



CITY OF INDIANOLA COUNCIL MEETING

May 1, 2017

6:00 p.m.

City Council Chambers

Agenda

1. Call to order
2. Pledge of allegiance
3. Roll call
4. Public Comment
5. Consent
 - A. Approval of agenda
 - B. April 17, 2017 Minutes
 - C. Applications
 1. A new Special Class "C" Liquor License, Sunday Sales Privilege and Outdoor Area for the Des Moines Metro Opera - 513 N. "D" Street
 2. A renewal Class "C" Liquor License for Sodexo Management Inc. - Kent Campus Center
 3. A renewal Class "C" Beer Permit, Class "B" Wine, Class "E" Liquor License and Sunday Sales Privilege for Walgreens - 1000 N. Jefferson Street
 - D. Resolution setting May 15, 2017 as a public hearing and first consideration to amend the sign ordinance
 - E. Street usage request from the American Legion Post 165 for the Veteran's Memorial Day Parade - May 29, 2017 from 9:00 a.m. - 11:00 a.m. - will start at the Warren County Administration Building, south on Buxton, east on Salem and south to IOOF Cemetery
 - F. Claims on the computer printout for May 1, 2017
6. Council Reports
 - A. Presentation from Rachel Woodhouse of BRAVO

- B.** Receive an update on fireworks legislation
- 7. Mayor's Report - Kelly B. Shaw
 - A.** Direction and discussion regarding the bird problem
 - B.** Community Update
- 8. Public Consideration
 - A.** Old Business
 - 1. FY 2017 Budget Amendment
 - a.** Public hearing to amend the FY 2017 budget
 - b.** Resolution approving budget amendment
 - * State code requires cities to amend their budgets if expenses exceed in any program area. This does not allow for a tax increase and is offset by non-property tax revenues
 - 2. Second consideration of a request from Larry McConnell to rezone a portion of 2008 East 2nd Avenue from A-1 (agriculture) to C-2 (highway commercial) and A-1 to R-3 (mixed residential) P&Z approved unanimously on March 14, 2017
 - 3. Resolution accepting work and authorizing final payment of \$1,761.83 in 30 days for the U.S. Highway 65/69 Reconstruction Project
 - 4. Resolution approving an agreement with Knutson Tree Service in an amount of \$17,550.00 for the 2017 Ash Tree Removal Project
 - 5. Resolution approving the professional service agreement with Stuppy, Inc. in an amount of \$65,600 for the Greenhouse Structure
 - 6. Resolution amending the City Council Policy for Infiltration and Inflow
 - 7. Resolution accepting and filing the Effective Governance Session Summary Report as facilitated by Jeff Schott, Institute of Public Affairs
 - 8. Resolution authorizing repayment of internal loan made to fund urban renewal project costs
 - 9. Resolution authorizing internal loan to fund urban renewal project costs
 - B.** New Business
 - 1. Discuss results of bids to perform audit services for the City and Indianola Municipal Utilities
 - 2. Resolution approving the purchase of 20 portable radios and eight mobile radios for the Indianola Police Department
 - 3. Request from the Indianola Chamber of Commerce for Friday Night Live Summer Concert Series at the Memorial Park - Dates will be June 2, 23 and July 14, 2017 from 6:00 p.m. - 9:00 p.m.

- a. Resolution suspending enforcement of Indianola Code 47.01(11) regarding the sale of beer and wine coolers in city parks for the Friday Night Live Summer Concert Series as requested by the Indianola Chamber of Commerce
 - b. A new Class "B" Beer (includes Wine Coolers) and Outdoor Area for The Indianola Chamber of Commerce at the Memorial Park (North "G" and West Euclid Avenue)
 - c. A noise permit request from the Indianola Chamber of Commerce at the Memorial Park for Friday Night Live Summer Concert Series at Memorial Park on June 2, 23 & July 14, 2017 from 6:00 p.m. - 9:00 p.m.
4. Approval of the Home Base Iowa Initiative Application from Mark Gaddis and authorization of a handwritten warrant in the amount of \$1,500
5. Resolution approving salaries
9. Other Business
 - A. Motion to go 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
10. Adjourn

Subject
April 17, 2017 Minutes

Information

Fiscal Impact
Attachments

Minutes

REGULAR SESSION – APRIL 17, 2017

The City Council met in regular session at 7:00 p.m. on April 17, 2017. Mayor Kelly B. Shaw called the meeting to order and on roll call the following members were present: Shirley Clark, Joe Gezel, John Parker, Brad Ross and Greta Southall. Absent: Pam Pepper.

Item C – Resolution approving the execution of the Promissory Note and the Developer's Annual Certificate with Indianola Iowa Lodging LLC

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

Approval of agenda

April 3, 2017 Minutes

Street closure request from the Indianola Elks Lodge for a Elks Fun Run - Motorcycle Ride on June 10, 2017 from 8:00 a.m. - 10: p.m. - will close West Ashland from Howard to Buxton

Prior approval applications for Urban Revitalization Designation

Warren Co. Habitat for Humanity - 502 W. 18th Place - SFD - \$93,500
Autumn Ridge Development - 400 S. 8th Ct. #43 & 44 - Duplex - \$241,000
Autumn Ridge Development - 1101 N. "O" St. - SFD - \$141,800
Doering Properties, Inc. - 323/325/327 S. Spruce Street - Three Plex - \$375,900
Orton Homes - 1404 N. 9th Street - SFD - \$151,000
Orton Homes - 1104 E. Madison Avenue - SFD - \$300,000
Orton Homes - 1011 E. Madison Avenue - SFD - \$290,800
C&M Construction - 1602 W. Girard Avenue - SFD - \$166,000
Orton Homes - 1309 S. "O" Street - SFD - \$180,500

Final approval applications for Urban Revitalization Designation

CM Construction Services - 801 N. Kenwood Bldv. - SFD - \$145,200
Casey's Marketing Company - 301 E. Trail Ridge - Convenience Store- \$2,205,000
New Era Homes - 112 S. 19th Ct. - SFD - \$173,680
Indianola Iowa Lodging - 501 E. Trail Ridge Avenue - Hotel - \$3,749,569
Michael & Janine Bruder - 1315 S. "L" Court - SFD - \$175,800

Claims on the computer printout for April 17, 2017 and the March 2017 receipts

Parker moved and Southall seconded to approve the following resolution entitled, "RESOLUTION APPROVING THE EXECUTION OF THE PROMISSORY NOTE AND THE DEVELOPER'S ANNUAL CERTIFICATE WITH INDIANOLA IOWA LODGING LLC." Question was called for and on voice vote the vote was, AYES: Clark, Gezel, Southall and Parker. NAYS: None. ABSENT: Pepper. ABSTAINED: Ross. Whereupon the Mayor declared the motion carried and the following resolution duly adopted.

RESOLUTION NO. 2017-37

RESOLUTION APPROVING THE EXECUTION OF THE PROMISSORY NOTE AND THE
DEVELOPER'S ANNUAL CERTIFICATE WITH INDIANOLA IOWA LODGING LLC

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

A motion was made by Ross and seconded by Gezel to approve the March 2017 Treasurer's Report. Question was called for and on voice vote the Mayor declared the motion carried unanimously.

Greg Edwards, President and CEO of Greater Des Moines Convention & Visitors Bureau presented the annual report.

It was the consensus of the Mayor and Council to authorize the \$1,000 community donation from Waste Management to be placed in the Sustainability Committee's budget.

Mayor Shaw presented the Metro Advisory Committee report.

The WCEDC report was presented by Council members Ross and Parker.

A public hearing and first consideration of a request from Larry McConnell to rezone a portion of 2008 East 2nd Avenue from A-1 (agriculture) to C-2 (highway commercial) and A-1 to R-3 (mixed residential) was held. There were no objections either oral or written. It was moved by Southall and seconded by Parker to approve the first consideration of this request. Question was called for and on voice vote the Mayor declared the motion carried unanimously.

The following resolution entitled, "RESOLUTION APPROVING THE CITY OF INDIANOLA'S PARTICIPATION OF \$4,500 PER YEAR FOR FIVE YEARS BEGINNING JULY 2017 WITH KEEP IOWA BEAUTIFUL" was approved on a motion by Parker and seconded by Gezel. On roll call the vote was, AYES: Ross, Clark, Gezel, Southall and Parker. NAYS: None. ABSENT: Pepper. Whereupon the Mayor declared the motion carried unanimously and the following resolution duly adopted.

RESOLUTION NO. 2017-38
RESOLUTION APPROVING THE CITY OF INDIANOLA'S PARTICIPATION OF \$4,500 PER YEAR
FOR FIVE YEARS BEGINNING JULY 2017 WITH KEEP IOWA BEAUTIFUL

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

The following quotes were received for the Median Irrigation Improvement Project:

<u>Business</u>	<u>Quote</u>
T&T Sprinkler Services Inc. Johnston, Iowa	\$33,660.00
Iowa Irrigation Corporation Huxley, Iowa	\$39,530.00

The following resolution entitled, "RESOLUTION APPROVING THE PROFESSIONAL SERVICE AGREEMENT WITH T&T SPRINKLER IN THE AMOUNT OF \$33,660 FOR THE MEDIAN IRRIGATION IMPROVEMENT PROJECT" was approved on a motion by Ross and seconded by Parker. On roll call the vote was, AYES: Ross, Clark, Gezel, Southall and Parker. NAYS: None. ABSENT: Pepper. Whereupon the Mayor declared the motion carried unanimously and the following resolution duly adopted.

RESOLUTION NO. 2017-39
RESOLUTION APPROVING THE PROFESSIONAL SERVICE AGREEMENT WITH T&T
SPRINKLER IN THE AMOUNT OF \$33,660 FOR THE
MEDIAN IRRIGATION IMPROVEMENT PROJECT

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

The following resolution entitled, “RESOLUTION AUTHORIZING THE PURCHASE OF A TANDEM AXLE CAB AND CHASSIS FOR THE STREET DEPARTMENT” from Harrison Truck Centers (Freightliner) in an amount of \$102,328.00 was approved on a motion by Southall and seconded by Parker. On roll call the vote was, AYES: Parker, Clark and Southall. NAYS: Ross and Gezel. ABSENT: Pepper. Whereupon the Mayor declared the motion carried and the following resolution duly adopted.

RESOLUTION NO. 2017-40
“RESOLUTION AUTHORIZING THE PURCHASE OF A TANDEM AXLE CAB AND CHASSIS
FOR THE STREET DEPARTMENT”

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

Clark moved and Southall seconded to adopt the following resolution entitled “RESOLUTION APPROVING SALARIES.” On roll call the vote was, AYES: Gezel, Southall, Parker, Ross and Clark. NAYS: None. ABSENT: Pepper. Whereupon the Mayor declared the motion carried unanimously and the following resolution duly adopted.

RESOLUTION NO. 2017-41 APPROVING SALARIES

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

The Mayor and Council entered into closed session to discuss labor negotiations pursuant to Iowa Code Section 20.17(3).

The Mayor and Council returned to regular session.

Meeting adjourned at 8:15 p.m. on a motion by Ross and seconded by Southall.

Kelly B. Shaw, Mayor

Diana Bowlin, City Clerk

Meeting Date: 05/01/2017

Subject

A new Special Class "C" Liquor License, Sunday Sales Privilege and Outdoor Area for the Des Moines Metro Opera - 513 N. "D" Street

Information

This is a new liquor license for the Des Moines Metro Opera located at 513 N. "D" Street. All the paperwork is in order and staff has approved. Owners are Elaine Raleigh and Michael Egel.

Fiscal Impact

Attachments

Des Moines Opera Permit

April 21, 2017

NAME OF APPLICANT: Des Moines Metro Opera – 513 N. “D” Street

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

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

*Reasons for disapproval

Applicant License Application ()

Name of Applicant: <u>Elaine Raleigh</u>		
Name of Business (DBA): <u>Des Moines Metro Opera</u>		
Address of Premises: <u>513 N D Street</u>		
City <u>Indianola</u>	County: <u>Warren</u>	Zip: <u>50125</u>
Business	<u>(515) 961-6221</u>	
Mailing	<u>106 W. Boston Ave</u>	
City <u>Indianola</u>	State <u>IA</u>	Zip: <u>50125</u>

Contact Person

Name	<u>Elaine Raleigh</u>		
Phone:	<u>(515) 961-6221</u>	Email	<u>eraleigh@dmmo.org</u>

Classification Special Class C Liquor License (BW) (Beer/Wine)

Term:6 months

Effective Date: 06/15/2017

Expiration Date: 01/01/1900

Privileges:

Outdoor Service

Special Class C Liquor License (BW) (Beer/Wine)

Sunday Sales

Status of Business

BusinessType:	<u>Privately Held Corporation</u>		
Corporate ID Number:	<u>[REDACTED]</u>	Federal Employer ID	<u>[REDACTED]</u>

Ownership

Elaine Raleigh

First Name:	<u>Elaine</u>	Last Name:	<u>Raleigh</u>	
City:	<u>Ankeny</u>	State:	<u>Iowa</u>	Zip: <u>50021</u>
Position:	<u>Dir of Business & Finance</u>			
% of Ownership:	<u>0.00%</u>	U.S. Citizen:	<u>Yes</u>	

Michael Egel

First Name:	<u>Michael</u>	Last Name:	<u>Egel</u>	
City:	<u>Indianola</u>	State:	<u>Iowa</u>	Zip: <u>50125</u>
Position:	<u>General Director</u>			
% of Ownership:	<u>0.00%</u>	U.S. Citizen:	<u>Yes</u>	

Insurance Company Information

Insurance Company:	<u>Scottsdale Insurance Company</u>
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Insurance Company: Scottsdale Insurance Company

Policy Effective Date:

Policy Expiration

Bond Effective

Dram Cancel Date:

Outdoor Service Effective

Outdoor Service Expiration

Temp Transfer Effective

Temp Transfer Expiration Date:

Meeting Date: 05/01/2017

Subject

A renewal Class "C" Liquor License for Sodexo Management Inc. - Kent Campus Center

Information

This is a renewal liquor license for Sodexo Management, Inc. located at Kent Campus Center. All of the paperwork is in order and staff has approved. Owners are Scott Robins, Thomas Morse and Lorna Donatone.

Fiscal Impact

Attachments

Sodexo Management Permit

April 14, 2017

NAME OF APPLICANT: Sodexo Management Inc. – Kent Campus Center – Hubell Hall

TYPE OF LICENSE/PERMIT: Class “C” Liquor License

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

*Reasons for disapproval

Applicant License Application (LC0042665)

Name of Applicant: <u>Sodexo Management, Inc.</u>		
Name of Business (DBA): <u>Simpson College</u>		
Address of Premises: <u>Kent Campus Center-Hubell Hall</u>		
City <u>Indianola</u>	County: <u>Warren</u>	Zip: <u>50125</u>
Business <u>(515) 402-2394</u>		
Mailing <u>9801 Washingtonian Blvd</u>		
City <u>Gaithersburg</u>	State <u>MD</u>	Zip: <u>20878</u>

Contact Person

Name <u>Deborah Rowles</u>	
Phone: <u>(301) 987-4504</u>	Email <u>Deborah.Rowles@sodexo.com</u>

Classification Class C Liquor License (LC) (Commercial)

Term: 12 months

Effective Date: 06/20/2017

Expiration Date: 06/19/2018

Privileges:

Catering Privilege

Class C Liquor License (LC) (Commercial)

Status of Business

BusinessType: <u>Privately Held Corporation</u>	
Corporate ID Number: <u>[REDACTED]</u>	Federal Employer ID <u>[REDACTED]</u>

Ownership

Scott Robins

First Name: <u>Scott</u>	Last Name: <u>Robins</u>	
City: <u>Rockville</u>	State: <u>Maryland</u>	Zip: <u>20852</u>
Position: <u>Secretary</u>		
% of Ownership: <u>0.00%</u>	U.S. Citizen: <u>Yes</u>	

Thomas Morse

First Name: <u>Thomas</u>	Last Name: <u>Morse</u>	
City: <u>Gaithersburg</u>	State: <u>Maryland</u>	Zip: <u>20878</u>
Position: <u>Vice President</u>		
% of Ownership: <u>0.00%</u>	U.S. Citizen: <u>Yes</u>	

Lorna Donatone

First Name: <u>Lorna</u>	Last Name: <u>Donatone</u>	
City: <u>Virginia Beach</u>	State: <u>Virginia</u>	Zip: <u>23454</u>
Position: <u>President</u>		

% of Ownership: 0.00%

U.S. Citizen: Yes

Insurance Company Information

Insurance Company: XL Insurance America Inc

Policy Effective Date:

Policy Expiration

Bond Effective

Dram Cancel Date:

Outdoor Service Effective

Outdoor Service Expiration

Temp Transfer Effective

Temp Transfer Expiration Date:

Meeting Date: 05/01/2017

Subject

A renewal Class "C" Beer Permit, Class "B" Wine, Class "E" Liquor License and Sunday Sales Privilege for Walgreens - 1000 N. Jefferson Street

Information

This is a renewal of Walgreens liquor license located at 1000 N. Jefferson Street. All the paperwork is in order and staff has approved. Owners are Mark Wagner, Alexander Gourlay, Alan Nielsen, Jan Reed and Amelia Legutki.

Fiscal Impact

Attachments

Walgreens Permit

April 7, 2017

NAME OF APPLICANT: Walgreens – 1000 N. Jefferson Street

TYPE OF LICENSE/PERMIT: Class “C” Beer Permit, Class “B” Wine, Class “E” Liquor & Sunday Sales

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

*Reasons for disapproval

Applicant License Application (LE0002161)

Name of Applicant: <u>Walgreen Co.</u>		
Name of Business (DBA): <u>Walgreens #05943</u>		
Address of Premises: <u>1000 N Jefferson St</u>		
City <u>Indianola</u>	County: <u>Warren</u>	Zip: <u>50125</u>
Business <u>(515) 961-4867</u>		
Mailing <u>300 Wilmot Rd, MS 3301</u>		
City <u>Deerfield</u>	State <u>IL</u>	Zip: <u>60015</u>

Contact Person

Name <u>Toni Franklin</u>	
Phone: <u>(847) 527-4402</u>	Email <u>toni.franklin@walgreens.com</u>

Classification Class E Liquor License (LE)

Term: 12 months

Effective Date: 06/03/2017

Expiration Date: 06/02/2018

Privileges:

Class B Wine Permit
Class C Beer Permit (Carryout Beer)
Class E Liquor License (LE)
Sunday Sales

Status of Business

BusinessType: <u>Publicly Traded Corporation</u>	
Corporate ID Number: <u>[REDACTED]</u>	Federal Employer ID <u>[REDACTED]</u>

Ownership

Mark Wagner

First Name: <u>Mark</u>	Last Name: <u>Wagner</u>	
City: <u>Lake Forest</u>	State: <u>Illinois</u>	Zip: <u>60045</u>
Position: <u>VP/Director</u>		
% of Ownership: <u>0.00%</u>	U.S. Citizen: <u>Yes</u>	

Alexander Gourlay

First Name: <u>Alexander</u>	Last Name: <u>Gourlay</u>	
City: <u>Glencoe</u>	State: <u>Illinois</u>	Zip: <u>60022</u>
Position: <u>President</u>		
% of Ownership: <u>0.00%</u>	U.S. Citizen: <u>Yes</u>	

Alan Nielsen

First Name: <u>Alan</u>	Last Name: <u>Nielsen</u>
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City: Crystal Lake State: Illinois Zip: 60014

Position: VP/CFO/Treasurer

% of Ownership: 0.00%

U.S. Citizen: Yes

Jan Reed

First Name: Jan

Last Name: Reed

City: Riverwoods

State: Illinois

Zip: 60015

Position: VP/Corporate Secretary

% of Ownership: 0.00%

U.S. Citizen: Yes

Amelia Legutki

First Name: Amelia

Last Name: Legutki

City: Libertyville

State: Illinois

Zip: 60048

Position: Assistant Secretary

% of Ownership: 0.00%

U.S. Citizen: Yes

Insurance Company Information

Insurance Company: Safeco Insurance Co

Policy Effective Date:

Policy Expiration

Bond Effective

Dram Cancel Date:

Outdoor Service Effective

Outdoor Service Expiration

Temp Transfer Effective

Temp Transfer Expiration Date:

Meeting Date: 05/01/2017

Subject

Resolution setting May 15, 2017 as a public hearing and first consideration to amend the sign ordinance

Information

Council needs to set May 15, 2017 as a public hearing and first consideration to amend Chapter 155 "Sign Code." The Community Development Department reviewed the current sign ordinance for updates, and are recommending the following changes:

Section 1: That Chapter 155.4 be and is hereby amended by inserting the underlined language in Paragraph 3 as follows:

3. Nonilluminated real estate signs not exceeding nine (9) square feet in area in residential areas which advertise the sale, rental or lease of the premises upon which said signs are located only, and nonilluminated real estate signs not exceeding 32 square feet advertising the sale of vacant land in excess of one acre.

Section 2: That Chapter 155.4 be and is hereby amended by inserting new Paragraphs 9 and 10 as follows:

9. Menu boards used in conjunction with restaurants or drive-through eating establishments.

10. Convenience Store or fuel station pump island signs provided they are placed directly over the fuel dispenser and do not exceed three square feet.

Section 3: That Chapter 155.9 be and is hereby amended by deleting the stricken language and inserting the underlined language as follows:

155.9 PERMIT REQUIRED. It is unlawful for any person to erect, repair, alter, relocate or maintain within the City any sign or other advertising structure as defined in this chapter, without first obtaining an erection permit from the ~~Building and Zoning Department~~ Community Development Department, and making payment of the fee required herein. All illuminated signs shall, in addition, be subject to the provisions of the Electrical Code of the City. Minor repairs and maintenance do not come under this chapter. Banners in the public right of way shall be permitted by City Council policy as it may be amended from time to time.

Section 4: That Chapter 155.10 be and is hereby amended by deleting the stricken language and inserting the underlined language as follows:

155.10 APPLICATION FOR PERMIT. Application for sign erection permits shall be made upon forms provided by the ~~Building and Zoning Department~~ Community Development Department and shall contain or have attached thereto the following information:

Section 5: That Chapter 155.31(7)(D) is deleted in its entirety and the following is inserted in lieu thereof:

D. Projection signs shall not exceed twenty-four (24) square feet.

Fiscal Impact

Attachments

Ordinance

ORDINANCE NO. _____

AN ORDINANCE AMENDING THE MUNICIPAL CODE OF THE CITY OF INDIANOLA, IOWA, CHAPTER 155 “SIGN CODE”

WHEREAS, the Indianola Code of Ordinances currently covers sign codes;

WHEREAS, the City Council of the City of Indianola, Iowa, now deems it necessary and proper to amend the Code of Ordinances to expand the ordinance to clarify the code.

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

Section 1: That Chapter 155.4 be and is hereby amended by inserting the underlined language in Paragraph 3 as follows:

3. Nonilluminated real estate signs not exceeding nine (9) square feet in area in residential areas which advertise the sale, rental or lease of the premises upon which said signs are located only, and nonilluminated real estate signs not exceeding 32 square feet advertising the sale of vacant land in excess of one acre.

Section 2: That Chapter 155.4 be and is hereby amended by inserting new Paragraphs 9 and 10 as follows:

9. Menu boards used in conjunction with restaurants or drive-through eating establishments.

10. Convenience Store or fuel station pump island signs provided they are placed directly over the fuel dispenser and do not exceed three square feet.

Section 3: That Chapter 155.9 be and is hereby amended by deleting the stricken language and inserting the underlined language as follows:

155.9 PERMIT REQUIRED. It is unlawful for any person to erect, repair, alter, relocate or maintain within the City any sign or other advertising structure as defined in this chapter, without first obtaining an erection permit from the ~~Building and Zoning Department~~ Community Development Department, and making payment of the fee required herein. All illuminated signs shall, in addition, be subject to the provisions of the Electrical Code of the City. Minor repairs and maintenance do not come under this chapter. Banners in the public right of way shall be permitted by City Council policy as it may be amended from time to time.

Section 4: That Chapter 155.10 be and is hereby amended by deleting the stricken language and inserting the underlined language as follows:

155.10 APPLICATION FOR PERMIT. Application for sign erection permits shall be made upon forms provided by the ~~Building and Zoning Department~~ Community Development Department and shall contain or have attached thereto the following information:

Section 5: That Chapter 155.31(7)(D) is deleted in its entirety and the following is inserted in lieu thereof:

D. Projection signs shall not exceed twenty-four (24) square feet.

Section 6: All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

Section 7: This ordinance shall be in full force and effect after its passage, approval and publication as provided by law.

PASSED AND APPROVED this ____ day of _____, 2017.

Kelly B. Shaw, Mayor

ATTEST:

Diana Bowlin, City Clerk

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

RESOLUTION NO. 2017-____

**RESOLUTION SETTING A PUBLIC HEARING TO CONSIDER ORDINANCE
AMENDING THE CITY CODE OF ORDINANCES OF THE CITY OF INDIANOLA,
IOWA, CHAPTER 155, "SIGN CODE"**

WHEREAS, the City of Indianola, Iowa desires to amend Chapter 155, Sign Code; and

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

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Indianola, Iowa, that a public hearing before this Council on the proposed ordinance is set for 7:00 PM, on the 1st day of May 2017. The City Clerk is directed to publish Notice of said hearing at the time and in the manner required by law.

Dated this 1st day of May, 2017.

Kelly B. Shaw, Mayor

ATTEST:

Diana Bowlin, City Clerk

NOTICE OF PUBLIC HEARING

TO: ALL CITIZENS AND PARTIES IN INTEREST WHO MAY BE ENTITLED TO NOTICE OF THE INDIANOLA CITY COUNCIL'S INTENT TO HOLD A HEARING ON TO AMEND INDIANOLA CODE CHAPTER 155 "SIGN CODE"

YOU ARE HEREBY NOTIFIED that the City Council of the City of Indianola, Iowa, is considering the adoption of an ordinance to amend Chapter 155 of the Indianola Municipal Code entitled "Signs Code" on the 15th day of May, 2017, the City Council of the City of Indianola, Iowa, intends to hold a hearing for consideration of an amendment to Indianola Code Chapter 155 "Sign Code". The proposed ordinance is on file in the office of the City Clerk.

YOU ARE FURTHER NOTIFIED that this matter has been set for hearing and consideration on May 15, 2017, at 7:00 P.M., in the Council Chambers of the Municipal Building in Indianola, Iowa.

YOU ARE FURTHER NOTIFIED at the time and place aforesaid all persons will have opportunity to be heard for or against said ordinance.

This Notice is published by order of the City Council of the City of Indianola, Iowa on May 1, 2017.

DIANA BOWLIN, City Clerk

Meeting Date: 05/01/2017

Subject

Street usage request from the American Legion Post 165 for the Veteran's Memorial Day Parade - May 29, 2017 from 9:00 a.m. - 11:00 a.m. - will start at the Warren County Administration Building, south on Buxton, east on Salem and south to IOOF Cemetery

Information

The annual Veterans Memorial Day Parade will begin at the Warren County Administration Building (Buxton Street) east on Salem and south on Hwy 65/69 to IOOF Cemetery. This is the same route used in years past and staff has approved. Their application was received on April 12, 2017 and staff has approved.

Fiscal Impact

Attachments

Event Application

Date: 4/12/17

Event Application

For Veteran Memorial Day Parade

Event Date : May 29, 2017 (9:00 a.m. - 11:00 a.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 – Ed Yando	<u>OK EY</u>	<u> </u>
Fire Department – Greg Chia	<u>OK GWC</u>	<u> </u>
Police Department – Brian Sher	<u>OK BS</u>	<u> </u>
City Manager – Ryan Waller	<u>RW</u>	<u> </u>
HR & Risk Manager – Melissa McCoy	<u>mm</u>	<u> </u>
Chamber of Commerce		

Fax: 961-9753

Comments:

Please return to Diana Bowlin by: ASAP

Thank you for your time and consideration!

Event Name:

Veterans Memorial Day Parade

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:

May 29, 2017

Location of Event:

Event Sponsor(s):

American Legion Post 165

Contact Information:

Organization: American Legion Post 165

Contact Name: Kathy Fensterman

Address: 105 W 1st Ave

Telephone Number: 515-961-0127

Cell Phone Number: 515-707-0119

Fax Number: 515-961-9651

Email Address: Katfen44@gmail.com

Today's Date: 4-11-17

Anticipated Attendance:

500 Per Day

500 Total

Event Information:

Setup Begins	Date: 5-29	Time: 9 AM	Day of Week: Monday
Event Starts	Date: "	Time: 10 AM	Day of Week: "
Event Ends	Date: "	Time: 11 AM	Day of Week: "
Dismantle	Date: "	Time: 11 AM	Day of Week: "

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

Event Application

4

Narrative:

Please describe your request and event:

Parade and program to honor veterans on Memorial Day

Please describe what streets you are planning to close:

Hwy 65/69, Buxton, Salem

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

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

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

We will have cell phones for communication.

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

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

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

RETURN PERMIT APPLICATION TO:

110 North First Street, PO Box 299

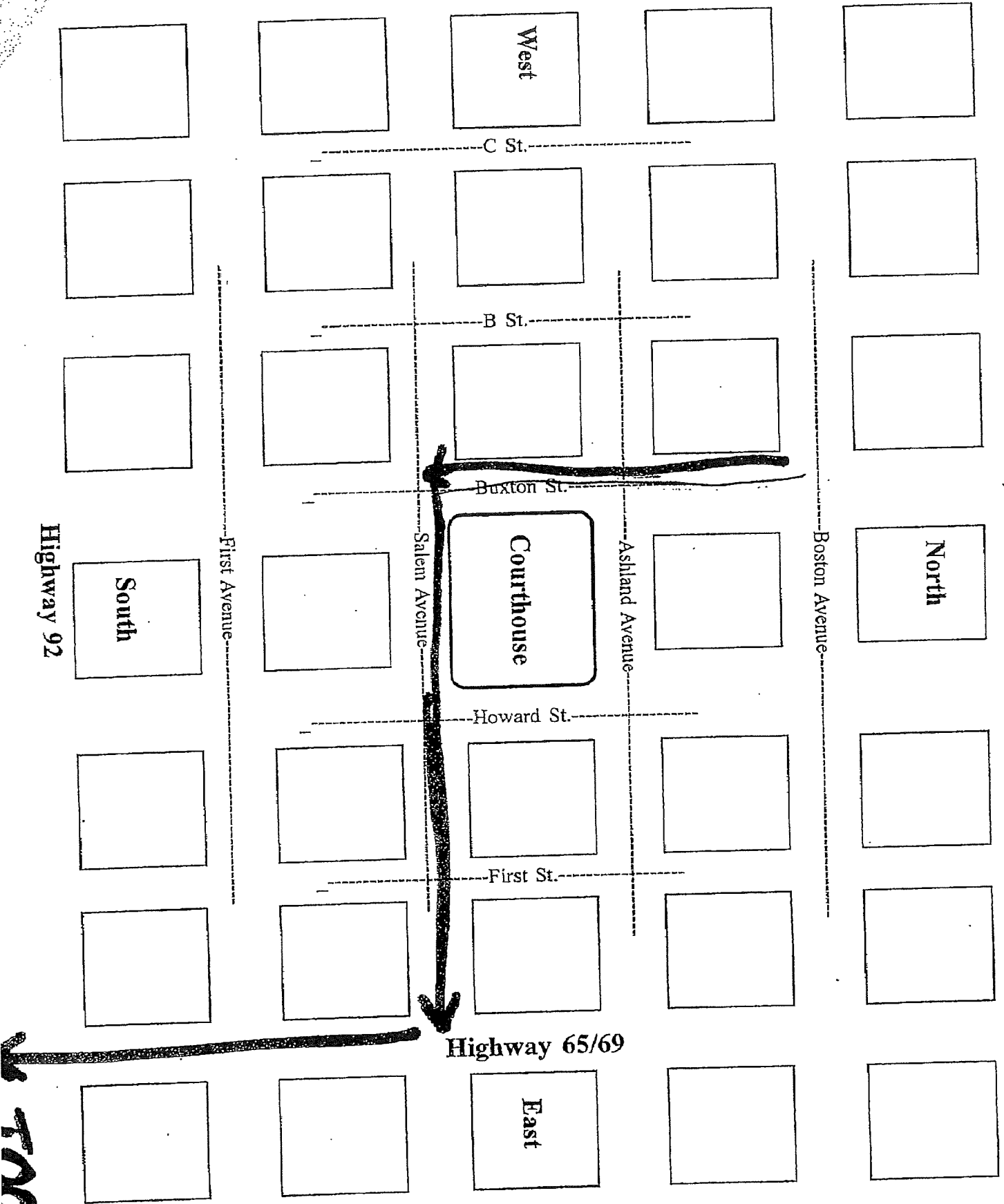
Indianola, Iowa 50125

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

www.indianolaiowa.gov

E-Mail: dbowlin@cityofindianola.com

Memorial Day Parade



NOTE

Subject

Claims on the computer printout for May 1, 2017

Information

Fiscal Impact

Attachments

Claims

Vendor Report

Vendor Name	GL Account Number	Description	Invoice Date	Net Invoice Amount
GENERAL FUND				
AIR-CON MECHANICAL CORP.	001-6500-63410	REPLACE INDUCER MOTOR ON TRANE TRU	04/17/2017	1,147.00
AIR-CON MECHANICAL CORP.	001-6500-63410	CHECK RTU	04/17/2017	213.00
AIR-CON MECHANICAL CORP.	001-6500-63410	QTR AGREEMENT	04/24/2017	1,228.06
AMERICAN BUSINESS PHONES	001-6210-64190	PHONE MAINTENANCE	02/10/2017	133.00
BANKERS TRUST COMPANY	001-6500-64500	FEE CALCULATION - 1ST QTR 2017	04/17/2017	3,426.27
BURZETTE, BENJAMIN	001-2900-64990	CLOTHING ALLOWANCE STEEL-TOE BOOTS	03/10/2017	88.59
CONVERGINT TECHNOLOGIES	001-6210-67240	SECURITY CAMERA STORAGE SERVER	04/21/2017	577.00
CONVERGINT TECHNOLOGIES	001-6500-64190	SECURITY CAMERA STORAGE SERVER	04/21/2017	750.00
DUST PROS JANITORIAL	001-6500-64090	MONTHLY CLEANING	04/17/2017	4,000.00
INFOMAX OFFICE SYSTEMS IN	001-6150-63400	COPIER CONTRACT	04/25/2017	18.85
INFOMAX OFFICE SYSTEMS IN	001-6200-63400	COPIER CONTRACT	04/25/2017	900.67
INFOMAX OFFICE SYSTEMS IN	001-1700-63410	COPIER CONTRACT	04/25/2017	19.31
IOWA ASSOC OF MUN UTILITIE	001-6500-64990	SAFETY CONSULTING - MARCH 2017	03/31/2017	122.73
IOWA MUN FINANCE ASSOC	001-6500-62100	ANNUAL DUES 04/01/17 - 04/01/18	04/01/2017	50.00
MAHASKA COMMUNICATION G	001-6200-63730	TELEPHONE	04/01/2017	73.03
MAHASKA COMMUNICATION G	001-6210-64990	DIGITAL TV - CREDIT PENDING	04/01/2017	2.24
MAHASKA COMMUNICATION G	001-1700-63730	TELEPHONE	04/01/2017	15.65
MAHASKA COMMUNICATION G	001-6210-64990	INTERNET	04/01/2017	66.00
MID AMERICAN ENERGY CO.	001-6500-63710	74080-22010 FUEL HEAT	04/20/2017	352.16
MID AMERICAN ENERGY CO.	001-6500-63710	05931-25003 N HWY 65/69 ENTRANCE SIGN	04/13/2017	18.95
MID AMERICAN ENERGY CO.	001-2300-63710	26321-30003 ST LIGHTING	04/13/2017	153.61
NOLASOFT DEVELOPMENT	001-6210-64990	MAIL SERVER UPGRADE	04/14/2017	360.00
PELLA PRINTING	001-6210-64141	SPRING MAGAZINE	03/29/2017	4,310.00
PELLA PRINTING	001-6500-65070	SUSTAINABILITY/SPRING CLEAN UP	03/27/2017	416.00
PITNEY BOWES	001-1700-65080	POSTAGE METER 1/16/17 - 4/15/17	04/16/2017	25.85
PITNEY BOWES	001-6200-65080	POSTAGE METER 1/16/17 - 4/15/17	04/16/2017	283.71
SHULL, DOUG	001-6500-64990	TREASURER CONTRACT	04/21/2017	83.33
T.R.M. DISPOSAL LLC	001-6500-64090	ACCT #1506	04/24/2017	83.00
THREE-SIXTY GROUP LLC	001-5200-64149	PAYMENT 4	04/27/2017	96,250.00
Total GENERAL FUND:				115,168.01
POLICE FUND				
BOB'S CUSTOM TROPHIES	011-1100-64140	PRINT	10/20/2016	7.00
BOB'S CUSTOM TROPHIES	011-1100-64140	PRINT	01/30/2017	28.00
BOB'S CUSTOM TROPHIES	011-1100-64140	PRINT	03/23/2017	28.50
BRICK GENTRY P.C.	011-1100-64110	UNION NEGOTIATIONS	03/25/2017	1,296.00
CITGO	011-1100-65050	GAS - FOUR WHEELER	04/17/2017	3.89
CNM OUTDOOR EQUIPMENT	011-1111-63410	REPAIR EQUIPMENT	03/29/2017	47.00
CONVERGINT TECHNOLOGIES	011-1111-67240	SECURITY CAMERA STORAGE SERVER	04/21/2017	1,500.00
HAWKINS, ROB	011-1100-61810	UNIFORMS - CLOTHING ALLOWANCE	04/11/2017	52.87
INFOMAX OFFICE SYSTEMS IN	011-1100-64990	COPIER CONTRACT	04/03/2017	531.46
KIYA KODA HUMANE SOCIETY	011-1100-64137	HUMANE SOCIETY CONTRACT - MAY 2017	04/21/2017	2,412.74
MAHASKA COMMUNICATION G	011-1100-63730	INTERNET	04/01/2017	22.00
MAHASKA COMMUNICATION G	011-1100-63730	TELEPHONE	04/01/2017	93.91
MEDTRAK SERVICES	011-1100-64120	411 RX	04/19/2017	38.90
MEDTRAK SERVICES	011-1100-64120	411 RX	04/15/2017	31.91
PITNEY BOWES	011-1100-65080	POSTAGE METER 1/16/17 - 4/15/17	04/16/2017	18.26
Total POLICE FUND:				6,112.44
FIRE FUND				
CARPENTER UNIFORM CO	015-1500-61810	UNIFORM NAMEPLATE	04/07/2017	17.99
CROSS, CHUCK	015-1500-61440	WELLNESS FEB & MAR	03/28/2017	50.00
INFOMAX OFFICE SYSTEMS IN	015-1500-64990	PRINTING/PRINTER	04/12/2017	380.00
INFOMAX OFFICE SYSTEMS IN	015-1500-64990	COPIER CONTRACT	04/25/2017	19.88
IOWA STATE UNIVERSITY	015-1500-62300	PROFESSIONAL DEVELOPMENT CLASS	04/05/2017	60.00

Vendor Name	GL Account Number	Description	Invoice Date	Net Invoice Amount
MAHASKA COMMUNICATION G	015-1500-63730	INTERNET	04/01/2017	22.00
MAHASKA COMMUNICATION G	015-1500-63730	TELEPHONE	04/01/2017	57.39
MID AMERICAN ENERGY CO.	015-1500-63710	UTILITIES	04/19/2017	50.76
MID AMERICAN ENERGY CO.	015-1500-63710	UTILITIES	04/19/2017	17.03
RC SYSTEMS	015-1530-63410	STORM SIREN	04/12/2017	290.25
SPENCER, JEFFREY	015-1500-62700	ARSEN INVESTIGATION CLASS	04/11/2017	304.96
SPENCER, JEFFREY	015-1500-62700	MILEAGE TO HAZMAT CLASS	04/15/2017	103.09
U.S. CELLULAR	015-1500-63730	CELL PHONE	04/12/2017	21.64
Total FIRE FUND:				1,394.99
AMBULANCE FUND				
AIRGAS USA LLC	016-1600-63410	OXYGEN	04/03/2017	67.73
AIRGAS USA LLC	016-1600-63410	OXYGEN	03/31/2017	56.76
HEROLD, VICKI	016-1600-62700	MILEAGE	04/17/2017	366.48
INFOMAX OFFICE SYSTEMS IN	016-1600-63400	COPIER CONTRACT	04/25/2017	15.39
MAHASKA COMMUNICATION G	016-1600-63730	TELEPHONE	04/01/2017	28.63
PHILIPS MEDICAL CAPITAL	016-1600-67245	CARDIAC MONITOR LEASE	04/08/2017	1,348.11
PITNEY BOWES	016-1600-65080	POSTAGE METER 1/16/17 - 4/15/17	04/16/2017	29.64
TRIZETTO PROVIDER Solutio	016-1600-67240	ELECTRONIC CLAIMS FILED	04/01/2017	103.57
UNITED HEALTHCARE COMM P	016-1600-66990	OVERPAYMENT	04/21/2017	201.80
Total AMBULANCE FUND:				2,218.11
LIBRARY FUND				
CONVERGINT TECHNOLOGIES	041-4100-63100	SECURITY CAMERA STORAGE SERVER	04/21/2017	750.00
MAHASKA COMMUNICATION G	041-4100-63730	INTERNET	04/01/2017	22.00
MAHASKA COMMUNICATION G	041-4100-63730	TELEPHONE	04/01/2017	57.39
PITNEY BOWES	041-4100-65080	POSTAGE METER 1/16/17 - 4/15/17	04/16/2017	32.21
WOOSLEY LANDSCAPING & M	041-4100-64990	LIBRARY MOW CONTRACT	04/24/2017	165.00
Total LIBRARY FUND:				1,026.60
PARK & RECREATION FUND				
AGRILAND FS INC	042-4200-65072	SEED	04/11/2017	115.50
AGRILAND FS INC	042-4300-65200	GRASS SEED	04/12/2017	102.50
ATLANTIC BOTTLING CO.	042-4200-65070	PICKARD CONCESSIONS	04/11/2017	862.12
ATLANTIC BOTTLING CO.	042-4200-65070	PICKARD CONCESSIONS	04/18/2017	239.40
BENDON INDIANOLA MECHAN	042-4200-63100	REPAIR BROKEN PIPE	04/17/2017	86.90
BEST EQUIPMENT SALES	042-4200-63410	BROOM HOLDER & BROOMS	04/14/2017	200.00
BRICK GENTRY P.C.	042-4200-64110	UNION NEGOTIATIONS	03/25/2017	432.00
CHAPLIN, BRIANNA	042-4200-64250	3RD-5TH YTH SB UMPIRE	04/18/2017	65.00
CONVERGINT TECHNOLOGIES	042-4300-67245	SECURITY CAMERA STORAGE SERVER	04/21/2017	500.00
CRAWFORD, RICHARD L.	042-4200-64250	ADULT CHURCH LEAGUE SB UMPIRE	04/17/2017	100.00
CRAWFORD, RICHARD L.	042-4200-64250	ADULT COED SB	04/20/2017	100.00
DLH GRAFX	042-4200-61810	YOUTH SB SHIRTS	04/13/2017	760.92
DUST PROS JANITORIAL	042-4200-64090	MONTHLY CLEANING	04/20/2017	1,537.00
FARNER-BROCKEN CO	042-4200-65070	PICKARD CONCESSIONS	04/11/2017	947.03
FARNER-BROCKEN CO	042-4200-65070	PICKARD CONCESSIONS	04/18/2017	634.56
FICKES, EDWARD LEE	042-4200-64250	ADULT CHURCH LEAGUE SB	04/24/2017	100.00
HEARTLAND CO-OP	042-4300-65200	TORDON RTU	04/18/2017	17.40
INFOMAX OFFICE SYSTEMS IN	042-4200-63400	COPIER CONTRACT	04/25/2017	21.75
INFOMAX OFFICE SYSTEMS IN	042-4200-65060	COPIES	04/17/2017	61.78
MAHASKA COMMUNICATION G	042-4200-63730	TELEPHONE	04/01/2017	28.63
MAHASKA COMMUNICATION G	042-4200-63730	TELEPHONE	04/01/2017	83.48
MAHASKA COMMUNICATION G	042-4200-63730	INTERNET	04/01/2017	22.00
MAHASKA COMMUNICATION G	042-4300-63730	TELEPHONE	04/01/2017	26.09
MC INTYRE, CRAIG	042-4200-64250	ADULT COED SB	04/20/2017	100.00

Vendor Name	GL Account Number	Description	Invoice Date	Net Invoice Amount
MID AMERICAN ENERGY CO.	042-4300-63710	GAS - SHOP	04/19/2017	99.04
MID AMERICAN ENERGY CO.	042-4200-63710	ACTIVITY CENTER UTILITIES	04/19/2017	154.59
MYERS, ROBERT	042-4200-64250	ADULT CHURCH LEAGUE SB UMPIRE	04/17/2017	75.00
MYERS, ROBERT	042-4200-64250	ADULT CHURCH LEAGUE SB	04/24/2017	100.00
PARK, KRIS	042-4200-64250	ADULT CHURCH LEAGUE SB	04/24/2017	75.00
PARK, KRIS	042-4200-64250	ADULT CHURCH LEAGUE SB UMPIRE	04/17/2017	100.00
PARK, KRIS	042-4200-64250	ADULT COED SB	04/20/2017	100.00
PELLA PRINTING	042-4200-64140	SPRING MAGAZINE	03/29/2017	7,500.00
PIERCE BROTHERS REPAIR	042-4200-63410	MOUNT BROOM ON JD	04/19/2017	164.00
U.S. CELLULAR	042-4300-63730	CELL PHONES - 2	04/12/2017	69.87
WOOSLEY LANDSCAPING & M	042-4300-64990	PARKS MOW CONTRACT	04/24/2017	4,590.00
Total PARK & RECREATION FUND:				20,171.56
POOL (MEMORIAL) FUND				
LOGAN CONTRACTORS SUPPL	045-4500-64151	POOL CONCRETE SHAVING	04/14/2017	157.30
MAHASKA COMMUNICATION G	045-4500-63730	TELEPHONE	04/01/2017	10.43
MC COY HARDWARE INC	045-4500-65070	PAINTING SUPPLIES	04/25/2017	8.52
MC COY HARDWARE INC	045-4500-65070	PAINTING SUPPLIES	04/25/2017	10.33
VANDERPOOL PLUMBING	045-4500-63100	MAIN WATER LINE BREAK	04/21/2017	1,041.07
WOOSLEY LANDSCAPING & M	045-4500-64990	MAC MOW CONTRACT	04/24/2017	420.00
Total POOL (MEMORIAL) FUND:				1,647.65
ROAD USE TAX FUND				
ALL STAR PNEUMATICS LLC	110-2100-65073	CEMENT	04/13/2017	3,421.46
BARCO MUNICIPAL PROD INC	110-2100-65074	SIGN POSTS	04/19/2017	652.44
BRICK GENTRY P.C.	110-2100-64110	UNION NEGOTIATIONS	03/25/2017	432.00
BRUENING ROCK PRODUCTS	110-2100-65073	ROAD STONE	04/11/2017	884.16
CONVERGINT TECHNOLOGIES	110-2100-65076	SECURITY CAMERA STORAGE SERVER	04/21/2017	750.00
IOWA ASSOC OF MUN UTILITIE	110-2100-64990	SAFETY CONSULTING - MARCH 2017	03/31/2017	122.73
IOWA CPR COMPANY, THE	110-2100-64120	AED	04/24/2017	1,510.00
MAHASKA COMMUNICATION G	110-2100-64900	INTERNET	04/01/2017	22.00
MAHASKA COMMUNICATION G	110-2100-63730	TELEPHONE	04/01/2017	10.43
MID AMERICAN ENERGY CO.	110-2100-63710	FUEL HEAT	04/19/2017	75.24
MOMAR	110-2100-63320	UNDER COATING	04/11/2017	626.81
MURPHY TRACTOR & EQUIPM	110-2100-63320	NEW TRANSMISSION	04/14/2017	17,687.66
NORWALK READY-MIXED CON	110-2100-65073	CONCRETE	04/07/2017	484.50
NORWALK READY-MIXED CON	110-2100-65073	CONCRETE	04/10/2017	741.00
NORWALK READY-MIXED CON	110-2100-65073	CONCRETE	04/11/2017	1,045.50
NORWALK READY-MIXED CON	110-2100-65073	CONCRETE	04/11/2017	1,824.00
NORWALK READY-MIXED CON	110-2100-65073	CONCRETE	04/12/2017	1,083.00
NORWALK READY-MIXED CON	110-2100-65073	CONCRETE	04/13/2017	280.50
NORWALK READY-MIXED CON	110-2100-65073	CONCRETE	04/17/2017	1,197.00
PIERCE BROTHERS REPAIR	110-2100-63320	REPAIRS	04/13/2017	18.00
PITNEY BOWES	110-2100-65080	POSTAGE METER 1/16/17 - 4/15/17	04/16/2017	3.14
TITAN MACHINERY	110-2100-63320	EQUIPMENT REPAIRS	04/11/2017	1,201.08
TITAN MACHINERY	110-2100-63320	BUCKET PINS/PARTS	04/13/2017	242.54
U.S. CELLULAR	110-2100-63730	CELL PHONES -3	04/12/2017	134.82
YANDO, ED	110-2100-61810	CLOTHING ALLOWANCE - BLUE JEANS	04/14/2017	13.51
Total ROAD USE TAX FUND:				34,463.52
PARK & REC SPECIAL REV FUND				
CONVERGINT TECHNOLOGIES	142-4620-65070	SECURITY CAMERA STORAGE SERVER	04/21/2017	1,000.00
Total PARK & REC SPECIAL REV FUND:				1,000.00

Vendor Name	GL Account Number	Description	Invoice Date	Net Invoice Amount
VEHICLE RESERVE FUND				
PARKER SIGN & GRAPHICS	190-1500-67100	STRIPING, SAFETY DECALS, LETTERING - TRAILER	04/19/2017	2,367.00
Total VEHICLE RESERVE FUND:				2,367.00
CAPITAL PROJECTS FUND				
NOLASOFT DEVELOPMENT	301-6210-67900	SPAM MIGRATION FOR EXCHANGE	04/08/2017	120.00
Total CAPITAL PROJECTS FUND:				120.00
SEWER FUND				
BRICK GENTRY P.C.	610-8300-64110	UNION NEGOTIATIONS	03/25/2017	360.00
BROWN SUPPLY CO. INC.	610-8325-65070	RAIN GEAR	04/20/2017	360.00
CINTAS CORPORATION	610-8350-64990	RESTOCK MEDICINE CABINET	04/12/2017	53.19
CONVERGINT TECHNOLOGIES	610-8350-65072	SECURITY CAMERA STORAGE SERVER	04/21/2017	750.00
COUNTRYSIDE SEPTIC & GREASE	610-8350-65072	1 LOAD OF SLUDGE	04/12/2017	225.00
CRYSTAL CLEAR WATER CO	610-8350-65012	DI WATER FOR LAB	04/13/2017	15.00
ELECTRICAL ENG & EQUIP	610-8325-63410	ANNUAL GENERATOR MAINTENANCE - SOUTH PLANT	04/13/2017	2,800.00
ELECTRICAL ENG & EQUIP	610-8325-63410	ANNUAL GENERATOR MAINTENANCE - MCCORD	04/13/2017	2,000.00
ELECTRICAL ENG & EQUIP	610-8325-63410	ANNUAL GENERATOR MAINTENANCE - MORLOCK	04/11/2017	3,000.00
ELECTRICAL ENG & EQUIP	610-8325-63410	ANNUAL GENERATOR MAINTENANCE - N 65/69	04/13/2017	1,875.00
FOREST SEPTIC ENV. SERVICE	610-8350-65072	1 LOAD OF SLUDGE	04/12/2017	400.00
FOREST SEPTIC ENV. SERVICE	610-8350-65072	2 LOADS OF SLUDGE	04/13/2017	800.00
FOREST SEPTIC ENV. SERVICE	610-8350-65072	2 LOADS OF SLUDGE	04/14/2017	800.00
GRAVES, RICK	610-8300-61440	WELLNESS - APRIL	04/14/2017	25.00
HACH COMPANY	610-8350-65012	LAB SUPPLIES	04/12/2017	87.18
INFOMAX OFFICE SYSTEMS INC	610-8300-65990	COPIER CONTRACT	04/25/2017	.29
INTERSTATE POWER SYSTEM	610-8325-65072	MORLOCK GENERATOR	04/17/2017	369.50
IOWA ASSOC OF MUN UTILITIES	610-8300-64990	SAFETY CONSULTING - MARCH 2017	03/31/2017	122.73
MAHASKA COMMUNICATION GROUP	610-8300-64990	INTERNET	04/01/2017	22.00
MAHASKA COMMUNICATION GROUP	610-8300-63730	TELEPHONE	04/01/2017	41.74
MID AMERICAN ENERGY CO.	610-8325-63710	07741-18004 65/69 LIFT	04/18/2017	71.22
MID AMERICAN ENERGY CO.	610-8325-63710	08701-24006 QUAIL MDWS LIFT	04/19/2017	56.09
MID AMERICAN ENERGY CO.	610-8325-63710	09750-87035 WESLEY LIFT	04/18/2017	40.36
T.R.M. DISPOSAL LLC	610-8350-64990	ACCT #583 - TRASH - NORTH PLANT	04/24/2017	80.00
T.R.M. DISPOSAL LLC	610-8325-64990	ACCT #583 - TRASH - SOUTH PLANT	04/24/2017	52.00
U.S. CELLULAR	610-8300-63730	CELL PHONES - 2	04/12/2017	43.28
VAG USA LLC	610-8325-63453	PLAINVIEW LIFT #2 CHECK VALVE PARTS	04/18/2017	884.60
Total SEWER FUND:				15,334.18
STORMWATER UTILITY FUND				
TRANS-IOWA EQUIPMENT INC	650-9100-65070	SWEEPER BROOMS	04/13/2017	3,512.64
Total STORMWATER UTILITY FUND:				3,512.64
Grand Totals:				204,536.70

Vendor Name	GL Account Number	Description	Invoice Date	Net Invoice Amount
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City Council: _____

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
AGRILAND FS INC				
AGRILAND FS INC	SEED	04/11/2017	115.50	PARK & RECREATI
AGRILAND FS INC	GRASS SEED	04/12/2017	102.50	PARK & RECREATI
Total AGRILAND FS INC:			218.00	
AIR-CON MECHANICAL CORP.				
AIR-CON MECHANICAL CORP.	REPLACE INDUCER MOTOR ON TRANE TRU	04/17/2017	1,147.00	GENERAL FUND
AIR-CON MECHANICAL CORP.	CHECK RTU	04/17/2017	213.00	GENERAL FUND
AIR-CON MECHANICAL CORP.	QTR AGREEMENT	04/24/2017	1,228.06	GENERAL FUND
Total AIR-CON MECHANICAL CORP.:			2,588.06	
AIRGAS USA LLC				
AIRGAS USA LLC	OXYGEN	04/03/2017	67.73	AMBULANCE FUN
AIRGAS USA LLC	OXYGEN	03/31/2017	56.76	AMBULANCE FUN
Total AIRGAS USA LLC:			124.49	
ALL STAR PNEUMATICS LLC				
ALL STAR PNEUMATICS LLC	CEMENT	04/13/2017	3,421.46	ROAD USE TAX FU
Total ALL STAR PNEUMATICS LLC:			3,421.46	
AMERICAN BUSINESS PHONES				
AMERICAN BUSINESS PHONES	PHONE MAINTENANCE	02/10/2017	133.00	GENERAL FUND
Total AMERICAN BUSINESS PHONES:			133.00	
ATLANTIC BOTTLING CO.				
ATLANTIC BOTTLING CO.	PICKARD CONCESSIONS	04/11/2017	862.12	PARK & RECREATI
ATLANTIC BOTTLING CO.	PICKARD CONCESSIONS	04/18/2017	239.40	PARK & RECREATI
Total ATLANTIC BOTTLING CO.:			1,101.52	
BANKERS TRUST COMPANY				
BANKERS TRUST COMPANY	FEE CALCULATION - 1ST QTR 2017	04/17/2017	3,426.27	GENERAL FUND
Total BANKERS TRUST COMPANY:			3,426.27	
BARCO MUNICIPAL PROD INC				
BARCO MUNICIPAL PROD INC	SIGN POSTS	04/19/2017	652.44	ROAD USE TAX FU
Total BARCO MUNICIPAL PROD INC:			652.44	
BENDON INDIANOLA MECHANICAL LLC				
BENDON INDIANOLA MECHANI	REPAIR BROKEN PIPE	04/17/2017	86.90	PARK & RECREATI
Total BENDON INDIANOLA MECHANICAL LLC:			86.90	
BEST EQUIPMENT SALES				
BEST EQUIPMENT SALES	BROOM HOLDER & BROOMS	04/14/2017	200.00	PARK & RECREATI
Total BEST EQUIPMENT SALES:			200.00	
BOB'S CUSTOM TROPHIES				
BOB'S CUSTOM TROPHIES	PRINT	10/20/2016	7.00	POLICE FUND
BOB'S CUSTOM TROPHIES	PRINT	01/30/2017	28.00	POLICE FUND

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
BOB'S CUSTOM TROPHIES	PRINT	03/23/2017	28.50	POLICE FUND
Total BOB'S CUSTOM TROPHIES:			63.50	
BRICK GENTRY P.C.				
BRICK GENTRY P.C.	UNION NEGOTIATIONS	03/25/2017	1,296.00	POLICE FUND
BRICK GENTRY P.C.	UNION NEGOTIATIONS	03/25/2017	360.00	SEWER FUND
BRICK GENTRY P.C.	UNION NEGOTIATIONS	03/25/2017	432.00	ROAD USE TAX FU
BRICK GENTRY P.C.	UNION NEGOTIATIONS	03/25/2017	432.00	PARK & RECREATI
Total BRICK GENTRY P.C.:			2,520.00	
BROWN SUPPLY CO. INC.				
BROWN SUPPLY CO. INC.	RAIN GEAR	04/20/2017	360.00	SEWER FUND
Total BROWN SUPPLY CO. INC.:			360.00	
BRUENING ROCK PRODUCTS				
BRUENING ROCK PRODUCTS	ROAD STONE	04/11/2017	884.16	ROAD USE TAX FU
Total BRUENING ROCK PRODUCTS:			884.16	
BURZETTE, BENJAMIN				
BURZETTE, BENJAMIN	CLOTHING ALLOWANCE STEEL-TOE BOOTS	03/10/2017	88.59	GENERAL FUND
Total BURZETTE, BENJAMIN:			88.59	
CARPENTER UNIFORM CO				
CARPENTER UNIFORM CO	UNIFORM NAMEPLATE	04/07/2017	17.99	FIRE FUND
Total CARPENTER UNIFORM CO:			17.99	
CHAPLIN, BRIANNA				
CHAPLIN, BRIANNA	3RD-5TH YTH SB UMPIRE	04/18/2017	65.00	PARK & RECREATI
Total CHAPLIN, BRIANNA:			65.00	
CINTAS CORPORATION				
CINTAS CORPORATION	RESTOCK MEDICINE CABINET	04/12/2017	53.19	SEWER FUND
Total CINTAS CORPORATION:			53.19	
CITGO				
CITGO	GAS - FOUR WHEELER	04/17/2017	3.89	POLICE FUND
Total CITGO:			3.89	
CNM OUTDOOR EQUIPMENT				
CNM OUTDOOR EQUIPMENT	REPAIR EQUIPMENT	03/29/2017	47.00	POLICE FUND
Total CNM OUTDOOR EQUIPMENT:			47.00	
CONVERGINT TECHNOLOGIES LLC				
CONVERGINT TECHNOLOGIES	SECURITY CAMERA STORAGE SERVER	04/21/2017	1,500.00	POLICE FUND
CONVERGINT TECHNOLOGIES	SECURITY CAMERA STORAGE SERVER	04/21/2017	750.00	GENERAL FUND
CONVERGINT TECHNOLOGIES	SECURITY CAMERA STORAGE SERVER	04/21/2017	1,000.00	PARK & REC SPEC
CONVERGINT TECHNOLOGIES	SECURITY CAMERA STORAGE SERVER	04/21/2017	500.00	PARK & RECREATI
CONVERGINT TECHNOLOGIES	SECURITY CAMERA STORAGE SERVER	04/21/2017	750.00	SEWER FUND

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
CONVERGINT TECHNOLOGIES	SECURITY CAMERA STORAGE SERVER	04/21/2017	577.00	GENERAL FUND
CONVERGINT TECHNOLOGIES	SECURITY CAMERA STORAGE SERVER	04/21/2017	750.00	ROAD USE TAX FU
CONVERGINT TECHNOLOGIES	SECURITY CAMERA STORAGE SERVER	04/21/2017	750.00	LIBRARY FUND
Total CONVERGINT TECHNOLOGIES LLC:			6,577.00	
COUNTRYSIDE SEPTIC & GREASE SERVICE LLC				
COUNTRYSIDE SEPTIC & GREASE	1 LOAD OF SLUDGE	04/12/2017	225.00	SEWER FUND
Total COUNTRYSIDE SEPTIC & GREASE SERVICE LLC:			225.00	
CRAWFORD, RICHARD L.				
CRAWFORD, RICHARD L.	ADULT CHURCH LEAGUE SB UMPIRE	04/17/2017	100.00	PARK & RECREATI
CRAWFORD, RICHARD L.	ADULT COED SB	04/20/2017	100.00	PARK & RECREATI
Total CRAWFORD, RICHARD L.:			200.00	
CROSS, CHUCK				
CROSS, CHUCK	WELLNESS FEB & MAR	03/28/2017	50.00	FIRE FUND
Total CROSS, CHUCK:			50.00	
CRYSTAL CLEAR WATER CO				
CRYSTAL CLEAR WATER CO	DI WATER FOR LAB	04/13/2017	15.00	SEWER FUND
Total CRYSTAL CLEAR WATER CO:			15.00	
DLH GRAFX				
DLH GRAFX	YOUTH SB SHIRTS	04/13/2017	760.92	PARK & RECREATI
Total DLH GRAFX:			760.92	
DUST PROS JANITORIAL				
DUST PROS JANITORIAL	MONTHLY CLEANING	04/17/2017	4,000.00	GENERAL FUND
DUST PROS JANITORIAL	MONTHLY CLEANING	04/20/2017	1,537.00	PARK & RECREATI
Total DUST PROS JANITORIAL:			5,537.00	
ELECTRICAL ENG & EQUIP				
ELECTRICAL ENG & EQUIP	ANNUAL GENERATOR MAINTENANCE - SOU	04/13/2017	2,800.00	SEWER FUND
ELECTRICAL ENG & EQUIP	ANNUAL GENERATOR MAINTENANCE - MC	04/13/2017	2,000.00	SEWER FUND
ELECTRICAL ENG & EQUIP	ANNUAL GENERATOR MAINTENANCE - MO	04/11/2017	3,000.00	SEWER FUND
ELECTRICAL ENG & EQUIP	ANNUAL GENERATOR MAINTENANCE - N 65	04/13/2017	1,875.00	SEWER FUND
Total ELECTRICAL ENG & EQUIP:			9,675.00	
FARNER-BROCKEN CO				
FARNER-BROCKEN CO	PICKARD CONCESSIONS	04/11/2017	947.03	PARK & RECREATI
FARNER-BROCKEN CO	PICKARD CONCESSIONS	04/18/2017	634.56	PARK & RECREATI
Total FARNER-BROCKEN CO:			1,581.59	
FICKES, EDWARD LEE				
FICKES, EDWARD LEE	ADULT CHURCH LEAGUE SB	04/24/2017	100.00	PARK & RECREATI
Total FICKES, EDWARD LEE:			100.00	

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
FOREST SEPTIC ENV. SERVICES LLC				
FOREST SEPTIC ENV. SERVICE	1 LOAD OF SLUDGE	04/12/2017	400.00	SEWER FUND
FOREST SEPTIC ENV. SERVICE	2 LOADS OF SLUDGE	04/13/2017	800.00	SEWER FUND
FOREST SEPTIC ENV. SERVICE	2 LOADS OF SLUDGE	04/14/2017	800.00	SEWER FUND
Total FOREST SEPTIC ENV. SERVICES LLC:			2,000.00	
GRAVES, RICK				
GRAVES, RICK	WELLNESS - APRIL	04/14/2017	25.00	SEWER FUND
Total GRAVES, RICK:			25.00	
HACH COMPANY				
HACH COMPANY	LAB SUPPLIES	04/12/2017	87.18	SEWER FUND
Total HACH COMPANY:			87.18	
HAWKINS, ROB				
HAWKINS, ROB	UNIFORMS - CLOTHING ALLOWANCE	04/11/2017	52.87	POLICE FUND
Total HAWKINS, ROB:			52.87	
HEARTLAND CO-OP				
HEARTLAND CO-OP	TORDON RTU	04/18/2017	17.40	PARK & RECREATI
Total HEARTLAND CO-OP:			17.40	
HEROLD, VICKI				
HEROLD, VICKI	MILEAGE	04/17/2017	366.48	AMBULANCE FUN
Total HEROLD, VICKI:			366.48	
INFOMAX OFFICE SYSTEMS INC.				
INFOMAX OFFICE SYSTEMS IN	COPIER CONTRACT	04/03/2017	531.46	POLICE FUND
INFOMAX OFFICE SYSTEMS IN	PRINTING/PRINTER	04/12/2017	380.00	FIRE FUND
INFOMAX OFFICE SYSTEMS IN	COPIER CONTRACT	04/25/2017	900.67	GENERAL FUND
INFOMAX OFFICE SYSTEMS IN	COPIER CONTRACT	04/25/2017	.29	SEWER FUND
INFOMAX OFFICE SYSTEMS IN	COPIER CONTRACT	04/25/2017	19.88	FIRE FUND
INFOMAX OFFICE SYSTEMS IN	COPIER CONTRACT	04/25/2017	15.39	AMBULANCE FUN
INFOMAX OFFICE SYSTEMS IN	COPIER CONTRACT	04/25/2017	18.85	GENERAL FUND
INFOMAX OFFICE SYSTEMS IN	COPIER CONTRACT	04/25/2017	21.75	PARK & RECREATI
INFOMAX OFFICE SYSTEMS IN	COPIER CONTRACT	04/25/2017	19.31	GENERAL FUND
INFOMAX OFFICE SYSTEMS IN	COPIES	04/17/2017	61.78	PARK & RECREATI
Total INFOMAX OFFICE SYSTEMS INC.:			1,969.38	
INTERSTATE POWER SYSTEMS				
INTERSTATE POWER SYSTEM	MORLOCK GENERATOR	04/17/2017	369.50	SEWER FUND
Total INTERSTATE POWER SYSTEMS:			369.50	
IOWA ASSOC OF MUN UTILITIES				
IOWA ASSOC OF MUN UTILITIE	SAFETY CONSULTING - MARCH 2017	03/31/2017	122.73	ROAD USE TAX FU
IOWA ASSOC OF MUN UTILITIE	SAFETY CONSULTING - MARCH 2017	03/31/2017	122.73	GENERAL FUND
IOWA ASSOC OF MUN UTILITIE	SAFETY CONSULTING - MARCH 2017	03/31/2017	122.73	SEWER FUND
Total IOWA ASSOC OF MUN UTILITIES:			368.19	

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
IOWA CPR COMPANY, THE				
IOWA CPR COMPANY, THE	AED	04/24/2017	1,510.00	ROAD USE TAX FU
Total IOWA CPR COMPANY, THE:			1,510.00	
IOWA MUN FINANCE ASSOC				
IOWA MUN FINANCE ASSOC	ANNUAL DUES 04/01/17 - 04/01/18	04/01/2017	50.00	GENERAL FUND
Total IOWA MUN FINANCE ASSOC:			50.00	
IOWA STATE UNIVERSITY				
IOWA STATE UNIVERSITY	PROFESSIONAL DEVELOPMENT CLASS	04/05/2017	60.00	FIRE FUND
Total IOWA STATE UNIVERSITY:			60.00	
KIYA KODA HUMANE SOCIETY				
KIYA KODA HUMANE SOCIETY	HUMANE SOCIETY CONTRACT - MAY 2017	04/21/2017	2,412.74	POLICE FUND
Total KIYA KODA HUMANE SOCIETY:			2,412.74	
LOGAN CONTRACTORS SUPPLY INC.				
LOGAN CONTRACTORS SUPPL	POOL CONCRETE SHAVING	04/14/2017	157.30	POOL (MEMORIAL)
Total LOGAN CONTRACTORS SUPPLY INC.:			157.30	
MAHASKA COMMUNICATION GROUP				
MAHASKA COMMUNICATION G	TELEPHONE	04/01/2017	28.63	PARK & RECREATI
MAHASKA COMMUNICATION G	TELEPHONE	04/01/2017	93.91	POLICE FUND
MAHASKA COMMUNICATION G	TELEPHONE	04/01/2017	41.74	SEWER FUND
MAHASKA COMMUNICATION G	INTERNET	04/01/2017	22.00	FIRE FUND
MAHASKA COMMUNICATION G	TELEPHONE	04/01/2017	15.65	GENERAL FUND
MAHASKA COMMUNICATION G	INTERNET	04/01/2017	22.00	PARK & RECREATI
MAHASKA COMMUNICATION G	INTERNET	04/01/2017	22.00	ROAD USE TAX FU
MAHASKA COMMUNICATION G	INTERNET	04/01/2017	22.00	LIBRARY FUND
MAHASKA COMMUNICATION G	TELEPHONE	04/01/2017	73.03	GENERAL FUND
MAHASKA COMMUNICATION G	TELEPHONE	04/01/2017	83.48	PARK & RECREATI
MAHASKA COMMUNICATION G	INTERNET	04/01/2017	66.00	GENERAL FUND
MAHASKA COMMUNICATION G	TELEPHONE	04/01/2017	26.09	PARK & RECREATI
MAHASKA COMMUNICATION G	INTERNET	04/01/2017	22.00	POLICE FUND
MAHASKA COMMUNICATION G	INTERNET	04/01/2017	22.00	SEWER FUND
MAHASKA COMMUNICATION G	DIGITAL TV - CREDIT PENDING	04/01/2017	2.24	GENERAL FUND
MAHASKA COMMUNICATION G	TELEPHONE	04/01/2017	10.43	POOL (MEMORIAL)
MAHASKA COMMUNICATION G	TELEPHONE	04/01/2017	57.39	FIRE FUND
MAHASKA COMMUNICATION G	TELEPHONE	04/01/2017	10.43	ROAD USE TAX FU
MAHASKA COMMUNICATION G	TELEPHONE	04/01/2017	57.39	LIBRARY FUND
MAHASKA COMMUNICATION G	TELEPHONE	04/01/2017	28.63	AMBULANCE FUN
Total MAHASKA COMMUNICATION GROUP:			727.04	
MC COY HARDWARE INC				
MC COY HARDWARE INC	PAINTING SUPPLIES	04/25/2017	8.52	POOL (MEMORIAL)
MC COY HARDWARE INC	PAINTING SUPPLIES	04/25/2017	10.33	POOL (MEMORIAL)
Total MC COY HARDWARE INC:			18.85	
MC INTYRE, CRAIG				
MC INTYRE, CRAIG	ADULT COED SB	04/20/2017	100.00	PARK & RECREATI

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
Total MC INTYRE, CRAIG:			100.00	
MEDTRAK SERVICES				
MEDTRAK SERVICES	411 RX	04/19/2017	38.90	POLICE FUND
MEDTRAK SERVICES	411 RX	04/15/2017	31.91	POLICE FUND
Total MEDTRAK SERVICES:			70.81	
MID AMERICAN ENERGY CO.				
MID AMERICAN ENERGY CO.	07741-18004 65/69 LIFT	04/18/2017	71.22	SEWER FUND
MID AMERICAN ENERGY CO.	FUEL HEAT	04/19/2017	75.24	ROAD USE TAX FU
MID AMERICAN ENERGY CO.	GAS - SHOP	04/19/2017	99.04	PARK & RECREATI
MID AMERICAN ENERGY CO.	74080-22010 FUEL HEAT	04/20/2017	352.16	GENERAL FUND
MID AMERICAN ENERGY CO.	UTILITIES	04/19/2017	50.76	FIRE FUND
MID AMERICAN ENERGY CO.	08701-24006 QUAIL MDWS LIFT	04/19/2017	56.09	SEWER FUND
MID AMERICAN ENERGY CO.	05931-25003 N HWY 65/69 ENTRANCE SIGN	04/13/2017	18.95	GENERAL FUND
MID AMERICAN ENERGY CO.	26321-30003 ST LIGHTING	04/13/2017	153.61	GENERAL FUND
MID AMERICAN ENERGY CO.	UTILITIES	04/19/2017	17.03	FIRE FUND
MID AMERICAN ENERGY CO.	ACTIVITY CENTER UTILITIIES	04/19/2017	154.59	PARK & RECREATI
MID AMERICAN ENERGY CO.	09750-87035 WESLEY LIFT	04/18/2017	40.36	SEWER FUND
Total MID AMERICAN ENERGY CO.:			1,089.05	
MOMAR				
MOMAR	UNDER COATING	04/11/2017	626.81	ROAD USE TAX FU
Total MOMAR:			626.81	
MURPHY TRACTOR & EQUIPMENT				
MURPHY TRACTOR & EQUIPM	NEW TRANSMISSION	04/14/2017	17,687.66	ROAD USE TAX FU
Total MURPHY TRACTOR & EQUIPMENT:			17,687.66	
MYERS, ROBERT				
MYERS, ROBERT	ADULT CHURCH LEAGUE SB UMPIRE	04/17/2017	75.00	PARK & RECREATI
MYERS, ROBERT	ADULT CHURCH LEAGUE SB	04/24/2017	100.00	PARK & RECREATI
Total MYERS, ROBERT:			175.00	
NOLASOFT DEVELOPMENT				
NOLASOFT DEVELOPMENT	SPAM MIGRATION FOR EXCHANGE	04/08/2017	120.00	CAPITAL PROJECT
NOLASOFT DEVELOPMENT	MAIL SERVER UPGRADE	04/14/2017	360.00	GENERAL FUND
Total NOLASOFT DEVELOPMENT:			480.00	
NORWALK READY-MIXED CONCRETE				
NORWALK READY-MIXED CON	CONCRETE	04/07/2017	484.50	ROAD USE TAX FU
NORWALK READY-MIXED CON	CONCRETE	04/10/2017	741.00	ROAD USE TAX FU
NORWALK READY-MIXED CON	CONCRETE	04/11/2017	1,045.50	ROAD USE TAX FU
NORWALK READY-MIXED CON	CONCRETE	04/11/2017	1,824.00	ROAD USE TAX FU
NORWALK READY-MIXED CON	CONCRETE	04/12/2017	1,083.00	ROAD USE TAX FU
NORWALK READY-MIXED CON	CONCRETE	04/13/2017	280.50	ROAD USE TAX FU
NORWALK READY-MIXED CON	CONCRETE	04/17/2017	1,197.00	ROAD USE TAX FU
Total NORWALK READY-MIXED CONCRETE:			6,655.50	

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
PARK, KRIS				
PARK, KRIS	ADULT CHURCH LEAGUE SB	04/24/2017	75.00	PARK & RECREATI
PARK, KRIS	ADULT CHURCH LEAGUE SB UMPIRE	04/17/2017	100.00	PARK & RECREATI
PARK, KRIS	ADULT COED SB	04/20/2017	100.00	PARK & RECREATI
Total PARK, KRIS:			275.00	
PARKER SIGN & GRAPHICS				
PARKER SIGN & GRAPHICS	STRIPING, SAFETY DECALS, LETTERING - T	04/19/2017	2,367.00	VEHICLE RESERV
Total PARKER SIGN & GRAPHICS:			2,367.00	
PELLA PRINTING				
PELLA PRINTING	SPRING MAGAZINE	03/29/2017	7,500.00	PARK & RECREATI
PELLA PRINTING	SPRING MAGAZINE	03/29/2017	4,310.00	GENERAL FUND
PELLA PRINTING	SUSTAINABILITY/SPRING CLEAN UP	03/27/2017	416.00	GENERAL FUND
Total PELLA PRINTING:			12,226.00	
PHILIPS MEDICAL CAPITAL				
PHILIPS MEDICAL CAPITAL	CARDIAC MONITOR LEASE	04/08/2017	1,348.11	AMBULANCE FUN
Total PHILIPS MEDICAL CAPITAL:			1,348.11	
PIERCE BROTHERS REPAIR				
PIERCE BROTHERS REPAIR	REPAIRS	04/13/2017	18.00	ROAD USE TAX FU
PIERCE BROTHERS REPAIR	MOUNT BROOM ON JD	04/19/2017	164.00	PARK & RECREATI
Total PIERCE BROTHERS REPAIR:			182.00	
PITNEY BOWES				
PITNEY BOWES	POSTAGE METER 1/16/17 - 4/15/17	04/16/2017	3.14	ROAD USE TAX FU
PITNEY BOWES	POSTAGE METER 1/16/17 - 4/15/17	04/16/2017	18.26	POLICE FUND
PITNEY BOWES	POSTAGE METER 1/16/17 - 4/15/17	04/16/2017	25.85	GENERAL FUND
PITNEY BOWES	POSTAGE METER 1/16/17 - 4/15/17	04/16/2017	29.64	AMBULANCE FUN
PITNEY BOWES	POSTAGE METER 1/16/17 - 4/15/17	04/16/2017	283.71	GENERAL FUND
PITNEY BOWES	POSTAGE METER 1/16/17 - 4/15/17	04/16/2017	32.21	LIBRARY FUND
Total PITNEY BOWES:			392.81	
RC SYSTEMS				
RC SYSTEMS	STORM SIREN	04/12/2017	290.25	FIRE FUND
Total RC SYSTEMS:			290.25	
SHULL, DOUG				
SHULL, DOUG	TREASURER CONTRACT	04/21/2017	83.33	GENERAL FUND
Total SHULL, DOUG:			83.33	
SPENCER, JEFFREY				
SPENCER, JEFFREY	ARSEN INVESTIGATION CLASS	04/11/2017	304.96	FIRE FUND
SPENCER, JEFFREY	MILEAGE TO HAZMAT CLASS	04/15/2017	103.09	FIRE FUND
Total SPENCER, JEFFREY:			408.05	
T.R.M. DISPOSAL LLC				
T.R.M. DISPOSAL LLC	ACCT #1506	04/24/2017	83.00	GENERAL FUND

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
T.R.M. DISPOSAL LLC	ACCT #583 - TRASH - SOUTH PLANT	04/24/2017	52.00	SEWER FUND
T.R.M. DISPOSAL LLC	ACCT #583 - TRASH - NORTH PLANT	04/24/2017	80.00	SEWER FUND
Total T.R.M. DISPOSAL LLC:			215.00	
THREE-SIXTY GROUP LLC				
THREE-SIXTY GROUP LLC	PAYMENT 4	04/27/2017	96,250.00	GENERAL FUND
Total THREE-SIXTY GROUP LLC:			96,250.00	
TITAN MACHINERY				
TITAN MACHINERY	EQUIPMENT REPAIRS	04/11/2017	1,201.08	ROAD USE TAX FU
TITAN MACHINERY	BUCKET PINS/PARTS	04/13/2017	242.54	ROAD USE TAX FU
Total TITAN MACHINERY:			1,443.62	
TRANS-IOWA EQUIPMENT INC				
TRANS-IOWA EQUIPMENT INC	SWEEPER BROOMS	04/13/2017	3,512.64	STORMWATER UTI
Total TRANS-IOWA EQUIPMENT INC:			3,512.64	
TRIZETTO PROVIDER SOLUTIONS				
TRIZETTO PROVIDER Solutio	ELECTRONIC CLAIMS FILED	04/01/2017	103.57	AMBULANCE FUN
Total TRIZETTO PROVIDER SOLUTIONS:			103.57	
U.S. CELLULAR				
U.S. CELLULAR	CELL PHONES - 2	04/12/2017	43.28	SEWER FUND
U.S. CELLULAR	CELL PHONES -3	04/12/2017	134.82	ROAD USE TAX FU
U.S. CELLULAR	CELL PHONE	04/12/2017	21.64	FIRE FUND
U.S. CELLULAR	CELL PHONES - 2	04/12/2017	69.87	PARK & RECREATI
Total U.S. CELLULAR:			269.61	
UNITED HEALTHCARE COMM PLAN				
UNITED HEALTHCARE COMM P	OVERPAYMENT	04/21/2017	201.80	AMBULANCE FUN
Total UNITED HEALTHCARE COMM PLAN:			201.80	
VAG USA LLC				
VAG USA LLC	PLAINVIEW LIFT #2 CHECK VALVE PARTS	04/18/2017	884.60	SEWER FUND
Total VAG USA LLC:			884.60	
VANDERPOOL PLUMBING				
VANDERPOOL PLUMBING	MAIN WATER LINE BREAK	04/21/2017	1,041.07	POOL (MEMORIAL)
Total VANDERPOOL PLUMBING:			1,041.07	
WOOSLEY LANDSCAPING & MOWING				
WOOSLEY LANDSCAPING & M	PARKS MOW CONTRACT	04/24/2017	4,590.00	PARK & RECREATI
WOOSLEY LANDSCAPING & M	LIBRARY MOW CONTRACT	04/24/2017	165.00	LIBRARY FUND
WOOSLEY LANDSCAPING & M	MAC MOW CONTRACT	04/24/2017	420.00	POOL (MEMORIAL)
Total WOOSLEY LANDSCAPING & MOWING:			5,175.00	
YANDO, ED				
YANDO, ED	CLOTHING ALLOWANCE - BLUE JEANS	04/14/2017	13.51	ROAD USE TAX FU

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
Total YANDO, ED:			13.51	
Grand Totals:			204,536.70	

City Council: _____

Meeting Date: 05/01/2017

Subject

Presentation from Rachel Woodhouse of BRAVO

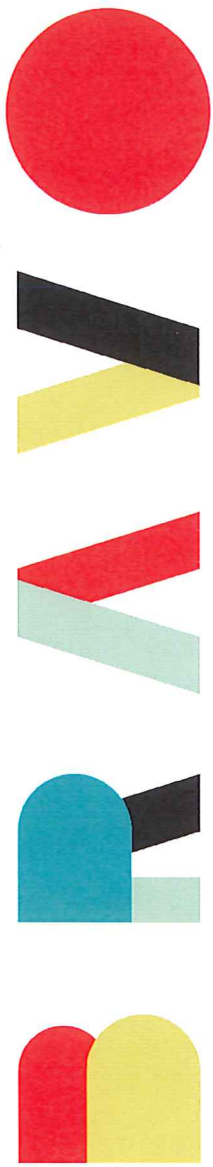
Information

Rachel Woodhouse will provide a power point presentation (packet) for the BRAVO yearly report.

Fiscal Impact

Attachments

BRAVO Report



GREATER DES MOINES

REGIONAL VALUE

Bravo is...

1. Investing strategically in the region and for Indianola
2. Measuring the impact of arts, culture and heritage organizations on the regional economy
3. Leading the vision for the future



ABOUT BRAVO

History

From 9 founding partners, Bravo has grown to 17 local partner governments.

Added Pleasant Hill in FY17

Partner governments contribute a portion of the hotel-motel tax revenue for the community.

Centralized grant funder to arts, culture and heritage organizations.

Transparent and accountable approach to distributing funds.



1. STRATEGIC INVESTMENTS

Grantmaking Overview

More than \$28 million in operating grants since 2006
>90% of 28E revenue directly granted back

of Cultural Partners has increased 33% since
FY12

Up 66% since 2006

Bravo Average Grant Award

FY06: \$52,943 among 30 recipients

FY16: \$53,096 among 58 recipients

GC17: \$53,912 among 67 recipients



1. STRATEGIC INVESTMENTS

Cultural Enrichment Grants (CEG)

Unrestricted operating grants for arts, culture and heritage organizations in central Iowa

GC17:

65 organizations funded (+ 16% over PY)
14 organizations new* to Bravo

\$3,504,325 in investments (+ 14% over PY)

Applications received and funded from
organizations located in 12 of Bravo's 17 partner
government communities



GREATER DES MOINES

1. STRATEGIC INVESTMENTS

Indianola Data from GC17 Cultural Enrichment Grants

Des Moines Metro Opera Awarded \$190,000
+19% over year prior

955% ROI for City of Indianola
FY17 projection is \$18,000

Indianola in Top 5 Communities for Opera's:

- Paid Attendance
- Individual Donors
- Education/Outreach

1. STRATEGIC INVESTMENTS

Local Arts Program Grant (LAPG) - NEW

Open to non-arts organizations providing arts programming and/or agencies, councils, commissions or boards of local governments partnering with Bravo.

18 local arts programs funded

\$96,350 in investments

Applications received and funded from organizations located in 6 of Bravo's 17 partner government communities



1. STRATEGIC INVESTMENTS

Capital Campaign and Project Grant (CCPG)

Funding for capital campaigns and capital projects of at least \$10,000 in total cost.

GC17 awards announced mid-May 2017

\$539,6000 to allocate in GC17



2. MEASURING IMPACT

Economic Impact

	2015
Total Regional Output	\$120.9 million
Arts & Culture Sector Jobs	2,336
Annual Participants	3,700,365

3. VISION FOR THE FUTURE

Regional Cultural Assessment

Goal: Identify ways to leverage arts and culture as a way to drive quality of life and economic development

Process will identify the arts and cultural needs and preferences of residents and propose strategies the community can use to meet those needs

Outcomes published June/July 2017

REGIONAL VALUE

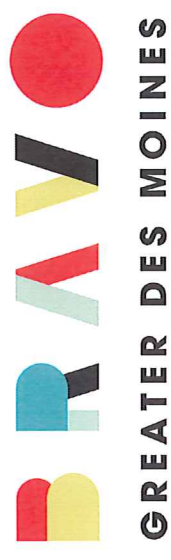
Bravo is...

1. Investing strategically in the region
 - More than \$28 million in operating investments
 - # of Cultural Partners up 66% since 2006
2. Measuring the impact of arts, culture and heritage organizations on the regional economy
 - 2015 Bravo invested \$3.5 million → \$120 million in economic impact
 - National study results in summer 2017
3. Leading the vision for the future
 - Regional Cultural Assessment to identify ways arts and culture can leverage economic development and quality of life.



GREATER DES MOINES

QUESTIONS?



City Council Regular

6.B.

Meeting Date: 05/01/2017

Subject

Receive an update on fireworks legislation

Information

Fire Chief Greg Chia will update the Mayor and Council on the fireworks legislation.

Fiscal Impact

Attachments

No file(s) attached.

Meeting Date: 05/01/2017

Subject

Direction and discussion regarding the bird problem

Information

Fiscal Impact

Attachments

No file(s) attached.

City Council Regular

8.A.1.

Meeting Date: 05/01/2017

Subject

FY 2017 Budget Amendment

Information

Fiscal Impact

Attachments

No file(s) attached.

Meeting Date: 05/01/2017

Subject

Public hearing to amend the FY 2017 budget

Information

The first item is to hold the public hearing on amending the FY 2017 budget. There have been no oral or written objections.

Fiscal Impact

Attachments

No file(s) attached.

Meeting Date: 05/01/2017

Subject

Resolution approving budget amendment

* State code requires cities to amend their budgets if expenses exceed in any program area. This does not allow for a tax increase and is offset by non-property tax revenues

Information

After the hearing, council needs to consider the resolution (packet) approving the FY 2017 budget amendment.

Roll call is in order.

Fiscal Impact

Attachments

Resolution

RESOLUTION 2017-____

RESOLUTION AMENDING THE ANNUAL BUDGET
FOR FISCAL YEAR ENDING JUNE 30, 2017

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

The annual budget for the fiscal year ending June 30, 2017 as set forth in the Budget Summary Certificate and in the detail budget in support thereof showing the revenue estimates and appropriations expenditures and allocations to program and activities for said fiscal year is hereby amended, the City Clerk is directed to make the filings required by law and set up her books in accordance with the summary and details as adopted.

Passed and approved on 1st day of May, 2017.

Kelly B. Shaw, Mayor

ATTEST:

Diana Bowlin, City Clerk

Meeting Date: 05/01/2017

Subject

Second consideration of a request from Larry McConnell to rezone a portion of 2008 East 2nd Avenue from A-1 (agriculture) to C-2 (highway commercial) and A-1 to R-3 (mixed residential) P&Z approved unanimously on March 14, 2017

Information

Council needs to hold the second consideration of a rezoning request from Larry McConnell. In your packet are the rezoning application, a map indicating the area requested for rezoning and the notice sent to property owners within 200'. Larry wants to extend the current C-2 zoning further to the east, however the request matches the distance north of Highway 92 to the current depth of the existing C-2 zoning. If approved C-2 zoning will be present to the east and R-3 to the north and west. I have spoken to the owner of the property that lies to the west and south of the C-2 zoning area. He indicated that he has no interest to rezone his property at this time. If the McConnell request is approved, his property will remain as A-1 zoning.

The original C-2 zoning of this area occurred in 1987. Subsequently the depth of the C-2 zoning classification was increased to its current depth of 490' in February of 2013. The Future Land Use Map within the 2011 Comprehensive Plan was amended to reflect the change.

The request for R-3 zoning consists of approximately 7.3 acres. If approved R-3 zoning will be present on the north, east and west boundaries and C-2 zoning to the south. It is important to note staff's recommendation in 2013 and in this current request is to limit the depth of the commercial zoning in order to support the residential growth on either side of East First Avenue which extends to the east through this tract of land after platting of the area occurs.

All notifications have been mailed and rezoning signs have been posted. Chuck recommended the Future land Use Map within the 2011 Comprehensive Plan be further amended to reflect the additional change in width of the commercial rezoning and approval of the request and P&Z approved unanimously.

The ordinance also includes the condition that single family dwellings only will be constructed along the north side of the future extension of East First Avenue and single family or two family dwellings will only be constructed along the south side of future extension of East First Avenue.

Simple motion is in order.

Fiscal Impact

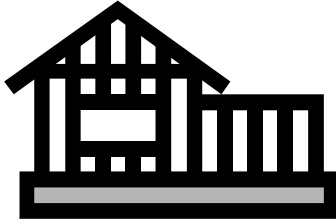
Attachments

PZ Memo

PZ Minutes

Rezoning Information

Ordinance



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

Item # 4 Consider request from Larry McConnell to rezone a portion of 2008 East 2nd Avenue from A-1 (agriculture) to C-2 (highway commercial) and A-1 to R-3 (mixed residential).

Enclosed is the rezoning application, a map indicating the area requested for rezoning and the notice sent to property owners within 200'. Larry wants to extend the current C-2 zoning further to the east, however the request matches the distance north of Highway 92 to the current depth of the existing C-2 zoning. If approved C-2 zoning will be present to the east and R-3 to the north and west. I have spoken to the owner of the property that lies to the west and south of the C-2 zoning area. He indicated that he has no interest to rezone his property at this time. If the McConnell request is approved, his property will remain as A-1 zoning.

The original C-2 zoning of this area occurred in 1987. Subsequently the depth of the C-2 zoning classification was increased to its current depth of 490' in February of 2013. The Future Land Use Map within the 2011 Comprehensive Plan was amended to reflect the change.

The request for R-3 zoning consists of approximately 7.3 acres. If approved R-3 zoning will be present on the north, east and west boundaries and C-2 zoning to the south. It is important to note staff's recommendation in 2013 and in this current request is to limit the depth of the commercial zoning in order to support the residential growth on either side of East First Avenue which extends to the east through this tract of land after platting of the area occurs.

All notifications have been mailed and rezoning signs have been posted. I recommend the Future land Use Map within the 2011 Comprehensive Plan be further amended to reflect the additional change in width of the commercial rezoning and approval of the request.

Item # 5 Consider request from the City of Indianola's Park Department to seek an Alternate Method of Approval of the Site Plan Ordinance to construct a green house in Pickard Park.

Enclosed is a letter from Doug Bylund, Parks and Recreation Director, a map indicating the location of the green house and a photo of the type or style of the proposed green house.

Because the proposed green house is in excess of 150 square feet and will be located permanently at this location, the proposed building is subject to the requirements of the Site Plan Ordinance, more specifically the Architectural Design criteria for highway frontage.

Needless to say applying brick, EFIS, culture stone or other similar materials to a green house defeats its purpose. I recommend approval for the following reasons.

1. There is an existing green house at the approximate same location.
2. Glass or glazed areas are not included as part of the percentage of wall when calculating percentages of required materials.
3. The use is not for commercial purposes.
4. Use of the building provides a public service with products that enhance the aesthetics of the community.

Item # 6 Consider Preliminary Plat of Deer Creek Plat #3 from Diligent Deer Creek, LLC.

Enclosed are a copy of the plat and an aerial map of the area being platted. The plat is located west off of South K Street and is zoned R-1 (single family residential). The plat contains six lots with a single outlot on 6.35 acres. The original preliminary plat of the entire Deer Creek subdivision was approved by Planning and Zoning and City Council in 2005. This area was included in the original preliminary plat. Listed below are changes or corrections which need addressed.

- Street name of West 13th Place should be indicated on the new road and South K Street should be identified on the plat.
- Setbacks noted on the plat need to be changed to the correct setbacks required by R-1 zoning. Front yard of 30', rear yard of 35' and side yard of 10', and include a side street yard of 25'.
- Include all property owner's names and addresses on the plat.
- A 15' PUE on the front side of the lots must be indicated on the plat.
- Proposed building setbacks exceed zoning requirements. Developer may want to reconsider because of severe grade change at setback line.
- Platted area should include the west one half of the road easement of South K Street.
- Sidewalks are to be indicated on the plat.
- Overland drainage easements to be indicated where flood zones exist.
- There is a note on the plat indicating Outlot A is set aside for future development. Additional land from the adjoining property owner to the north is needed in order to complete the development of the north side of the road. I have spoken with the owner of the land, Tyler Till, and he has stated that conversations regarding this area have occurred. I have encouraged him to continue the discussion with the developer. It is my hope this issue will be resolved prior to consideration of the final plat.

In the 2011 Comprehensive Plan, South K Street was designated as a thoroughfare. Subsequently in May of 2012, Planning and Zoning recommended and Council approved an ordinance creating access spacing for thoroughfares. This change requires a minimum distance of 600' between intersections. The current distance proposed between the intersections is approximately 345'.

I recommend the Planning and Zoning Commission grant a variance for this requirement for the following reasons:

1. The sight distance both to the north and south of the proposed intersection exceeds the minimum requirement for the posted speed limit.
2. Because of the limited number of lots designed on the proposed West 13th Place, traffic entering onto South K Street will be minimal.
3. The preliminary plat approved in 2005 indicated this street at this location prior to the amendment regulating distances in 2012.

Notifications to adjoining owners regarding the platted area have been mailed. I recommend approval of the plat subject to the changes list above.

Other Business

The approval of the A-2 zoning amendment was approved at the March 6th Council meeting.

Council approved the 1st reading of the amendments to Chapter 170 Subdivision Ordinance at the March 6th meeting.

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

The meeting was called to order by Vice Chairperson Josh Rabe and on roll call the following members were present:

Al Farris
Ron Fridley
Cindy Johnson
Doug Opie
Josh Rabe

Also present: Rusty and Cathi McKenzie, Terry Pauling, Justin Cooper, Tyler Till, Larry McConnell, Doug Bylund, Jeromy Pribil, Mindi Robinson and Chuck Burgin.

The minutes of the February 14, 2017 meeting were approved on a motion made by Opie and seconded by Fridley. Question was called for and on voice vote Vice Chairperson Rabe declared the motion carried unanimously.

Consider request from Larry McConnell to rezone a portion of 2008 East 2nd Avenue from A-1 (agriculture) to C-2 (highway commercial) and A-1 to R-3 (mixed residential).

Chuck reviewed the request from Larry McConnell stating the original C-2 zoning of this area occurred in 1987, followed by the depth of the C-2 zoning increasing to 490' in 2013. Chuck spoke with the adjacent property owner to the southwest and the property owner has no interest in rezoning at this time. That property will remain as A-1 zoning.

Cathi McKenzie of 1715 East Boston Avenue shared her concerns regarding the R-3 zoning becoming much like the multifamily property on North 9th Street, near her previous address. She asked what the proposal was for future development of the R-3 zoning in this area.

Larry McConnell of 2008 East 2nd Avenue stated his plans for the R-3 zoning area are to move the existing house at 1803 East 2nd Avenue north, extend East 1st Avenue west and construct duplexes much like those already existing to the east on East 1st Avenue. The C-2 zoning will be developed as storage units. He stated there is a large floodplain area between his property and the McKenzie property that limits future development.

Jeromy Pribil of 103 South 19th Court shared his concerns regarding the R-3 zoning and the future population density of the area creating heavier traffic.

Chuck explained that an amendment to the zoning ordinance in 2014 now requires that Planning and Zoning Commission and Council action be taken for multifamily residential

development on a lot exceeding one acre and that property owners located within 200 feet of the proposed site be notified.

A motion was made by Farris and seconded by Johnson to amend the Future Land Use Map within the 2011 Comprehensive Plat to reflect the additional change in width of the commercial rezoning at 2008 East 2nd Avenue. Question was called for and on voice vote Vice Chairperson Rabe declared the motion carried unanimously.

A motion was made by Opie and seconded by Fridley to approve the request from Larry McConnell to rezone a portion of 2008 East 2nd Avenue from A-1 to C-2, legally described as the South 490' of the West 283' of the Southeast ¼ of the Northwest ¼ of Section 29, Township 76, Range 23, and Except the west 11' of the South 230', Warren County, Indianola, Iowa.

AND The North 270' of the South 490' of Auditor's Outlot #36, Warren County, Indianola, Iowa.

and A-1 to R-3 legally described as the North 6.65 Acres of the Southeast ¼ of the Northwest ¼, Except Parcel L and the East 60' of the West 71' of the South 328' and Except the South 490' of the Southeast ¼ of the Northwest ¼ of Section 29, Township 76 North, Range 23, Warren County, Indianola, Iowa.

AND Auditor's Outlot #36 Except the South 490', Warren County, Indianola, Iowa.

Question was called for and on voice vote Vice Chairperson Rabe declared the motion carried unanimously.

Consider request from the City of Indianola's Park Department to seek an Alternate Method of Approval of the Site Plan Ordinance to construct a green house in Pickard Park.

Chuck reviewed the request stating the Indianola Parks Department would like to construct a 36'x72' greenhouse east of the main entrance of Pickard Park along Highway 92 East.

Doug Bylund, Parks and Recreation Director, stated the greenhouse they currently share is on Indianola High School property which the school plans to demolish. The Parks Department would like to remove the existing 12'x36' greenhouse at Pickard Park and construct a larger greenhouse to accommodate the city's plans to expand beautification efforts. Bylund further stated propane and water currently exist at the Pickard site and the proposed structure would eliminate staff driving to multiple locations to perform greenhouse work.

Motion was made by Farris and seconded by Opie to approve the request from the City of Indianola's Park Department to seek an Alternate Method of Approval of the Site Plan Ordinance to construct a green house in Pickard Park. Question was called for and on voice vote Vice Chairperson Rabe declared the motion carried unanimously.

Consider Preliminary Plat of Deer Creek Plat #3 from Diligent Deer Creek, LLC.

Chuck reviewed the plat request stating the plat contains six lots with a single outlot. Outlot A lacks depth for buildable lots and Chuck requested the developer and adjacent property owner work out a plan prior to Commission approving a final plat of the area. Comments outlined in the memo regarding corrections or changes needed on the preliminary plat prior to Council consideration have been agreed upon by the property owner and will be made. Those changes include the following:

- Street name of West 13th Place should be indicated on the new road and South K Street should be identified on the plat.
- Setbacks noted on the plat need to be changed to the correct setbacks required by R-1 zoning. Front yard of 30', rear yard of 35' and side yard of 10', and include a side street yard of 25'.
- Include all property owner's names and addresses on the plat.
- A 15' PUE on the front side of the lots must be indicated on the plat.
- Proposed building setbacks exceed zoning requirements. Developer may want to reconsider because of severe grade change at setback line.
- Platted area should include the west one half of the road easement of South K Street.
- Sidewalks are to be indicated on the plat.
- Overland drainage easements to be indicated where flood zones exist.
- There is a note on the plat indicating Outlot A is set aside for future development. Additional land from the adjoining property owner to the north is needed in order to complete the development of the north side of the road. I have spoken with the owner of the land, Tyler Till, and he has stated that conversations regarding this area have occurred. I have encouraged him to continue the discussion with the developer. It is my hope this issue will be resolved prior to consideration of the final plat.

Chuck further recommended Commission grant a variance for the minimum distance between the West 12th Avenue and West 13th Place intersections along the South K Street thoroughfare for the following reasons.

1. The sight distance both to the north and south of the proposed intersection exceeds the minimum requirement for the posted speed limit.
2. Because of the limited number of lots designed on the proposed West 13th Place, traffic entering onto South K Street will be minimal.
3. The preliminary plat approved in 2005 indicated this street at this location prior to the amendment regulating distances in 2012.

Farris shared his concerns regarding site visibility at the intersection of the proposed West 13th Place and South K Street. Chuck stated measurements were taken and exceeded the requirement.

Tyler Till of 1301 South K Street stated he has had discussions with the developer regarding Outlot A but a final plan has not been agreed upon.

Johnson questioned how much land Diligent Deer Creek would need of Till's property to develop lots. Chuck stated the minimum amount of land would be 65' in depth.

Motion was made by Opie and seconded by Johnson to approve the Preliminary Plat of Deer Creek Plat #3 from Diligent Deer Creek, LLC with staff's recommended changes and the variance waiving the minimum distance between intersections to allow for approximately 345' between intersections. Question was called for and on voice vote Vice Chairperson Rabe declared the motion carried unanimously.

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

Josh Rabe, Vice Chairperson

Mindi Robinson



— COMMUNITY DEVELOPMENT —

Rezoning Application

Local Address: 2008 EAST 2nd AVE. (A PORTION)

Legal Description: _____

Present Zoning: A-1 AGRICULTURE

Zoning Requested: C-2 GENERAL COMMERCIAL & C-3 MIXED RESIDENTIAL

Existing Use: VACANT LAND / SINGLE FAMILY DWELLINGS

Proposed Use: STORAGE FACILITY / RESIDENTIAL

Names and address of all property owners within 200 feet of the property for which the change is requested. (Attach an additional sheet if necessary.)

Name: _____

Address: _____

MICHAEL MITCHELL 2002 EAST 2nd AVE, INDIANOLA, IA.

MAALA BEARD 2000 EAST 2nd AVE, INDIANOLA, IA

STEVE & BARBARA WILLIAMS 1003 SOUTH FELTON RD., INDIANOLA IA.

JANA HEWLEY 100 SOUTH 15th ST., INDIANOLA, IA.

BEDAN & ASHLEY BUSSANMAS 101 SOUTH 19th ST., INDIANOLA, IA.

JEANNE & JENNIFER FREIBEL 103 SOUTH 19th ST, INDIANOLA, IA

DAVID & TARAULA CHANDLERMAN 105 SOUTH 19th ST. INDIANOLA, IA.

SEE ATTACHED LIST

A statement of the reasons why the applicant feels the present zoning classification is no longer valid.

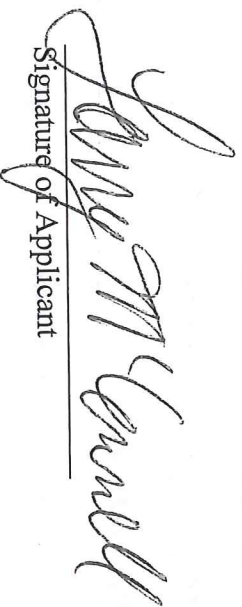
- 1. DEVELOPMENT OCCURRING IN AREA
- 2. ADDITIONAL AREA NEEDED FOR COMMERCIAL STORAGE FACILITY

A plat showing the locations, dimensions and use of the applicant's property and all property within 200 feet thereof, including streets, alleys, railroads, and other physical features. Please attach plat.



— COMMUNITY DEVELOPMENT —

If the requested zoning change is from A-1 (Agricultural) to any other classification, the application shall contain the **number of acres** in each **soil type** for which a rezoning change is requested and the **crop suitability rating** of each. The soil type and its crop suitability rating shall be determined by the latest cooperative soil survey and accompanying data.



Signature of Applicant

\$200.00 Fee

Receipt No. 18008084



COMMUNITY DEVELOPMENT

NOTICE

TO PROPERTY OWNERS:

YOU ARE HEREBY NOTIFIED that the Planning & Zoning Commission of the City of Indianola, Iowa has under consideration a plan for rezoning a certain area within 200' of your property in the City of Indianola.

A-1 (Agriculture) to R-3 (Mixed Residential)

Legally described as the North 6.65 Acres of the Southeast $\frac{1}{4}$ of the Northwest $\frac{1}{4}$, Except Parcel L and the East 60' of the West 71' of the South 328' and Except the South 490' of the Southeast $\frac{1}{4}$ of the Northwest $\frac{1}{4}$ of Section 29, Township 76 North, Range 23, Warren County, Indianola, Iowa.

AND Auditor's Outlot #36 Except the South 490', Warren County, Indianola, Iowa.

A-1 (Agriculture) to C-2 (Highway Commercial)

Legally described as the South 490' of the West 283' of the Southeast $\frac{1}{4}$ of the Northwest $\frac{1}{4}$ of Section 29, Township 76, Range 23, and Except the west 11' of the South 230', Warren County, Indianola, Iowa.

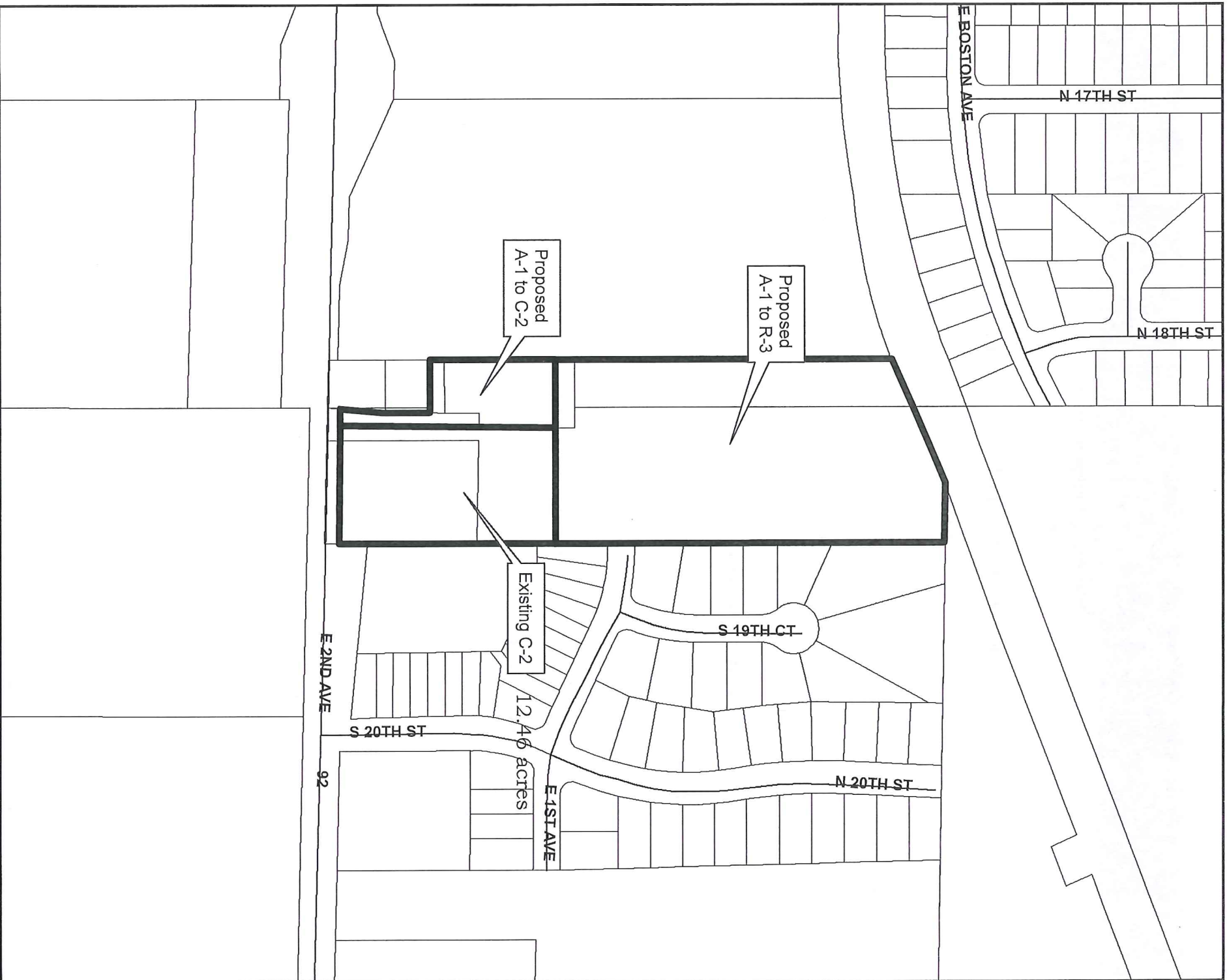
AND The North 270' of the South 490' of Auditor's Outlot #36, Warren County, Indianola, Iowa.

Locally known as a portion of 2008 East 2nd Avenue, Indianola, Iowa. (see map on reverse)

YOU ARE FURTHER NOTIFIED that said matter will be considered at a Planning and Zoning meeting in the Council Chambers of the Municipal Building of the City of Indianola, Iowa on Tuesday, March 14, 2017 at 6:00 p.m.

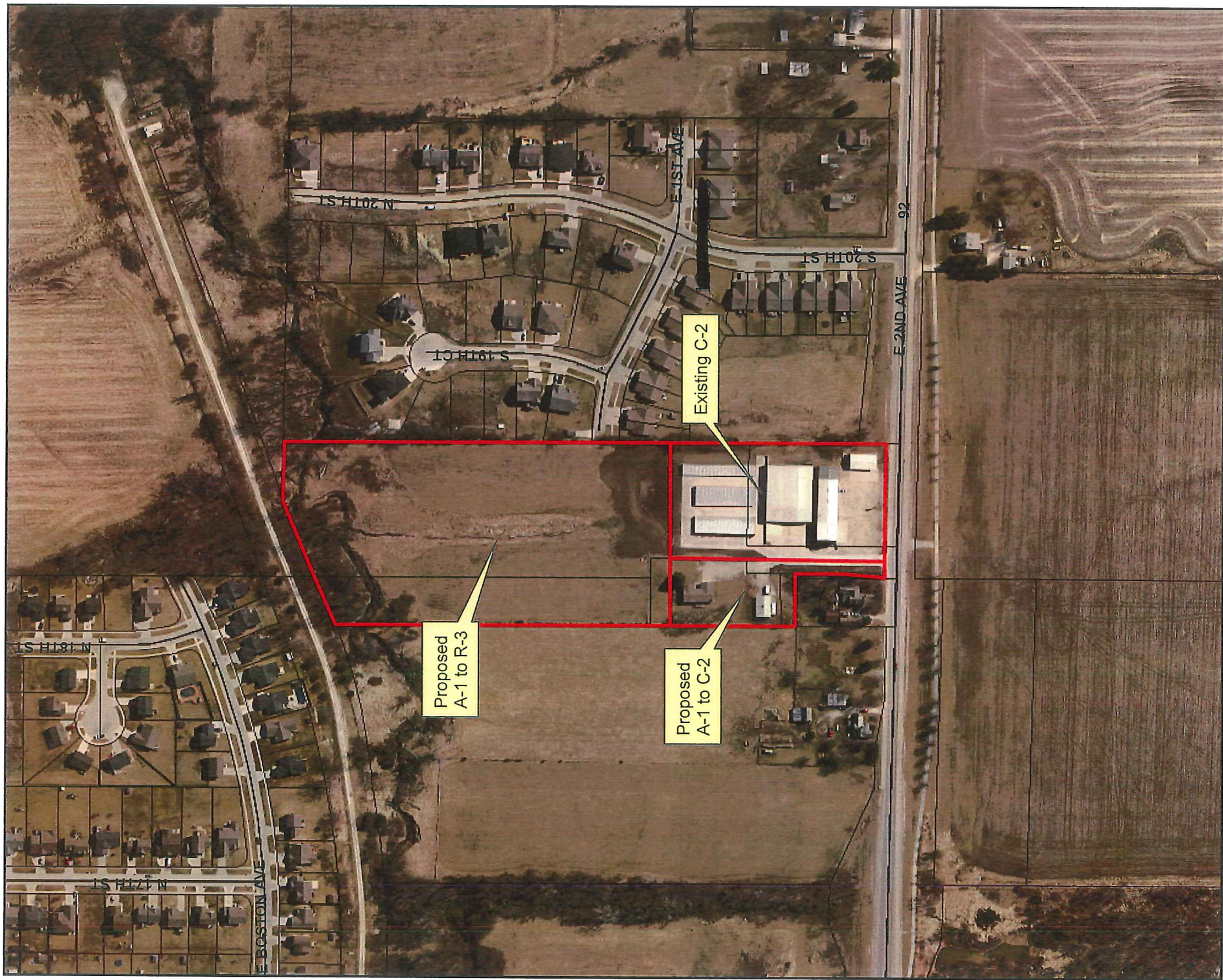
If you have any questions regarding this notification, please contact the Department of Community Development at 961-9430.

Charles Burgin
Director of Community Development



2008 East 2nd Avenue
Request to Rezone A-1 to C-2 and A-1 to R-3





Larry McConnell 2008 East 2nd Avenue
Request to Rezone A-1 to C-2 and A-1 to R-3



ORDINANCE NO. 2017-_____

AN ORDINANCE AMENDING THE MUNICIPAL CODE OF THE CITY OF INDIANOLA, IOWA, BY REZONING LAND OWNED BY LARRY MCCONNELL TO CHANGE THE ZONING CLASSIFICATION FROM A-1 (AGRICULTURAL) TO R-3 (MIXED RESIDENTIAL), with conditions, AND C-2 (HIGHWAY COMMERCIAL)

WHEREAS, the Planning and Zoning Commission, after notice and a hearing in accordance with the law, have recommended to the City Council that the below described property located at 2008 East 2nd Avenue be considered for rezoning from A-1 Agricultural to R-3 Mixed Residential, with conditions, and C-2-Highway Commercial Zoning Classifications; and

WHEREAS, on the _____ day of _____ 2017, after due notice and hearing as provided by law, the City Council now deems it reasonable and appropriate to rezone said property.

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

Section 1: That the Municipal Code of the City of Indianola, Iowa, be and it is hereby amended by rezoning the following described property from **A-1 Agricultural to R-3 Residential District, with the condition that single family dwellings only be constructed along the north side of the future extension of East First Avenue and single family or two family dwellings only be constructed along the south side of future extension of East First Avenue:**

Legally described as the North 6.65 Acres of the Southeast ¼ of the Northwest ¼, Except Parcel L and the East 60' of the West 71' of the South 328' and Except the South 490' of the Southeast ¼ of the Northwest ¼ of Section 29, Township 76 North, Range 23, Warren County, Indianola, Iowa.

AND Auditor's Outlot #36 Except the South 490', Warren County, Indianola, Iowa.

Section 2: That the Municipal Code of the City of Indianola, Iowa, be and it is hereby amended by rezoning the following described property from **A-1 Agricultural to C-2 Commercial Highway District:**

Legally described as the South 490' of the West 283' of the Southeast ¼ of the Northwest ¼ of Section 29, Township 76, Range 23, and Except the west 11' of the South 230', Warren County, Indianola, Iowa.

AND The North 270' of the South 490' of Auditor's Outlot #36, Warren County, Indianola, Iowa.

Locally known as a portion of 2008 East 2nd Avenue, Indianola, Iowa.

Section 3: All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

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

PASSED AND APPROVED this ____ day of _____, 2017.

Kelly B. Shaw, Mayor

ATTEST:

Diana Bowlin, City Clerk

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

Meeting Date: 05/01/2017

Subject

Resolution accepting work and authorizing final payment of \$1,761.83 in 30 days for the U.S. Highway 65/69 Reconstruction Project

Information

In April of 2014 the the IDOT received one bid for the U.S. Highway 65/69 Reconstruction Project and the City Council approved the contract with Concrete Technologies on April 21, 2014. In your packet is Andy Burkes', Snyder and Associates, letter recommending acceptance.

Project highlights include:

- The highway improvements significantly improved traffic flow,
- The improvements modified the existing highway from a rural section with a ditch in the median to a raised curbed median and turning lanes at the intersections
- The intersections at Hillcrest, Trail Ridge Avenue and Willowcrest Street are signalized.

The final contract amount if \$4,763,861.33.

In your packet is a resolution accepting work and authorizing final payment of \$1,761.83 in 30 days.

Roll call is in order.

Fiscal Impact

Attachments

Resolution

65/69 Reconstruction Information

Council Member _____ introduced the following Resolution entitled "RESOLUTION ACCEPTING WORK" and moved its adoption. Council Member _____ seconded the motion to adopt. The roll was called and the vote was, AYES: NAYS: Whereupon the Mayor declared the following Resolution duly adopted:

RESOLUTION ACCEPTING WORK

WHEREAS, on April 21, 2014, Indianola, Iowa, entered into contract with Concrete Technologies of Urbandale, Iowa, Iowa, for the US Highway 65/69 Reconstruction From South of Hillcrest Avenue to North of Hoover Street within the City; and

WHEREAS, the contractor has fully completed the reconstruction of the improvements, known as the U.S. Highway 65/69 Reconstruction from South of Hillcrest Avenue to North of Hoover Street, in accordance with the terms and conditions of the contract and plans and specifications, as shown by the certificate of the Engineer filed with the Clerk on April 26, 2017:

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

Section 1. That the report of the Engineer be and the same is hereby approved and adopted and the improvements are hereby accepted as having been fully completed in accordance with the plans, specifications and contract. The total contract cost of the improvements payable under said contract is hereby determined to be \$4,763,861.33.

Section 2. The final payment of \$1,761.83 (retainage) shall be paid within 30 after project acceptance.

PASSED AND APPROVED this 1st day of May, 2017.

Mayor

ATTEST:

City Clerk



April 26, 2017

City of Indianola
110 North First Street
Indianola, IA 50125

RE: PAYMENT APPLICATION #11 – **FINAL**
U.S. HIGHWAY 65/69 RECONSTRUCTION FROM SOUTH OF HILLCREST
AVENUE TO NORTH OF HOOVER STREET
CITY OF INDIANOLA, IOWA
IOWA DOT PROJECT# - STP-3680(616)- -2C-91
SNYDER PROJECT# - 113.0753

Dear Honorable Mayor and Council:

Enclosed for your review and approval is Concrete Technologies, Inc. Final Payment Application #11 for the above noted project. This Final Payment Application included final price adjustments based on DBE commitment goals as well as release of the remaining retainage amount. The final contract amount is \$4,763,861.33. The work performed on the project has been completed in general conformance with the Contract Document and we recommend final approval and acceptance of the construction work. The final contract amount due to Concrete Technologies, Inc. can be paid not less than 30 days after project acceptance by the City if no claims have been received.

Sincerely,

SNYDER & ASSOCIATES, INC.

A handwritten signature in blue ink, appearing to read 'Andy Burke', is written over a light blue horizontal line.

Andy Burke, P.E.
Project Manager

Enclosure

APPLICATION FOR PARTIAL PAYMENT NO. 11 (FINAL)

PROJECT: US Highway 65/69 Reconstruction From South of Hillcrest Avenue to North of Hoover Street
OWNER: City of Indianola
CONTRACTOR: Concrete Technologies, Inc.
ADDRESS: 3809 NW 109th Street
Urbandale, IA 50322
DATE: March 7, 2017

S&A PROJECT NO.: 113.0753
START DATE: May 27, 2014
PAYMENT PERIOD: 10/01/15 to 02/24/2017

1. CONTRACT SUMMARY:

Original Contract Amount: \$ 4,883,175.00
Net Change by Change Order: \$ 4,230.56
Contract Amount to Date: \$ 4,887,405.55

CONTRACT PERIOD:

Original Contract Date: May 7, 2014
Working Days: 120
Working Day Revisions Per Change Order #1: 0
Working Day Revisions Per Change Order #2: 1
Working Day Revisions Per Change Order #3: 0
Total Working Days: 121
Total Working Days Used To Date: 121
Total Working Days Remaining: 0

2. WORK SUMMARY:

Work Performed This Period:	\$ (13,975.56)	Total Work Performed to Date:	\$ 4,763,861.33
Retainage: 3%	At Max	Retainage: 3% (Max of 3% on \$1,000,000)	\$ -
Subtotal This Period	\$ (13,975.56)	Total Earned Less Retainage:	\$ 4,763,861.33
AMOUNT DUE THIS APPLICATION***:	\$ 1,761.83	*** See attached Pay Application Summary Sheet for Payment History	

3. CONTRACTOR'S CERTIFICATION:

The undersigned CONTRACTOR certifies that:

- (1) all previous progress payments received from OWNER on account of Work done under the Contract referred to above have been applied to discharge in full all obligations of CONTRACTOR incurred in connection with the Work covered by prior Applications for
- (2) title to all materials and equipment incorporated in said Work or otherwise listed in or covered by this application for Payment are free and clear of all liens, claims, security interests and encumbrances.

Concrete Technologies, Inc.

CONTRACTOR

By Crest Peterson DATE: 4-24-17

4. ENGINEER'S APPROVAL:

Payment of the above AMOUNT DUE THIS APPLICATION is recommended:

Snyder & Associates, Inc.

ENGINEER

By Amy Blake DATE: 04/25/17

5. OWNER'S APPROVAL

City of Indianola

OWNER

By _____ DATE: _____

6. DETAILED ESTIMATE OF WORK COMPLETED:

BID ITEM NO.	BID ITEM CODE	DESCRIPTION	CONTRACT ITEMS				COMPLETED WORK TO DATE		COMPLETED WORK THIS PERIOD		PERCENT COMPLETE THIS PERIOD	PERCENT COMPLETE TO DATE
			QUANTITY	UNIT	UNIT COST	TOTAL COST	QUANTITY	COST	QUANTITY	COST		
SECTION 0001												
1	2102-0425070	SPECIAL BACKFILL	4,553	TON	\$ 24.75	\$ 112,686.75	1502.55	\$ 37,188.11	0.00	\$ -	0.00%	33.00%
2	2102-2710070	EXCAVATION, CLASS 10, ROADWAY AND BORROW	34,138	CY	\$ 7.60	\$ 259,448.80	34,138.00	\$ 259,448.80	0.00	\$ -	0.00%	100.00%
3	2105-8425015	TOPSOIL, STRIP SALVAGE AND SPREAD	6,907	CY	\$ 6.75	\$ 46,622.25	6,907.00	\$ 46,622.25	0.00	\$ -	0.00%	100.00%
4	2109-8225100	SPECIAL COMPACTION OF SUBGRADE	17.4	STA	\$ 1,655.00	\$ 28,797.00	17.40	\$ 28,797.00	0.00	\$ -	0.00%	100.00%
5	2113-0001100	SUBGRADE STABILIZATION MATERIAL, POLYMER GRID	6,363	SY	\$ 2.35	\$ 14,953.05	7053.80	\$ 16,576.43	0.00	\$ -	0.00%	110.86%
6	2115-0100000	MODIFIED SUBBASE	8,415	CY	\$ 40.15	\$ 337,862.25	8415.00	\$ 337,862.25	0.00	\$ -	0.00%	100.00%
7	2121-7425010	GRANULAR SHOULDERS, TYPE A	761	TON	\$ 31.20	\$ 23,743.20	730.62	\$ 22,795.34	0.00	\$ -	0.00%	96.01%
8	2122-5190007	PAVED SHOULDER, P.C. CONCRETE 7"	1,170	SY	\$ 53.50	\$ 62,595.00	1151.90	\$ 61,626.65	0.00	\$ -	0.00%	98.45%
9	2123-7450020	SHOULDER FINISHING, EARTH	92.1	STA	\$ 440.00	\$ 40,524.00	92.10	\$ 40,524.00	0.00	\$ -	0.00%	100.00%
10	2212-0475095	CLEANING AND PREPARATION OF BASE	0.6	MILE	\$ 8,670.00	\$ 5,202.00	0.52	\$ 4,508.40	0.00	\$ -	0.00%	86.67%
11	2214-5145150	PAVEMENT SCARIFICATION	1,817	SY	\$ 10.50	\$ 19,078.50	1827.00	\$ 19,183.50	0.00	\$ -	0.00%	100.55%
12	2301-1033080	STANDARD OR SLIP FORM PORTLAND CEMENT CONCRETE PAVEMENT, CLASS C, CLASS 3 DURABILITY, 8 IN.	7,093	SY	\$ 66.15	\$ 469,201.95	6439.50	\$ 425,972.93	0.00	\$ -	0.00%	90.79%
13	2301-1033100	STANDARD OR SLIP FORM PORTLAND CEMENT CONCRETE PAVEMENT, CLASS C, CLASS 3 DURABILITY, 10 IN.	20,561	SY	\$ 66.50	\$ 1,367,306.50	21442.20	\$ 1,425,906.30	0.00	\$ -	0.00%	104.29%
14	2301-4875005	MEDIAN, P.C. CONCRETE, 6"	450.9	SY	\$ 85.00	\$ 38,326.50	433.60	\$ 36,856.00	0.00	\$ -	0.00%	96.16%
15	2301-6911722	PORTLAND CEMENT CONCRETE PAVEMENT SAMPLES	1	LS	\$ 13,225.00	\$ 13,225.00	1.00	\$ 13,225.00	0.00	\$ -	0.00%	100.00%
16	2301-0021750	HOT MIX ASPHALT MIXTURE (300,000 ESAL), BASE COURSE, 3/4 IN. MIX	116.5	TON	\$ 137.00	\$ 15,960.50	113.20	\$ 15,508.40	0.00	\$ -	0.00%	97.17%
17	2301-0023500	HOT MIX ASPHALT MIXTURE (300,000 ESAL), INTERMEDIATE OR SURFACE COURSE, 1/2 IN. MIX, NO SPECIAL FRICTION REQUIRED	215.1	TON	\$ 125.00	\$ 26,887.50	179.18	\$ 22,397.50	0.00	\$ -	0.00%	83.30%
18	2303-0053502	HOT MIX ASPHALT MIXTURE (10,000,000 ESAL), SURFACE COURSE, 1/2 IN. MIX, FRICTION L-2	712	TON	\$ 114.00	\$ 81,168.00	580.65	\$ 66,194.10	0.00	\$ -	0.00%	81.55%
19	2303-0246422	ASPHALT BINDER, PG 64-22	63	TON	\$ 625.00	\$ 39,375.00	45.08	\$ 28,175.00	0.00	\$ -	0.00%	71.56%
20	2303-6911000	HOT MIX ASPHALT PAVEMENT SAMPLES	1	LS	\$ 1,565.00	\$ 1,565.00	1.00	\$ 1,565.00	0.00	\$ -	0.00%	100.00%
21	2304-0100000	DETOUR PAVEMENT	2,369	SY	\$ 58.50	\$ 138,586.50	2,118.05	\$ 123,905.93	0.00	\$ -	0.00%	89.41%
22	2315-8275025	SURFACING, DRIVEWAY, CLASS A CRUSHED STONE	580	TON	\$ 22.25	\$ 12,905.00	180.94	\$ 4,025.92	0.00	\$ -	0.00%	31.20%
23	2416-0100015	APRONS, CONCRETE, 15 IN. DIA.	4	EACH	\$ 1,600.00	\$ 6,400.00	4.00	\$ 6,400.00	0.00	\$ -	0.00%	100.00%
24	2416-0100018	APRONS, CONCRETE, 18 IN. DIA.	3	EACH	\$ 1,740.00	\$ 5,220.00	3.00	\$ 5,220.00	0.00	\$ -	0.00%	100.00%
25	2416-0100024	APRONS, CONCRETE, 24 IN. DIA.	1	EACH	\$ 2,120.00	\$ 2,120.00	1.00	\$ 2,120.00	0.00	\$ -	0.00%	100.00%
26	2416-1165018	CULVERT, 2000D CONCRETE ENTRANCE PIPE, 18 IN. DIA.	140.8	LF	\$ 44.00	\$ 6,195.20	140.00	\$ 6,160.00	0.00	\$ -	0.00%	99.43%
27	2417-1060018	CULVERT, CORRUGATED METAL ROADWAY PIPE, 18 IN. DIA.	17	LF	\$ 60.75	\$ 1,032.75	0.00	\$ -	0.00	\$ -	0.00%	0.00%
28	2435-0130148	MANHOLE, SANITARY SEWER, SW-301, 48 IN.	1	EACH	\$ 4,175.00	\$ 4,175.00	1.00	\$ 4,175.00	0.00	\$ -	0.00%	100.00%
29	2435-0140160	MANHOLE, STORM SEWER, SW-401, 60 IN.	2	EACH	\$ 4,275.00	\$ 8,550.00	2.00	\$ 8,550.00	0.00	\$ -	0.00%	100.00%
30	2435-0140172	MANHOLE, STORM SEWER, SW-401, 72 IN.	1	EACH	\$ 9,210.00	\$ 9,210.00	1.00	\$ 9,210.00	0.00	\$ -	0.00%	100.00%
31	2435-0250100	INTAKE, SW-501	1	EACH	\$ 3,380.00	\$ 3,380.00	1.00	\$ 3,380.00	0.00	\$ -	0.00%	100.00%
32	2435-0250700	INTAKE, SW-507	2	EACH	\$ 3,260.00	\$ 6,520.00	2.00	\$ 6,520.00	0.00	\$ -	0.00%	100.00%
33	2435-0250900	INTAKE, SW-509	9	EACH	\$ 4,435.00	\$ 39,915.00	9.00	\$ 39,915.00	0.00	\$ -	0.00%	100.00%
34	2435-0251224	INTAKE, SW-512, 24 IN.	2	EACH	\$ 1,725.00	\$ 3,450.00	2.00	\$ 3,450.00	0.00	\$ -	0.00%	100.00%
35	2435-0254110	INTAKE, SW-541	1	EACH	\$ 6,475.00	\$ 6,475.00	1.00	\$ 6,475.00	0.00	\$ -	0.00%	100.00%
36	2435-0600010	MANHOLE ADJUSTMENT, MINOR	1	EACH	\$ 280.00	\$ 280.00	1.00	\$ 280.00	0.00	\$ -	0.00%	100.00%
37	2435-0600020	MANHOLE ADJUSTMENT, MAJOR	3	EACH	\$ 1,560.00	\$ 4,680.00	4.00	\$ 6,240.00	0.00	\$ -	0.00%	133.33%
38	2435-0600120	INTAKE ADJUSTMENT, MAJOR	1	EACH	\$ 5,745.00	\$ 5,745.00	1.00	\$ 5,745.00	0.00	\$ -	0.00%	100.00%
39	2502-8212034	SUBDRAIN, LONGITUDINAL, (SHOULDER) 4 IN. DIA.	6,387	LF	\$ 9.85	\$ 62,911.95	6603.00	\$ 65,039.55	0.00	\$ -	0.00%	103.38%
40	2502-8220193	SUBDRAIN OUTLET, RF-19C	21	EACH	\$ 2,255.00	\$ 47,355.00	21.00	\$ 47,355.00	0.00	\$ -	0.00%	100.00%
41	2502-8220196	SUBDRAIN OUTLET, RF-19E	21	EACH	\$ 175.00	\$ 3,675.00	21.00	\$ 3,675.00	0.00	\$ -	0.00%	100.00%
42	2503-0114215	STORM SEWER GRAVITY MAIN, TRENCHED, REINFORCED CONCRETE PIPE (RCP), 2000D (CLASS III), 15 IN.	656.7	LF	\$ 40.50	\$ 26,596.35	627.00	\$ 25,393.50	0.00	\$ -	0.00%	95.48%
43	2503-0114218	STORM SEWER GRAVITY MAIN, TRENCHED, REINFORCED CONCRETE PIPE (RCP), 2000D (CLASS III), 18 IN.	1,249.9	LF	\$ 43.00	\$ 53,745.70	1211.00	\$ 52,073.00	0.00	\$ -	0.00%	96.89%
44	2503-0114224	STORM SEWER GRAVITY MAIN, TRENCHED, REINFORCED CONCRETE PIPE (RCP), 2000D (CLASS III), 24 IN.	127.3	LF	\$ 70.00	\$ 8,911.00	143.00	\$ 10,010.00	0.00	\$ -	0.00%	112.33%
45	2503-0200036	REMOVE STORM SEWER PIPE LESS THAN OR EQUAL TO 36 IN.	298	LF	\$ 16.75	\$ 4,991.50	344.00	\$ 5,762.00	0.00	\$ -	0.00%	115.44%
46	2504-0114008	SANITARY SEWER GRAVITY MAIN, TRENCHED, POLYVINYL CHLORIDE PIPE (PVC), 8 IN.	110	LF	\$ 110.00	\$ 12,100.00	111.00	\$ 12,210.00	0.00	\$ -	0.00%	100.91%
47	2506-4984000	FLOWABLE MORTAR	16.9	CY	\$ 255.00	\$ 4,309.50	12.00	\$ 3,060.00	0.00	\$ -	0.00%	71.01%
48	2510-6745850	REMOVAL OF PAVEMENT	24,904	SY	\$ 9.00	\$ 224,136.00	21,795.26	\$ 196,157.34	0.00	\$ -	0.00%	87.52%
49	2510-67450600	REMOVAL OF INTAKES AND UTILITY ACCESSES	3	EACH	\$ 835.00	\$ 2,505.00	3.00	\$ 2,505.00	0.00	\$ -	0.00%	100.00%
50	2511-0302600	RECREATIONAL TRAIL, PORTLAND CEMENT CONCRETE, 6 IN.	306.2	SY	\$ 40.00	\$ 12,248.00	311.30	\$ 12,452.00	0.00	\$ -	0.00%	101.67%
51	2511-6745900	REMOVAL OF SIDEWALK	211.3	SY	\$ 4.30	\$ 908.59	212.46	\$ 913.58	0.00	\$ -	0.00%	100.55%
52	2511-7528101	DETECTABLE WARNING	122.0	SF	\$ 42.00	\$ 5,124.00	132.00	\$ 5,544.00	0.00	\$ -	0.00%	108.20%
53	2512-1725306	CURB AND GUTTER, P.C. CONCRETE, 3.0 FEET	1,976	LF	\$ 27.25	\$ 53,846.00	1978.00	\$ 53,900.50	0.00	\$ -	0.00%	100.10%
54	2515-2475007	DRIVEWAY, P.C. CONCRETE, 7 IN.	221.4	SY	\$ 53.50	\$ 11,844.90	311.54	\$ 16,667.39	0.00	\$ -	0.00%	140.71%
55	2515-6745600	REMOVAL OF PAVED DRIVEWAY	504	SY	\$ 5.00	\$ 2,520.00	528.46	\$ 2,642.30	0.00	\$ -	0.00%	104.85%
56	2518-6891820	PERMANENT ROAD CLOSURE, URBAN, SI-182	3	EACH	\$ 525.00	\$ 1,575.00	2.00	\$ 1,050.00	0.00	\$ -	0.00%	66.67%
57	2518-6910000	SAFETY CLOSURE	17	EACH	\$ 105.00	\$ 1,785.00	12.00	\$ 1,260.00	0.00	\$ -	0.00%	70.59%
58	2524-6765010	REMOVE AND REINSTALL SIGN AS PER PLAN	29	EACH	\$ 105.00	\$ 3,045.00	29.00	\$ 3,045.00	0.00	\$ -	0.00%	100.00%
59	2524-6765110	REMOVAL OF TYPE A SIGN	10	EACH	\$ 78.50	\$ 785.00	10.00	\$ 785.00	0.00	\$ -	0.00%	100.00%
60	2524-9100010	OBJECT MARKER TYPE 1	5	EACH	\$ 105.00	\$ 525.00	4.00	\$ 420.00	0.00	\$ -	0.00%	80.00%
61	2524-9275222	WOOD POSTS FOR TYPE A OR B SIGNS, 4 IN. X 6 IN.	560	LF	\$ 8.40	\$ 4,704.00	560.00	\$ 4,704.00	0.00	\$ -	0.00%	100.00%
62	2524-9325001	TYPE A SIGNS, SHEET ALUMINUM	101.3	SF	\$ 23.00	\$ 2,329.90	101.30	\$ 2,329.90	0.00	\$ -	0.00%	100.00%
63	2524-9325150	INSTALL TYPE A SIGN	19	EACH	\$ 78.50	\$ 1,491.50	19.00	\$ 1,491.50	0.00	\$ -	0.00%	100.00%
64	2525-0000100	TRAFFIC SIGNALIZATION	1	LS	\$ 518,600.00	\$ 518,600.00	1.00	\$ 518,600.00	0.00	\$ -	0.00%	100.00%
65	2526-8285000	CONSTRUCTION SURVEY	1	LS	\$ 26,000.00	\$ 26,000.00	1.00	\$ 26,000.00	0.00	\$ -	0.00%	100.00%

BID ITEM NO.	BID ITEM CODE	DESCRIPTION	CONTRACT ITEMS				COMPLETED WORK TO DATE		COMPLETED WORK THIS PERIOD		PERCENT COMPLETE THIS PERIOD	PERCENT COMPLETE TO DATE
			QUANTITY	UNIT	UNIT COST	TOTAL COST	QUANTITY	COST	QUANTITY	COST		
66	2527-9263109	PAINTED PAVEMENT MARKING, WATERBORNE OR SOLVENT-BASED	330.34	STA	\$ 26.00	\$ 8,588.84	296.25	\$ 7,702.50	0.00	\$ -	0.00%	89.68%
67	2527-9263117	PAINTED PAVEMENT MARKINGS, DURABLE	42.21	STA	\$ 330.00	\$ 13,929.30	33.60	\$ 11,088.00	0.00	\$ -	0.00%	79.60%
68	2527-9263137	PAINTED SYMBOLS AND LEGENDS, WATERBORNE OR SOLVENT-BASED	45	EACH	\$ 255.00	\$ 11,475.00	45.00	\$ 11,475.00	0.00	\$ -	0.00%	100.00%
69	2527-9270111	GROOVES CUT FOR PAVEMENT MARKINGS	273.5	STA	\$ 17.75	\$ 4,854.63	268.84	\$ 4,771.91	0.00	\$ -	0.00%	98.30%
70	2527-9270120	GROOVES CUT FOR SYMBOLS AND LEGENDS	45	EACH	\$ 78.50	\$ 3,532.50	43.00	\$ 3,375.50	0.00	\$ -	0.00%	95.56%
71	2528-5160100	CRITICAL CLOSURE ACTIVITY INCENTIVE PAYMENT, CRITICAL CONSTRUCTION AREA #1	3	CDAY	\$ 3,500.00	\$ 10,500.00	0.00	\$ -	0.00	\$ -	0.00%	0.00%
72	2528-5160100	CRITICAL CLOSURE ACTIVITY INCENTIVE PAYMENT, CRITICAL CONSTRUCTION AREA #2	4	CDAY	\$ 3,500.00	\$ 14,000.00	0.00	\$ -	0.00	\$ -	0.00%	0.00%
73	2528-8400048	TEMPORARY BARRIER RAIL, CONCRETE	5,852	LF	\$ 15.00	\$ 87,780.00	5,604.50	\$ 84,067.50	0.00	\$ -	0.00%	95.77%
74	2528-8445110	TRAFFIC CONTROL	1	LS	\$ 23,975.00	\$ 23,975.00	1.00	\$ 23,975.00	0.00	\$ -	0.00%	100.00%
75	2528-8445113	FLAGGER	30	EACH	\$ 335.00	\$ 10,050.00	26.00	\$ 8,710.00	0.00	\$ -	0.00%	86.67%
76	2528-9290004	CHANGEABLE MESSAGE SIGN, PORTABLE	100	CDAY	\$ 40.00	\$ 4,000.00	45.00	\$ 1,800.00	0.00	\$ -	0.00%	45.00%
77	2533-4980005	MOBILIZATION	1	LS	\$ 204,486.34	\$ 204,486.34	1.00	\$ 204,486.34	0.00	\$ -	0.00%	100.00%
78	2551-0000110	TEMPORARY CRASH CUSHION	5	EACH	\$ 1,045.00	\$ 5,225.00	5.00	\$ 5,225.00	0.00	\$ -	0.00%	100.00%
79	2599-9999009	CULVERT, 2000D CONCRETE ENTRANCE PIPE, 15 IN. DIA.	28.1	LF	\$ 43.25	\$ 1,215.33	28.10	\$ 1,215.33	0.00	\$ -	0.00%	100.00%
80	2599-9999009	TEMPORARY CULVERT, CORRUGATED METAL ENTRANCE PIPE, 15 IN. DIA.	164.7	LF	\$ 35.00	\$ 5,764.50	184.00	\$ 6,440.00	0.00	\$ -	0.00%	111.72%
81	2599-9999014	FLOW TRANSITION MAT	192	SF	\$ 19.00	\$ 3,648.00	128.00	\$ 2,432.00	0.00	\$ -	0.00%	66.67%
82	2601-2634100	MULCHING	13.9	ACRE	\$ 700.00	\$ 9,730.00	8.00	\$ 5,600.00	0.00	\$ -	0.00%	57.55%
83	2601-2634150	MULCHING, WOOD CELLULOSE FIBER	7.2	ACRE	\$ 940.00	\$ 6,768.00	6.81	\$ 6,401.40	0.00	\$ -	0.00%	94.58%
84	2601-2636044	SEEDING AND FERTILIZING (URBAN)	7.2	ACRE	\$ 1,255.00	\$ 9,036.00	6.81	\$ 8,546.55	0.00	\$ -	0.00%	94.58%
85	2601-2638352	SLOPE PROTECTION, WOOD EXCELSIOR MAT	138	SQ	\$ 14.75	\$ 2,035.50	68.76	\$ 1,014.21	0.00	\$ -	0.00%	49.83%
86	2601-2640350	SPECIAL DITCH CONTROL, WOOD EXCELSIOR MAT	279.4	SQ	\$ 13.75	\$ 3,841.75	177.42	\$ 2,439.53	0.00	\$ -	0.00%	63.50%
87	2601-2642120	STABILIZING CROP - SEEDING AND FERTILIZING (URBAN)	13.9	ACRE	\$ 625.00	\$ 8,687.50	0.00	\$ -	0.00	\$ -	0.00%	0.00%
88	2601-2643412	TURF REINFORCEMENT MAT, TYPE 2	6.2	SQ	\$ 52.25	\$ 323.95	2.31	\$ 120.70	0.00	\$ -	0.00%	37.26%
89	2602-0000020	SILT FENCE	3,192.5	LF	\$ 1.70	\$ 5,427.25	360.00	\$ 612.00	0.00	\$ -	0.00%	11.28%
90	2602-0000030	SILT FENCE FOR DITCH CHECKS	1,065	LF	\$ 2.00	\$ 2,130.00	515.00	\$ 1,030.00	0.00	\$ -	0.00%	48.36%
91	2602-0000071	REMOVAL OF SILT FENCE OR SILT FENCE FOR DITCH CHECKS	4,257.5	LF	\$ 0.25	\$ 1,064.38	0.00	\$ -	0.00	\$ -	0.00%	0.00%
92	2602-0000101	MAINTENANCE OF SILT FENCE OR SILT FENCE FOR DITCH CHECKS	2,129	LF	\$ 0.35	\$ 745.15	200.00	\$ 70.00	0.00	\$ -	0.00%	9.39%
93	2602-0000306	PERIMETER AND SLOPE SEDIMENT CONTROL DEVICE, 6 IN. DIA.	520	LF	\$ 3.15	\$ 1,638.00	2385.00	\$ 7,512.75	\$ -	\$ -	0.00%	458.65%
94	2602-0000350	REMOVAL OF PERIMETER AND SLOPE SEDIMENT CONTROL DEVICE	520	LF	\$ 0.55	\$ 286.00	680.00	\$ 374.00	0.00	\$ -	0.00%	130.77%
95	2602-0010010	MOBILIZATIONS, EROSION CONTROL	10	EACH	\$ 500.00	\$ 5,000.00	11.00	\$ 5,500.00	\$ -	\$ -	0.00%	110.00%

TOTAL SECTION 1 ORIGINAL CONTRACT:

\$ 4,837,675.00

\$ 4,643,735.57

\$ -

0.00%

95.99%

SECTION 0002												
96	2301-7000110	PAYMENT ADJUSTMENT INCENTIVE/DISINCENTIVE FOR PCC PAVEMENT THICKNESS (BY SCHEDULE)	25,000.0	EACH	\$ 1.00	\$ 25,000.00	55,556.38	\$ 55,556.38	0.00	\$ -	0.00%	222.23%
97	2317-7000110	PAYMENT ADJUSTMENT INCENTIVE/DISINCENTIVE FOR PCC PAVEMENT SMOOTHNESS (BY SCHEDULE)	20,500.0	EACH	\$ 1.00	\$ 20,500.00	1,845.00	\$ 1,845.00	0.00	\$ -	0.00%	9.00%

TOTAL SECTION 2 ORIGINAL CONTRACT:

\$ 45,500.00

\$ 57,401.38

\$ -

0.00%

126.16%

TOTAL ORIGINAL CONTRACT:

\$ 4,883,175.00

\$ 4,701,136.95

\$ -

0.00%

96.27%

CHANGE ORDER SUMMARY

8001	2599-9999010	CHANGE ORDER #1												
		STORM SEWER REVISIONS FOR WATER MAIN	1	LS	\$	3,523.00	\$	3,523.00	1	\$	3,523.00	0.00	\$	-
		SUBTOTAL, CHANGE ORDER #1						3,523.00		\$	3,523.00		\$	-
7001	2102-0425070	CHANGE ORDER #2												
		SPECIAL BACKFILL	(2,069.17)	TON	\$	24.75	\$	(51,211.93)	-	\$	-	0.00	\$	-
		MODIFIED SUBBASE	1,094.79	CY	\$	40.15	\$	43,955.78	1,094.80	\$	43,956.22	0.00	\$	-
8002	2510-6745850	ADDITIONAL PAVEMENT REMOVAL	2,400.00	SY	\$	4.95	\$	11,880.00	3,871.00	\$	19,161.45	0.00	\$	-
		SUBTOTAL, CHANGE ORDER #2						4,623.85		\$	63,117.67		\$	-
8003	259-9999010	CHANGE ORDER #3												
		HILLCREST TRAFFIC SIGNALIZATION REVISIONS	1	LS	\$	6,512.00	\$	6,512.00	1.00	\$	6,512.00	0.00	\$	-
		SUBTOTAL, CHANGE ORDER #3						6,512.00		\$	6,512.00		\$	-
8004	6100-2301010	CHANGE ORDER #4												
		Extra Work - PCC Pavement Cold Weather Protection (Pre-Established Price)	1	LS	\$	3,547.27	\$	3,547.27	1.00	\$	3,547.27	0.00	\$	-
		SUBTOTAL, CHANGE ORDER #4						3,547.27		\$	3,547.27		\$	-
		CHANGE ORDER #5 (Balance of Bid Quantities)												
8005	6200-1102010	CHANGE ORDER #6												
		Price Adjustment "Amount of Commitment Not Paid to DBE Firm"	-13975.56	LS	\$	1.00	\$	(13,975.56)	-13975.56	\$	(13,975.56)	-13975.56	\$	(13,975.56)
		SUBTOTAL, CHANGE ORDER #4						(13,975.56)		\$	(13,975.56)		\$	(13,975.56)
		TOTAL CONTRACT & CHANGE ORDER					\$	4,887,405.55		\$	4,763,861.33		\$	(13,975.56)

CONTRACTOR PAYMENT SUMMARY
US Highway 65/69 Reconstruction From Hillcrest to Hoover

	Signed Date	Amount Due	Check #	Check Date	Check Amount	Difference	Notes
Pay Application #1	6/10/2014	\$ 31,699.89	97640	6/16/2014	\$ 31,699.89	\$ -	
Pay Application #2	6/26/2014	\$ 362,957.48	98411	7/7/2014	\$ 394,657.36	\$ 31,699.88	
Pay Application #3	7/29/2014	\$ 362,897.61	98793	8/4/2014	\$ 362,897.61	\$ -	
Pay Application #4	8/28/2014	\$ 896,424.52	99251	9/15/2014	\$ 896,424.52	\$ -	
Pay Application #5	10/1/2014	\$ 968,776.53	99442	10/6/2014	\$ 968,776.53	\$ -	
Pay Application #6	10/30/2014	\$ 1,060,346.06	99900	11/17/2014	\$ 1,060,346.06	\$ -	
Pay Application #7	12/2/2014	\$ 721,629.00	-	-	-	-	
Pay Application #8	1/7/2015	\$ 184,109.82	100563	1/20/2015	\$ 905,738.82	\$ -	payment for PA#7 and #8
Pay Application #9	5/8/2015	\$ 144,158.65	101577	5/18/2015	\$ 144,158.65	\$ -	
Pay Application #10	10/9/2015	\$ 17,437.27	n/a	n/a	\$ -	\$ (17,437.27)	No Payment made

totals	\$ 4,750,436.83	\$ 4,764,699.44	\$ 14,262.61	Remaining to resolve overpayment
			\$ 14,262.61	verification (total due-total paid)

Retainage 3% (or Max of 3% on first \$1,000,000)	\$ 30,000.00
Retainage amount remaining for payment	\$ 15,737.39
Change Order #6 Price Adjustment	\$ (13,975.56)
Pay Application #11 (FINAL) Amount	\$ 1,761.83

\$30,000 - \$14,262.61
Price Adjustment for DBE
Retainage amount remaining + Price
Adjustment for DBE

Meeting Date: 05/01/2017

Subject

Resolution approving an agreement with Knutson Tree Service in an amount of \$17,550.00 for the 2017 Ash Tree Removal Project

Information

Bid proposals were solicited and received April 19, 2017 for the Ash Tree Removal. Six companies were contacted in addition to the proposal being posted on the Iowa League of Cities Web Site, City's Web Site and Facebook. The following bids were received:

Company	Proposal
Knutson Tree Service Winterset, Iowa	\$17,550.00
Fenimore Brothers Tree Service West Des Moines, Iowa	\$19,900.00
Oxford Tree Service Indianola, Iowa	\$23,024.00
Turnbull's Tree Service Norwalk, Iowa	\$25,550.00
Blakely Tree Service Osceola, Iowa	\$27,950.00
Adams Tree Service Carlisle, Iowa	\$32,160.00

Staff is recommending (packet) the bid from Knutson Tree Service in an amount of \$17,550.00, \$20,000.00 was budgeted.

FYI - Staff will start replacements in the fall when it is a more favorable time to plant trees.

Roll call is in order.

Fiscal Impact**Attachments**

Memo

Resolution

2017 Ash Tree Removal RFP Results and Recommendation

RFP's were emailed to 6 tree removal companies that were fairly local to the area. It was also placed on the City website, Facebook and the Iowa League of Cities website. I received back 6 Proposals from various contractors. Below is the list of proposals and including the total price of the proposals.

Knutson Tree Service	Winterset	\$17,550.00
Fenimore Bros. Tree Service	WDM(formerly Indianola)	\$19,900.00
Oxford Tree Service	Indianola	\$23,024.00
Turnbull's Tree Service	Norwalk	\$25,550.00
Blakely Tree Service	Osceola	\$27,950.00
Adams Tree Service	Carlisle	\$32,160.00

The RFP was put out in 11 different groups of trees. Ranging in groups of 1 to 11 trees. With the thought that any came in real low we could pull some out to different contractors. The low proposal came in lowest across the board with only 2 group exceptions and it wasn't enough difference to justify pulling them out. I recommend Knutson Tree Service of Winterset to be awarded the removal work with the price of \$17,550.00. \$20,000.00 was budgeted this year for removal and replacement of trees. We will start replacements in the fall when it is a more favorable time to plant trees.

Mike Bowlin
. Park Superintendent

4-24-2017

RESOLUTION NO. 2017-_____

**RESOLUTION APPROVING AN AGREEMENT
WITH KNUTSON TREE SERVICE FOR THE 2017 ASH TREE REMOVAL PROJECT**

WHEREAS, the City Council of the City of Indianola, Iowa, is in need of engaging a provider for the 2017 Ash Tree Removal Project (hereinafter referred to as “Services”); and

WHEREAS, the Park and Recreation Department solicited quotes 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 Knutson Tree Service for the 2017 Ash Tree Removal Project in an amount not to exceed \$17,550.00; and

WHEREAS, it is the determination of the City Council that the City should enter into an Agreement with Knutson Tree Service.

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

1. The Agreement with Knutson Tree Service 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 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 1st day of May, 2017.

Kelly B. Shaw, Mayor

ATTEST:

Diana Bowlin, City Clerk

Meeting Date: 05/01/2017

Subject

Resolution approving the professional service agreement with Stuppy, Inc. in an amount of \$65,600 for the Greenhouse Structure

Information

Council will need to consider the resolution approving the professional service agreement for the Pickard Greenhouse Structure. The greenhouse has been a strategic priority of the Parks Department to continue with the City's beautification efforts. Funds were allocated in the amount of \$50,000 in FY 18 Capital Improvement Plan.

Bid proposals were solicited and received April 21, 2017. Three companies were contacted in addition to the proposal being posted on the Iowa League of Cities Web Site, City's Web Site and Facebook. The following bids were received:

Description	Stuppy Inc.	Poly-Tex, Inc.
Greenhouse Cost	\$34,500.00	\$44,810.00
Installation Cost	\$29,500.00	\$49,880.00
Other Costs	\$1,600.00	\$9,300.00
Total Base Bid	\$65,600.00	\$103,990.00

Staff is recommending the bid from Stuppy Inc. in an amount of \$65,600.00. While the bid is over budgeted \$50,000, staff has been working with the Indianola Park Friends and they have committed \$20,000 toward the project, lowering the City's contribution to \$45,600. A grant application has also been submitted to Warren County Philanthropic Partnership to assist with the construction as well.

Roll call is in order.

Fiscal Impact**Attachments**

Memo

Bid Tab

Resolution

Professional Service Agreement



PARKS AND RECREATION

April 25, 2017

To: Mayor and City Council
CC: Ryan Waller, City Manager

From: Doug Bylund, Parks and Recreation Director

RE: Pickard Greenhouse Structure

As you recall, the greenhouse has been a strategic priority of the Parks Department to continue with the City's beautification efforts. Funds were allocated in the amount of \$50,000 in the FY 18 Capital Improvement Plan.

Staff worked with the Finance Director and City Clerk's Office to develop and disseminate requests for proposals for a new greenhouse, including installation. The deadline for proposals was April 21, 2017. The request for proposal was posted on the City's website and Facebook page, an email sent to the City Council for sharing, and was shared with the League of Cities for posting on their website. In addition, Angie Buchanan, City Horticulturist, provided copies of the request for proposals to three companies. Two bids were received with the lowest bid being from Stuppy, Inc. out of North Kansas City, Missouri at \$65,600. The attached Bid Tabulation sheet has more information.

While the bid is over the budgeted \$50,000, staff has also been working with the Indianola Park Friends which has committed \$20,000 towards this project, lowering the City's contribution to \$45,600. A grant application has also been submitted to Warren County Philanthropic Partnership to assist with purchase and construction of the planting tables inside the greenhouse.

If approved, efforts for construction and installation will coincide with the FY18 Budget cycle. Efforts will also be made to salvage or sell any usable materials from the old greenhouse.

Tabulation of Bids
Greenhouse Structure
City of Indianola
April 21, 2017

		1	2
		STUPPY, INC.	POLY-TEX, INC.
ITEM	DESCRIPTION	ITEM PRICE	ITEM PRICE
1	Greenhouse Cost	\$34,500.00	\$44,810.00
2	Installation Cost	\$29,500.00	\$49,880.00
3	Other Costs	\$1,600.00	\$9,300.00
4	TOTAL BASE BID	\$65,600.00	\$103,990.00

RESOLUTION NO. 2017-_____

**RESOLUION APPROVING PROFESSIONAL SERVICES AGREEMENT
WITH STUPPY INC. FOR THE PURCHASE AND INSTALLATION OF
THE GREENHOUSE AT PICKARD PARK**

WHEREAS, the City Council of the City of Indianola, Iowa, is in need of engaging a provider for the purchase and installation of a greenhouse at Pickard Park (hereinafter referred to as “Services”); and

WHEREAS, the Park and Recreation Department solicited quotes 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 Stuppy Inc. for the purchase and installation of the greenhouse in an amount not to exceed \$65,600.00; and

WHEREAS, it is the determination of the City Council that the City should enter into a Professional Services Agreement with Stuppy Inc. 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 Stuppy Inc. 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 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 1st day of May, 2017.

Kelly B. Shaw, Mayor

ATTEST:

Diana Bowlin, City Clerk

PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT, made and entered this 1st day of May, 2017, by and between the **CITY OF INDIANOLA**, a municipal corporation of the State of Iowa, hereinafter referred to as "CITY," and **___Stuppy, Inc. 1212 Clay Street, PO Box 12456, North Kansas City, MO 64116___**, hereinafter referred to as "SERVICE PROVIDER."

WHEREAS, the CITY is in need of a greenhouse purchase and installation services and products, 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 be paid for the landscaping services and product in an amount not to exceed sixty-five thousand six hundred Dollars (\$ 65,600.00) for said Services. SERVICE PROVIDER acknowledges and agrees that the CITY shall not issue payment until such time as CITY staff determines Services have been provided in accordance with Exhibit "A".

2. 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.

3. SERVICE PROVIDER and CITY shall discuss and mutually agree upon a schedule for the Services. SERVICE PROVIDER and CITY shall continue to discuss and review progress of the Services and make necessary adjustments as required by the CITY. Further, 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 out on Exhibit "B".

4. SERVICE PROVIDER shall comply with all applicable State, Federal and local laws and regulations and shall obtain or cause to be obtained all required permits to perform the Services.

5. This Agreement may be terminated immediately by either party for cause, or by the CITY for convenience upon fourteen (14) days' written notice to SERVICE PROVIDER, 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.

6. 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: Stuppy, Inc. _____

Name: _____

Title: _____

Meeting Date: 05/01/2017

Subject

Resolution amending the City Council Policy for Infiltration and Inflow

Information

In your packet is the resolution approving an amendment to the City Council policy for the Infiltration and Inflow. This item was discussed at the April 17, 2017 Council Study Committee Meeting. In 2014, the DNR required the City implement a Time of Sale inspection program. This was approved by Council on January 3, 2017 and it became effective March 1, 2017. Since implementation staff has identified areas of the existing city policy that are in need of updating (packet).

Roll call is in order.

Fiscal Impact

Attachments

Resolution

I&I Policy

RESOLUTION NO. 2017-____

RESOLUTION AMENDING THE CITY COUNCIL POLICY FOR
INFILTRATION AND INFLOW

WHEREAS, the City of Indianola Council Policy is amended over time; and

WHEREAS, the policy regarding the Infiltration and Inflow needs to be amended; and

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

That the Council Policy for Infiltration and Inflow be amended to read as follows:

Pursuant to Chapter 97.01, no person shall discharge or cause to be discharged any storm water, surface water, groundwater, roof run-off, sub-surface drainage, uncontaminated cooling water, or unpolluted industrial process waters to any sanitary sewer. Inflow and Infiltration (I&I) is the invasion of storm water into the sanitary sewer system from broken, cracked or misaligned mains, leaking manholes or manholes that have water flowing over their covers. Other sources of I&I include private (resident and business) services that are cracked or broken and storm water connections from sump pits, roof drains or surface drains into sanitary sewers. The storm water connections from sump pits, roof drains or surface drains are illegal based on Chapter 97.01 (was amended as such by Ordinance 612 in 1979.)

I&I not only causes sewage backups in basements, but also results in a substantial increase in energy needs and rapidly advances the need for repair and maintenance due to increased burden on the system. In addition, there is a reduction in sewer capacity, which shortens the life of the current treatment facility. All of which result in increased cost and financial burden on citizens and businesses of Indianola.

In addition to Chapter 97 of the City of Indianola Code of Ordinances, the City adopted Chapter 94 of the City of Indianola Code of Ordinances authorizing Time of Sales Inspections within the City sanitary sewer system.

The mayor and council therefore adopt the following policy to abate problems associated with I&I:

1. The city shall perform a study to locate I&I using sewer department staff and an engineering firm. It shall be conducted on an area-by-area basis concentrating on the city's sewer mains by televising, cleaning, smoke testing, and installing flow meters.
2. The city staff will prioritize their findings to repair the most severe first with the funds budgeted for that budget year. Public sewers and manholes with I&I shall be repaired using sewer revenue including fees and grants etc. designated by the city council.
3. Private sources of I&I will be inspected pursuant to the Time of Sales ordinance, or as part of a Capital Project or resident request. Inspection Fees will be assessed pursuant to the city's annual fee schedule. Illegal connections shall be repaired as noted below.
 - Information obtained that identifies leaky lateral or other non-illegal contributors of I&I will be shared with the homeowner. The City will not mandate repairs.

4. Beginning May 1, 2017, the city will allow the residents that are on the I&I Penalty list the opportunity to be removed from the list if they have their residence inspected in accordance with the Time of Sale Ordinance and the penalty fees paid in full. Successful inspections will result in the issuance of a Certificate of Compliance and you will be removed from the I&I Penalty list starting with the next month's billing. The certificate will be good for two years.

Upon written notification from the City (regular first class mail) I&I flowing into the sanitary sewer from an illegal connection, the property owner shall have a period of **90 days to abate the problem.** Those owners that perform the proper repairs or retain a contractor to make the repairs within 90 days of notification or less shall be eligible for one of the following finance options:

- a) 25% reimbursement (not to exceed \$1000) for the disconnection costs. Repair amounts in excess of \$7500 and up to \$15,000 will be eligible for an additional rebate amount equal to 10% per \$1000. A repair in excess of \$15,000 will receive an additional 25% per \$1000.

OR:

- b) Loan Amounts may range from \$3,000 to \$7,500 with a three (3%) interest rate. Loan term may vary not to exceed ten (10) years. Loan requests will be approved by the City Manager.

Inspection by city staff both prior to and after repairs shall be necessary for a reimbursement or loan. In addition, a billing statement for services performed shall accompany the request for reimbursement. For those owners opting to do the work without the assistance of a commercial contractor, the city shall reimburse 50% of the material costs only. The reimbursement shall not exceed \$500.

Example:

- 1) \$3,000, 3%, 5 years
- 2) \$4,000, 3%, 7 years
- 3) \$5,000, 3%, 8 years
- 4) \$5,500, 3%, 9 years
- 5) \$7,000, 3%, 10 years

For those property owners who opt not to repair the illegal connection from the sanitary sewer after the 90-day period, a \$50.00 per month fee shall be applied to the utility bill until the disconnection has been performed, but not to exceed 1 year. By the end of the 1-year period, the owner shall have completed the disconnection.

If the owner has failed to repair the illegal connection the monthly fee will increase to \$70.00 until repairs have been made. By the end of the second 1-year period, the owner shall have completed the disconnection. If the owner has failed to repair the illegal

connection the City will seek to enforce this policy using all lawful means, including but not limited to the prosecution of a municipal infraction which could result in a civil penalty, court cost, and / or a court order requiring that repairs be made within a certain time period.

Provisions of this policy may be waived by the City Council.

Reference of City Ordinances:

94.00 Time of Sales Inspections
95.07 Right of Entry
97.01 Storm Water
97.05 Restricted Discharge Powers
99.05 User Charges

Passed and approved this 1st day of May, 2017.

Kelly B. Shaw, Mayor

ATTEST:

Diana Bowlin, City Clerk

Infiltration and Inflow Policy

Pursuant to Chapter 97.01, no person shall discharge or cause to be discharged any storm water, surface water, groundwater, roof run-off, sub-surface drainage, uncontaminated cooling water, or unpolluted industrial process waters to any sanitary sewer. Inflow and Infiltration (I&I) is the invasion of storm water into the sanitary sewer system from broken, cracked or misaligned mains, leaking manholes or manholes that have water flowing over their covers. Other sources of I&I include private (resident and business) services that are cracked or broken and storm water connections from sump pits, roof drains or surface drains into sanitary sewers. The storm water connections from sump pits, roof drains or surface drains are illegal based on Chapter 97.01 (was amended as such by Ordinance 612 in 1979.)

I&I not only causes sewage backups in basements, but also results in a substantial increase in energy needs and rapidly advances the need for repair and maintenance due to increased burden on the system. In addition, there is a reduction in sewer capacity, which shortens the life of the current treatment facility. All of which result in increased cost and financial burden on citizens and businesses of Indianola.

In addition to Chapter 97 of the City of Indianola Code of Ordinances, the City adopted Chapter 94 of the City of Indianola Code of Ordinances authorizing Time of Sales Inspections within the City sanitary sewer system.

The mayor and council therefore adopt the following policy to abate problems associated with I&I:

1. The city shall perform a study to locate I&I using sewer department staff and an engineering firm. It shall be conducted on an area-by-area basis concentrating on the city's sewer mains by televising, cleaning, smoke testing, and installing flow meters.
2. The city staff will prioritize their findings to repair the most severe first with the funds budgeted for that budget year. Public sewers and manholes with I&I shall be repaired using sewer revenue including fees and grants etc. designated by the city council.
3. Private sources of I&I will be inspected pursuant to the Time of Sales ordinance, or as part of a Capital Project or resident request. Inspection Fees will be assessed pursuant to the city's annual fee schedule. Illegal connections shall be repaired as noted below.
 - Information obtained that identifies leaky lateral or other non-illegal contributors of I&I will be shared with the homeowner. The City will not mandate repairs.
4. Beginning _____, 2017, the city will allow the residents that are on the I&I Penalty list the opportunity to be removed from the list if they have their residence inspected in accordance with the Time of Sale Ordinance and the penalty fees paid in full. Successful inspections will result in the issuance of a Certificate of Compliance and you will be removed from the I&I Penalty list starting with the next month's billing. The certificate will be good for two years.

ACCESS TO PRIVATE SERVICE ref. Chapter 95.07 Right of Entry

~~Should the property owner deny access to the property for I&I testing and/or inspection, the City of Indianola will consider the property non-compliant with the City of Indianola I&I Program. A letter notifying the owner of non-compliance will be sent and the property owner will be given 30 days to respond or a \$50.00 per month fee shall be applied to the utility bill until inspection or~~

~~testing can confirm compliance. If the owners has failed to allow access after a 90-day period of time, the monthly fee will increase to \$70.00 until inspection or testing can confirm compliance.~~

Upon written notification from the City (regular first class mail) I&I flowing into the sanitary sewer from an illegal connection, the property owner shall have a period of **90 days to abate the problem.** Those owners that perform the proper repairs or retain a contractor to make the repairs within 90 days of notification or less shall be eligible for one of the following finance options:

- a) 25% reimbursement (not to exceed \$1000) for the disconnection costs. Repair amounts in excess of \$7500 and up to \$15,000 will be eligible for an additional rebate amount equal to 10% per \$1000. A repair in excess of \$15,000 will receive an additional 25% per \$1000.

OR:

- b) Loan Amounts may range from \$3,000 to \$7,500 with a three (3%) interest rate. Loan term may vary not to exceed ten (10) years. Loan requests will be approved by the City Manager.

Inspection by city staff both prior to and after repairs shall be necessary for a reimbursement or loan. In addition, a billing statement for services performed shall accompany the request for reimbursement. For those owners opting to do the work without the assistance of a commercial contractor, the city shall reimburse 50% of the material costs only. The reimbursement shall not exceed \$500.

Example:

- 1) \$3,000, 3%, 5 years
- 2) \$4,000, 3%, 7 years
- 3) \$5,000, 3%, 8 years
- 4) \$5,500, 3%, 9 years
- 5) \$7,000, 3%, 10 years

For those property owners who opt not to repair the illegal connection from the sanitary sewer after the 90-day period, a \$50.00 per month fee shall be applied to the utility bill until the disconnection has been performed, but not to exceed 1 year. By the end of the 1-year period, the owner shall have completed the disconnection.

If the owner has failed to repair the illegal connection the monthly fee will increase to \$70.00 until repairs have been made. By the end of the second 1-year period, the owner shall have completed the disconnection. If the owner has failed to repair the illegal connection the City will seek to enforce this policy using all lawful means, including but not limited to the prosecution of a municipal infraction which could result in a civil penalty, court cost, and / or a court order requiring that repairs be made within a certain time period.

Provisions of this policy may be waived by the City Council.

CONNECTION (SUMP PUMP)

~~Upon written notification from the City (regular first class mail) of sump pumps illegally hooked into a sanitary sewer, the property owner shall have a period of 30 days to remove all methods/systems of connection.~~

~~For those property owners who opt not to disconnect a sump pump from the sanitary sewer after the 30 day period, a \$70.00 per month fee shall be applied to the utility bill until the disconnection has been performed.~~

~~Within two years the owner shall have made the disconnection. If the owner has failed to repair the illegal connection the City will seek to enforce this policy using all lawful means, including but not limited to the prosecution of a municipal infraction which could result in a civil penalty, court cost, and / or a court order requiring that repairs be made within a certain time period.~~

~~No financing options are available for this repair.~~

~~Inspection by city staff both prior to and after repairs shall be necessary.~~

~~UNDUE HARDSHIP~~

~~For those property owners who can show undue hardship resulting from repairs, the fee may remain at \$50.00 if approved by the city council.~~

~~The property owner shall make arrangements with the City of Indianola for undue hardships and will be handled on a case by case basis.~~

Reference of City Ordinances:

94.00 Time of Sales Inspections

95.07 Right of Entry

97.01 Storm Water

97.05 Restricted Discharge Powers

99.05 User Charges

Adopted by City Council on November 17, 1986; amended September 5, 1995; amended June 15, 1998; amended September 5, 2006; amended July 16, 2007; amended June 2, 2008, amended 2010, amended 2013

Meeting Date: 05/01/2017

Subject

Resolution accepting and filing the Effective Governance Session Summary Report as facilitated by Jeff Schott, Institute of Public Affairs

Information

On April 1, 2017 the City Council held an Effective Governance Session with facilitator Jeff Schott, Director of the Institute of Public Affairs. From the session, participants reached agreements and identified items to be accomplished. Mr. Schott provided the Effective Governance Session Summary Report (packet). In your packet is a resolution approving this report.

Roll call is in order.

Fiscal Impact

Attachments

Summary Report
Resolution

CITY OF INDIANOLA

EFFECTIVE GOVERNANCE SESSION

SUMMARY REPORT

APRIL 1, 2017

Introduction

The City of Indianola (City) held an Effective Governance session on April 1, 2017, in the Heritage Room of The Villages, 1203 North E Street, Indianola. In attendance and participating at this meeting were Mayor Kelly Shaw and Council Members Shirley Clark, Joe Gezel, John Parker, Jr., Pam Pepper, Brad Ross, and Greta Southall. Also in attendance and participating in this session were City Manager Ryan Waller and City Attorney Doug Fulton. The session was facilitated by Jeff Schott, Director of the Institute of Public Affairs, The University of Iowa.

Prior to the session on April 1, the facilitator met individually with the Mayor and each of the Council Members to discuss roles, responsibilities, chain-of-command, communication and other governance issues. The facilitator also met in small groups with the City Department Heads, as well as the City Manager and City Attorney, to discuss the same topics. Department Heads were advised they could contact the facilitator directly and discuss any issues they did not wish to discuss in front of other individuals (which several Department Heads did). Based on these discussions, the facilitator developed the agenda for the April 1 session (attached to this report as Attachment A). The facilitator's list of questions for the various interviews is attached to this report as Attachment B.

Agreements/Action items

After review and discussion at the April 1 session, the participants reached the following agreements and identified the following items to be accomplished:

- The Mayor/City Council expect the City Manager to be responsible for direction/supervision/oversight of Departments/Department Heads.
 - The City Manager is responsible for the daily administrative functions of the City.
 - The City Manager is expected to appropriately delegate responsibility and authority to department heads and to hold department heads accountable for performance.
 - It was agreed that the City Manager at an upcoming Council study session would present an overview of the City Manager's organizational expectations and goals for the various City Departments. The purpose of this process would be to clarify and confirm with the Mayor and City Council the City Manager's goals and expectations for the various city departments.

- It was agreed that the Mayor and City Council together as a team are responsible for direction/supervision/oversight of the City Manager.
 - The City Council is responsible for hiring the City Manager. The City Manager is responsible for hiring the Department Heads, except for the City Clerk who is hired by the City Council.
 - The Mayor and City Council as a team, with staff input, set the policy agenda and priorities for the City.
 - The City Council does not “work for” the Mayor.
 - The Mayor/Council set directions/policies; the City Manager is responsible for implementing the direction and policies.
 - In situations in which the Mayor/City Council are providing directions or instructions to staff, such directions/instructions need to be clearly articulated so that staff can follow up and implement such directions/instructions.
 - If staff is unclear or needs further explanation regarding such directions/instructions, staff is encouraged to so inform the Mayor/Council to obtain further guidance or clarification.

- It was agreed that the Mayor/City Council may communicate/interact directly with city staff for the purpose of informing themselves regarding city activities and projects, obtaining information regarding council agenda items, forwarding complaints to appropriate departments, and related matters.
 - The participants agreed that when such interactions occur, both the elected officials and staff should inform the City Manager as to the nature and purpose of the interaction and keep the City Manager informed, as well as the elected official, as to any actions or follow-up with respect to that matter.
 - It was agreed that there would be no negative consequences (i.e., disciplinary action) retaliation or retribution to an employee regarding such interactions provided the appropriate notifications to the City Manager had occurred.
 - Individual Council Members have no authority to direct staff in any way unless specific authority has been so delegated to that Council Member by the City Council in official meeting through adoption of appropriate legislation.

- On important/significant issues under consideration by the City Council, the Mayor and City Council need to clearly communicate to the staff the relevant information that the elected officials need to make an informed decision on that matter.
 - All Council Members and Mayor are encouraged to participate in discussions regarding agenda items and express any significant issues, concerns, opinions, etc. regarding agenda items before votes are to be taken.
 - Staff are encouraged to communicate to the elected officials the type of information that staff believes the elected officials should have regarding such items.
 - On important/significant issues under consideration by the City Council, staff reports are expected to include:
 - The relevant information as previously identified by the Mayor/City Council, or as deemed to be relevant by staff;
 - Identification and analysis of alternatives, including the “do-nothing” alternatives, to include identification of possible implications/consequences of the various alternatives.

- Mayor and Council are encouraged to notify appropriate staff in advance of the council meeting if they have any specific questions or specific informational needs to allow staff adequate time to research the matter and provide accurate responses to the elected officials.
 - When following up on such information requests, staff should copy the Mayor and the entire City Council in their response to assure all elected officials are receiving the same information.
- Council study sessions should be used to identify information needs , receive direction and other necessary points for significant issues coming before council. Study sessions should also be used to discuss the processes/formats to be used for such significant issues (e.g., whether to hold neighborhood meetings, public information meetings, etc.).
 - Study sessions should also be used to review specific features of upcoming agenda items of particular interest to council members, for example, equipment specifications, design details on engineering projects, etc.
- In order to provide the City Council notice that certain items, such as purchases of equipment or materials, may soon be coming before the City Council, it was agreed that preliminary information could be provided to the City Council so that the Council could discuss whether particular issues related to that item should be discussed by the City Council prior to the meeting when approval of that purchase would be considered by the City Council..
 - For example, prior to a department soliciting bids on a piece of equipment and prior to the council agenda when approval of that purchase would be considered, at an earlier meeting an item could be placed on the agenda such as “motion to direct a particular department to solicit bids for purchase of a certain piece of equipment”, At this earlier meeting, any specific issues or concerns related to that piece of equipment could be reviewed and discussed at that meeting or perhaps deferred to a work session for discussion..
- The participants agreed with the principle that opinions on important city issues and concerns should be shared up and down the chain-of-command without repercussions.
 - Staff, especially Department Heads, are encouraged to freely express their opinions on matters to the City Manager.
 - In the event a Department Head disagrees with the City Manager’s recommendation on a council agenda item, it was agreed that the Department Head may express their disagreement or alternate recommendation to the City Council at the same meeting.
 - Under such circumstances, the Department Head is expected to inform the City Manager in advance of the council meeting that the Department Head intends to present a differing position to the City Council. In such instances both the City Manager and Department Head would be expected to present their recommendations, analyses and rationale for their position to the City Council for their consideration.

- It was agreed that a council committee would review and recommend a process to enhance the performance evaluation system of the City Manager. Council Members Gezel, Southall and Pepper volunteered to serve on the committee, along with the City Manager. This committee would consider, among other things, such techniques as self-evaluation, 360 degree evaluations, appropriate evaluation factors, and development and accomplishment of performance goals for the City Manager. The committee would review evaluation processes and instruments from other communities. This review would be completed and the revised process is anticipated to be implemented for the next performance evaluation of the City Manager scheduled for January 2018.
- It was agreed that a thorough orientation process should be made available for any newly elected or appointed elected officials. Such orientation should include (but not be limited to) such issues as: important State and Municipal Code requirements, other legal requirements (such as Open Meetings Law, Gift Law, Conflict-of-Interest Law, etc.), review of important planning documents (such as the Strategic Plan, Comprehensive Plan, Capital Improvements Program), review of key programs and on-going commitments/obligations, review of important processes and policies (such as council meeting management, budget development, human resources, purchasing, agenda development, complaints), and review of roles/responsibilities/authority of important positions (such as Mayor, Council, City Manager, department heads, Boards and Commissions).
- It was agreed that certain City policies and procedures should be reviewed and revised, if necessary, with training provided to appropriate staff and officials. Among the policies to be reviewed: Purchasing, Performance Evaluations (of employees other than City Manager), Complaints Processing.
- It was agreed that the Mayor and City Manager would meet on a regular basis to discuss matters of mutual concern, review status of city projects and activities and keep each other informed on important issues and information. On an interim basis, the City Attorney would sit in on these weekly meetings to facilitate discussion and enhance communications.
- The facilitator suggested that the participants in today's session reconvene on a regular basis (recommendation – every three months) to review the status of the agreements/action items, determine what is “working” and what is not, and discuss any changes or adjustments that should be considered to enhance governance and organizational effectiveness, as well as respond to any new issues or opportunities that may have recently arisen.

Jeff Schott
 Institute of Public Affairs
 University of Iowa
 April 17, 2017

Attachment A

AGENDA

CITY OF INDIANOLA EFFECTIVE GOVERNANCE

Saturday April 1, 2017

8:00 a.m. – 12:00 p.m.

The Villages – 1203 N. E Street

1. Introductions and Opening Comments
 - a. General Overview of the Meeting
 - b. Ground Rules for this session
2. Define/clarify roles/responsibilities/duties/authority/chain-of-command:
 - a. Mayor
 - b. City Council
 - c. City Manager
 - d. Department Heads
3. Review/discuss decision-making
 - a. Clarify CC expectations re staff recommendations
 - b. Role of Mayor at CC meetings
 - c. Clarify expectations –what types of issues need to be presented to CC
 - d. Use of work sessions – determination of items to be discussed
4. Review/clarify expectations regarding important processes/policies
 - a. Who sets the policy agenda/priorities for the City?
 - b. City Manager performance evaluation:
 - c. Ensure all CC treated equally, equal information
 - d. Policy regarding agenda development
 1. Regular meetings
 2. Work sessions
 - e. Complaints
 - f. Purchasing
 - g. Spokesperson
 - h. Negotiations
 - i. Communications – face-to-face versus electronic
 - j. Others?
5. Mayor/City Manager Relations/Communication Identify On-Going Priorities
6. Other Issues
7. Adjourn

Attachment B

CITY OF INDIANOLA ROLES AND RESPONSIBILITIES INTERVIEW

Name(s) _____ Position _____
_____ Date _____

1. Do you feel you have a clear understanding of the roles, responsibilities and authority of the Mayor, City Council, City Manager, and Department Heads in the City of Indianola?
 - If not what are the issues?

2. Do you feel there is a clear understanding of the roles, responsibilities and authority of the Mayor, City Council, City Manager, and Department Heads in the City of Indianola within the city organization?
 - If not, what are the issues?

3. In your understanding, what position is primarily responsible for supervising and giving direction to city departments and department heads?

4. Do you feel you have a clear understanding of the current chain-of-command within the City of Indianola?
 - If not, what are the issues?

5. Do you feel there is a clear understanding of the current chain-of-command within the City of Indianola?
 - If not, what are the issues?

6. In your opinion, is the current City chain-of-command appropriate?
 - If not, what are the issues?
 - If not, what changes should be made?
7. <Elected only> In your opinion, how effective is communication between the City Manager, Mayor and City Council?
 - If not effective, what are the issues?
 - What processes should be used to enhance effective communications between the City Manager, Mayor and City Council?
8. <Staff only> In your opinion, how effective is communication between the City Manager and Department Heads?
 - If not effective, what are the issues?
 - What processes should be used to enhance effective communications between the City Manager and Department Heads?
9. Is there a clear understanding of the expectations of the Mayor/Council with respect to staff recommendations on agenda and policy matters?
 - If not, what are the issues?

10. Is there a clear understanding of the expectations of dept heads for communicating program, project and financial information to the elected officials?

- If not, what are the issues?

11. In your opinion, what can be done to pull together the City's the resources, assets, and personnel to build an even more effective and cohesive team?

12. Is there anything else that the Mayor/City Council/City Manager and/or staff could do to improve organizational effectiveness, decision-making processes, teamwork and the ability to accomplish the City's stated goals and objectives?

13. Other comments/suggestions?

RESOLUTION NO. 2017-_____

**RESOLUTION ACCEPTING AND FILING THE
EFFECTIVE GOVERNANCE
SESSION SUMMARY REPORT**

WHEREAS, the City Council of the City of Indianola held an Effective Governance session on April 1, 2017 with facilitator Jeff Schott, Director of the Institute of Public Affairs, The University of Iowa; and

WHEREAS, the prior to the April 1, 2017 session the facilitator met individually with the Mayor, Council Member, City Department Heads, City Manager and City Attorney to discuss roles, responsibilities, chain-of-command, communication and other governance issues; and

WHEREAS, based on these discussions, the facilitator developed an agenda for the April 1, 2017 session; and

WHEREAS, the after review and discussion held on April 1, 2017, the participants reached agreements and identified items to be accomplished; and

WHEREAS, the Mayor and City Council recommends approval of the attached Effective Governance Session Summary Report.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Indianola hereby approve the attached Effective Governance Session Summary Report.

This Resolution passed by the City Council of the City of Indianola on May 1, 2017.

Kelly B. Shaw, Mayor

ATTEST:

Diana Bowlin, City Clerk

Meeting Date: 05/01/2017

Subject

Resolution authorizing repayment of internal loan made to fund urban renewal project costs

Information

On December 5, 2016 the City Council authorized an internal loan of funds in an amount of \$137,500 in order to pay the costs of the Project (construction of infrastructure improvements in Summercrest Hills Plat 4 and 5) with the 360 Group.

The City now has incremental property tax revenues available in Tax Increment Fund to repay the loan. In your packet is the resolution authorizing funding of the Project that was paid from the General fund and shall be repaid from the Tax Increment fund. The Loan shall be repaid to the General Fund without interest.

Roll call is in order.

Fiscal Impact

Attachments

Resolution

RESOLUTION NO. 2017-____
AUTHORIZING REPAYMENT OF INTERNAL LOAN MADE TO FUND
URBAN RENEWAL PROJECT COSTS

WHEREAS, the City Council of City of Indianola, Iowa (the “City”), has established the City of Indianola Economic Development Urban Renewal Area (the “Urban Renewal Area”) and has established the City of Indianola Economic Development Urban Renewal Area Tax Increment Revenue Fund (the “Tax Increment Fund”) in connection therewith; and

WHEREAS, the City has entered into a Development Agreement with the 360 Group for the construction of infrastructure improvements in Summercrest Hills Plat 4 and 5 as an urban renewal project (the “Project”) in the Urban Renewal Area in order to facilitate economic development in the Urban Renewal Area; and

WHEREAS, on December 5, 2016 the City Council authorized an internal loan of funds in the amount of \$137,500 (the “Loan”) in order to pay the costs of the Project; and

WHEREAS, the City now has incremental property tax revenues available in the Tax Increment Fund to repay the Loan and the City Council believes it is in the best interest of the City to repay said Loan.

NOW, THEREFORE, IT IS RESOLVED by the City Council, as follows:

Section 1. It is hereby directed that the Loan in the amount of One Hundred Thirty-Seven Five Hundred Dollars (\$137,500) for the funding of the Project that was paid from the General Fund shall be repaid from the Tax Increment Fund. The Loan shall be repaid to the General Fund without interest.

Section 2. All resolutions or parts thereof in conflict herewith, are hereby repealed, to the extent of such conflict.

PASSED AND APPROVED this 1st day of May, 2017.

Kelly B. Shaw, Mayor

Attest:

Diana Bowlin, City Clerk

Meeting Date: 05/01/2017

Subject

Resolution authorizing internal loan to fund urban renewal project costs

Information

In your packet is the resolution authorizing an internal loan to fund urban renewal project costs. The City entered into a Development Agreement with the 360 Group for the construction of infrastructure improvements in Summercrest Hills Plat 4 and 5 as an urban renewal project in order to facilitate economic development in the Urban Renewal Area.

On April 19, 2017, in accordance with the Development Agreement, the City received a certification from Tim Wapole, Partner with the 360 group that is included in your packet. This certification is required in order for the City to process the economic development grants contemplated by the Development Agreement. Additionally, Article VIII, Section 8.1 (B) of the agreement requires a minimum assessed valuation of \$10,000,000 by January 1st 2017 for three sites. These sites include: hotel, multi-family complex and convenience store of. Staff reviewed the submitted certification and compared against data on the Warren County Assessor's site, which as of this date is as follows:

• Rm 30 Holdings LLC (Calamar 116 unit Apt.)610 East Scenic Valley	\$ 3,672,900.00
• Indianola Lodging LLC (Comfort Inn) 501 East Trail Ridge	\$ 2,800,000.00
• Casey's Marketing Company301 East Trail Ridge	<u>\$ 575,000.00</u>
TOTAL	\$ 7,047,900.00

Because the total valuation of \$10,000,000.00 has not been met by the timeline stated within the Development Agreement, we recommend the payment made for grant # 4 of \$137,500.00 be reduced to \$96,250.00 as proved in Article X DEFAULT AND REMEDIES Section 10.2 (F) 1. "Grant No. 4 (May 1, 2017) will be reduced proportionately. For example, if the Assessed Valuation of the Minimum Improvements of Plat 4 and/ or 5 is \$7,000,000 as of January 1, 2017, then Grant No. 4 will equal 30% less than \$137,500 or \$96,250.00."

Total assessed value of all three projects \$7,047,900.00 reduced by 30% equals a total sum for Grant #4 of \$96,250.00.

The resolution directs that the Loan in the amount of \$96,250 be loaned for the funding of the Project from the General Fund. The Loan shall be repaid to the General fund without interest, out of the future incremental property tax revenues received into the Tax Increment Fund.

Roll call is in order.

Fiscal Impact**Attachments**

Resolution

Memo

Certificate

Article VIII Section 8.1

RESOLUTION NO. 2017-____

AUTHORIZING INTERNAL LOAN TO FUND URBAN RENEWAL PROJECT COSTS

WHEREAS, the City Council of City of Indianola, Iowa (the “City”), has established the City of Indianola Economic Development Urban Renewal Area (the “Urban Renewal Area”) and has established the City of Indianola Economic Development Urban Renewal Area Tax Increment Revenue Fund (the “Tax Increment Fund”) in connection therewith; and

WHEREAS, the City has entered into a Development Agreement with the 360 Group for the construction of infrastructure improvements in Summercrest Hills Plat 4 and 5 as an urban renewal project (the “Project”) in the Urban Renewal Area in order to facilitate economic development in the Urban Renewal Area; and

WHEREAS, it has been proposed that the City facilitate an internal loan of funds in the amount of \$96,250 (the “Loan”) in order to pay the costs of the Project, and the City desires to make the Loan eligible to be repaid from future incremental property tax revenues to be derived from the Urban Renewal Area;

NOW, THEREFORE, IT IS RESOLVED by the City Council, as follows:

Section 1. It is hereby directed that the Loan in the amount of Ninety-Six Thousand and Two Hundred Fifty Dollars (\$96,250) be loaned for the funding of the Project from the General Fund. The Loan shall be repaid to the General Fund without interest, out of future incremental property tax revenues received into the Tax Increment Fund.

It is intended that the Loan shall be repaid by Tax Increment Financing, provided however that repayment of the Loan is subject to the determination of the City Council that there are incremental property tax revenues available for such purpose which have been allocated to or accrued in the Tax Increment Fund relative to the Loan, and the City Council reserves the right to appropriate funds, or to withhold such appropriation, at its discretion.

Section 2. A copy of this Resolution shall be filed in the office of the Auditor of Warren County, Iowa to evidence the Loan. Pursuant to Section 403.19 of the Code of Iowa, the City Clerk is hereby directed to certify, no later than May 15, 2017, the original amount of the Loan plus projected accrued interest as provided for herein.

Section 3. All resolutions or parts thereof in conflict herewith, are hereby repealed, to the extent of such conflict.

PASSED AND APPROVED this 1st day of May, 2017.

Kelly B. Shaw, Mayor

Attest:

Diana Bowlin, City Clerk



TO: Mayor and City Council
FROM: Chuck Burgin, Director of Community Development
Chris Des Planques, Finance Director
CC: City Manager
Date: April 27, 2017
RE: SHDC, LLC Development Agreement

Listed below is information regarding the requirements of the Development Agreement between the City of Indianola and SCHD, LLC, which went into effect on June 1st, 2015. In August of 2016, prior to schedule payments #1 and 2, the City received certification from SHDC, LLC that the infrastructure improvements spelled out in the agreement were substantially completed, and supported by certifications from the PE involved. Documents were reviewed by staff, and payments were subsequently issued. Following completion of infrastructure, the only requirement left in the agreement were taxable valuation requirements.

On April 19, 2017, in accordance with the Development Agreement, the City received a certification from Tim Wapole, Partner with the 360 group that is included in your packet. This certification is required in order for the City to process the economic development grants contemplated by the Development Agreement. Additionally, Article VIII, Section 8.1 (B) of the agreement requires a minimum assessed valuation of \$10,000,000 by January 1st 2017 for three sites. These sites include: hotel, multi-family complex and convenience store of. Staff reviewed the submitted certification and compared against data on the Warren County Assessor's site, which as of this date is as follows:

• Rm 30 Holdings LLC (Calamar 116 unit Apt.) 610 East Scenic Valley	\$ 3,672,900.00
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• Casey's Marketing Company 301 East Trail Ridge	<u>\$ 575,000.00</u>
TOTAL	\$ 7,047,900.00

Because the total valuation of \$10,000,000.00 has not been met by the timeline stated within the Development Agreement, we recommend the payment made for grant # 4 of \$137,500.00 be reduced to \$96,250.00 as proved in Article X DEFAULT AND REMEDIES Section 10.2 (F) 1. "Grant No. 4 (May 1, 2017) will be reduced proportionately. For example, if the Assessed Valuation of the Minimum Improvements of Plat 4 and/or 5 is \$7,000,000 as of January 1, 2017, then Grant No. 4 will equal 30% less than \$137,500 or \$96,250.00."

Total assessed value of all three projects \$7,047,900.00 reduced by 30% equals a total sum for Grant #4 of \$96,250.00.

INDIANOLA

EST. 1849

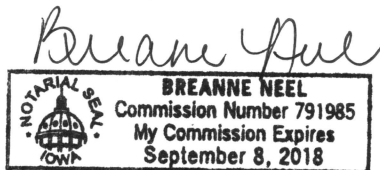
EXHIBIT G
DEVELOPER CERTIFICATION
(due on November 1 and April 1 (See Exhibit F) as required under terms of Development Agreement)
(Section 6.7))

The Developer certifies the following:

During the time period covered by this Certification, the Developer is and was in compliance with Section 6.7 of the Agreement as follows:

- (i) The Minimum Improvements were assessed on the most recent January 1, 2017, at a full assessment value of \$ 7,228,000.00;
- (ii) All ad valorem taxes on the Development Property owned by the Developer in the Urban Renewal Area have been timely paid for the prior fiscal year (and for the current year, if due) and attached to this Developer Certification are proof of payment of said taxes; and
- (iii) The undersigned officer of Developer has re-examined the terms and provisions of the Agreement and certify that at the date of such certificate, and during the preceding twelve (12) months, the Developer is not, or was not, in default in the fulfillment of any of the terms and conditions of the Agreement and that no Event of Default (or event which, with the lapse of time or the giving of notice, or both, would become an Event of Default) is occurring or has occurred as of the date of such certificate or during such period, or if the signer is aware of any such default, event or Event of Default, said officer shall disclose in such statement the nature thereof, its period of existence and what action, if any, has been taken or is proposed to be taken with respect thereto.

Signed this 18th day of April, 2017.



SHDC, L.L.C.

By 
Tim Walpole, as Managing Member of
Three Sixty Group, LLC, the Managing
Member of SHDC, LLC

STATE OF IOWA)
) SS
COUNTY OF Polk)

On this 18th day of April, 2017, before me the undersigned, a Notary Public in and for said State, personally appeared Tim Walpole, to me personally known, who, being by me duly sworn, did say that he is the Managing Member of Three Sixty Group, LLC, the Managing Member of SHDC, LLC, and that said instrument was signed on behalf of said corporation; and that the said Tim Walpole, as an authorized employee, acknowledged the execution of said instrument to be the voluntary act and deed of said corporation, by him voluntarily executed.

Attachments: Proof of payment of taxes on parcels owned by Developer within the Development Property

Parcel Search

Display Search Box

Add to shopping cart

☒ Show All Details ☐ Pay All First ☐ Pay All Second

Owner	Items	Due		Status
SHDC LLC	16	Total:		Paid Details/Pay Partial
		0.00		
		First Installment Due:		
		0.00		
		Second Installment Due:		
		0.00		

Parcel Number	District	Site or Legal Address	Year Type	Annual Amount	Status												
49711030030 Assessment Information	49300	18-76-23INDIANOLA CALSUMMERCREST HILLSPLAT 3 LOT 3	2015-Real Estate	40.00	Paid												
	<table><tr><th>Installment</th><th>Due Date</th><th>Due</th><th>Other</th></tr><tr><td>First</td><td>9/30/2016</td><td>0.00</td><td> 0.00 </td></tr><tr><td>Second</td><td>3/31/2017</td><td>0.00</td><td> 0.00 </td></tr></table>				Installment	Due Date	Due	Other	First	9/30/2016	0.00	0.00	Second	3/31/2017	0.00	0.00	
Installment	Due Date	Due	Other														
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Second	3/31/2017	0.00	0.00														
49711030070 Assessment Information	49300	18-76-23INDIANOLA CALSUMMERCREST HILLSPLAT 3 LOT 7	2015-Real Estate	48.00	Paid												
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Second	3/31/2017	0.00	0.00														
49711030082 Assessment Information	49300	18-76-23INDIANOLA CALSUMMERCREST HILLSPLAT 3 PCL A LOT 8	2015-Real Estate	16.00	Paid												
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Second	3/31/2017	0.00	0.00														
49711030090 Assessment Information	49300	18-76-23INDIANOLA CALSUMMERCREST HILLSPLAT 3 LOT 9	2015-Real Estate	42.00	Paid												
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49711033000 Assessment Information	49300	18-76-23INDIANOLA CALSUMMERCREST HILLSPLAT 3 OL Z	2015-Real Estate	36.00	Paid												
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49711040020 Assessment Information	49300	18-76-23INDIANOLA CALSUMMERCREST HILLSPLAT 4 LOT 2	2015-Real Estate	36.00	Paid												

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49711040030 Assessment Information	49300	18-76-23INDIANOLA CALSUMMERCREST HILLSPLAT 4 LOT 3	2015-Real Estate	34.00	Paid												
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49711040050 Assessment Information	49300	18-76-23INDIANOLA CALSUMMERCREST HILLSPLAT 4 LOT 5	2015-Real Estate	20.00	Paid												
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Installment	Due Date	Due	Other														
First	9/30/2016	0.00	0.00														
Second	3/31/2017	0.00	0.00														
49711040060 Assessment Information	49300	18-76-23INDIANOLA CALSUMMERCREST HILLSPLAT 4 LOT 6	2015-Real Estate	26.00	Paid												
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49711040070 Assessment Information	49300	2212 N JEFFERSON WAY	2015-Real Estate	12.00	Paid												
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49711050010 Assessment Information	49300	18-76-23INDIANOLA CALSUMMERCREST HILLSPLAT 5 LOT 1	2015-Real Estate	12.00	Paid												
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49711050020 Assessment Information	49300	18-76-23INDIANOLA CALSUMMERCREST HILLSPLAT 5 LOT 2	2015-Real Estate	12.00	Paid												
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First Total	0.00	Second Total	0.00	Group Total	0.00												

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(D) The submission of such proof of payment is due to the City no later than 30 days before Grant No. 1, scheduled for December 1, 2015. See Exhibit H for the form of Infrastructure Certificate.

2. The Economic Development Grants scheduled for May 1, 2016 and subsequent dates are eligible for payment ONLY after a certain amount of building permit values are issued for Plat 4 and/or 5 or a certain Assessed Valuation has been assessed on the Development Property by the County Assessor. See Section 8.1(b) and Exhibit F for details.

(b) The obligation of the City to make an Economic Development Grant to the Developer shall be subject to and conditioned upon: (i) the terms of this Article; and (ii) timely filing by the Developer of the certifications required under Section 6.7 (Exhibit G), Exhibit H, and the Council's approval thereof.

As an example, Developer's first semi-annual Economic Development Grant of December 1, 2015 of \$137,500 is contingent on Substantial Completion of Infrastructure Improvements as described in Exhibits B-1 and B-2.

As a further example, Grant No. 2 on May 1, 2016 and Grant No. 3 on December 1, 2016 of \$137,500 each are contingent on (1) City's issuance of a Certificate of Completion for the Infrastructure Improvements (Plats 4 and 5), conveyance of same to the City and the City's acceptance, and the recording of the Final Plat for Summercrest Hills Plats 4 and 5; and (2) the issuance of building permits for a hotel, multi-family complex, and/or convenience store (or other new taxable properties) on Plat 4 and/or 5 of at least \$10,000,000 in building construction amounts. See Exhibit F.

As a further example, Grant Nos. 4-8 of \$137,500 each are contingent on (1) City's issuance of a Certificate of Completion for the Infrastructure Improvements (Plats 4 and 5), conveyance of same to the City and the City's acceptance, and the recording of the Final Plat for Summercrest Hills Plats 4 and 5; and (2) the assessed valuation of the hotel, multi-family complex and/or convenience store (or other new taxable projects) on Plat 4 and/or Plat 5 of at least \$10,000,000 by January 1, 2017 and continuing through at least the January 1, 2019 assessment year. See Exhibit F.

Meeting Date: 05/01/2017

Subject

Discuss results of bids to perform audit services for the City and Indianola Municipal Utilities

Information

Council needs to discuss the results of the audit bids. Requests for proposal for the annual audit were sent to three public accounting firms, the Office of the Auditor of State, posted on the Iowa League of Cities Website and the City's Website. The firms that responded were Denman and Company, LLP and Shull and Co. Staff recommends (see memo) awarding the FY 2018, 2019 and 2020 audit service contract to Denman and Company, LLP of West Des Moines, Iowa. Below is a breakdown of the City and IMU fees for the next three fiscal year audits from Denman and Company, LLP:

	FY 2018	FY 2019	FY 2020
City of Indianola	\$16,200	\$16,200	\$16,200
IMU	\$13,000	\$13,000	\$13,000
Total	\$29,200	\$29,200	\$29,200

Shull and Company proposal is as follows:

	FY 2018	FY 2019	FY 2020
City of Indianola	\$17,500	\$18,000	\$18,500
IMU	\$8,200	\$8,600	\$9,000
Total	\$25,700	\$26,600	\$27,500

Fiscal Impact**Attachments**

Memo

Audit Proposals

Denman & Company Proposal

Shull & Co Proposal



— CLERK'S OFFICE —

TO: City Council of Indianola Iowa

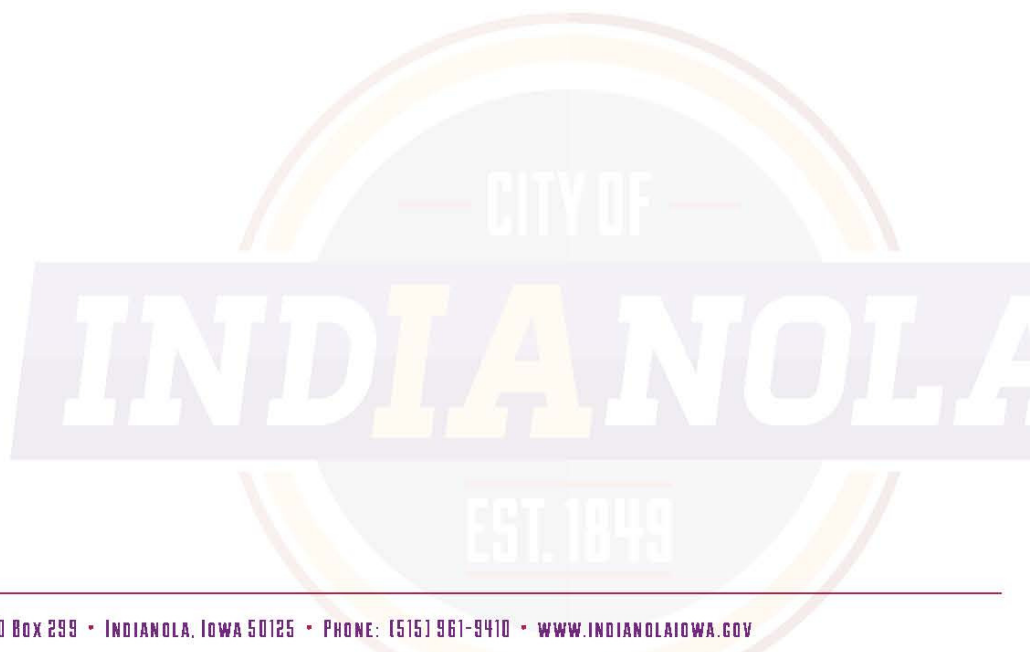
FR: Chris DesPlanques, Director of Finance

RE: Audit Proposals

In you packet are the results of proposals, received for FY 2018-2020 audit services. RFPs were sent to firms that replied to the prior RFP, as well as posted on the cities website, and League of Cities for all interested parties. There were two respondents, Shull and Company, and Denman and Company.

Denman and Company bid a total of 29,200 for each of the three years, with an increase of 10,000 should the city convert to accrual financial statements. Shull and Company bid \$25,700, \$26,600, and \$27,500 for FY2018, FY2019 and FY2020, respectively, and estimated and increase of 5,000 to 8,000 should the city convert to accrual financial statements.

Shull and Company, has audited the city and IMU for in excess of 20 years. Denman and Company has recommendations from several metro area municipalities. Given that both of these firms are reputable and qualified, either would be a good choice. However, since the City will begin the process of converting to accrual based financial statements, staff recommend choosing Denman and Company, as they are the auditors for several metro area cities, that currently have accrual based financial statements. Each of those cities, has positive recommendations for their service.



Denman and Company, LLP is as follows:

	FY 2018	FY 2019	FY 2020
City of Indianola	\$16,200	\$16,200	\$16,200
IMU	\$13,000	\$13,000	\$13,000
Total	\$29,200	\$29,200	\$29,200

Shull and Company proposal is as follows:

	FY 2018	FY 2019	FY 2020
City of Indianola	\$17,500	\$18,000	\$18,500
IMU	\$8,200	\$8,600	\$9,000
Total	\$25,700	\$26,600	\$27,500

PROPOSAL FOR PROFESSIONAL AUDIT SERVICES

CITY OF INDIANOLA, IOWA

by

**Denman & Company, LLP
1601 22nd Street, Suite 400
West Des Moines, Iowa 50266
Phone (515) 225-8400**

Contact Person: David Ellis, Partner

**www.denman-cpa.com
e-mail dellis@denman-cpa.com**

January 12, 2017

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Engagement Team	7-8
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Fees and Compensation	11-12
Peer Review Reports	13-14

DENMAN & COMPANY, LLP

January 12, 2017

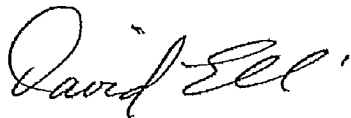
City Clerk
City of Indianola
110 N. First Street
Indianola, Iowa 50125

We are pleased to present our proposal for professional audit services to the City of Indianola, Iowa. We will audit the financial statements for the years ended June 30, 2018 through 2020 in accordance with the standards and the time period outlined in the proposal. The proposal includes our firm profile and qualifications, which will explain to you how our capabilities and experience make Denman & Company, LLP uniquely qualified to serve you.

We appreciate this opportunity to present our proposal to you, which explains our capabilities and experience in governmental auditing. We would be pleased to discuss any aspect of this proposal with you.

Very truly yours,

DENMAN & COMPANY, LLP



David Ellis, Partner
On Behalf of the Firm

FIRM PROFILE

Denman & Company, LLP is one of the largest Iowa based CPA firms and is comprised of eleven partners, five managers, four supervisors, and twenty-five other professional staff. We are a one office firm located in West Des Moines, Iowa. We have a total of thirty-five CPAs in our office. We are a member of the AICPA Division for CPA Firms and our CPAs are individually members of the American Institute of Certified Public Accountants and the Iowa Society of Certified Public Accountants. We are in compliance with the registration and permit requirements to engage in the practice of public accounting in the State of Iowa. We offer clients a full range of accounting, auditing, tax and consulting services. Our Firm has been in practice for over sixty years and has been serving as independent certified public accountants for governmental entities since inception.

We are committed to quality and technical excellence. The Peer Review Program under the American Institute of Certified Public Accountants (AICPA) is an indicator of an accounting firm's quality. We have successfully completed our eleventh independent peer review. The peer review determined that our practices and procedures comply with stringent quality control standards established by the AICPA. Our most recent peer review included a review of one government engagement, City of Ankeny, Iowa.

We believe our Firm offers you a number of advantages including prompt attention to your needs, a familiarity and understanding of your service area, and the personal involvement of our partners and managers. **These partners and managers work personally with you to provide the professional services you require.**

Our service philosophy is focused on adding value. We view our role as business advisors who know your City, keep informed of current activities, and provide you with timely advice to help you achieve your goals. **Our considerable expertise with governmental entities allows us to provide you with more than an audit.**

We recognize our most important product is prompt and effective service of the highest quality. All our efforts are directed toward achieving that goal. We believe we can serve you to your complete satisfaction. **Accessibility and availability of partners and professionals to our clients is of paramount importance to us. The highest level of skills available to our Firm will be brought to bear on the servicing of your needs.**

To obtain further information as to our Firm, including the proposed engagement team, visit our web-site at www.denman-cpa.com.

QUALIFICATIONS

Average Staff Experience

The partners and managers of our Firm collectively have over four hundred years of experience in public accounting. A partner at our Firm has an average of thirty years of experience, a manager has an average of thirteen years of experience and the professional staff average over four years.

Government Auditing Experience

Our Firm has a total of nineteen professionals who have met the educational requirements set out in *Government Auditing Standards* as issued by the Comptroller General of the United States and have participated in engagements subject to these standards and the provisions of the Uniform Guidance. These professionals are all available to be involved as needed in the performance of your audit. We have gained extensive experience through involvement with various governmental entities, nonprofit agencies and political subdivisions. All of the individuals listed on the "Engagement Team Profile" who will be involved in the audit portion of the engagement have met the requirements noted above and are licensed to practice as certified public accountants in Iowa.

Supervision and Review

We utilize a consistent program of planning, supervision and review of all engagements. It is the responsibility of the engagement partner to assure that all engagements are adequately planned and supervised. The engagement partner may delegate this function, but must be certain that all personnel assigned to the engagement are involved in the process to an appropriate degree.

An essential part of the planning is the development or updating of adequate information about the client to allow:

- An understanding of the industry and special characteristics of the client.
- Consideration of current economic conditions or external influences affecting the client.
- Determination of manpower requirements and time estimates.
- Arrangements to be made for work to be performed by specialized personnel.

It is the policy of our Firm that professional staff members are properly supervised by a qualified member of our Firm, normally a partner, during the performance of engagement procedures. The close supervision assures that adequate and proper engagement procedures are performed in the most efficient manner.

QUALIFICATIONS (continued)

In accordance with our adopted quality control standards, all procedures performed and workpapers prepared by staff members are first reviewed and approved by the supervisory person. A second review is performed by a member of our assurance services committee that is considered to be a specialist in the industry. We feel the supervision and review procedures followed enable our Firm to assure our clients will receive high quality professional services.

Continuing Professional Education

Denman & Company's quality control document requires all professional personnel to complete a minimum of one hundred twenty hours of CPE in the last three calendar years, and not less than twenty hours every year. All professional persons are encouraged to include at least forty hours of accounting and auditing subjects each year in their continuing education.

Denman & Company, LLP will assure City of Indianola that all professional personnel will attend continuing professional education courses to meet the requirements set forth by the "Revised Yellow Book" published by the Office of Management and Budget (OMB).

Similar Engagements

Denman & Company, LLP has performed the following similar engagements:

Audit engagements performed in accordance with provisions of the Uniform Guidance:

City of Waukee	Partner – David Ellis	296 hours
Contact person: Linda Burkhart		
Date of work: June 30, 2001 to present	(515) 987-4522	
Governmental and business-type activities		

City of Ankeny	Partner – David Ellis	285 hours
Contact person: Jennifer Sease		
Date of work: June 30, 2009 - 2014	(515) 964-6309	
Governmental and business-type activities		

Audit engagements performed in accordance with *Government Auditing Standards*:

City of Clive	Partner – David Ellis	231 hours
Contact person: Joyce Cortum		
Date of work: June 30, 2015 to present	(515) 223-6220	
Governmental and business-type activities		

City of Pleasant Hill	Partner – David Ellis	147 hours
Contact person: Donald Sandor		
Date of work: June 30, 2012 to present	(515) 309-9410	
Governmental and business-type activities		

Other cities and municipal utilities for which we have performed audit engagements in the past ten years include: Story City Municipal Utility, City of Windsor Heights, City of Johnston, City of West Des Moines, and City of Roland.

ENGAGEMENT TEAM

By their nature, professional services are inseparable from the people who deliver them. We have assembled a team who has the experience and business skills you need. The team members who will serve you are committed to quality, teamwork, communication and service to our clients. You can look forward to continuing a strong professional relationship with them.

The engagement team assigned to service the City of Indianola

Mr. David Ellis, CPA, will serve as the engagement partner for the City of Indianola. He will oversee the activities of the professionals who will serve the City of Indianola. He will also be responsible for ensuring adequate professional staff, with the appropriate level of experience, are utilized to provide you with the most efficient and effective delivery of service by professionals with a comprehensive understanding of governmental accounting. He has been associated with Denman & Company for twenty-one years, and in public accounting for over thirty years. A majority of that time has been devoted to governmental accounting and auditing. He is licensed to practice as a certified public accountant in Iowa. He is independent with respect to the City of Indianola, as defined by *Government Auditing Standards*. Mr. Ellis has been involved with the audits of numerous cities and other governmental entities. He will be involved in the audit planning, internal control structure evaluation, audit program preparation, supervising performance of audit procedures and financial report preparation. Mr. Ellis has received continuing education at the following courses: The Iowa Governmental Roundtable, Iowa Local Government Audit Update, AICPA National Governmental Accounting and Auditing Update, Performing Effective Yellowbook Audits, Implementing Risk Assessment and various other auditing courses. He is a member of the Iowa Society of Certified Public Accountants Governmental Accounting and Auditing Committee. He has assisted clients in obtaining the GFOA Certificate of Achievement for Excellence in Financial Reporting and the ASBO Certificate of Excellence in Financial Reporting.

Mr. Robert Endriss, CPA, will serve as audit supervisor. He has over 5 years of audit experience, with a considerable amount of time committed to governmental accounting and auditing. He has been involved with the audits of various governmental entities including the supervision of the City of Waukee, City of Ankeny and City of Pleasant Hill. He is a graduate of Simpson College and resident of Indianola. He will be responsible for audit planning, internal control evaluation, audit fieldwork procedures and audit report preparation. He has received continuing education at the following courses: Iowa Local Government Audit Update, The Iowa Governmental Roundtable, Governmental Accounting and Auditing Update and other related courses.

Other supervisory personnel who have experience in governmental auditing and who are available for consultation are as follows:

Mark Wackerbarth, Partner	Over 39 years of experience
Jim Hingtgen, Partner	Over 36 years of experience
Jay Horn, Partner	Over 31 years of experience
Steve Schweizer, Partner	Over 23 years of experience
Steve Bruner, Partner	Over 21 years of experience

ENGAGEMENT TEAM (continued)

We would expect to use one or two additional staff members during the performance of the audit. Each will have participated in governmental audits since joining our Firm and currently have similar responsibilities for other audits. Our Firm's policy is to attempt to maintain staff continuity on engagements. Circumstances may arise which may necessitate changes in scheduling audit assistants; however, we make every effort to establish consistency in staffing. We consult with client personnel in charge of the audit process on any changes in engagement staffing. Our clients do have the ability to request staffing changes. We will work with you to assure that the staff assigned to the engagement provides the best service possible for the City.

Independence

We are aware of no relationship or condition which would impair the independence of our firm with respect to the City of Indianola. Our Firm's policy is to comply with AICPA Professional Standards Volume 2, "Code of Professional Conduct, Bylaws, and Quality Control", and "Standards for Audit of Governmental Organizations, Programs, Activities and Functions" regarding matters of independence.

SCOPE OF SERVICES AND PROPOSED PROJECT SCHEDULE

Our audit of the financial statements will be conducted in accordance with auditing standards generally accepted in the United States, the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the Uniform Guidance, and Chapter 11 of the Code of Iowa. Those standards and guidance require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit will provide a reasonable basis for expressing an opinion on the fair presentation of the financial statements in conformity with the cash basis of accounting for the City of Indianola and generally accepted accounting principles for Indianola Municipal Utilities.

Our audit is subject to the inherent risk that material errors, irregularities, or illegal acts including fraud or defalcations, if they exist, will not be detected. However, we will inform you of any such matters that come to our attention. We will also communicate to you any material weaknesses or significant deficiencies in the internal control structure that we observe. During the course of our audit, we will try to initiate ideas or observations that we believe will help improve the operations of the City of Indianola. It is our practice to bring such matters to the attention of the appropriate level of management either orally or in writing. Upon completion of the audit, we will meet with the management team to review the financial statements and comments and recommendations.

Our audit will be performed using a year-end audit approach. Procedures will be applied to account balances as of June 30, 2018. We will segment the audit by account type, cash and investments, accounts receivable, capital assets, accounts payable, long-term debt, fund balances and equity, federal grants and operations. The level of staff assigned to each of these segments will be based on the materiality and audit risk associated with the account balance and activity. We will then design an audit strategy for each segment based on the risk and materiality. Audit strategies include testing each item (precision), sampling or analytical procedures. Sampling will be performed on all material account balances except for direct confirmation of amounts received from federal and state sources. Analytical procedures will be used on all immaterial account balances and revenue and expense accounts. Statistical sampling will be used when it is deemed efficient. For accounts with a relatively few number of large items making up the balance, a nonstatistical sample will be used. We will document internal control by use of questionnaires, job descriptions, flowcharts and observation. These questionnaires are also designed to help determine applicable laws and regulations and will be used to determine nature, timing and extent of tests to be performed.

SCOPE OF SERVICES AND PROPOSED PROJECT SCHEDULE (continued)

The engagement will include the following services:

- Audit of the cash basis financial statements of the City of Indianola.
- Audit of stand alone accrual basis financial statements for the Indianola Municipal Utilities.
- Consulting for conversion from cash to accrual accounting system.
- Compliance audit of the investments of the City of Indianola.
- Parity revenue bond certificates.
- Report on internal control structure related matters noted in our audits.
- Presentation of audit to the City Council.

A proposed time table for the completion of the engagement for the year ended June 30, 2018 is as follows:

Final field work—We will schedule final work to begin the last week of August. We anticipate fieldwork will take all or part of two weeks to complete.

Draft reports—We will submit draft copies of financial statements, notes and letters by October 15, 2018 and October 31, 2018 to the City of Indianola for the Municipal Utilities and City, respectively.

Final reports—We will present the reports to the City Council by December 31, 2018.

This proposed time table is dependent upon the receipt of the schedules and reports from City personnel in a timely manner.

FEES AND COMPENSATION

Our Firm is sensitive to your responsibility to control costs and we desire to help you achieve your business goals by providing cost-effective services. Our engagement team's experience with governmental entities enables us to deliver efficient service.

It is not our policy to bill you for responding to routine inquiries or questions requiring no significant commitment of research time on our part. We prefer our clients consider us as year round advisors, a resource to assist with issues and questions. Professional fees for special projects requiring significant amounts of time will be negotiated and billed separately.

Our fees are based on the estimated time required by the individuals assigned to the engagements. Our fee proposal including estimated out-of-pocket expenses is as follows:

	<u>Year ending June 30</u>		
	<u>2018</u>	<u>2019</u>	<u>2020</u>
1. Cash basis audit of the City of Indianola (A)	\$15,000	\$15,000	\$15,000
2. Audit of stand alone accrual basis financial statements for Indianola Municipal Utilities, including separate reports for electric, water and sewer	13,000	13,000	13,000
3. Consulting for conversion from cash to accrual accounting system	1,200 (B)	1,200 (B)	1,200 (B)
4. Consultation services, including parity revenue bond certificates			

(A) Our fees for the audit of the City of Indianola, if the City were to transition to the full accrual basis of accounting, would be \$25,000 for each of the three years presented. The increase in the fee is based on our estimate of an additional 120 audit hours needed to complete the audit of the full accrual financial statements.

(B) Our fees for consultation services, upon request by management, would be billed based on the time required by the individuals to complete the project. Individual hourly rates vary according to the degree of responsibility and the skill required.

The following schedule reflects our estimated professional hours. The estimated professional hours for the 2018 fiscal year include anticipated start-up procedures in the first year of the overall engagement.

	<u>Estimated Professional Hours</u>		
	<u>Year ending June 30</u>		
	<u>2018</u>	<u>2019</u>	<u>2020</u>
Audit			
Partner	70	50	50
Supervisor	180	150	150
Staff	150	150	150
Totals	<u>400</u>	<u>350</u>	<u>350</u>

A schedule of hourly billing rates by staff levels is as follows:

Partner	\$170 - \$230
Supervisor	120 - 140
Staff	90 - 110

FEES AND COMPENSATION (continued)

We will schedule our personnel consistent with the demands of your engagement and will keep our expenditure of time to the minimum consistent with quality of service and professional standards. Interim billings will be submitted as work progresses. Billings are due upon thirty days of submission.

We have indicated above the services to be included in our proposed fee. If circumstances arise during the course of providing those services which would require reconciliation procedures or which would cause additional work on our part, we would discuss those issues with the City's representative who oversees the audit process. We would encourage the City's staff to complete as many of these procedures as possible; however, if we are requested to do so, we would complete the work and bill the City at our standard rates.

We hope you get at least two strong impressions of Denman & Company, LLP. First, we offer a team of professionals who are experts at accounting and financial and management planning, for governmental entities. Second, we understand your entity and the need you have for an accounting firm. We can assure you that the City will receive the best service available from Denman & Company, LLP. We would very much like to work with you and look forward to a positive response to this proposal and a long and mutually satisfying relationship. If you have any questions regarding this proposal, please contact us at your convenience.



AICPA Peer Review Program
Administered in Illinois by the
Illinois CPA Society



ILLINOIS CPA SOCIETY

Illinois Peer Review Program
Administered in Illinois by the
Illinois CPA Society



Iowa Peer Review Program
Administered in Illinois by the
Illinois CPA Society

January 5, 2016

Mark D Wackerbarth
Denman & Company LLP
1601 22nd St Ste 400
West Des Moines, IA 50266

Dear Mr. Wackerbarth:

It is my pleasure to notify you that on January 4, 2016 the Illinois Peer Review Report Acceptance Committee accepted the report on the most recent system peer review of your firm. The due date for your next review is September 30, 2018. This is the date by which all review documents should be completed and submitted to the administering entity.

As you know, the report had a peer review rating of pass. The Committee asked me to convey its congratulations to the firm.

Sincerely,

Paul Pierson, CPA
Director, Professional Standards and Peer Review
piersonp@icpas.org 312 517-7610

cc: Steven Brian Bass

Firm Number: 10016472

Review Number 373216

Letter ID: 1046757A

Illinois CPA Society | 550 W. Jackson, Suite 900, Chicago, Illinois 60661-5742 | Phone: 800.993.0407 | Fax: 312.993.0307 | www.icpas.org



CliftonLarsonAllen

CliftonLarsonAllen LLP
CLAAconnect.com

SYSTEM REVIEW REPORT

To the Partners of Denman & Company, LLP
and the Peer Review Committee of the Illinois Society of Certified Public Accountants

We have reviewed the system of quality control for the accounting and auditing practice of Denman & Company, LLP (the firm) in effect for the year ended March 31, 2015. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As a part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included engagements performed under *Government Auditing Standards* and audits of employee benefit plans.

In our opinion, the system of quality control for the accounting and auditing practice of Denman & Company, LLP in effect for the year ended March 31, 2015, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)*, or *fail*. Denman & Company, LLP has received a peer review rating of *pass*.

CliftonLarsonAllen LLP

CliftonLarsonAllen LLP

Bellevue, Washington
August 20, 2015



An independent member of Nexia International



Shull, Schrum, McClaflin
& Co., Inc.
certified public accountants

January 9, 2017

The Honorable Mayor and Members of the City Council
The Municipal Utilities Board of Trustees
City of Indianola, Iowa
c/o Christopher DesPlanques, Finance Director
P. O. Box 299
Indianola, Iowa 50125

Ladies and Gentlemen:

We are pleased to respond to your request for proposals to provide audit services to the City of Indianola, Iowa for the years ending June 30, 2018, 2019, and 2020.

We are proud of our staff and of the professional services we deliver. We believe our professional experience and training make us uniquely qualified to serve the City of Indianola, Iowa and we are prepared to do so.

Questions you may have regarding our proposal should be addressed to Arlen Schrum at 961-2571.

Thank you for the opportunity to present our qualifications to you. We look forward to serving you.

Shull, Schrum, McClaflin & Co., Inc.

PROPOSAL TO PROVIDE PROFESSIONAL
SERVICES TO THE
CITY OF INDIANOLA, IOWA

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Appendix

Quality Review Report on Shull, Schrum, McClaflin & Co., Inc.

Contact person:
Arlen Schrum
(515)961-2571

PROPOSAL TO PROVIDE PROFESSIONAL
SERVICES TO THE
CITY OF INDIANOLA, IOWA

Shull, Schrum, McClafin & Co., Inc. Profile

Shull, Schrum, McClafin & Co., Inc., was organized in 2015 as a successor firm to Shull & Co., P.C., which was founded in Indianola, Iowa, in the mid-1970's and built its practice in the surrounding area. Currently, the firm of ten persons, including seven professionals, is managed by Bruce McClafin, Arlen Schrum and Deb Elgin. Arlen Schrum manages the audit and accounting practice and supervises a staff of three professionals. Shull, Schrum, McClafin & Co., Inc. and the five Certified Public Accountants in the office are members of the America Institute of Certified Public Accountants and the Iowa Society of Certified Public Accountants and are in compliance with all registration and permit requirements to engage in the practice of public accounting in the State of Iowa.

PROPOSAL TO PROVIDE PROFESSIONAL
SERVICES TO THE
CITY OF INDIANOLA, IOWA

Qualifications of Shull, Schrum, McClafin & Co., Inc.

Shull, Schrum, McClafin & Co., Inc., possesses outstanding experience auditing entities similar to the City of Indianola, Iowa. We believe the understanding of the City and its operations we have developed in over twenty years of service as the City's auditors as well as the relationships we have established with key personnel make us uniquely qualified to serve as the City's auditors again. In addition, we serve as auditors of the following entities, which are also subject to Government Auditing Standards: City of Norwalk, Iowa, City of Pleasantville, Iowa, Indianola Community School District, Clarke County Landfill Commission and South Central Iowa Landfill Agency.

Arlen Schrum will be responsible for the service you receive. Mr. Schrum has over thirty years of public accounting experience and has responsibility for the work outlined above.

All professionals of Shull, Schrum, McClafin & Co., Inc. are experienced in audits of governmental entities and governmental financial assistance programs and each would be expected to be involved in some phase of our audit services. It is our policy to discuss with our clients personally any changes in key personnel involved in serving them.

Shull, Schrum, McClafin & Co., Inc.'s system of quality control conforms to professional standards and focuses primarily upon supervision and review of all work performed, selection of appropriate professional development opportunities, recognizing situations requiring consultation on accounting and auditing matters and obtaining it from national and state professional sources, and independence of all professional staff in fact and appearance for all audit services. As required by Government Auditing Standards we have enclosed a copy of our most recent quality review report for your use.

PROPOSAL TO PROVIDE PROFESSIONAL
SERVICES TO THE
CITY OF INDIANOLA, IOWA

Scope of Shull, Schrum, McClafin & Co., Inc. Services and Proposed Audit Schedule

We understand the scope of our work to include financial and compliance audits of the City of Indianola, Iowa and Indianola Municipal Utilities conforming to the requirements of Chapter 11 of the Code of Iowa, generally accepted auditing standards, Government Auditing Standards issued by the Comptroller General of the United States, and the requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards (Uniform Guidance). Our reports will include independent auditor's reports on the financial statements and the schedule of federal financial assistance, auditor's reports on compliance and on internal control over financial reporting, and auditor's reports on compliance with laws and regulations and internal control over compliance with laws and regulations related to federal financial assistance.

In addition, we understand the scope of our work will include an independent auditor's report on the separate accrual basis financial statements of Indianola Municipal Utilities and of the electric, water and sewer operations.

We expect to schedule our audit work as soon as is practical for your staff. Approximately three weeks of field work would be scheduled at mutually convenient dates in August or September. We expect to have draft reports available in October. We expect to deliver 10 bound copies of all our final reports to the City no later than November 30. We also expect to deliver 2 bound copies of all our final reports along with a per diem audit billing and a copy of the news release to the Auditor of State no later than November 30.

The specific audit procedures chosen in an audit are based upon considerations of audit risk and the design of tests to efficiently and effectively reduce that risk to acceptable levels. Consideration of audit risk includes areas of concern identified by staff and those charged with governance. Typically there is no separate reporting associated with procedures performed to address these items unless it becomes a separate attestation (agreed upon procedures) engagement. We agree to work with the City to develop appropriate responses to identified areas of concern each year.

We agree to work with you to provide, as necessary, parity revenue bond certificates or consents to include our reports in future official statements.

We understand the City of Indianola is considering converting its accounting system and reporting model to the accrual basis. We agree to work with City personnel as they develop procedures and policies related to such a conversion.

PROPOSAL TO PROVIDE PROFESSIONAL
SERVICES TO THE
CITY OF INDIANOLA, IOWA

Shull, Schrum, McClaflin & Co., Inc. Fees and Compensation

Based upon our prior experience as the City's auditors we estimate the total recurring hours to perform the audit of the City of Indianola, Iowa on the basis of cash receipts and disbursements will be approximately 280 hours per year and the total recurring hours to perform the audit of the Indianola Municipal Utilities on the accrual basis will be approximately 250 hours. We are willing to commit to maximum fees for the audits as follows:

	Year Ending June 30,		
	2018	2019	2020
Comprehensive audit and financial statements for the City of Indianola	\$ 10,000	10,500	11,000
Component unit audit and financial statements for Indianola Municipal Utilities	8,200	8,600	9,000
Separate financial statements for the electric, water and sewer utilities at \$2,500 each	<u>7,500</u>	<u>7,500</u>	<u>7,500</u>
	<u>\$ 25,700</u>	<u>26,600</u>	<u>27,500</u>

We would expect to bill you \$7,000 on August 31, \$10,000 on September 30 and the balance upon delivery of the final reports.

If the City successfully converts to accrual basis reporting, we estimate an additional 60 to 80 hours each year for the City audit and additional fees of \$5,000 to \$8,000 per year.

Our fees for services outside the scope of the audits, all of which would be discussed with you in advance of performing them, would be billed at our standard hourly rates of \$225 per hour for partners, \$150 per hour for senior staff and \$90 per hour for other staff.

Meeting Date: 05/01/2017

Subject

Resolution approving the purchase of 20 portable radios and eight mobile radios for the Indianola Police Department

Information

The Indianola Police Department solicited bids for P25 dual band VHF 700/800 portable and mobile radios from vendors with Motorola, RACOM, and Kenwood. The submitted bids were State of Iowa contract pricing bids, the same as the police department follows when purchasing squad cars. Motorola and RACOM are the top two companies in the industry utilized by the majority of law enforcement agencies in the state. Kenwood has a smaller footprint in the market, and according to their sales representative, is viewed as a cost effective alternative to the two other companies.

Each company submitted a bid for 20 portable radios and 8 mobile radios. Delivery after order is expected within 3 – 4 weeks. All included programming, installation, and 3 year warranty. The bids (packet) were as follows:

Kenwood	Motorola	RACOM
Portable - \$60,660 (20)	Portable - \$95,338 (20)	Portable - \$93,240 (20)
Mobile - \$28,942.40 (8)	Mobile - \$40,064 (8)	Mobile - \$37,705.6 (8)
Total: \$89,602.40	\$135,402	\$130,945.60

Motorola offered an 8% discount if radios were ordered by July 2017. The discount reduces the price by \$10,832.16, resulting in a total price for Motorola radios of **\$124,569.84**.

Funds for the purchase of the radio have been included in the FY 18 budget. IPD applied for a grant to help offset the cost of the radios. The grant awards will be announced at the end of June. Any grant money will be added to funds that were raised for the department by the "I Back the Blue" campaign and will reduce the impact to the budget.

Roll call is in order.

Fiscal Impact**Attachments**

Memo

Kenwood Bid

Motorola Bid

RACOM Bid

Resolution

CITY OF INDIANOLA

Dave Button
Chief of Police

**POLICE DEPARTMENT**

Brian Sher
Captain

Integrity Professionalism Dedication

To: Mayor Kelly B. Shaw, City Council Members

CC: Ryan Waller

From: Dave Button, Chief of Police

Date: May 1, 2017

Regarding: Purchase of new dual-band radios

The Indianola Police Department solicited bids for P25 dual band VHF 700/800 portable and mobile radios from vendors with Motorola, RACOM, and Kenwood. The bids submitted from the vendors are from the State of Iowa contract pricing bids. (This is the same process we follow when purchasing squad cars.) Motorola and RACOM are the top two companies in the industry utilized by the majority of law enforcement agencies in the state. Kenwood has a smaller footprint in the market, and according to their sales representative, is viewed as a cost effective alternative to the two other companies.

Each company submitted a bid for 20 portable radios and 8 mobile radios. All included programming and installation. The bids were as follows:

Kenwood	Motorola	RACOM
Portable - \$60,660 (20)	Portable - \$95,338 (20)	Portable - \$93,240 (20)
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Total: \$89,602.40	\$135,402	\$130,945.60

Motorola offered an 8% discount if radios were ordered by July 2017. The discount reduces the price by \$10,832.16, resulting in a total price for Motorola radios of **\$124,569.84**.

Kenwood is the cheapest, but it is not highly utilized and I believe is an inferior product, thus the price difference. I recommend that our department be authorized to purchase the Motorola radios. Motorola is the brand IPD has used for the last 17 years, and is the brand utilized by all law enforcement agencies in Warren County, including the Iowa State Patrol. The portable is smaller than the others which is of benefit when added to a crowded gun belt. The added discount provided by Motorola makes it the best value.

CITY OF INDIANOLA

Dave Button
Chief of Police



POLICE DEPARTMENT

Brian Sher
Captain

Integrity Professionalism Dedication

Informal inquiries to the local agencies using Motorola revealed satisfaction with the radios. IPD did hear from an agency that uses RACOM radios that they have had issues with the durability of some handheld microphones.

Funds for the purchase of the radio have been included in the FY 18 budget. IPD applied for a grant to help offset the cost of the radios. The grant awards will be announced at the end of June. Any grant money will be added to funds that were raised for the department by the "I Back the Blue" campaign and will reduce the impact to the budget.

The bids from the respective vendors are attached.

Contact me with any concerns or questions.

Dave Button
Chief of Police



Kenwood

1657 Falls Ave

Phone: 319-234-3511

Waterloo, IA. 50701

Fax: 319-233-8292

Order Line: 800-728-2929

PROPOSAL

COMMUNICATIONS UPGRADE

Name Indianola PD	
Attn: Lt. Rob Hawkins	County
Address: 110 N 1st Street	WARREN
Address:2	Account #:
City: Indianola	ST: Iowa ZIP: 50125
Phone:	Fax:
Rev:	

Tracking #		Tracking Date:	9/12/2016
Sales Order:		S.O. Date:	
Invoice #		Invoice Date:	

L#	QTY	MODEL	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1					
2					
3	8	VM-900	VHF/ 700/ 800 Dash Mobile w / Viking Control Head	3,542.80	28,342.40
4			Includes		
5			Dual Band Mobile (VHF 15-50W / 700 15-25W)		
6			Microphone		
7			Power Cable		
8			Mounting Bracket		
9			AES Encryption		
10			Factory 3 Yr Warranty		
11					
12	8	A-1	Set-Programming & Testing	75.00	600.00
13					
14					
15					
16					
17					
L1	Notes or Special Instructions:			Page Total	\$28,942.40
L2					-
L3	Installation & Console Face Plates would be Additional			Page Total	\$28,942.40
L4				INSTALLATION	AVAILABLE
L5				SUB TOTAL	\$28,942.40
L6				SALES TAX	EXEMPT
L7				SHIPPING	INCLUDED
L8				TOTAL	\$28,942.40

Delivery: <u>3-4</u> Week(s), ARO. <i>Delivery is based on manufacturers estimates and is subject to change.</i> Project: <u>Wireless Communications</u> BY: <u>Rick Claassen</u> E-Mail: <u>Rick @rcsystems.com</u>	Terms: <u>Net-30</u> P.O Number: _____ Down Paym't <u>P.O.</u> Disclaimer: RCSystems - Radio Communications Co. Inc. & MWSN, will assume NO Liability as a result of Equipment failure and/or loss of services. Email: _____ Accepted by: _____ Name Date
--	--

Visit our website: www.rcsystems.com

PROPOSAL

Valid for:

90 Days

The FUTURE is with RCSystems - Serving Iowa for over 40 years - Engineering, Sales, Service & Consulting



1657 Falls Ave
 Phone: 319-234-3511 Waterloo, IA. 50701
 Fax: 319-233-8292 Order Line: 800-728-2929

PROPOSAL

COMMUNICATIONS UPGRADE

Name Indianola PD	
Attn: Lt. Rob Hawkins	County
Address: 110 N 1st Street	WARREN
Address:2	Account #:
City: Indianola	ST: Iowa ZIP: 50125
Phone:	Fax:
Rev:	

Tracking #	160912-48	Tracking Date:	9/12/2016
Sales Order:		S.O. Date:	
Invoice #		Invoice Date:	

L#	QTY	MODEL	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1					
2					
3	20	VP900 M2	VHF / 700/ 800 MHz Portable Radio Model II	2,720.00	54,400.00
4			Includes		
5			Portable Radio		
6			Antenna		
7			Li-Ion Battery		
8			Belt Clip		
9			AES Encryption		
10			Factory 3 Yr Warranty		
11	20	5630600236	Rapid Rate Battery Charger	85.00	1,700.00
12	20	589360021000	Premium Speaker Microphone	153.00	3,060.00
13					
14	20	A-1	Set-up, Programming and Testing	75.00	1,500.00
15					
16					
17					

L1	Notes or Special Instructions:	Page Total	\$60,660.00
L2			-
L3		Page Total	\$60,660.00
L4		INSTALLATION	
L5		SUB TOTAL	\$60,660.00
L6		SALES TAX	EXEMPT
L7		SHIPPING	INCLUDED
L8		TOTAL	\$60,660.00

Delivery: <u>3-4</u> Week(s), ARO. <i>Delivery is based on manufacturers estimates and is subject to change.</i> Project: <u>Wireless Communications</u> BY: <u>Rick Claassen</u> E-Mail: <u>Rick @rcsystems.com</u>	Terms: <u>Net-30</u> P.O. Number: _____ Down Paym't <u>P.O.</u> Disclaimer: RCSYSTEMS - Radio Communications Co. Inc. & MWSN, will assume NO Liability as a result of Equipment failure and/or loss of services. Email: _____ Accepted by: _____ Name Date
--	---

Visit our website: www.rcsystems.com

PROPOSAL

Valid for:

90 Days

The FUTURE is with RCSYSTEMS - Serving Iowa for over 40 years - Engineering, Sales, Service & Consulting



Motorola Solutions Inc.

Date: Mar. 23, 2016

Prepared By: Landon Loftsgard

Phone: 515-664-7799

Customer #:
Contract: State of Iowa

Prepared For: Indianola Police Dept.

Company:

Phone:

Email:

Bill to TBD
Address:

Ship to
Address:

Qty. Model

Description

List Price

Contract Price

Price

Dual Band 7/800 & VHF Mobile & Portable Radios

8	M30TSS9PW1 N	APX7500 DUAL BAND MID POWER	\$	1,060.75	\$	8,486.00
8	GA00306	ADD: VHF MP PRIMARY BAND	\$	-	\$	-
8	GA00225	ADD: 7/800MHZ SECONDARY BAND	\$	200.00	\$	1,600.00
8	GA00579	ADD: ENABLE DUAL BAND OPERATION	\$	300.00	\$	2,400.00
8	G806	ADD: ASTRO. DIGITAL CAI OPERATION	\$	257.50	\$	2,060.00
8	G51	ENH: SMARTZONE OPERATION APX	\$	750.00	\$	6,000.00
8	G361	ADD: P25 TRUNKING SOFTWARE	\$	150.00	\$	1,200.00
8	GA00580	ADD: TDMA OPERATION	\$	225.00	\$	1,800.00
8	GA00631	ADD: DVRS MSU ACTIVATION	\$	125.00	\$	1,000.00
8	G442	ADD: O5 CONTROL HEAD	\$	216.00	\$	1,728.00
8	G444	ADD: APX CONTROL HEAD SOFTWARE	\$	-	\$	-
8	G67	ADD: REMOTE MOUNT MID POWER	\$	148.50	\$	1,188.00
8	G335	ADD: ANT 1/4 WAVE 762-870 MHZ	\$	7.00	\$	56.00
8	G300	ADD: 1/4 WAVE ROOF TOP ANT VHF	\$	6.75	\$	54.00
8	W22	ADD: PALM MICROPHONE	\$	36.00	\$	288.00
8	B18	ADD: AUXILIARY SPKR 7.5 WATT	\$	30.00	\$	240.00
8	G78	ENH: 2 YR SFS LITE	\$	158.00	\$	1,264.00
8	G996	ENH: OVER THE AIR PROVISIONING	\$	50.00	\$	400.00
8	GA00229	ENH: APX GPS ACTIVATION	\$	75.00	\$	600.00
8	GA00226	ADD: GPS ANTENNA	\$	37.50	\$	300.00
8	G298	ENH: ASTRO 25 OTAR W/ MUL TIKEY	\$	370.00	\$	2,960.00
8	G851	ADD: AES/DES-XL/DES-OFB ENCRYPTION	\$	399.50	\$	3,196.00
8	G609	ADD: REMOTE MOUNT CBL 50 FEET	\$	17.50	\$	140.00
Programming/Install Per Unit			\$	388.00	\$	3,104.00
Subtotal Out of Box			\$		\$	5,008.00
20	H91TGD9PW7 N	APX 8000 ALL BAND PORTABLE MODEL 3.5	\$	4,511.00	\$	90,220.00
20	Q806	ADD: ASTRO DIGITAL CAI OPERATION	\$	-	\$	-
20	H38	ADD: SMARTZONE OPERATION	\$	-	\$	-
20	Q361	ADD: P25 9600 BAUD TRUNKING	\$	-	\$	-
20	QA00580	ADD: TDMA OPERATION	\$	-	\$	-
20	Q58	ADD: 3 YR REPAIR SERVICE ADVANTAGE	\$	-	\$	-
20	QA00631	ADD: DVRS PSU ACTIVATION	\$	-	\$	-

20	QA05509	DEL: DELETE UHF BAND	\$	-	\$	-
20	QA00782	ADD: ENABLE INTERNAL GPS OPERATION	\$	-	\$	-
20	G996	ADD: PROGRAMMING OVER P25 (OTAP)	\$	-	\$	-
20	Q498	ENH: ASTRO 25 OTAR W/ MULTITKEY	\$	-	\$	-
20	Q15	ENH: AES/DES,DES-XL,DES-OFB	\$	-	\$	-

20	WPLN7080	APX CHARGER	\$	87.50	\$	1,750.00
20	PMMN4099A	AUDIO ACCESSORY-REMOTE SPEAKER MICROPHONE	\$	92.40	\$	1,848.00

Programming/Install Per Unit	\$	76.00	\$	1,520.00
Subtotal Out of Box	\$		\$	4,766.90

Sub Total	\$	135,402.00
Discount for Order by July 2017	\$	(10,832.16)
Total	\$	124,569.84

THIS QUOTE IS BASED ON THE FOLLOWING:

- This quotation is provided to you for information purposes only and is not intended to be an offer or a binding proposal.
if you wish to purchase the quoted products, Motorola will be pleased to provide you with our standard terms and conditions of sale
(which will include the capitalized provisions below), or alternatively, receive your purchase order which will be acknowledged.
Thank you for your consideration of Motorola products.
- Quotes are exclusive of all installation and programming charges (unless expressly stated) and all applicable taxes.
- Prices quoted are valid for thirty(30) days from the date of this quote.

\$ 4,448.92



201 West State Street
Marshalltown, IA 50158
800-722-6643
Fax 641-752-0674
www.racom.net

Proposal Prepared for: Indianola PD

Address 110 N. 1st ST
City Indianola
State & Zip Code IA 50125
County
Phone/FAX 515-210-3264
Contact Name Rob Hawkins
Contact E-mail rhawkins@cityofindianola.com

Harris Multi-Band Radios

ITEM	QTY	PART NO.	DESCRIPTION	UNIT	EXTENDED
			2017 Iowa State Contract Pricing	\$ -	\$ -
1	20	XL-200P	Harris Multi-Band XL-200P Portable Radio -VHF/700/800	\$ 4,294.00	\$ 85,880.00
			- VHF, 7/800MHz Configuration	\$ -	\$ -
			- P25 Conventional	\$ -	\$ -
			- P25 Phase 1 (FDMA) Trunking	\$ -	\$ -
			- P25 Phase 2 (TDMA) Trunking	\$ -	\$ -
			- Compatible with Vehicle Repeaters	\$ -	\$ -
			- P25 Encryption: Multi-Key AES, DES	\$ -	\$ -
			- P25 Over-the-Air Re-Keying (OTAR)	\$ -	\$ -
			- GPS	\$ -	\$ -
			- LTE, WiFi, Bluetooth	\$ -	\$ -
			- Louder Audio - 1.5 W Speaker System with Woofer and Tweeter	\$ -	\$ -
			- Recorded Audio/Voice Playback - Never Miss a Call	\$ -	\$ -
			- Built In WiFi and Band14	\$ -	\$ -
			- Top Display w/ Color Visual Channel Identification	\$ -	\$ -
			- 4 Position Top Switch to 4 different quick switch Talkgroups	\$ -	\$ -
2	20	TRADE-IN	Includes Trade In Discount of Working Portable Radio	\$ -	\$ -
3	28	A1	Radio Programming - Per Radio	\$ 35.00	\$ 980.00
			Accessories	\$ -	\$ -
4	20		SPEAKER MICROPHONE, EMERGENCY BUTTON	\$ 118.40	\$ 2,368.00
5	20		CHARGER, 1-BAY	\$ 111.00	\$ 2,220.00
6	20		PREMIUM HEAVY DUTY LEATHER CASE WITH BELT LOOP AND D-SWIVEL	\$ 103.60	\$ 2,072.00
				\$ -	\$ -
				\$ -	\$ -
7			Ask About Hassle Free Service Contracts	\$ -	\$ -
				\$ -	\$ -
				\$ -	\$ -
				Total Equipment Price	\$ 130,945.60
				Installation	\$ -
				Subtotal	\$ 130,945.60
				Taxes	\$ -
				Shipping	\$ -
				Total	\$ 130,945.60

Terms of Purchase: Shipping at actual rate

Tax Rate

System Description:

Proposal Presented By: Cody Brink

Date:

Proposal Accepted By:

Date:



ITEM	QTY	Part No.	DESCRIPTION	UNIT	EXTENDED
			Vehicle Repeaters - Ask for Updated Pricing	\$ -	\$ -
				\$ -	\$ -
			Harris Mobile Radio	\$ -	\$ -
8	8	UNITY	VHF, 700/800MHz Configuration	\$ 4,491.00	\$ 35,928.00
			P25 Conventional	\$ -	\$ -
			P25 Phase 1 (FDMA) Trunking	\$ -	\$ -
			P25 Phase 2 (TDMA) Trunking	\$ -	\$ -
			Compatible with Vehicle Repeaters	\$ -	\$ -
			P25 Encryption: Multi-Key AES, DES	\$ -	\$ -
			P25 Over-the-Air Re-Keying (OTAR)	\$ -	\$ -
			Remote Mount	\$ -	\$ -
			Three Year Warranty	\$ -	\$ -
				\$ -	\$ -
			Options - Ask For Pricing	\$ -	\$ -
9			Touch Screen	\$ -	\$ -
10			Light and Siren Controller Through Radio	\$ -	\$ -
				\$ -	\$ -
			Accessories	\$ -	\$ -
11	8		Euro Style All in One Multi-Band Radio Antenna Solution - Coax, Connectors, Base, Antenna	\$ 128.00	\$ 1,024.00
12	8		Speaker Microphone	\$ 59.20	\$ 473.60
				\$ -	\$ -
				\$ -	\$ -
			Ask About Our Hassle Free Warranties	\$ -	\$ -
				\$ -	\$ -
				\$ -	\$ -
				\$ -	\$ -
				\$ -	\$ -

RESOLUTION APPROVING THE
PURCHASE OF 20 PORTABLE RADIOS
AND EIGHT MOBILE RADIOS FOR
THE INDIANOLA POLICE DEPARTMENT

WHEREAS, the Indianola Police Department solicited bids for P25 dual band VHF 700/800 portable radios from Motorola, RACOM and Kenwood; and

WHEREAS, the bids submitted from the vendors are from the State of Iowa contract pricing bids; and

WHEREAS, each company submitted a bid for 20 portable radios and 8 mobile radios that included programming and installation; and

WHEREAS, the Indianola Police Department and Finance Director reviewed the bids and recommends awarding the purchase of the P25 dual band VHF 700/800 portable and mobile radios to Motorola at a cost of \$124,569.84, the budgeted figure was \$134,338; and

WHEREAS, Motorola is the brand the Indianola Police Department has used for the last 17 years, and is the brand utilized by all law enforcement agencies in Warren County, including the Iowa State Patrol; and

WHEREAS, the Indianola Police Department has applied for a grant to help offset the cost of the radios and the grant awards will be announced at the end of June; and

WHEREAS, any grant money will be added to funds that were raise for the Indianola Police Department by the "I Back the Blue" campaign and will reduce the impact to the budget; and

NOW, THEREFORE BE IT RESOLVED, by the Indianola City Council that 20 portable radios and 8 mobile radios shall be purchased from Motorola, in the amount of \$124,569.84 and the Mayor is authorized and directed to execute on behalf of the City and the City Clerk is authorized and directed to attest to said signature and to affix the seal of the City to the documents required to purchase the radios.

Dated this 1st day of May, 2017.

Kelly B. Shaw, Mayor

ATTEST:

Diana Bowlin, City Clerk

Meeting Date: 05/01/2017

Subject

Request from the Indianola Chamber of Commerce for Friday Night Live Summer Concert Series at the Memorial Park - Dates will be June 2, 23 and July 14, 2017 from 6:00 p.m. - 9:00 p.m.

Information

The Indianola Chamber of Commerce is requesting to hold Friday Night Live Summer Concert Series at the Memorial Park (see packet) on June 2, 23 and July 14, 2017 from 6:00 p.m. - 9:00 p.m. Council will need to consider the following items:

- Resolution suspending enforcement of Indianola Code 47.01(11) regarding the sale and consumption of wine in city parks
- Approval of the liquor license
- Approval of the noise permit

Fiscal Impact

Attachments

No file(s) attached.

Meeting Date: 05/01/2017

Subject

Resolution suspending enforcement of Indianola Code 47.01(11) regarding the sale of beer and wine coolers in city parks for the Friday Night Live Summer Concert Series as requested by the Indianola Chamber of Commerce

Information

The Indianola Chamber of Commerce is requesting to host three concerts in Memorial Park (North "G" and West Euclid Avenue) June 2, 23 and July 14, 2017. Brenda Easter met with Chief Button and discussed the security for the event. They will be hiring an off duty police officer for the event. The event is 6 p.m. to 9 p.m. on each night, and will have a live band each night. They are also requesting to serve alcohol. The Parks and Recreation Commission unanimously approved the Chamber's use of the Memorial Park and allowing Alcohol Sales at their meeting on March 8, 2017.

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

- The Beer (includes Wine Coolers) will be sold and served in accordance with the State of Iowa Alcoholic Beverages Division
- The Indianola Chamber of Commerce will be required to comply with all other requirements of the Municipal Code of the City for the event along with the terms of the Permit issued by the State.
- Friday Night Live Summer Concert Series will be held on June 2, 23 and July 14, 2017 from 6:00 p.m. to 9:00 p.m. and council confirms that the enforcement of the Indianola Code Section 47.01(11) will be temporarily suspended from 6:00 p.m. to 9:00 p.m. for the event and confirms that a beer permit will be issued (upon approval by the City Council) by the State of Iowa
- 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 of the prohibition on the sale of beer and wine coolers in the park is hereby waived.

Roll call approving the resolution is in order.

Fiscal Impact

Attachments

Resolution

RESOLUTION NO. 2017-_____

A RESOLUTION SUSPENDING ENFORCEMENT OF INDIANOLA CODE § 47.01(11) REGARDING THE SALE AND CONSUMPTION OF ALCOHOL IN CITY PARKS FOR THE FRIDAY NIGHT LIVE CONCERT SERIES IN THE INDIANOLA MEMORIAL PARK

WHEREAS, the Indianola Chamber of Commerce intends to hold a Friday Night Live Summer Concert Series at the Indianola Memorial Park; and

WHEREAS, said event is set to occur on Friday, June 2 and 23 and July 14, 2017 from 6:00 p.m. to 9:00 p.m. at the Indianola Memorial Park, in the City of Indianola; and

WHEREAS, the City has been notified of said event because the Indianola Chamber of Commerce will be selling alcoholic beverages to attendants at the event; and

WHEREAS, the Indianola Chamber of Commerce has applied for a Class “B” Beer (includes Wine Coolers) and Outdoor Area through the State of Iowa to sale alcoholic beverages at the Indianola Memorial Park; and

WHEREAS, alcoholic beverages for the Friday Night Live Concert Series 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 Chamber of Commerce has applied for a Class “B” Beer (includes Wine Coolers) and Outdoor Area permit; and

WHEREAS, the Indianola Chamber of Commerce will be required to comply with all other requirements of the Municipal Code of the City for the event along with the terms of the a Class “B” Beer (includes Wine Coolers) and Outdoor Area permit issued by the State.

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 Friday Night Live Summer Concert Series on Friday, June 2 and 23, July 14, 2017, confirms that enforcement of Indianola Code Section 47.01(11) will be temporarily suspended from 6:00 p.m. – 9:00 p.m. for the Friday Night Live Concert Series, and confirms that the Class “B” Beer (includes Wine Coolers) and Outdoor Area permit to be obtained for said event is hereby approved. The permit will be sent to the State of Iowa to be issued to the Indianola Chamber of Commerce.

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 prohibition on the sale, use, and consumption of wine in the park is hereby waived.

Dated this 1st day of May, 2017.

Kelly B. Shaw, Mayor

ATTEST:

Diana Bowlin, City Clerk

Meeting Date: 05/01/2017

Subject

A new Class "B" Beer (includes Wine Coolers) and Outdoor Area for The Indianola Chamber of Commerce at the Memorial Park (North "G" and West Euclid Avenue)

Information

This is a new beer permit for the Indianola Chamber of Commerce at the Memorial Park on June 2 & 23, and July 14, 2017. All the paperwork is in order and staff has approved.

Simple motion is in order.

Fiscal Impact

Attachments

Indianola Chamber of Commerce Permit
Map

April 21, 2017

NAME OF APPLICANT: Indianola Chamber of Commerce – North “G” and West Euclid Avenue

TYPE OF LICENSE/PERMIT: Class “B” Beer (Includes Wine Coolers) (June 2, 23 and July 14, 2017)

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

*Reasons for disapproval

Applicant License Application ()

Name of Applicant: <u>Indianola Chamber of Commerce</u>		
Name of Business (DBA): <u>Indianola Chamber of Commerce</u>		
Address of Premises: <u>North G st and W Euclid AVE</u>		
City <u>Please Select</u>	County: <u>Iowa</u>	Zip: <u>50125</u>
Business	<u>(515) 961-6269</u>	
Mailing	<u>104 N. Howard</u>	
City <u>Please Select</u>	State <u>IA</u>	Zip: <u>50125</u>

Contact Person

Name	<u>Brenda Easter</u>		
Phone:	<u>(515) 961-6269</u>	Email	<u>brenda@indianolachamber.com</u>

Classification Class B Beer (BB) (Includes Wine Coolers)

Term: 5 days

Effective Date: 06/02/2017

Expiration Date: 01/01/1900

Privileges:

Class B Beer (BB) (Includes Wine Coolers)

Status of Business

BusinessType:	<u>Privately Held Corporation</u>		
Corporate ID Number:	<u>0</u>	Federal Employer ID	<u>42-0890125</u>

Ownership

Brenda Easter

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

Justin Brown

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

Erin Freeberg

First Name:	<u>Erin</u>	Last Name:	<u>Freeberg</u>	
City:	<u>Indianola</u>	State:	<u>Iowa</u>	Zip: <u>50125</u>
Position:	<u>Vice Chair</u>			
% of Ownership:	<u>0.00%</u>	U.S. Citizen:	<u>Yes</u>	

Insurance Company Information

Insurance Company: Scottsdale Insurance Company

Policy Effective Date: 06/02/2017

Policy Expiration 06/07/2017

Bond Effective

Dram Cancel Date:

Outdoor Service Effective

Outdoor Service Expiration

Temp Transfer Effective

Temp Transfer Expiration Date:

Applicant License Application ()

Name of Applicant: <u>Indianola Chamber of Commerce</u>		
Name of Business (DBA): <u>Indianola Chamber of Commerce</u>		
Address of Premises: <u>N G St. and West Euclid Ave</u>		
City <u>Indianola</u>	County: <u>Iowa</u>	Zip: <u>50125</u>
Business (515) 961-6269		
Mailing <u>104 N Howard St.</u>		
City <u>Indianola</u>	State <u>IA</u>	Zip: <u>50125</u>

Contact Person

Name	Brenda Easter
Phone: (515) 961-6269	Email <u>brenda@indianolachamber.com</u>

Classification Class B Beer (BB) (Includes Wine Coolers)

Term: 5 days

Effective Date: 06/23/2017

Expiration Date: 01/01/1900

Privileges:

Class B Beer (BB) (Includes Wine Coolers)

Status of Business

BusinessType:	<u>Privately Held Corporation</u>
Corporate ID Number:	 Federal Employer ID <u>42-0890125</u>

Ownership

Brenda Easter

First Name:	<u>Brenda</u>	Last Name:	<u>Easter</u>	
City:	<u>Indianola</u>	State:	<u>Iowa</u>	Zip: <u>50125</u>
Position:	<u>Executive Director</u>			
% of Ownership:	<u>0.00%</u>	U.S. Citizen:	Yes	

Justin Brown

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

Erin Freeberg

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

Insurance Company Information**Insurance Company:** Scottsdale Insurance Company**Policy Effective Date:** 06/23/2017**Policy Expiration** 06/28/2017**Bond Effective****Dram Cancel Date:****Outdoor Service Effective****Outdoor Service Expiration****Temp Transfer Effective****Temp Transfer Expiration Date:**

Applicant License Application ()

Name of Applicant: <u>Indianola Chamber of Commerce</u>		
Name of Business (DBA): <u>Indianola Chamber of Commerce</u>		
Address of Premises: <u>N G St. and West Euclid Ave</u>		
City <u>Indianola</u>	County: <u>Warren</u>	Zip: <u>50125</u>
Business <u>(515) 961-6269</u>		
Mailing <u>104 N Howard St.</u>		
City <u>Indianola</u>	State <u>IA</u>	Zip: <u>50125</u>

Contact Person

Name <u>Brenda Easter</u>	
Phone: <u>(515) 961-6269</u>	Email <u>brenda@indianolachamber.com</u>

Classification Class B Beer (BB) (Includes Wine Coolers)

Term: 5 days

Effective Date: 07/14/2017

Expiration Date: 01/01/1900

Privileges:

Class B Beer (BB) (Includes Wine Coolers)

Status of Business

BusinessType: <u>Privately Held Corporation</u>	
Corporate ID Number: <u>00</u>	Federal Employer ID <u>42-0890125</u>

Ownership

Brenda Easter

First Name: <u>Brenda</u>	Last Name: <u>Easter</u>	
City: <u>Indianola</u>	State: <u>Iowa</u>	Zip: <u>50125</u>
Position: <u>Executive Director</u>		
% of Ownership: <u>0.00%</u>	U.S. Citizen: <u>Yes</u>	

Justin Brown

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

Erin Freeberg

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

Insurance Company Information

Insurance Company: Scottsdale Insurance Company

Policy Effective Date: 07/14/2017

Policy Expiration 07/19/2017

Bond Effective

Dram Cancel Date:

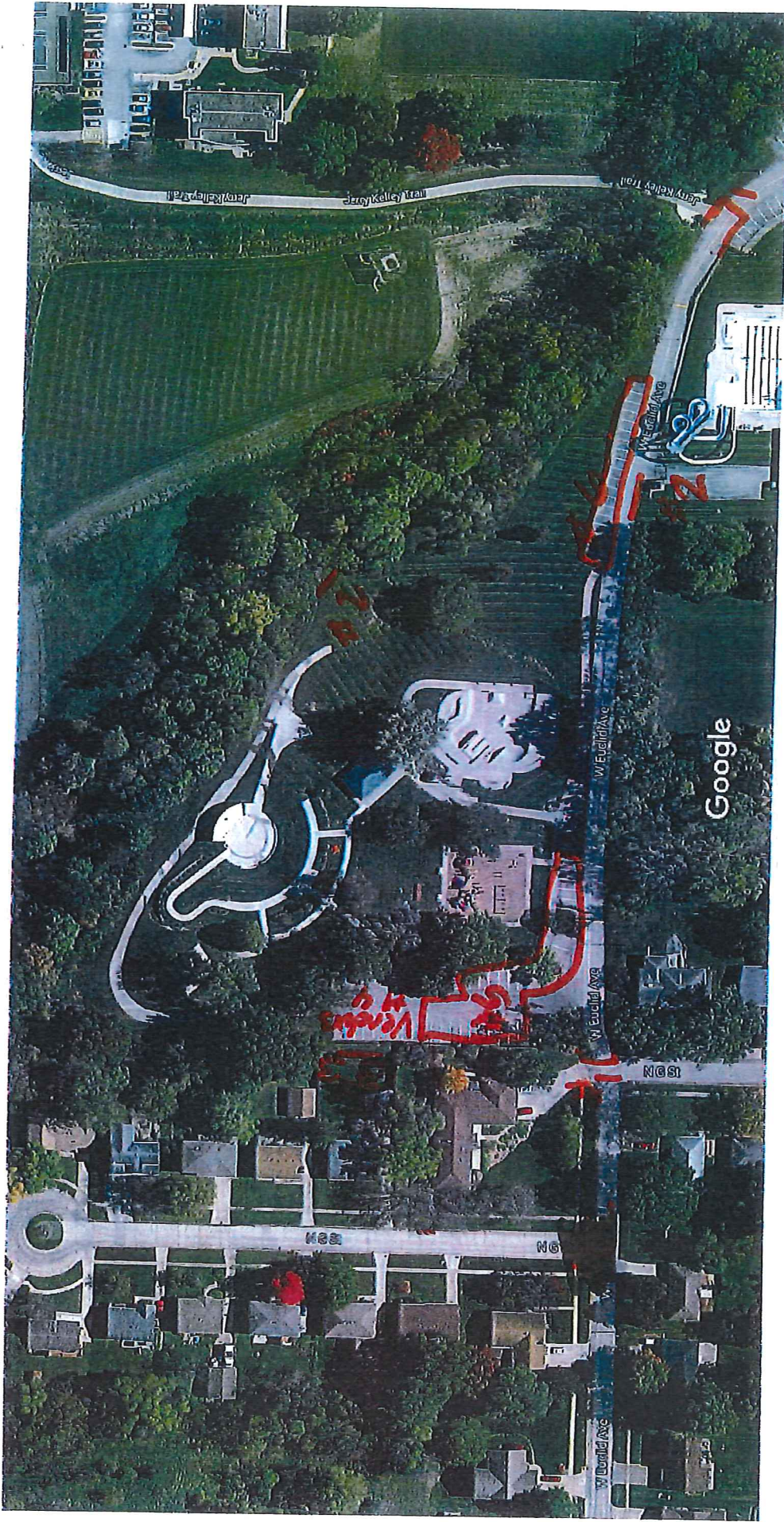
Outdoor Service Effective

Outdoor Service Expiration

Temp Transfer Effective

Temp Transfer Expiration Date:

Google Maps



Imagery ©2016 Google, Map data ©2016 Google 50 ft

Google Maps

1 = Barricade
Walking Entrance/Exit
2 = Snow Fence

3 = Homeowner Fence
4 = Vendor area (3 vendors)
5 = Handicap Parking
6 = Volunteer Parking

Meeting Date: 05/01/2017

Subject

A noise permit request from the Indianola Chamber of Commerce at the Memorial Park for Friday Night Live Summer Concert Series at Memorial Park on June 2, 23 & July 14, 2017 from 6:00 p.m. - 9:00 p.m.

Information

In your packet is a noise permit application for the Friday Night Live Summer Concert Series at Memorial Park as requested by the Indianola Chamber of Commerce. The event will be held June 2, 23, and July 14, 2017 from 6:00 p.m. - 9:00 p.m. Council approval is necessary since this permit is for multiple days. Staff has reviewed and approved.

Simple motion is in order.

Fiscal Impact

Attachments

Noise Permit

Date: 2/23/2017

Noise Permit Application

For Indianola Chamber of Commerce - Friday Night Live Summer Concert Series

Event Date: June 2, 23, & July 14, 2017 from 6:00 p.m. - 9:00 p.m.

Staff Recommendation

Attached is an noise permit 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.

Approve

Disapprove

Police Department – Dave Button

DB 2/24/17

City Manager – Ryan Waller

RW 2/24/17

Comments:

Please return to Diana Bowlin by: ASAP

Thank you for your time and consideration!

Noise Event Application

2

Event Name: Friday Night Live Summer Concert Series
Date/Time of Event: June 2, 22, July 14 6pm-9pm
Location of Event: Memorial Park
Event Sponsor(s): Indianola Chamber of Commerce

Contact Information:

Organization: Indianola Chamber of Commerce
Contact Name: Brenda Easter
Address: 104 N. Howard
Telephone Number: 515-961-6269
Cell Phone Number: 515-442-6838
Fax Number: 515-961-9753
Email Address: brenda@indianolachamber.com
Today's Date: 2-9-17

Anticipated Attendance: 500 Per Day 1500 Total for 3 nights

Event Information:

Event Starts	Date: <u>6-2/6-23</u> <u>7-14</u>	Time <u>6pm</u>	Day of Week <u>Friday</u>
Event Ends	Date: <u>6-2/6-23</u> <u>7-14</u>	Time <u>9pm</u>	Day of Week <u>Friday</u>

Previous Event Information

Date of Event: 6/3, 10/10, 6/24/14 Time of Event: 6pm-9pm

Please provide a map showing the event location and location of band/music, please specify: Band DJ Other (please specify)

RETURN NOISE 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

APPLICANT SIGNATURE: Brenda Laster

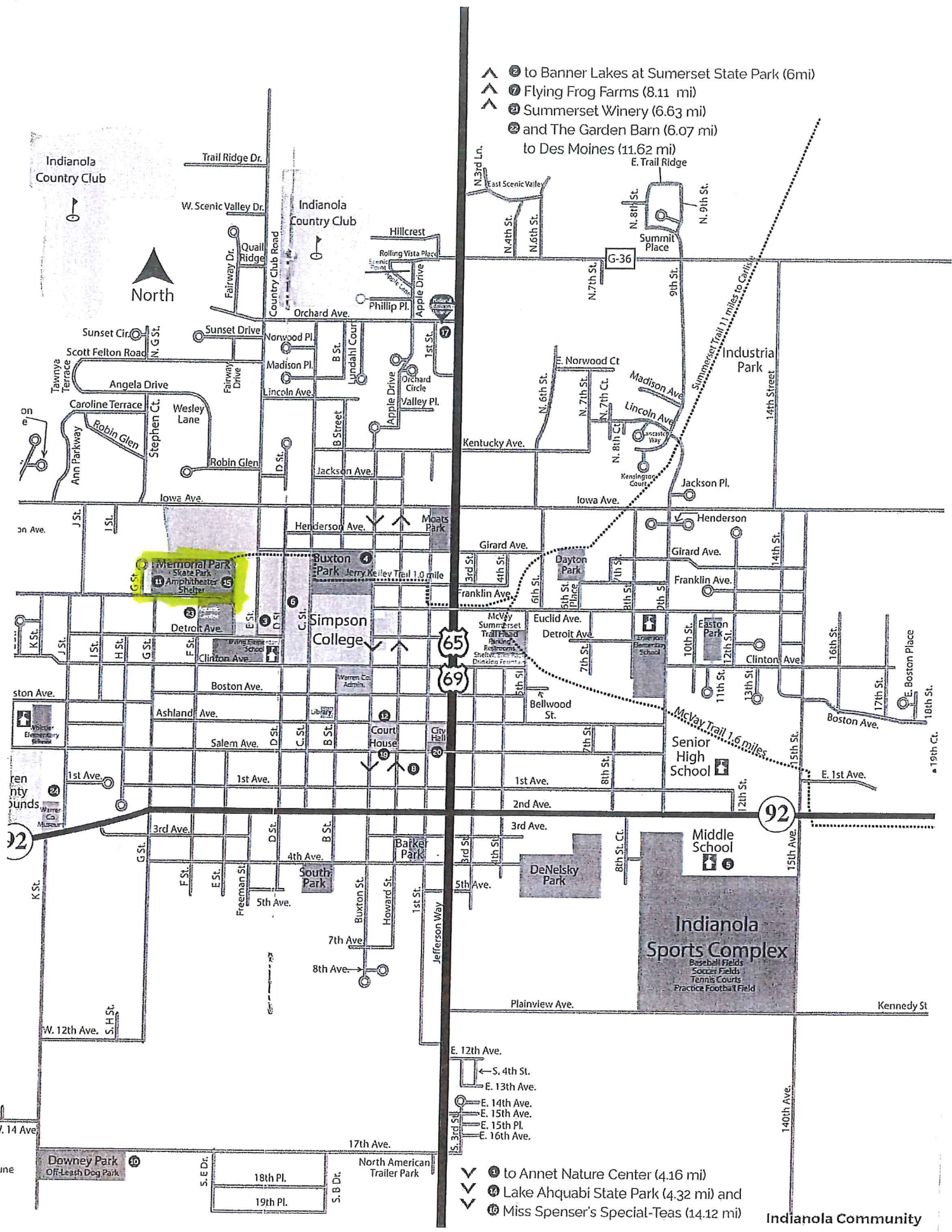
Late Fee: Cash: _____ Check: _____ Received By: _____

OFFICE USE ONLY

DATE RECEIVED:

	Signature	Date	Approved	Denied
Police Department:				
City Manager:				

RETURN NOISE 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



- 2 to Banner Lakes at Somerset State Park (6mi)
- 7 Flying Frog Farms (8.11 mi)
- 21 Somerset Winery (6.63 mi)
- 22 and The Garden Barn (6.07 mi) to Des Moines (11.62 mi)

- 1 to Annet Nature Center (4.16 mi)
- 14 Lake Ahquabi State Park (4.32 mi) and
- 16 Miss Spenser's Special-Teas (14.12 mi)

Meeting Date: 05/01/2017

Subject

Approval of the Home Base Iowa Initiative Application from Mark Gaddis 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. Gaddis purchased his home on April 14, 2017 and the application was received on April 21, 2017. All of the paperwork is in order for approval.

FYI - this will be the 8th application which has been approved.

Simple motion is in order.

Fiscal Impact

Attachments

Home Base Iowa Application



INDIANOLA VETERANS AFFAIRS APPLICATION FOR VETERAN INCENTIVE PROGRAM

Full Name:

Mark C Grubbs
First MI Last

Address:

1605 W Detroit Ave
Street Address Apartment/Unit #

Indianola Iowa 50125
City State ZIP Code

Home Phone:

Alternate Phone: _____

Email:

markgrubbs1@gmail.com

Birth Date:

06-19-1993 Marital Status: Single

Date of Purchase:

14th April 2017

Owned Home
in Indianola
Previously:

☐ YES

☒ NO

MILITARY INFORMATION

Branch of Service:

Army

Date Entered:

July 17 2012

Date of Discharge:

26 Nov 2015

Character of

Discharge:

Honorable

Signature VA Rep:

Ronald J. Rums



INDIANOLA VETERANS AFFAIRS APPLICATION FOR VETERAN INCENTIVE PROGRAM

Full Name:

Mark C Goddis
First MI Last

Previous
Address:

8350 cascade ave 1105
Street Address Apartment/Unit #
west des moines Iowa 50266
City State ZIP Code

How Long:

6 months

Remarks:

Signature:

Date: 20th April 2017

CERTIFICATION FROM AUDITORS OFFICE

Full Name:

Mark C Goddis
First MI Last

Date Recorded:

April 18 - 2017

First Time Buyer
in Indianola:

☒ YES

☐ NO

Signature:

parcel # 48-770-00-0330

CITY INTERNAL USE

Date: 4-21-17

Time: 1:00 p.m.

Meeting Date: 05/01/2017

Subject

Resolution approving salaries

Information

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

Brian Stern, from Police Officer PO-6 \$60,268/year (includes longevity) to Acting Sergeant CE 8.5-1 \$63,788/year effective March 19, 2017 - April 1, 2017

Walter Reed, from Police Officer PO-3 \$52,857/year to Acting Sergeant CE 8.5-1 \$63,538/year effective April 16, 2017- April 29, 2017

Matthew Deike, Seasonal Concession-Pickard, \$8.00/hour effective May 2, 2017 - first year employee

Kelly Kuebler, Seasonal Youth Tennis Instructor, \$8.00/hour effective June 5, 2017 - first year employee

Glenna Taylor, Seasonal Downtown Worker, \$10.00/hour effective May 9, 2017 - first year employee

Anastasia Smith, Seasonal Buxton Flower Worker, \$10.00/hour effective May 8, 2017 - first year employee

Kathryn King, Seasonal Forestry Worker, \$10.00/hour effective May 2, 2017 - first year employee

Andrew Ryan, Seasonal Street Department Worker, \$10.50/hour effective May 22, 2017 - first year employee

Brandt Seward, Seasonal Street Department Worker, \$10.50/hour effective June 5, 2017 - first year employee

Issac Syverson, Seasonal Street Department Worker, \$10.50/hour effective May 22, 2017 - first year employee

Annie Griffin, Seasonal Pickard Park Concessions - \$8.00/hour - effective April 18, 2017 - first year employee

Samuel Sasso, Part-time Seasonal Pickard Sports Complex Worker - \$9.00/hour - effective April 18, 2017 - first year employee

Roll call is in order.

Fiscal Impact

Attachments

Annie Griffin PCN
Samuel Sasso PCN
PCN's
PCN
Resolution



PERSONNEL CHANGE NOTICE (PCN)

Employee Name: Annie Griffin

Effective Date (must be at beginning of a pay period, except new hires): 4/18/17

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

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

Promotion: ☐ Transfer: ☐ Other Change: _____

	FROM	TO
JOB TITLE		Pickard Park Concessions
STATUS		Seasonal
PAY RANGE		
PAY RATE W/OUT LONGEVITY		\$8.00/hour
PAY RATE W/ LONGEVITY (If not eligible, put N/A)		N/A
EXEMPT/NONEXEMPT		Non-exempt
DEPARTMENT NAME		Recreation
ACCOUNT NUMBER		042-4200-60110
FTE		N/A
UNION STATUS	City Non Union ☐ City Union ☐ IMU Non Union ☐ IMU Union ☐	City Non Union ☒ City Union ☐ IMU Non Union ☐ IMU Union ☐

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

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

Last Day Worked: _____ Termination Effective Date: _____

COMMENTS: _____

APPROVALS:

Dept Head: _____

Date: 4/13/17

Human Resources: _____

Date: 4/13/17

Finance (pay changes only): _____

Date: 4/18/17

City Manager or GM: _____

Date: 4/18/17

City Council or Board of Trustee: ☐ Yes ☐ No

Date: _____

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



PERSONNEL CHANGE NOTICE (PCN)

Employee Name: Samuel Sasso

Effective Date (must be at beginning of a pay period, except new hires): April 18, 2017

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

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

Promotion: ☐ Transfer: ☐ Other Change: _____

	FROM	TO
JOB TITLE		Pickard Sports Complex Worker
STATUS		PT/Seasonal
PAY RANGE		
PAY RATE W/OUT LONGEVITY		\$9.00
PAY RATE W/ LONGEVITY (if not eligible, put N/A)		N/A
EXEMPT/NONEXEMPT		NE
DEPARTMENT NAME		Parks and Recreation
ACCOUNT NUMBER		042-4200-60110
FTE		no
UNION STATUS	City Non Union ☐ City Union ☐ IMU Non Union ☐ IMU Union ☐	City Non Union XXX ☒ City Union ☐ IMU Non Union ☐ IMU Union ☐

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

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

Last Day Worked: _____ Termination Effective Date: _____

COMMENTS: _____

APPROVALS:

Dept Head: Melo Boul

Date: 4-12-17

Human Resources: Melissa Moly

Date: 4/12/17

Finance (pay changes only): [Signature]

Date: 4/13/17

City Manager or GM: [Signature]

Date: 4/18/17

City Council or Board of Trustee: ☐ Yes ☐ No

Date: _____

FOR OFFICE USE:



PERSONNEL CHANGE NOTICE (PCN)

Employee Name: BRIMM STERN

Effective Date (must be at beginning of a pay period, except new hires): MARCH 19 - APRIL 1

New Hire: ☐ Rehire: ☐ Status Change: ☒ Step Increase: ☒
Other Pay Change: ☐ Job Title Change: ☐ Department Change: ☐ FTE Change: ☐
Promotion: ☐ Transfer: ☐ Other Change: _____

	FROM	TO
JOB TITLE	<u>PATROL OFFICER</u>	<u>ACTING SERGEANT</u>
STATUS		
PAY RANGE	<u>PO 6</u>	<u>CE 8.5-1</u>
PAY RATE W/OUT LONGEVITY	<u>28.854 / 40,018</u>	<u>30.547 / 43,538</u>
PAY RATE W/ LONGEVITY (if not eligible, put N/A)	<u>28.975 / 40,268</u>	<u>30.667 / 43,788 (250 Long)</u>
EXEMPT/NONEXEMPT	<u>Non Exempt</u>	<u>Non Exempt</u>
DEPARTMENT NAME	<u>POLICE</u>	<u>POLICE</u>
ACCOUNT NUMBER		
FTE	<u>1.0</u>	<u>1.0</u>
UNION STATUS	City Non Union ☐ City Union ☒ IMU Non Union ☐ IMU Union ☐	City Non Union ☐ City Union ☒ IMU Non Union ☐ IMU Union ☐

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

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

Last Day Worked: _____ Termination Effective Date: _____

COMMENTS: Per contract, employee is eligible for a temporary pay increase when in the Acting Sergeant role.

APPROVALS:

Dept Head: Dave Butler Date: 4-26-17

Human Resources: Melissa M. Kelly Date: 4/26/17

Finance (pay changes only): [Signature] Date: 4/26/17

City Manager or GM: [Signature] Date: 4/27/17

City Council or Board of Trustee: ☐ Yes ☐ No Date: _____

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



PERSONNEL CHANGE NOTICE (PCN)

Employee Name: WALTER REED

Effective Date (must be at beginning of a pay period, except new hires): APRIL 16 - APRIL 29

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

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

Promotion: ☐ Transfer: ☐ Other Change: _____

	FROM	TO
JOB TITLE	<u>PATROL OFFICER</u>	<u>NOVAB SGT</u>
STATUS	<u>FT</u>	<u>FT</u>
PAY RANGE	<u>P03</u>	<u>CE 8.5-1</u>
PAY RATE W/OUT LONGEVITY	<u>25.412 / 52,857</u>	<u>30.547 / 63,538</u>
PAY RATE W/ LONGEVITY (if not eligible, put N/A)		<u>N/A</u>
EXEMPT/NONEXEMPT		<u>Non Exempt</u>
DEPARTMENT NAME	<u>POLICE</u>	<u>POLICE</u>
ACCOUNT NUMBER		
FTE		<u>1.0</u>
UNION STATUS	City Non Union ☐ City Union ☐ IMU Non Union ☐ IMU Union ☐	City Non Union ☐ City Union ☒ IMU Non Union ☐ IMU Union ☐

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

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

Last Day Worked: _____ Termination Effective Date: _____

COMMENTS: Per contract, employee is eligible for a temporary
pay increase when in the Acting Sergeant role

APPROVALS:

Dept Head: [Signature]

Date: 4/24/17

Human Resources: [Signature]

Date: 4/26/17

Finance (pay changes only): [Signature]

Date: 4/26/17

City Manager or GM: [Signature]

Date: 4/27/17

City Council or Board of Trustee: ☐ Yes ☐ No

Date: _____

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



PERSONNEL CHANGE NOTICE (PCN)

Employee Name: Matthew Deike

Effective Date (must be at beginning of a pay period, except new hires): Tuesday, May 2, 2017

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

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

Promotion: ☐ Transfer: ☐ Other Change: _____

	FROM	TO
JOB TITLE		Concessions – Pickard
STATUS		Seasonal
PAY RANGE		
PAY RATE W/OUT LONGEVITY		\$8.00/hour
PAY RATE W/ LONGEVITY (if not eligible, put N/A)		N/A
EXEMPT/NONEXEMPT		Non-exempt
DEPARTMENT NAME		Parks and Recreation
ACCOUNT NUMBER		042-4200-60110
FTE		
UNION STATUS	City Non Union ☐ City Union ☐ IMU Non Union ☐ IMU Union ☐	City Non Union ☒ City Union ☐ IMU Non Union ☐ IMU Union ☐

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

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

Last Day Worked: _____ Termination Effective Date: _____

COMMENTS: _____

APPROVALS:

Dept Head: _____

Date: 4/24/17

Human Resources: _____

Date: 4/24/17

Finance (pay changes only): _____

Date: 4/25/17

City Manager or GM: _____

Date: 4/27/17

City Council or Board of Trustee: ☐ Yes ☐ No

Date: _____

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



PERSONNEL CHANGE NOTICE (PCN)

Employee Name: Kelly Kuebler

Effective Date (must be at beginning of a pay period, except new hires): Monday, June 5, 2017

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

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

Promotion: ☐ Transfer: ☐ Other Change: _____

	FROM	TO
JOB TITLE		Youth Tennis Instructor
STATUS		Seasonal
PAY RANGE		
PAY RATE W/OUT LONGEVITY		\$8.00/hour
PAY RATE W/ LONGEVITY (if not eligible, put N/A)		N/A
EXEMPT/NONEXEMPT		Non-exempt
DEPARTMENT NAME		Parks and Recreation
ACCOUNT NUMBER		042-4200-60110
FTE		
UNION STATUS	City Non Union ☐ City Union ☐ IMU Non Union ☐ IMU Union ☐	City Non Union ☒ City Union ☐ IMU Non Union ☐ IMU Union ☐

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

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

Last Day Worked: _____ Termination Effective Date: _____

COMMENTS: _____

APPROVALS:

Dept Head: _____

Date: 4/24/17

Human Resources: _____

Date: 4/24/17

Finance (pay changes only): _____

Date: 4/25/17

City Manager or GM: _____

Date: 4/27/17

City Council or Board of Trustee: ☐ Yes ☐ No

Date: _____

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



PERSONNEL CHANGE NOTICE (PCN)

Employee Name: Glenna Taylor

Effective Date (must be at beginning of a pay period, except new hires): 5/9/2017

New Hire: ☒ X Rehire: ☐ Status Change: ☐ Step Increase: ☐
Other Pay Change: ☐ Job Title Change: ☐ Department Change: ☐ FTE Change: ☐
Promotion: ☐ Transfer: ☐ Other Change: _____

	FROM	TO
JOB TITLE		Downtown Worker
STATUS		Seasonal
PAY RANGE		
PAY RATE W/OUT LONGEVITY		\$10/hour
PAY RATE W/ LONGEVITY (if not eligible, put N/A)		N/A
EXEMPT/NONEXEMPT		Non-exempt
DEPARTMENT NAME		Parks and Recreation
ACCOUNT NUMBER		042-4320-60175
FTE		N/A
UNION STATUS	City Non Union ☐ City Union ☐ IMU Non Union ☐ IMU Union ☐	City Non Union ☐ City Union ☐ IMU Non Union ☐ IMU Union ☐

Termination: Voluntary: ☐ Involuntary: ☐ Retirement: ☐ Eligible for Rehire: Yes ☐ No ☐
Reason for Termination: _____ Vaca/Pers Payout: Yes ☐ No ☐
Last Day Worked: _____ Termination Effective Date: _____

COMMENTS: _____

APPROVALS:

Dept Head: *Douglas P. Byrd* Date: 4-26-17
Human Resources: *Melissa Miller* Date: 4/26/17
Finance (pay changes only): *[Signature]* Date: 4/26/17
City Manager or GM: *[Signature]* Date: 4/27/17
City Council or Board of Trustee: ☐ Yes ☐ No Date: _____

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



PERSONNEL CHANGE NOTICE (PCN)

Employee Name: Anastasia Smith

Effective Date (must be at beginning of a pay period, except new hires): 5/8/2017

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

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

Promotion: ☐ Transfer: ☐ Other Change: _____

	FROM	TO
JOB TITLE		Buxton Flower Worker
STATUS		Seasonal
PAY RANGE		
PAY RATE W/OUT LONGEVITY		\$10/hour
PAY RATE W/ LONGEVITY (if not eligible, put N/A)		N/A
EXEMPT/NONEXEMPT		Non-exempt
DEPARTMENT NAME		Parks and Recreation
ACCOUNT NUMBER		042-4320-60175
FTE		N/A
UNION STATUS	City Non Union ☐ City Union ☐ IMU Non Union ☐ IMU Union ☐	City Non Union ☐ City Union ☐ IMU Non Union ☐ IMU Union ☐

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

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

Last Day Worked: _____ Termination Effective Date: _____

COMMENTS: _____

APPROVALS:

Dept Head: *Douglas J. Byrd*

Date: 4-26-17

Human Resources: *Melissa Gable*

Date: 4/26/17

Finance (pay changes only): *CL*

Date: 4/26/17

City Manager or GM: *[Signature]*

Date: 4/27/17

City Council or Board of Trustee: ☐ Yes ☐ No

Date: _____

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



PERSONNEL CHANGE NOTICE (PCN)

Employee Name: Kathryn King

Effective Date (must be at beginning of a pay period, except new hires): 5/2/2017

New Hire: ☒ X Rehire: ☐ Status Change: ☐ Step Increase: ☐
Other Pay Change: ☐ Job Title Change: ☐ Department Change: ☐ FTE Change: ☐
Promotion: ☐ Transfer: ☐ Other Change: _____

	FROM	TO
JOB TITLE		Forestry Worker
STATUS		Seasonal
PAY RANGE		
PAY RATE W/OUT LONGEVITY		\$10/hour
PAY RATE W/ LONGEVITY (if not eligible, put N/A)		N/A
EXEMPT/NONEXEMPT		Non-exempt
DEPARTMENT NAME		Parks and Recreation
ACCOUNT NUMBER		042-4320-60175
FTE		N/A
UNION STATUS	City Non Union ☐ City Union ☐ IMU Non Union ☐ IMU Union ☐	City Non Union ☐ City Union ☐ IMU Non Union ☐ IMU Union ☐

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

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

Last Day Worked: _____ Termination Effective Date: _____

COMMENTS: _____

APPROVALS:

Dept Head: Douglas J. Ryland

Date: 4-26-17

Human Resources: [Signature]

Date: 4/26/17

Finance (pay changes only): [Signature]

Date: 4/26/17

City Manager or GM: [Signature]

Date: 4/27/17

City Council or Board of Trustee: ☐ Yes ☐ No

Date: _____

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



PERSONNEL CHANGE NOTICE (PCN)

Employee Name: ANDREW RYAN

Effective Date (must be at beginning of a pay period, except new hires): MAY 22 ND

New Hire: ☒ Rehire: ☐ Status Change: ☐ Step Increase: ☐
Other Pay Change: ☐ Job Title Change: ☐ Department Change: ☐ FTE Change: ☐
Promotion: ☐ Transfer: ☐ Other Change: _____

	FROM	TO
JOB TITLE	SUMMER HELP	LABOR
STATUS		Seasonal
PAY RANGE	\$10.50	
PAY RATE W/OUT LONGEVITY		\$10.50/hr
PAY RATE W/ LONGEVITY (if not eligible, put N/A)		n/a
EXEMPT/NONEXEMPT		non exempt
DEPARTMENT NAME	STREET DEPT.	Street
ACCOUNT NUMBER		
FTE		
UNION STATUS	City Non Union ☐ City Union ☐ IMU Non Union ☐ IMU Union ☐	City Non Union ☒ City Union ☐ IMU Non Union ☐ IMU Union ☐

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

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

Last Day Worked: _____ Termination Effective Date: _____

COMMENTS: _____

APPROVALS:

Dept Head: _____

Date: 4-19-17

Human Resources: _____

Date: 4/19/17

Finance (pay changes only): _____

Date: 4/25/17

City Manager or GM: _____

Date: 4/27/17

City Council or Board of Trustee: ☐ Yes ☐ No

Date: _____

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



PERSONNEL CHANGE NOTICE (PCN)

Employee Name: BRANDT SEWARD

Effective Date (must be at beginning of a pay period, except new hires): JUNE 5TH 2017

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

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

Promotion: ☐ Transfer: ☐ Other Change: _____

	FROM	TO
JOB TITLE	LABORER	SUMMER
STATUS		
PAY RANGE	\$10.50	
PAY RATE W/OUT LONGEVITY		
PAY RATE W/ LONGEVITY (if not eligible, put N/A)		
EXEMPT/NONEXEMPT		
DEPARTMENT NAME	STREET DEPT.	
ACCOUNT NUMBER		
FTE		
UNION STATUS	City Non Union ☒ City Union ☐ IMU Non Union ☐ IMU Union ☐	City Non Union ☐ City Union ☐ IMU Non Union ☐ IMU Union ☐

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

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

Last Day Worked: _____ Termination Effective Date: _____

COMMENTS: _____

APPROVALS:

Dept Head: [Signature]

Date: 4.25.17

Human Resources: [Signature]

Date: 4/26/17

Finance (pay changes only): [Signature]

Date: 4/26/17

City Manager or GM: [Signature]

Date: 4/27/17

City Council or Board of Trustee: ☐ Yes ☐ No

Date: _____

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



PERSONNEL CHANGE NOTICE (PCN)

Employee Name: ISSAC SYVERSON

Effective Date (must be at beginning of a pay period, except new hires): 5-22-17

New Hire: ☒ Rehire: ☐ Status Change: ☐ Step Increase: ☐
Other Pay Change: ☐ Job Title Change: ☐ Department Change: ☐ FTE Change: ☐
Promotion: ☐ Transfer: ☐ Other Change: _____

	FROM	TO
JOB TITLE	SUMMER HELP	LABOR
STATUS		
PAY RANGE	\$10.50	10.50/hr
PAY RATE W/OUT LONGEVITY		
PAY RATE W/ LONGEVITY (if not eligible, put N/A)		
EXEMPT/NONEXEMPT		
DEPARTMENT NAME	STREET DEPT	
ACCOUNT NUMBER		
FTE		
UNION STATUS	City Non Union ☐ City Union ☐ IMU Non Union ☐ IMU Union ☐	City Non Union ☐ City Union ☐ IMU Non Union ☐ IMU Union ☐

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

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

Last Day Worked: _____ Termination Effective Date: _____

COMMENTS: _____

APPROVALS:

Dept Head: [Signature]

Date: 4-27-17

Human Resources: [Signature]

Date: 4/27/17

Finance (pay changes only): [Signature]

Date: 4/28/17

City Manager or GM: [Signature]

Date: 4/28/17

City Council or Board of Trustee: ☐ Yes ☐ No

Date: _____

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

RESOLUTION 2017-_____
APPROVING SALARIES

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

Brian Stern, from Police Officer PO-6 \$60,268/year (includes longevity) to Acting Sergeant CE 8.5-1 \$63,788/year effective March 19, 2017 - April 1, 2017

Walter Reed, from Police Officer PO-3 \$52,857/year to Acting Sergeant CE 8.5-1 \$63,538/year effective April 16, 2017- April 29, 2017

Matthew Deike, Seasonal Concession-Pickard, \$8.00/hour effective May 2, 2017

Kelly Kuebler, Seasonal Youth Tennis Instructor, \$8.00/hour effective June 5, 2017

Glenna Taylor, Seasonal Downtown Worker, \$10.00/hour effective May 9, 2017

Anastasia Smith, Seasonal Buxton Flower Worker, \$10.00/hour effective May 8, 2017

Kathryn King, Seasonal Forestry Worker, \$10.00/hour effective May 2, 2017

Andrew Ryan, Seasonal Street Department Worker, \$10.50/hour effective May 22, 2017

Brandt Seward, Seasonal Street Department Worker, \$10.50/hour effective June 5, 2017

Issac Syverson, Seasonal Street Department Worker, \$10.50/hour effective May 22, 2017

Annie Griffin, Seasonal Pickard Park Concessions - \$8.00/hour - effective April 18, 2017

Samuel Sasso, Part-time Seasonal Pickard Sports Complex Worker - \$9.00/hour - effective April 18, 2017

Passed and approved on the 1st day of May, 2017.

Kelly B. Shaw, Mayor

ATTEST:

Diana Bowlin, City Clerk

Meeting Date: 05/01/2017

Subject

Motion to go 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

Information

Roll call to go into closed session is in order.

Fiscal Impact

Attachments

No file(s) attached.
