RETURN PERMIT APPLICATION TO:

110 North First Street, PO Box 299

Indianola, Iowa 50125

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

www.indianolaiowa.gov

E-Mail: dbowlin@cityofindianola.com

Narrative:

Please describe your request and event:

Living the Dream: Ending the Isms March and Rally is an annual Simpson College students lead activity to be held on March 23, 2018. This Isms March and Rally celebrates human diversity. The march begins at Simpson College and proceeds to the Indianola town square and back to the college. At the square and back on campus there will be speeches on a variety of social justice issues. Speakers include Simpson students and faculty and area community leaders. Free food from local businesses and live music will follow the speeches on Simpson campus. The event is open to the public.

Please describe what streets, trails or parks you are planning to close or use:

No Street are closed during the event, march will use sidewalks and cross at intersections on Buxton St, Salem Avenue, Howard St, Ashland Avenue, again on Buxton St to return to the college.

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

We will coordinate with Indianola Police and Simpson Security. Participants includes Simpson Students, staff, faculty and the public. In the past, we have setup on the East side of the courthouse, (weather permitting and prior approval of county supervisors) and other times we have returned to campus to listen to speeches, poetry, and live music. No alcohol is served at this event.

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

Simpson Campus security and Campus Nursing staff will assist.

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

Participants will clean up and remove any trash. Container will be provided.

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

RETURN PERMIT APPLICATION TO:

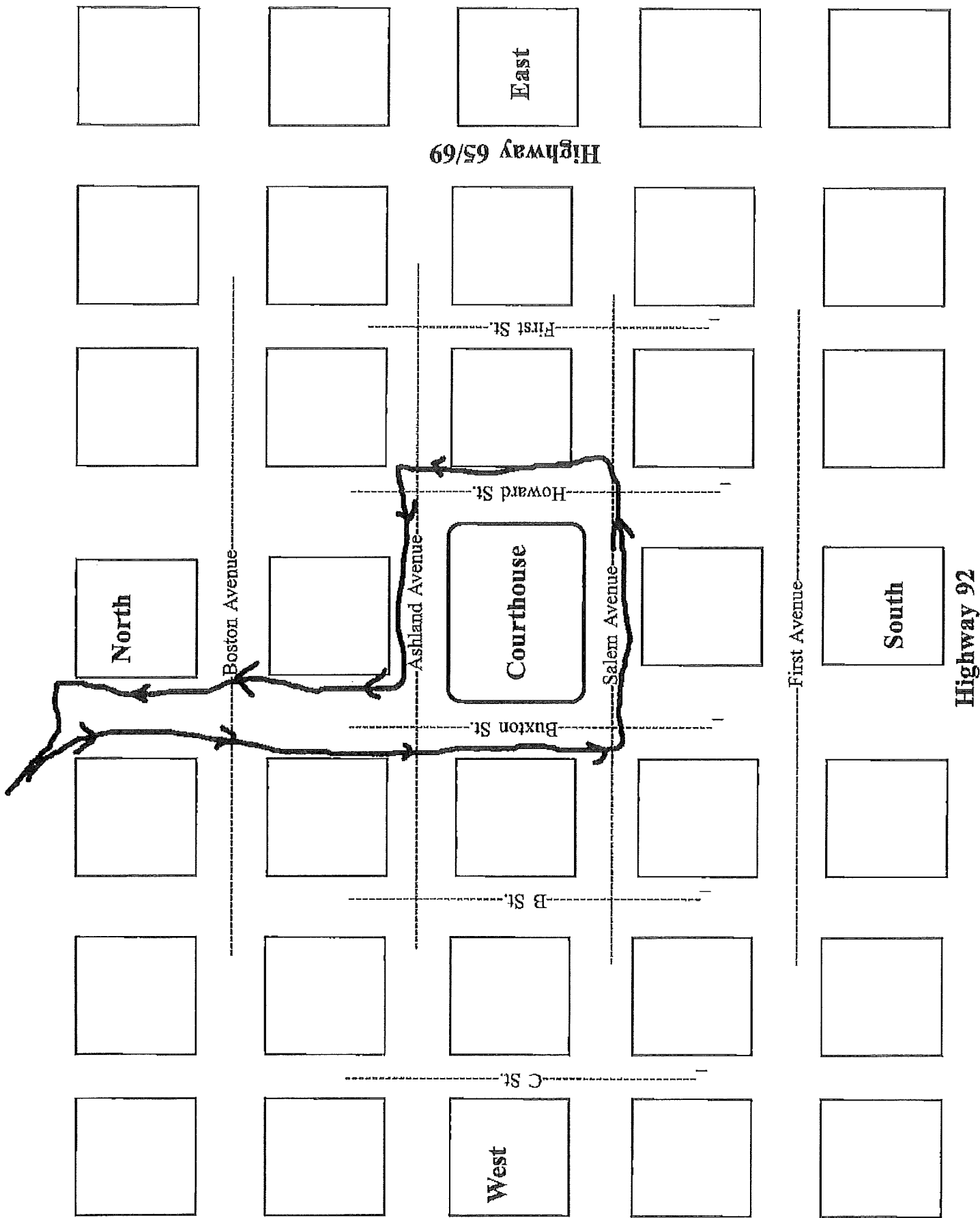
110 North First Street, PO Box 299

Indianola, Iowa 50125

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

www.indianolaiowa.gov

E-Mail: dbowlin@cityofindianola.com



direction of travel

Meeting Date: 03/05/2018

Subject

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.

Final

Autumn Ridge Development - 400 S.8th Ct. #48 - SFD - \$152,500 - 3 year tax abatement

Gwen & Jeff Schroder - 1600 W. 13th - SFD - \$320,000 - 5 year tax abatement

Orton Homes - 1104 E. Madison - SFD - \$350,000 - 3 year tax abatement

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

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

Below is a list of permits issued through February 28, 2018 and previous years.

	2018			2017			2016			2015			2014		
SFD	0	0	1	\$250,000	4	\$799,500 \$199,875	0	0	0	0	0	0	0	0	0
Duplexes	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
MFD	0	0	0	0	1	\$10,944,453	0	0	0	0	0	0	0	0	0
Add/Alt	7	\$195,047	7	\$46,195	4	\$40,960	2	\$23,500	1	\$35,500	1	\$35,500	1	\$35,500	1
Non-Residential	8	\$1,952,877	6	\$295,420	2	\$3,751,069	5	\$6,330,772	6	\$647,300	6	\$647,300	6	\$647,300	6
Total	15	\$2,147,924	14	\$591,615	11	\$15,535,982	7	\$6,354,272	7	\$682,800	7	\$682,800	7	\$682,800	7

Fiscal Impact**Attachments**

No file(s) attached.

Subject

Claims on the computer printout for March 5, 2018

Information

Fiscal Impact

Attachments

Vendor Report

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
A TO Z RENTAL CENTER				
A TO Z RENTAL CENTER	DUNK TANK	05/16/2016	68.75	GENERAL FUND
Total A TO Z RENTAL CENTER:			68.75	
AHLERS & COONEY P.C.				
AHLERS & COONEY P.C.	URBAN REVITALIZATION ATTORNEY FEES	02/23/2018	1,138.00	GENERAL FUND
AHLERS & COONEY P.C.	URBAN RENEWAL ATTORNEY FEES	02/23/2018	88.50	GENERAL FUND
Total AHLERS & COONEY P.C.:			1,226.50	
ALADTEC INC				
ALADTEC INC	SCHEDULING SOFTWARE/FIRE MANAGER	02/13/2018	997.50	FIRE FUND
Total ALADTEC INC:			997.50	
BAUGHMAN, BRENT				
BAUGHMAN, BRENT	CLASS B CDL	02/13/2018	10.00	FIRE FUND
Total BAUGHMAN, BRENT:			10.00	
BOB'S CUSTOM TROPHIES				
BOB'S CUSTOM TROPHIES	SUPPLIES	02/16/2018	21.00	POLICE FUND
Total BOB'S CUSTOM TROPHIES:			21.00	
BUHROW, LUKE				
BUHROW, LUKE	WELLNESS - JAN & FEB	02/21/2018	50.00	POLICE FUND
Total BUHROW, LUKE:			50.00	
CARPENTER UNIFORM CO				
CARPENTER UNIFORM CO	UNIFORMS - THOMAS	02/07/2018	881.59	POLICE FUND
CARPENTER UNIFORM CO	TAC-LITE PRO PANTS	02/08/2018	49.99	AMBULANCE FUN
CARPENTER UNIFORM CO	BOOTS - J. KLING PPE	02/19/2018	110.99	FIRE FUND
CARPENTER UNIFORM CO	UNIFORMS - LARGESSE	02/20/2018	127.98	POLICE FUND
Total CARPENTER UNIFORM CO:			1,170.55	
CERTIFIED POWER INC				
CERTIFIED POWER INC	UNIT 9	02/08/2018	123.39	ROAD USE TAX FU
Total CERTIFIED POWER INC:			123.39	
CR SERVICES				
CR SERVICES	MONTHLY SERVICE	02/12/2018	97.43	ROAD USE TAX FU
Total CR SERVICES:			97.43	
CRYSTAL CLEAR WATER CO				
CRYSTAL CLEAR WATER CO	DI WATER FOR LAB	02/27/2018	15.00	SEWER FUND
Total CRYSTAL CLEAR WATER CO:			15.00	
DETAILS PLUS				
DETAILS PLUS	BEDLINER 2018 FORD	02/23/2018	550.00	PARK & RECREATI

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
Total DETAILS PLUS:			550.00	
DINGES FIRE COMPANY				
DINGES FIRE COMPANY	HELMET/PASSPORT EQUIPMENT	02/01/2018	192.88	FIRE FUND
DINGES FIRE COMPANY	FIRE EQUIP/SAW BLADE	02/21/2018	456.61	FIRE FUND
Total DINGES FIRE COMPANY:			649.49	
DOWNEY TIRE SERVICE				
DOWNEY TIRE SERVICE	VEHICLE REPAIR	02/23/2018	214.33	POLICE FUND
Total DOWNEY TIRE SERVICE:			214.33	
DUST PROS JANITORIAL				
DUST PROS JANITORIAL	CLEANING SUPPLIES, EQUIPMENT	01/15/2018	306.50	FIRE FUND
DUST PROS JANITORIAL	MONTHLY CLEANING	02/26/2018	4,000.00	GENERAL FUND
DUST PROS JANITORIAL	MONTHLY SERVICE CONTRACT	02/20/2018	1,462.00	PARK & RECREATI
DUST PROS JANITORIAL	SUPPLIES	02/20/2018	72.60	PARK & RECREATI
DUST PROS JANITORIAL	FLOORS CLEANED	02/20/2018	50.00	FIRE FUND
Total DUST PROS JANITORIAL:			5,891.10	
ELECTRIC PUMP				
ELECTRIC PUMP	CHAIN AND SHACKLES FOR PUMPS	02/09/2018	74.56	SEWER FUND
ELECTRIC PUMP	REPAIR PUMP BRACKET AT NORTH PLANT	02/19/2018	666.70	SEWER FUND
Total ELECTRIC PUMP:			741.26	
ELECTRICAL ENG & EQUIP				
ELECTRICAL ENG & EQUIP	SOUTH PLANT ANNUAL MAINTENANCE	02/15/2018	915.00	SEWER FUND
ELECTRICAL ENG & EQUIP	WESLEY LIFT ANNUAL MAINTENANCE	02/14/2018	275.00	SEWER FUND
ELECTRICAL ENG & EQUIP	N65-69 ANNUAL MAINTENANCE	02/14/2018	450.00	SEWER FUND
ELECTRICAL ENG & EQUIP	QUAIL MEADOWS ANNUAL MAINTENANCE	02/14/2018	300.00	SEWER FUND
ELECTRICAL ENG & EQUIP	NORTH PLANT ANNUAL MAINTENANCE	02/16/2018	550.00	SEWER FUND
ELECTRICAL ENG & EQUIP	SERVICE GENERATOR	02/09/2018	402.68	GENERAL FUND
Total ELECTRICAL ENG & EQUIP:			2,892.68	
ELECTRONIC ENGINEERING CO				
ELECTRONIC ENGINEERING C	REMOTE BASE RADIO NOT WORKING	02/16/2018	287.45	FIRE FUND
ELECTRONIC ENGINEERING C	REPAIR EQUIPMENT	02/13/2018	232.77	POLICE FUND
ELECTRONIC ENGINEERING C	REMOVE EQUIPMENT	02/13/2018	425.00	POLICE FUND
Total ELECTRONIC ENGINEERING CO:			945.22	
GEMPLER'S INC				
GEMPLER'S INC	VEHICLE 1ST AID KITS	02/08/2018	182.90	ROAD USE TAX FU
Total GEMPLER'S INC:			182.90	
GRAVES, RICK				
GRAVES, RICK	WELLNESS - FEB	02/15/2018	25.00	SEWER FUND
GRAVES, RICK	PARKING AND MILEAGE	02/21/2018	37.80	SEWER FUND
Total GRAVES, RICK:			62.80	

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
HALLETT MATERIALS				
HALLETT MATERIALS	SAND FOR ROADS	02/03/2018	280.70	ROAD USE TAX FU
Total HALLETT MATERIALS:			280.70	
HARRISON TRUCK CENTERS				
HARRISON TRUCK CENTERS	BELT ASSEMBLE 332	01/10/2018	126.72	FIRE FUND
Total HARRISON TRUCK CENTERS:			126.72	
HOFER, SAM				
HOFER, SAM	CLASS B CDL	02/13/2018	26.50	FIRE FUND
Total HOFER, SAM:			26.50	
HR GREEN INC				
HR GREEN INC	MORLOCK LS CPS	02/14/2018	11,454.94	CAPITAL PROJECT
HR GREEN INC	GENERAL WASTEWATER ENGINEERING	02/14/2018	1,378.00	SEWER CAPITAL P
HR GREEN INC	MCCORD L.S. GENERATOR, FIXED FILM RE	02/14/2018	4,925.00	CAPITAL PROJECT
HR GREEN INC	PLAINVIEW AND MCCORD CONTROLS & PO	02/14/2018	131.00	SEWER CAPITAL P
HR GREEN INC	15TH STREET SEWER IMPROVEMENTS	02/14/2018	2,484.00	SEWER CAPITAL P
Total HR GREEN INC:			20,372.94	
INDIANOLA PARKS AND RECREATION				
INDIANOLA PARKS AND RECRE	BAGS LEAGUE AWARDS	02/16/2018	200.00	PARK & RECREATI
Total INDIANOLA PARKS AND RECREATION:			200.00	
INFOMAX OFFICE SYSTEMS INC.				
INFOMAX OFFICE SYSTEMS IN	COPIER	02/12/2018	201.12	SEWER FUND
INFOMAX OFFICE SYSTEMS IN	PRINTER CONTRACT	02/12/2018	223.73	FIRE FUND
INFOMAX OFFICE SYSTEMS IN	JAN COPIER CONTRACT	02/13/2018	14.42	FIRE FUND
INFOMAX OFFICE SYSTEMS IN	JAN COPIER CONTRACT	02/13/2018	4.63	GENERAL FUND
INFOMAX OFFICE SYSTEMS IN	JAN COPIER CONTRACT	02/13/2018	918.88	GENERAL FUND
INFOMAX OFFICE SYSTEMS IN	JAN COPIER CONTRACT	02/13/2018	11.93	GENERAL FUND
INFOMAX OFFICE SYSTEMS IN	COPIES	02/14/2018	61.78	PARK & RECREATI
INFOMAX OFFICE SYSTEMS IN	PRINTER/COPIER LEASE CHARGES	02/20/2018	186.35	GENERAL FUND
Total INFOMAX OFFICE SYSTEMS INC.:			1,622.84	
IOWA CODIFICATION INC				
IOWA CODIFICATION INC	CODE SUPPLEMENTS	02/12/2018	1,228.00	GENERAL FUND
Total IOWA CODIFICATION INC:			1,228.00	
IOWA DEPT OF NATURAL RESOURCES				
IOWA DEPT OF NATURAL RES	STORMWATER DISCHARGE GENERAL PER	02/12/2018	350.00	SEWER FUND
Total IOWA DEPT OF NATURAL RESOURCES:			350.00	
IOWA MUN FINANCE ASSOC				
IOWA MUN FINANCE ASSOC	ANNUAL DUES	02/26/2018	50.00	GENERAL FUND
Total IOWA MUN FINANCE ASSOC:			50.00	
JESS' LOCK AND KEY				
JESS' LOCK AND KEY	KEY/REPAIR DOOR	02/20/2018	60.00	GENERAL FUND

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
Total JESS' LOCK AND KEY:			60.00	
JOINER CONSTRUCTION CO INC				
JOINER CONSTRUCTION CO IN	MORLOCK LIFT STATION & FORCE MAIN	02/26/2018	95,593.75	SEWER CAPITAL P
Total JOINER CONSTRUCTION CO INC:			95,593.75	
KEYSTONE LABORATORIES INC				
KEYSTONE LABORATORIES IN	QUARTERLY TN TP SAMPLES	02/21/2018	110.80	SEWER FUND
Total KEYSTONE LABORATORIES INC:			110.80	
KIYA KODA HUMANE SOCIETY				
KIYA KODA HUMANE SOCIETY	HUMANE SOCIETY CONTRACT - MAR 2018	02/26/2018	2,662.00	POLICE FUND
Total KIYA KODA HUMANE SOCIETY:			2,662.00	
KLOCKE'S EMERGENCY VEHICLES				
KLOCKE'S EMERGENCY VEHIC	REAR BUMPER - STEP	02/16/2018	164.42	AMBULANCE FUN
Total KLOCKE'S EMERGENCY VEHICLES:			164.42	
MAHASKA COMMUNICATION GROUP				
MAHASKA COMMUNICATION G	MONTHLY INTERNET SERVICES	02/01/2018	28.77	GENERAL FUND
MAHASKA COMMUNICATION G	MONTHLY INTERNET SERVICES	02/01/2018	7.60	GENERAL FUND
MAHASKA COMMUNICATION G	MONTHLY PHONE SERVICES	02/01/2018	95.06	GENERAL FUND
MAHASKA COMMUNICATION G	MONTHLY PHONE SERVICES	02/01/2018	631.96	GENERAL FUND
MAHASKA COMMUNICATION G	MONTHLY INTERNET SERVICES	02/01/2018	250.00	GENERAL FUND
MAHASKA COMMUNICATION G	MONTHLY PHONE SERVICES	02/01/2018	28.97	GENERAL FUND
Total MAHASKA COMMUNICATION GROUP:			1,042.36	
MARK PUTNEY ENTERPRISES				
MARK PUTNEY ENTERPRISES	YMCA SNOW/ICE REMOVAL	02/13/2018	4,660.00	YMCA MAINTENAN
Total MARK PUTNEY ENTERPRISES:			4,660.00	
MATT PARROTT				
MATT PARROTT	FM CHECKS	02/21/2018	412.09	GENERAL FUND
Total MATT PARROTT:			412.09	
MC COY HARDWARE INC				
MC COY HARDWARE INC	TARP FOR TRUCK	02/14/2018	14.44	ROAD USE TAX FU
MC COY HARDWARE INC	SUPPLIES	02/15/2018	15.59	POLICE FUND
MC COY HARDWARE INC	SIGN TRAILER	02/15/2018	14.58	ROAD USE TAX FU
MC COY HARDWARE INC	SUPPLIES	02/20/2018	9.93	POLICE FUND
Total MC COY HARDWARE INC:			54.54	
MENARDS				
MENARDS	SIGN TRAILER PROJECT	02/15/2018	409.01	ROAD USE TAX FU
Total MENARDS:			409.01	
MERCY MEDICAL CENTER				
MERCY MEDICAL CENTER	ALS - TIER	01/09/2018	22.00	AMBULANCE FUN

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
Total MERCY MEDICAL CENTER:			22.00	
MID AMERICAN ENERGY CO.				
MID AMERICAN ENERGY CO.	26321-30003 ST LIGHTING	02/13/2016	151.60	GENERAL FUND
MID AMERICAN ENERGY CO.	GAS - SHOP	02/20/2018	401.11	ROAD USE TAX FU
MID AMERICAN ENERGY CO.	GAS - SHOP	02/20/2018	379.52	PARK & RECREATI
MID AMERICAN ENERGY CO.	ACTIVITY CENTER UTILITIES	02/20/2018	442.44	PARK & RECREATI
MID AMERICAN ENERGY CO.	74080-22010 FUEL HEAT	02/19/2018	1,779.59	GENERAL FUND
MID AMERICAN ENERGY CO.	UTILITIES	02/20/2018	227.81	FIRE FUND
MID AMERICAN ENERGY CO.	08701-24006 QUAIL MDWS LIFT	02/20/2018	63.41	SEWER FUND
MID AMERICAN ENERGY CO.	05931-25003 N HWY 65/69 ENTRANCE SIGN	02/13/2018	12.69	GENERAL FUND
MID AMERICAN ENERGY CO.	HEAT - BUILDING	02/20/2018	190.81	POLICE FUND
MID AMERICAN ENERGY CO.	09750-87035 WESLEY LIFT	02/16/2018	55.47	SEWER FUND
MID AMERICAN ENERGY CO.	07741-18004 65/69 LIFT	02/16/2018	85.59	SEWER FUND
MID AMERICAN ENERGY CO.	UTILITIES	02/20/2018	12.48	FIRE FUND
Total MID AMERICAN ENERGY CO.:			3,802.52	
MIDWEST BREATHING AIR LLC				
MIDWEST BREATHING AIR LLC	NFPA QUARTERLY AIR TEST	02/28/2018	177.40	FIRE FUND
Total MIDWEST BREATHING AIR LLC:			177.40	
MUNICIPAL PIPE TOOL CO.				
MUNICIPAL PIPE TOOL CO.	NEW CUES PUSH CAMERA	01/31/2018	11,417.00	SEWER CAPITAL P
MUNICIPAL PIPE TOOL CO.	RIDGID ST-305 FOR LOCATOR	01/31/2018	835.00	SEWER FUND
Total MUNICIPAL PIPE TOOL CO.:			12,252.00	
NAPA AUTO PARTS				
NAPA AUTO PARTS	VEHICLE PARTS/CHEMICALS	02/08/2018	201.34	ROAD USE TAX FU
Total NAPA AUTO PARTS:			201.34	
NORTH CENTRAL LABS OF WISCONSIN				
NORTH CENTRAL LABS OF WIS	LAB SUPPLIES	02/06/2018	150.86	SEWER FUND
Total NORTH CENTRAL LABS OF WISCONSIN:			150.86	
O'HALLORAN INTERNATIONAL				
O'HALLORAN INTERNATIONAL	HOSE	02/08/2018	26.88	ROAD USE TAX FU
O'HALLORAN INTERNATIONAL	HOSE	02/08/2018	61.48	ROAD USE TAX FU
O'HALLORAN INTERNATIONAL	HOSE REFUND	02/08/2018	26.88-	ROAD USE TAX FU
Total O'HALLORAN INTERNATIONAL:			61.48	
O'KEEFE ELEVATOR CO.				
O'KEEFE ELEVATOR CO.	MAINTENANCE	01/31/2018	948.95	GENERAL FUND
O'KEEFE ELEVATOR CO.	MAINTENANCE	01/31/2018	563.70	GENERAL FUND
O'KEEFE ELEVATOR CO.	MAINTENANCE	02/28/2018	306.06	GENERAL FUND
Total O'KEEFE ELEVATOR CO.:			1,818.71	
O'REILLY AUTO PARTS				
O'REILLY AUTO PARTS	UNIT #28 & #12	02/09/2018	31.74	ROAD USE TAX FU
O'REILLY AUTO PARTS	UNIT 21	02/10/2018	28.33	ROAD USE TAX FU
O'REILLY AUTO PARTS	HYDRAULIC HOSE FITTING	02/10/2018	6.25	ROAD USE TAX FU

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
Total O'REILLY AUTO PARTS:			66.32	
PARK, KRIS				
PARK, KRIS	3RD/4TH YTH BASKETBALL	02/13/2018	25.00	PARK & RECREATI
PARK, KRIS	3RD/4TH YTH BASKETBALL	02/19/2018	50.00	PARK & RECREATI
Total PARK, KRIS:			75.00	
PHILIPS MEDICAL CAPITAL				
PHILIPS MEDICAL CAPITAL	CARDIAC MONITOR LEASE	02/10/2018	1,348.11	AMBULANCE FUN
Total PHILIPS MEDICAL CAPITAL:			1,348.11	
PIERCE BROTHERS REPAIR				
PIERCE BROTHERS REPAIR	VENTURE CUTTING EDGES	02/12/2018	54.00	PARK & RECREATI
Total PIERCE BROTHERS REPAIR:			54.00	
PRAXAIR DISTRIBUTION INC				
PRAXAIR DISTRIBUTION INC	TANK RENTAL	01/31/2018	165.19	PARK & RECREATI
Total PRAXAIR DISTRIBUTION INC:			165.19	
PRO-IMAGE SIGN & LIGHTING				
PRO-IMAGE SIGN & LIGHTING	LETTERING FOR SAFETY SWEATSHIR5T AN	02/13/2018	90.00	SEWER FUND
Total PRO-IMAGE SIGN & LIGHTING:			90.00	
ROSS CHEMICAL SYSTEMS INC				
ROSS CHEMICAL SYSTEMS IN	DETERGENT FOR WASHER	02/08/2018	115.15	FIRE FUND
Total ROSS CHEMICAL SYSTEMS INC:			115.15	
SEEMANN, SCOTT				
SEEMANN, SCOTT	REFUND TIME OF SALE INSPECTION 313 N "	02/28/2018	50.00	SEWER FUND
Total SEEMANN, SCOTT:			50.00	
SHI INTERNATIONAL CORP				
SHI INTERNATIONAL CORP	SAMSUNG TABLETS FOR IPAD REPLACEME	02/07/2018	362.00	GENERAL FUND
SHI INTERNATIONAL CORP	IPADS FOR IPAD REPLACEMENT	02/07/2018	618.00	GENERAL FUND
Total SHI INTERNATIONAL CORP:			980.00	
SHOTTENKIRK FORD OF INDIANOLA				
SHOTTENKIRK FORD OF INDIA	VEHICLE REPAIR	02/16/2018	104.35	POLICE FUND
SHOTTENKIRK FORD OF INDIA	WIPER BLADES	02/22/2018	27.90	GENERAL FUND
Total SHOTTENKIRK FORD OF INDIANOLA:			132.25	
SHULL, DOUG				
SHULL, DOUG	TREASURER CONTRACT	02/26/2018	83.33	GENERAL FUND
Total SHULL, DOUG:			83.33	
SIMPSON COLLEGE				
SIMPSON COLLEGE	ZONE STAFF	02/14/2018	407.02	PARK & RECREATI

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
Total SIMPSON COLLEGE:			407.02	
SNYDER & ASSOCIATES INC				
SNYDER & ASSOCIATES INC	2016 CAPITAL ST IMPROVEMENTS PROJEC	05/24/2017	2,375.00	CAPITAL PROJECT
SNYDER & ASSOCIATES INC	2016 CAPITAL ST IMPROVEMENTS PROJEC	06/16/2017	2,250.00	CAPITAL PROJECT
SNYDER & ASSOCIATES INC	MISC ENGINEERING SERVICES - PRAIRIE G	07/06/2017	900.00	GENERAL FUND
SNYDER & ASSOCIATES INC	STREET & DRAINAGE ISSUES	07/06/2017	7,153.01	ROAD USE TAX FU
SNYDER & ASSOCIATES INC	MISC ENGINEERING SERVICES	08/23/2017	180.00	ROAD USE TAX FU
SNYDER & ASSOCIATES INC	MISC ENGINEERING SERVICES	08/23/2017	180.00	GENERAL FUND
SNYDER & ASSOCIATES INC	MISC ENGINEERING SERVICES	08/23/2017	450.00	CAPITAL PROJECT
SNYDER & ASSOCIATES INC	DMMO 106 W BOSTON SITE REVIEW	02/13/2018	535.00	GENERAL FUND
SNYDER & ASSOCIATES INC	MISC ENGINEERING SERVICES	02/13/2018	2,280.00	ROAD USE TAX FU
SNYDER & ASSOCIATES INC	IMU SHOP 1300 E IOWA AVE SITE REVIEW	02/13/2018	321.00	GENERAL FUND
Total SNYDER & ASSOCIATES INC:			16,624.01	
STOP STICK LTD				
STOP STICK LTD	EQUIPMENT REPLACEMENT	02/12/2018	927.00	POLICE FUND
Total STOP STICK LTD:			927.00	
STUTSMAN INC., ELDON C.				
STUTSMAN INC., ELDON C.	ICE MELT ALL DEPTS	02/13/2018	1,005.00	PARK & RECREATI
Total STUTSMAN INC., ELDON C.:			1,005.00	
T.R.M. DISPOSAL LLC				
T.R.M. DISPOSAL LLC	LARGE ITEM (SOFA) REMOVAL 200 S J ST	02/19/2018	27.00	STREET CAPITAL
Total T.R.M. DISPOSAL LLC:			27.00	
TENSION ENVELOPE CORP DM				
TENSION ENVELOPE CORP DM	PAYROLL ENVELOPES	02/13/2018	159.75	GENERAL FUND
Total TENSION ENVELOPE CORP DM:			159.75	
TG TECHNICAL SERVICES				
TG TECHNICAL SERVICES	RAE - PRO NH3 GAS MONITOR	01/24/2018	520.00	FIRE FUND
Total TG TECHNICAL SERVICES:			520.00	
THEISEN'S				
THEISEN'S	SIGN TRAILER	02/15/2018	45.98	ROAD USE TAX FU
Total THEISEN'S:			45.98	
THOMAS LAND SURVEYING LLC				
THOMAS LAND SURVEYING LL	401 E EUCLID AVE - LAND SURVEY & PIN SE	02/15/2018	500.00	CP--COMM RE-DE
Total THOMAS LAND SURVEYING LLC:			500.00	
TRANS-IOWA EQUIPMENT INC				
TRANS-IOWA EQUIPMENT INC	JETTER OIL CHANGE	02/27/2018	1,488.56	SEWER FUND
TRANS-IOWA EQUIPMENT INC	REPAIRS TO JETTER	02/27/2018	4,056.91	SEWER FUND
Total TRANS-IOWA EQUIPMENT INC:			5,545.47	

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
TRUCK EQUIPMENT INC				
TRUCK EQUIPMENT INC	SNOW PLOW CUTTING EDGES	02/13/2018	404.10	PARK & RECREATI
Total TRUCK EQUIPMENT INC:			404.10	
U.S. CELLULAR				
U.S. CELLULAR	CELL PHONES -3	02/12/2018	106.10	ROAD USE TAX FU
U.S. CELLULAR	CELL PHONES - 2	02/12/2018	81.79	PARK & RECREATI
U.S. CELLULAR	CELL PHONES - 2	02/12/2018	93.56	SEWER FUND
U.S. CELLULAR	CELL PHONE	02/12/2018	44.19	FIRE FUND
Total U.S. CELLULAR:			325.64	
UTILITY EQUIPMENT CO.				
UTILITY EQUIPMENT CO.	PIPING FOR SCUM PUMP	02/19/2018	356.44	SEWER FUND
Total UTILITY EQUIPMENT CO.:			356.44	
VERIZON WIRELESS				
VERIZON WIRELESS	DATA	02/15/2018	318.59	POLICE FUND
Total VERIZON WIRELESS:			318.59	
VERMEER SALES & SERVICE				
VERMEER SALES & SERVICE	T-REX SKID LOADER GRILL	02/06/2018	322.60	ROAD USE TAX FU
Total VERMEER SALES & SERVICE:			322.60	
WARREN COUNTY OIL				
WARREN COUNTY OIL	LP GREENHOUSE	02/20/2018	705.35	PARK & RECREATI
WARREN COUNTY OIL	HYDRAULIC OIL	02/09/2018	395.00	ROAD USE TAX FU
Total WARREN COUNTY OIL:			1,100.35	
WARREN COUNTY SOIL & WATER				
WARREN COUNTY SOIL & WAT	REFUND DAMAGE DEPOSITS	02/15/2018	300.00	PARK & RECREATI
Total WARREN COUNTY SOIL & WATER:			300.00	
WARREN COUNTY TREASURER				
WARREN COUNTY TREASURE	PROPERTY TAXES	02/26/2018	149.00	SEWER CAPITAL P
WARREN COUNTY TREASURE	PROPERTY TAXES - 205 E BOSTON	02/26/2018	548.00	GENERAL FUND
WARREN COUNTY TREASURE	PROPERTY TAXES - 204 N JEFFERSON	02/26/2018	244.00	CP--COMM RE-DE
WARREN COUNTY TREASURE	PROPERTY TAXES - 410 S JEFFERSON	02/26/2018	99.00	CP--COMM RE-DE
WARREN COUNTY TREASURE	PROPERTY TAXES - HERITAGE HILLS #7	02/26/2018	7.00	GENERAL FUND
WARREN COUNTY TREASURE	PROPERTY TAXES - 506 W 2ND	02/26/2018	53.00	CP--COMM RE-DE
WARREN COUNTY TREASURE	PROPERTY TAXES	02/26/2018	1.00	CP--COMM RE-DE
WARREN COUNTY TREASURE	PROPERTY TAXES	02/26/2018	18.00	CP--COMM RE-DE
WARREN COUNTY TREASURE	PROPERTY TAXES - 203 W 2ND	02/26/2018	295.00	CP--COMM RE-DE
WARREN COUNTY TREASURE	PROPERTY TAXES - 203 W 2ND	02/26/2018	257.00	CP--COMM RE-DE
WARREN COUNTY TREASURE	PROPERTY TAXES - 400 E EUCLID	02/26/2018	32.00	CP--COMM RE-DE
WARREN COUNTY TREASURE	PROPERTY TAXES - 910 E 2ND	02/26/2018	485.00	CP--COMM RE-DE
WARREN COUNTY TREASURE	PROPERTY TAXES - 401 E EUCLID	02/26/2018	462.00	CP--COMM RE-DE
WARREN COUNTY TREASURE	PROPERTY TAXES	02/26/2018	298.00	SEWER CAPITAL P
WARREN COUNTY TREASURE	PROPERTY TAXES	02/26/2018	228.00	SEWER CAPITAL P
WARREN COUNTY TREASURE	PROPERTY TAXES	02/26/2018	326.00	SEWER CAPITAL P
WARREN COUNTY TREASURE	PROPERTY TAXES	02/26/2018	108.00	SEWER CAPITAL P
WARREN COUNTY TREASURE	PROPERTY TAXES	02/26/2018	30.00	SEWER CAPITAL P

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
WARREN COUNTY TREASURE	PROPERTY TAXES	02/26/2018	439.00	SEWER CAPITAL P
WARREN COUNTY TREASURE	PROPERTY TAXES	02/26/2018	437.00	SEWER CAPITAL P
WARREN COUNTY TREASURE	PROPERTY TAXES	02/26/2018	427.00	SEWER CAPITAL P
WARREN COUNTY TREASURE	PROPERTY TAXES	02/26/2018	255.00	SEWER CAPITAL P
WARREN COUNTY TREASURE	PROPERTY TAXES	02/26/2018	277.00	SEWER CAPITAL P
WARREN COUNTY TREASURE	PROPERTY TAXES	02/26/2018	369.00	SEWER CAPITAL P
Total WARREN COUNTY TREASURER:			5,844.00	
WEST SAFETY SERVICES INC				
WEST SAFETY SERVICES INC	MONTHLY 911 ACCESS	02/06/2018	100.00	GENERAL FUND
Total WEST SAFETY SERVICES INC:			100.00	
ZIEGLER INC				
ZIEGLER INC	INJECTION PUMP AND WATER PUMP PLAIN	02/27/2018	3,900.00	SEWER FUND
Total ZIEGLER INC:			3,900.00	
Grand Totals:			205,715.18	

City Council: _____

City Council Regular

7.A.

Meeting Date: 03/05/2018

Subject

Consider appointments to the Hometown Pride Committee

Information

Hometown Pride Coordinator, Lorin Ditzler, will present a list of interested individuals to be considered by the council for appointment to the committee (packet).

Roll call is in order.

Fiscal Impact

Attachments

Memo

MEMO

To: Indianola City council

From: Lorin Ditzler, Community Coach, Warren County Hometown Pride

Date: February 26, 2018

RE: Indianola Hometown Pride Committee Member Applications

Background

At the November 20 council meeting, the Council directed Lorin Ditzler, Community Coach for Warren County Hometown Pride, to work with City Manager Ryan Waller to recruit applicants for the Indianola Hometown Pride committee, a group that will work on community betterment projects in the city. (more information on the program at www.warrencountyhometown.com)

Application Process

Applications were solicited from late November-February 9, through a variety of outlets, including:

- City website & Warren County Hometown Pride website
- City facebook page & Warren County Economic Development Corporation facebook page
- Visits/presentations to local organizations, including the Indianola Chamber, Indianola Breakfast Club, Keep Indianola Beautiful, School District, etc.
- Asking the organizations above and others to forward the information to their members
- Personal referrals & word-of-mouth

Applicants were asked to apply by submitting their name, contact information and a brief statement explaining why they wish to join the committee.

Ditzler held an informational meeting for potential applicants and other interested volunteers on February 8, 2018.

Recommendation for Appointments

15 applicants submitted their names for consideration for the committee.

It is the opinion of Ditzler that **this committee can have up to 15 members**, with a minimum of 11 needed. This is a working committee, and we will need many hands to complete our projects.

Applicant Information

Contact information for all applicants is on file with the City Clerk. Names and statements from each applicant are attached, listed in alphabetical order.

First Name	Last Name	Applicant Statement
Shirley	Clark	Serving on City Council has given me a great love for this city. I hope to see it grow and become proud of its heritage. I am a long time resident of the community and love the many phases it's gone through.
Lisa	Harms	I am interested in being a committee member because I have been looking for ways to become more involved in my community. I have time and would like to be more involved. This sounds perfect for me. I would love to make improvements to our town/county. I think Indianola is a wonderful town and I would love to add to that. I am very excited for this opportunity and hope I get the chance to be involved. Thank you for your consideration.
Heather	Hulen	While I believe Indianola is currently a great place, I know that we can and should strive to be better, offer more and grow. I value, respect, and care greatly about Indianola. I choose Indianola as my hometown and am very proud to call it home. Indianola has been a great place for my husband, Bill and I to raise our family and we look forward to enjoying our golden years here as well. I am appreciative and grateful for active community minded citizens both past and present for all their efforts in helping make Indianola the great place that I have live in and loved for the past 30 years. I greatly appreciate good old fashioned values and respect for a hometown after moving frequently throughout my childhood. After moving to Indianola my senior year with my parents and sister, I graduated from IHS, and married my husband, Bill who has lived in Indianola his whole life. Indianola is home, it is where we have raised our three children and where we live, love and will die. I believe in giving back, doing what I can to make a meaningful and positive difference in my community. I have been and continue to be involved/volunteer with several organization, causes and groups in Indianola because it is important to me and I enjoy being involved and engaged in my community. I have genuine hometown pride for Indianola and desire to make a difference in here in good old 50125.
Jill	Johnson	As a representative of Simpson College, I have a vested interest in making Indianola as welcoming and attractive as possible. As a long-time resident, I also feel strongly about maximizing Indianola's assets, leveraging them into growth opportunities, and creating a strong sense of community around a common identity.

Emmett	Konrad	I would like to join the committee because I am deeply invested in helping my community by leaving an impact on the world around us. My family has lived in Warren County dating as far back as the early 20th century. I grew up in Lacona, my dad grew up in Milo, my mom grew up in Carlisle, and my wife grew up in Indianola. When my wife and I bought a house in Indianola after college, I told her I wanted to start a community service program that would spruce up our main highways because those highways are what others see as they come into our county. This program gives me a platform to do just that. Beautification projects would benefit our communities two-fold. It would give our communities a stronger sense of pride and would also impact our economy by making more individuals and families interested in joining our communities. I think I would make a great addition to the committee. I work for a MEPT consulting firm managing construction design projects. As a project manager I oversee a group ranging from two to as many as ten engineers. Communication and time management are two very important aspects of my occupation which I think would correlate seamlessly as a committee member.
Kerry	McKasson	I was born and raised here, have a business here and am very active in the Downtown Business Community and also active in my church. I feel Indianola has a lot to offer and would like to be part of this committee.
Angela	Nelson	I want to get involved in our community – We moved here in August & already love the city! Indianola is a special town and I want to make sure it stays that way. Thank you.
Terry	Pauling	As a member of Rotary Club of Indianola and launchPad65 both organizations would cooperate in providing ideas, matching funding and/or a labor resource for community projects.
Jenn	Pfeifer-Malaney	I have grown up being an advocate for Indianola and Warren County. I feel like I would add a variety of experiences to the committee. I grew up here in Indianola, went to Simpson College and own a business here in Indianola. Over the years I have been involved in various organizations from Carousel Community theatre, Indianola Concert Association, Simpson Alumni Association, Rotary Club of Indianola, Warren County Leadership, Indianola Tourism and Indianola Chamber of Commerce. My family and I have been involved in the community for years, so I have an historical background on many of the town events, businesses and structures. I enjoy a creative process where I work as a team player, I also tend to be someone who looks at the bigger picture. I like the idea that we can bring people and organizations together to enhance our community because it can and will have the potential to impact our economics, quality of life and

really make a difference. There is a lot that makes Indianola a wonderful community, but I like the idea that there is always something new we can be doing and I would like to be on the forefront of this endeavor.

Tara	Rehmeier	In the ~12 years my family has lived in Indianola, we have seen some wonderful changes to our community. But I strongly believe that there are additional improvements that can be made and it would be an honor to serve. With Simpson College, our school district, our "small town" atmosphere but close proximity to a major city, all the new local businesses popping up, and the fabulous individuals that live in Indianola, our potential is great!
Stacy	Strong	I would like to join this committee because I believe I would be an outstanding advocate for the City of Indianola. My spouse and I both grew up in Indianola and now have come back to raise our children. I am deeply connected to the community and have a vested interest in promoting and enhancing its image. I believe I have good perspective on not only what makes Indianola special in its existing form, but on ways we can develop the city to reach its full potential. Advocating for and promoting everything Indianola has to offer, with an eye to future growth opportunities, is something I hope to be able to bring to this committee.
Monica	Vail	I grew up in Indianola and graduated from high school here. I am the director of wellness at The Village here in town and a Rock Steady Boxing coach. My husband is a small business owner here in town as well. I have one son who is a senior and another son who attends first grade at Irving. I created a Giving Garden at The Village and all the produce that is harvested is donated to the Helping Hand. Last year we donated close to 300lbs. of fresh produce. I also sit on the Warren County Advisory Board and am a member of the Warren County Wellness Coalition and the food insecurity subcommittee. If there is a way that I can help Indianola become a better place to live, I am all for it! Please consider me as a committee member.
Brianna	Vaughn	I am interested in becoming a committee member because I love Indianola and am invested in its future. I was raised here and am raising my children here - I want their love for this town and their roots in it to be as strong as my own. As a young professional with a growing family, I think I would provide a valuable perspective. Also, as an attorney and as an Indianola Camp Fire Group leader, I understand the commitment involved in volunteering and taking on big projects, and I am prepared to commit to the Hometown Pride team and follow through!

Becky	Wigeland	I am interested in being on the Hometown Pride Committee because I am already on the "Keep Indianola Beautiful" Committee and I feel part of our missions overlap. I am also associated with Central Iowa Tourism Region and very interested in tourism. I am the curator of the National Balloon Museum and work with many people in Indianola as well as many people from around Iowa. I think I would be a strong addition to the committee.
Colleen	Willmott	I would be interested in being a committee member or a volunteer. We have lived in Indianola for almost 10 years. When we first moved to town, it seemed like things were done because they had always been done that way. In the last few years there is a new energy building in town. We have seen things like Friday Night Live during the summer and the summer kickoff party at the library with a band and food truck. It is an exciting time of community building in Indianola and I would love to be a part of it.

Meeting Date: 03/05/2018

Subject

Presentation of the Boards and Commissions Survey

Information

In your packet is a memo and table of the results of the Boards and Commission survey. City Clerk Diana Bowlin will answer any questions and request direction on if a formal recruitment process is desired.

Fiscal Impact

Attachments

Memo

Bd Comm Results



— CLERK'S OFFICE —

MEMO

TO: Mayor and City Council
FROM: Diana Bowlin, City Clerk
SUBJECT: Boards and Commission Survey Results
DATE: February 23, 2018

At the January 16, 2018 meeting the City Council directed staff to survey cities on how they manage their Boards and Commission. Several questions were sent to the City of Altoona, Ankeny, Carlisle, Clive, Des Moines, Johnston, Norwalk, Urbandale, West Des Moines and Waukee.

Please review the attached responses to the following questions.

1. How many Boards and Commissions does your community have?
2. How are your Boards and Commission vacancies publicized?
3. How are possible candidates/nominations obtained?
4. Who manages the process that leads to the appointment (i.e. who is responsible for reporting terms, identifying vacancies, publicizing vacancies, collecting resumes and preparing agenda item for appointing authority consideration)?
5. How are nominations/appointments to Boards and commission brought forward to the appropriate appointing authority?
6. If there are two separate appointing authorities (Mayor or City Council) does your organization have a different process for each?
7. If your city received multiply applications for one vacancy how are the volunteers vetted/decided who will be appointed?
8. Are names of individuals interest in serving on a Board and Commission publicly shared in advance of the appointment (i.e. during the vetting process)?
9. Does your organization have a written policy describing any of the above?
10. How does your community ensure compliance with gender equality law?

Staff will be available to answer any questions.

Staff requests direction from the Mayor/Council on if a formal recruitment process is desired.

BOARDS AND COMMISSION SURVEY										
Questions	Altoona	Ankeny	Carlisle	Clive	Des Moines	Johnston	Norwalk	Urbandale	West Des Moines	Waukee
Are names of individuals interested in serving on a Board and Commission publicly shared in advance of the appointment (i.e. during the vetting process?	No-listed on agenda 24 hr prior to meeting	No-listed on agenda 24 hr prior to mtg	Probably would be	No	Info is available by contacting City Clerk's Office	Part of the meeting packet	No	Usually not made public, but would share if public asked	No not until the Mayor has selected an individual and their proposed appointment is on Council agenda	No - but it is public information and would share upon request
Does your organization have a written policy describing any of the above?	No-City Code	No	No	Yes	By Ordinance	Yes	No	No	No	Yes
How does your community ensure compliance with the gender equality law?	No answer	No answer	Try to have gender equality & have mostly succeeded.	Strive to have gender balance & track all applicants if they are ever challenged	Strive to have gender balance. Had 3 instances where the "waiver" provision was used and the "other" gender was appointed.	No answer	Strive to have gender balance	Strive to have gender balance	Spreadsheet is kept on all boards/commissions, one column is gender. Use this spreadsheet to determine if appointee need to be one gender or the other	Strive to have gender balance

Subject

2018/19 Budget

Information

Fiscal Impact

Attachments

No file(s) attached.

City Council Regular

9.A.1.a.

Meeting Date: 03/05/2018

Subject

Public hearing for the 2018/19 Budget

Information

The first order of business is to conduct a public hearing on the FY 2018/19 budget including the "advertised" \$12.70 tax rate. No comments have been received to date.

Fiscal Impact

Attachments

No file(s) attached.

City Council Regular

9.A.1.b.

Meeting Date: 03/05/2018

Subject

Resolution adopting the City's FY 18/19 fee schedule

Information

In your packet is the resolution and fee schedule for various municipal functions that are paid for by customers. The City's draft budget incorporates fees in the fee schedule.

Roll call is in order.

Fiscal Impact

Attachments

Resolution

Fee Schedule

RESOLUTION NO. 2018-____

RESOLUTION ADOPTING THE CITY'S FY 18/19 FEE SCHEDULE

WHEREAS, annually the City Council approves a fee schedule; and,

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

WHEREAS, the City's draft 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 adopt said Fee Schedule as attached; and,

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

BE IT FURTHER RESOLVED, that the Fee Schedule be published on the City's website and other outlets to ensure easy customer access.

PASSED AND APPROVED this 5th day of March, 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 Squire (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.	Water Insepction	\$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 (minus 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		
Fire Department	Fee for Special Events - Firefighter/EMT	28.26/hour		
Fire Department	Fee for Special Events - Firefighter/Paramedic	32.71/hour		
Fire Department	Fee for Special Events-Full-time Firefighter/Paramedic	\$45.05-\$54.97/hour		
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	

City of Indianola Fee Schedule

Department	Fee Description	Cost	Cost Description	Additional Fees Description
Library	Lost or Damaged Materials	\$2.00	Torn page	
Library	Photocopies	\$0.15	Per page	
Library	Computer Printouts	\$0.15	Per page	
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	Non-resident - \$10.00
Memorial Pool	Tot Splash Time	\$2.00	Per person	Non-resident - \$26.50
Memorial Pool	Adult Lap Swim	\$2.00	Per person or free w/season pass	Non-resident - \$40.00
Memorial Pool	Open Nigh Swim	\$2.00	Per person or free w/season pass	Non-resident - 10 swims - \$50.00
Memorial Pool	Doggie Dive	\$8.00	For residents	Non-resident - 20 swims - \$100.00
Memorial Pool	Mighty Minnows Swim Lessons (Ages 9 months - 5 years)	\$21.50	Per resident	\$88.00 - 1 person - non-resident (20% discount for early bird - April 4-29)
Memorial Pool	Red Cross Swim Lessons (Ages 5+)	\$35.00	Per resident	\$154 - 2 person - non-resident (20% discount for early bird - April 4-29)
Memorial Pool	Punch Card Passes	\$40.00	Per resident - 10 swims	\$166 - 3 person - non-resident (20% discount for early bird - April 4-29)
Memorial Pool	Punch Card Passes	\$80.00	Per resident - 20 swims	\$178 - 4 person - non-resident (20% discount for early bird - April 4-29)
Memorial Pool	Season Pool Passes	\$76.00	1 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	\$134	2 person - Indianola resident (20% discount for early bird - April 4-29)	\$12.00 each additional non-resident
Memorial Pool	Season Pool Passes	\$144	3 person - Indianola 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)	
Memorial Pool	Season Pool Passes	\$164	5 person - Indianola resident (20% discount for early bird - April 4-29)	
Memorial Pool	Season Pool Passes	\$10.00	Each additional 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	Go! 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	

City of Indianola Fee Schedule

Department	Fee Description	Cost	Cost Description	Additional Fees Description
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	
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: 03/05/2018

Subject

Resolution approving the FY 2018/19 budget with a proposed tax rate of \$12.70

Information

After the hearing, council needs to consider the budget resolution (packet) adopting the FY 18/19 budget and the accompanying tax rate.

Roll call is in order.

Fiscal Impact

Attachments

Resolution

PH Notice Budget

State Budget Summary

RESOLUTION No. 2018-_____
RESOLUTION ADOPTING THE ANNUAL BUDGET
FOR FISCAL YEAR ENDING JUNE 30, 2019

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

WHEREAS, the City's Fiscal Year is July 1 – June 30 annually, and

WHEREAS, the State Code requires municipalities to file an annual budget by March 15th; and

WHEREAS, the Fiscal Year 19 budget maintains the property tax rate at \$12.70, and

WHEREAS, the Fiscal Year 19 budget is attached as Exhibit 1 in the form required by the State of Iowa, and

WHEREAS, the attached budget incorporates the budget from the Indianola Municipal Utilities that has been reviewed and approved by the Board of Trustees; and

WHEREAS, the City Council finds that the Fiscal Year 19 City budget provides programs and services to continue to enhance the community's high quality of life, and

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Indianola, Iowa, that said Fiscal Year 19 City Budget is hereby approved and adopted; and,

BE IT FURTHER RESOLVED, that the Council approves and directs the Mayor and City Clerk to execute any all necessary forms for the submission of the FY 19 budget; and,

BE IT FURTHER RESOLVED, that the Council directs the City Manager or his designee to make the necessary filings as required by law and carry out necessary steps to enact the FY 19 budget.

Passed and approved this 5th day of March, 2018.

Kelly B. Shaw, Mayor

ATTEST:

Diana Bowlin, City Clerk

NOTICE OF PUBLIC HEARING

BUDGET ESTIMATE

FISCAL YEAR BEGINNING JULY 1, 2018 - ENDING JUNE 30, 2019

City of Indianola, Iowa

The City Council will conduct a public hearing on the proposed Budget at City Hall (110 N 1st St)
on 3/5/2018 at 6:00 p.m.

The Budget Estimate Summary of proposed receipts and expenditures is shown below.

Copies of the the detailed proposed Budget may be obtained or viewed at the offices of the Mayor,
City Clerk, and at the Library.

The estimated Total tax levy rate per \$1000 valuation on regular property . . . 12.70289

The estimated tax levy rate per \$1000 valuation on Agricultural land is 3.00375

At the public hearing, any resident or taxpayer may present objections to, or arguments in favor of,
any part of the proposed budget.

(515) 961-9410

phone number

Diana Bowlin

City Clerk/Finance Officer's NAME

		Budget FY 2019	Re-est. FY 2018	Actual FY 2017
		(a)	(b)	(c)
Revenues & Other Financing Sources				
Taxes Levied on Property	1	6,703,851	6,326,908	6,227,175
Less: Uncollected Property Taxes-Levy Year	2	0	0	0
Net Current Property Taxes	3	6,703,851	6,326,908	6,227,175
Delinquent Property Taxes	4	0	0	0
TIF Revenues	5	2,285,759	2,077,145	1,924,197
Other City Taxes	6	1,414,109	1,276,405	1,984,012
Licenses & Permits	7	222,905	107,375	154,991
Use of Money and Property	8	1,144,585	508,733	1,109,866
Intergovernmental	9	2,691,602	2,449,626	2,319,051
Charges for Services	10	25,727,665	21,564,007	22,090,576
Special Assessments	11	19,750	2,000	189,737
Miscellaneous	12	1,858,024	2,941,983	3,369,443
Other Financing Sources	13	3,272,292	17,000	1,180,074
Transfers In	14	12,557,908	12,471,016	11,069,571
Total Revenues and Other Sources	15	57,898,450	49,742,198	51,618,693
Expenditures & Other Financing Uses				
Public Safety	16	5,174,635	4,746,851	4,973,101
Public Works	17	1,540,576	1,502,213	1,474,419
Health and Social Services	18	0	0	0
Culture and Recreation	19	2,098,946	2,088,474	2,123,236
Community and Economic Development	20	477,537	985,300	935,587
General Government	21	1,446,845	1,436,572	1,449,136
Debt Service	22	2,076,545	2,433,150	2,655,685
Capital Projects	23	2,938,373	2,823,067	400,334
Total Government Activities Expenditures	24	15,753,457	16,015,627	14,011,498
Business Type / Enterprises	25	31,026,361	23,246,238	20,085,447
Total ALL Expenditures	26	46,779,818	39,261,865	34,096,945
Transfers Out	27	12,557,908	12,471,016	11,069,571
Total Expenditures/Transfers Out	28	59,337,726	51,732,881	45,166,516
Excess Revenues & Other Sources Over (Under) Expenditures/Transfers Out	29	-1,439,276	-1,990,683	6,452,177
Beginning Fund Balance July 1	30	24,427,101	26,417,784	19,965,607
Ending Fund Balance June 30	31	22,987,825	24,427,101	26,417,784

CITY OF

indianola

Department of Management

ADOPTED BUDGET SUMMARY

YEAR ENDED JUNE 30, 2019

Fiscal Years

(A)	(B)	GENERAL (C)	SPECIAL REVENUES (D)	TIF SPECIAL REVENUES (E)	DEBT SERVICE (F)	CAPITAL PROJECTS (G)	PERMANENT (H)	PROPRIETARY (I)	BUDGET 2019 (J)	RE-ESTIMATED 2018 (K)	ACTUAL 2017 (L)
Revenues & Other Financing Sources											
Taxes Levied on Property	1	4,228,935	1,863,359		611,557	0			6,703,851	6,326,908	6,227,175
Less: Uncollected Property Taxes-Levy Year	2	0	0		0	0			0	0	0
Net Current Property Taxes	3	4,228,935	1,863,359		611,557	0			6,703,851	6,326,908	6,227,175
Delinquent Property Taxes	4	0	0		0	0			0	0	0
TIF Revenues	5			2,285,759					2,285,759	2,077,145	1,924,197
Other City Taxes	6	274,686	1,137,797		1,626	0			1,414,109	1,276,405	1,984,012
Licenses & Permits	7	222,905	0					0	222,905	107,375	154,991
Use of Money and Property	8	464,285	0	0	0	0	0	680,300	1,144,585	508,733	1,109,866
Intergovernmental	9	333,202	1,842,012	0	15,388	501,000		0	2,691,602	2,449,626	2,319,051
Charges for Fees & Service	10	970,234	0		0	0	0	24,757,431	25,727,665	21,564,007	22,090,576
Special Assessments	11	0	0		0	0		19,750	19,750	2,000	189,737
Miscellaneous	12	573,989	4,000		0	0	0	1,280,035	1,858,024	2,941,983	3,369,443
Sub-Total Revenues	13	7,068,236	4,847,168	2,285,759	628,571	501,000	0	26,737,516	42,068,250	37,254,182	39,369,048
Other Financing Sources:											
Total Transfers In	14	4,971,437	200,911	0	1,173,623	1,598,360	0	4,613,577	12,557,908	12,471,016	11,069,571
Proceeds of Debt	15	0	0	0	0	0		3,251,622	3,251,622	0	0
Proceeds of Capital Asset Sales	16	20,670	0	0	0	0	0	0	20,670	17,000	1,180,074
Total Revenues and Other Sources	17	12,060,343	5,048,079	2,285,759	1,802,194	2,099,360	0	34,602,715	57,898,450	49,742,198	51,618,693
Expenditures & Other Financing Uses											
Public Safety	18	5,174,635	0	0			0		5,174,635	4,746,851	4,973,101
Public Works	19	247,127	1,293,449	0			0		1,540,576	1,502,213	1,474,419
Health and Social Services	20	0	0	0			0		0	0	0
Culture and Recreation	21	2,098,946	0	0			0		2,098,946	2,088,474	2,123,236
Community and Economic Development	22	457,537	0	20,000			0		477,537	985,300	935,587
General Government	23	1,446,845	0	0			0		1,446,845	1,436,572	1,449,136
Debt Service	24	10,000	0	0	2,066,545		0		2,076,545	2,433,150	2,655,685
Capital Projects	25	884,013	0	0		2,054,360	0		2,938,373	2,823,067	400,334
Total Government Activities Expenditures	26	10,319,103	1,293,449	20,000	2,066,545	2,054,360	0		15,753,457	16,015,627	14,011,498
Business Type Proprietary: Enterprise & ISF	27							31,026,361	31,026,361	23,246,238	20,085,447
Total Gov & Bus Type Expenditures	28	10,319,103	1,293,449	20,000	2,066,545	2,054,360	0	31,026,361	46,779,818	39,261,865	34,096,945
Total Transfers Out	29	1,413,422	2,511,095	1,314,523	0	0	0	7,318,868	12,557,908	12,471,016	11,069,571
Total ALL Expenditures/Fund Transfers Out	30	11,732,525	3,804,544	1,334,523	2,066,545	2,054,360	0	38,345,229	59,337,726	51,732,881	45,166,516
Excess Revenues & Other Sources Over (Under) Expenditures/Transfers Out	31										
	32	327,818	1,243,535	951,236	-264,351	45,000	0	-3,742,514	-1,439,276	-1,990,683	6,452,177
Beginning Fund Balance July 1	33	6,925,040	5,211,548	1,330,762	1,115,589	-1,287,878	0	11,132,040	24,427,101	26,417,784	19,965,607
Ending Fund Balance June 30	34	7,252,858	6,455,083	2,281,998	851,238	-1,242,878	0	7,389,526	22,987,825	24,427,101	26,417,784

Meeting Date: 03/05/2018

Subject

Public hearing and first consideration of an amendment to C-2 (highway commercial) zoning to clarify permitted uses and include C-2 zoning (highway commercial) in the site plan initial procedures (P&Z unanimously recommended approval on 2/12/18)

Information

Council needs to hold the public hearing and first consideration an amendment to C-2 (highway commercial) zoning to clarify permitted uses. At the January P&Z meeting the commission discussed clarifying the use of contractor shops as a permitted principal use within the C-2 zoning classification. In the past we have allowed this type of use under item #23 *Personal Service and Repair Shops* and item #24 *Business and Professional Offices and Studios*.

The new language proposed amends Item #17 *Plumbing, heating and air conditioning sales, service and repair* to the following: **“Electrical, plumbing, mechanical, landscaping, general contractor, sales, service and repair shops, with no outside storage unless approved in accordance with Section 166.06, Site Plan.”** Section 166.06 is the Alternate Method of Approval portion of the Site Plan Ordinance. Meaning new contractor shops wanting to have exterior storage or existing shops wanting to expand their business by 50% or 1000 square feet in area would be required to seek additional approvals from Planning and Zoning Commission and City Council. A copy of the proposed ordinance is enclosed for your review.

Section 166.02 of the Site Plan Ordinance states “Notwithstanding anything contained herein, a site plan shall be required for any Outdoor Storage in M-1 Light Industrial District and M-2 General Industrial District.” If approved, staff recommends this portion of the Site Plan Ordinance be amended to include C-2 Highway Commercial District.

Roll call is in order.

Fiscal Impact

Attachments

Chapter 165
Ordinance

C-2	HIGHWAY COMMERCIAL	C-2
PERMITTED PRINCIPAL USES AND STRUCTURES		MINIMUM REQUIRED OFF-STREET PARKING
1. Automotive display, sales, service and repair	1 space per 300 square feet of sales, service or office floor area	
2. Gas Station/Convenience Store, not including the dispensing of liquefied propane for vehicles.	1 space for every 100 square feet of floor area for the first 2000 square feet of floor area, and 1 space for every 200 square feet in excess of 2000 square feet.	
3. Farm implement display, sales, service and repair	1 space per 300 square feet of sales, service or office floor area	
4. Plant nursery and garden supplies sales	1 space per 300 square feet of sales, service or office floor area	
5. Lumberyard or building materials sales	1 space per 300 square feet of sales, service or office floor area	
6. Restaurant, nightclub, café or tavern	1 space per 100 square feet of floor area	
7. Dance hall and skating rink	1 space per 100 square feet of floor area	
8. Drive-in eating and drinking establishment	5 spaces per 100 square feet of floor area	
9. Bowling alley	5 spaces per lane or alley	
10. Drive-in bank	4 spaces per teller window with a minimum of 5 spaces	
11. Motel or hotel	1 space per unit or campsite	
12. Dwelling unit above a store or shop	1 space per unit	
13. Bus terminal	6 spaces plus 1 off-street loading space for each bus serving the terminal	
14. Funeral parlor	1 space per 4 seats in the main chapel with a minimum of 5 spaces	
15. Railroads and public utilities but not including storage or maintenance yards and buildings	1 space per employee, plus 1 space per vehicle used by the facility with a minimum of 5 spaces	
16. Monument and market display and sales	1 space per employee, plus 1 space per vehicle used by the facility with a minimum of 5 spaces	
17. Plumbing, heating and air conditioning sales, service and repair	1 space per employee, plus 1 space per vehicle used by the facility with a minimum of 5 spaces	
18. Drive-in theater	Storage lanes outside the ticket booth to accommodate 10% of theater capacity	
19. Golf driving range, miniature golf	3 spaces per tee or green	
20. Radio or television broadcasting station	5 spaces plus 1 space per employee	
21. Dry cleaners	1 space per employee, plus 1 space for every 800 square feet with a minimum of 5 spaces	
22. Clubs and lodges	1 space for every 4 places of seating capacity	
23. Personal services and repair shops	1 space per employee, plus 1 space for every 300 square feet of floor area with a minimum of 5 spaces	
24. Business and professional offices and studios	1 space per employee, plus 1 space for every 300 square feet of floor area with a minimum of 5 spaces	
25. Wholesale ice sales	1 space per employee, plus 1 space for every 300 square feet of floor area	
26. Facilities for the training or rehabilitation of mentally and/or physically handicapped individuals, even though such training involves the assembling, packaging or restoration of manufactured items, so long as the training does not involve the manufacture of an original product	1 space per employee, plus 1 space for every 300 square feet of floor area with a minimum of 5 spaces	
27. Sales, service and repair of mobile homes, campers, boats, motorcycles, snowmobiles and other recreational equipment	1 space for every 300 square feet of floor area	
28. Antiques, pottery or ceramic shops	1 space for every 300 square feet of floor area	
29. Liquor store	1 space for every 100 square feet of floor area for the first 2,000 square feet of floor area, and 1 space for every 200 square feet of floor area in excess of 2,000 square feet	
30. Frozen food locker	1 space for every 300 square feet of floor area	
31. Floral shops	1 space for every 300 square feet of floor area	
32. Printing shops	1 space for every 300 square feet of floor area with a minimum of 5 spaces	
33. Combination motel and apartment buildings	2 spaces per unit	
34. Service, repair and rental of trucks, trailers, household goods, light construction equipment and lawn and garden equipment	1 space for every 300 square feet of total floor area with a minimum of 5 spaces	

C-2	HIGHWAY COMMERCIAL		C-2
PERMITTED PRINCIPAL USES AND STRUCTURES		MINIMUM REQUIRED OFF-STREET PARKING	
35.	Retail livestock feed sales exclusive of milling, mixing, storage of dry bulk feed and grain and grinding of feed	1 space for every 300 square feet of sales or service floor area	
36.	Grocery, apparel, appliances, hardware, toy, drug, gift and specialty shops and retail stores similar in nature	1 space per 100 square feet of floor area for the first 2,000 square feet of floor area, and 1 space per 200 square feet for the floor area in excess of 2,000 square feet	
37.	Dwelling unit used in conjunction with a store or shop	2 spaces per unit	
38.	Churches, temples and parsonage or rectory adjacent thereto	1 space for every 4 seats in the main auditorium	
39.	Veterinarian clinic for companion animals without outside cages or run permitted with a minimum distance of 100 feet from a residentially zoned area. Veterinarian clinic treating large animals on site permitted on a minimum lot of 2 acres, and with any building or holding pen associated with such clinic located at a minimum distance of 200 feet from any residentially zoned area. (Ord. 1533 – Nov. 14 Supp.)	1 space for every 300 square feet of surface and office floor area with a minimum of 5 spaces	
40.	Bottle and can redemption center with all storage and activities to be conducted in a totally enclosed structure	1 space per employee, plus 1 space for every 300 square feet of total floor area with a minimum of 5 spaces	
41.	Auction sales which are limited to the sales of appliances, furniture, apparel, toys and products similar in nature and size, provided there is no exterior storage and provided further that there are no exterior sales after sunset	1 space for every 100 square feet of floor area	
42.	Self-service storage facilities	1 space for every 100 storage cubicles or a fraction thereof and one space for each employee shall be located adjacent to the project office or in a location approved by the Building Official on the same lot	
43.	Limited manufacturing and processing subject to the special requirements listed below	1 space per employee or 1 space per 500 square feet of floor area, whichever is greater	
(Ord. 1552 – May 16 Supp.)			
44.	Fireworks Retail Sales Facilities	See Special Requirements Below (Ord. 1569 – Aug 17 Supp.)	
PERMITTED ACCESSORY USES AND STRUCTURES			
1.	Uses and structures clearly incidental and necessary to the permitted principal uses or structures of this district.		
2.	Storage warehouses in conjunction with the permitted uses or structures of this district.		
3.	Temporary buildings and equipment used in conjunction with construction work, provided that such buildings and equipment are removed promptly upon completion of the construction work.		
4.	Tourist campground – accessory use to hotel or motel. (Ord. 1564 – May 17 Supp.)		
SPECIAL EXCEPTION USES AND STRUCTURES			
Subject to Section 165.35(2) and the other requirements contained herein, the Board of Adjustment may permit the following:			
1.	Museums and art galleries compatible with the surrounding neighborhood provided that appropriate conditions and safeguards shall be required by the Board of Adjustment to protect the surrounding area from the proposed use and to protect the proposed use from future development in the vicinity. Consideration shall also be given to the anticipated traffic generated, character of the structure, noise, lighting and outside storage. A minimum of one (1) parking space for every one hundred (100) square feet of floor area, or fraction thereof shall be provided. For outdoor display areas, the Board of Adjustment shall require additional parking as deemed appropriate for the specific nature of the use.		
2.	Preschools or day care centers provided that no preschool or day care center shall commence operations in any building nearer than one hundred fifty (150) feet to any building wherein there is the sale of beer, wine or liquor for consumption on the premises, and all preschools or day care centers shall be licensed by the State of Iowa, and all day care and preschools centers shall have one off-street parking stall per employee.		
3.	Elementary or secondary schools provided that such schools shall be for grades kindergarten through eighth, shall have six-foot high fencing between the school property and adjacent commercial uses, shall have at least one vehicle access that is not a highway access, and shall have one off-street parking space per classroom and one off-street parking space per office.		

CITY OF INDIANOLA, IOWA

Ordinance No. _____

AN ORDINANCE AMENDING THE CITY CODE OF ORDINANCES OF THE CITY OF INDIANOLA, IOWA, CHAPTER 165, ZONING REGULATIONS, TO CLARIFY PERMITTED USES WITHIN #17 OF THE C-2 ZONING CLASSIFICATION

WHEREAS, a clarification is needed concerning certain shops in the C-2 zoning classification; and

WHEREAS, the Planning and Zoning Commission met on February 13, 2018, to consider a proposal to amend the zoning regulations to allow for and to reflect additional types of businesses in the #17 classification; and

WHEREAS, the Commission has made a recommendation to the City Council to amend Chapter 165; and

WHEREAS, a notice was published and a hearing held in accordance with the law, and the City Council now deems it reasonable and appropriate to amend Chapter 165 accordingly.

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

Section 1. Indianola Code Section 165, “C-2 District Zoning Regulations,” is hereby amended to allow for and to reflect additional types of businesses within the C-2 zoning classification by deleting the stricken language and adding the underlined language:

~~17. Plumbing, heating and air conditioning sales, service and repair~~ Electrical, plumbing, mechanical, landscaping, general contractor, sales, service and repair shops, with no outside storage unless approved in accordance with Section 166.06, Site Plan.

Section 2. Indianola Code Section 166.02, “Site Plan Initial Procedure” is hereby amended to allow for and to reflect additional zoning classification by adding the underlined language:

Notwithstanding anything contained herein, a site plan shall be required for any Outdoor Storage in M-1 Light Industrial District, M-2 General Industrial District and C-2 Highway Commercial.

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 passage, approval and publication as provided by law.

PASSED AND ADOPTED at Indianola, Iowa, this ____ day of _____, 2018.

Kelly B. Shaw, Mayor

ATTEST:

Diana Bowlin, City Clerk

First reading: _____

Second reading: _____

Third reading: _____

Publication Date: _____

Meeting Date: 03/05/2018

Subject

Public hearing and first consideration of an ordinance adding new section 90.2 "Private Water Wells"

Information

Council needs to hold the public hearing and first consideration to add Section 90.2 "Private Water Wells" to the Code of Ordinances (packet).

Section 90.2 Private Wells Prohibited

Except in an area zoned A-1 (agricultural), it is unlawful for any person, firm or corporation to drill, construct, operate or maintain a well or wells within the city limits for the purposes of bringing to the surface of the ground any subterranean and/or underground water.

FYI - The IMU Board of Trustees reviewed this at the February 12 meeting and recommended approval.

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 90.2
“PRIVATE WATER WELLS”**

**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:

90.2 PRIVATE WELLS PROHIBITED.

Except in an area zoned A-1 Agricultural, it is unlawful for any person, firm or corporation to drill, construct, operate or maintain a well or wells within the city limits for the purposes of bringing to the surface of the ground any subterranean and/ or underground water.

Exceptions.

- A. This chapter shall not apply to any well/wells existing and in operation within the city limits on the date of the passage of the ordinance codified in this chapter or to the replacement of existing wells. The owner of any existing well to be replaced shall be required to secure a permit from the Warren County Environmental Health Department for the drilling and operating of the replacement well. If a replacement well is installed, the abandoned well is required to be plugged according to Chapter 39 of the Iowa Administrative Code. If in the county’s health department judgement an existing well is in such a state of disrepair or of such construction that the health and safety of the city public water supply could be compromised, the county’s health department shall have the authority to require the plugging of the existing well according to Chapter 39 of the Iowa Administrative Code.
- B. This chapter shall not apply to any wells, which, in the opinion of the Community Development Department Director, are required to be drilled by it for the purposes of obtaining and furnishing additional water for the general public use and the preservation and protection of the public health, safety and general welfare of the residents of the city.
- C. This chapter shall not apply to closed loop, vertical, geothermal heating and cooling loop fields. However, prior to the installation of the vertical loop field a Iowa Department of Natural Resources permit must be obtained. In order to receive a permit from the IDNR, a map of the proposed loop must be provided along with a completed well installation permit signed by the county sanitarian or a member of the water supply section of the Iowa Department of Natural Resources authorized to

provide water well installation permits.

- D. This chapter shall not apply to a private well upon written application to the city and a determination by the Director of Community Development that any one of the following conditions exists:
1. The point of water use is greater than three hundred feet from an accessible distribution water main owned and controlled by the city.
 2. The proposed private well is needed due to extraordinary circumstances caused by the location of the property within the city which, if private ground water sources were not used, would work an extraordinary hardship upon the property owner.
- E. Upon determination by the Director of Community Development that an exception to the prohibition against the use of a private well exists as specified in subsection D., the utility superintendent shall verify with the department of natural resources that the placement, depth and other features associated with the proposed well do not conflict with any actively monitored LUST site or cause other water quality problems. Upon final determination by the utility superintendent a permit will then be issued by the Iowa Department of Natural Resources.

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 _____, 2018.

Kelly B. Shaw, Mayor

ATTEST:

Diana Bowlin, City Clerk

First reading: _____

Second reading: _____

Third reading: _____

Publication Date: _____

Meeting Date: 03/05/2018

Subject

Second consideration to amend Chapter 155 Sign Code and various code sections concerning commercial business district

Information

Council will need to hold the second consideration to amend Chapter 155 Sign Code and various sections concerning commercial business district. Highlights of the ordinance include:

- Sidewalk Sign means free standing portable sign. Typically designed as either A or T framed and to be used on daily basis and during business hours and within C-3 zoning only
- The intent of this section is to permit sidewalk signs within the C-3 zoning (Central Business District)
- Chapter 165.10(5), 135.06, 136.17 and 136.18 are hereby amended by inserting the following - Tables, chairs and displays associated with the adjoining business shall be allowed in the C-3 zoning (Central Business District)

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 OF INDIANOLA, IOWA, BY AMENDING
CHAPTER 155 SIGN CODE AND VARIOUS CODE SECTIONS
CONCERNING COMMERCIAL BUSINESS DISTRICT

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

Section 1. Indianola City Code Chapter 155 is hereby amended by inserting the following underlined new Section 155.3(14) and renumbering the following sections:

14. "Sidewalk Sign" means free standing portable sign. Typically designed as either A or T framed and to be used on daily basis and during business hours and within C-3 zoning only.

Section 2. Indianola City Code Chapter 155 is hereby amended by deleting "Building and Zoning" in Sections 155.9 and 155.10 and inserting "Community Development" in lieu thereof.

Section 3. Indianola City Code Section 155.26 is hereby amended by deleting the stricken language and adding the underlined language as follows:

155.26 GROUND SIGNS.

2. Maximum Surface Area. The size for all ground signs shall conform with the Zoning Ordinance (Chapter 165) zoning classification within chapter 155.

Section 4. Indianola City Code Chapter 155 is hereby amended by inserting the following underlined new Section 155.26(4):

155.26.4 SIDEWALK SIGNS. The intent of this section is to permit sidewalk signs within the C-3 zoning (Central Business District) subject to the following conditions:

- (1) Signs are permitted on all sidewalks provided there remains a free walking path with a minimum walking surface of five feet (5') in width.
- (2) Sign shall not exceed nine (9) square feet in area.
- (3) Sign shall not exceed five (5) feet in height.
- (4) Signs are allowing during business hours only.
- (5) Provide proof of public liability insurance for such sign in the amount of One Hundred Thousand Dollars (\$100,000).

Section 5. Indianola City Code Chapter 155 is hereby amended in Chapter 155.31(7)(D) by changing 15% to 10%.

Section 6. Indianola City Code Chapter 155 is hereby amended by inserting the following underlined new section Chapter 155.31(7)(F):

F. Sidewalk Signs. Subject to Conditions Listed Below:

- (1) Signs are permitted on all sidewalks provided there remains a free walking path with a minimum walking surface of five feet (5') in width.
- (2) Sign shall not exceed nine (9) square feet in area.
- (3) Sign shall not exceed five (5) feet in height.
- (4) Signs are allowing during business hours only.
- (5) Provide proof of public liability insurance for such sign in the amount of One Hundred Thousand Dollars (\$100,000).

Section 7. Indianola City Code Chapter 165.10(5) is hereby amended by inserting the following underlined sentence:

5. Use of public Right-of-way. No portion of the public road, street or alley right-of-way shall be used or occupied by an abutting use of land or structure for storage or display purposes or to provide any parking or loading space required by this chapter, or for any other purpose that would obstruct the use or maintenance of the public right-of-way. Provided, however, tables, chairs and displays associated with the adjoining business shall be allowed in the C-3 zoning (Central Business District) subject to the following:

- (1) Permitted on all sidewalks provided there remains a free walking path with a minimum walking surface of five feet (5') in width.
- (2) Allowed during business hours only.
- (3) Provide proof of public liability insurance for such sign in the amount of One Hundred Thousand Dollars (\$100,000).

Section 8. Indianola City Code Chapter 135.06 is hereby amended by inserting the following underlined sentence:

135.06 USE FOR BUSINESS PURPOSES. It is unlawful to park, store or place, temporarily or permanently, any machinery or junk or any other goods, wares, and merchandise of any kind upon any street or alley for the purpose of storage, exhibition, sale or offering same for sale without permission of the Council, or to engage in a business of selling and delivery of same from a vehicle or other mobile conveyance on any public streets, sidewalks, alleys or rights-of-way except when such an area is closed with the permission of the Police Chief. Provided, however, tables, chairs and displays associated with the adjoining business shall be allowed in the C-3 zoning (Central Business District) subject to the following:

- (1) Permitted on all sidewalks provided there remains a free walking path with a minimum walking surface of five feet (5') in width.
- (2) Allowed during business hours only.
- (3) Provide proof of public liability insurance for such sign in the amount of One Hundred Thousand Dollars (\$100,000).

Section 9. Indianola City Code Chapter 136.17 is hereby amended by inserting the following underlined sentence:

136.17 MERCHANDISE DISPLAY. It is unlawful for a person to place upon or above any sidewalk, any goods or merchandise for sale or for display in such a manner as to interfere with the free and uninterrupted passage of pedestrians on the sidewalk; in no case shall more than three (3) feet of the sidewalk next to the building be occupied for such purposes. Provided, however, tables, chairs and displays associated with the adjoining business shall be allowed in the C-3 zoning (Central Business District) subject to the following:

- (1) Permitted on all sidewalks provided there remains a free walking path with a minimum walking surface of five feet (5') in width.
- (2) Allowed during business hours only.
- (3) Provide proof of public liability insurance for such sign in the amount of One Hundred Thousand Dollars (\$100,000).

Section 10. Indianola City Code Chapter 136.18 is hereby amended by inserting the following underlined sentence:

136.18 SALES STANDS. It is unlawful for a person to erect or keep any vending machine or stand for the sale of fruit, vegetables or other substances or commodities on any sidewalk without first obtaining a written permit from the Council. Provided, however, tables, chairs and displays associated with the adjoining business shall be allowed in the C-3 zoning (Central Business District) subject to the following:

- (1) Permitted on all sidewalks provided there remains a free walking path with a minimum walking surface of five feet (5') in width.
- (2) Allowed during business hours only.
- (3) Provide proof of public liability insurance for such sign in the amount of One Hundred Thousand Dollars (\$100,000).

Section 11. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

Section 12. 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 _____, 2018.

Kelly B. Shaw, Mayor

ATTEST:

Diana Bowlin, City Clerk

First reading: _____

Second reading: _____

Third reading: _____

Publication Date: _____

Meeting Date: 03/05/2018

Subject

Final consideration to amend Chapter 170 Subdivision Ordinance and Chapter 166 Site Plan Ordinance (P&Z unanimously recommended approval on January 9, 2018)

Information

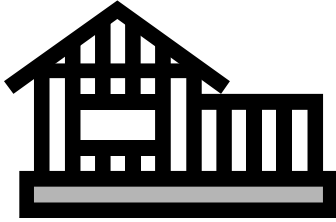
Council needs to hold the final consideration to amend Chapter 170 and 166. Enclosed is a copy of the proposed ordinance change the Planning and Zoning Commission discussed at the December 2017 meeting. The amendments eliminate the 30' requirement for areas adjacent to a public right-of-way, clarify the requirement of a buffer within the Site Plan Ordinance if an approved buffer park is present and allows the use of storm water detention basins, bio swales or similar uses within a buffer park with a recommendation from Planning and Zoning Commission and City Council approval.

Roll call is in order.

Fiscal Impact

Attachments

PZ Memo
PZ Minutes
Ordinance



To: Planning and Zoning Commission
From: Chuck Burgin, Director of Community Development
Subject: January 9, 2018 Meeting

Item #4 Consider amendment to buffer requirements of Chapter 170 Subdivision Ordinance and Chapter 166 Site Plan Ordinance.

I have enclosed a copy of the proposed ordinance change we discussed at the December 2017 meeting. The amendments eliminate the 30' requirement for areas adjacent to a public right-of-way, clarify the requirement of a buffer within the Site Plan Ordinance if an approved buffer park is present and allows the use of storm water detention basins, bio swales or similar uses within a buffer park with a recommendation from Planning and Zoning Commission and City Council approval.

Item #5 Approval of the 2017 Annual Report

Enclosed is a copy of the 2017 Annual report reflecting the action taken by the Planning and Zoning Commission in 2017. A simple motion to accept the report is in order.

Other Business

Throughout the years the city has allowed contractor shops as a permitted use within C-2 Highway Commercial zoning. I have included the C-2 permitted principal uses for your reference. It has been the opinion of previous city attorneys that the combination of several permitted uses, such as **#17 - Plumbing, heating and air conditioning sales, service and repair, #23 - Personal service and repair shops and #24 - Business and professional offices and studios**, all contain the same characteristics for a contractor shop and therefore have been allowed.

After a discussion with our current city attorney, she has the same opinion that the uses listed above describe contractor shops and therefore should remain as a permitted principal use. With Commission's direction, she will review and add some additional language that may include electrical contractors, landscaping contractors and general contractor shops that have the same characteristics that are currently allowed within the C-2 zoning classification.

Council Follow Up

Council approved the final reading of 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) at their December 18th meeting.

Council approved the final reading of the request amending Chapter 165.10 15 (F) to refer non-community Mobile Food and Beverage Vendors to Chapter 122.22 of the Transient Merchant requirements at their January 2, 2018 meeting.

Council approved the final reading of the request amending the transient merchant ordinance by adding new Section 122.22 “Mobile Food and Beverage Vendors” at their January 2, 2018 meeting.

Site Plan / Building Permit staff approvals included the following:

- There have been no staff approvals of site plans or building permits to date.

INDIANOLA PLANNING AND ZONING COMMISSION
REGULAR MEETING
JANUARY 9, 2018
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
Bob Ormsby
Josh Rabe
Sarah Ritchie

Also present: Terry Pauling, Mindi Robinson and Chuck Burgin.

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

Consider amendment to buffer requirements of Chapter 170 Subdivision Ordinance and Chapter 166 Site Plan Ordinance

Chuck reviewed the draft ordinance amending the Chapter 166.04(J) regarding buffer requirements stating the three main revisions include removing the language regarding the 30 foot buffer park when adjacent to a public right of way, clarifying the requirement of a buffer within the Site Plan Ordinance if an approved buffer park is present and allows for the use of bio swales, storm water basins or similar uses within a buffer park with an approved recommendation from Planning and Zoning Commission and City Council.

Motion was made by Farris and seconded by Rabe to approve an ordinance amending the City Code of Ordinances by amending Chapter 166 Site Plan and Chapter 170 Subdivision Regulations. Question was called for and on voice vote Chairperson Butler declared the motion carried unanimously.

Approval of the 2017 Annual Report

Motion was made by Opie and seconded by Fridley to approve the 2017 Annual Report. Question was called for and on voice vote Chairperson Butler declared the motion carried unanimously.

Other Business:

Chuck explained he received an inquiry from a local contractor regarding the use of contractor shops within C-2 (Highway Commercial) zoning. Chuck spoke with the City Attorney who has the opinion that contractor shops are an allowed permitted principal use within C-2 zoning under item #17, 23 or 24. However, the City Attorney suggested language to clarify the use may be appropriate.

Commission discussed the parking requirements, storage of materials and equipment and screening issues that should be addressed with the clarification. Commission recommended staff move forward with drafting an amendment that clarifies the use of contractor shops within C-2 zoning.

Chuck informed Commission the February meeting would include the election of officers.

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

Joe Butler, Chairperson

Mindi Robinson

CITY OF INDIANOLA, IOWA

Ordinance No. _____

**AN ORDINANCE AMENDING THE CITY CODE OF ORDINANCES OF
THE CITY INDIANOLA, IOWA, BY AMENDING CHAPTER 166 SITE
PLAN AND CHAPTER 170 SUBDIVISION REGULATIONS**

**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 amending Chapter 166.04(J) by inserting the underlined language:

J. The following conditions shall require a buffer yard between abutting districts and uses: Whenever any person or firm develops or builds on any tract or parcel of land for which an official site plan is required within a C-1 (Shopping Center District), C-2 (Highway Commercial), C-3 (General Retail and Office), C-4 (Planned Commercial District), M-1 (Limited Industrial) or M-2 (General Industrial) which is adjacent to an A-1 (Agricultural), R-1 (Single-Family Residential), R-2 (Single- and Two-Family Residential), R-3 (Mixed Residential), R-4 (Multiple-Family Residential), R-5 (Planned Residential) or R-6 (Mobile Home Residential) zoning classification, the tract or parcel of land shall have a buffer yard adjacent to the A-1, R-1, R- 2, R-3, R-4, R-5 or R-6 zoning classification.

Whenever a person or firm develops or builds a permitted use on any tract or parcel of land within a residential zoning classification, a buffer complying with section 166.04(2)(J) shall be installed when development occurs adjacent to more than one single family dwelling lot when any of the conditions listed below exist.

- (1) The required off-street parking for the new improvement exceeds four stalls.
- (2) Each dwelling unit does not have its own independent vehicle access to the City right-of-way.

EXCEPTION. If the principal structure, driveway or parking area is constructed a minimum distance of 100' from the adjoining property line, no buffer is required.

Buffer yards required under the provisions of this subsection shall be accomplished by any one of the following methods:

(1) A buffer yard of twenty (20) feet or less in width with a five-foot high earth berm for the entire length of the lot; and three (3) overstory trees, six (6) understory trees and fifteen (15) shrubs per one hundred (100) lineal feet; or

(2) A buffer yard more than twenty (20) feet in width with five (5) overstory trees, ten (10) understory trees and ten (10) shrubs per one hundred (100) lineal feet; or

(3) A six-foot high double-face opaque wooden fence; or a six-foot high masonry wall, to be constructed with face brick, stucco or a similar finished surface toward the A-1, R-1, R-2, R-3, R-4, R-5 or R-6 zoning classification.

Buffer yard requirements do not apply if an approved buffer yard required by Chapter 170.40 or 170.42 is present.

The City Council reserves the right to waive or modify to a lesser restriction any provision or requirement of buffer yards contained herein, provided a favorable report on such change is recommended by the Planning and Zoning Commission and approved the by Council, and further provided, said waiver or modification does not adversely affect the intent of these regulations to adequately safeguard the general public and surrounding property.

Section 2. The Indianola City Code is hereby amended by deleting the stricken language in Chapter 170.40(1) and (2) and inserting the underlined language after (2):

170.40 CONDITIONS REQUIRING A SIXTY FOOT BUFFER PARK.

1. Platting of vacant land into single- or multi-family residential lots that lie adjacent to M-1 (Limited Industrial) or M-2 (General Industrial). ~~In the case where M-1 or M-2 lies adjacent to public road or right of way, a 30' buffer park shall be required constructed parallel along the entire width of the parcel adjacent to the public road or right of way provided the buffer does not conflict with Section 165.10 paragraph 1. Visibility at Intersection of the zoning ordinance.~~ The buffer park shall be completed prior to the issuance of any certificate of occupancy within the platted area.

2. Platting of vacant land into M-1 (Limited Industrial) or M-2 (General Industrial) lots that lie adjacent to single- or multi-family lots. ~~In the case where M-1 or M-2 lies adjacent to public road or right of way, a 30' buffer park shall be required constructed parallel along the entire width of the parcel adjacent to the public road or right of way provided the buffer does not conflict with Section~~

~~165.10 paragraph 1. Visibility at Intersection of the zoning ordinance.~~ The buffer park shall be completed prior to the issuance of any certificate of occupancy within the platted area.

The buffer requirements of Chapter 166.04(J) do not apply when an approved buffer park is present.

The City Council reserves the right to waive or modify to a lesser restriction of any provision or requirement of buffers, upon receiving a recommendation by the Planning and Zoning Commission, provided the waiver or modification does not adversely affect the intent of the regulation. Things that can be considered include water detention basins, bio swales or similar uses, but are not limited to the future development as shown by the current Comprehensive Plan and the compatibility or non-compatibility of permitted uses in adjacent but different zoning classifications.

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 passage, approval and publication as provided by law.

PASSED AND ADOPTED at Indianola, Iowa, this ____ day of _____, 2018.

Kelly B. Shaw, Mayor

ATTEST:

Diana Bowlin, City Clerk

First reading:_____

Second reading: _____

Third reading:_____

Publication Date:_____

Meeting Date: 03/05/2018

Subject

Consideration of a request from IMU to waive the building permit fee for the Indianola Municipal Utilities Line Shop

Information

In your packet is a request from Tom Gaffigan, General Manager, requesting the City forgive the \$3,303.00 building permit fee for the new line shop on East Iowa Avenue and any future application for building permits from IMU. Staff has reviewed past improvements made by IMU and building permits have been required as well as enforcement of all ICC related codes. However, the permit fees for multiple improvements over the years have been waived. Staff recommends waiving the fee.

Roll call is in order.

Fiscal Impact

Attachments

IMU Request



Electric • Telecommunications • Water

February 28, 2018

To: Honorable Kelly B Shaw, Mayor
City of Indianola, Iowa
And
Members of the Indianola, Iowa City Council

From: Tom Gaffigan
General Manager
Indianola Municipal Utilities

Subject: City of Indianola – Application for Building Permit

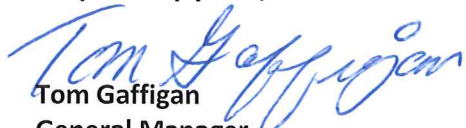
Dear Mayor Shaw & City Councilpersons:

I am writing about the attached Application for Building Permit for Indianola Municipal Utilities Electric Line Shop at 1300 East Iowa Avenue. According to The Application we are to be charged a \$3,303.00 Permit Fee. While I understand the necessity for IMU to go through the normal process of applying for a Building Permit, the fact that we are going to be charged for the permit is a surprise to me.

It has been my experience in other communities that such fees are forgiven as part of the collaborative process and mutual cooperation between The City and The Municipal Utility. I would hope, given the success we have shared by working together for many years to the benefit of our two organizations, and our residents, that consideration be given to forgiving the \$3,303.00 Permit Fee.

Consequently, I request the Permit Fee on the attached Application be forgiven. Also, I ask that any future Application for Building Permit from Indianola Municipal Utilities not be subject to the Permit Fee.

Respectfully yours,


Tom Gaffigan
General Manager

APPLICATION FOR BUILDING PERMIT

12/28/17

CITY OF INDIANOLA

Number
Date

IMPORTANT - Complete ALL items. Mark boxes where applicable

Name of Applicant Mike Metcalf - IMU / Ross Dix - Downing Job Address 1300 E Iowa Ave
Valuation: Lot \$ Buildings \$ Zone M-2 Size of Lot 43,560 sf
Legal Description 19-76-23 IND LAND IN SEC SW IA NE SW

II. TYPE AND COST OF BUILDING - All applicants complete Parts A - D.

A. TYPE OF IMPROVEMENT 1 ☒ New Building 2 ☐ Addition (If residential, enter number of new housing units added, if any, in Part D, 13) 3 ☐ Alteration (See 2 above) 4 ☐ Repair, replacement 5 ☐ Demolition (If multifamily residential, enter number of units in building in Part D, 13) 6 ☐ Moving (relocation) 7 ☐ Foundation only	D. PROPOSED USE - For "Demolition" most recent use Residential 12 ☐ One family 13 ☐ Two or more family - Enter number of units 14 ☐ Transient hotel, motel, or dormitory - Enter number of units 15 ☐ Garage 16 ☐ Carport 17 ☐ Deck 18 ☐ Pool 19 ☐ Other (Specify) _____ Nonresidential 20 ☐ Amusement, recreational 21 ☐ Church, other religious 22 ☒ Industrial 23 ☐ Parking garage 24 ☐ Service station, repair garage 25 ☐ Hospital, institutional 26 ☐ Office, bank, professional 27 ☐ Public utility 28 ☐ School, library, other educational 29 ☐ Stores, mercantile 30 ☐ Tanks, lowers 31 ☐ Other (Specify) _____
B. OWNERSHIP 8 ☐ Private (individual, corporation, nonprofit institution, etc.) 9 ☒ Public (Federal, State or local government)	

C. VALUATION 10 Value of improvement \$ 1,600,000.00 <i>To be installed but not included in the above cost</i> a. Electrical TBD b. Plumbing TBD c. Heating, air conditioning TBD d. Other (elevator, etc.) N/A TOTAL VALUE OF IMPROVEMENT \$ 1,600,000.00	Nonresidential - Describe in detail proposed use of buildings, e.g. food processing plant, machine shop, laundry building at hospital, elementary school, secondary school, college, parochial school, parking garage for department store, rental office building, office building at industrial plant. If use of existing building is being changed enter proposed use. NEW INDIANOLA MUNICIPAL LINE SHOP BUILDING <i>Community Development Value = \$650,000.00</i> ☐ \$7,500.00 Improvement Requires Public Sidewalk
---	---

III. SELECTED CHARACTERISTICS OF BUILDING - For new buildings and additions, complete Parts E-L: For demolition, complete only Part J, for all others, skip to IV.

E. PRINCIPAL TYPE OF FRAME 32 ☐ Masonry (wall bearing) 33 ☐ Wood frame 34 ☒ Structural steel 35 ☐ Reinforced concrete 36 ☐ Other - Specify _____	G. TYPE OF SEWAGE DISPOSAL 42 ☒ Public or private company 43 ☐ Individual (septic tank, etc.) H. TYPE OF WATER SUPPLY 44 ☒ Public or private company 45 ☐ Individual (well, cistern)	J. DIMENSIONS 50 Number of stories 1 51 Total square feet of floor area, all floors, based on exterior dimensions 16450 52 Total land area, sq. ft. 43650
F. PRINCIPAL TYPE HEATING FUEL 37 ☒ Gas 38 ☐ Oil 39 ☐ Electricity 40 ☐ Coal 41 ☐ Other - Specify _____	I. TYPE OF MECHANICAL Will there be central air conditioning? 46 ☒ Yes 47 ☐ No Will there be an elevator? 48 ☐ Yes 49 ☒ No	K. NUMBER OF OFF-STREET PARKING SPACES 53 Enclosed 54 Outdoors 18 L. RESIDENTIAL BUILDINGS ONLY 55 Number of bedrooms 56 Number of Full Bathrooms Partial

IV. IDENTIFICATION - To be completed by all applicants

Name	Mailing address - Number, street, city and state	Zip Code	Tel. No.
1. Owner	INDIANOLA MUNICIPAL UTIL	50125	(515) 964-9444
2. Contractor State Reg. #	DOWNING (CM) C093523	50125	(515) 961-5386
3. Architect State Reg. #	ETHOS DESIGN 460057	50226	(515) 984-3077

The owner of this building and the undersigned agree to conform to all laws of the City of Indianola

Signature of Applicant	Fire Chief If Required	Application date
Building official	Permit fee \$ 3,303.00	Receipt number
	Date permit issued	Permit number

Please detach when completed

Permit Number _____

CITY OF INDIANOLA, IOWA
Application for Certificate of
Occupancy and Compliance

Date _____

Notice is hereby given to the Building Inspector that the _____

located at and known as _____
Street is now completed.

You are hereby requested to make necessary inspection and to issue a certificate of occupancy and compliance.

Signed _____ Owner

**CITY OF INDIANOLA
BUILDING PERMIT FEE ITEMIZATION**

Downing Const.
Name

1300 E. Iowa Ave.
Address

Permit No.

Receipt No.

Legal Description

<u>Permit</u>	<u>Fee</u>	<u>Code</u>	<u>Fee Paid</u>
Building Permit	Schedule	001-1700-41200	<u>\$3,303.00</u>
.....			
Electric Service Fees:	\$60.00 (overhead)	630-8200-45634	<u>N/C</u>
<i>Per-Mike Metcalf</i> <i>1-16-18</i>	\$100.00 (underground)		
	\$35.00 (temporary construction)		
Electric Meter	\$100.00	630-8200-45636	<u>N/C</u>
.....			
Water Permit	\$15.00	001-1700-41260	<u>N/A</u>
Water Inspection	\$40.00	001-1700-45280	<u>N/C</u>
Water Connection	\$150.00	600-8100-45400	<u>N/C</u>
Meter Connection	\$50.00 + meter cost:	600-8100-45602	<u>N/C</u>
<i>Per-Lou Elbert</i> <i>1-16-18</i>	5/8" meter - \$290.00		
	3/4" meter - \$330.00		
Construction Water	\$35.00	600-8100-45601	<u>N/C</u>
.....			
Sewer Permit	\$20.00	001-1700-41240	<u>N/A</u>
Sewer Inspection	\$100.00 (wye available)	710-8300-45281	<u>N/A</u>
Sewer Inspection	\$200.00 (field tap)		<u>N/A</u>
Sewer Tap Fee	Schedule	710-8300-45613	
.....			
Electric Permit	Schedule	001-1700-41120	
Plumbing Permit	Schedule	001-1700-41160	
Mechanical Permit	Schedule	001-1700-41140	
Driveway Permit	\$20.00	001-1700-41220	<u>N/A</u>

[Signature] TOTAL:
Building/Zoning Official

1-17-18
Date

Meeting Date: 03/05/2018

Subject

Resolution approving a professional service agreement with Intermedix Corporation for the EMS Billing Services

Information

In your packet is the resolution approving the professional service agreement (packet) with Intermedix Corporation of Fort Lauderdale FI for the EMS Billing Services.

Fire Chief Chia received seven proposals and recommends Intermedix Corporation of Fort Lauderdale FI with the following rates (packet):

Price % per net collection- Amount the Company will invoice the City for their work per month	Anticipated Rev per transport- Amount company estimated can collect/run history	Pricing for current open accounts	Pricing % per account turned over to lowa Income Offset program for non-activity or delinquency
4.25%	\$423	\$20/account	No charge

Roll call is in order.

Fiscal Impact**Attachments**

Memo
Intermedix Proposal
Resolution
Agreement
Insurance Requirements

Memo

TO: Mayor Kelly Shaw and Council Members
Cc: City Manager Ryan Waller

FROM: Fire Chief Gregory M Chia

DATE: March 1, 2018

RE: Emergency Medical Service Billing

As you are aware the city provides ambulance services. The Indianola Fire Department publicized an RFP for EMS Billing Services. The chart on the following page outlines the information submitted by the bidding companies.

It is my recommendation to accept the bid and award the contract to Intermedix Corporation 6451 N. Federal Highway, Suite 1000, Fort Lauderdale, FL.

Historical financial data illustrates an increase in healthcare reimbursement request. It is estimated that by contracting out this service the city has the potential cost savings.

The past Billing Agents loaded cost were \$73,000. If the department can outsource this task at a percentage of collections by a vendor and remain in the 10% range there is a cost savings to the department.

Collections for the years 2015, \$657,000 and 2016, \$641,410 identify the potential savings.

	Pricing % per net collections	Anticipated Revenue per transport	Pricing for current open accounts	Software and interface	Intrastate Clients	Pricing % per accounts turned over to Iowa Income Offset
Lifequest Services	5.85%	\$284	5.85%	TriTech Respond Billing & Zoll RescueNet	Dubuque & Sioux City Fire Department	5.85%
AMBUBILL	8%	None quoted	No Response	ZirMed, Zoll, RescueNet	None, New York Based Company	No Response
PCC Billing Service	7.5%	\$585	7.5%	ESO Billing & Dispatch	Mason City, Muscatine, Clinton	No-charge
Action Professional Billing	11%	\$500	No- charge	Harrison Software	1-Virginia Township FD, New Virginia, IA	5%
Intermedix	4.25%	\$423	\$20 per account	Internally developed program	Council Bluffs IA	No-charge
EMS Billing Services	10%	\$502	10%	McKesson Lytec Practice Billing Software	Multiple Cities in Iowa	10%
Medicount Billing	7%	\$475-\$500	7%	TriTech Respond Billing & Emdeon	None, Ohio Based Company	7%

Price % per net collections: This is the amount the company will invoice the City of Indianola for their work per month.

Anticipated Revenue per transport: This is the amount each company has estimated they can collect per run from historical Indianola Fire Department data. This is very fluid and changes due to payor mix.

Pricing for current open accounts: All accounts in 2017 which have been invoiced only once or need further follow-up due to insurance companies.

Pricing % per accounts turned over to Iowa Income Offset Program: accounts turned over to Iowa Income Offset program for non-activity or delinquency.

February 28, 2018

City of Indianola
110 N. 1st Street
Indianola, IA 50125
Attn: Diana Bowlin
515.961.9410

Reference: RFP EMS Billing Services

Dear Ms. Bowlin:

Attached is the Intermedix proposal for EMS Billing Services for the City of Indianola (City).

We have provided what we feel to be a comprehensive solution to address your EMS billing and collection services.

With nearly 40 years of experience in this space, our industry footprint extends to over 230 clients nationwide. Intermedix has significant experience in supporting clients in Iowa, which makes us familiar with Iowa payers. We also own and maintain a sizable insurance database for individuals in the greater Des Moines area.

If selected, our professional services team will assign designated project manager to expedite and assist the City in the process of setting up billing with us and to share common billing best practices. **This will minimize the time for us to start collecting revenue for the City.** In addition, we have advanced, yet user friendly reporting capabilities to provide standard monthly reports, ad-hoc data queries and a management dashboard for tracking trends.

We are confident that our knowledge, technology and customer service model makes us the right partner for City. We are dedicated to providing superior service and are committed to your success. Please reach out to Michael Brook at 415.505.8545 or via email at Michael.Brook@intermedix.com should you need any further information.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'ML', with a long horizontal line extending to the right.

Melissa Leigh
Sr. Vice President, General Counsel and Corporate Secretary
Melissa.Leigh@intermedix.com

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City of Indianola

Proposal Requirements



Proposal Requirements for RFP

The vendor must be able to meet requirements of this RFP. If unable to meet the requirements but still plan to submit a bid, or if there are any questions on information to be submitted, contact the City of Indianola City Clerk Diana Bowlin as directed on the cover page of this RFP. The proposal should contain the following information to be considered. Any item not addressed in the proposal may result in a bid being disqualified. Submitted information should be based on emergency care and transportation responses only, since the City of Indianola does not provide scheduled nor "non-emergent" transport services.

A. A history of your firm representing the knowledge and experience in emergency care and transportation based ambulance services. Vendor should have experience with, and complete and up-to-date knowledge of ambulance billing with Medicare, Medicaid, and all other commercial insurance providers.

1. Current list of emergency ambulance billing contracts held since Jan. 1, 2012. Please provide company or governmental agency, contact person, email address, address and phone number, which can be contacted as references. References should have a comparable department structure. For each reference describe the services performed.

Due to the number of clients Intermedix serves across the county, it is not possible to provide a list of this nature. However, we have provided three references from which the City may contact as references.

Agency Name	Contact Person	Email/Phone	Services Performed
Council Bluffs, IA	Rick Benson	rbenson@councilbluffs-ia.gov 712.256.6882	EMS Billing
Mehlville, MO	Craig Walk	cwalk@mehlvillefire.com 314.894.0420 xt. 1707	EMS Billing
Unified Government of Wyandotte County, KS	David Shost	dshost@kckfs.org 913.573.5493	EMS Billing

B. The vendor will be up-to-date on current regulations, including but not limited to ACA and HIPAA. There shall be a complete and up-to-date understanding of Medicare regulations regarding electronic claims, paper claims, reviews and hearings and there

shall be a complete and up-to-date understanding of ground ambulance transportation billing.

Our understanding and expertise of billing ground ambulance transportation services goes back nearly 40 years and as such, the length and depth our experience is unrivaled in the industry. Intermedix and its systems are certified compliant with CMS rules and regulations, including HIPAA and HITECH requirements regarding security. Our compliance program is dedicated to HIPAA compliance, encompassing HIPAA privacy and security rules, HITECH and the Omnibus Rule.

C. Provide copies of your Medicare Sender Number and Medicaid Provider Number.

The Medicare and Medicaid Provider numbers are assigned to the provider and not the billing company. We will make sure that your provider numbers are active and work with you to update any relevant information that is required for us to bill on your behalf with your Provider numbers. The information you request is as follows:

- IMX Medicare Sender # 99073
- IMX Medicaid Provider # CH00002

D. Sample reports are to be submitted with your proposal as listed below for a government entity of similar size:

Intermedix offers a library of reports that have been developed specifically for EMS agencies to gain meaningful insight into the effectiveness of their billing operations. Our standard library of EMS reports includes an array of financial data reports as well as medic statistics and key performance indicators.

Reports can be scheduled to run on a regular basis (monthly), or run on-demand by authorized client users via an internet-enabled computer.

1. Monthly Reports

- a. **Electronic Transmission Logs - list of electronic transmission dates and total of charges submitted to the insurance company.**
- b. **Management Review of Monthly Activity - summary of charges, receipts, adjustments.**

Attachment 2, Sample Reporting Package will allow the City to review the standard monthly reports provided.

2. Quarterly Reports

- a. **Areas of Business - identifying payer mix.**
- b. **Comparison of Revenue Generated - Current Year vs. Last Year.**
- c. **Cash Receipts Comparison - Current Year vs. Last Year.**

- d. Accounts Receivable - detail by patient account (following HIPAA compliancy) and date of service aged by current to one hundred eighty (180) days in thirty (30-day) increments.**

Attachment 2, Sample Reporting Package will allow the City to review the standard quarterly reports provided.

3. Accounting Reports - including the following:

- a. Accounts Receivable Reconciliation -the total accounts receivable transactions.**
- b. Formatted for the City Finance Director to easily identify the debit and credit changes.**
- c. General Ledger Report.**
- d. Accounts Receivable Summary.**

Attachment 2, Sample Reporting Package will allow the City to review the standard accounting reports provided.

Please note that ad hoc reports can be created for the City at no additional cost.

E. Provide a proposed time-table for all contract activities which must occur from the date of contract award throughout the first contract year.

We are proposing an implementation period of 60 days, during which time we expect to accomplish the necessary integrations. Our professional services team will communicate with the City throughout the implementation process to ensure that all stakeholders are aware of milestones and associated tasks that must be accomplished to meet project deadlines. This is critical to maintaining your cash flow.

We will work with the City's leadership during the implementation phase to understand its desired policies and procedures to ensure our billing staff has documented guidelines to follow. We will meet with administrators during the implementation process to identify specific guidelines and procedures for handling its accounts, ensuring that our staff members are knowledgeable about your requirements and can execute effectively.

F. Credit card payments can be processed various ways. Currently, credit card payments are taken by our city accounting office and funds are receipted into our bank account daily. Detail your preferred process for collections via credit card.

Our Credit / Debit Card Policy dictates the standards associated with handling credit and debit cards (either in paper or electronic format). It also states that we do not capture full credit or debit card number electronically in our system. Our Safeguarding Confidential Information Policy includes additional standards regarding how we handle all patient data. There are a limited number of employees that have access to patient credit and debit card

information and they have been trained on the security requirements associated with the processing of these types of payments.

For your patients, Intermedix offers a self-service Patient Portal to all of our clients, allowing patients to log in at their convenience and update contact, insurance, or payment details. If the City has entered into a merchant agreement with our online payment partner, the option to make payments becomes available to the patients. Patients are presented with a Make Payment button through which they are redirected seamlessly to the online payment site to update insurance and/or pay by credit card or electronic check. Those funds get settled to the City's account daily. We can also utilize the City's existing credit card process if we can agree on a secure way for capturing and transmitting the data.

G. Billing responsibilities will be transferred to the new vendor on the first day of the contract. Ninety (90) days following the commencement of the contract, there will be a full and complete transfer of billing/collection information to the successful vendor. It will be the vendor's responsibility to accomplish the transfer from the City's current software provider. This will be at the vendor's expense. A smooth continuation of billing and collection services must be provided so that the City can provide, efficient service to its citizens. Indicate how you intend to accomplish this task and the approximate number of days to complete this process.

Understood. A typical traditional transition timeline is approximately 8 weeks. Our estimate assumes we will only be focused on accounts from the date of contract award forward and we would be fully able to bill those accounts from award date in less than 90 days. Should the City desire a transfer of accounts prior to contract award, there would be an additional fee due to the time and expense of an AR conversion, which would take at least 6 weeks to complete.

City of Indianola

Administrative Information



Administrative Information

Set-up /Transition Process

Billing responsibilities will be transferred to the new Vendor on the first day of the contract. Ninety days following the commencement of the contract, there will be a full and complete transfer of billing/collection information to the vendor. It will be the vendor's responsibility to accomplish the transfer from the City's current software. This will be at the vendor's expense. A smooth continuation of billing and collection services must be provided so that the City can deliver efficient service to its citizens and maintain its revenue from accounts receivable.

A smooth transition begins with solid milestones and the necessary data elements provided by the client. Below is a snap shot of a typical Transition Plan Timeline. We will work closely with the City to develop an implementation plan to include milestones and that fits with your prescribed needs.

Transition Plan Timeline

Typical Implementations take ~8 weeks to Go Live
Then transition to the Client Relations ongoing supports teams occur

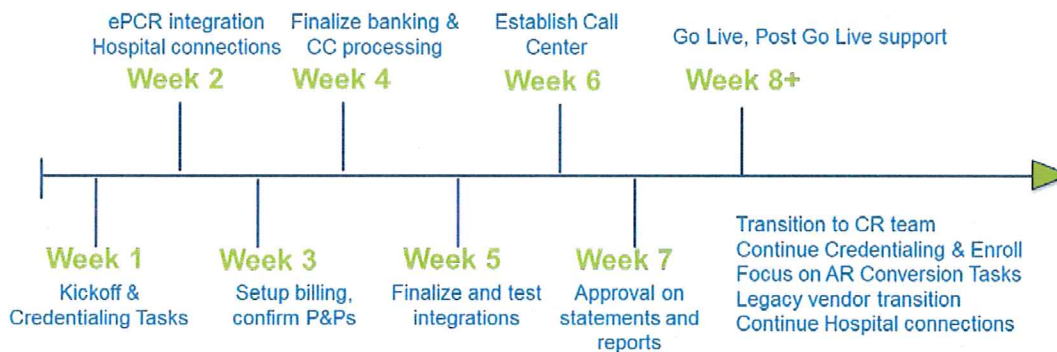


Figure 1: Sample Transition Plan Timeline

The Intermedix billing system is a proprietary solution, developed in-house by an expert team of software engineers. Our processes are designed to focus on the uniqueness of the EMS patient encounter. Each step in our EMS RCM Methodology and Approach contributes to the compliant maximization of revenue and patient satisfaction. The Figure below provides an at-a-glance view of this process, details of which can be found in Attachment 1 EMS RCM Methodology and Approach. Attachment 1 also provides an impressive outline of milestones that take place to ensure the City receives maximum revenue.

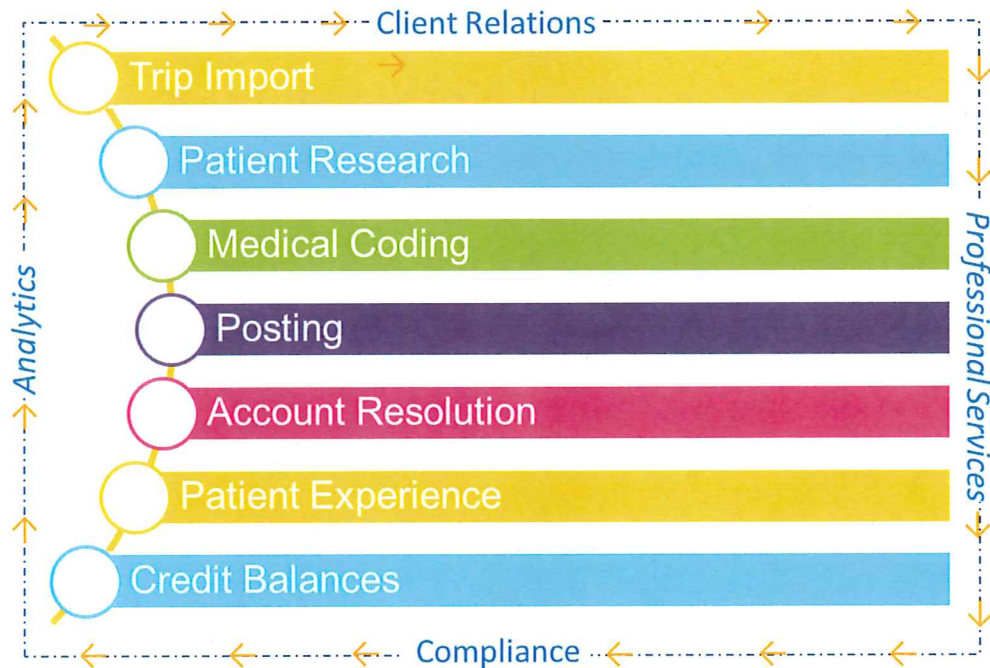


Figure 2: Our end-to-end processes recognize the constraints EMS services face when gathering billing information from patients who are in distress.

Billing

Electronic Claims

A. Vendor shall have a current Medicare Sender Number and Medicaid Provider Number.

As stated in our response to Question C in the previous section, the Medicare and Medicaid Provider numbers are assigned to the provider and not the billing company. We will make sure that your provider numbers are active and work with you to update any relevant information that is required for us to bill on your behalf with your Provider numbers.

- IMX Medicare Sender # 99073
- IMX Medicaid Provider # CH00002

B. Vendor shall have the capability of electronically transmitting claims to Medicare and Medicaid of Iowa. Vendor shall indicate if they are filing electronically for any service now and how other types of insurance filings will be handled.

Our specialists file as many claims as possible, electronically and submit paper until an electronic format can be established. Typically over 90% of claims are filed electronically.

Claims that contain supplemental payer information are submitted according to the established procedures after the initial payment is received. For all payers, the system

generates the secondary claim immediately upon posting of the primary insurance payment. When dealing with Medicare crossover claims, we automatically:

- Send claims to the supplemental insurer.
- File a claim with the corresponding EOBs to the secondary payer on file if a secondary payment is not received in a predefined number of days.
- Handle exceptions and adjust the remaining balance when Medicare does not cover the remaining 20% responsibility.
- File a claim with the supplemental insurer immediately upon receipt of Medicare's Electronic Remittance Advice when we have supplemental insurance (MediGap) on file, but Medicare has not crossed over the information to the payer. We file Medicare secondary claims electronically with all required information.

C. Vendor shall be capable of filing paper claims for Medicare and Medicaid requests, if necessary.

For primary payers, the majority of claims are electronically filed, and our IMX Billing system can include electronic attachments, which allows us to electronically file claims when the payer requires PCRs, such as for liability payers. We print and mail paper claims if electronic delivery is not available or when the payer requires hard copies of PCRs.

For secondary and tertiary payers, information is submitted after the initial payment is received. When dealing with secondary claims; we:

- Capture the Medicare crossover claim filing date on the account. If the secondary claim is not adjudicated in a predefined number of days based on client and payer configurations, the IMX Billing system automatically files a claim with the primary payer explanation of benefits (EOB) to the secondary payer.
- Send paper claims with supporting primary payment information, such as an EOB, on non-Medicare crossover accounts and when the secondary payer is not Medicare.
- File Medicare secondary claims electronically with all required information.

D. The successful vendor will be required to collect the patient's signature in cases where the City's EMS was unable to obtain the patient's signature during transport (if required). The record of this signature will be maintained by the successful vendor for review by Medicare Auditors.

Intermedix has and continues to accumulate an extensive database of patient information for the purpose of obtaining patient insurance, demographic, and Medicare signature information. If we do not receive valid signatures that meet Medicare's guidelines, we will attempt to secure the signature from the patient and work with the City to identify accounts that can be attested to by your Hospitals. In today's world of HIPAA and HITECH, our database is a value-added asset we offer to the City that will be very difficult to replicate with a different vendor.

Patient accounts are bounced against over 44 million records each evening. Extensive edits and Patient Research Specialists are in place to ensure that the data used is current and applicable to the current transport.

E. Successful vendor will be responsible for requesting and obtaining from the City's Fire Department all required documentation for handling insurance reviews and/or hearings.

Understood. During the first step of our EMS RCM process – **Trip Import** – the objective is timely capture of all incidentals, which includes the import of patient demographic, insurance and clinical data. ePCR transmission files are retrieved from our secure website and validated every 15 minutes, with validated files imported each night. If we have any trips with missing key information or our coders determine a critical piece of information is missing, we will contact the Fire Department to obtain the required documentation.

F. Vendor must be capable of interfacing with Emergency Reporting Software. This is the City of Indianola Fire Departments Record Management System.

Our ePCR Integrations team is responsible for all aspects related to the integration of the City's ePCR solution into our IMX Billing system. This includes the scheduling of file transmission to our secure site, mapping data values, resolution of import errors that may arise over time, and more.

As depicted in the Figure below, the team has established excellent relationships and partnerships with all of the major ePCR vendors in the industry, allowing us to quickly address needs that arise. Although we do not have an interface with Emergency Reporting Software, as long as they can transmit the required data fields, we will have no issues interfacing with the NEMSIS 3 data.

Integrations by ePCR Vendor w/ Annual Transports

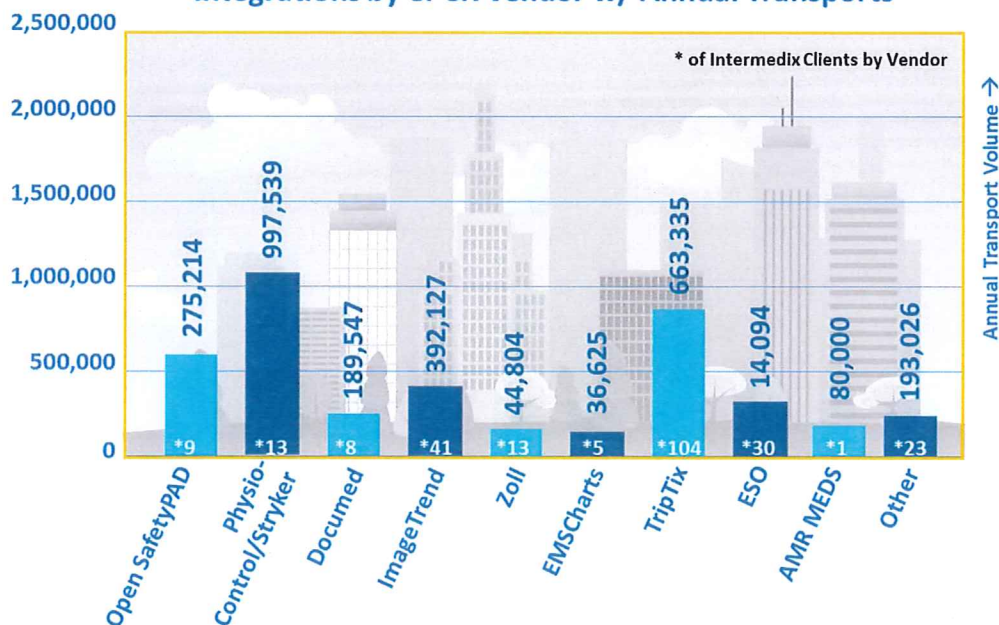


Figure 3: Our extensive client base allows us to work with virtually every ePCR system on the market. If the City chooses to switch ePCR vendors, it is highly likely we have an interface to that system. The chart above illustrates just some of the interfaces in place today.

G. NEMSIS 3 reporting standards will be followed for data provided to selected vendor unless a state or federal upgrade is required for compliance.

Understood. We currently interface with many ePCR vendors using NEMSIS 3 and NEMSIS 2. The ePCR vendor is responsible for submitting required NEMSIS 3 data to the proper governing bodies.

Invoicing

H. It is preferred that the vendor file customer insurance claims within five (5) days from receipt of transport information from the City's EMS responses.

Intermedix is able to meet this requirement with clean claims where we have valid insurance information.

I. The vendor must invoice EMS customers a minimum of four (4) times in the first ninety (90) days for any unpaid balance, at thirty-day (30) increments.

Intermedix' patient invoicing is highly flexible and we will work with the City to establish a suitable billing cycle. We will share insight into best practices for patient invoicing and are capable of setting up a four statement cycle with each statement 30 days apart.

J. The vendor will forward unpaid and inactive accounts exceeding one hundred twenty (120) days from invoice date to the City Finance Director. If alternative

arrangements can be made with the Finance Director it is acceptable to prolong the turn over period.

Understood. Our billing system provides a comprehensive audit trail for the City, including all billing and collection notices (insurance invoices or patient statements) associated with a patient account. These are easily viewed from the account activity screen that has a hyperlink to each notice and provide justification as to why an account should continue the billing cycle beyond 120 days.

K. The customers must be invoiced at least once every thirty (30) days after the first month. The customer's invoice should include a summary of the amount paid by the insurance company, as well as what is due from the customer. The invoice should include an aging of the balance due.

Understood. Patient invoices include an itemized invoice for the services provided with a current balance and language that provides the customer with details about where the account is in the billing process and whether we are billing the insurance company or the patient.

L. The vendor will be responsible for rebilling the insurance company for its portion of a bill if the claim is not paid in accordance with the City's terms. If correspondence to the insurance company is required, a copy of the correspondence will go to the customer.

Understood. We pursue payment from the insurance company until our efforts are exhausted. In certain cases the customer must get involved when the appeal on short-pays made on behalf of the City are denied.

Non-Deliverable / Returned Mail

A. The vendor will be responsible for processing all returned mail that originates from their mailings.

All patient correspondence is reviewed and accounts are updated accordingly. Returned patient mail triggers a skip trace to capture an updated patient address. All correspondence is scanned and attached to the patient account.

B. This mail must be opened and date-stamped on the date of receipt.

Because we receive such a large volume of mail, it is not possible to date stamp it. If the mail comes directly to our center, it is scanned within five business days. If it is routed from a lockbox or another facility, it causes a delay. With that said, all correspondence we receive is scanned into the billing system and all of those transactions are date stamped.

C. Mail must be processed within five (5) working days.

Understood. Mail is scanned and processed within five business days of our direct receipt.

D. Vendor will attempt to identify the proper address of the patient for billing purposes.

If patient demographic information is not found during our Patient Information Database search, we perform skip tracing through a connection with LexisNexis. Information received includes, but is not limited to patient Names, SSNs, DOBs, addresses, phone numbers, and date of death. Only records that meet our extremely high matching requirements are updated automatically to patient accounts. Records not meeting our stringent automatic update criteria are provided to Patient Research Specialists for review and update the address and other information.

Accounts Receivable

A. The vendor will be responsible for the purchase and maintenance of software (and upgrades) to include extraction of data capabilities to be compatible with the City's software system (RMS).

Understood. Our solution is web-based and easily accessed by authorized City users through your secure internet connection.

B. The successful vendor must collect from the patient, or the patient's insurance, all legally collectable amounts. All Medicare and Medicaid regulations governing collection of the accounts due must be adhered to.

Understood.

C. The vendor must establish a business relationship with the local Medical Center Emergency Departments or Medical Records Department for non-identified insurance carrier information.

Understood.

D. After 120 days from invoice date, all accounts with no payment activity that have little or no immediate prospect for payment will be turned over to the City for collection. The vendor must make every effort possible to make collection within the 120 days in the utmost professional means as the vendor is representing the City. The vendor's methods must be compliant with all applicable federal, state and local laws and regulations, including without limitation, those regulating debt collection, privacy and confidentiality requirements.

Intermedix perceives ourselves as an extension of the City and will only perform "soft collections". We maintain a professional and courteous demeanor and do everything possible to assist your patients, resolve any concerns, and ultimately get their account paid. Our compliance program is dedicated to HIPAA compliance, encompassing HIPAA privacy and security rules, HITECH and the Omnibus Rule. Our program also addresses PCI (Payment Card Industry) Data Security Standards and applicable State Information Security and Privacy controls.

- E. As part of the collection of accounts receivable, the vendor will be required to pay for all postage, computer equipment, billing software, computer supplies, envelopes, letterhead, insurance claim forms and all other supplies needed to collect the amount due.**

Understood.

- F. The vendor will submit a monthly "summary of activity report" covering the accounts receivable. This report will include, at a minimum, the totals of charges, receipts, adjustments, and the ending accounts receivable balance during the period covered by the report. These reports must be submitted to the Finance Department and the Fire Department.**

Understood. Please see Sample Client Reports provided as Attachment 2.

- G. A report detailing patient accounts and the aging of accounts receivable is to be submitted monthly to the Finance Department and Fire Department. This report is to include, at a minimum, the patient name, date of service, and the total amount due, aged from current to one hundred twenty (120) days in increments of thirty (30) days.**

Understood. Please see Sample Client Reports provided as Attachment 2.

- H. The City expects to have online access to view patient accounts and payment information.**

We offer maximum access to your reports and patient data, no matter where a patient record is in the billing process. From the point it enters our billing system electronically through the ePCR import, every time the record is touched by an automated process, an insurance invoice or patient bill is generated or an Intermedix billing specialist working the account - all client account data is accessible 24/7/365 to those authorized by the City.

Third Party Billing

- A. The vendor will be required to bill the patient's secondary insurance (if applicable).**

Understood. Claims that contain supplemental payer information are submitted according to the established procedures after the initial payment is received. For all payers, the system generates the secondary claim immediately upon posting of the primary insurance payment.

- B. The vendor will be responsible for collecting the information from the patient if the information provided by the City's Fire Department is incomplete.**

Understood.

- C. The vendor will be required to provide to Medicare the appropriate MediGap Numbers for electronic transmission of secondary claims (if applicable).**

Understood. When dealing with Medicare crossover claims, we:

- Send claims to the supplemental insurer automatically.
- File a claim automatically with the corresponding EOBs to the secondary payer on file if a secondary payment is not received in a predefined number of days.
- Handle exceptions automatically and adjust the remaining balance when Medicaid does not cover the remaining 20% responsibility.
- File a claim with the supplemental insurer immediately upon receipt of Medicare's Electronic Remittance Advice when we have supplemental insurance (MediGap) on file, but Medicare has not crossed over the information to the payer.
- File Medicare secondary claims electronically with all required information.

Collections

MEDICARE APPEALS

The vendor must make application on behalf of the patient for the first appeal related to a Medicare denial that reasonably will produce revenue, with additional documentation, i.e. Emergency Department physician notes etc. The vendor will be required to acquire and submit the necessary documentation on behalf of the patient as part of the application process.

Understood. If the Medicare denial can be appealed, Intermedix will always complete the appeal on the patient's behalf.

We appeal short pays and correct any coverage related issues by re-verifying insurance. We feel very confident that when we submit a transport for payment to governmental payer, we have determined that it meets the rules for Medical Necessity, Level of Service, Medicare Signature Requirements, and any remaining submittal requirements. Thus, any account that would subsequently be denied is appealed. This is typically not a large volume and usually requires only a trip report being sent to the payer.

We continuously look for new ways to leverage technology and processes that will help us increase our ability to collect on unpaid accounts before considering third party collections.

If the Fire Department's documentation does not support an appeal, we will provide guidance to the patient on how he/she can appeal the denial to Medicare by introducing additional documentation from the hospital or a physician.

MEDICAID PAYMENTS

The City recognizes that under Medicaid guidelines, the City cannot pursue the Medicaid recipient for any balances remaining after Medicaid has made payment. The City will not require prior approval for this type of write off; however, the vendor will include in detail, the Medicaid write-offs monthly with the monthly reports to the Finance Department and the Fire Department.

Understood. A “write-off” report is part of the standard reporting package (we call statutory write-offs “adjustments”). Please refer to Attachment 2 Sample Reporting Package for details.

HARDSHIP CASES

The City understands that some EMS customers may experience financial hardship, and would suffer an undue burden, in being expected to pay an ambulance transport bill in its entirety and/or unpaid insurance balances. The vendor will be required to obtain from the individuals qualifying for a hardship case review, all pertinent information necessary for the City Finance Director to approve or deny a hardship write-off. The alternative will be to initiate a payment plan with customer.

All “special” cases, as such hardship or write-off policies will be addressed per the City’s guidelines, with the City’s policies and made available for all City calls. Patient Experience Specialists are trained on your guidelines that include these special cases.

Software, Accounting and Financials

Deposits

- A. Mailed payments will utilize a lock box system to speed payment receipt. The vendor will receive payment information from the lockbox processor so payments can be posted to patient accounts. Any additional account correspondence received in the lockbox will be forwarded to the vendor. The costs of the lockbox system will be accepted by the City. If the vendor has an alternative method of receipting payments, please detail your preferred process.**

Understood. Intermedix considers this a best practice. For all payments that are not received electronically, we recommend that the monies be sent to a lockbox/bank of the City’s choosing. With a local lockbox your remittance address will be local and you are able to access revenue as soon as claims are paid. The City remains as the account holder and would provide the bank written approval for Intermedix to receive copies of all original correspondence shared with the client. With a lockbox, all payments are processed in a secure fashion. Intermedix is provided with posting information and patient correspondence on a daily basis. Upon receipt of payment documentation, payments are posted to the appropriate account and reconciled to the bank deposit by our Payment Posters. Please also see our response to Question B for additional information.

- B. Credit card payments can be processed various ways. Currently, credit card payments are taken by the city accounts receivable employee's and the funds are settled into our bank account daily. Detail your preferred process for collections via credit card.**

Intermedix offers a self-service Patient Portal to all of our clients, allowing patients to log in at their convenience and update contact, insurance, or payment details. If the City enters into a merchant agreement with our online payment partner, the option to make payments becomes available to your patients via a link. They are presented with a Make Payment button

through which they will be redirected seamlessly to the online payment site to update insurance and/or pay by credit card or electronic check.

Intermedix manages credit card payments through an interface with ZirMed, a PCI-Compliant Level One Service Provider. When patients access the Intermedix bill payment site, they are seamlessly redirected to ZirMed's interface where final processing occurs. Intermedix does not capture or store any card holder data electronically. Intermedix applies industry best practices across our environment as part of our information security and compliance program.

Receipt Posting

A. The routine accounting functions, including posting charges, receipts and account balances must never exceed 24 hours from receipt of information.

Our posting time frame commitment is an average below 48 business hours. Our average time is typically less than 24 hours, but periodically payments require research and we strive to exceed our commitments.

B. Any refunds due on accounts that result from overpayments must be securely communicated to the City on a weekly basis for processing.

Intermedix is committed to proper and timely processing of credit balances and expedited refunds. As soon as the posting process creates a credit balance on an account, the account is sent to our Credit Balance Queue. We are able to commit to a bi-weekly process for the City.

Our Credit Balance Specialists research accounts in the queue to determine the best course of action (e.g., apply adjustments to correct posting mistakes, request insurance recoupments, complete payment transfers to other patient accounts, etc.). If an account is deemed as a legitimate overpayment or duplicate payment, the Specialists proceed to gathering supporting documentation from our IMX Billing system (e.g., payer EOBs and copies of the checks, etc.). The Specialist reviews the information, identifies the payer that is due the refund, and completes the necessary refund request documentation.

In order to ensure proper and timely processing of credit balances and expedite refunds, we will send the file and all required documentation to the City on a monthly basis or on a schedule otherwise indicated by the [Client Name]. The City will then process and send refund checks directly to the appropriate party.

C. Failure to consistently comply with the above posting requirements will result in a delay of payment of fees to the vendor until patient accounts are brought current.

Understood.

Right to Audit

- A. The vendor must make all records available to the City Auditors that relate to the EMS billing business.**

Understood. We believe in full transparency to the City.

- B. The vendor will be required, upon notice, to allow the City and its authorized agents access to audit, inspect and copy records and documentation as often as the City considers necessary during the contract period established; and during the period of seven (7) years thereafter. The City will retain ownership of all such records.**

We recognize that any data provided by the City for the purpose of billing for ambulance transports will remain the property of the City at all times. Although we hope the City will continue its partnership with Intermedix, upon termination of the contract, all records will be returned to you within a mutually agreed upon time frame. At the end of the contract with the City, Intermedix will provide all data, data files, data tables and data backup that are related to your accounts in a commercially readable format. We will work with the City and your new vendor to help ensure a smooth transition should you choose to end our partnership.

Intermedix will maintain all of the City's payment records for the required duration (for a period of at least 10 years), either in the original electronic format or via a scanned copy created from all paper-based payment records, in accordance with (5 ILCS 160/) State Records Act.

- C. Annually, the vendor must submit to the City an audit covering all billings prepared by the vendor from call reports received from the City and all revenue received and deposited. This information will be forward to the City Finance Director and Fire Chief. This audit will be prepared, at the expense of the vendor.**

Intermedix will make available to the City and its auditors records related to the City's contract only. We will however, make all records related to EMS billing business, to government agencies as required.

Professional Billing and Accounting Procedures

The vendor will be expected to adhere to generally accepted accounting principles to insure the establishment of an efficient billing, collection and recording system that is easily understood and audited.

Intermedix follows the Generally Accepted Accounting Principles (GAAP) in all of our financial and reporting processes. The segregation of duties is a key control procedure in the proper handling of funds. Our financial process involves properly assigning the handling of financial process control procedures among two or more competent and qualified individuals in a way that provides reasonable assurance that transactions processed will comply with transaction

process control standards (e.g., asset handling and disposition, recording transactions and review of balances).

Request for Payment

The successful vendor must invoice the City for services performed monthly. The invoice must be accompanied by a collections report for the period for which the successful vendor is seeking payment. Payment will be made only for services performed within the previous complete month. Invoices will be sent to the Indianola City Finance Director.

Understood. Please refer to Attachment 3 – Sample Invoices and Notices for review.

Software Requirements

All computer data/information concerning work performed under this proposal; including, but not limited to, patient information and balances due; will remain the property of the City always.

Understood. Please see our response B, under Right to Audit.

Maintenance of Records

- A. The successful vendor must keep and maintain adequate records of work, information, expenses, costs, invoices and materials provided and performed pertaining to the City's EMS ambulance transport billing. These records must be maintained during the contract period and for a period of seven (7) years thereafter. If the agreement is terminated, the data must be returned to the City of Indianola in a format and delivery method agreed upon between both parties. Further, the vendor must agree to surrender all information concerning work performed under this proposal (written and electronic format) at the termination of this contract by either party. All records must have some type of back-up system in place to recover in case of a catastrophic system failure.**

Understood. Intermedix will maintain all of the City's payment records for the required duration (for a period of at least 10 years), either in the original electronic format or via a scanned copy created from all paper-based payment records, in accordance with (5 ILCS 160/) State Records Act.

- B. The following features are required to be available through the billing software:**
- 1. Electronic Remittance Notification (ERN). This program is to provide paid and denied assigned paper and electronic claim information from Medicare.**

Understood. Remittance advice from all payers is attached to each patient's account and is viewable through a hyper-link.

- 2. Electronic Claim Status (ECS). This program is to provide a report which shows the status of all the outstanding paper and electronic assigned claims in the Medicare B processing system.**

Our billing software does not provide direct access into the Medicare B processing system. We can check on select claims when requested, but because this is tracked through our clearinghouse, it does not reside in the billing system and the City would not have access.

- 3. Electronic Rejects. This is to provide a report of all claims from the previous day's transmission that were rejected on the front end of the Medicare B processing system.**

Understood. We can report on rejections received.

- 4. The software must have the capability of producing daily and monthly reports; and to electronically file claims to Medicare, Medicaid, BCBS and other agencies.**

Understood.

- 5. The software should include an accounts receivable function capable of following up with balance due from customers and insurance companies.**

Understood.

- 6. The system should produce monthly statements that show the amount due from the customer and insurance company.**

Understood.

- 7. There should be collection notices (letters) available by specific customer that can be user- defined.**

Understood. Please refer to Attachment 3 Sample Invoices and Notices for examples.

Intermedix provides an advanced patient invoice program that can easily be configured to meet the City's requirements. The invoicing cycle is dynamic, allowing invoices to be sent sooner or later based on the patient account status and work queue activities. Patient satisfaction is increased by purposefully avoiding contact where there is a high probability of resolving their account without their involvement. The program also shortens the time period for sending accounts to collections, by accelerating the invoice cycle. Of course, the system has maximum wait dates per the City's desired schedule to ensure accounts do not go too long without sending a patient invoice.

In addition, the patient invoice program is very flexible with the utilization of different wording based on account attributes. The goal is to provide a simple, easy to understand invoice that helps the account to get resolved. In fact, [there are 16 different attributes that can be used to tailor the wording to the specific patient account situation. That's trillions of wording options.](#)

- C. The Fire Department currently uses Emergency Reporting software to record medic run data. It is anticipated there will be additional upgrades to the Emergency Reporting software during the life of this contract to include transitioning to an ePCR. The successful vendor will be required, at their expense, to have appropriate billing software compatible with the Fire Department's RMS.**

Understood. Please see our response to QF under Billing for more details on this process.

Communications

Professional Interagency Communications

The vendor will, always, maintain an ongoing professional and courteous working relationship with the City's customers and City of Indianola, including all respective departments (Fire Department, Finance Department, City Manager, and City Clerk).

Understood. The City has access to a designated Customer Relations Manager, who will oversee your account and provide continuous communications on current activities and ways to increase your revenue.

Customer Calls

The vendor must provide a telephone number with voice mail, fax number and e-mail address by which customers may contact them. Under no circumstances will customers pay the cost of the calls. On week-ends and holidays, the voice mail and e-mail messages should receive some type of response within 48 hours (e-mail or phone response). The vendor must possess the ability to communicate effectively with a linguistically diverse population.

Our goal is to handle every patient call professionally with minimum wait times. The City's patients will access our Patient Experience team through its designated toll free number, which maintains active customer service hours from 8:00 a.m. to 8:00 p.m. EST Monday through Friday and 9:00 am to 3:30 pm on Saturday. When calls are received afterhours, we provide a messaging system, which is answered the next business day. Many of our Patient Experience Specialists are bi-lingual (English and Spanish) and we cover over 200 languages with a translation service via connection with interpreter.

The City also has a direct line into their designated Customer Relations Manager for any and all questions related to its account.

All written or verbal communications between the vendor and the EMS customer (patient or legal guardian) will be conducted in a professional and courteous manner.

Understood.

The vendor will be expected to meet in Indianola, Iowa with City personnel or authorized agents at either party's request. The vendor will be responsible for any expenses

incurred to attend these meetings. Special meetings may be held at the vendor's location at times agreeable to both parties.

Understood. In-person meetings and the frequency in which they occur can be arranged with your Client Relations Manager.

Reports Request

- A. All written requests for ambulance transport records/reports by customers, legal guardians of patients, attorneys, law enforcement agencies, insurance companies, court subpoenas, notarized statements, physicians, or medical facilities are to be forwarded immediately to the Fire Department.**

Understood.

- B. All verbal requests for ambulance transport records/reports are to be denied.**

Understood. The City is the custodian of the transport records/reports.

- C. Vendor will advise all callers of the appropriate procedure (as established by the City) to follow in obtaining EMS transport records/reports.**

Understood. Intermedix considers this a best practice and defers to the City's guidelines.

Education

- A. The vendor will be required to provide in-service training for the City EMS staff on report writing to meet Medicare requirements. The in-service training will be held on the premises of the City's Fire Department or other methods agreed upon and necessary between the two parties. This in-service training may be coordinated with the date of the administrative meeting described above.**

Understood. All training is conducted through our Educational Outreach team. We offer a comprehensive training program that includes live onsite documentation training, online learning and annual crew documentation reviews to track your agency's improvement. The real value of this offering comes when our team and the City partner to determine the best training approach based on the findings of the crew documentation review. The team is composed of seasoned EMS veterans who offer an educational experience that reaches paramedics, EMTs, officers and support staff. They are always ready to assist you with your education needs, including targeted documentation audits.

The online crew documentation training is available via a 24/7 web-based portal. We are continually expanding the training content and current courses include Understanding Compliance & Medical Necessity, Signature & Credentialing Requirements, Level of Service, Introduction to EMS Documentation, Documenting Medical Complaints, More Documenting Tips & Scenarios, Writing the Narrative, Top 5 EMS PCR Data Points to Improve Upon, and another 6 modules related to non-emergency transports. Online system features include:

- Instant training course tests results

- Printable certificate of completion for training files, for selected courses
- Contact hours and college level CEUs awarded, for selected courses
- Reporting to track your agency progress

Onsite training typically comes at an additional fee to cover the time and travel costs, but we have numerous free resources available to the City.

- B. Vendor will be responsible for providing the City's Fire Department with any information update that is deemed pertinent to ambulance billing (i.e. Medicare and Medicaid billing charges).**

Understood.

- C. Vendor will be responsible for providing the City's Fire Department with working documentation and training on ambulance transport records that would facilitate reimbursement by third party payer.**

Understood. Please see our response to Q, A above regarding training.

- D. Vendor will be responsible for providing the City's EMS staff with training to keep current our policies and practices regarding billing and revenue.**

Understood. Please see our response to Q, A above regarding training.

Contract

Service Start-up Date

The City requires that the vendor have the billing service software in place and fully operational within 100 days of award. If you are unable to meet this deadline, please state the reasons.

Intermedix agrees with this requirement.

Subcontracting

No portion of the services required under this RFP and the resulting contract may be subcontracted without the prior written approval by the City of Indianola.

Intermedix will not be engaging with subcontractors for this project.

Term of Contract

This contract is anticipated to be awarded to the successful vendor around March 05, 2018. The contract will be for three (3) years with three-twelve (12) month renewals if mutually agreeable to both the City and the vendor.

Understood.

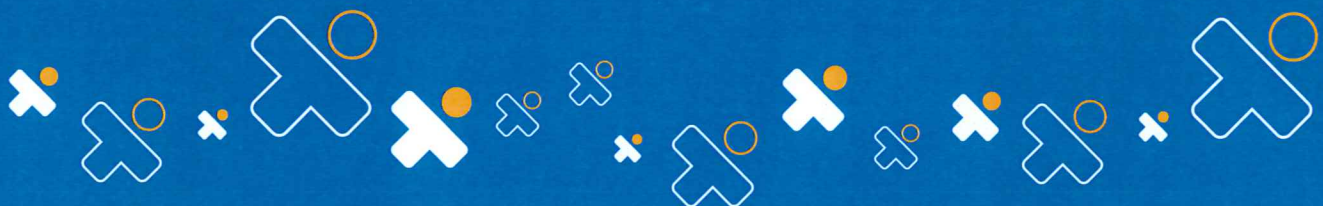
HIPAA Compliance

The selected vendor must enter into a Business Associate Agreement (BAA) agreeing to comply with all applicable confidentiality provisions of HIPAA.

Intermedix has reviewed the BAA provided with the RFP is happy to enter into a BAA with the City.

City of Indianola

Contract Price



Contract Price

The City desires an all-inclusive pricing structure for performing the services based on a percentage of collections. The rate will be listed as a percentage based on the net amount of money collected (total collections less refunds and credits). After the initial term of the contract has expired, the vendor and the City may renegotiate the percentage of payment.

Patient Billing and Collection Services	Cost – All-inclusive
EMS Service Billing	4.25% of Net Collections*

*Net Collections is defined as total cash collections less refunds and is billed monthly on the basis of collections for the current month.

Optional Service:

Should the City desire Intermedix to take on accounts prior to the date of the contract, we will charge a price of \$20 per converted account.

Attachment 4 - Industry Associations and Memberships



Industry Associations and Memberships

The table below depicts just a few of the industry organizations with which Intermedix works closely. In addition, we participate in numerous industry conferences to ensure we keep apprised of the latest industry happenings. The information learned is shared with our clients through webinars, newsletters, blogs, and client meetings. We also sponsor several EMS initiatives including, but not limited to the Pinnacle conference, the Florida Fire Chiefs', and an annual NAEMT Harvard scholarship to advance EMS leadership.

Organization	Description	Level of Participation	Member
American Ambulance Association	Organization comprised of ambulance suppliers and associated industry personnel that promote health care policies, provide research, education, and communications programs to members	Active member. Participant on federal reimbursement task force.	10+ years
Florida Ambulance Association	Municipal ambulance providers and proprietary ambulance suppliers in the State of Florida. This group is focused on EMS reimbursement.	Active member	10+ years
Florida Fire Chiefs	Florida's leading management education organization for fire and emergency services professionals that specialize in promoting and supporting excellence in the fire/EMS industry.	Active member. Sponsor of annual conference/ banquet.	10+ years
Healthcare Billing and Management Association	The only trade association representing third-party medical billers. Consists of 800+ medical billing companies across the US. Works with and educates Congress and Administration on issues affecting third-party billers.	Charter member. Actively involved in the ethics compliance committee.	20 years.

Intermedix' affiliations and memberships with industry-related associations is an integral part of the fabric of our organization. This active connection allows us to participate at various levels and help affect positive change.

Association	Division	Comment
American Academy of Professional Coders	EMS/ED	Corporate Member Since 2000
American Ambulance Association	EMS	Since 2003 Participant on Federal Reimbursement Task Force
Healthcare Billing and Management Association	EMS/ED	Since 1995 Charter Member, Ethics Compliance Committee, Positions held: President, Treasurer and Board Members
Healthcare Compliance Association	EMS/ED	Since 2003
HCCA Certified Healthcare Compliance	EMS	Member
SCCE Certified Compliance and Ethics Professional (CCEP)	EMS	Member
International Association of EMS Chiefs	EMS	Since 2005 Joint development with IAEMSC of the National EMS Health and Safety Surveillance System
Government Finance Officers Association	EMS	Member
NEMSIS (State Compliant Software)	EMS/Public Health	Since 2014
HFMA	EMS	Member – Current Yeager Award Committee Chair Former Board Member, Systems Committee Chair, Compliance Chair
HIMSS	EMS	Board Advisor
The American Health Information Management Association	EMS	Member
Anesthesia Administrators Assembly (MGMA)	ARM	Member
Emergency Department Practice Management Association (EDPMA)	ED	Board Member, Executive Committee, Treasurer, Member of Provide

Association	Division	Comment
		Enrollment, State Regulatory and Insurance, Documentation
Medical Group Management Association	ED	Member
We are also members of various state-related EMS associations, including but not limited to: ▪ United New York Ambulance Network ▪ Ohio Chapter Health Information Management Association ▪ Texas Medical Group Management Association, Emergency Medicine Practice Alliance, Association of Air Medical Services, Ambulance Association, EMS Alliance		

City of Indianola

Attachment 5 - Certificate of Insurance and Form





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
02/21/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Marsh USA Inc. 1560 Sawgrass Corporate Pkwy, Suite 300 Sunrise, FL 33323 Attn: FLAuderdale.CertRequest@marsh.com F:212-948-0512	CONTACT NAME: PHONE (A/C, No, Ext): E-MAIL ADDRESS: FAX (A/C, No):
101309-GAWU-PROF-17-18	INSURER(S) AFFORDING COVERAGE INSURER A: Continental Insurance Company INSURER B: American Casualty Company Of Reading, Pa INSURER C: N/A INSURER D: INSURER E: INSURER F:
INSURED Advanced Data Processing, Inc. Intermedix Corporation 6451 N. Federal Highway Suite 1000 Fort Lauderdale, FL 33308	NAIC # 35289 20427 N/A

COVERAGES

CERTIFICATE NUMBER:

ATL-004803002-02

REVISION NUMBER: 8

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☒ LOC ☐ OTHER: AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY			6018302277	06/30/2017	06/30/2018	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			6018302294 (AOS) 6018302280 (CA)	06/30/2017 06/30/2017	06/30/2018 06/30/2018	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Advanced Data Processing, Inc., a subsidiary of Intermedix Corporation

Contractual Liability is included in General Liability subject to policy terms and conditions. Certificate holder is named Additional Insured with respect to General Liability as required by written contract. Waiver of subrogation is applicable where required by written contract and subject to policy terms and conditions.

CERTIFICATE HOLDER

CANCELLATION

City of Indianola
11 N. 1st Street
Indianola, IA 50125

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
of Marsh USA Inc.

Thamir Gordon

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INSURANCE & INDEMNIFICATION REQUIREMENTS

For purposes of this Attachment and all provisions included herein, the term "Vendor" means and includes the Vendor, its officers, agents, employees, subcontractors and others under the control of the Vendor. The term "CITY" means the City of Indianola, Iowa including its elected and appointed officials, agents, employees and volunteers.

GENERAL

The Vendor shall purchase and maintain insurance to protect the Vendor and CITY throughout the duration of the Agreement.

INSURANCE REQUIREMENTS

- A. WORKER'S COMPENSATION & EMPLOYER'S LIABILITY INSURANCE: The Vendor shall procure and maintain Worker's Compensation Insurance, including Employer's Liability Coverage, both written with State of Iowa statutory limits. *Waiver of Subrogation in favor of the CITY is required.*
- B. COMMERCIAL GENERAL LIABILITY INSURANCE: The Vendor shall procure and maintain Commercial General Liability insurance on an occurrence basis with limits of liability not less than \$1,000,000 per occurrence and aggregate combined single limit covering Personal Injury, Bodily Injury and Property Damage. Coverage shall include: (a) Contractual Liability, (b) Premises and Operations, (c) Products and Completed Operations, (d) Independent Vendors Coverage, (e) Personal and Advertising Injury and. *Waiver of Subrogation in favor of the CITY is required.*
- C. WAIVER OF SUBROGATION: Fully permitted by law, Vendor hereby releases the CITY, including its appointed officials, agents, employees and volunteers and others working on its behalf, from and against all liability or responsibility to the Vendor or anyone claiming through or under the Vendor by way of subrogation or otherwise for any loss without regard to the fault of the CITY or the type of loss involved including loss due to occupational injury. This provision shall be applicable and in full force and effect only with respect to loss or damage occurring during the time of this Agreement. The Vendor's policies of insurance shall contain either a policy provision or endorsement affirming the above stated release in favor of the CITY.
- F. PROOF OF INSURANCE: The Vendor shall provide to the CITY Certificates of Insurance evidencing all insurance coverage as required in paragraphs A through E above utilizing the latest version of the ACORD form. The Certificate(s) of Insurance shall specify the Title of the contract or agreement under "Description of Operations/ Locations/ Vehicle/Special Items". A Copy of the Cancellation and Nonrenewal Notification Endorsement shall be submitted with the Certificates of Insurance.
- G. AGENTS AND SUBCONTRACTORS: The Vendor shall require that any of its agents and subcontractors who perform work and/or services on behalf of the Vendor purchase and maintain the types of insurance customary for the services being provided.

**CERTIFICATION OF VENDOR'S INSURANCE AGENT REGARDING VENDOR'S ABILITY
TO OBTAIN REQUIRED INSURANCE COVERAGE**

I hereby certify that my client, as identified below, will be able to meet all the insurance requirements of Attachment 2, has been advised of any additional costs associated with doing so, and has agreed to obtain such coverages if selected as the successful vendor of the RFP to which my client has responded:

Legal Name of Vendor:

Advanced Data Processing, Inc.

Name/Address/Phone/FAX # of Insurance Agency: ~~Agency:~~
Broker

Marsh USA Inc.

1560 Sawgrass Corp. Parkway, Ste 300 Sunrise, FL 33323

Phone 954-838-3480 FAX 954-838-3637

Name of Agent/Broker (Print):

Carmen Gordon

Signature of Agent/Broker:



Date of Signature: 2/21/2018

RESOLUTION NO. 2018-_____

**RESOLUTION APPROVING A PROFESSIONAL SERVICES
AGREEMENT WITH INTERMEDIX CORPORATION
FOR EMS BILLING SERVICES**

WHEREAS, the City Indianola, Iowa, is in need of engaging a company to provide EMS Billing Services for the City (hereinafter referred to as “Services”); and

WHEREAS, the City of Indianola, Iowa, has solicited proposals for said Services; and

WHEREAS, after review of the proposals the City Council believes it to be in the best interest of the City to engage Intermedix Corporation of Fort Lauderdale, Fl for the EMS Billing Services; and

WHEREAS, it is the determination of the City Council that the City should enter into a Professional Services Agreement with Intermedix Corporation of Fort Lauderdale, Fl in the form attached as Exhibit “A”.

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

1. The Professional Services Agreement with Intermedix Corporation of Fort Lauderdale, Fl for the Services is in the public interest of the citizens of the City of Indianola and is hereby approved.
2. The Mayor is authorized and directed to execute the Professional Services Agreements on behalf of the City and the City Clerk is authorized and directed to attest to the signature and to affix the seal of the City.

PASSED this 5th day of March, 2018.

Kelly B. Shaw, Mayor

ATTEST:

Diana Bowlin, City Clerk

PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT, made and entered this 5thth day of March, 2018, by and between the **CITY OF INDIANOLA**, a municipal corporation of the State of Iowa, hereinafter referred to as "CITY," and Intermedix Corporation of Fort Lauderdale, Fl, hereinafter referred to as "SERVICE PROVIDER."

WHEREAS, the CITY is in need of a EMS Billing Service, hereinafter referred to as "Services"; and

WHEREAS, the CITY solicited proposals for said Services; and

WHEREAS, the SERVICE PROVIDER was determined by the City Council to be the best suited to meet the CITY's needs for the Services.

NOW, THEREFORE, THE PARTIES HEREBY MUTUALLY AGREE AS FOLLOWS:

The parties hereby agree to be bound by the terms and conditions and all promises contained in the proposal submitted by the SERVICE PROVIDER to the CITY, a copy of which is attached hereto as Exhibit "A" and incorporated herein by reference as if set out in full. In addition, the parties agree as follows:

1. SERVICE PROVIDER shall indemnify and save harmless CITY, its agents, servants and employees from and against any claim, demand or cause of action arising out of negligent or intentional act or error or omission of SERVICE PROVIDER, its agents, servants or employees in the performance of services under this agreement, whether direct or indirect, except that SERVICE PROVIDER shall not be liable under this section for damages arising out

of injury or damage to persons or property directly caused or resulting from the sole negligence of CITY or any of its officers, agents or employees.

The execution of the agreement by SERVICE PROVIDER shall obligate SERVICE PROVIDER to comply with the foregoing indemnification provision, however, the collateral obligation of insuring this indemnity must be complied with as set forth below.

2. SERVICE PROVIDER shall not commence operations and/or labor pursuant to the terms of this Agreement until certification of proof of insurance detailing terms and provisions of coverage has been received and approved by the CITY. Minimum insurance coverage shall be required as set forth in Exhibit "B."

3. This Agreement may be terminated by either party for cause or by CITY for convenience upon fourteen (14) days' written notice by the terminating party to the other party of such termination in which event SERVICE PROVIDER will be paid its compensation for services actually performed to termination date. "Cause" is defined to be, but not limited to, violation of any of the covenants, duties or terms of this Agreement. In the event that SERVICE PROVIDER abandons this Agreement or causes it to be terminated, SERVICE PROVIDER shall indemnify CITY against any loss resulting from this termination.

4. This document incorporates and includes all prior negotiations, correspondence, conversations, agreements, or understanding applicable to the matters contained herein, and the parties agree that there are no commitments, agreements or understanding concerning the subject matter of this Agreement that are not contained in this document.

IN WITNESS WHEREOF, the parties to this Agreement have set their hands on the day and year first written above.

"CITY":

CITY OF INDIANOLA

By: _____
Kelly B. Shaw, Mayor

Attest: _____
Diana Bowlin, City Clerk

"SERVICE PROVIDER":

By: _____
Name: _____
Title: _____

ATTACHMENT B

STANDARD INSURANCE REQUIREMENTS

1. GENERAL

The SERVICE PROVIDER shall protect itself and the CITY OF INDIANOLA throughout the duration of the Agreement by purchasing and maintaining insurance, as indicated below. Said insurance shall be provided by an insurance company(ies), “admitted” and “nonadmitted” to do business in the State of Iowa, having no less than an A. M. Best Rating of “B+.” All policies shall be written on a per occurrence basis, not a claims-made basis. SERVICE PROVIDER shall submit Certificates of Insurance or other evidence of coverage, as provided in paragraph 2.F below, confirming coverage prior to the Agreement execution or commencement of work and/or services included in this Agreement.

2. INSURANCE REQUIREMENTS

A. WORKER’S COMPENSATION & EMPLOYER’S LIABILITY INSURANCE: The SERVICE PROVIDER shall procure and maintain during the life of this Agreement, Worker’s Compensation Insurance, including *Employer’s Liability Coverage*, in accordance with all applicable statutes of the State of Iowa. The coverage limits shall include \$500,000 each accident for Bodily Injury by Accident, \$500,000 each accident for Bodily Injury by Disease, and \$500,000 policy limit for Bodily Injury by Disease.

B. COMMERCIAL GENERAL LIABILITY INSURANCE: The SERVICE PROVIDER shall procure and maintain during the life of this Agreement, Commercial General Liability insurance on a per occurrence basis with limits of liability not less than \$2,000,000 per occurrence and aggregate combined single limit, Personal Injury, Bodily Injury and Property Damage. Coverage shall include the following extensions: (a) Contractual Liability, (b) Premises and Operations, (c) Products and Completed Operations, (d) Independent Contractors Coverage, (e) Personal and Advertising Injury and (f) deletion of Explosion, Collapse and Underground (XCU), where applicable.

Coverage shall be no less comprehensive and no more restrictive than the coverage provided by a standard form Commercial General Liability Policy (ISO CG 0001, Ed 07/98 with standard exclusions “a” through “o” or any subsequent ISO equivalent or a non-ISO equivalent form).

C. AUTOMOBILE LIABILITY INSURANCE: The SERVICE PROVIDER shall procure and maintain during the life of this Agreement, Automobile Liability Insurance with limits of liability of not less than \$2,000,000 per occurrence combined

single limit including Bodily Injury and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.

- D. UMBRELLA/EXCESS INSURANCE: The General Liability and Automobile Liability Insurance requirements above may be satisfied with a combination of primary and Umbrella/Excess Insurance. The Umbrella/Excess Insurance shall also be written on a per occurrence basis.
- E. SUBCONTRACTORS: The SERVICE PROVIDER shall require that any of its agents and subcontractors who perform work and/or services pursuant to the provisions of this Agreement meet the same insurance requirements as are required of the Party. The option of self-insurance is not extended to subcontractors.
- F. PROOF OF INSURANCE: The SERVICE PROVIDER shall provide to the CITY OF INDIANOLA proof that all required insurance or coverage is in force by submitting to the CITY OF INDIANOLA a Certificate(s) of Insurance utilizing the latest version of the ACORD form. The form(s) of proof of insurance or coverage shall specify the title of the Agreement.

3. WAIVER OF SUBROGATION

- A. WAIVER OF SUBROGATION: To the fullest extent permitted by law, SERVICE PROVIDER hereby releases the CITY OF INDIANOLA including its elected and appointed officials, agents, employees and volunteers and others working on their behalf from and against any and all liability or responsibility to the SERVICE PROVIDER or anyone claiming through or under the SERVICE PROVIDER by way of subrogation or otherwise, for any loss for which the SERVICE PROVIDER has agreed to defend, indemnify and hold harmless the CITY OF INDIANOLA as provided in the Agreement to which this Attachment A is included and made part thereof. This provision shall be applicable and in full force and effect only with respect to loss or damage occurring during the time of this Agreement. The SERVICE PROVIDER policies of insurance shall contain a clause or endorsement to the effect that such releases shall not adversely affect or impair such policies or prejudice the right of the SERVICE PROVIDER to recover thereunder.

Meeting Date: 03/05/2018

Subject

Resolution approving a professional service agreement with Snyder & Associates for Supplemental Agreement number seven - the Jerry Kelley Trail (Memorial Park to Wilder Elementary School)

Information

In your packet is a resolution and agreement that provides the framework for the Jerry Kelley Trail - Memorial Park to Wilder Elementary School.

The project, which was discussed at the January 16, 2018 council meeting, consists of preparing a revised concept statement, design, plans, specs and opinion of probably cost for the next phase of the Jerry Kelley Trail. The letting date is October 2018, with construction complete in July 2019.

The fee to complete these services is \$29,000.

Roll call is in order.

Fiscal Impact

Attachments

Resolution

Professional Serv Agreement

RESOLUTION NO. 2018-__

**RESOLUTION APPROVING A SUPPLEMENTAL PROFESSIONAL
SERVICES AGREEMENT WITH SNYDER & ASSOCIATES FOR
THE JERRY KELLEY TRAIL
(MEMORIAL PARK TO WILDER ELEMENTARY SCHOOL)**

WHEREAS, the City Indianola, Iowa, is in engaged with Snyder and Associates to provide municipal engineering services for the City; and

WHEREAS, the City of Indianola, Iowa, is in need of a supplemental agreement with Snyder and Associates for the Jerry Kelley Trail (Memorial Park to Wilder Elementary School) (Services); and

WHEREAS, it is the determination of the City Council that the City should enter into the Supplemental Professional Services Agreement with Snyder & Associates in the form attached as Exhibit "A".

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

1. The Supplemental Professional Services Agreement with Snyder & Associates for the Jerry Kelley Trail – Memorial Park to Wilder Elementary School is in the public interest of the citizens of the City of Indianola and is hereby approved.

2. The Mayor is authorized and directed to execute the Supplemental Professional Services Agreement on behalf of the City and the City Clerk is authorized and directed to attest to the signature and to affix the seal of the City.

PASSED this 5th day of March, 2018.

Kelly B. Shaw, Mayor

ATTEST:

Diana Bowlin, City Clerk



February 25, 2018

Ryan Waller
City of Indianola
110 N First Street
Indianola, IA 50125

RE: SUPPLEMENTAL AGREEMENT NO. 7
JERRY KELLEY TRAIL
MEMORIAL PARK TO WILDER ELEMENTARY SCHOOL
S & A PROJECT NO. 118.0128

Dear Mr. Waller:

Enclosed, please find two executed Supplemental Agreements for professional services related to preparing a revised concept statement, design, plans specifications and opinion of probable cost for the next phase of the Jerry Kelley Trail.

The project concept was discussed at the January 16, 2018 council meeting and the enclosed is consistent with that direction. The letting date is October 2018 with construction complete in July 2019.

If you have any questions or need additional information, please do not hesitate to call.

Respectfully,

SNYDER & ASSOCIATES, INC.

David N. Moeller, P.E.
President

DNM/vmf

Enclosure

**Supplemental Agreement No. 7
A Supplement to the
City of Indianola, IA & Snyder & Associates, Inc.
Professional Services Agreement**

Snyder & Associates, Inc. (Service Provider) agrees to provide to City of Indianola (City) the professional services described below for the Project identified below. The professional services shall be performed in accordance with and shall be subject to the terms and conditions of the "Professional Services Agreement" executed by and between City and Service Provider on the 17th day of October, 2016.

PROJECT NAME:

Jerry Kelley Trail- Memorial Park to Wilder Elementary

PROJECT DESCRIPTION:

The PROJECT consists of revising the previous concept, developing plans, specifications, and construction administration for the construction of the Jerry Kelley Trail.

SCOPE OF WORK:

Project Administration

Includes project management, invoicing, and coordination with the Iowa DOT and City of Indianola. Also includes utility coordination as necessary. Snyder & Associates, Inc., will update the Concept Statement and submit it to the Iowa DOT. Snyder will also coordinate the project with various city departments and Indianola Municipal Utilities (IMU) as the project will include utility fixture adjustments and relocations,

Project Concept

Includes resubmitting the project concept statement and environmental clearance; coordinating with Iowa Department of Transportation related to Project funding (project No STP-E-3680(615)--8V-91) and providing public communication and information to the City of Indianola.

Preliminary Design

It is assumed that the City of Indianola will provide information regarding existing ROW and easements.

Design work includes review of previous design, update of project survey, identification of design criteria, update of typical sections, design of horizontal and vertical alignments, and drainage design. Critical cross sections will be developed, which will identify the limits of construction. Plans will include the following sheets:

- Title Sheet
- Typical Sections (B's)
- Plan and Profile Sheets (D's)
- Traffic Control and Staging (J's)
- Cross Sections (W's)

An opinion of probable construction costs will be developed with the preliminary plans.

Final Design

The preliminary design will be updated to incorporate review comments. Bid items and quantities will be determined, and tabulations will be developed (C sheets). Sidewalk staking sheets (S Sheets) will be developed. A pollution prevention plan will be developed and an NPDES permit application will be submitted. The plan is intended for inclusion in an Iowa DOT letting.

Construction Services

Snyder & Associates, Inc., will provide construction observation and administration. Includes conducting a preconstruction meeting, submittal review, and contract administration per Iowa DOT Construction Manual. Construction observation will be part time.

SCHEDULE:

The project is intended for design in 2018 and construction in 2019. The project will follow the Iowa Department of Transportation Office of Local Systems Project Development Schedule, I.M. 3.005, for inclusion in the October 16, 2018 letting. Submittal dates are as follows:

- Concept Statement: April 17, 2018
- Preliminary Plans: May 22, 2018
- Check Plans: July 3, 2018
- Final Plans: July 24, 2018
- Project Letting: October 16, 2018
- Construction: November 1018- June 2019.

COMPENSATION:

The fee to complete services is \$29,000.

Consultant is directed to proceed with the Work as set forth herein upon both parties executing this Work Order.

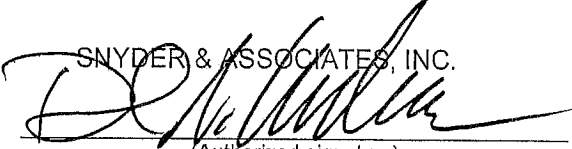
CITY OF INDIANOLA

By: _____
(Authorized signature)

(Title)

Date:

SNYDER & ASSOCIATES, INC.

By:  _____
(Authorized signature)

President
(Title)

Date: January 29, 2018

Meeting Date: 03/05/2018

Subject

Resolution approving a professional service agreement with Snyder & Associates for Supplemental Agreement number eight - the 2018 Capital Street Improvements

Information

In your packet is a resolution and agreement that provides the framework for the 2018 Capital Street Improvements - Clinton Street reconstruction, Buxton Street to Jefferson Way.

The project consists of developing a plans, specs, cost opinion, bid letting and construction administration for the reconstruction of Clinton Street. This project is scheduled for 2018, late summer - fall construction.

The fee to complete these services is \$31,900.

Roll call is in order.

Fiscal Impact

Attachments

Resolution
Agreement

RESOLUTION NO. 2018-___

**RESOLUTION APPROVING A SUPPLEMENTAL PROFESSIONAL
SERVICES AGREEMENT WITH SNYDER & ASSOCIATES FOR
THE 2018 CAPITAL STREET IMPROVEMENTS**

WHEREAS, the City Indianola, Iowa, is engaged with Snyder and Associates to provide municipal engineering services for the City; and

WHEREAS, the City of Indianola, Iowa, is in need of a supplemental agreement with Snyder and Associates for the 2018 Capital Street Improvements (Services); and

WHEREAS, it is the determination of the City Council that the City should enter into the Supplemental Professional Services Agreement with Snyder & Associates in the form attached as Exhibit "A".

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

1. The Supplemental Professional Services Agreement with Snyder & Associates for the 2018 Capital Street Improvements is in the public interest of the citizens of the City of Indianola and is hereby approved.

2. The Mayor is authorized and directed to execute the Supplemental Professional Services Agreement on behalf of the City and the City Clerk is authorized and directed to attest to the signature and to affix the seal of the City.

PASSED this 5th day of March, 2018.

Kelly B. Shaw, Mayor

ATTEST:

Diana Bowlin, City Clerk

**Supplemental Agreement No. 8
A Supplement to the
City of Indianola, IA & Snyder & Associates, Inc.
Professional Services Agreement**

Snyder & Associates, Inc. (Service Provider) agrees to provide to City of Indianola (City) the professional services described below for the Project identified below. The professional services shall be performed in accordance with and shall be subject to the terms and conditions of the "Professional Services Agreement" executed by and between City and Service Provider on the 17th day of October, 2016.

PROJECT NAME:

2018 Capital Street Improvements- Clinton Street Reconstruction, Buxton St. to Jefferson Way.

PROJECT DESCRIPTION:

The PROJECT consists of developing a plans, specifications, Cost opinion, Bid letting and construction administration for the reconstruction of Clinton Street in the City of Indianola.

SCOPE OF WORK: I. SCOPE OF WORK

Phase 1

A. Refer to attached Exhibit A, Article I

SCHEDULE:

Project is scheduled for 2018, late summer - fall construction. Refer to attached Exhibit A, Article III for detailed schedule.

COMPENSATION:

The fee to complete services is \$31,900.

Consultant is directed to proceed with the Work as set forth herein upon both parties executing this Work Order.

CITY OF INDIANOLA

By: _____
(Authorized signature)

(Title)

Date:

SNYDER & ASSOCIATES, INC.

By: _____
(Authorized signature)

President
(Title)

Date:

SUPPLEMENTAL AGREEMENT NO. 8

EXHIBIT 'A' 2018 CAPITAL STREET IMPROVEMENTS PROJECT CITY OF INDIANOLA, IOWA

SURVEY & DESIGN PHASE SERVICES

I. SCOPE OF WORK

A. GENERAL

The PROFESSIONAL shall provide Professional Services as required to complete the preparation and assembly of the PROJECT as described hereinafter as follows:

Reconstruction of Clinton Street from Buxton Street to Jefferson Avenue, also including design of storm sewer improvements beyond the project limits.

B. BASIC ENGINEERING SERVICES

The PROFESSIONAL will provide the Basic Engineering Services as follows. Payment shall be made as specified in Article IV of this Agreement.

1. PROJECT ADMINISTRATION

The PROFESSIONAL shall perform the following administrative services during the design of the PROJECT:

- a. Progress reports as requested to the OWNER.
- b. Monthly billing reports.
- c. Project coordination with the City departments, Indianola Municipal Utilities, private utility companies, local landowners and project stakeholders.
- d. Coordination with other projects and events in the vicinity such as signal improvements, utility improvements, site improvements whether public or private.
- e. Up to two (2) meetings to review progress, and attend Council meetings and Public Hearings.

2. SURVEY SERVICES

The PROFESSIONAL shall not make topographic surveys for design of the PROJECT and for preparation of plans and specifications. The PROFESSIONAL will utilize the City's aerial mapping for the PROJECT plans. Where detailed surveys are required for storm sewer design at intersections and irregular pavement crown sections, the engineer shall provide such survey information. Construction survey shall be provided by the contractor and is not included in this scope of services.

- a. Utilities - The utility portion of the survey shall be created using information as provided to the PROFESSIONAL from the utility owners by either existing record and or physical field locates. The PROFESSIONAL shall make a diligent attempt to make an accurate representation of underground utilities, vaults and related items but no guarantee can be made as to the condition or location horizontally or vertically between each structure. This portion of the topographic survey would constitute a level "D" utility survey as outlined by the Subsurface Utility Engineering profession.
- b. Coordinate System - The coordinate system that will be used will be based upon the State Plane Coordinate System – Iowa North Zone. Vertical Datum will be NAVD 88.

3. PRELIMINARY DESIGN SERVICES

The horizontal alignment and vertical alignment of each street within the project will be designed in order to provide positive drainage. Replacement of existing storm sewer along Clinton Avenue within the project limits will be designed. No water main or sanitary sewer design beyond fixture adjustments is included in the project. The preliminary design phase will include one (1) field review with City staff. The preliminary design will be approved by the City before moving forward with detailed final design. The preliminary plans will be sent to utility companies in order for them to identify potential conflicts.

It is assumed at this time the project will be constructed within existing right of way. Right of way services, if necessary will be added by contract amendment.

4. FINAL DESIGN SERVICES

After approval of the preliminary plans, the PROFESSIONAL shall prepare construction documents for the PROJECT. The construction documents shall include, but not be limited to, the following information:

- a. Final Design Plans and Specifications - The PROFESSIONAL shall complete the final design, plans and specifications for the improvements for the established scope for the PROJECT and shall furnish a copy of these documents to the OWNER for review and approval prior to final acceptance. The design documents will follow the current City's requirements. SUDAS will be utilized for the project specifications. Final plans include quantities and tabulations, bid item reference notes, final plan and profile drawings, geometric design, final traffic control and staging plan. The plans will be organized in a set appropriate for a public bid opening through the City.
- b. Permits –The PROFESSIONAL shall complete and obtain a permit from the Iowa Department of Transportation to perform work within state highway right-of-way.
- c. Opinion of Probable Construction Costs - The PROFESSIONAL shall prepare an opinion of the total probable construction costs based upon the design developed. Statements of probable construction costs prepared by the PROFESSIONAL represent the best judgment as a design professional familiar with the construction industry. It is recognized, however, that the PROFESSIONAL has no control over the cost of labor, materials or equipment, over the Contractor's methods of determining bid prices, or over competitive bidding or market conditions. Accordingly, the PROFESSIONAL does not guarantee that any actual cost will not vary from any cost estimate prepared by the PROFESSIONAL.
- d. Public Information Meeting – Before taking bids on the project, a public information meeting will be held. It is assumed there will be one (1) public information meeting where residents can ask questions and provide input into the proposed project before the plans are sent out for bid. The CLIENT will be responsible for sending out invites to residents along the project corridor.

5. BIDDING PHASE

Upon receipt of OWNER authorization under the Final Design Phase as described herein, the PROFESSIONAL shall perform the following services:

- a. Construction Contract Documents - The PROJECT will be let by the OWNER and the PROFESSIONAL shall supply the necessary documents for this process.

- b. Advertising - The PROFESSIONAL shall answer questions from potential contractors, subcontractor and suppliers, and coordinate with OWNER staff during this phase of services.
- c. Bidding - The PROFESSIONAL shall attend the meeting at which bids are received, tabulate the bids and make recommendations to the City Council regarding the awarding of the construction contract to the lowest qualified bidder.
- d. The services under this Agreement shall include those required for the construction of the proposed improvements for the PROJECT.

6. GENERAL SERVICES DURING CONSTRUCTION

Resident review is understood to include the detailed review of the work of the contractors and the review of materials and work compliance with plans and specifications. The PROFESSIONAL will provide construction observation assistance as requested by the client on an hourly basis as needed. The PROFESSIONAL shall provide general services during construction, including:

- a. Arrange for and attend a preconstruction conference for each project to be attended by the successful bidder, his subcontractors, members of government agencies, utility representatives and representatives of the OWNER.
- b. Consult with and advise OWNER of any problems which arise during construction.
- c. Process routine change orders as required.
- e. Prepare routine change orders as required.
- f. Coordinate work of testing laboratories. The cost of testing services will be paid by the OWNER.
- g. Assist in the interpretation of plans and specifications.
- h. Review drawings and data of manufacturers.

C. ADDITIONAL SERVICES

- 1. Changes in Scope of Services

The CLIENT may request Additional Services from the PROFESSIONAL not included in the Scope of Services as outlined. Additional Services may include, but not be limited to, expanding the scope of the PROJECT and work to be completed; requesting the development of various documents; or requesting additional work items that increases the Engineering Services and corresponding costs. Additional Services shall be performed as requested in writing by the CLIENT on an hourly basis in accordance with the PROFESSIONAL's current fiscal year Standard Fee Schedule in affect at the time of actual performance. All services quoted on a lump sum basis shall be valid for one year from the contract date.

Additional Services that may be added at the option of the CLIENT include, but are not limited to, the following:

- Geotechnical Investigation
- Funding Applications
- Title Certificates
- Property appraisals
- Right of Way Negotiations
- Landscape Design
- Construction Staking
- Additional Public Informational Meetings
- Traffic Signal Improvements
- Sidewalk Design

D. STORM WATER DISCHARGE COMPLIANCE / HOLD HARMLESS

1. PROFESSIONAL'S Responsibility

In the event the scope of work to be performed under the terms and conditions of this Agreement includes permitting and creation of an initial storm water pollution prevent plan, then and in that event and notwithstanding any provision to the contrary, PROFESSIONAL shall not be responsible or liable for compliance with any storm water discharge requirements at the site.

II. RESPONSIBILITY OF THE CLIENT

At its own expense, the CLIENT shall have the following responsibilities regarding the execution of the Contract by the PROFESSIONAL.

A. PROJECT OFFICER

The CLIENT shall name a Project Officer to act as the CLIENT's representative with respect to the work performed under this Agreement. All correspondence with CLIENT relating to PROJECT shall be directed to the Project Officer and the Project Officer shall be invited to all progress meetings and other meetings called during the PROJECT.

B. PROMPT RESPONSE

To prevent an unreasonable delay in the PROFESSIONAL's work, the CLIENT will examine all reports, drawings, specifications, and other documents and will provide authorizations in writing to the PROFESSIONAL to proceed with subsequent work within seven (7) calendar days of PROFESSIONAL's request.

C. PROJECT REQUIREMENTS

The CLIENT shall furnish the following information for the PROJECT: Design and construction standards; PROJECT area topography and existing features and utilities; construction documents of projects within close proximity; known property locations and conditions; zoning or deed restrictions; and permission for access to private property if necessary to perform work.

III. WORK SCHEDULE

The PROJECT, from design through construction completion, shall be performed by the PROFESSIONAL in accordance with a schedule mutually developed by the CLIENT and PROFESSIONAL. Generally, the schedule for the PROJECT is described as follows:

A. After acceptance of the Agreement by the CLIENT, and with any specific modifications in scope described by the CLIENT, the PROFESSIONAL shall design the PROJECT and prepare documents as called for in Article I(B). Based on a January start date, the preliminary design shall be complete by February 23, 2018. Final design services shall be completed by February 27, 2018 to facilitate a March 2018 letting and late summer, early fall 2018 start of construction. If changes are made to this schedule, the PROFESSIONAL will submit an amendment to this Agreement for approval by the CLIENT.

B. The PROFESSIONAL shall not be responsible for delays in the schedule which are beyond the PROFESSIONAL's control.

IV. COMPENSATION AND TERMS OF PAYMENT

The CLIENT shall pay the PROFESSIONAL in accordance with the terms and conditions of this Agreement.

A. BASIC SERVICES

As set forth in Article I(B) the engineering fee shall be on the basis of a lump sum fee of \$27,200.

<u>Item</u>	<u>Lump Sum Amount</u>
1. Project Administration	\$3,500
2. Topographic Survey	\$4,900
3. Preliminary Design	\$4,500
4. Final Design	\$8,200
5. Construction Services	\$9,300
6. Bidding Services	\$1,500
	\$31,900

B. ADDITIONAL SERVICES

As set forth in Article I (C), Additional Services shall be performed as requested in writing by the CLIENT and shall be performed on an hourly basis in accordance with the current fiscal year Snyder & Associates, Inc. Standard Fee Schedule in affect at the time of actual performance. All services quoted on a lump sum basis shall be valid for one year from the contract date.

Meeting Date: 03/05/2018

Subject

Resolution approving amendment number one to the professional service agreement for the 2017 General Wastewater Engineering Services

Information

In your packet is the resolution and amended agreement for the 2017 General Wastewater Engineering Services. The amendment is to extend the ongoing engineering services support up to another \$25,000 to include the following:

- Engineering design services related to the electrical and controls replacement for the Plainview and McCord Lift Stations
- Engineering design services related to the 15th Street Sanitary Sewer Replacement Project

Roll call is in order.

Fiscal Impact

Attachments

Resolution
Agreement

RESOLUTION NO. 2018-___

**RESOLUTION APPROVING AMENDMENT NUMBER ONE
TO THE PROFESSIONAL SERVICES AGREEMENT FOR THE
2017 GENERAL WASTEWATER ENGINEERING SERVICES**

WHEREAS, the City Indianola, Iowa, is engaged with HR Green to provide the 2017 General Services for the City; and

WHEREAS, the City of Indianola, Iowa, is in need of an amendment to the 2017 General Services for the City with HR Green; and

WHEREAS, it is the determination of the City Council that the City should enter into Amendment Number One to the Professional Services Agreement – 2017 General Wastewater Engineering Services in the form attached as Exhibit “A”.

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

1. Amendment Number One to the Professional Service Agreement – 2017 General Wastewater Engineering Services with HR Green is in the public interest of the citizens of the City of Indianola and is hereby approved.

2. The Mayor is authorized and directed to execute Amendment Number One to Professional Services Agreement – 2017 General Wastewater Engineering Services on behalf of the City and the City Clerk is authorized and directed to attest to the signature and to affix the seal of the City.

PASSED this 5th day of March, 2018.

Kelly B. Shaw, Mayor

ATTEST:

Diana Bowlin, City Clerk



▷ 5525 Merle Hay Road | Suite 200 | Johnston, IA 50131
Main 515.278.2913 + Fax 515.278.1846

▷ HRGREEN.COM

February 27, 2018

Mr. Ryan Waller
City Manager
City of Indianola
110 N. First Street
Indianola, IA 50125

Re: Amendment No. 1 to Professional Services Agreement – 2017 General Wastewater Engineering Services

Dear Ryan:

Enclosed are two signed copies of Amendment No. 1 for Professional Engineering Services for the 2017 General Wastewater Engineering Services agreement. As we discussed this amendment is to extend the ongoing engineering services support up to another \$25,000 to include the following projects:

- Engineering design services related to the electrical and controls replacement for the Plainview and McCord Lift Stations.
- Engineering design services related to the 15th Street Sanitary Sewer Replacement project.

Please review the proposed amendment and execute both copies and return one back to HR Green. We look forward to working with you and your staff on these projects. If you have questions, or need further assistance, please don't hesitate to contact me.

Sincerely,

HR Green, Inc.

A handwritten signature in blue ink that reads 'James R. Rasmussen'.

James R. Rasmussen, P.E.
Vice President

Enclosure

Cc: Rick Graves, Wastewater Superintendent



HR GREEN, INC.
PROFESSIONAL SERVICES AGREEMENT AMENDMENT NO. 1

THIS AMENDMENT, made this _____ day of _____, 2018 by and between, City of Indianola, Iowa the CLIENT, and HR GREEN, INC. (hereafter "COMPANY"), for professional services concerning:

2017 General Wastewater Engineering Services

hereby amends the original Professional Services Agreement dated June 19, 2017 as follows:

The CLIENT and COMPANY agree to amend the Scope of Services of the original Professional Services Agreement and previous amendments as follows:

- To provide ongoing engineering services support for additional items as defined in the Scope of Services of the original Professional Services Agreement.
- To provide design engineering services for the Plainview and McCord lift station electrical and controls replacement project.
- To provide design engineering services for the 15th Street Sanitary Sewer project.

COMPANY Project Number: 170601

In consideration for these services, the CLIENT AGREES to adjust the payment for services performed by COMPANY on the following basis:

- ☒ Per current rate schedule with a maximum fee to be increased by Twenty-Five Thousand & 00/100 Dollars (\$25,000.00)

The total authorized compensation after this Amendment, including the original Professional Services Agreement and all previous Amendments is Seventy-Five Thousand & 00/100 Dollars (\$75,000.00).

THIS AMENDMENT is subject to all provisions of the original Professional Services Agreement.

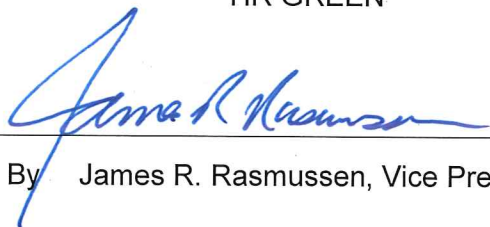
THIS AMENDMENT, together with the original Professional Services Agreement and all previous amendments represents the entire and integrated AGREEMENT between the CLIENT and COMPANY.

THIS AMENDMENT executed the day and year written above.

CITY OF INDIANOLA, IOWA

HR GREEN

By: Kelly B. Shaw, Mayor


By: James R. Rasmussen, Vice President

Meeting Date: 03/05/2018

Subject

Resolution suspending enforcement of Indianola Code Section 47.01(11) regarding the consumption of wine in City Parks for the Greenhouse Celebration at Pickard Park

Information

The Indianola Park Friends is requesting to host a Greenhouse Celebration at the Indianola Pickard Park on April 26, 2018 from 5:00 p.m. - 7:00 p.m. to provide wine to the Indianola Park Friends.

If council wishes to approve the event, the resolution (packet) will need to be considered. Highlights of the resolution include:

- Wine will be served in accordance with the State of Iowa Alcoholic Beverages Division
- The Indianola Park Friends will be required to comply with all other requirements of the Municipal Code of the City for the event
- The Greenhouse Celebration will be held on April 26, 2018 from 5:00 p.m. to 7:00 p.m. and council confirms that the enforcement of the Indianola Code Section 47.01(11) will be temporarily suspended from 5:00 p.m. to 7:00 p.m. for the event to provide wine to Indianola Park Friends members in celebration of the greenhouse at the Indianola Pickard Park
- All participants and sponsors of said event shall be required to comply with all other requirements of the Municipal Code of the City, but the enforcement to provide wine in the park is hereby waived.

Roll call is in order.

Fiscal Impact

Attachments

Resolution

RESOLUTION NO. 2018-_____

**A RESOLUTION SUSPENDING ENFORCEMENT OF INDIANOLA CODE §
47.01(11) REGARDING THE CONSUMPTION OF WINE IN CITY PARKS FOR
THE GREENHOUSE CELEBRATION AT
PICKARD PARK**

WHEREAS, the Indianola Park Friend intends to hold a Greenhouse Celebration at the Indianola Pickard Park; and

WHEREAS, said event is set to occur on Thursday, April 26, 2018 from 5:00 p.m. to 7:00 p.m. at the Indianola Pickard Park, in the City of Indianola; and

WHEREAS, the City has been notified of said event because the Indianola Parks Friends will be giving a glass of wine to all Indianola Park Friends members; and

WHEREAS, the wine for the Greenhouse Celebration will be served in accordance with the authorization by the State of Iowa; and

WHEREAS, Indianola Code Section 47.01(11) governing alcoholic beverages in parks reads: “No person shall bring within, sell, give away or drink alcoholic beverages, except beer, at any time in the park, or be under the influence of intoxicating liquor or a controlled substance while in any park;” and

WHEREAS, the City staff and City Attorney have determined that the Indianola Park Friends can, with Council suspension of the Code section enforcement, provide wine to Indianola Park Friends members in celebration of the greenhouse at the Indianola Pickard Park; and

WHEREAS, the Indianola Park Friends will be required to comply with all other requirements of the Municipal Code of the City.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Indianola, Iowa, that the City of Indianola hereby acknowledges receipt of notification of the Indianola Park Friends Greenhouse Celebration at the Indianola Pickard Park on April 26, 2018 from 5:00 p.m. to 7:00 p.m., confirms that enforcement of Indianola Code Section 47.01(11) will be temporarily suspended from 5:00 p.m. – 7:00 p.m. for the Greenhouse Celebration.

BE IT FURTHER RESOLVED that all participants and sponsors of said event shall be required to comply with all other requirements of the Municipal Code of the City, but that enforcement of the consumption of wine in the park is hereby waived.

Dated this 5th day of March 2018.

Kelly B. Shaw, Mayor

ATTEST:

Diana Bowlin, City Clerk