



CITY OF INDIANOLA COUNCIL MEETING

November 1, 2021

6:00 PM

City Council Chambers

Agenda

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Roll Call**
- 4. Public Comment**
 - A. Public Comment Form
- 5. Consent Agenda:**
 - A. Approval of Agenda
 - B. Approval of Claims
 - C. Approval of Minutes of the prior council meetings
 - D. Setting dates for future public hearings
 1. Resolution fixing a date for a Public Hearing on the proposal to enter into a Development Agreement with Cemen Tech, Inc.
 - E. Approval of Applications.
 1. Approval of a renewal liquor license for Hy-Vee Market Grille.
 2. Approval of a Home Base Iowa Initiative Application from James Camp and authorization of a handwritten warrant in the amount of \$1500.
 3. Approval of Payment Application Number 7 from Langman Construction for the WRRF Trunk Sewer and Outfall Sewer Improvements in an amount not to exceed \$252,217.68.
 4. Approval of Urban Revitalization Designations
 - F. Second consideration of an Ordinance amending provisions of City of Indianola Code Section 135.14, relating to driveway standards.
 - G. Second consideration of an Ordinance amending the City Code of the City Of Indianola, Iowa creating regulations related to a residential rental code and making certain related amendments to the Property Maintenance Code.
 - H. Resolution approving Change Order Number 1 and Payment Application Number 2 in an amount not to exceed \$160,673.26 to T.K. Concrete for the Valley Place Reconstruction Project.

- I. Resolution approving salaries.

6. Council Reports

- A. Treasurer's Report - Doug Shull
- B. EMS Billing Activity Report for August and September 2021.
- C. Parks and Recreation Annual Report
- D. Catch Des Moines Annual Update

7. Mayor's Report

- A. Community Update
- B. Proclamation declaring November 11, 2021 Veterans Day in Indianola.
- C. Consideration of appointments to the Human Relations Commission.
 - 1. Consideration of the appointment of Nia Chiaramonte to the Human Relations Commission for a term beginning immediately and ending July 1, 2022.
 - 2. Consideration of the appointment of Tara Elcock to the Human Relations Commission for a term beginning immediately and ending July 1, 2023.
 - 3. Consideration of the appointment of Nick Mahlstadt to serve on the Human Relations for a term beginning immediately and ending July 1, 2024.

8. Public Consideration

- A. Old Business
 - 1. Iowa Avenue Paving Project
 - a. Approval of Payment Application Number 5 to Vanderpool Construction for the East Iowa Avenue Paving Project in an amount not to exceed \$13,320.52.
 - b. Resolution accepting the East Iowa Paving project.
 - c. Resolution ordering preparation of final plat and schedule of assessments for the East Iowa Avenue Paving Project.
 - d. Resolution adopting and levying final schedule of assessments, and providing for the payment thereof for the East Iowa Avenue Paving Project.
 - 2. Vacation and Conveyance of an Alley
 - a. Public Hearing regarding a request from JK Management LLC for a right-of-way vacation and conveyance of the portion of the north/south alley that lies west of Lots 15 and 16 of the Plat of Jones and Windles Addition to Indianola, Warren County, Iowa.
 - b. First consideration of an Ordinance regarding a request from JK Management LLC for a right-of-way vacation and conveyance of the portion of the north/south alley that lies west of Lots 15 and 16 of the

Plat of Jones and Windles Addition to Indianola, Warren County, Iowa.

B. New Business

1. Approval of Ordinance Amendments due to State of Iowa Legislative changes.
 - a. First consideration of an Ordinance amending the Code of Ordinances of the City of Indianola, Iowa, by adding provisions pertaining to failure to assist.
 - b. First consideration of an Ordinance amending the Code of Ordinances of the City of Indianola, Iowa, by amending provisions pertaining to interference with official acts.
 - c. First consideration of an Ordinance amending the Code of Ordinances of the City of Indianola, Iowa, by amending provisions pertaining to peddlers, solicitors, and transient merchants.
 - d. First consideration of an Ordinance amending the Code of Ordinances of the City of Indianola, Iowa, by amending provisions pertaining to public disorder.
 - e. First consideration of an Ordinance amending the Code of Ordinances of the City of Indianola, Iowa, by adding provisions pertaining to low-speed electric bicycles and fully controlled-access facilities.
 - f. First consideration of an Ordinance amending the Code of Ordinances of the City of Indianola, Iowa, by amending provisions pertaining to abandoned vehicles.
 - g. First consideration of an Ordinance amending the Code of Ordinances of the City of Indianola, Iowa by amending provisions pertaining to alcoholic beverage control.
 - h. First consideration of an Ordinance amending the Code of Ordinances of the City of Indianola, Iowa, by amending provisions pertaining to elections.
2. Resolution adopting Council Policy for Hotel/Motel Tax Funding for Community and External Organizations
3. Resolution amending the snow and ice removal policy to add snow routes.

9. Other Business

- A. City Manager's Report – Ryan Waller
 1. Receive and file correspondence from October 15 and 22, 2021 weekly updates from City Manager, Ryan Waller.
- B. Enter into closed session in accordance with Iowa Code Section 21.5 (1)(c) to discuss strategy with legal counsel in matters that are presently in litigation or

where litigation is imminent and where its disclosure would be likely to prejudice or disadvantage the government.

- C. Enter into closed session in accordance with Iowa Code Section 21.5 (1)(i) to evaluate the professional competency of an individual whose appointment, hiring, performance, or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session.

10. Adjourn



MEMORANDUM

To: Mayor and City Council
From: Jackie Raffety, Deputy Clerk
Date: November 1, 2021
Subject: Public Comment Form

Introduction:

Background:

Discussion: Open Forum

- A maximum of twenty (20) minutes will be set aside for members of the public to address the Council on any item not on the agenda and on any subject over which the Council has the authority to act.
- Presentations will be limited to three (3) minutes to a maximum of (5) minutes.
- Preference will be given to individuals who did not speak at the previous council meeting's Open Forum.
- Individuals may not speak more than once during Open Forum.
- All speakers must address the entire Council and will not be permitted to engage in dialogue.
- Any individual addressing the Council will be asked by the presiding officer to clearly state his/her name and address prior to speaking before the Council or minimally during or after his/her presentation to the Council so that his/her name may be accurately recorded in the minutes of the meeting.
- Once completed, this card becomes a public document.
(Indianola City Council Rules of Procedure)

Budget Impact:

Recommendation:

Attachments: 1. Public Comment In-person and electronic form



CITY OF INDIANOLA PUBLIC COMMENT FORM

If you would like to address the Council during Open Forum (aka Public Comment) or during a Public Hearing, please complete and return this form to the Deputy City Clerk.

Electronic submissions will be distributed to the Mayor and Council. Citizens attending the meeting will be called to the podium to speak.

Please complete the following information:

Your Name: _____

Your Address: _____

Organization (if applicable): _____

City Council Meeting Date: _____

Agenda Item or topic if not on the agenda: _____

Comment: _____

Open Forum

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(Indianola City Council Rules of Procedure)



MEMORANDUM

To: Mayor and City Council

From:

Date: November 1, 2021

Subject: Approval of Claims

Recommendation: Roll call is in order.

Attachments: 1. City Vendor Report 110121

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
A 6FT GEEK LLC				
A 6FT GEEK LLC	ACTIVITY CENTER CLEANING - OCTOBER 2	10/22/2021	1,525.00	PARK & RECREATI
Total A 6FT GEEK LLC:			1,525.00	
ACE HARDWARE				
ACE HARDWARE	BUCKET AND CONCRETE	10/25/2021	11.58	SEWER FUND
ACE HARDWARE	PROPERTY MAINTENANCE ENFORCEMENT S	09/09/2021	33.97	GENERAL FUND
Total ACE HARDWARE:			45.55	
ACTION REPROGRAPHICS				
ACTION REPROGRAPHICS	Unit 212 Door and Back	10/13/2021	767.00	POLICE FUND
ACTION REPROGRAPHICS	REPAIR/MAINT VEHICLE	10/13/2021	225.00	POLICE FUND
Total ACTION REPROGRAPHICS:			992.00	
AGRILAND FS INC				
AGRILAND FS INC	FIELD MARKING CHALK	09/29/2021	304.80	PARK & RECREATI
Total AGRILAND FS INC:			304.80	
AMAZON CAPITAL SERVICES				
AMAZON CAPITAL SERVICES	DETECTIVE SUPPLIES	10/26/2021	47.69	POLICE FUND
AMAZON CAPITAL SERVICES	DOUBLE CLEVIS FOR SWINGS AT MEMORIA	10/26/2021	36.08	PARK & RECREATI
AMAZON CAPITAL SERVICES	CREDIT FOR RETURNED TUBE	10/27/2021	197.56-	SEWER FUND
AMAZON CAPITAL SERVICES	SUPPLIES	10/25/2021	44.99	GENERAL FUND
AMAZON CAPITAL SERVICES	SUPPLIES	10/25/2021	36.04	GENERAL FUND
Total AMAZON CAPITAL SERVICES:			32.76-	
AMERICAN PLANNING ASSOCIATION				
AMERICAN PLANNING ASSOCI	APA/AICP MEMBERSHIP DUES- DISSELL	10/08/2021	654.25	GENERAL FUND
Total AMERICAN PLANNING ASSOCIATION:			654.25	
ANDERSON, DANIEL T.				
ANDERSON, DANIEL T.	ADULT SB UMPIRE	10/19/2021	112.00	PARK & RECREATI
Total ANDERSON, DANIEL T.:			112.00	
ATLANTIC BOTTLING CO.				
ATLANTIC BOTTLING CO.	PICKARD CONCESSIONS	10/15/2021	102.66	PARK & RECREATI
Total ATLANTIC BOTTLING CO.:			102.66	
AUBERT'S TOWING				
AUBERT'S TOWING	TOWING - ABANDONED	10/09/2021	160.00	POLICE FUND
AUBERT'S TOWING	TOW	10/25/2021	165.00	POLICE FUND
Total AUBERT'S TOWING:			325.00	
AVESIS THIRD PARTY ADMINISTRATORS INC				
AVESIS THIRD PARTY ADMINIS	VISION-PARKS	10/22/2021	21.45	PARK & RECREATI
AVESIS THIRD PARTY ADMINIS	VISION-L;IBRARY	10/22/2021	36.00	LIBRARY FUND
AVESIS THIRD PARTY ADMINIS	VISION-SEWER	10/22/2021	44.50	SEWER FUND
AVESIS THIRD PARTY ADMINIS	VISION - EE LIABILITY	10/22/2021	463.06	GENERAL FUND
AVESIS THIRD PARTY ADMINIS	VISION-POLICE	10/22/2021	152.34	POLICE FUND

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
AVESIS THIRD PARTY ADMINIS	VISION-FIRE	10/22/2021	12.89	FIRE FUND
AVESIS THIRD PARTY ADMINIS	VISION-AMBULANCE	10/22/2021	73.04	AMBULANCE FUN
AVESIS THIRD PARTY ADMINIS	VISION-P&R	10/22/2021	30.87	PARK & RECREATI
AVESIS THIRD PARTY ADMINIS	VISION - CITY MANAGER	10/22/2021	10.43	GENERAL FUND
AVESIS THIRD PARTY ADMINIS	VISION-HR	10/22/2021	10.43	GENERAL FUND
AVESIS THIRD PARTY ADMINIS	VISION-IT	10/22/2021	10.43	GENERAL FUND
AVESIS THIRD PARTY ADMINIS	VISION-FINANCE/CLERK	10/22/2021	30.28	GENERAL FUND
AVESIS THIRD PARTY ADMINIS	VISION=COMM DEV	10/22/2021	27.30	GENERAL FUND
AVESIS THIRD PARTY ADMINIS	VISION-STREETS	10/22/2021	49.21	ROAD USE TAX FU
Total AVESIS THIRD PARTY ADMINISTRATORS INC:			972.23	
BANKERS TRUST COMPANY				
BANKERS TRUST COMPANY	CITY INVESTMENT SERVICES	10/11/2021	5,122.99	GENERAL FUND
Total BANKERS TRUST COMPANY:			5,122.99	
BOB'S CUSTOM TROPHIES				
BOB'S CUSTOM TROPHIES	RW PLAQUE	10/25/2021	93.50	POLICE FUND
Total BOB'S CUSTOM TROPHIES:			93.50	
BONNIE'S BARRICADES				
BONNIE'S BARRICADES	TEMPORARY SIGNAGE FOR R63 PAVEMENT	09/30/2021	396.30	ROAD USE TAX FU
Total BONNIE'S BARRICADES:			396.30	
BRADLEY, AFTON				
BRADLEY, AFTON	WELLNESS REIMBURSEMENT	10/25/2021	15.00	PARK & RECREATI
Total BRADLEY, AFTON:			15.00	
BRICK GENTRY P.C.				
BRICK GENTRY P.C.	CODE ENFORCEMENT LEGAL FEES	10/25/2021	1,760.00	GENERAL FUND
BRICK GENTRY P.C.	COM DEV LEGAL SERVICE FEES	10/25/2021	390.00	GENERAL FUND
BRICK GENTRY P.C.	LEGAL SERVICE-FARM LEASE ISSUE	10/25/2021	300.00	SEWER FUND
BRICK GENTRY P.C.	GENERAL LEGAL SERVICES	10/25/2021	3,225.00	GENERAL FUND
BRICK GENTRY P.C.	LEGAL SERVICE FEES	10/25/2021	330.00	GENERAL FUND
BRICK GENTRY P.C.	LITIGATION (SAB)	10/25/2021	120.00	GENERAL FUND
BRICK GENTRY P.C.	LITIGATION (KADING	10/25/2021	60.00	CITY LIAB INS RES
BRICK GENTRY P.C.	LEGAL SERVICE FEES	10/25/2021	45.00	PARK & RECREATI
BRICK GENTRY P.C.	LEGAL SERVICE FEES	10/25/2021	180.00	ROAD USE TAX FU
BRICK GENTRY P.C.	PD UNION CONTRACT NEGOTIATIONS	10/25/2021	45.00	POLICE FUND
BRICK GENTRY P.C.	WRRD LEGAL SERVICE	10/25/2021	105.00	SEWER FUND
Total BRICK GENTRY P.C.:			6,560.00	
BRUENING ROCK PRODUCTS				
BRUENING ROCK PRODUCTS	ROAD STONE	10/21/2021	1,788.16	ROAD USE TAX FU
Total BRUENING ROCK PRODUCTS:			1,788.16	
BUHROW, LUKE				
BUHROW, LUKE	CELL PHONE	09/08/2021	50.00	POLICE FUND
BUHROW, LUKE	EDUCATION/TRAINING	10/22/2021	38.18	POLICE FUND
BUHROW, LUKE	CELL PHONE	10/08/2021	50.00	POLICE FUND

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
Total BUHROW, LUKE:			138.18	
Camp, James				
Camp, James	HOME BASE IOWA WARRANT	10/28/2021	1,500.00	GENERAL FUND
Total Camp, James:			1,500.00	
CIRCLE B CASHWAY				
CIRCLE B CASHWAY	CONCRETE FORM SUPPLY	10/18/2021	226.82	ROAD USE TAX FU
CIRCLE B CASHWAY	POOL PIPE INSULATION	10/26/2021	74.36	POOL (MEMORIAL)
CIRCLE B CASHWAY	NEW ROOF FOR COLD PATCH BUILDING	10/25/2021	114.88	ROAD USE TAX FU
Total CIRCLE B CASHWAY:			416.06	
CompX Fort				
CompX Fort	NARCOTIC LOCK DEVICE IN MEDIC 245	10/19/2021	464.87	AMBULANCE FUN
Total CompX Fort:			464.87	
CONVERGINT TECHNOLOGIES LLC				
CONVERGINT TECHNOLOGIES	EQUIPMENT REPAIR	09/14/2021	253.00	GENERAL FUND
Total CONVERGINT TECHNOLOGIES LLC:			253.00	
DAMMAN, JAMES				
DAMMAN, JAMES	FLAG FOOTBALL OFFICIAL	10/18/2021	60.00	PARK & RECREATI
DAMMAN, JAMES	FLAG FOOTBALL OFFICIAL	10/12/2021	60.00	PARK & RECREATI
Total DAMMAN, JAMES:			120.00	
DEFORD, CAROL				
DEFORD, CAROL	BUXTON ROOM DEPOSIT RETURN	10/19/2021	200.00	PARK & RECREATI
Total DEFORD, CAROL:			200.00	
DEITCH, ROBERT				
DEITCH, ROBERT	MUSIC PERFORMER - TUNES & TREATS	10/22/2021	250.00	PARK & RECREATI
Total DEITCH, ROBERT:			250.00	
DELL MARKETING L.P.				
DELL MARKETING L.P.	COMPUTER REFRESH - X20 22" MONITORS	10/19/2021	3,399.80	VEHICLE RESERV
Total DELL MARKETING L.P.:			3,399.80	
DES MOINES REGISTER MEDIA				
DES MOINES REGISTER MEDIA	PH NOTICE AMEND 5	09/30/2021	101.69	GENERAL FUND
DES MOINES REGISTER MEDIA	ORD 1665	09/30/2021	32.52	GENERAL FUND
DES MOINES REGISTER MEDIA	PH NOTICE - CITY HALL SIGN	09/30/2021	22.87	GENERAL FUND
DES MOINES REGISTER MEDIA	ORD 1666	09/30/2021	55.58	GENERAL FUND
DES MOINES REGISTER MEDIA	ORD 1667	09/30/2021	130.65	GENERAL FUND
DES MOINES REGISTER MEDIA	09072021 CC MINUTES	09/30/2021	225.55	GENERAL FUND
DES MOINES REGISTER MEDIA	09072021 CC CLAIMS	09/30/2021	186.41	GENERAL FUND
DES MOINES REGISTER MEDIA	ORD 1668	09/30/2021	768.37	GENERAL FUND
DES MOINES REGISTER MEDIA	09202021 CC MINUTES	09/30/2021	379.44	GENERAL FUND

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
Total DES MOINES REGISTER MEDIA:			1,903.08	
DIGITECH				
DIGITECH	EMS BILLING VENDOR DIGITECH	10/19/2021	2,302.38	AMBULANCE FUN
Total DIGITECH:			2,302.38	
DLH GRAFX				
DLH GRAFX	SKATE PARK SIGN	10/13/2021	30.00	PARK & RECREATI
DLH GRAFX	SWEATSHIRTS AND LONG SLEEVE T-SHIRT	10/14/2021	495.44	PARK & RECREATI
Total DLH GRAFX:			525.44	
DOWNEY TIRE PROS				
DOWNEY TIRE PROS	UNIT #21 PICKUP TIRE REPAIR	10/19/2021	25.69	ROAD USE TAX FU
Total DOWNEY TIRE PROS:			25.69	
ELIXIR RX SOLUTIONS				
ELIXIR RX SOLUTIONS	CLAIM	10/22/2021	86.76	POLICE FUND
Total ELIXIR RX SOLUTIONS:			86.76	
EMERGENCY MEDICAL PRODUCTS INC				
EMERGENCY MEDICAL PRODU	EMS SUPPLIES I-GEL'S	10/07/2021	539.85	AMBULANCE FUN
Total EMERGENCY MEDICAL PRODUCTS INC:			539.85	
FICKES, EDWARD LEE				
FICKES, EDWARD LEE	ADULT SB UMPIRE	10/14/2021	112.00	PARK & RECREATI
Total FICKES, EDWARD LEE:			112.00	
FIRE SERVICE TRAINING BUREAU				
FIRE SERVICE TRAINING BURE	A PAYETTE INSTRUCTOR CLASS	10/05/2021	50.00	FIRE FUND
FIRE SERVICE TRAINING BURE	M DUVER DRIVER OPERATOR CLASS	10/05/2021	50.00	FIRE FUND
Total FIRE SERVICE TRAINING BUREAU:			100.00	
GOODWIN TUCKER GROUP				
GOODWIN TUCKER GROUP	ICE MACHINE MAINTENANCE	10/20/2021	222.00	FIRE FUND
Total GOODWIN TUCKER GROUP:			222.00	
GRAINGER INC				
GRAINGER INC	FUSES FOR DIGESTER MIXER	10/14/2021	78.78	SEWER FUND
Total GRAINGER INC:			78.78	
GREGG YOUNG BUICK GMC				
GREGG YOUNG BUICK GMC	PLUGS FOR PICKUP BOX	10/21/2021	12.20	SEWER FUND
Total GREGG YOUNG BUICK GMC:			12.20	
HAWKINS, ROB				
HAWKINS, ROB	CELL PHONE	09/26/2021	50.00	POLICE FUND

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
Total HAWKINS, ROB:			50.00	
hIGGINS, CELMA				
hIGGINS, CELMA	RENTAL DEPOSIT RETURN	10/22/2021	200.00	PARK & RECREATI
Total hIGGINS, CELMA:			200.00	
HR GREEN INC				
HR GREEN INC	WRRF CONST ENG	10/15/2021	94,945.07	WWTP FACILITY C
HR GREEN INC	SOUTH PLANT LS ENG	10/25/2021	4,432.65	SEWER CAPITAL P
HR GREEN INC	WWTP TRUNK ENGINEERING	10/25/2021	28,605.50	WWTP FACILITY C
HR GREEN INC	ON CALL SERVICES	10/25/2021	10,761.25	SEWER CAPITAL P
Total HR GREEN INC:			138,744.47	
HY-VEE				
HY-VEE	PICKARD CONCESSIONS	10/18/2021	35.94	PARK & RECREATI
Total HY-VEE:			35.94	
IMU - UTILITIES				
IMU - UTILITIES	UTILITIES	10/25/2021	2,273.73	LIBRARY FUND
Total IMU - UTILITIES:			2,273.73	
INDOFF INCORPORATED				
INDOFF INCORPORATED	3 NEW FILE CABINETS FOR FULL-TIME EMP	10/25/2021	579.41	FIRE FUND
Total INDOFF INCORPORATED:			579.41	
INFOMAX OFFICE SYSTEMS INC.				
INFOMAX OFFICE SYSTEMS IN	DEVICE PAYMENT WITH PAPER CUT & CONN	10/20/2021	3,346.70	GENERAL FUND
Total INFOMAX OFFICE SYSTEMS INC.:			3,346.70	
IOWA FIREFIGHTERS ASSOC.				
IOWA FIREFIGHTERS ASSOC.	IOWA FF ASSOCIATION MEMBERSHIP	10/19/2021	595.00	FIRE FUND
Total IOWA FIREFIGHTERS ASSOC.:			595.00	
IOWA LAW ENFORCEMENT ACADEMY				
IOWA LAW ENFORCEMENT AC	MMPI RESULTS	10/12/2021	150.00	POLICE FUND
IOWA LAW ENFORCEMENT AC	MMPI RESULTS	10/19/2021	150.00	POLICE FUND
Total IOWA LAW ENFORCEMENT ACADEMY:			300.00	
IOWA LEAGUE OF CITIES				
IOWA LEAGUE OF CITIES	FY2023 BUDGET WORKSHOP	10/19/2021	100.00	GENERAL FUND
Total IOWA LEAGUE OF CITIES:			100.00	
IOWA NATIVE TREES & SHRUBS				
IOWA NATIVE TREES & SHRUB	SHADE CRUSADE TREES - TREE COMMITTEE	10/17/2021	1,141.50	PARK & REC SPEC
IOWA NATIVE TREES & SHRUB	SHADE CRUSADE TREES - PARTICIPANT FE	10/17/2021	1,141.50	PARK & RECREATI
Total IOWA NATIVE TREES & SHRUBS:			2,283.00	

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
IOWA ONE CALL				
IOWA ONE CALL	WRRD LOCATES	10/21/2021	531.00	SEWER FUND
Total IOWA ONE CALL:			531.00	
JERICO SERVICES INC				
JERICO SERVICES INC	DUST CONTROL ON BRUSH FACILITY	10/06/2021	200.00	GENERAL FUND
Total JERICO SERVICES INC:			200.00	
JV TRUCKING LLC				
JV TRUCKING LLC	ROAD STONE	10/18/2021	1,249.36	ROAD USE TAX FU
Total JV TRUCKING LLC:			1,249.36	
KELLER'S GARAGE				
KELLER'S GARAGE	MEDIC 248 BRAKES REPLACED	10/18/2021	562.44	AMBULANCE FUN
Total KELLER'S GARAGE:			562.44	
KIESLER POLICE SUPPLY INC				
KIESLER POLICE SUPPLY INC	AMMUNITION	10/11/2021	1,017.92	POLICE FUND
Total KIESLER POLICE SUPPLY INC:			1,017.92	
KIYA KODA HUMANE SOCIETY				
KIYA KODA HUMANE SOCIETY	MONTHLY CONTRACTED SERVICES	10/28/2021	4,000.00	POLICE FUND
Total KIYA KODA HUMANE SOCIETY:			4,000.00	
KLING, JASON				
KLING, JASON	WELLNESS NOVEMBER	10/28/2021	15.00	FIRE FUND
Total KLING, JASON:			15.00	
KNOX COMPANY, THE				
KNOX COMPANY, THE	KNOX BOX SOFTWARE LICENSE	10/12/2021	425.00	FIRE FUND
Total KNOX COMPANY, THE:			425.00	
LANGMAN CONSTRUCTION INC				
LANGMAN CONSTRUCTION INC	TRUNK SEWER-PAY APP 7	10/21/2021	252,217.68	WWTP FACILITY C
Total LANGMAN CONSTRUCTION INC:			252,217.68	
LARGESSE, RICK				
LARGESSE, RICK	EDUCATION/TRAINING	10/01/2021	274.44	POLICE FUND
Total LARGESSE, RICK:			274.44	
LENT, ANDREW				
LENT, ANDREW	LENT CELLPHONE REIMBURSEMENT	10/21/2021	200.00	GENERAL FUND
Total LENT, ANDREW:			200.00	
MARSHALL, ROSS				
MARSHALL, ROSS	EDUCATION/TRAINING	10/19/2021	94.27	POLICE FUND

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
Total MARSHALL, ROSS:			94.27	
MCCOY HARDWARE INC				
MCCOY HARDWARE INC	COSTUME PARTY SUPPLIES	10/04/2021	8.74	PARK & RECREATI
MCCOY HARDWARE INC	MIXER HOSE, SHOWER HEAD	10/14/2021	16.18	PARK & RECREATI
MCCOY HARDWARE INC	RESTROOM HARDWARE	10/20/2021	17.33	PARK & RECREATI
MCCOY HARDWARE INC	4" PVC CAP	10/20/2021	3.86	PARK & RECREATI
MCCOY HARDWARE INC	POOL HARDWARE	10/22/2021	8.99	POOL (MEMORIAL)
Total MCCOY HARDWARE INC:			55.10	
MCINTYRE, CRAIG				
MCINTYRE, CRAIG	ADULT SB UMPIRE	10/14/2021	112.00	PARK & RECREATI
Total MCINTYRE, CRAIG:			112.00	
MID AMERICAN ENERGY CO.				
MID AMERICAN ENERGY CO.	ENTRANCE SIGN LIGHTING	10/13/2021	12.44	GENERAL FUND
MID AMERICAN ENERGY CO.	STREET LIGHTING	10/28/2021	128.87	ROAD USE TAX FU
MID AMERICAN ENERGY CO.	07741-18004 65/69 LIFT	10/18/2021	47.33	SEWER FUND
MID AMERICAN ENERGY CO.	09750-87035 WESLEY LIFT STATION	10/19/2021	27.88	SEWER FUND
MID AMERICAN ENERGY CO.	UTILITIES 206 N 1ST	10/19/2021	19.29	FIRE FUND
MID AMERICAN ENERGY CO.	UTILITIES - GAS	10/28/2021	56.00	ROAD USE TAX FU
MID AMERICAN ENERGY CO.	UTILITIES - GAS	10/19/2021	27.49	POLICE FUND
MID AMERICAN ENERGY CO.	69750-52006 QM3 LIFT	10/19/2021	43.44	SEWER FUND
MID AMERICAN ENERGY CO.	UTILITIES - GAS	10/20/2021	145.41	GENERAL FUND
Total MID AMERICAN ENERGY CO.:			508.15	
MOFFITT TRENCHING LLC				
MOFFITT TRENCHING LLC	STORM SEWER REPAIRS	10/11/2021	4,750.00	STORMWATER UTI
Total MOFFITT TRENCHING LLC:			4,750.00	
NORWALK READY-MIXED CONCRETE				
NORWALK READY-MIXED CON	CULVERT REPAIR @ 800 E PLANVIEW	10/05/2021	468.00	STORMWATER UTI
NORWALK READY-MIXED CON	CULVERT REPAIR ON K ST & W 17TH	10/06/2021	402.00	STORMWATER UTI
NORWALK READY-MIXED CON	INTAKE REPAIR AT 1400 WEST IOWA AVE	10/19/2021	199.50	STORMWATER UTI
Total NORWALK READY-MIXED CONCRETE:			1,069.50	
OGLE'S GREEHOUSE AND GARDEN CENTER				
OGLE'S GREEHOUSE AND GAR	TREES FOR SCHOOL PLANTINGS - GRANT	10/06/2021	805.15	PARK & RECREATI
Total OGLE'S GREEHOUSE AND GARDEN CENTER:			805.15	
O'REILLY AUTO PARTS				
O'REILLY AUTO PARTS	ELECTRICAL HEAT SHRINK	10/07/2021	15.99	ROAD USE TAX FU
O'REILLY AUTO PARTS	STROBE LIGHTS REPAIR	10/07/2021	109.56	ROAD USE TAX FU
O'REILLY AUTO PARTS	REPAIR UNTI#7	10/08/2021	6.80	ROAD USE TAX FU
O'REILLY AUTO PARTS	PARTS FOR UNIT#22 DUMP TRUCK	10/11/2021	75.99	ROAD USE TAX FU
O'REILLY AUTO PARTS	SAFETY GLOVES	10/11/2021	132.96	ROAD USE TAX FU
O'REILLY AUTO PARTS	CONCRETE SAW BLADE REPAIR	10/19/2021	21.37	ROAD USE TAX FU
O'REILLY AUTO PARTS	REPAIR UNTI#37, BACKHOE	10/19/2021	18.86	ROAD USE TAX FU
O'REILLY AUTO PARTS	CLEANING SUPPLIES	10/25/2021	38.97	POLICE FUND

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
Total O'REILLY AUTO PARTS:			420.50	
OVERHEAD DOOR COMPANY				
OVERHEAD DOOR COMPANY	OVERHEAD DOOR INSTALLED AT 206 N1ST	09/30/2021	4,385.00	FIRE FUND
Total OVERHEAD DOOR COMPANY:			4,385.00	
PARK, KRIS				
PARK, KRIS	FLAG FOOTBALL OFFICIAL	10/18/2021	60.00	PARK & RECREATI
Total PARK, KRIS:			60.00	
PIERCE BROTHERS REPAIR				
PIERCE BROTHERS REPAIR	SWING REPAIR AT MEMORIAL PARK	10/20/2021	292.00	PARK & RECREATI
Total PIERCE BROTHERS REPAIR:			292.00	
PLEVA MECHANICAL				
PLEVA MECHANICAL	POOL PIPING REPAIR	10/01/2021	2,237.10	POOL (MEMORIAL)
Total PLEVA MECHANICAL:			2,237.10	
POLK CO. MEDICAL EXAMINER				
POLK CO. MEDICAL EXAMINER	PRISONER FEE	10/19/2021	150.00	POLICE FUND
Total POLK CO. MEDICAL EXAMINER:			150.00	
RAFFETY, JACKIE				
RAFFETY, JACKIE	RAFFETY CELLPHONE REIMBURSEMENT	10/22/2021	200.00	GENERAL FUND
RAFFETY, JACKIE	RAFFETY, IMFOA FALL 2021	10/25/2021	33.15	GENERAL FUND
Total RAFFETY, JACKIE:			233.15	
Redina Construction Company				
Redina Construction Company	2021 SEWER LINING	10/08/2021	57,634.00	SEWER CAPITAL P
Total Redina Construction Company:			57,634.00	
REDITECH				
REDITECH	NOVEMBER SERVICES + SUPPLEMENTAL S	10/17/2021	9,215.00	GENERAL FUND
Total REDITECH:			9,215.00	
RT'S LAWN & LANDSCAPE LLC				
RT'S LAWN & LANDSCAPE LLC	CODE ENFORCEMENT ABATEMENT- 1001 C	10/22/2021	550.00	GENERAL FUND
Total RT'S LAWN & LANDSCAPE LLC:			550.00	
SHULL, DOUG				
SHULL, DOUG	MONTHLY CONTRACTED SERVICES	10/28/2021	83.33	GENERAL FUND
Total SHULL, DOUG:			83.33	
SMITH, REED				
SMITH, REED	MILEAGE R SMITH FFII TEST	10/22/2021	125.44	FIRE FUND

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
Total SMITH, REED:			125.44	
SNYDER & ASSOCIATES INC				
SNYDER & ASSOCIATES INC	MISC ENGINEERING	02/28/2021	375.41	GENERAL FUND
SNYDER & ASSOCIATES INC	STREET ISSUES	02/28/2021	422.50	ROAD USE TAX FU
SNYDER & ASSOCIATES INC	DRAINAGE ISSUES	02/28/2021	1,874.89	STORMWATER UTI
SNYDER & ASSOCIATES INC	SITE PLAN REVIEW	02/28/2021	436.50	GENERAL FUND
Total SNYDER & ASSOCIATES INC:			3,109.30	
SPRINGER PROFESSIONAL HOME SERVICES				
SPRINGER PROFESSIONAL HO	ACTIVITY CENTER PEST CONTROL	10/06/2021	64.00	PARK & RECREATI
Total SPRINGER PROFESSIONAL HOME SERVICES:			64.00	
STETSON BUILDING PRODUCTS INC				
STETSON BUILDING PRODUCT	LIME FOR GRIT AND SOLIDS	09/30/2021	42.60	SEWER FUND
Total STETSON BUILDING PRODUCTS INC:			42.60	
STIVERS FORD LINCOLN				
STIVERS FORD LINCOLN	CODE ENFORCEMENT VEHICLE	10/11/2021	27,321.00	VEHICLE RESERV
Total STIVERS FORD LINCOLN:			27,321.00	
STRYKER SALES CORPORATION				
STRYKER SALES CORPORATIO	NEONATE 02 SENSOR LP-15	10/19/2021	330.75	AMBULANCE FUN
Total STRYKER SALES CORPORATION:			330.75	
T.R.M. DISPOSAL LLC				
T.R.M. DISPOSAL LLC	CODE ENFORCEMENT- 210 W IOWA	10/13/2021	105.00	GENERAL FUND
Total T.R.M. DISPOSAL LLC:			105.00	
THEISEN'S				
THEISEN'S	SHOP SUPPLIES	10/06/2021	6.99	ROAD USE TAX FU
THEISEN'S	RV ANTIFREEZE	10/13/2021	23.92	PARK & RECREATI
THEISEN'S	WINDSHIELD WASHER FLUID, MOTOR OIL	10/13/2021	39.08	PARK & RECREATI
THEISEN'S	Propane Heat for Brush Facility Guard Shack	10/14/2021	39.98	GENERAL FUND
Total THEISEN'S:			109.97	
TK CONCRETE INC				
TK CONCRETE INC	VALLEY PLACE-PAY APP2	10/19/2021	160,673.26	STREET CAPITAL
Total TK CONCRETE INC:			160,673.26	
U.S. CELLULAR				
U.S. CELLULAR	CELL PHONE FIRE	10/14/2021	301.49	AMBULANCE FUN
U.S. CELLULAR	CELL PHONE STREET	10/14/2021	96.23	ROAD USE TAX FU
U.S. CELLULAR	CELL PHONE PARKS	10/14/2021	38.47	PARK & RECREATI
U.S. CELLULAR	CELL PHONE SEWER	10/14/2021	113.89	SEWER FUND
U.S. CELLULAR	CELL PHONE COM DEV	10/14/2021	182.72	GENERAL FUND
Total U.S. CELLULAR:			732.80	

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
VANDERPOOL CONSTRUCTION				
VANDERPOOL CONSTRUCTION	IOWA AVE-RETAINAGE	10/26/2021	45,711.32	STREET CAPITAL
VANDERPOOL CONSTRUCTION	IOWA AVE-PAY APP 5	10/26/2021	13,320.52	STREET CAPITAL
Total VANDERPOOL CONSTRUCTION:			59,031.84	
VERIZON WIRELESS				
VERIZON WIRELESS	DATA	10/15/2021	1,140.48	POLICE FUND
Total VERIZON WIRELESS:			1,140.48	
WARREN COUNTY ECONOMIC DEV CORP				
WARREN COUNTY ECONOMIC	WCLI CLASS (JARED KEENAN)	10/22/2021	350.00	SEWER FUND
WARREN COUNTY ECONOMIC	MOSHER-WCLI 2022	10/26/2021	350.00	GENERAL FUND
Total WARREN COUNTY ECONOMIC DEV CORP:			700.00	
WARREN COUNTY RECORDER				
WARREN COUNTY RECORDER	2021-10926 - WILLIAMS TER	09/09/2021	17.00	GENERAL FUND
WARREN COUNTY RECORDER	2021-11510 AMEND 5 TO URP	09/09/2021	167.00	GENERAL FUND
Total WARREN COUNTY RECORDER:			184.00	
WELLS FARGO CCER				
WELLS FARGO CCER	Ups 1zr31kt20320009615postage	09/24/2021	31.33	POLICE FUND
WELLS FARGO CCER	CappelS Ace Hardware InFuse for car 181	09/16/2021	4.91	POLICE FUND
WELLS FARGO CCER	Wm Supercenter #1491Station Supplies for em	09/16/2021	41.19	FIRE FUND
WELLS FARGO CCER	Sq West Hill Brewing ComBags League Award	09/16/2021	75.00	PARK & RECREATI
WELLS FARGO CCER	Industrialsafety.ComGas canister for Largesse	09/16/2021	88.69	POLICE FUND
WELLS FARGO CCER	Amzn Digital 2g3q25nr0Family program	09/09/2021	59.99	LIBRARY FUND
WELLS FARGO CCER	TheisenS #21Funnel, bar oil, chamois and tool	09/09/2021	96.32	FIRE FUND
WELLS FARGO CCER	Cnm Outdoor EquipmentNew Chain saw Truck	09/07/2021	589.37	FIRE FUND
WELLS FARGO CCER	Hy-Vee Indianola 1271Teen program supplies	09/15/2021	37.89	LIBRARY FUND
WELLS FARGO CCER	MailchimpMarketing	09/13/2021	56.70	LIBRARY FUND
WELLS FARGO CCER	Wm Supercenter #1491Activity Center and Zon	09/13/2021	32.82	PARK & RECREATI
WELLS FARGO CCER	Hy-Vee Indianola 1271Lunch and Learn Snacks	09/16/2021	19.89	PARK & RECREATI
WELLS FARGO CCER	CappelS Ace Hardware InShelving unit	09/16/2021	43.98	FIRE FUND
WELLS FARGO CCER	Wal-Mart #1491Teen program supplies	09/29/2021	70.46	LIBRARY FUND
WELLS FARGO CCER	Iowa League Of CitiesIMFOA Conference Fall 2	09/13/2021	125.00	GENERAL FUND
WELLS FARGO CCER	Faronics Technologies Usacomputer software to	09/08/2021	512.58	VEHICLE RESERV
WELLS FARGO CCER	Iowa League Of Cities2021 Fall IMFOA Confere	09/08/2021	175.00	GENERAL FUND
WELLS FARGO CCER	Sangoma Us IncTelephone service	09/07/2021	50.01	GENERAL FUND
WELLS FARGO CCER	Sleep Inn & SuitesHotel Stay for Ty	09/15/2021	191.54	SEWER FUND
WELLS FARGO CCER	Awl Pearson EducationOn-line training for para	09/15/2021	235.39	AMBULANCE FUN
WELLS FARGO CCER	The Lodge At Deadwood RFOOD trip to MOCIC	09/01/2021	17.44	POLICE FUND
WELLS FARGO CCER	American Planning Alowa APA Annual Conferen	09/01/2021	275.00	GENERAL FUND
WELLS FARGO CCER	Book OutletBooks	09/01/2021	31.55	LIBRARY FUND
WELLS FARGO CCER	Bound Tree Medical LlcAmbulance Medical Sup	09/13/2021	750.88	AMBULANCE FUN
WELLS FARGO CCER	Bound Tree Medical LlcAmbulance Medical Sup	09/13/2021	225.34	AMBULANCE FUN
WELLS FARGO CCER	Dollar General #22960Mails for return items	09/13/2021	4.01	GENERAL FUND
WELLS FARGO CCER	DollartreeHalloween Party Decorations	09/20/2021	10.00	PARK & RECREATI
WELLS FARGO CCER	Wef MainWEF Membership	09/20/2021	95.00	SEWER FUND
WELLS FARGO CCER	Warren County OilLP for North Plant	09/20/2021	1,503.98	SEWER FUND
WELLS FARGO CCER	Hy-Vee Indianola 1271Teen program supplies	09/08/2021	37.65	LIBRARY FUND
WELLS FARGO CCER	Hy-Vee Indianola 1271Teen program supplies	09/01/2021	40.73	LIBRARY FUND
WELLS FARGO CCER	Mavericks Steak & C-StFOOD trip to MOCIC co	09/01/2021	40.22	POLICE FUND
WELLS FARGO CCER	SteamboatboysMetro Finance Directors Lunch,	09/17/2021	18.05	GENERAL FUND
WELLS FARGO CCER	Iowa Library Association62300- ILA Conference	09/14/2021	210.00	LIBRARY FUND

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
WELLS FARGO CCER	Napa Parts 215Engine oil, oil filters, air filters an	09/14/2021	879.98	AMBULANCE FUN
WELLS FARGO CCER	Book OutletFamily program	09/01/2021	4.00	LIBRARY FUND
WELLS FARGO CCER	Iowa League Of Cities2021 Fall Clerk Institute	09/01/2021	160.00	GENERAL FUND
WELLS FARGO CCER	Target 00008037Halloween Party Prizes	09/20/2021	46.00	PARK & RECREATI
WELLS FARGO CCER	Bp#5801261total StopGAS trip to MOCIC confe	09/03/2021	69.01	POLICE FUND
WELLS FARGO CCER	The Lodge At Deadwood HLodging trip to MOCI	09/03/2021	526.72	POLICE FUND
WELLS FARGO CCER	The Lodge At Deadwood RFOOD trip to MOCIC	09/02/2021	12.68	POLICE FUND
WELLS FARGO CCER	Warren County OilTank Rent for Admin LP Tank	09/20/2021	39.59	SEWER FUND
WELLS FARGO CCER	Iowa Dnr SalesSewer Main Lining Construction	09/20/2021	100.00	SEWER FUND
WELLS FARGO CCER	Wal-Mart #1491Projector Cable	09/17/2021	8.32	PARK & RECREATI
WELLS FARGO CCER	Iowa Park And RecreationIowa Parks and Recr	09/10/2021	155.00	PARK & RECREATI
WELLS FARGO CCER	Mercyone Clive00015776mercy drug order	09/10/2021	1,658.67	AMBULANCE FUN
WELLS FARGO CCER	Homedepot.ComDigital Box Level for Sidewalk I	09/10/2021	219.00	GENERAL FUND
WELLS FARGO CCER	Napa Parts 215Small engine fuel for saws. Mar	09/03/2021	99.45	FIRE FUND
WELLS FARGO CCER	Sq The Outside Scoop - lZone prize for open h	09/03/2021	5.00	PARK & RECREATI
WELLS FARGO CCER	Conoco - Bjs SturgisGAS trip to MOCIC confere	09/03/2021	68.57	POLICE FUND
WELLS FARGO CCER	Dollar General #22960Dollar general for plates f	09/10/2021	4.28	GENERAL FUND
WELLS FARGO CCER	Hy-Vee Indianola 1271Batteries	09/25/2021	12.99	LIBRARY FUND
WELLS FARGO CCER	Hy-Vee Indianola 1271Water for fire department	09/25/2021	9.90	FIRE FUND
WELLS FARGO CCER	Wm Supercenter #1491Thumb drives for fire inv	09/02/2021	27.76	FIRE FUND
WELLS FARGO CCER	Dph Regulatory ProgramsDPH Paramedic regis	09/02/2021	80.00	AMBULANCE FUN
WELLS FARGO CCER	Mustang SallysFOOD trip to MOCIC conference	08/30/2021	21.15	POLICE FUND
WELLS FARGO CCER	Wal-Mart #1491Crafts to go	09/21/2021	22.86	LIBRARY FUND
WELLS FARGO CCER	Lock Paper Scissors EsPrograms	09/21/2021	99.00	LIBRARY FUND
WELLS FARGO CCER	In PharmpropsMedical Props for EMS Training	09/21/2021	362.75	AMBULANCE FUN
WELLS FARGO CCER	Homedepot.ComLaser Distance Meter Level for	09/10/2021	209.00	GENERAL FUND
WELLS FARGO CCER	Wm Supercenter #1491Pickard Concessions	09/10/2021	36.53	PARK & RECREATI
WELLS FARGO CCER	Batteriesplusbulbs 0203Batteries for Headsets	09/10/2021	26.04	SEWER FUND
WELLS FARGO CCER	Adobe 800-833-6687monthly software subscri	08/31/2021	52.99	PARK & RECREATI
WELLS FARGO CCER	Chegg Orderbooks for paramedic training	08/31/2021	662.30	FIRE FUND
WELLS FARGO CCER	Spencer Municipal HospCPR card Karissa Chih	08/31/2021	127.00	AMBULANCE FUN
WELLS FARGO CCER	Fareway Stores #657Purchased Bed bug spray	09/11/2021	35.96	AMBULANCE FUN
WELLS FARGO CCER	Hy-Vee Indianola 1271Family program	09/11/2021	27.79	LIBRARY FUND
WELLS FARGO CCER	Hy-Vee Indianola 1271Batteries	09/11/2021	12.99	LIBRARY FUND
WELLS FARGO CCER	Wal-Mart #1491Crafts to go	09/23/2021	25.14	LIBRARY FUND
WELLS FARGO CCER	Wm Supercenter #1491Zone Snacks and Batter	09/23/2021	34.08	PARK & RECREATI
WELLS FARGO CCER	Bound Tree Medical LlcAmbulance Medical Sup	09/23/2021	65.50	AMBULANCE FUN
WELLS FARGO CCER	Bound Tree Medical LlcGLUTOSE 15GM - LEM	09/27/2021	44.37	AMBULANCE FUN
WELLS FARGO CCER	DollartreeAdult Program Supplies	09/27/2021	15.00	LIBRARY FUND
WELLS FARGO CCER	Etsy.Com - PoligoniaAdult Program Supplies	08/31/2021	4.91	LIBRARY FUND
WELLS FARGO CCER	Executive Laser Wash 5Pickup Wash	09/28/2021	12.00	SEWER FUND
WELLS FARGO CCER	Batteriesplusbulbs 0203Batteries for Headsets	09/28/2021	67.34	SEWER FUND
WELLS FARGO CCER	Iowa League Of CitiesLent-laCMA Annual Dues	09/28/2021	100.00	GENERAL FUND
WELLS FARGO CCER	Spencer Municipal HospCPR cards Mark Butch	08/31/2021	14.00	AMBULANCE FUN
WELLS FARGO CCER	Target 00008037Storage	08/31/2021	30.47	LIBRARY FUND
WELLS FARGO CCER	Target 00019398Storage	08/31/2021	22.00	LIBRARY FUND
WELLS FARGO CCER	Adobe Acropro Subcontract	09/27/2021	14.99	POLICE FUND

Total WELLS FARGO CCER:

12,130.99

WESLEY WOODS CAMP & RETREAT CTR

WESLEY WOODS CAMP & RET	PROGRAM INSTRUCTION	10/15/2021	545.00	PARK & RECREATI
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Total WESLEY WOODS CAMP & RETREAT CTR:

545.00

WEST DES MOINES HISTORICAL SOCIETY

WEST DES MOINES HISTORICA	LUNCH & LEARN PRESENTER	10/22/2021	100.00	PARK & RECREATI
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Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
Total WEST DES MOINES HISTORICAL SOCIETY:			100.00	
WESTSIDE MUFFLER & REPAIR				
WESTSIDE MUFFLER & REPAIR	NEW CONVERTER ASSEMBLY ON 2019 CHE	10/13/2021	1,207.42	PARK & RECREATI
Total WESTSIDE MUFFLER & REPAIR:			1,207.42	
WILLIAMS, CAM				
WILLIAMS, CAM	FLAG FOOTBALL OFFICIAL	10/12/2021	60.00	PARK & RECREATI
Total WILLIAMS, CAM:			60.00	
Grand Totals:			791,195.96	

City Council: _____



MEMORANDUM

To: Mayor and City Council
From:
Date: November 1, 2021
Subject: Approval of Minutes of the prior council meetings

Recommendation: Roll call is in order.

Attachments:

1. 10152021 Minutes
2. 10182021 Minutes



CITY OF INDIANOLA COUNCIL MEETING

October 15, 2021

7:00 AM

City Council Chambers

Minutes

The Indianola City Council met in special session on October 15, 2021 at 7:00 a.m. in the City Hall Council Chambers. Mayor Pam Pepper called the meeting to order and on roll call the following members were present: Heather Hulen, John Parker, Bob Kling, Gwen Schroder, and Greg Marchant. Absent: Greta Southall.

At 7:02 a.m. Council Member Schroder moved to enter into closed session in accordance with Iowa Code Section 21.5 (1)(i) to evaluate the professional competency of an individual whose appointment, hiring, performance, or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session. Council Member Parker seconded it. On roll call, the vote was AYES: Hulen, Parker, Kling, Schroder, and Marchant. NAYS: None. ABSENT: Southall.

Whereas the Mayor declared the motion carried unanimously.

Council Member Southall joined the meeting at 7:03 a.m.

At 8:00 a.m. Council Member Marchant moved, and Parker seconded to exit the closed session. On roll call, the vote was AYES: Hulen, Parker, Kling, Schroder, Southall and Marchant. NAYS: None. Whereas the Mayor declared the motion carried unanimously.

Council Member Marchant moved to adjourn the meeting at 8:00 a.m. Council Member Southall seconded it. On roll call, the vote was AYES: Hulen, Parker, Kling, Schroder, Southall, and Marchant. NAYS: None. Whereas the Mayor declared the motion carried unanimously.

Pam Pepper, Mayor

ATTEST:

Andrew J. Lent, City Clerk/CFO



CITY OF INDIANOLA COUNCIL MEETING

October 18, 2021

6:00 PM

City Council Chambers

Minutes

The Indianola City Council met in regular session on October 18, 2021 in the City Hall Council Chambers. Mayor Pam Pepper called the meeting to order at 6:00 p.m. and on roll call the following members were present: Heather Hulen, John Parker, Bob Kling, Gwen Schroder (via phone due to being out-of-town), Greta Southall, Greg Marchant and Mayor Pepper. Absent: None.

No public comments were offered.

Claims were pulled from the consent agenda on a request by Council Member Hulen. Council Member Kling moved to approve the consent agenda. Council Member Marchant seconded it. On roll call, the vote was AYES: Hulen, Parker, Kling, Schroder, Southall, and Marchant. NAYS: None. Whereas the Mayor declared the motion carried unanimously. The consent agenda was as follows:

- Approval of Agenda
- Approval of Claims
- Resolution 2021-233 approving monthly transfers.
- Approval of Minutes of the prior council meetings
- Resolution 2021-234 setting a Public Hearing on November 1, 2021 regarding a request from JK Management LLC for a right-of-way vacation and conveyance of the portion of the north/south alley that lies west of Lots 15 and 16 of the Plat of Jones and Windles Addition to Indianola, Warren County, Iowa.
- Resolution 2021-235 setting a Public Hearing on November 15, 2021, regarding a request from Diligent Development to rezone property located at 1909 South K Street from A-1 (Agricultural/Open Space Zoning District) to R-1 (Single-Family Residential Detached Zoning District).
- Resolution 2021-236 setting dates of a consultation meeting and a public hearing on a proposed Amendment No. 6 to the Hillcrest/Downtown Unified Urban Renewal Plan in the City of Indianola, State of Iowa.
- Approval of a renewal liquor license for Hy-Vee Food Store.
- Approval of a renewal liquor license for Hy-Vee Gas Station.
- Approval of a renewal liquor license for Groggy Dog.
- Approval of a renewal liquor license for MoJo's.
- Approval of a Home Base Iowa Initiative Application from Lowell Hoff and authorization of a handwritten warrant in the amount of \$1500.00.
- Approval of a renewal liquor license for Pete's Pizza.
- Third consideration of an Ordinance amending the City Code of the City of Indianola, Iowa amending regulations for all-terrain vehicles and snowmobiles and creating regulations for golf carts.

- Third Consideration of an ordinance amending ordinance nos. 1026, 1137, 1218, 1322, 1336, 1428, 1217, 1314, 1396, 1549, 1613, 1616, and 1668, providing that general property taxes levied and collected each year on a portion of the property located within the amended Hillcrest/Downtown Unified Urban Renewal Area, in City of Indianola, County of Warren State of Iowa, by and for the benefit of the State of Iowa, City of Indianola, County of Warren, Indianola Community School District, and other taxing districts, be paid to a special fund for payment of principal and interest on loans, monies advanced to and indebtedness, including bonds issued or to be issued, incurred by the City in connection with the amended Hillcrest/Downtown Unified Urban Renewal Area.
- Approval of Pay Application No 16 to Williams Brothers Construction for the Water Resource Recovery Facility in an amount not to exceed \$1,996,006.13.
- Approval of Pay Application No 3 to Vanderpool Construction for the South Plant Lift Station Improvements in an amount not to exceed \$187,122.82.
- Resolution 2021-237 approving Change Order No 4 and Pay Application No 4 for the Square Reconstruction Project.
- Resolution 2021-238 authorizing the purchase of a pickup for the Water Resource Recovery Department and the determination of property to be surplus and authorizing the sale of property.
- Resolution 2021-239 authorizing the purchase of a 2021 Ford Explorer for the Community Development Department.
- Resolution 2021-240 approving salaries.

Council Member Southall moved to approve agenda item 5B - Approval of Claims. Council Member Parker seconded it. On roll call, the vote was AYES: Parker, Kling, Schroder, Southall, and Marchant. NAYS: None. ABSTAIN: Hulen, citing a conflict of interest.

Council Member Kling provided an update to Council on the October 12th meeting of Metro Advisory Committee.

Mayor Pepper thanked Fareway for hosting an event that raised money for the Fire and Police Departments and the public safety team for their successful open house. She also encouraged citizens to join the City's Boards and Commissions. Mayor Pepper thanked attendees and candidates for participating in the election forums and encouraged people to vote.

Mayor Pepper read a proclamation declaring October National Arts and Humanities Month in Indianola.

Council Member Marchant moved to open the Public Hearing on the matter of the proposed authorization of a loan and disbursement agreement and the issuance of not to exceed \$1,800,000 sewer revenue capital loan notes. Council Member Parker seconded it. On roll call, the vote was AYES: Hulen, Parker, Kling, Schroder, Southall, and Marchant. NAYS: None. Whereas the Mayor declared the motion carried unanimously.

Andrew Lent, City Clerk/CFO, stated the amendment to the current SRF loan reduces the interest rate in order to finance a clean water project on the Streetscape project. This program is through the Iowa Finance Authority. No other public comments were offered.

Council Member Southall moved and Hulen seconded to close the Public Hearing. On roll call, the vote was AYES: Hulen, Parker, Kling, Schroder, Southall, and Marchant. NAYS: None. Whereas the Mayor declared the motion carried unanimously.

Council Member Kling moved to approve Resolution 2021-241 authorizing a loan and disbursement agreement and the issuance of not-to-exceed \$1,800,000 sewer revenue capital loan notes. Council Member Hulen seconded it. On roll call, the vote was AYES: Hulen, Parker, Kling, Schroder, Southall, and Marchant. NAYS: None. Whereas the Mayor declared the motion carried unanimously.

Council Member Hulen moved to approve Resolution 2021-242 authorizing the certification of liens to the Warren County Treasurer for purposes of assessing the cost of nuisance abatement against property. Council Member Southall seconded it. In discussion, Community and Economic Development Director Charlie Dissell explained the nuisance abatement process. On roll call, the vote was AYES: Hulen, Parker, Kling, Schroder, Southall, and Marchant. NAYS: None. Whereas the Mayor declared the motion carried unanimously.

Council Member Southall moved to approve Resolution 2021-243 approving a contract with Kiya Koda for animal control services. Council Member Hulen seconded it. In discussion, Lent shared the monthly amount will be \$4,000 for Fiscal Year 22 and increase to \$4,250/month in FY 23 and \$4,500/month in FY 24. On roll call, the vote was AYES: Hulen, Parker, Kling, Schroder, Southall, and Marchant. NAYS: None. Whereas the Mayor declared the motion carried unanimously.

Council Member Kling moved to approve Resolution 2021-244 authorizing the purchase of a generator for the Wesley Lift Station. Council Member Southall seconded it. In discussion, City Manager Ryan Waller said the current generator is obsolete and parts are no longer available. As this is a critical piece of equipment, staff recommends approval of the purchase. On roll call, the vote was AYES: Hulen, Parker, Kling, Schroder, Southall, and Marchant. NAYS: None. Whereas the Mayor declared the motion carried unanimously.

Council Member Marchant moved to approve the first consideration of an Ordinance amending provisions of City of Indianola Code Section 135.14, relating to driveway standards. Council Member Hulen seconded it. In discussion, Akhilesh Pal, Public Works Director, stated the city does not currently have driveway standards. The proposed Ordinance creates uniform driveways for new and replacement driveways. The standards take into consideration the type of dwelling, frontage of property, driveway width and visibility and the road type. On roll call, the vote was AYES: Hulen, Parker, Kling, Schroder, Southall, and Marchant. NAYS: None. Whereas the Mayor declared the motion carried unanimously.

Council Member Marchant moved to approve the first consideration of an Ordinance amending the City Code of the City of Indianola, Iowa creating regulations related to a residential rental code and making certain related amendments to the Property Maintenance Code. Council Member Parker seconded it. In discussion, Dissell explained the proposed code. Council approved the proposed fees and language on the outstanding items. An update to the radon and locking devices portion of the Ordinance will be on the second and third considerations. On roll call, the vote was AYES: Hulen, Parker, Kling, Schroder, Southall, and Marchant. NAYS: None. Whereas the Mayor declared the motion carried unanimously.

Council Member Marchant moved to approve Resolution 2021-245 approving a Plat of Survey for Robert and Elizabeth Freese, located at 603 East Hillcrest Avenue. Council Member Parker seconded it. In discussion, Dissell stated this creates more residential development opportunities in Indianola. On roll call, the vote was AYES: Hulen, Parker, Kling, Schroder, Southall, and Marchant. NAYS: None. Whereas the Mayor declared the motion carried unanimously.

In the City Manager's Report, Waller corrected misinformation that was shared at a recent candidate forum. He stated a former employee was not fired nor asked to resign but chose to leave, on good terms, after faithfully serving the city, to pursue other opportunities.

Council Member Parker moved to receive and file correspondence from October 1 and 8, 2021 weekly updates from City Manager, Ryan Waller. Council Member Southall seconded it. Question was called for and on voice vote the Mayor declared the motion carried unanimously.

Council Member Parker moved to adjourn at 6:51 p.m. Council Member Southall seconded it. Question was called for and on voice vote the Mayor declared the motion carried unanimously.

Pam Pepper, Mayor

ATTEST:

Andrew J. Lent, City Clerk/CFO



MEMORANDUM

To: Mayor and City Council

From: Charlie Dissell, Community and Economic Development Director

Date: November 1, 2021

Subject: Resolution fixing a date for a Public Hearing on the proposal to enter into a Development Agreement with Cemen Tech, Inc.

Introduction:

Background: As the Council is aware, the City is working with CemenTech on a proposed expansion project for their existing business. To help facilitate this expansion project, a Development Agreement has been proposed. A Public Hearing date on this matter is requested to be set for the November 15, 2021 City Council Meeting at 6:00 PM. It should be noted that at this time, the Council is simply being asked to set the public hearing date. If the hearing is set for November 15, formal action on the development agreement could occur on that date.

Discussion:

Budget Impact:

Recommendation: Staff recommends the Council set a public hearing for the November 15, 2021 City Council Meeting.

Attachments: 1. Cemen Tech, Inc. DA - Resolution Setting Dates (01957702x7F7E1)

ITEM TO INCLUDE ON AGENDA

CITY OF INDIANOLA, IOWA

November 1, 2021

6:00 P.M.

Hillcrest/Downtown Unified Urban Renewal Plan

- Resolution fixing date for a public hearing on the proposal to enter into a Development Agreement with Cemen Tech, Inc.

IMPORTANT INFORMATION

1. The above agenda items should be included, along with any other agenda items, in the meeting agenda. The agenda should be posted on a bulletin board or other prominent place easily accessible to the public and clearly designated for that purpose at the principal office of the body holding the meeting. If no such office exists, the notice must be posted at the building in which the meeting is to be held.
2. If you do not now have a bulletin board designated as above mentioned, designate one and establish a uniform policy of posting your notices of meeting and tentative agenda.
3. Notice and tentative agenda must be posted at least 24 hours prior to the commencement of the meeting.

NOTICE MUST BE GIVEN PURSUANT TO CHAPTER 21,
CODE OF IOWA, AND THE LOCAL RULES OF THE CITY.

November 1, 2021

The City Council of the City of Indianola in the State of Iowa, met in _____ session, in the Council Chambers, City Hall, 110 North First Street, Indianola, Iowa, at 6:00 P.M., on the above date. There were present Mayor _____, in the chair, and the following named Council Members:

Absent: _____

Vacant: _____

* * * * *

Council Member _____ then introduced the following proposed Resolution entitled "RESOLUTION FIXING DATE FOR A PUBLIC HEARING ON THE PROPOSAL TO ENTER INTO A DEVELOPMENT AGREEMENT WITH CEMEN TECH, INC., AND PROVIDING FOR PUBLICATION OF NOTICE THEREOF", and moved that the same be adopted. Council Member _____ seconded the motion to adopt. The roll was called, and the vote was:

AYES: _____

NAYS: _____

Whereupon, the Mayor declared the Resolution duly adopted as follows:

RESOLUTION NO. _____

RESOLUTION FIXING DATE FOR A PUBLIC HEARING ON
THE PROPOSAL TO ENTER INTO A DEVELOPMENT
AGREEMENT WITH CEMEN TECH, INC., AND PROVIDING
FOR PUBLICATION OF NOTICE THEREOF

WHEREAS, the City of Indianola, Iowa (the "City") adopted the Hillcrest Urban Renewal Plan for the Hillcrest Urban Renewal Area by Resolution No. 11-94 on July 5, 1994, and subsequently amended the Hillcrest Urban Renewal Plan six times; and

WHEREAS, the City adopted the Downtown Urban Renewal Plan for the Downtown Urban Renewal Area by Resolution No. 08-01 on September 4, 2001 and subsequently amended the Downtown Urban Renewal Plan two times; and

WHEREAS, the City adopted the Hillcrest/Downtown Unified Urban Renewal Plan (the "Unified Plan" or "Unified Urban Renewal Plan") for the Hillcrest/Downtown Unified Urban Renewal Area (the "Area" or "Urban Renewal Area") described therein, by Resolution No. 2015-44 on November 16, 2015, when the City unified the existing Hillcrest Urban Renewal Area and Downtown Urban Renewal Area, and combined and renamed the original urban renewal plans for the two areas; and

WHEREAS, the Unified Plan has subsequently been amended five times, with Amendment No. 6 to the Unified Plan to be adopted in 2021; and

WHEREAS, it is desirable that properties within the Area be redeveloped as part of the overall redevelopment area covered by said Plan; and

WHEREAS, the City has received a proposal from Cemen Tech, Inc. (the "Developer"), in the form of a proposed Development Agreement (the "Agreement") by and between the City and the Developer, pursuant to which, among other things, the Developer would agree to construct certain Minimum Improvements (as defined in the Agreement) on certain real property located within the Urban Renewal Area as defined and legally described in the Agreement (the "Development Property") and consisting of the renovation of an existing facility on the Development Property, including the construction of a new 7,200 square foot building, remodel of existing offices, expansion of two truck bays, and the addition of four additional truck bays and eight additional offices, together with all related site improvements, as outlined in the proposed Agreement; and

WHEREAS, the Agreement further requires the Developer to occupy and operate its business in the Minimum Improvements, including employing a minimum number of employees in those operations, during the term of the Agreement; and

WHEREAS, the Agreement further proposes that the City will make up to fifteen (15) consecutive annual payments of Economic Development Grants to Developer consisting of 100% of the Tax Increments generated by the construction of the Minimum Improvements and collected pursuant to Section 403.19, Code of Iowa; the cumulative total for all such payments not to exceed

the lesser of \$427,500, or the amount accrued under the formula outlined in the proposed Agreement, under the terms and following satisfaction of the conditions set forth in the Agreement; and

WHEREAS, the Agreement also proposes that Developer and the City will enter into a Minimum Assessment Agreement with the County setting the minimum actual value of the Development Property after construction of Minimum Improvements for tax purposes at not less than \$2,893,300; and

WHEREAS, Chapters 15A and 403, Code of Iowa, (the "Urban Renewal Law") authorize cities to make grants for economic development in furtherance of the objectives of an urban renewal project and to appropriate such funds and make such expenditures as may be necessary to carry out the purposes of said Chapter, and to levy taxes and assessments for such purposes; and

WHEREAS, the Council has determined that the Agreement is in the best interests of the City and the residents thereof and that the performance by the City of its obligations thereunder is a public undertaking and purpose and in furtherance of the Plan and the Urban Renewal Law and, further, that the Agreement and the City's performance thereunder is in furtherance of appropriate economic development activities and objectives of the City within the meaning of Chapters 15A and 403, Code of Iowa, taking into account the factors set forth therein; and

WHEREAS, neither the Urban Renewal Law nor any other Code provision sets forth any procedural action required to be taken before said economic development activities can occur under the Agreement, and pursuant to Section 364.6, Code of Iowa, it is deemed sufficient if the action hereinafter described be taken and the City Clerk publish notice of the proposal and of the time and place of the meeting at which the Council proposes to take action thereon and to receive oral and/or written objections from any resident or property owner of said City to such action.

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

Section 1. That this Council meet in the Council Chambers, City Hall, 110 North First Street, Indianola, Iowa, at 6:00 P.M. on November 15, 2021, for the purpose of taking action on the matter of the proposal to enter into a Development Agreement with Cemen Tech, Inc.

Section 2. That the City Clerk is hereby directed to cause at least one publication to be made of a notice of said meeting, in a legal newspaper, printed wholly in the English language, published at least once weekly, and having general circulation in said City, said publication to be not less than four (4) clear days nor more than twenty (20) days before the date of said public meeting.

Section 3. The notice of the proposed action shall be in substantially the following form:

(One publication required)

**NOTICE OF PUBLIC HEARING OF THE CITY COUNCIL OF
THE CITY OF INDIANOLA IN THE STATE OF IOWA, ON THE
MATTER OF THE PROPOSAL TO ENTER INTO A
DEVELOPMENT AGREEMENT WITH CEMEN TECH, INC.,
AND THE HEARING THEREON**

PUBLIC NOTICE is hereby given that the Council of the City of Indianola in the State of Iowa, will hold a public hearing on November 15, 2021, at 6:00 P.M. in the Council Chambers, City Hall, 110 North First Street, Indianola, Iowa, at which meeting the Council proposes to take action on the proposal to enter into a Development Agreement (the "Agreement") with Cemen Tech, Inc. (the "Developer").

The Agreement would obligate the Developer to construct certain Minimum Improvements (as defined in the Agreement) on certain real property located within the Hillcrest/Downtown Unified Urban Renewal Area as defined and legally described in the Agreement (the "Development Property"), consisting of the renovation of an existing facility on the Development Property, including the construction of a new 7,200 square foot building, remodel of existing offices, expansion of two truck bays, and the addition of four additional truck bays and eight additional offices, together with all related site improvements, under the terms and following satisfaction of the conditions set forth in the Agreement. The Agreement would obligate the Developer to occupy and operate its business in the Minimum Improvements, including employing a minimum number of employees in those operations, during the duration of the Agreement.

The Agreement would further obligate the City to make up to fifteen (15) consecutive annual payments of Economic Development Grants to Developer consisting of 100% of the Tax Increments generated by the construction of the Minimum Improvements and collected pursuant to Section 403.19, Code of Iowa. The cumulative total for all such payments shall not exceed the lesser of \$427,500, or the amount accrued under the formula outlined in the proposed Agreement, under the terms and following satisfaction of the conditions set forth in the Agreement.

The Agreement also proposes that Developer and the City will enter into a Minimum Assessment Agreement with the County setting the minimum actual value of the Development Property after construction of Minimum Improvements for tax purposes at not less than \$2,893,300.

A copy of the Agreement is on file for public inspection during regular business hours in the office of the City Clerk, City Hall, City of Indianola, Iowa.

At the above meeting the Council shall receive oral or written objections from any resident or property owner of said City, to the proposal to enter into the Agreement with the Developer. After all objections have been received and considered, the Council will at this meeting or at any adjournment thereof, take additional action on the proposal or will abandon the proposal to authorize said Agreement.

This notice is given by order of the City Council of the City of Indianola in the State of Iowa, as provided by Section 364.6, Code of Iowa.

Dated this _____ day of _____, 2021.

City Clerk, City of Indianola in the State of Iowa

(End of Notice)

PASSED AND APPROVED this 1st day of November, 2021.

Mayor

ATTEST:

City Clerk

CERTIFICATE

STATE OF IOWA

)

) SS

COUNTY OF WARREN

)

I, the undersigned City Clerk of the City of Indianola, State of Iowa, do hereby certify that attached is a true and complete copy of the portion of the records of the City showing proceedings of the Council, and the same is a true and complete copy of the action taken by the Council with respect to the matter at the meeting held on the date indicated in the attachment, which proceedings remain in full force and effect, and have not been amended or rescinded in any way; that meeting and all action thereat was duly and publicly held in accordance with a notice of meeting and tentative agenda, a copy of which was timely served on each member of the Council and posted on a bulletin board or other prominent place easily accessible to the public and clearly designated for that purpose at the principal office of the Council pursuant to the local rules of the Council and the provisions of Chapter 21, Code of Iowa, upon reasonable advance notice to the public and media at least twenty-four hours prior to the commencement of the meeting as required by law and with members of the public present in attendance; I further certify that the individuals named therein were on the date thereof duly and lawfully possessed of their respective city offices as indicated therein, that no Council vacancy existed except as may be stated in the proceedings, and that no controversy or litigation is pending, prayed or threatened involving the incorporation, organization, existence or boundaries of the City or the right of the individuals named therein as officers to their respective positions.

WITNESS my hand and the seal of the Council hereto affixed this _____ day of _____, 2021.

City Clerk, City of Indianola, State of Iowa

(SEAL)

01957702-1\13538-165



MEMORANDUM

To: Mayor and City Council
From: Jackie Raffety, Deputy Clerk
Date: November 1, 2021
Subject: Approval of a renewal liquor license for Hy-Vee Market Grille.

Introduction: Hy-Vee Market Grille is renewing their Class C liquor license with Sunday sales and catering privileges.

Background:

Discussion: Council is asked to consider a renewal liquor license for Hy-Vee Market Grille, located at 910 N Jefferson Way. They have also included an amendment to their application that covers the Grille plus the rest of the store so that the liquor license approval for both the store and cafe will occur at the same time next year.

Budget Impact: The City receives a portion of the liquor license fee the applicant pays to the State of Iowa.

Recommendation: All paperwork is in order and staff has approved.

Attachments: None



MEMORANDUM

To: Mayor and City Council
From: Jackie Raffety, Deputy Clerk
Date: November 1, 2021
Subject: Approval of a Home Base Iowa Initiative Application from James Camp and authorization of a handwritten warrant in the amount of \$1500.

Introduction: James Camp has submitted an application for the City of Indianola's Home Base Iowa Veteran Incentive Program.

Background: Council has approved one other application this fiscal year.

Discussion: Council will need to consider the approval of the Home Base Iowa Initiative Application and a handwritten warrant in the amount of \$1500. Mr. Camp purchased his home on September 24, 2021 and the application was received in the Clerk's office on October 15, 2021.

Budget Impact: \$1,500.00

Recommendation: All paperwork is in order for approval.

Attachments: 1. Camp HBI Application



INDIANOLA VETERANS AFFAIRS APPLICATION FOR VETERAN INCENTIVE PROGRAM

OFFICE OF CITY CLERK

OCT 15 2021

Full Name:

JAMES

D.

CAMP

INDIANOLA, IOWA

First

MI

Last

Address:

1108 N. 7TH CT.

Street Address

Apartment/Unit #

INDIANOLA

IA.

50125

City

State

ZIP Code

Home Phone:

515-381-8602

Alternate Phone:

515-333-9683

Email:

JOCMJR@GRM.NET

Birth Date:

1 DEC 47

Marital Status:

M

Date of Purchase:

24 SEP 21

Owned Home
in Indianola
Previously:

☐

YES

☒

NO

MILITARY INFORMATION

Branch of Service:

US Army + US AIR GUARD

Date Entered:

19 OCT 70

Date of Discharge:

1996

Character of
Discharge:

HONORABLE

Signature VA Rep:

Donald J. Brown



INDIANOLA VETERANS AFFAIRS APPLICATION FOR VETERAN INCENTIVE PROGRAM

Full Name: JAMES D. CAMP
First MI Last

Previous Address: 3290 Phst. RUN TRL.
Street Address Apartment/Unit #
PERU IA 50222
City State ZIP Code

How Long: 73 YRS.

Remarks:

Signature: JAMES D. CAMP Date: 14 OCT 21

CERTIFICATION FROM AUDITORS OFFICE

Full Name: James D. Camp
First MI Last

Date Recorded: 9/27/21 First Time Buyer in Indianola: ☒ YES ☐ NO

Signature: Tracey VanderLinder

CITY INTERNAL USE	
Date:	_____
Time:	_____



MEMORANDUM

To: Mayor and City Council
From: Jackie Raffety, Deputy Clerk
Date: November 1, 2021
Subject: Approval of Payment Application Number 7 from Langman Construction for the WRRF Trunk Sewer and Outfall Sewer Improvements in an amount not to exceed \$252,217.68.

Introduction: Langman Construction, Inc. has submitted Payment Application Number 7. As of this application, they have been paid 59% of the contract.

Background: Langman Construction, Inc is the general contractor on the Water Resource Recovery Facility Influent Trunk Sewer and Outfall Sewer project.

Discussion: Items included in this application include topsoil onsite, construction testing, approximately 160 linear feet of 42-inch sewer, approximately 650 linear feet of 42-inch sewer (deep bury), 3 manholes (1 deep bury), traffic control, SWPPP, and silt fence. Additionally, several items from Change Order #1 are included in this Payment Application, including a credit for 8" Manhole Vent change.

Budget Impact: \$252,271.68

Recommendation: Staff and HR Green have reviewed the request and recommend full payment of this application.
Roll call is in order.

Attachments: 1. Trunk_Sewer_Langman_Pay_Request7



▷ 5525 Merle Hay Road | Suite 200 | Johnston, IA 50131

Main 515.278.2913 + Fax 515.278.1846

▷ Hrgreen.com

October 21, 2021

Mr. Rick Graves
City of Indianola WPC
P.O. Box 299
Indianola, IA 50125

Re: WRRF INFLUENT TRUNK SEWER & OUTFALL PROJECT
Contractor's Application for Payment No. 7

Dear Rick:

Attached is an electronic copy of Payment Application No. 7 from Langman Construction Inc. for the WRRF Influent Trunk Sewer and Outfall Sewer project. Items included in this application include topsoil onsite, construction testing, approximately 160 linear feet of 42-inch sewer, approximately 650 linear feet of 42-inch sewer (deep bury), 3 manholes (1 deep bury), traffic control, SWPPP, and silt fence. Additionally, several items from Change Order #1 are included in this Payment Application, including a credit for 8" Manhole Vent change.

The total request for Payment Application No. 7 is \$252,217.68. As of this Pay Application, Langman Construction has been paid 59.0% of the contract. We have reviewed and recommend full partial payment of Payment Application No. 7 as submitted by Langman Construction. Please execute the pay application and distribute copies to all parties.

Sincerely,
HR Green, Inc.

A handwritten signature in blue ink that reads "Joseph Frankl".

Joseph Frankl, P.E.
Project Manager

Cc: Andy Lent, City Clerk
File

Enclosures

J:\2021\210240\Construction\Payment\Pay_Estimates\#6\ltr-092421-Trunk_Sewer_Langman_Pay_Request6.docx

APPLICATION AND CERTIFICATION FOR PAYMENT

AIA DOCUMENT G702

Page 1 of 7 Pages

TO OWNER: City of Indianola PROJECT: WRRF Influent Trunk Sewer & Outfall Sewer APPLICATION NO: 7 Distribution to:
 110 N. 1st Street 11870 Hoover Street
 Indianola, IA 50125 Indianola, IA 50125
 FROM Langman Construction, Inc. ARCHITECT: HR Green, Inc.
 CONTRACTOR 220-34th Avenue 5525 Merle Hay Road, Suite 200
 Rock Island, IL 61201

PERIOD TO: October 20, 2021
 PROJECT NOS:
 CONTRACT DATE: March 16, 2021

CONTRACT FOI General Construction

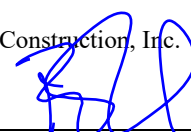
CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.
 Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM \$6,603,000.00
 2. NET CHANGE BY CHANGE ORDERS (\$40,102.24)
 3. CONTRACT SUM TO DATE (Line 1 ± 2) \$6,562,897.76
 4. TOTAL COMPLETED & STORED TO \$4,075,177.49
 DATE (Column L on G703)
 5. RETAINAGE:
 a. 5 % of Completed Work \$158,844.02
 (Column J on G703)
 b. 5 % of Stored Material \$44,914.85
 (Column K on G703)
 Total Retainage (Lines 5a + 5b or
 Total in Column N of G703) \$203,758.87
 6. TOTAL EARNED LESS RETAINAGE \$3,871,418.62
 (Line 4 Less Line 5 Total)
 7. LESS PREVIOUS CERTIFICATES FOR
 PAYMENT (Line 6 from prior Certificate) \$3,619,200.94
 8. CURRENT PAYMENT DUE \$252,217.68
 9. BALANCE TO FINISH, INCLUDING RETAINAGE \$2,691,479.14
 (Line 3 less Line 6)

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner		
Total approved this Month		(\$40,102.24)
TOTALS	\$0.00	(\$40,102.24)
NET CHANGES by Change Order		(\$40,102.24)

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

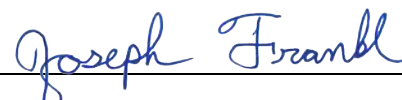
CONTRACTOR: Langman Construction, Inc.
 By:  Date: October 20, 2021

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$252,217.68

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT:
 By:  Date: 10/21/2021

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CONTINUATION SHEET

AIA DOCUMENT G703

Page 2 of 7 Pages

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing

Contractor's signed certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO: 7

APPLICATION DATE: 10/20/2021

PERIOD TO: 10/20/2021

ARCHITECT'S PROJECT NO:

A ITEM NO.	B DESCRIPTION OF WORK	C ITEM QUANTITY	D UNITS	E UNIT PRICE	F TOTAL VALUE OF ITEM	G PREVIOUS QUANTITIES	H ESTIMATED QUANTITY INSTALLED THIS PERIOD	I QUANTITIES TO DATE	J VALUE OF WORK THIS PERIOD	K VALUE OF WORK INSTALLED TO DATE	L MATERIALS PRESENTLY STORED (NOT IN H)	M TOTAL COMPLETED AND STORED TO DATE (H+I)	N % (L ÷ F)	O BALANCE TO FINISH (F - L)	P RETAINAGE (IF VARIABLE RATE)
1	Mobilization	1.00	LS	\$849,000.00	\$849,000.00	1.00		1.00		\$849,000.00		\$849,000.00	100.00%		\$42,450.00
2	Construction Survey	1.00	LS	\$20,000.00	\$20,000.00	0.50		0.50		\$10,000.00		\$10,000.00	50.00%	\$10,000.00	\$500.00
3	Clearing and Grubbing	1.00	LS	\$100,000.00	\$100,000.00	0.85		0.85		\$85,000.00		\$85,000.00	85.00%	\$15,000.00	\$4,250.00
4	Topoil, Onsite	34046.00	CY	\$2.00	\$68,092.00		8511.50	8511.50	\$17,023.00	\$17,023.00		\$17,023.00	25.00%	\$51,069.00	\$851.15
5	Subgrade Preparation	4520.00	SY	\$1.35	\$6,102.00								0.00%	\$6,102.00	\$0.00
6	Subbase, Modified, 6"	3010.00	TON	\$25.50	\$76,755.00	1739.54		1739.54		\$44,358.27		\$44,358.27	57.79%	\$32,396.73	\$2,217.91
7	Removal of Known Box Culvert, 4x5RCB	30.00	LF	\$65.00	\$1,950.00			30.00		\$1,950.00		\$1,950.00	100.00%		\$97.50
8	Removal of Known CMP Culvert, 24"	56.00	LF	\$10.00	\$560.00			56.00		\$560.00		\$560.00	100.00%		\$28.00
9	Rock Removal	500.00	CY	\$0.01	\$5.00								0.00%	\$5.00	\$0.00
10	Trench Foundation	1000.00	TON	\$21.00	\$21,000.00								0.00%	\$21,000.00	\$0.00
11	Concrete Encasement	100.00	LF	\$400.00	\$40,000.00			20.00		\$8,000.00		\$8,000.00	20.00%	\$32,000.00	\$400.00
12	Construction Testing	1.00	LS	\$3,000.00	\$3,000.00	0.32	0.08	0.40	\$240.00	\$1,200.00		\$1,200.00	40.00%	\$1,800.00	\$60.00
13	Gravity Outfall Sewer, Trenched,PVC, 30" Diameter	30.00	LF	\$263.00	\$7,890.00						\$1,914.60	\$1,914.60	24.27%	\$5,975.40	\$95.73
14	Gravity Outfall Sewer, Trenched,PVC, 42" Diameter	2942.00	LF	\$271.00	\$797,282.00						\$370,544.90	\$370,544.90	46.48%	\$426,737.10	\$18,527.25
15	Gravity Trunk Sewer, Trenched, PVC,36" Diameter, Normal Bury	1969.00	LF	\$238.00	\$468,622.00						\$181,797.77	\$181,797.77	38.79%	\$286,824.23	\$9,089.89
16	Gravity Trunk Sewer, Trenched, PVC, 36" Diameter, Deep Bury, Structure1259-Stru	766.00	LF	\$330.00	\$252,780.00						\$70,724.78	\$70,724.78	27.98%	\$182,055.22	\$3,536.24
17	Gravity Trunk Sewer, Trenched, PVC, 36" Diameter, Deep Bury, Station 20+50-Stru	379.00	LF	\$295.00	\$111,805.00						\$21,512.89	\$21,512.89	19.24%	\$90,292.11	\$1,075.64
18	Gravity Trunk Sewer, Trenched, PVC,42" Diameter, Normal Bury	5963.00	LF	\$271.00	\$1,615,973.00	3804.90	158.88	3963.78	\$43,055.65	\$1,074,183.55	\$251,802.15	\$1,325,985.69	82.05%	\$289,987.31	\$66,299.28
19	Gravity Trunk Sewer, Trenched, PVC, 42" Diameter, Deep Bury, Structure1273-127	644.00	LF	\$383.00	\$246,652.00		644.00	644.00	\$246,652.00	\$246,652.00	\$0.00	\$246,652.00	100.00%		\$12,332.60
20	Gravity Trunk Sewer, Trenched, PVC, 42" Diameter, Deep Bury, Structure1283-128	977.00	LF	\$304.00	\$297,008.00		977.00	977.00		\$297,008.00	\$0.00	\$297,008.00	100.00%		\$14,850.40
21	Gravity Outfall Sewer, Trenched, DIP, 42" Diameter	76.00	LF	\$600.00	\$45,600.00								0.00%	\$45,600.00	\$0.00
22	Gravity Trunk Sewer, Trenched, DIP, 36" Diameter	143.00	LF	\$530.00	\$75,790.00								0.00%	\$75,790.00	\$0.00
23	Gravity Trunk Sewer, Trenched, DIP, 42" Diameter	101.00	LF	\$600.00	\$60,600.00		101.00	101.00		\$60,600.00		\$60,600.00	100.00%		\$3,030.00
24	Irrigation Force Main, Trenched, Unrestrained PVC, 6"	10423.00	LF	\$20.00	\$208,460.00	4425.00		4425.00		\$88,500.00		\$88,500.00	42.45%	\$119,960.00	\$4,425.00
25	Irrigation Force Main, Trenched, Restrained PVC, 6"	392.00	LF	\$45.00	\$17,640.00								0.00%	\$17,640.00	\$0.00
26	Irrigation Force Main, Trenched, Restrained PVC, 4"	284.00	LF	\$40.00	\$11,360.00								0.00%	\$11,360.00	\$0.00
27	Irrigation Force Main, Trenched, Restrained DIP, 6"	107.00	LF	\$100.00	\$10,700.00	25.00		25.00		\$2,500.00		\$2,500.00	23.36%	\$8,200.00	\$125.00
28	Storm Sewer, Trenched, RCP, 30"	83.00	LF	\$135.00	\$11,205.00								0.00%	\$11,205.00	\$0.00
29	Storm Sewer, Trenched, RCP, 36"	39.00	LF	\$170.00	\$6,630.00								0.00%	\$6,630.00	\$0.00
30	Storm Sewer, Trenched, RCAP, 42" (53" X 32") ARCH	20.00	LF	\$245.00	\$4,900.00								0.00%	\$4,900.00	\$0.00
31	Pipe Culvert, Trenched, RCAP, 72" (88" X 54") ARCH	29.00	LF	\$510.00	\$14,790.00	29.00		29.00		\$14,790.00		\$14,790.00	100.00%		\$739.50
32	Pipe Culvert, Trenched, RCP, 24"	50.00	LF	\$120.00	\$6,000.00		50.00	50.00		\$6,000.00		\$6,000.00	100.00%		\$300.00
33	RCP Apron, Type II, 24"	2.00	EA	\$900.00	\$1,800.00	2.00		2.00		\$1,800.00		\$1,800.00	100.00%		\$90.00
34	RCP Apron, Type II, 36"	2.00	EA	\$1,300.00	\$2,600.00								0.00%	\$2,600.00	\$0.00
35	RCAP Apron, 4030.223 , 42" ARCH	2.00	EA	\$2,000.00	\$4,000.00								0.00%	\$4,000.00	\$0.00
36	RCAP Apron, Iowa DOT DR-202, 72" ARCH	2.00	EA	\$3,800.00	\$7,600.00								0.00%	\$7,600.00	\$0.00
37	RCP Apron Footing, 36"	2.00	EA	\$500.00	\$1,000.00								0.00%	\$1,000.00	\$0.00
38	RCAP Apron Footing, 42"	2.00	EA	\$2,000.00	\$4,000.00								0.00%	\$4,000.00	\$0.00
39	6" 11.25" DI MJ Bend	18.00	EA	\$375.00	\$6,750.00	4.00		4.00		\$1,500.00		\$1,500.00	22.22%	\$5,250.00	\$75.00
40	6" 22.5" DI MJ Bend	9.00	EA	\$370.00	\$3,330.00	5.00		5.00		\$1,850.00		\$1,850.00	55.56%	\$1,480.00	\$92.50
41	6" 45" DI MJ Bend	12.00	EA	\$382.00	\$4,584.00	5.00		5.00		\$1,910.00		\$1,910.00	41.67%	\$2,674.00	\$95.50
42	6"X4" DI MJ TEE	1.00	EA	\$500.00	\$500.00								0.00%	\$500.00	\$0.00
43	6" DI MJ Sleeve, Connect to Existing Force Main	1.00	EA	\$1,000.00	\$1,000.00	1.00		1.00		\$1,000.00		\$1,000.00	100.00%		\$50.00
44	4" DI MJ Sleeve, Connect to Existing Force Main	1.00	EA	\$900.00	\$900.00								0.00%	\$900.00	\$0.00
45	6" DI MJ CAP	1.00	EA	\$375.00	\$375.00								0.00%	\$375.00	\$0.00
46	Tracer System	1.00	LS	\$4,000.00	\$4,000.00	0.16		0.16		\$640.00		\$640.00	16.00%	\$3,360.00	\$32.00
47	6" Gate Valve with Valve Box	1.00	EA	\$850.00	\$850.00								0.00%	\$850.00	\$0.00
48	4" Gate Valve with Valve Box	1.00	EA	\$710.00	\$710.00								0.00%	\$710.00	\$0.00
49	Connection to Existing Manhole	1.00	EA	\$7,000.00	\$7,000.00	1.00		1.00		\$7,000.00		\$7,000.00	100.00%		\$350.00
50	Sanitary Manhole, SW-301, 60"Diameter	8.00	EA	\$12,700.00	\$101,600.00								0.00%	\$101,600.00	\$0.00
51	Sanitary Manhole, SW-301, 72"Diameter	27.00	EA	\$16,600.00	\$448,200.00	11.00	2.00	13.00	\$33,200.00	\$215,800.00		\$215,800.00	48.15%	\$232,400.00	\$10,790.00
52	Sanitary Manhole, SW-301, >25"Deep, 72" Diameter	2.00	EA	\$28,500.00	\$57,000.00	1.00	1.00	2.00	\$28,500.00	\$57,000.00		\$57,000.00	100.00%		\$2,850.00

CONTINUATION SHEET

AIA DOCUMENT G703

Page 3 of 7 Pages

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing

Contractor's signed certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO: 7

APPLICATION DATE: 10/20/2021

PERIOD TO: 10/20/2021

ARCHITECT'S PROJECT NO:

A ITEM NO.	B DESCRIPTION OF WORK	C ITEM QUANTITY	D UNITS	E UNIT PRICE	F TOTAL VALUE OF ITEM	G PREVIOUS QUANTITIES	H ESTIMATED QUANTITY INSTALLED THIS PERIOD	I QUANTITIES TO DATE	J VALUE OF WORK THIS PERIOD	K VALUE OF WORK INSTALLED TO DATE	L MATERIALS PRESENTLY STORED (NOT IN H)	M TOTAL COMPLETED AND STORED TO DATE (H+I)	N % (L ÷ F)	O BALANCE TO FINISH (F - L)	P RETAINAGE (IF VARIABLE RATE)
53	Sanitary Manhole, SW-302, 7' X 7'	1.00	EA	\$27,700.00	\$27,700.00								0.00%	\$27,700.00	\$0.00
54	Sanitary Manhole, SW-303, 84" Diameter	1.00	EA	\$35,200.00	\$35,200.00								0.00%	\$35,200.00	\$0.00
55	Storm Manhole, SW-401, 84" Diameter	1.00	EA	\$10,600.00	\$10,600.00								0.00%	\$10,600.00	\$0.00
56	Outfall Headwall	1.00	EA	\$30,000.00	\$30,000.00								0.00%	\$30,000.00	\$0.00
57	Class A Road Surfacing, 3"	842.00	TON	\$30.00	\$25,260.00	763.64		763.64		\$22,909.20		\$22,909.20	90.69%	\$2,350.80	\$1,145.46
58	Traffic Control	1.00	LS	\$4,500.00	\$4,500.00	0.32	0.08	0.40	\$360.00	\$1,800.00		\$1,800.00	40.00%	\$2,700.00	\$90.00
59	Hydraulic Seeding, Fertilizing, andBFM Mulching, Type 2 Mix	4.10	ACRE	\$3,200.00	\$13,120.00								0.00%	\$13,120.00	\$0.00
60	Hydraulic Seeding, Fertilizing, andBFM Mulching, Type 5 Mix	7.80	ACRE	\$2,650.00	\$20,670.00	0.77		0.77		\$2,040.50		\$2,040.50	9.87%	\$18,629.50	\$102.03
61	Hydraulic Seeding, Fertilizing, andBFM Mulching, Native Mix	14.70	ACRE	\$3,750.00	\$55,125.00								0.00%	\$55,125.00	\$0.00
62	Hydraulic Seeding, Fertilizing, andBFM Mulching, Wetland Mix	3.40	ACRE	\$4,000.00	\$13,600.00								0.00%	\$13,600.00	\$0.00
63	Plants, Trees	0.05	ACRE	\$40,000.00	\$2,000.00								0.00%	\$2,000.00	\$0.00
64	SWPPP Preparation	1.00	LS	\$1,905.99	\$1,905.99	1.00		1.00		\$1,905.99		\$1,905.99	100.00%		\$95.30
65	SWPPP Management	1.00	LS	\$4,500.00	\$4,500.00	0.32	0.08	0.40	\$360.00	\$1,800.00		\$1,800.00	40.00%	\$2,700.00	\$90.00
66	Filter Sock, Installation, Maintenance, and Removal	7000.00	LF	\$1.50	\$10,500.00	524.00		524.00		\$786.00		\$786.00	7.49%	\$9,714.00	\$39.30
67	Temporary RECP, Type 2.C	930.00	SY	\$1.30	\$1,209.00								0.00%	\$1,209.00	\$0.00
68	Rip-Rap, Class E, Stream Crossings	368.00	TON	\$60.00	\$22,080.00								0.00%	\$22,080.00	\$0.00
69	Rip-Rap, Class D, Stream Bank Stabilization	275.00	TON	\$60.00	\$16,500.00								0.00%	\$16,500.00	\$0.00
70	Rip-Rap, Class D, Outfall	84.00	TON	\$60.00	\$5,040.00								0.00%	\$5,040.00	\$0.00
71	Rip-Rap, Class A, Storm Sewer	184.00	TON	\$60.00	\$11,040.00								0.00%	\$11,040.00	\$0.00
72	Silt Fence, Installation, Maintenance, and Removal	7000.00	LF	\$1.50	\$10,500.00	780.00		780.00		\$1,170.00		\$1,170.00	11.14%	\$9,330.00	\$58.50
73	Stabilized Construction Entrances	1.00	LS	\$1,500.00	\$1,500.00	0.25		0.25		\$375.00		\$375.00	25.00%	\$1,125.00	\$18.75
74	Dust Control, Water	12.50	MGAL	\$100.00	\$1,250.00	5.10		5.10		\$510.00		\$510.00	40.80%	\$740.00	\$25.50
75	Dust Control, Calcium Chloride	37.50	TON	\$500.00	\$18,750.00	15.30		15.30		\$7,650.00		\$7,650.00	40.80%	\$11,100.00	\$382.50
76	Removal and Replacement of Field Fence	360.00	LF	\$15.00	\$5,400.00								0.00%	\$5,400.00	\$0.00
77	Concrete Washout	1.00	LS	\$100.00	\$100.00								0.00%	\$100.00	\$0.00
78	Air Release Valve Station	4.00	EA	\$16,000.00	\$64,000.00	1.00		1.00		\$16,000.00		\$16,000.00	25.00%	\$48,000.00	\$800.00
79	Dewatering	1.00	LS	\$0.01	\$0.01								0.00%	\$0.01	\$0.00
80	Creek Crossing	3.00	EA	\$25,000.00	\$75,000.00	1.50		1.50		\$37,500.00		\$37,500.00	50.00%	\$37,500.00	\$1,875.00
81	CO														
82	8" Manhole Vent Change	7.00	EA	(\$2,776.00)	(\$19,432.00)	3.00	1.00	4.00	(\$2,776.00)	(\$11,104.00)		(\$11,104.00)	57.14%	(\$8,328.00)	(\$555.20)
83	12" Manhole Vent Change	1.00	EA	(\$4,552.02)	(\$4,552.02)								0.00%	(\$4,552.02)	\$0.00
84	Air Release Vent Change	4.00	EA	(\$2,287.10)	(\$9,148.40)	1.00		1.00	(\$2,287.10)			(\$2,287.10)	25.00%	(\$6,861.30)	(\$114.36)
85	Conshield Deduct	8.00	EA	(\$1,876.22)	(\$15,009.75)								0.00%	(\$15,009.75)	\$0.00
86	RFP-001 Additional Storm Sewer	1.00	LS	\$8,039.93	\$8,039.93								0.00%	\$8,039.93	\$0.00
87															\$0.00
84															\$0.00
85															\$0.00
86															\$0.00
	GRAND TOTALS				\$6,562,897.76				\$366,614.65	\$3,176,880.41	\$898,297.09	\$4,075,177.49	62.09%	\$2,487,720.27	\$203,758.87

Stored Material Summary

For (Contract): WRRF Influent Trunk Sewer & Outfall Sewer								Application Number: 7			
Application Period: 4/21/2021 to 10/20/2021								Application Date: 10/20/2021			
A		B			C		D	Subtotal Amount Completed and Stored to Date (C + D)	E		F
Bid Item No.	Supplier Invoice No.	Storage Location	Description of Materials Stored	Footage	Stored Previously		Amount Stored this Month (\$)		Incorporated in Work		Materials Remaining in Storage (\$) (D + E - F)
					Date Placed	Amount (\$)			Date (Month/Year)	Amount (\$)	
	N828587		36 INCH SEWER PIPE	168	4/2021	\$15,511.44		\$15,511.44			\$15,511.44
	O011875		30 INCH SEWER PIPE	30	4/2021	\$1,914.60		\$1,914.60			\$1,914.60
	O011875		36 INCH SEWER PIPE	168	4/2021	\$15,511.44		\$15,511.44			\$15,511.44
	O011885		36 INCH SEWER PIPE	140	4/2021	\$12,926.20		\$12,926.20			\$12,926.20
	O011891		36 INCH SEWER PIPE	168	4/2021	\$15,511.44		\$15,511.44			\$15,511.44
	O011899		36 INCH SEWER PIPE	168	4/2021	\$15,511.44		\$15,511.44			\$15,511.44
	O011905		36 INCH SEWER PIPE	168	4/2021	\$15,511.44		\$15,511.44			\$15,511.44
	O011913		36 INCH SEWER PIPE	168	4/2021	\$15,511.44		\$15,511.44			\$15,511.44
	O011920		36 INCH SEWER PIPE	168	4/2021	\$15,511.44		\$15,511.44			\$15,511.44
	O011933		36 INCH SEWER PIPE	168	4/2021	\$15,511.44		\$15,511.44			\$15,511.44
	O011948		36 INCH SEWER PIPE	168	4/2021	\$15,511.44		\$15,511.44			\$15,511.44
	O011975		36 INCH SEWER PIPE	168	4/2021	\$15,511.44		\$15,511.44			\$15,511.44
	O011979		36 INCH SEWER PIPE	168	4/2021	\$15,511.44		\$15,511.44			\$15,511.44
	O011996		36 INCH SEWER PIPE	168	4/2021	\$15,511.44		\$15,511.44			\$15,511.44
	O034628		42 INCH SEWER PIPE	168	4/2021	\$21,159.60		\$21,159.60	4/2021	\$21,159.60	\$0.00
	O034637		42 INCH SEWER PIPE	168	4/2021	\$21,159.60		\$21,159.60	4/2021	\$21,159.60	\$0.00
	O034648		42 INCH SEWER PIPE	168	4/2021	\$21,159.60		\$21,159.60	5/2021	\$21,159.60	\$0.00
	O034665		42 INCH SEWER PIPE	168	4/2021	\$21,159.60		\$21,159.60	5/2021	\$21,159.60	\$0.00
	O034682		42 INCH SEWER PIPE	168	4/2021	\$21,159.60		\$21,159.60	5/2021	\$21,159.60	\$0.00
	O034682		36 INCH SEWER PIPE	168	4/2021	\$15,511.44		\$15,511.44			\$15,511.44
	O034741		36 INCH SEWER PIPE	168	4/2021	\$15,511.44		\$15,511.44			\$15,511.44
	O034763		42 INCH SEWER PIPE	168	4/2021	\$21,159.60		\$21,159.60	5/2021	\$21,159.60	\$0.00
	O034763		36 INCH SEWER PIPE	168	4/2021	\$15,511.44		\$15,511.44			\$15,511.44
	O034892		42 INCH SEWER PIPE	168	4/2021	\$21,159.60		\$21,159.60	6/2021	\$21,159.60	\$0.00
	O034960		42 INCH SEWER PIPE	28	4/2021	\$3,526.60		\$3,526.60	6/2021	\$3,526.60	\$0.00
	O034960		36 INCH SEWER PIPE	140	4/2021	\$12,926.20		\$12,926.20			\$12,926.20
	O035146		42 INCH SEWER PIPE	168	4/2021	\$21,159.60		\$21,159.60	6/2021	\$21,159.60	\$0.00
	O035159		42 INCH SEWER PIPE	168	4/2021	\$21,159.60		\$21,159.60	6/2021	\$21,159.60	\$0.00
	O035167		42 INCH SEWER PIPE	168	4/2021	\$21,159.60		\$21,159.60	7/2021	\$21,159.60	\$0.00
	O035182		42 INCH SEWER PIPE	168	4/2021	\$21,159.60		\$21,159.60	7/2021	\$21,159.60	\$0.00
	O046882		42 INCH SEWER PIPE	168	4/2021	\$21,159.60		\$21,159.60	7/2021	\$21,159.60	\$0.00
	O046882		36 INCH SEWER PIPE	168	4/2021	\$15,511.44		\$15,511.44			\$15,511.44
	O055532		42 INCH SEWER PIPE	168	4/2021	\$21,159.60		\$21,159.60	8/2021	\$21,159.60	\$0.00
	O055738		42 INCH SEWER PIPE	168	4/2021	\$21,159.60		\$21,159.60	8/2021	\$21,159.60	\$0.00
	O075827		42 INCH SEWER PIPE	168	4/2021	\$21,159.60		\$21,159.60	8/2021	\$21,159.60	\$0.00
	O076055		42 INCH SEWER PIPE	168	4/2021	\$21,159.60		\$21,159.60	8/2021	\$21,159.60	\$0.00
	O076062		42 INCH SEWER PIPE	168	4/2021	\$21,159.60		\$21,159.60	8/2021	\$21,159.60	\$0.00
	O084813		42 INCH SEWER PIPE	168	4/2021	\$21,159.60		\$21,159.60	8/2021	\$21,159.60	\$0.00
	O084828		42 INCH SEWER PIPE	168	4/2021	\$21,159.60		\$21,159.60	8/2021	\$21,159.60	\$0.00
	O094678		42 INCH SEWER PIPE	168	5/2021	\$21,159.60		\$21,159.60	8/2021	\$21,159.60	\$0.00

	O094691		42 INCH SEWER PIPE	168	5/2021	\$21,159.60		\$21,159.60	9/2021	\$21,159.60	\$0.00
	O094700		42 INCH SEWER PIPE	168	5/2021	\$21,159.60		\$21,159.60	9/2021	\$21,159.60	\$0.00
	O102393		42 INCH SEWER PIPE	168	5/2021	\$21,159.60		\$21,159.60	9/2021	\$21,159.60	\$0.00
	O102421		42 INCH SEWER PIPE	168	5/2021	\$21,159.60		\$21,159.60	9/2021	\$21,159.60	\$0.00
	O102429		42 INCH SEWER PIPE	168	5/2021	\$21,159.60		\$21,159.60	9/2021	\$21,159.60	\$0.00
	O102444		42 INCH SEWER PIPE	168	5/2021	\$21,159.60		\$21,159.60	9/2021	\$21,159.60	\$0.00
	O109826		42 INCH SEWER PIPE	168	5/2021	\$21,159.60		\$21,159.60	9/2021	\$21,159.60	\$0.00
	O109843		42 INCH SEWER PIPE	168	5/2021	\$21,159.60		\$21,159.60	9/2021	\$21,159.60	\$0.00
	O109858		42 INCH SEWER PIPE	168	5/2021	\$21,159.60		\$21,159.60	9/2021	\$21,159.60	\$0.00
	O110000		42 INCH SEWER PIPE	168	5/2021	\$21,159.60		\$21,159.60	10/2021	\$21,159.60	\$0.00
	O110025		42 INCH SEWER PIPE	168	5/2021	\$21,159.60		\$21,159.60	10/2021	\$21,159.60	\$0.00
	O110039		42 INCH SEWER PIPE	168	5/2021	\$21,159.60		\$21,159.60	10/2021	\$21,159.60	\$0.00
	O133491		42 INCH SEWER PIPE	168	5/2021	\$21,159.60		\$21,159.60	10/2021	\$21,159.60	\$0.00
	O133501		42 INCH SEWER PIPE	168	5/2021	\$21,159.60		\$21,159.60	10/2021	\$1,609.25	\$19,550.35
	O133512		42 INCH SEWER PIPE	168	5/2021	\$21,159.60		\$21,159.60			\$21,159.60
	O147425		42 INCH SEWER PIPE	168	5/2021	\$21,159.60		\$21,159.60			\$21,159.60
	O147692		42 INCH SEWER PIPE	168	5/2021	\$21,159.60		\$21,159.60			\$21,159.60
	O147801		42 INCH SEWER PIPE	168	5/2021	\$21,159.60		\$21,159.60			\$21,159.60
	O147986		42 INCH SEWER PIPE	168	5/2021	\$21,159.60		\$21,159.60			\$21,159.60
	O148003		42 INCH SEWER PIPE	168	5/2021	\$21,159.60		\$21,159.60			\$21,159.60
	O148133		42 INCH SEWER PIPE	168	5/2021	\$21,159.60		\$21,159.60			\$21,159.60
	O148161		42 INCH SEWER PIPE	168	5/2021	\$21,159.60		\$21,159.60			\$21,159.60
	O148177		42 INCH SEWER PIPE	168	5/2021	\$21,159.60		\$21,159.60			\$21,159.60
	O148467		42 INCH SEWER PIPE	168	5/2021	\$21,159.60		\$21,159.60			\$21,159.60
	O148481		42 INCH SEWER PIPE	168	5/2021	\$21,159.60		\$21,159.60			\$21,159.60
	O148495		42 INCH SEWER PIPE	168	5/2021	\$21,159.60		\$21,159.60			\$21,159.60
	O151218		42 INCH SEWER PIPE	168	5/2021	\$21,159.60		\$21,159.60			\$21,159.60
	O151228		42 INCH SEWER PIPE	168	5/2021	\$21,159.60		\$21,159.60			\$21,159.60
	O164687		42 INCH SEWER PIPE	168	5/2021	\$21,159.60		\$21,159.60			\$21,159.60
	O164706		42 INCH SEWER PIPE	168	5/2021	\$21,159.60		\$21,159.60			\$21,159.60
	O164720		42 INCH SEWER PIPE	168	5/2021	\$21,159.60		\$21,159.60			\$21,159.60
	O164737		42 INCH SEWER PIPE	168	5/2021	\$21,159.60		\$21,159.60			\$21,159.60
	O164750		42 INCH SEWER PIPE	168	5/2021	\$21,159.60		\$21,159.60			\$21,159.60
	O164758		42 INCH SEWER PIPE	168	5/2021	\$21,159.60		\$21,159.60			\$21,159.60
	O168526		42 INCH SEWER PIPE	168	5/2021	\$21,159.60		\$21,159.60			\$21,159.60
	O168596		42 INCH SEWER PIPE	168	5/2021	\$21,159.60		\$21,159.60			\$21,1

Sanitary Sewer						5685.78
Structure	Point Number	Northing	Easting	Elevation	Description	Distance
1287	24	513721.199	1613707.271	809.359	Existing STR Center Flat-top	
1286	23	513642.901	1613787.206	808.661	Rim Not finished Grade	111.89
1285	25	513282.345	1613784.24	806.419	Rim Not finished Grade	360.57
1284	28	512787.21	1613786.054	819.275	Rim Not finished Grade	495.14
1283	29	512303.33	1613787.385	804.409	Rim Not finished Grade	483.88
1282	74	512212.001	1613834.22	806.749	Rim Finished	102.64
1281	75	512024.181	1614280.376	808.263	Rim Finished	484.08
1280	76	511577.457	1614497.939	808.455	Rim Finished	496.89
1279	77	511292.355	1614902.858	807.743	Rim Not finished Grade	495.22
1278	78	510797.201	1615012.951	811.55		507.25
1277	79	510553.808	1615381.401	813.681		441.58
1276	80	510191.146	1615569.618	814.194		408.59
1275	81	509698.728	1615631.725	821.67		496.32
1274	82	509391.881	1615708.748	823.765		316.37
1273	83	509176.341	1615955.541	812.562		327.66

					4398.986834
Point	Description	Northing	Easting	Desc	Distance
16	valve	513748.66	1613746.45	top of valve	
17	Bend	513746.64	1613747.00	Top of Main	2.097922782
19	Bend	513650.67	1613762.81	Top of Main	97.26009633
21	Bend	513648.49	1613763.15	Top of Main	2.206613922
22	Bend	513625.48	1613795.09	Top of Main	39.36259922
30	22.5 bend	512282.47	1613794.21	Top of Main	1343.010286
	11.25	512266.44	1613802.40	Top of Main	18
31	11.25	512232.63	1613819.66	Top of Main	37.96538867
32	11.25	512216.80	1613827.72	Top of Main	17.75618205
34	45 sw 1282	512207.51	1613830.72	Top of Main	9.765236761
35	22.5	512033.16	1614252.58	Top of Main	456.4706667
42	22.5 1281. #2	512015.07	1614271.60	Top of Main	26.24969602
41	22.5 1280	511574.79	1614485.17	Top of Main	489.3424508
71	22.5 at 1279	511288.39	1614896.59	Top of Main	501.2949593
70	45 at 1278	510789.411	1615008.165	Top of Main	511.3013036
72	22.5 at 1277	510539.74	1615383.672	Top of Main	450.9336041
73	22.5 at 1276	510187.9	1615565.333	Top of Main	395.9698278



MEMORANDUM

To: Mayor and City Council
From: Jackie Raffety, Deputy Clerk
Date: November 1, 2021
Subject: Approval of Urban Revitalization Designations

Introduction:

Background:

Discussion: The following comprise a list of Urban Revitalization Designations. The project addresses are for new residential construction. All applications are in order.

620 South Y Street	Sherri Goering
695 North N Street	Quinn Whitaker and Jessica Lundquist
2320 North 9th Court	Ryan and Kandy Thomas

Budget Impact:

Recommendation: Staff recommends approval.

Attachments: None



MEMORANDUM

To: Mayor and City Council

From:

Date: November 1, 2021

Subject: Second consideration of an Ordinance amending provisions of City of Indianola Code Section 135.14, relating to driveway standards.

Recommendation: Roll call is in order.

Attachments: 1. Proposed Indianola Driveway Ordinance

ORDINANCE NO. _____

AN ORDINANCE TO AMEND THE CODE OF ORDINANCE OF THE CITY OF INDIANOLA, IOWA, BY AMENDING SECTION 135.14, RELATING TO DRIVEWAY AND CURB CUT STANDARDS.

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

Section 1. Section 135.14 of the Code of Ordinances of the City of Indianola, Iowa is hereby deleted in its entirety.

Section 2. Section 135.14 of the Code of Ordinances of the City of Indianola, Iowa is hereby amended by inserting the language as shown in Attachment A.

Section 3. Repealer. All ordinances or parts of ordinances in conflict with the provision of this Ordinance are hereby repealed.

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

Passed by the City Council on the _____ day of _____, 2021, and approved this _____ day of _____, 2021.

Pam Pepper, Mayor

ATTEST:

Andrew J. Lent, City Clerk

The foregoing Ordinance No. _____ was adopted by the Council for the City of Indianola, Iowa, on _____, 2021, and was published on _____, 2021.

Andrew J. Lent, City Clerk

**CHAPTER 135 - STREET USE AND MAINTENANCE
SECTION 135.14 DRIVEWAY AND CURB CUT STANDARDS**

1. Purpose

The purpose of this chapter is to ensure safe and efficient access to or from the public street network by establishing standards to protect the capacity for handling peak traffic volumes of public streets, to maintain smooth traffic flow, to control the location and number of access points, to separate and control intersection conflict areas, and to provide adequate spacing between driveways. These standards help to ensure that the city's street network is designed to balance the functions of access to adjoining property, pedestrian circulation, and vehicular traffic circulation. This chapter has been established to meet the following objectives:

- A. To provide maximum safety and protection to the public through the regulation of vehicles entering and exiting public streets;
- B. To provide a uniform ordinance for the design, location, operation, and construction of driveways throughout the City of Indianola; and
- C. To provide owners of abutting property with the maximum service feasible, consistent with the safe and efficient use of the public streets.

2. Definitions

(a) The word "shall" is mandatory and the word "may" is permissive.

(b) As used in this chapter, the following terms shall have the definitions set out below:

Applicant: The property owner or the property owner's authorized legal agent who is applying for a permit.

Access: The place, means or way by which pedestrians or vehicles have ingress and egress to a property or parking area.

Arterial Street: A street, the principal function of which is to provide for through traffic and which is designed to carry large volumes of traffic. Arterial streets, as referenced in this title, are those streets shown and defined on the City of Indianola's Comprehensive Plan, as amended, and Iowa Department of Transportation's federal functional classification.

Collector Street: A street, the principal function of which is carrying traffic from local streets to arterial streets. Collector streets, as referenced in this title, are those streets shown and defined on the City of Indianola's Comprehensive Plan, as amended, and Iowa Department of Transportation's federal functional classification.

Circle driveway: A private drive, one-way driveway which enters and leaves private property at two points within the same frontage.

Clear vision area: Land acquired or used by and in accordance with standard practices of the agency having jurisdiction over the road for the purpose of maintaining unobstructed vision.

Commercial driveway: A driveway serving a commercial establishment, industry, government or educational institution, hospital, church, multifamily residential building, mobile home park, and all other facilities not included in the definitions for residential, field or utility structure driveways.

Controlled access: A road right-of-way in which owners or occupants of abutting lands, and other persons, have no legal right to access those abutting lands except at such point only, and in such manner as determined by the city.

Culvert: Closed conduit used for the passage of surface drainage under the driveway(s).

Driveway width: The narrowest distance of the driveway running parallel with the edge of pavement.

Field driveway: Any driveway serving a farm yard, cultivated or uncultivated field, timberland or undeveloped land not used for industrial, commercial or residential purposes.

Frontage: The private lot line that abuts the road right(s)-of-way.

Local Streets: A street used primarily for access to abutting property and for moving local traffic.

Property owner: A person, firm, association, partnership, corporation, or combination of any of these, or any other party having an interest in the land involved.

Residential driveway: A driveway serving a private single-family or two-family dwelling.

Right-of-way: That property owned by the governmental body on which the roadway system exists and which may be accessed with the construction of driveways.

Utility structure driveway: Any driveway serving a structure or utility installation, such as a pump house or substation, which operates automatically and requires only occasional access.

3. Driveway/curb-cut permit required.

A. Permit Required:

- (1) The construction of any new driveway or the creation of any new curb-cut for an access point to private property shall require that a permit be obtained from the Zoning Administrator or designee.
- (2) When a driveway permit is issued, existing curb cuts that are no longer in use shall be filled in with curb and gutter pursuant to city standards. Curb and gutter shall be installed together as one unit.
- (3) For access to a state highway, an access permit must be approved by the Iowa department of transportation (IDOT), with a recommendation from the city. A recommendation from the city is required prior to filing an application with the IDOT. However, a separate city access permit is not required.
- (4) The Public Works Director or designee may waive or vary this driveway requirement where unique circumstances exist.

- B. Fee. The fee for a permit required by this section shall be as set by Resolution of the City Council.
- C. Failure to Reconstruct Pavement. If, after 30 days after the breaking out or removal of any concrete curb or pavement, the person doing the work fails or refuses to pave the driveway as required by this section, the City shall have the right to do so without notice, and assess the cost thereof as a special tax against the abutting property and collect the tax according to law.

4. Driveway Spacing Standards

- A. *Purpose.* Driveway spacing simplifies driving by reducing the amount of information a driver must process and react to. Adequate spacing between driveways and roadways or other driveways can reduce confusion, decreases the potential for congestion and accidents for both through traffic and vehicles using the driveway. Inadequate spacing requires drivers to watch for ingress and egress traffic at several points, while simultaneously trying to control their vehicle and monitor other traffic ahead of and behind them.
- B. *Driveway spacing:*
 - (1) Driveways shall be located to limit undue interference with the free movement of road traffic and to provide the required sight distance.
 - (2) Driveways, including the radii and tapers, shall be located entirely within the subject property's right-of-way frontage. This right-of-way frontage is determined by projecting the lot lines to the edge of pavement of the road. Encroachment of curb and radii on adjacent right-of-way frontage shall be permitted only upon written certifications from the adjacent property owner(s) (agreeing to such encroachment) and/or when the city has determined that such encroachment is necessary to preserve safe roadway conditions.
 - (3) Access points to the property shall be limited based on the adjacent public roadway's functional classification as identified in the Indianola Comprehensive Plan.
 - (4) Driveway spacing from street intersections and between driveways shall be one hundred fifty feet (150') on arterial streets, one hundred feet (100') on collector streets, and fifty feet (50') on all other streets.
 - a. The driveway spacing between a driveway and a street intersection will be measured at the curb line from the beginning of the radius of a street intersection to the beginning of a driveway curb cut.
 - b. The driveway spacing between two driveways will be measured at the curb line between driveway curb cuts.
 - (5) The city may adjust the driveway spacing standards so that driveways line up with existing driveways across the street.

- (6) To reduce left-turn conflicts, new driveways shall be aligned with those across the roadway where possible. If alignment is not possible, driveways should be offset to meet the minimum spacing requirements on Section 135.14-4-B-4 from those on the opposite side of the roadway. Longer offsets may be required depending on the expected, inbound left-turn volumes of the driveways.

5. Driveway Design Standards

- A. *Purpose:* The design features described herein shall be used by the applicant in designing proposed driveways or driveway systems. These standard dimensions shall be used, unless the city determines that conditions require a deviation or the applicant can demonstrate cause for deviation. The city reserves the right to determine whether this deviation shall be granted. In addition, based upon anticipated traffic volumes on the driveway(s) and the roadway, type of traffic to use the driveway, type of development, and other safety and operational considerations, the city may request changes or specify particular dimensions to ensure safe operations.
- B. *Single-family residential, Two-family residential, Utility, and Field driveways:*
- (1) *Number of access points allowed:*
- a. One residential driveway shall be permitted for each platted lot or for unplatted residential property with less than one hundred feet (100') of frontage.
 - b. One additional residential driveway may be permitted along a local street for residential property with more than one hundred feet (100') of frontage. If two (2) access points are approved for a single lot, the primary access drive must be from the lower classified street.
 - c. In lieu of the above, two residential driveways may be permitted on the same property to serve as a one-way circle driveway if the frontage of the property is one hundred feet (100') or more along a local street.
 - d. Field entrance and utility structure driveways will be reviewed on a case-by-case basis. The city review will take into the proximity of the adjacent driveways and intersecting streets, as well as traffic volumes along the roadway.
- (2) *Shared Driveways:* Dwellings may, and are encouraged to, share drives and aisles; provided, that a shared access easement is secured from the owners of each property sharing the drive or aisle. The easement must be recorded and proof of such recording must be submitted prior to issuance of a driveway permit.
- (3) *Paving Standards:*
- a. All residential and utility driveways shall be paved in their entirety, using either concrete, asphalt, or permeable pavers.
 - b. Field driveways shall only be required to be paved from the roadway edge of pavement to the roadway right-of-way line.
- (4) *Dimensional Standards:*

- a. For alley or rear lane access, the driveway is allowed to be as wide as necessary to provide access to the garage or parking space(s).
 - b. For properties with a single access point, the maximum driveway width is twenty-four feet (24') measured at the property line and thirty feet (30') measured at the curb line.
 - c. If two (2) access points are approved on a single frontage lot, the maximum dimension for each driveway is twelve feet (12') measured at the property line and eighteen feet (18') measured at the curb line.
 - d. For single-family uses, if two (2) access points are approved, one from an alley or private rear lane, and one from a street, the primary access drive must be from the alley or private rear lane. In such a case, the maximum driveway width for the secondary driveway from the street is twelve feet (12') measured at the property line and eighteen feet (18') measured at the curb line. The access drive from the alley or rear lane is allowed to be as wide as necessary to provide access to the garage or parking space(s).
 - e. For single-family uses, if two (2) access points are approved on a double frontage or corner lot, one on each frontage, maximum driveway width for the primary driveway is twenty-four feet (24') measured at the property line and thirty feet (30') measured at the curb line. The maximum driveway width for the secondary driveway is twelve feet (12') measured at the property line and eighteen feet (18') measured at the curb line.
 - f. For two-family uses, if two (2) access points are approved, one from an alley or private rear lane, and one from a street, the maximum driveway width for the driveway from the street is twenty feet (20') at the property line and twenty-six feet (26') at the curb line. The access drive from the alley or rear lane is allowed to be as wide as necessary to provide access to the garage or parking space(s).
 - g. For two-family uses, if two (2) access points are approved on a double frontage or corner lot, one on each frontage, the maximum driveway width for each driveway is twenty feet (20') at the property line and twenty-six feet (26') at the curb line.
 - h. The maximum width for shared driveways is twenty-four feet (24') measured at the property line and thirty feet (30') measured at the curb line.
- (5) *Visibility Standard:* Clear vision areas (triangular in shape) shall be maintained on both sides of all residential, utility, and field drives. A clear vision area shall be determined using the following three points:
- a. The point of intersection of the side line of a driveway projected to the roadway edge of pavement, and
 - b. Two points, fifteen feet (15') in distance from that point of intersection. One shall be measured outward from the driveway along the edge of pavement. The other shall be measured along the side driveway line leading onto the subject property.

C. Multi-family, Group living, and Nonresidential driveways:

(1) Number of access points allowed:

- a. For lots or parcels existing prior to the adoption of this ordinance, one driveway may be permitted for each separately owned parcel with less than 100 feet of frontage, provided that the parcel is wide enough for the minimum driveway width, plus the required radii. Where parcel size is insufficient, a shared driveway or other means of access may be required.
- b. Additional driveways may be permitted as follows:
 - i. One additional driveway may be allowed for a site with continuous frontage of one hundred fifty feet (150') or more if no other access opportunities are available; or
 - ii. Two additional driveways may be allowed for a site with continuous frontage of three hundred feet (300') or more if no other access opportunities are available.
- c. Additional access such as that outlined above may be allowed if the applicant provides justification based upon standard traffic engineering criteria that encompass analyses of trip generation, distribution, and level of service. The city has the final decision regardless of conclusions drawn from these analyses.
- d. Two driveways may be permitted, in lieu of the above, to serve as a one-way circle drive if the frontage is one hundred twenty five feet (125') or more.

(2) Shared driveways: Adjacent property owners may, and are encouraged to, consolidate their driveways by using either a joint driveway system or a frontage road. All frontage roads are to be placed on private property outside of the right-of-way. The easements from participating property owners must be recorded and proof of such recording must be submitted prior to issuance of an access permit.

(3) Paving Standards:

- a. *All commercial driveways shall be paved in their entirety, using either concrete, asphalt, or permeable pavers.*
- b. *All commercial driveways shall be constructed with concrete curb and gutter along the entire required-entry and exit radii for the driveway.*

(4) Dimensional Standards:

- a. The city will determine driveway specifications, including width and configuration of lanes, for multi-family, group living, and nonresidential uses based on the size of the development, the anticipated traffic generated by the use, the location, the surrounding land uses, and the functional classification of the street to which the driveway provides access.
- b. Multi-family and Group living uses: Driveway widths for multi-family and group living uses may not exceed twenty-four feet (24') measured at the property line and thirty-two feet (32') at the curb line, except as required by the city for high traffic volume situations.

- c. Nonresidential Uses: Driveway widths for non-residential uses may not exceed thirty-four feet (34') measured at the property line and forty two feet (42') at the curb line, except as required by the city for high traffic volume situations and for commercial and industrial properties that need to accommodate large truck traffic.
- (5) *Visibility Standard: Clear* vision areas (triangular in shape) shall be maintained on both sides of all commercial drives. A clear vision area shall be determined using the following three points:
- a. The point of intersection of the side line of a driveway projected to the roadway edge of pavement, and
 - b. Two points, twenty-five (25) feet in distance from that point of intersection. One shall be measured outward from the driveway along the edge of pavement. The other shall be measured along the side driveway line leading onto the subject property.

6. Appeals.

- A. After reviewing a driveway design, the Zoning Administrator or designee may:
 - 1. Approve design as submitted; or
 - 2. Approve design with corrections to conform the design to the requirements of this Chapter; or
 - 3. Approve design with variations from the requirements of this Chapter, provided that the roadway drainage can still be designed without adversely affecting private properties and driveway design with variations will not adversely affect public safety.
- B. If the applicant disagrees with the final decision of the Zoning Administrator or designee, the applicant shall have the right to appeal such decision in writing, along with the appropriate studies and justification to support the variance request. The variance request will be submitted to the Board of Adjustment created under the Zoning Code. The appeal shall be made by the applicant within five business days of the final decision and filed with the City of Indianola Community Development Department. Procedures for administrative hearings as provided in Section 165.02-3(B) of the City of Indianola Zoning Code shall govern appeals made pursuant to this paragraph. The decision of the Board of Adjustment shall be the final decision of the City of Indianola.

7. Penalties

Any person who violates, disobeys, omits, neglects or refuses to comply with or who resists the enforcement of any of the provisions of this chapter shall, upon conviction, be fined for each offense up to the maximum amount as allowed by the Code of Iowa. Each day that a violation is permitted to exist constitutes a separate offense.



MEMORANDUM

To: Mayor and City Council

From:

Date: November 1, 2021

Subject: Second consideration of an Ordinance amending the City Code of the City Of Indianola, Iowa creating regulations related to a residential rental code and making certain related amendments to the Property Maintenance Code.

Recommendation: Roll call is in order.

Attachments:

1. Housing Rental Code Memo
2. Full Survey Results October 2021
3. Rental Housing Inspection Checklist
4. Proposed Residential Rental Code



COMMUNITY DEVELOPMENT

To: Mayor and City Council
CC: Ryan Waller, City Manager
From: Emily Rizvic, Planning Intern
Charlie Dissell, Director
Date: October 13, 2021
Subject: Consideration and Adoption of Residential Rental Codes in the City of Indianola

Background

Iowa Code 364.17 “City Housing Codes” requires cities with a population of fifteen thousand (15,000) or more to adopt by ordinance a residential rental code. This code includes programs for regular rental inspections, inspections upon receipt of complaints, and certification of inspected rental housing.

The 2020 population counts from the United States Census Bureau determined that the city’s population is roughly 15,800. To become compliant with Iowa Law, property owners, their agents and others who rent out residential dwelling or sleeping units would be required, upon adoption, to follow the Residential Rental Code within the corporate limits of the City of Indianola.

Methodology

A comparison of ordinances established by municipalities with a population of 15,000 or higher was conducted by Community and Economic Development Staff. Additionally, a survey was sent to municipalities within Iowa regarding their rental housing code which received 16 responses. The following are a list of ordinances and survey responses that have been reviewed:

- Adel
- Altoona
- Ames
- Ankeny
- Cedar Rapids
- Clive
- Des Moines
- Dubuque
- Grinnell
- Grimes
- Iowa City
- Johnston
- Marshalltown
- Newton
- Norwalk
- Pella
- Sioux Center
- Urbandale
- Waukee
- West Des Moines

Additionally, residents of Indianola, particularly those that participate in the rental housing community, were surveyed to collect input and feedback on existing conditions within the rental housing community. A total of 95 responses were collected in this survey and is attached.

Exemptions

Unless indicated otherwise, all rental properties would be subjected to the Residential Rental Code. Exemptions are made for circumstances where state licensing is required and issued. The following are exemptions that are outlined within the proposed code:

- Transient shelters and group homes which are subjected to state licensing. State code currently has jurisdiction towards these types of facilities
- Dormitories which are subjected to inspections by the State Fire Marshall
- Hotels, motels, extended stay hotels and other similar uses. State code currently has jurisdiction towards these types of facilities

Transient shelters, group homes, hotels, motels, extended stay hotels or guest lodging where occupants would reside for less than thirty-one (31) days are governed by state licensing and other requirements or regulations and thus are not included within this proposed chapter.

Many other municipalities within Iowa include exemptions for those rental properties where the owner's immediate family is occupying the unit. The City of Des Moines is currently undergoing a revision of this provision to require these units to be inspected and registered, stressing the importance for the city's existing housing stock to be well maintained and managed and to provide safe and healthy housing.

What Provisions are Required to be Adopted?

Iowa Code 364.17 outlines the requirements and power that cities have in adopting city housing codes and rental codes. The code specifies the following requirements to be adopted in order to be compliant with State law:

- Regular Rental Inspections
- Rental Inspections upon the receipts of complaints
- Certification of inspected rental housing
- A housing code, such as the following:
 - National Healthy Housing Standard by the American Health Association
 - Uniform Building Code by the International Conference of Building Officials (ICBO)
 - Standard Housing Code by the Southern Building Code Congress International
 - Housing Quality Standards by the U.S Department of Housing and Urban Development (HUD)
 - Or another housing code which provisions are more stringent than those in the model housing code it adopts or to which it is subjected to (364.17.7)

The City of Indianola currently has the 2018 International Property Maintenance Code adopted. It is proposed to reference this housing code for rental properties. This code can be found in Chapter 154 *Property Maintenance Code* of the City of Indianola Code of Ordinances.

Inspections

In order to be compliant with State law requirements, regular inspections are proposed for all rental units, existing and proposed and would be conducted every two years. Inspections may become more frequent or infrequent depending on the following factors:

- Age and condition of dwelling
- Inspection history
- Tenant/management complaints
- Natural disasters such as flooding
- Timely inspection scheduling, follow-up, and fee payment by the owner
- In-house inspection and maintenance program by the owner that includes specific life and safety provisions

Inspections will be scheduled by the applicant through the city with twenty-four hour notification prior to scheduling. The owner and/or agent is required to notify the tenant of the inspection in accordance with Chapter 562A of Iowa Code titled *Uniform Residential Landlord and Tenant Law*. Additionally, inspections may not be conducted in the following circumstances:

- When a minor is serving on the behalf of the owner and/or agent
- When the inspection is against the will of the tenant without the building owner and/or agent present
- When no prior notice is given to the tenant, as required by state law (Chapter 562A)
- Without the either the owner and/or agent. Tenant of the dwelling, or the designated agent being present

In the event that entry is refused, the City Attorney or their designee may make an application for an administrative search warrant in the name and authority of the city, as provided by law. Administrative search warrants are to ensure safe and healthy living accommodations if a property owner refuses entry. Administrative search warrants are required if refused entry as established in *Camara v. Municipal Court*, 387 U.S. 523 (1967). Currently, the City of Des Moines codifies administrative search warrants into their rental housing code.

Rental Inspection Certificates

In order to meet State requirements, provisions regarding the certification or licensing of inspected rental housing is proposed. **Figure 1** shows a step by step process of the certification process. The following are summaries of regulations proposed for codification.

- Registration – Rental properties will be required to register all rental units that they manage, own, or oversee. Registration initiates the certification process and provides the City with

contact information to notify landlords of when certificates are expired or know who to contact when mediating disputes on alleged violations

- **Duration and Validation** – Certificates expire at the end of two (2) years following its date of issuance, or from the listed expiration date, unless revoked or suspended. Certificates are revoked if not renewed within thirty (30) days from the date of expiration. Renewal includes an inspection of rental property for compliance with the proposed ordinance
- **Transfer of Ownership** – When ownership of units or rental properties is proposed to be transferred, a ninety-six (96) hour notice is required to the City. Succeeding property owners will have 30 days to reregister the rental property. Re-inspection is not required unless the certificate on the rental property has expired or the succeeding property owner fails to re-register the property within 30 days
- **New Units** – New construction projects which have received a final inspection approval will not be required to complete an inspection for a period of two years from the issue date of their previous permit but will still need to register their property and provide contact information to the City

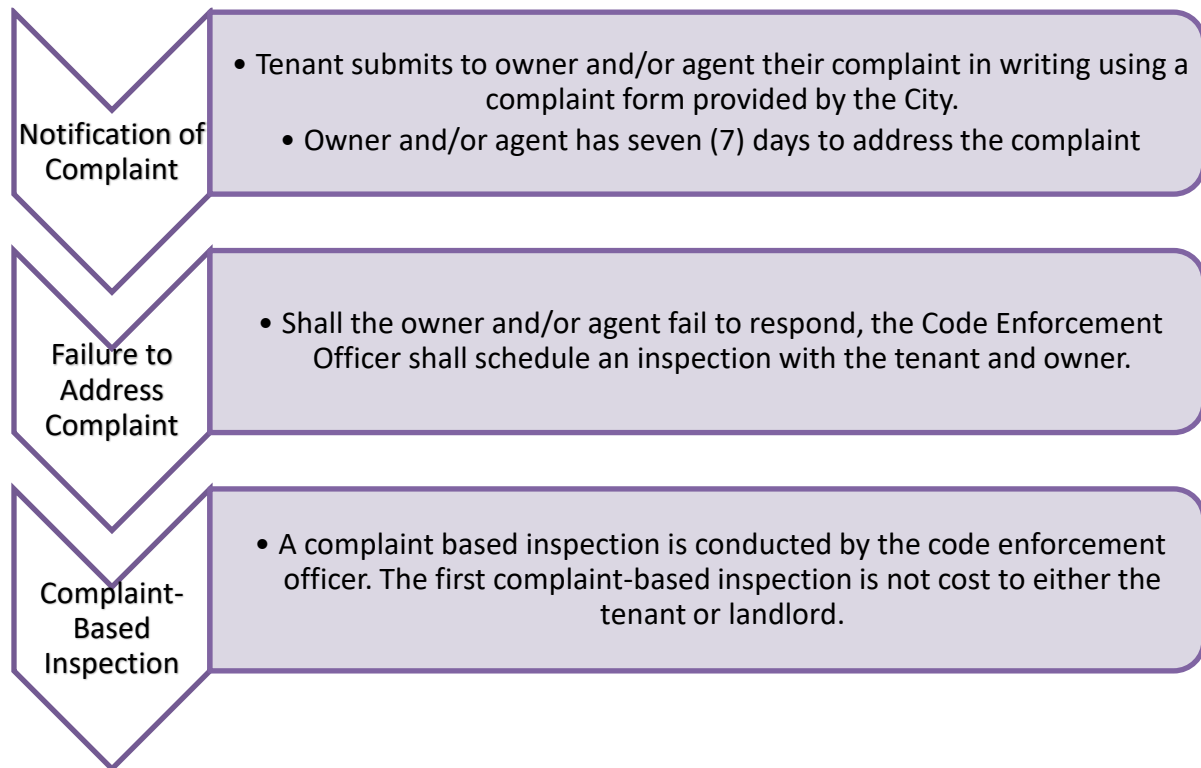
Figure 1: Proposed Rental Registration and Certification Process



Complaints and Rent Collections

In order to meet State requirements, provisions regarding rental inspections upon receipt of complaints is also required. As a result, the following is proposed. The city will intervene in complaints in the event that there are significant concerns regarding health, safety, or general welfare. The proposed complaint process can be shown in **Figure 2**.

Figure 2: Shows the proposed complaint process.



Additionally, it is proposed for no retaliation clauses to be included within the provisions of this ordinance. No retaliation clauses ensure that actions such as eviction does not occur as a result of an individual filing a complaint nor that services, facilities, equipment, or utilities be removed, shut off, or discontinued in retaliation to a complaint.

Lastly, it is proposed that rent cannot be recoverable by the owner or lessee of any unit which does not comply with the provisions within this ordinance for any period of occupancy which commences on or after the date that the City provides notice to the owner and tenant of the provisions of the chapter. Rent remains unrecoverable until the City provides written notice to the owner and occupant that such dwelling unit has been issued a valid inspection certificate.

Crime Free Multi-Housing Program

The Crime Free Multi-Housing Program is a program in effort to reduce the occurrence of crime that occurs on rental properties. The goal for such program would be to reduce crime and create a safer and more desirable environment for families to live and assist in the enforcement of criminal activity that may occur in multi-housing properties. A number of cities within Iowa

are enrolled in the program, with most having the program voluntary for rental properties and only some cities making the program mandatory. A brief list can be viewed here:

- Ames
- Ankeny
- Cedar Rapids
- Council Bluffs
- Des Moines
- Iowa City
- Johnston
- Newton
- Urbandale
- Waukee

The first phase of the program includes an eight hour training program, which upon completion, landlords, owners, and/or agents will receive a certification for completing this phase. The City of Ames recently conducted the first phase of their voluntary program. Some of the training that the program covered included the following:

- Building inspection issues
- Combating illegal activity
- Fire safety and prevention
- City partnerships
- Understanding city & state codes
- Background and other security checks
- Physical security crime prevention through environmental design
- Rental agreements
- Active property management
- Lease addendum's
- Evictions

The second phase includes crime prevention through environmental design. This refers to the safety features that are provided on the rental property, such as deadbolt locks, 180 degree eye-viewers, slide lock on sliding glass doors, adequate security lighting, landscaping for visual lines, and visible addresses posted on each building and apartment door. The last phase includes a tenant safety social, where the police department goes over general safety principles and crime prevention tactics with the residents of the rental property.

Alternatively, the program has seen legal challenges. Pending cases such as *Jones et al. v City of Faribault* claims that the practice violates the Fair Housing Act and the Equal Protection Clause of the 14th Amendment. In the survey that was conducted between Iowan municipalities, approximately twelve (12) answered that they do not have this code adopted and of the 4 that do, two (2) has property owners and managers join the program voluntarily. It is recommended that if a crime-free housing ordinance was enacted in the future, that such program is voluntary.

Violations

In the event that provisions within this chapter are violated, the Community and Economic Development Department may issue an order requiring the property owner and/or agent to correct violations within a reasonable amount of time. The City must also give notice and detail the violation(s) so that the property owner and/or agent may correct said violation(s).

Appeals and Variances

Variances to provisions within the zoning code regarding adopted housing code standards or other codes promulgated within this chapter may be recommended for approval by the Board of Adjustment to the City Council.

Additionally, the proposed code allows for the Board of Adjustment to hear appeals. Applicants can appeal denials to certificate applications, revocations, and suspensions. It is recommended in the future to consider the establishment of a Housing Appeals Board as an appropriate body to appeal to or hear cases relevant to housing in Indianola.

Community Meetings

A total of three (3) community meetings were organized in regard to the Rental Housing Code. The first meeting was organized on August 5th, 2021 and focused on tenants. A total of four (4) individuals showed up to this meeting. On August 12th, staff met with landlords where approximately 50 individuals came. A third meeting was organized after interest was indicated and was hosted on September 30th.

Tenant Meeting – August 5th

At the tenant meeting, tenants indicated a need for overall safety and wellbeing in rental housing, including fire safety. Tenants also indicated a concern over accessibility in multi-family housing, particularly ADA-Compliant parking and pathways.

Landlord/Property Owner Meetings - August 12th and September 30th

At the landlord meeting, landlords and property owners raised concerns over code language for radon levels in home. As the code is written, testing is not required for radon levels. Currently, Iowa City is the only city in Iowa that tests single-family and duplex properties for radon levels and required mitigation if radon levels are above the federal EPA hazard exposure level of 4pCi/L. This program began in July of 2021.

Additionally, landlords raised concerns over proposed language regarding requiring locks to be changed or rotated following a change in tenancy.

Board of Adjustment Meeting- October 6th

At its monthly meeting, the Board of Adjustment reviewed the proposed rental code and inspection checklist. Discussion took place on the landlord's comments received at the September 30th meeting regarding the proposed code on radon mitigation and locks being changed out. The Board of Adjustment proposed the following alternatives:

Radon- There was concern on the costs of this to landlords, as well as some unknowns regarding radon gas. The Board proposed that language be amended to state that if a landlord decides to not mitigate radon over 4pCi/L, that the tenant be given an option to break their lease agreement.

Locks- The Board of Adjustment proposed to modify language that would state "Following each change in tenancy, and at the request of the tenant, locking devices on dwelling unit entry doors shall be changed or rotated."

Planning and Zoning Commission Meeting- October 12th

At its monthly meeting, the Planning and Zoning Commission reviewed the proposed rental code and inspection checklist. Discussion took place on the landlord's comments received at the September 30th meeting, as well as the Board of Adjustments discussion regarding the

proposed code on radon mitigation and locks being changed out. The Planning and Zoning Commission proposed the following alternatives:

Radon- After the board of Adjustment meeting, Staff spoke with Legal Counsel who noted the City could not require a landlord to break a lease if radon tested high and the landlord did not wish to mitigate. The Planning and Zoning Commission proposed language to state that if a tenant requests a radon test, the landlord shall allow said test to be completed prior to execution or renewal of a lease. If a radon test has previously been performed in the last two (2) years, those results may be provided to the tenant in lieu of the requirement that the test be completed prior to execution or renewal of a lease.

Locks- The Planning and Zoning Commission concurred with the Board of Adjustment's proposal to modify language that would state "Following each change in tenancy, and at the request of the tenant, locking devices on dwelling unit entry doors shall be changed or rotated."

Recommended Resources for Rental Property Owners and Tenants

The following are resources that could be created for property owners and tenants to inform them on the code update and help walk them through the process or that already exist within proximity to the City of Indianola.

- A housing inspection checklist – Many cities create a safety inspection checklist for property owners and landlords to inform them of what the housing inspector will be looking for during the inspection. A copy of this checklist is provided as an attachment
- Designated webspace on the City of Indianola website that addresses frequently asked questions and provides all resources and information needed for both tenants and landlords. Additionally, a copy of the rental housing code and tenant landlord act would be provided
- HOME, Inc. – HOME, Inc. provides resources and education to both landlords and tenants regarding the Tenant Landlord Act and provides housing counseling

There are additional resources that span from addressing issues such as lead-based paint, asbestos, and smoke-free housing. These resources have been collected by staff and are being implemented into a rental guidebook.

Lastly, through survey and discussions made during community meetings regarding the rental housing code, both tenants and landlords indicated that they are interested in a program or training that covers the rental housing code and rights promulgated in the Tenant and Landlord Act. The full survey results are provided as an attachment.

Recommendations

The Community Development staff put forth the following recommendations:

1. Focus priorities in increasing or keeping the existing rental unit stock rather than minimizing the supply of this housing type. Enforcement procedures should focus on improving housing conditions rather than displace persons from their homes and/or shelter
2. Consider establishing a Housing Appeals Board to hold hearings

3. If participation in the crime-free multi-housing program is proposed, consider having landlords participate voluntarily in a crime free multi-housing program rather than mandating participation
4. Create and make accessible a safety inspection checklist for property owners/managers and landlords to prepare for rental housing inspections
5. Establish and actively share resources and guides for landlords, tenants, and other stakeholders in regard to renting in Indianola, conducting and passing inspections and designate webspace on the City website to host such materials and resources
6. Consider having the code enforcement officer join as an active member of the Iowa Association of Code Enforcement
7. Actively work with stakeholders in the community during the adoption and future code amendments of the rental code
8. Participate in the annual National Lead Poisoning Prevention week by spreading information and resources to the community and increase awareness and utilize their public engagement tools such as the Social Media Guide and Partner Information Kit
9. Organize an event or collaborate with local non-profits to conduct an annual program for tenants and landlords to educate on the rental housing code and Tenant Landlord Act
10. When a fee schedule is adopted for the rental inspection program, it is recommended to not charge a complaint-based fee towards landlords or tenants

Full Survey Results

City of Indianola, Iowa | October 2021

Full survey results regarding conditions within the rental housing community and market in the City of Indianola, Iowa. This survey was administered by the Community Development Department



Full Survey Results

A total of twenty-four (24) responses were received from property owners, managers, and landlords.

Q1 HOW MANY RENTAL UNITS WITHIN INDIANOLA DO YOU OWN/MANAGE?

ANSWERED: 24 SKIPPED: 0

Number of units owned by each property owner/manager	Responses	%
1 unit	10	41.6
2 units	4	16.6
3-5 units	3	12.5
6-9 units	3	12.5
10-20 units	1	4.16
21-30 units	0	0
31-50 units	1	4.16
More than 50 units	2	8.3

Q2 WHAT TYPES OF UNITS DO YOU MANAGE/OWN WITHIN THE CITY?

ANSWERED: 24 SKIPPED: 0

Type of Units	Responses	%
Single-Family Dwellings	18	75
Two-Family Dwellings (Duplex)	4	16.6
Multi-family Dwellings (3 +)	3	12.5
Apartments	5	20.8
Condominiums	3	12.5

PROPERTY OWNERS AND MANAGERS

Q3 HOW WOULD YOU RATE THE FOLLOWING?

Q.3.1 THE OVERALL RENTAL HOUSING QUALITY WITHIN THE CITY OF INDIANOLA



Q.3.2 THE RENTAL MARKET WITHIN INDIANOLA



Q.3.3 OVERALL CONDITION OF PROPERTIES YOU CURRENTLY RENT OUT OR MANAGE



Q4 WHAT TYPE OF HOUSING DO YOU PROVIDE?

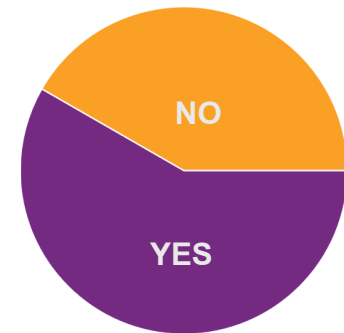
ANSWERED: 24 SKIPPED: 0

Type of Housing	Responses	%
Market Rate	24	100
Section 8	3	12.5
Low-Income Housing	0	
Privately owned Section 8	0	

Q5 HAVE YOU EVER HAD TO EVICT A TENANT OR CANCEL A LEASE?

ANSWERED: 24 SKIPPED: 0

Response	Count	%
Yes	14	58.3
No	10	41.7



Q.5.1 WITHIN THE LAST 2 YEARS, HOW MANY RENTERS HAVE YOU EVICTED OR CANCELLED THEIR LEASE?

ANSWERED: 14 SKIPPED: 0

Number of Evictions	Responses	%
0 evictions	8	57.14
1 eviction	3	21.42
2 evictions	2	14.28
3 to 9 evictions	0	0
More than 10 evictions	12	85.7

Full Survey Results Cont.

PROPERTY OWNERS AND MANAGERS

Q.5.2 WHAT REASONINGS HAVE YOU HAD TO EVICT A TENANT OR CANCEL A LEASE?

Reasonings	Responses	%
Failure to pay rent	12	85.7
Engaging in illegal activity	4	28.5
Violating lease agreements related to occupancy rules	3	21.4
Disturbing other tenants (i.e. Noise)	3	21.4
Violating lease agreements (Misc.)	1	7.14
Violating lease agreements related to housing pets/animals	0	0
Property destruction	0	0
Smoking	0	0

Q6 DO YOU CONDUCT A WALK THROUGH WITH EACH RENTER PRIOR TO MOVE IN TO IDENTIFY ANY HEALTH AND SAFETY CONCERNS?

ANSWERED: 24 SKIPPED: 0

Response	Count	%
Yes	19	79.2
No	5	20.8

Q7 HOW OFTEN DO YOU REFUND THE SECURITY OR DAMAGE RENTAL DEPOSIT AT THE END OF THE LEASE?

ANSWERED: 24 SKIPPED: 0

Response	Count	%
Almost always	11	45.8
More than half the time	10	41.7
Less than half the time	1	4.2
Almost never	2	8.3

Q8 HOW MUCH DO YOU SPEND PER YEAR TO MAINTAIN THE CONDITION AND APPEARANCE OF A SINGLE RENTAL UNIT?

ANSWERED: 21 SKIPPED: 3

Response	Count	%
\$500 or less	5	23.8
Between \$501 and \$1,000	6	28.57
Between \$1,001 and \$1,999	2	9.52
Between \$2,000 and \$2,999	5	23.8
Between \$3,000 and \$3,999	1	4.76
Between \$4,000 and \$4,999	0	0
More than \$5,000	2	9.52

Q9 ARE YOU AWARE OF THE FOLLOWING RESOURCES FOR TENANTS/LANDLORDS?

ANSWERED: 24 SKIPPED: 0

Resource	Yes	No
Iowa Civil Rights Commission	6	18
HOME, Inc.	3	21
Iowa Legal Aid (ILA)	8	16
United States HUD	10	14
Warren County Housing Authority	11	13
Iowa International Center (IIC)	3	21
Iowa Department of Public Health	8	16

Q10 WOULD YOU FIND IT HELPFUL OR BENEFICIAL FOR THERE TO BE TRAININGS OR EVENTS THAT RUNS THROUGH TENANT AND LANDLORD RIGHTS, PROPERTY MAINTENANCE CODES AND OTHER RELEVANT AREAS?

ANSWERED: 24 SKIPPED: 0

Response	Count	%
Yes	20	83.3
No	4	16.6

Full Survey Results Cont.

PROPERTY OWNERS AND MANAGERS

Q11 WHAT CODES COULD BE ADDED TO THE CITY RENTAL HOUSING CODE THAT WOULD IMPROVE THE OVERALL QUALITY OF RENTAL HOUSING IN THE CITY OF INDIANOLA?

ANSWERED: 4 SKIPPED: 20

- *I don't know on single family homes. I try to improve my single family homes each year*
- *Be careful, renters will have to pay more if we get too fancy*
- *A rental maintenance and safety check list that landlord & renter agree to abide by to be reviewed yearly*
- *Basic Requirements*

Q12 ARE THERE ANY ADDITIONAL COMMENTS/INPUT YOU WOULD LIKE TO LEAVE?

ANSWERED: 10 SKIPPED: 14

- *I haven't read the code yet*
- *Please keep in mind that any rules that result in additional expenses to landlords will directly impact rent prices. While I agree this can be a good change, it can also make it hard*

to find affordable housing in town

- *Taxes are \$3300/yr on each of my buildings on the square... pretty high*
- *I hope whomever creates the new housing inspection rules and code, realizes that some landlords are lower-middle income people, who can't afford expensive updates to their property. I own only one rental home, where I lived myself for 25 years, and am a lower-middle income person. I would hate to have to sell my place—it's the only investment I have—just because I can't afford all of the requirements of the new code. I agree housing needs to be safe and healthy, but I hope there aren't requirements that go far beyond that. Thanks*
- *Our community is being run with vagrant meth heads*
- *We are not able to attend the meeting as we will be out of state. How can we get a summary of what was covered and materials that will be distributed?*
- *Thank you for the opportunity to have input*

- *The main concern I have with the structure of the rental inspection program is what time commitment it will require on the part of the property owner/property manager*
- *Codes need to protect tenant as well as landlord*
- *No*

Full Survey Results Cont.

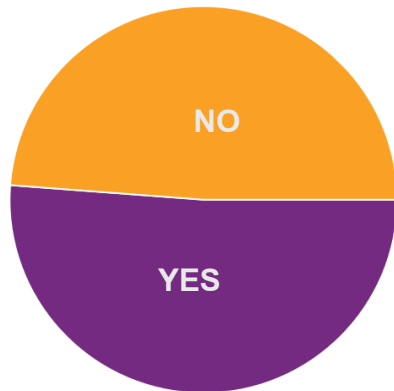
A total of forty-one (41) responses were received from tenants.

Q1 ARE MAINTENANCE REQUESTS RESOLVED IN A TIMELY AND APPROPRIATE MANNER?

ANSWERED: 41

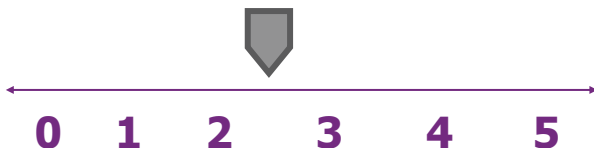
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Responses	Count	%
Yes	20	51.2
No	21	48.8

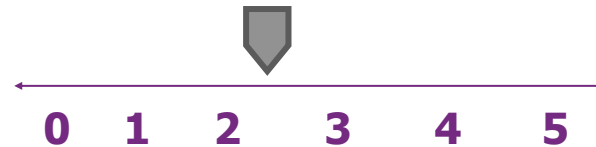


Q2 PLEASE RATE THE CONDITIONS OF YOUR RENTAL UNIT FROM 0 TO 5

Q.2.1 EXTERIOR OF PROPERTY (I.E. LAWN, SIDEWALK, LANDSCAPING)



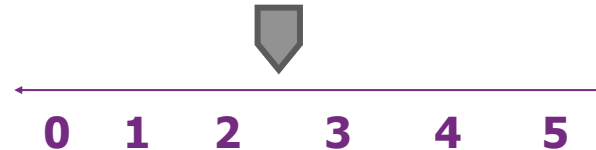
Q.2.2 PARKING LOT



Q.2.3 COMMON AREAS (IF APPLICABLE)



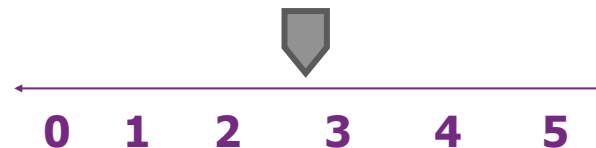
Q.2.4 INTERIOR OF PROPERTY



Q.2.5 BATHROOM

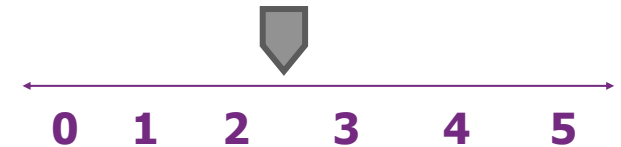


Q.2.7 BEDROOM



TENANTS

Q.2.8 KITCHEN



Q.2.9 STAIRWAYS



Q3 PLEASE INDICATE GENERALLY HOW SAFE YOU FEEL WITHIN YOUR RENTAL UNIT REGARDING THE FOLLOWING SCENARIOS OR EMERGENCIES

Q.3.1 CRIMINAL ACTIVITY

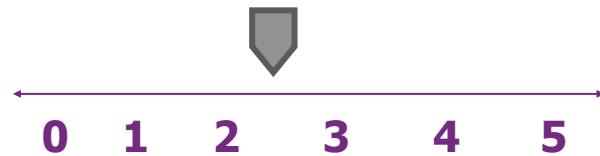


Q.3.2 FIRE



Full Survey Results Cont.

Q.3.3 SECURITY



Q.3.4 HIGH-WIND EVENTS



Q.3.5 RODENTS AND PESTS



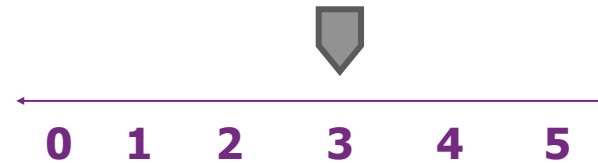
Q.3.6 CARBON MONOXIDE



Q.3.7 FLOODING



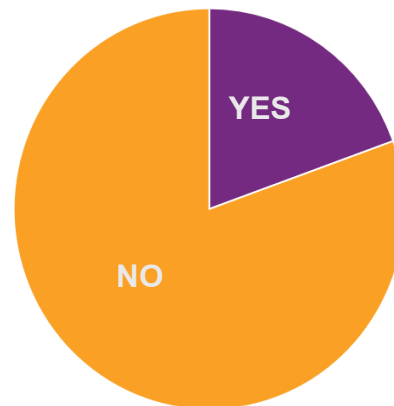
Q.3.8 LEAD AND/OR ABESTOS



Q4 HAVE YOU EVER BEEN RETALIATED AGAINST FOR RAISING A CONCERN OR COMPLAINT TO YOUR LANDLORD?

ANSWERED: 41 SKIPPED: 0

Responses	Count	%
Yes	8	19.5
No	33	80.5

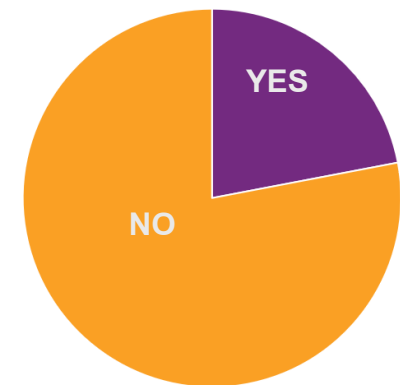


TENANTS

Q5 HAVE YOU EVER EXPERIENCED ANY FORM OF DISCRIMINATION PREVIOUSLY WHILE SEARCHING FOR RENTAL HOUSING IN THE CITY OF INDIANOLA?

ANSWERED: 41 SKIPPED: 0

Responses	Count	%
Yes	9	22
No	32	78



Q6 HAVE YOU EVER BEEN ASKED OR FORCED TO LEAVE A RENTAL HOME IN INDIANOLA?

ANSWERED: 41 SKIPPED: 0

Responses	Count	%
Yes	5	12.2
No	36	87.8

Full Survey Results Cont.

TENANTS

Q.6.1 WHAT WAS THE REASONING FOR YOUR EVICTION?

Reasonings	Responses	%
Failure to pay rent	3	60
Disturbing other tenants	2	40
Retaliation from a complaint	1	20
Violating lease agreements	1	20
Engaging in illegal activity	0	0
Property destruction	0	0
Smoking	0	0

Q.6.2 WERE YOU AWARE OF OR DID YOU UTILIZE FREE LEGAL SERVICES PROVIDED BY IOWA LEGAL AID

Response	Count	%
Yes, I was aware and utilized the service	1	20
Yes, I was aware but I did not utilize the service	0	0
Yes, I was aware but I did not qualify for the service	2	40
No, I was not aware	2	40

Q7 ARE YOU AWARE OF THE FOLLOWING RESOURCES FOR TENANTS/LANDLORDS?

ANSWERED: 41 SKIPPED: 0

Resource	Yes	No
Iowa Civil Rights Commission	10	31
HOME, Inc.	9	32
Iowa Legal Aid (ILA)	19	22
United States HUD	16	25
Warren County Housing Authority	22	19
Iowa International Center (IIC)	3	38
Iowa Department of Public Health	16	25

Q8 WOULD YOU FIND IT HELPFUL OR BENEFICIAL FOR THERE TO BE TRAININGS OR EVENTS THAT RUNS THROUGH TENANT AND LANDLORD RIGHTS, PROPERTY MAINTENANCE CODES AND OTHER RELEVANT AREAS?

ANSWERED: 41 SKIPPED: 0

Response	Count	%
Yes	28	68.2
No	13	31.7

Q9 HOW SATISFIED ARE YOU WITH YOUR CURRENT RENTAL UNIT MANAGEMENT?

ANSWERED: 41 SKIPPED: 0

- *Satisfied (5 responses)*
- *Not satisfied at all (5 responses)*
- *Fine*
- *Could use improvement on property. They do fix things when needing fixed inside unit*
- *Don't see them often*
- *I haven't had any issues arise with the management, but if I did they would resolve it. If any issue was not resolved in a reasonable time, I would probably go to the city to see who to contact about the issue*
- *I'm not satisfied with our management. As long as I have lived here, I have been told to call an electrician when I have a problem. My lights in the kitchen still don't work right. I keep blowing lights. I have given up on that. I had to call the appliance person to fix my stove. My stove still doesn't work correctly. The appliance man said that he has to special order parts because it is so old. He needs to put in a new one. I also have given up on that.*

Full Survey Results Cont.

TENANTS

There was 2 new tenants that moved in within the last 3 months and he didn't give them a mailbox key. One of them said that he didn't think she needed a key. I was stopping the mailman and getting their mail for them. I asked the mailman one day who to see about getting keys, he said our management. They had not been told about it. I told our management they need keys and all he said was that it costs money to have them made. I told him that he needs to get it taken care of because I don't work for the post office. I was doing it out of the kindness of my heart. The security doors have been fixed several times in the last year or 2. The electrician said it was in the wiring in the apartments. I could go on and on but I think you get the picture

- *Very satisfied. Our landlord/management company is very understanding and easy to work with. They answer all maintenance issues within a timely manner, even during "off" hours and holidays. They are very easy to communicate with and make everything very simple*

- *I am somewhat satisfied. Though I renewed my lease in June, I still haven't received a copy of it back, signed by my rental manager. The management with my current rental is lackluster at best*
- *Not at all satisfied. Kading properties are bullies*
- *I am satisfied, just wish rental prices were lower*
- *They are passable. I've lived in this apartment complex, and another that is managed by the same company, for over 13 years (though this company didn't buy it till about 8 years ago). They aren't always right on top of maintenance issues. And the landscape companies they hire don't do the best at snow removal or things like trimming weeds out of sidewalk cracks. Or even cleaning up after themselves after they trim bushes or mow the lawn. And, since they only trim exterior bushes once a year, including trees growing in them, I have had to do that myself this year. Since the last two years, a bushy tree growing up in one outside my apartment has overgrown the sidewalk so much that you have to walk in the grass, to get around it, by*

the time they get to trimming it (despite asking multiple times about when they were going to trim them). And there are quite a few ash trees dying on these properties. One is pretty far gone, that is pretty near my apartment. So it has me worried that they won't have it cut down before it falls down, taking out part of my apartment, or power lines, or something (some of that may be nitpicking). But they keep the apartments pretty clean (at least the units, on move in). And decent places to live, for the most part. But I believe they are actually working on selling these properties too, though they haven't told us directly. I've heard it from other tenants.

- *I am very content where I live. He mostly leaves us alone when we keep our outside area is cleaned.*
- *They don't listen to the tenant*
- *The apartment is big but the kitchen cabinets are terrible, so we covered the shelves with poster board and the stove is 46 years old and the burners are not working right, the bathroom has stained fixtures... The manager is next door to us and has dog poop in her grassy area as well as cigarette butts... The whole area is trashy and when*

Full Survey Results Cont.

TENANTS

they mow it just cuts down the weeds... I guess you get what you pay for but whoever owns this property doesn't care about the tenants as they would not let it get this trashy... We have a years lease so hopefully we can get out in 9 more months!

- *Unhappy. It is none existing it seems like*
- *Very unprofessional with her communication*
- *The manager seems to do just what she has to do and takes no responsibility for problems*
- *Not at all but I used to be*
- *I got stuck in a run down apartment, am disabled and people keep taking my parking spot as you have to take what you can get... Manager doesn't care what happens as owners obviously just want the money!*
- *Somewhat satisfied, there were lights inside that haven't been fixed and a towel rod fell off because it was glued to the wall*
- *0 - Not happy*
- *Satisfied, however I have a*

maintenance order a couple months old that hasn't been completed

- *I love my landlord, he is fair and tries his best to get things fixed or done as soon as he can*
- *I am currently in a lawsuit against my manager*
- *Not satisfied at all. A lot of tenants have complained to BBB and the Corporate Office for Foxwood about her and nothing has yet to be done*
- *My current landlord is good but we have only been here two months. All the questions were answered with my previous rental in mind*
- *Landlord that we originally rented from rarely followed through with completing tasks as promised. Many maintenance issues needed when we moved in, still have yet to be done, it's been over a year since we moved in*
- *I enjoy my rental management I got lucky with the one I have, but protections need put into place for safety as well as better and more spaces to rent*
- *Very good management*

Q10 HOW SATISFIED ARE YOU WITH THE QUALITY OF YOUR CURRENT RENTAL HOME?

ANSWERED: 41 SKIPPED: 0

- *Satisfied (8 responses)*
- *Not satisfied at all (5 responses)*
- *Satisfied—As a rental goes vs home ownership*
- *Not of the building*
- *satisfied. Hoping new owner fixes maintenance issues right away after gaining possession*
- *It's ok. It's low income apartments, so there are no bells or whistles (not even central air or furnaces in these. Just baseboard heat, and air conditioners we tenants have to supply for ourselves. At least us in one bedrooms. The efficiency apartments have installed air conditioners). And they aren't very well insulated, or shaded, so my AC has a hard time trying to keep up with the heat. But I have my own private entrance, and little are outside I can plant flowers (and a little patio a past resident put in). So it's nicer than the contained buildings with smelly hallways. Where you can smell everything your neighbors cook, or*

Full Survey Results Cont.

TENANTS

anything else that smells

- *Unhappy. It's what the kids would call a trap house, meaning the whole place is full of drugs and or needs condemned*
- *The quality of our rental home is fantastic*
- *I'm satisfied somewhat. Roaches have been an issue lately, my exhaust fan in the kitchen doesn't work and my bathroom one is going out. There are many things that need to be fixed, but its not always a dire situation*
- *It's trash. Mold, rotting floors, water leaks*
- *We have an apartment so I guess this question doesn't fit our situation*
- *Just heard the rent will go up if we stay past one year... Penalty for late rent went up and then we found out the rent will go up... Manager could care less if we know what is going on!*
- *Somewhat, aside from the rear exterior stairs, the lights that are inoperative and the towel rack, everything else is fine*
- *I am not satisfied. The complex I live in lacks any amenities, is completely out*

dated and was poorly built

- *So-so. Landlord won't keep up on needed repairs and typical wear and tear. They won't even come paint the inside unless we paint it ourselves or if WE hire someone to do it.*
- *It's affordable and safe*
- *It was great before Brad Cowger owned it*
- *I am somewhat satisfied although there are issues that need to be addressed but the majority of my rental property is satisfactory*
- *It has been leaking water for 2 days—not very satisfied*
- *Extremely satisfied. Our units are very goof quality and there are safety items (fire extinguisher, appropriate amount of smoke alarms/carbon monoxide detectors, etc.) in our home. Our landlord provides lawn care and we do our own snow removal. Our landlord also has a pest inspection company come around every quarter to make sure there are no issues and if there are to take care of them*
- *Once I fix things in here, I will be satisfied. I moved here March of 2008. The place wasn't cleaned, the*

carpets were dirty, carpet was the original when this place was built, the paint was so thin you could see the seams of sheet rock and the metal framing of the kitchen door was visible. I got shocked every time I touched it in the winter. This is the longest I have lived in one place in all of my adult life. I love the area and I am tired of moving. That's why I stay here and try to tolerate management

- *It is ok*
- *Satisfied, it is a rental. We have everything we need*
- *Exterior of building needs work. Windows need replaced, screens added, gutters fixed, etc.*
- *Satisfied with current, dissatisfied with previous*
- *They all could be better*
- *We want to move ASAP. 2 years here has been overkill for a place like this. It's turned into one of the Ghettos of Indianola*
- *It's good, but could use some updates especially with insulation*
- *It is fair quality. Heavy smoking neighbors have made our floor of the building stink. Also the unique floor plan of the apartment prevents cool air*

Full Survey Results Cont.

TENANTS

from air conditioner in living room to travel to the bedroom. It has very uneven cooling

Q11 ARE THERE ANY ADDITIONAL COMMENTS/INPUT YOU WOULD LIKE TO LEAVE?

ANSWERED: 41 SKIPPED: 0

- No (4 responses)
- We rent a house and there are not any issues or concerns
- There are many rental houses/apartments in this city that are in need of repairs and to be up to code. My apartment has windows that won't open
- I believe this city needs to provide more rent to own opportunities
- Housing on the square needs more parking and better maintenance
- Not sure who is our landlord at the moment, as property is in sale process
- Homes should be sprayed for pest control
- I feel like implementing an inspection is an inconvenience for a lot of people. They would need to either take off work to be home when the inspection takes place, or trust that strangers will leave their home as it was found
- I need a lawyer to fight my landlord ASAP
- We moved from out of state and the apartment is not what was shown in photos
- Sunset Terrace takes care of any issues (wear and tear, etc.) promptly. More parking is needed off street
- I honestly wish I have not rented here at this apartment building but had no choice as it was all I could afford
- The rear wooden staircase is not built properly and one of the main support beams is not even attached
- Just hope you guys fix the meth den on Hwy 92 trailer park...
- Do not rent from Brad Cowger properties
- Live at Kading Properties, they bullied my (high risk) pregnant wife and I out of our townhouse and their properties are not well kept at all. We dealt with kids and adults breaking in to cars and they refused to help
- There aren't enough rental housing options for lower fixed income residents
- The manager at Foxwood Apartments is very rude, is discriminatory, does not follow Iowa laws well for managing apartment complexes and subtly harasses tenants
- I rented site unseen due to moving from another state and the apartment was not like the photos but we needed a place to live and only had so much money so forced to take what we have!
- Rentals need to be cheaper. There is no reason to charge \$1,300 for a 2 bedroom rental that is worth \$400 a month
- We have had multiple issues with our landlord. Says they screen tenants. They don't! We have had numerous bad people in the units form sex offenders to drugs and such in the units. Doesn't feel safe around here at times. We have a couple of neighbors who have the police out here numerous times. Also, we have no privacy. Also having problems with repairs and repainting. Been here 11 years and they say that we will have to hire a painter and pay for it ourselves We have never had our unit painted since we have been here
- The staff was almost always rude when

Full Survey Results Cont.

TENANTS

I called and they were quick to inform me of a complaint but when I complained about neighbors it was shrugged off

- *Little scared, anytime the government gets involved, it usually makes things worse and expensive*
- *Kading Properties should be the ONLY one check out due to poor management and maintenance*
- *I do not know the landlord but the manager of my building will do what ever it takes to save money. When we tell him something needs to be fixed, it takes him forever to get it done. Then when you ask him when things are going to get fixed, he will act like he was never told. If we contact the maintenance about anything because we are tired of waiting on management, we get scolded by management*
- *Handicapped parking signs in private apartment parking lots need discussed at the meeting. Will the City of Indianola follow and enforce the Fair Housing Authority Guidelines? Does the City Code cover the red alarm box*

in the hallways? Will this red box be connected to Fire?

- *My current landlord is wonderful. However, my past landlord in Indianola was absolutely awful (Kading Properties). While I do not feel that my current dwelling requires ongoing inspections due to the landlords ongoing services, I do feel that my past landlord could really use inspections and a complaint process that is outside of their company as they find ways to humiliate, retaliate and bully renters*
- *I would like to know what is meant by frequent inspections, and what kind of inspection. I live in an apartment complex that is HUD funded (and have for several years), so I already deal with multiple inspections in most years. But they don't always result in issues being fixed. But it's also a hassle, and increases my anxiety when I don't know what they are for. I have chronic illnesses and it's hard for me to keep my place presentable. Even with plenty of notice, my apartment still won't be as tidy as I would like (and, especially from jerks that have come through in the past, I*

always get anxious that they will be judging my housekeeping). So if you could be more specific in what is involved in the whole process, that would be great

- *In my current rental situation, I deal with a property manager that would rather put lipstick on a pig then resolve actual issues. It is very frustrating, especially since at one time, I was a homeowner and I understand what needs to be done in order to maintain a property*
- *My landlord was supposed to have a shed for me. It has never happened and I've lived here almost 2 years. My oven quit and no replacement and too many drugs and dealers around too. The trailer needs work and falling apart*

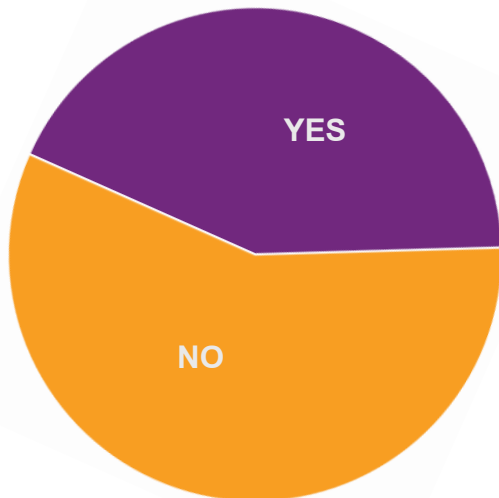
Full Survey Results Cont.

A total of twenty-eight (28) responses were received from members of the general public.

Q1 HAVE YOU LIVED IN RENTAL HOUSING WITHIN THE CITY OF INDIANOLA PREVIOUSLY?

ANSWERED: 28 SKIPPED: 0

Responses	Count	%
Yes	12	42.9
No	16	57.1



MEMBERS OF THE GENERAL PUBLIC

Q2 HOW WOULD YOU RATE THE FOLLOWING ON A SCALE OF 0-5?

Q.2.1 OVERALL RENTAL HOUSING QUALITY WITHIN THE CITY OF INDIANOLA



Q.2.2 CITY OF INDIANOLA RENTAL MARKET



Q.2.3 RENTAL PROPERTIES PROXIMITY TO GOODS AND SERVICES



Q.2.4 MAINTENANCE OF RENTAL PROPERTIES WITHIN THE CITY



Q.2.5 MANAGEMENT OF RENTAL PROPERTIES



Q3 WHAT CODES COULD BE ADDED TO THE CITY RENTAL HOUSING CODE THAT WOULD IMPROVE THE OVERALL QUALITY OF RENTAL HOUSING IN THE CITY OF INDIANOLA?

ANSWERED: 28 SKIPPED: 0

- Maintenance
- Repair, painting, and maintenance plus cut down dead and dying trees and mow yard
- None (2 responses)
- Rental properties must be maintained where tenants are not allowed to "store" their belongings outside the rental property propped up against the building. Limit the number of cars per property. Commitment to rental inspections as well as follow through for issues not complying with the code
- Inspections, fines, enforcement
- Must have an annual inspection
- On site managers for complexes with more than a couple rental units, on site parking in addition to driveways regardless of size, playground requirements for large complexes/ development areas, green space requirements, fence requirements for

Full Survey Results Cont.

neighbor properties in addition to landscaping requirements between adjacent properties, and dog park requirements for over 2 rental units

- *Limit of cars per tenant although that should be for everyone, enforcement of junk in yards, all landlords no matter the number of units need to adhere to the code*
- *International Property Maintenance Code*
- *Exterior upkeep such as free of weeds, loose trash, and adequate private parking*
- *Mind your own business and let free market run the bad landlords out. If someone doesn't want to rent from a slum lord, it is a free country and they can move. City governments make themselves "sanctuary cities" from all other types of laws. Cost to the city and inefficiency of all government makes adding any agency or department ridiculous*
- *Fire and smoke alarms*
- *Preventative maintenance—periodical painting, replacing carpets and floors,*

appliances, taking care of hallways & stairs, and common areas

- *Must have parking limit, number of cars and have play areas for children*
- *Limit number of units to owners who live more than 59 miles from Indianola*
- *Codes requiring higher efficiency, especially given the high rate of negotiated municipal utilities in Indianola. We would want to encourage energy savings, and make us a greener environment as a city (For example, setting a higher insulation, HVAC, and window efficiency rating)*
- *Proper notification on rent increases; keep rent rates at a rate for our size of town; keep properties up and maintain properties if things need fixed in a timely fashion*
- *Better management*
- *Requiring onsite property manager of any multifamily housing development of over 20 units would help ensure the property is being maintained and the tenants have a point person on site to quickly address issues. Being*

surrounded by multifamily housing, we see the impact of not having one vs the benefits of having one. The complex that has one is neat and maintained, whereas the other two are not as much

- *Management does not keep up on apartments. The one on Hwy 92 and South D is a mess. The management would not fix issues and keep up appearances. I had a friend live there and it was a mess and still is a eyesore*
- *Frequency of inspections. Beautification subsidies*
- *More low income housing options*
- *Regular annual inspections, formal complaint process, consolidated site with listing of all rental properties & owners/managers*
- *I am not an expert on what can be enforced, but the conditions of the mobile home parks are terrible. Some code that would require the parks to keep the trailers in better condition*
- *Handicap accessible properties are difficult to find in town*
- *Yearly inspections for all rental units and on site managers for rental*

MEMBERS OF THE GENERAL PUBLIC

Full Survey Results Cont.

properties

- *Maintenance, complaint-based inspections*
- *Safety first, but in the case of some, exteriors need to improve*

Q4 ARE THERE ANY COMMENTS/INPUT THAT YOU WOULD LIKE TO LEAVE REGARDING THE RESIDENTIAL RENTAL CODE?

ANSWERED: 28 SKIPPED: 0

- *No (3 responses)*
- *These codes are long overdo and much needed. Thank you!*
- *Make it tough*
- *Needed*
- *Must be enforced by the city*
- *Many dilapidated structures need to come down and land cleared. Clear clutter and debris hoarding that presents safety and health hazards and provides shelter to rodents. Clean up our city!*
- *Keep up on absent landlords so they are accountable*
- *Electrical, plumbing, mechanical work to be done by licensed contactors. Work needs to be inspected by*

certified inspectors

- *Hopefully management will be held responsible for repairs*
- *We need more affordable housing. Especially affordable housing that is not run down*
- *Requiring on-site management and yearly inspection of all rental properties, require off-street parking in addition to driveways for rentals, require privacy fencing and landscaping be*
- *Focus on maintenance of these properties and tenant satisfaction. Provide resources and trainings when able to for both landlords and tenants*
- *Need more affordable handicap accessible housing*
- *Our community needs vested property owners that are willing to be a positive factor to keep our community at it's best. Not allowing in those that see the community as an inexpensive way to reap financial gain with very little oversight & governance*
- *Make Indianola a sanctuary city. Keep government out of everyone's homes and lives and let people be*

MEMBERS OF THE GENERAL PUBLIC

free. Quit adding program and wasting our tax money

- *Maintenance code*
- *I think it's important that landlords are required to install and maintain smoke alarms in their units*
- *Slumlords around the city of Indianola have too much leeway*
- *Overall, property maintenance needs to be enforced*
- *Had to live 25 minute out of town because of the limited amount of options in my price range. There needs to be more options that are pet friendly and affordable*
- *It's great to see the City of Indianola taking this step of inspecting properties. Two years is a great first step, however I wonder if it should be annual*
- *Make sure landlords have proper rental certificates and properties are up to code*
- *Rates seem high for families that don't have a lot of money*
- *I think it's great, and should improve appearances*

Full Survey Results Cont.

A total of two (2) responses were received from realtors.

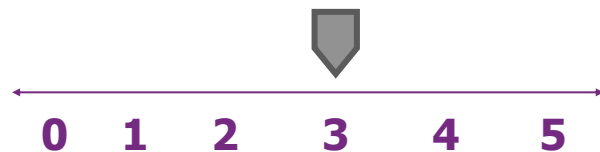
Q1 IN THE PAST THREE (3) YEARS, HAS DEMAND FOR RENTALS IN INDIANOLA INCREASED OR DECREASED?

ANSWERED: 2 SKIPPED: 0

Responses	Count	%
Increased	2	100
Decreased	0	0

Q2 HOW WOULD YOU RATE THE FOLLOWING ON A SCALE OF 0-5?

Q.2.1 OVERALL RENTAL HOUSING QUALITY WITHIN THE CITY OF INDIANOLA



Q.2.2 CITY OF INDIANOLA RENTAL MARKET



Q.2.3 RENTAL PROPERTIES PROXIMITY TO GOODS AND SERVICES



Q.2.4 OVERALL CONDITION OF THE PROPERTIES YOU CURRENTLY ASSIST IN LEASING



Q3 WHAT CODES COULD BE ADDED TO THE CITY RENTAL HOUSING CODE THAT WOULD IMPROVE THE OVERALL QUALITY OF RENTAL HOUSING IN THE CITY OF INDIANOLA?

ANSWERED: 2 SKIPPED: 0

- Safety first (mold remediation, fire detectors, properly installed railings). Careful though, don't go overboard or the problem of not having enough homes for rent could get worse
- Codes that require properties to meet all safety codes in regards to electrical, sewer, and water

Q4 ARE THERE ANY COMMENTS/INPUT THAT YOU WOULD LIKE TO LEAVE REGARDING THE RESIDENTIAL RENTAL CODE?

ANSWERED: 1 SKIPPED: 1

- We need more family rental houses, not just duplexes and townhomes that are not large enough for families. The grounds need to be kept clean in these larger developments so it doesn't develop a stigma amongst the people of the town. Keep any code simple though

REALTORS

RENTAL INSPECTION CHECKLIST

City of Indianola | Community Development Department • 110 N 1st St P.O Box 299
comdev@indianolaiowa.gov • Ph: (515) 961-9430 • Fx: (515) 961-9402



Property Owner / Manager				Inspection Date
Property Address				Unit(s)
Tenant Notified Prior?	Y	N	N/A	Inspection Type

PROPERTY INFORMATION

Address		Zone
# Units	# Buildings	Year Constructed
Total Common Areas (sq.ft.)		Total Living Areas (sq. ft.)

EXTERIOR

Y	N	N/A	
			Are house numbers clearly visible and legible from the street or road fronting the property? Are they a minimum of 4" and of contrasting color? (R319, IPMC 304.3)
			Are exterior windows screened? (IPMC 304.14)
			Are all exterior windows, penetrations, and openings caulked? (402.4.1.2; R703.1.1)
			Are there handrails at stairs with more than 4 risers? Are they secure? (R311.7.8)
			Handrail minimum 34" to maximum 38" above nose of tread to top of handrail (R311.7.8.1)
			Top landing of exterior stairs provided with artificial light source (R303.8)
			Are roof drains, gutters, and downspouts in good repair and free of obstructions?
			Are exterior outlets GFCI protected and rated for outdoor use? Are they protected by an approved enclosure? (NEC 210.8(A+B); E4002.8)
			Is the property free from the accumulation of rubbish or garbage? (IPMC 308.1)
			Are sidewalks, patios, and driveways in safe and sound condition? (ORD 136.04; IPMC 302.3)
			Is the property free from debris, weeds, and tall grasses over the height of 8 inches? (IPMC 302.4)
			If the building is multi-family use, is the building ADA accessible (if constructed after 1992, the building is subject to accessibility guidelines)? (24 CFR Part 100)

INTERIOR

Y	N	N/A	
			Working smoke alarms at every floor, in each sleeping room (R314.3, NFPA 72)
			Working carbon monoxide alarms at each floor, within 10' of each sleeping room (R315.1)
			Handrail minimum 34" to maximum 38" above nose of tread to top of handrail (R311.7.8.1)
			Handrails return to wall with maximum 4-1/2" projection & minimum 1-1/2" clear space from inside of rail to wall (R311.7.1, R311.7.8.2)
			Handrails are graspable (R311.7.8.3)
			Interior stairway has proper illumination, ie. all treads and both upper and lower landings) (R303.7)
			Do the entry doors which provide access to the dwelling unit contain a deadbolt lock with a minimum lock throw of 1 inch? (ORD 154.02.09)
			Are interior surfaces such as windows, doors, walls, and floors in good, clean and sanitary condition and free from peeling, chipping, and/or flaking? (ORD154.02.11)
			Are all operable window sills over 24in in height? (R312)

			Does emergency escape and rescue openings below grade have a window-sill less than 44" from floor to bottom of window opening? Is the opening at least 5.7 square feet? 20x24? (R310.2.1; R310.2.2)
--	--	--	---

KITCHEN

Y N N/A

			Is there a switched ceiling or wall type light fixture? (E3903)
			Are all appliances in safe working condition? (IPMC 603.1)
			Are outlets GFCI protected? (NEC 210.8; E3902.6)
			If a garbage disposal is supplied, is it in operable condition? (E4101.3; IPMC 308.3.1)
			Is the electrical whip secured to the bottom of the disposal with a proper electrical connector? (E4101.3)
			Is the outlet the disposal is plugged into properly grounded? (E4001.5; E4002.2; E 4006.13; E4006.13.1)

BATHROOM

Y N N/A

			Is an operable window with a screen or a mechanical ventilation fan provided? (R303.3; IPMC 403.1 (Amended))
			Are public toilet facilities in safe, sanitary, and working condition? (IPMC 502.5)
			Is there at least one ground fault electrical outlet? (NEC 210.8)

MECHANICAL, PLUMBING & ELECTRICAL

Y N N/A

			Are all habitable rooms and bathrooms supplied with heat able to maintain a minimum temperature of 68 degrees F? (IPMC 602.2; IPMC 602.3)
			Do all habitable rooms contain a switched light fixture and 2 duplex outlets (IPMC 605.2)
			Do all outlets, switches and junction boxes contain a cover plate? (IPMC 605.2)
			Are all plumbing fixtures properly trapped and vented? (IPMC 504.1; IPMC 504.3; UPC)
			Are all plumbing fixtures properly installed and maintained in working order? (IPMC 504.1; IPMC 502.1)
			Are anti-scald valves maintained and in working condition? (UPC 408.3)
			Is there a smoke and carbon monoxide alarm within the mechanical/electrical room? (R314.3; NFPA 720; IFC 1103.9; IPMC 705.1)
			Are all of the return air ducts located in areas outside of kitchens, bathrooms and mechanical rooms? (IMC 601.5; IPMC 403.4)

FIRE SAFETY

Y N N/A

			If a multi-family dwelling, are there smoke alarms located every 30 feet in common corridors and at the top of each interior stairway? (704.6.1.2)
			Is there a minimum one 1A10BC minimum rated fire extinguisher provided in a properly mounted, readily accessible location? (NFPA10)
			Is the fire extinguisher less than 10 years old? (NFPA10)
			Is the fire extinguisher current on the inspection tag? (NFPA10)

MISCELLANEOUS

Y N N/A

			If there is a swimming pool containing water more than 24 inches in depth, is there a self-closing and self-latching mechanism for gates and doors? (IPMC 303.1; IPMC 303.2)
			If there is a swimming pool containing water more than 24 inches in depth, is there a 6 foot, unclimbable fence surrounding the pool? (IPMC 303.2)
			If there is a swimming pool, is it in clean and sanitary condition? (IPMC 303.1)

RENTAL INSPECTION CHECKLIST

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WATER HEATER

Fuel Source:	Gallons:				
T&P Relief Hard piped:	Y	N	Water heater flue a minimum 3' away from fresh air intakes:	Y	N
Manufacturer Spec	Manufacturer Spec				
Is there enough clearance inside mechanical room to remove the appliance without having to disconnect or remove any other appurtenance?	Y	N	Is enough clearance provided in front of the appliance to make repairs if needed? (30x30)	Y	N
Notes:					

Furnace

Fuel Source	Y	N	Furnace flue clearance per manufacturers specifications:	Y	N
Is there enough clearance inside the furnace room to remove the appliance without having to disconnect or remove any other appurtenance?	Y	N	Is enough clearance provided in front of the appliance to make repairs if needed? (30x30)	Y	N
Condition of the furnace filter:	☐ Good ☐ Okay ☐ Bad				
Notes:					

INSPECTION RESULTS

☐

Failed

☐

Temporary Pass

☐

Full Pass

Reasoning:

[illegible]

ORDINANCE NO. _____

**AN ORDINANCE AMENDING THE CITY CODE OF THE CITY OF
INDIANOLA, IOWA CREATING REGULATIONS RELATED TO A
RESIDENTIAL RENTAL CODE AND MAKING CERTAIN RELATED
AMENDMENTS TO THE PROPERTY MAINTENANCE CODE**

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

Section 1. The following chapter and sections be and is hereby added by inserting the language as follows:

**CHAPTER 147
RESIDENTIAL RENTAL CODE**

**147.01 PURPOSE.
147.02 ADOPTION OF CODE.
147.03 APPLICABILITY.
147.04 DEFINITIONS.
147.05 INTERPRETATION.
147.06 CODE ENFORCEMENT OFFICER.
147.07 REGISTRATION AND INSPECTION CERTIFICATION REQUIRED.
147.08 INSPECTION PROCEDURES.
147.09 MOBILE HOMES
147.10 COMPLAINTS.
147.11 REVOCATION AND SUSPENSION OF CERTIFICATES
147.12 WITHHOLDING OR DENIAL OF CERTIFICATES
147.13 VIOLATIONS AND PENALTIES
147.14 FEES
147.15 RENT COLLECTIONS
147.16 APPEALS
147.17 VARIANCES
147.18 INJUNCTION; MANDAMUS**

147.01 TITLE AND STATEMENT OF PURPOSE

The ordinance codified in this chapter is entitled as the “Residential Rental Code”. The purpose of this chapter is to establish minimum regulations regarding the conditions and maintenance of rental properties, buildings, and structures. Standards outlined in Chapter 147 are to ensure that rental structures, buildings, and properties are safe, sanitary, and fit for occupation and use. Provisions with this chapter are to meet compliancy with Iowa Code 364.17 “*City Housing Codes*”. This ordinance may be cited as “The City of Indianola, Iowa Residential Rental Code”

147.02 ADOPTION OF CODE

For purposes of this Residential Rental Code, Chapter 154 Property Maintenance Code of the City of Indianola Code of Ordinances therein along with other provisions within this Chapter are adopted and shall be further be known as the City of Indianola Residential Rental Code.

147.03 APPLICABILITY

Provisions within this chapter shall be applicable to the maintenance, repair, equipment, use and occupancy of all residential rental buildings and accessory dwelling structures that are now in existence or hereafter constructed, habilitated, renovated, or converted to residential use within the corporate limits of the City of Indianola. Provisions within this chapter include, but are not limited to single-family dwellings, two-family dwellings, multi-family dwellings, mobile homes regulated under 562A of the Iowa Code, accessory dwelling units and/or rooming/sleeping units with the following exceptions:

- a) Single-family dwellings which are occupied by the owner
- b) Transient shelters, group homes and college dormitories subject to state licensing
- c) Hotels, motels, extended stay hotels and other similar uses subject to state licensing

Provisions within this chapter shall also be applicable to the land and common areas that provide services to individual owner-occupied units where said land and common area is under the ownership of someone other than that of said owner occupied unit, including, but not limited to, mobile home parks, horizontal property regimes pursuant to Iowa Code 499B, and multiple housing cooperatives pursuant to Iowa Code 499A.

147.04 DEFINITIONS

The following terms are defined for the purposes of Chapter 147:

1. "Designated Agent" means an individual that is designated by a landlord or property owner/manager to provide access onto a rental property or is otherwise the designated point of contact
2. "Dwelling Unit" means a single unit providing complete, independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking and sanitation
3. "Group homes" means those dwelling units which provide for the care of a group of persons, such as but not limited to a nursing home or treatment facility that are subject to state licensing
4. "Inspection" means a review of a dwelling unit, building or structure for its compliance to adopted and relevant city codes
5. "Minor" means an individual under the age of 18
6. "Multi-family dwelling" means a building designed for or occupied exclusively by three or more families. This includes condominiums or individual dwelling units within the structure that are being rented or leased
7. "Owner" means any person who, alone or jointly or severally with others shall have legal title to any dwelling unit, with or without accompanying actual possession thereof; or shall have charge care or control of any dwelling or dwelling unit, as owner or agent of the owner, or as executor, administrator, trustee or guardian of the estate of the owner. Any such person thus

representing the actual owner shall be bound to comply with the provisions of this chapter to the same extent as if the representative were the owner

8. "Rental inspection certificate" means a certificate issued upon the inspection and certification of a dwelling unit and allows for that dwelling unit to be rented and occupied
9. "Single-family dwelling" means a building designed for or occupied exclusively by one family.
10. "Tenant/Occupant" means any individual residing in a rental dwelling unit or having possession of a space within a rental dwelling
11. "Transient shelters" means those units providing temporary or transitional residence for a period of thirty-one (31) days or less
12. "Two-family dwelling" means a building designed for or occupied exclusively by two families. This includes condominiums or individual dwelling units within the structure that are being rented or leased

147.05 INTERPRETATION

In their interpretation and application, the provisions of this chapter shall be held to minimum requirements, adopted for the promotion and protection of the public health, safety, morals, and general welfare. Wherever the requirements of this chapter are at variance with the requirements of any other lawfully adopted rules, regulations, ordinances, deed restrictions, or covenants, the most restrictive, or that imposing the higher standards, shall govern.

147.06 CODE ENFORCEMENT OFFICER

It shall be the duty of the code enforcement officer, or other officially delegated and/or appointed by the Director, who shall administer and enforce the provisions within this chapter and to conduct any required inspections or tests.

147.07 REGISTRATION AND INSPECTION CERTIFICATION REQUIRED

After the effective date hereof, no person shall rent, lease, let, operate, or otherwise allow the occupancy of any dwelling unit or any portion of any dwelling unit (including sleeping rooms) unless they hold a valid rental inspection certificate.

- a) Issuance: Following the submission of a rental registration application, on forms provided by the City of Indianola Community Development Department, and review of the residential unit for compliance with the provisions within this chapter, the Community Development Department shall issue a rental certificate to the owner and/or agent. No certificate shall be issued until all inspections, registration and other fees have been passed, completed, and paid.
- b) Owner and/or Agent Information Required: Owners of residential rental properties in the City, who reside in Warren County or any county contiguous thereto, shall provide the Community Development Department with their contact information including but not limited to:
 - a) Mailing addresses

- b) Telephone numbers
- c) Fax numbers; and
- d) E-mail addresses

Owners of residential rental properties in the City who reside in any area other than described above, shall provide the department with the contact information of an individual over the age of eighteen (18) who shall reside in Warren County or any county contiguous thereto, and who shall be designated as agent for scheduling inspections, receiving notice, and service of process.

- c) Rental Inspection Certificate: Certificates shall be readily available for examination by prospective tenants, tenants, and the Code Enforcement Officer at all times.
- d) Certificate Duration and Validation: Certificate shall expire at the end of two (2) years following its date of issuance, or from the listed expiration date, unless suspended or revoked as hereinafter provided.
- e) Certificate Renewal: Certificates shall be revoked if not renewed within thirty (30) days from the date of expiration. Renewal shall include an inspection of rental property for compliance to provisions within this chapter.
- f) Transfer of Ownership: A notice to the Community Development Department is required from the owner within ninety-six (96) hours after a rental property is sold, transferred, conveyed, or otherwise disposed of ownership, interest, or control. Notices shall include the name and address of the person succeeding to the ownership and control thereof. Certificates are transferable as long as the succeeding property owner re-registers the rental property under their name and contact information. The succeeding property owner will have thirty (30) days to re-register said property at no cost. If the succeeding property owner fails to re-register the rental property within thirty (30) days, rental certification shall be revoked or suspended.
- g) New Units: New construction projects, which have received final inspection approval and have been issued a Certificate of Occupancy, need not complete an inspection for a period of two (2) years from the issue date but shall register their property and provide their contact information to the City in order to be compliant with provisions in this chapter.
- h) The Code Enforcement Officer may issue a rental housing certificate for dwelling units inspected yearly pursuant to the Uniform Physical Conditions Standards (UPCS) as established by the Department of Housing and Urban Development (HUD) if the property owner/agent submits a valid inspection report from HUD.

147.08 INSPECTION PROCEDURES

The owner and/or agent shall schedule an inspection to be conducted by the Community Development Department to ensure compliance with the requirements of this chapter.

- a) Appointments: Appointments for inspections shall be scheduled by the applicant through the City during regular business hours and shall provide at minimum one (1) business day notice. The City may request for the appointment to be rescheduled. The owner and/or agent shall be required to arrange for access to all portions of the building. Failure to provide

access to all portions of the building shall prevent the issuance of a rental certificate and thus compliance with the law. The owner and/or agent shall notify all tenants of the inspection in accordance with Chapter 562A, *Uniform Residential Landlord and Tenant Law*, of the Code of Iowa. Failure to notify tenants shall result in reinspection.

- b) Inspection Schedule: The Community Development Department shall seek to inspect every residential rental dwelling within the corporate limits of the City of Indianola every two (2) years. As part of the inspection process, the City may determine to extend or shorten the timeframe to the next scheduled inspection. Factors that may influence the City to inspect more or less frequently include, but are not limited to the following:

- a) Age and condition of dwelling
- b) Inspection history
- c) Tenant/management complaints
- d) Natural disasters such as flooding
- e) Timely inspection scheduling, follow-up, and fee payment by the owner
- f) In-house inspection and maintenance program by the owner that includes specific life/safety provisions

It shall be the responsibility of the owner and/or agent to ensure that their rental properties have a valid rental inspection certificate. The City may schedule inspection appointments with the owner and/or agent of the property by regular mail and/or email, a minimum of thirty (30) days in advance of the inspection. It shall be the owner and/or agent's responsibility to notify all tenants of the inspection date and time, in accordance with Iowa law.

- c) Inspections shall not be conducted under the following circumstances and shall result in a reinspection:

- a) When a minor is serving on the behalf of the owner and/or agent
- b) When the inspection is against the will of the tenant without the building owner and/or agent present
- c) When no prior notice is given to the tenant, as is required by state law
- d) Without either the owner and/or agent, tenant of the dwelling, or the designated agent being present

- d) Administrative Search Warrants: When under any section of this code it is necessary to enter in or upon any building, structure, land or other premises for inspection purposed or when there is reasonable cause to believe there exists in, at or upon a building, structure, land or other premises within the jurisdiction of the city a violation of any section of this Code enacted under police powers related to health or safety and a city officer or employee is authorized to conduct inspections has attempted to gain entry to any building, structure, land or other premises for the purpose of such inspection and has been refused such entry, the council in the exercise of its home rule powers authorizes the city attorney or their designee to make an application for an administrative search warrant in the name and authority of the city as provided by law

147.09 MOBILE HOMES

Mobile homes shall be regulated and inspected in accordance with the following classifications:

- a) The class of mobile homes denoted as manufactured homes, as defined in 42 USC 5402(6), shall bear a data plate, serial number and certification label as required by Manufactured Home Construction and Safety Standards, Department of Housing and Urban Development (1985) sections 3280.5, 3280.6 and 3280.8, or shall meet the requirements of section 3280.7.
- b) Mobile homes manufactured from March 1973 through May 1976 shall bear the seal of the state.
- c) Mobile homes manufactured prior to March 1973 shall be inspected for general conformity with the Manufactured Home Construction and Safety Standards cited in this section as such standards govern fire safety, plumbing, mechanical and electrical systems, and general construction.
- d) All other mobile homes not included in the classifications in sections (1) through (3) of this section shall be inspected for general conformity with the Manufactured Home Construction and Safety Standards cited in this section as such standards govern fire safety, plumbing, mechanical and electrical systems, and general construction.
- e) A mobile home showing no evidence of modification and generally well-maintained as set forth in this article, shall be issued an inspection certificate in the same manner as any other dwelling unit subject to this article.

147.10 COMPLAINTS

Unless there are significant health, safety, or general welfare issues, a tenant shall first file a written complaint to the owner or agent. Complaints shall be submitted in writing and if desired, tenants may use a written complaint form made available from the Community Development Department.

- a) An owner or agent shall seven (7) days to address the complaint.
- b) If the complaint is not remedied to the tenant's satisfaction within seven (7) days of receiving said complaint, or if the complaint is of a significant health, safety, or general welfare issue, the Code Enforcement Officer shall schedule an inspection with the tenant and owner.
- c) No person shall pursue an action for eviction in retaliation for a complaint.
- d) No person shall cause any service, facility, equipment or utility required under this chapter to be removed, shut off, or discontinued in retaliation for a complaint

147.11 REVOCATION AND SUSPENSION OF CERTIFICATES

Any rental inspection certificate may be summarily revoked and/or suspended by the Code Enforcement Officer upon the review of a notice of violation of any provision of this chapter or upon any outstanding fees, fines, or violations on any rental properties and/or units under the jurisdiction of the City of Indianola

147.12 WITHHOLDING OR DENIAL OF CERTIFICATES

Any rental inspection certificate may be withheld or denied by the Community Development Department if an owner has outstanding fees, fines, or violations on any rental properties and/or units under the jurisdiction of the City of Indianola

147.13 VIOLATIONS AND PENALTIES

Any person who fails to comply with any provisions of this chapter or other applicable code or regulation shall be subject to a fine as set forth in Chapter 4. In the instance that a rental property fails to meet the requirements within this chapter, The Community Development Department may issue an order requiring for the property owner or agent to correct violations within a reasonable amount of time.

Whenever the City determines that a violation of this chapter exists, the City shall give notice of the violation. The notice shall be in writing and shall describe with reasonable detail the violation(s) to allow the property owner to correct said violation(s)

147.14 FEES

All fees due to the City for registration, and/or rental housing certificates, as determined by City Council resolution, shall be collected in prior to issuance of a certificate.

147.15 RENT COLLECTIONS

Rent shall not be recoverable by the owner or lessor of any dwelling unit which does not comply with the provisions of this chapter for any period of occupancy which commences on or after the date that the City gives notice to the owner and tenant of the provisions of this section. Rent shall not thereupon be recoverable by the owner of such dwelling unit until the City gives written notice to the owner and tenant that such dwelling unit has been issued a valid inspection certificate as required by this chapter

147.16 APPEALS

Appeals to the Board of Adjustment concerning interpretation or administration of this chapter may be taken by any person aggrieved or by any officer or bureau of the governing body of the City affected by any decision of the Administrative Officer. Such appeals shall be taken within a reasonable time, not exceeding 60 days, by filing with the Administrative Officer and with the Board of Adjustment a notice of appeal specifying the grounds thereof. The Administrative Officer shall forthwith transmit to the Board all papers constituting the record upon which the action appeal from was taken. The Board of Adjustment shall fix a reasonable time for the hearing of appeal, give public notice thereof as well as due notice to the parties in interest, and decide the same within a reasonable time. At the hearing any party may appear in person or by agent or attorney. A fee as set by the Resolution of the City Council shall be paid to the Administrative Officer at the time the notice of appeals is filed.

147.18 VARIANCES

Where the strict application of standards or requirements established by this chapter would cause substantial hardship or impose unreasonable restrictions in establishing a rental housing unit because of natural or physical conditions or limitations not created by the owner, agent or developer, the property owner may apply for a variance to the standards or requirements established in this chapter. The Community Development Department may create a recommendation for approval and the Board of Adjustment may grant such variances from

these standards or requirements as may be necessary to permit the reasonable certification of a rental property and/or unit while preserving the intent of this chapter.

147.19 INJUNCTION; MANDAMUS

If rent on any residential building or structure or sleeping unit is being collected of which is not lawfully or legally certified or licensed to do so, the City may, in addition to other remedies, institute injunction, mandamus, or other appropriate lawful action necessary to prevent, correct, or abate such violation.

Section 2. The following sections be and is hereby amended by adding the underlined language as follows:

154.02 AMENDMENTS, MODIFICATIONS, ADDITIONS AND DELETIONS.

The following sections of the *International Property Maintenance Code*, 2018 edition, as published by the International Code Council, are hereby revised:

1. Section 101.1. Insert: City of Indianola, Iowa
2. Delete Code Section: IMPC103.5. Replace with the following language:
103.5 Fees. The fees for activities and services performed by the department in carrying out its responsibilities under this code shall be found in the Fee Schedule adopted annually by resolution of the City Council.
3. Delete Code Section: IMPC112.4. Replace with the following language:
112.4 Failure to comply. Any person who shall continue any work after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be liable to a fine as outlined in Chapter 4.
4. Insert Definition into Section 202. Add the following language:

STORED MATERIALS. Includes a supply of materials such as firewood, maintenance equipment, and construction items and is intended for future usage
5. Add Code Section 301.4. Insert the following language:

Section 301.4 Mold, Dampness and Moisture. Interior and exterior surfaces and coverings shall be free of visible mold or chronic/persistent excessive dampness and/or moisture
6. Add Code Section 301.5. Insert the following language:

Section 301.5 Methamphetamine. If it is determined that a dwelling unit or building has been previously used for methamphetamine manufacture or is currently being used to manufacture methamphetamine, the building shall be vacated until certified as safe by the Code Enforcement Officer.

4.7.Section 302.4. Insert:

Grass, weeds or brush on private property shall be cut, mowed and maintained so as not to exceed the following height specifications:

- A. Developed Areas – not to exceed eight inches.
- B. Undeveloped Areas – not to exceed 12 inches.
 - i. This section does not apply to grasses grown as agricultural crops on undeveloped property or to prairies, wetlands, or similar areas of naturalized perennial vegetation grasses growing on undeveloped property as determined by the City Council.
- C. All undeveloped properties adjacent to a developed property - not to exceed eight inches for a distance of 10 feet measured horizontally into the property from the property line.
- D. Grass, weeds or brush on undeveloped properties adjacent to the curb line or outer boundary of any street shall be cut, mowed and maintained so as not to exceed eight inches for a distance of 25 feet measured horizontally into the property from the property line.

5.8.Section 304.14. Insert: (from date) April 1 (to date) October 31

9. Add Code Section 304.18.4. Insert the following language:

Section 304.18.4 Building Security

- 1. Following each change in tenancy, locking devices on dwelling unit entry doors shall be changed or rotated.
- 2. Primary egress doors in multi-family housing units shall be equipped to provide the occupant with a clear view of the area immediately outside of the door. This view may be provided by a one-way door viewer designed to provide a one hundred eighty (180) degree field of view. Such viewer shall not be mounted in excess of 60 inches.

10. Add Code Section 304.20. Insert the following language:

Section 304.20 Building Openings. If openings are identified that penetrate exterior walls, the opening shall be sealed with low-VOC caulk or closed-cell insulation

11. Add Code Section 305.7. Insert the following language:

Section 305.7 Lead Paint

- 1. Deteriorated paint or surfaces that are in need of resurfacing at a property built before 1978 shall be repaired in accordance with applicable state and federal renovation requirements. The underlying cause of deteriorated paint at a property built before 1978 shall be corrected.
- 2. If disturbance to a painted surface is proposed, methods including open-flame burning or operating a heat gun at a temperature of 1,100 degrees Fahrenheit power sanding, grinding, power planing, needle gun, abrasive blasting and sandblasting unless with a high-efficiency particulate air vacuum attachment, shall not be permitted. Dust clearance shall be performed at the conclusion of renovation work.

12. Add Code Section 305.8. Insert the following language:

Section 305.8 Asbestos. Asbestos containing material shall be in good repair, free from any defects and shall be maintained non-friable. Any renovation, demolition, or other activity that will disturb asbestos shall be performed by a certified asbestos professional.

13. Add Code Section 305.9. Insert the following language:

Section 305.9 Radon. Radon at or above the level of four picocuries radon per liter of air (4 pCi/L) in the lowest habitable space of the dwelling shall be deemed as hazardous and be mitigated by a Radon Mitigation Specialist certified by the State of Iowa.

14. Add Code Section 305.10. Insert the following language:

Section 305.10 Building Renovation and Maintenance

1. Any renovation that is completed must use building materials certified to meet the following formaldehyde maximum emission standards:
 - a. Hardwood with a never core, 0.05 ppm
 - b. Medium-density fiberboard, 0.11 ppm
 - c. Thin medium-density fiberboard, 0.13 ppm
 - d. Particleboard, 0.09 ppm
2. Building materials used in maintenance and renovations shall be certified as having no volatile organic chemicals (VOCs) or low-VOC emissions

15. Add Code Section 309.6 Insert the following language:

Section 309.6 Pest Elimination Methods. Pesticide usage shall be used in accordance with Integrated Pest Management (IPM) methods and shall use the least-toxic pesticide with demonstrated efficacy for the identified pest. Foggers and organic phosphates shall not be used to eliminate pest infestation unless approved by the Code Enforcement Officer.

16. Add Code Section 402.4. Insert the following language:

Section 402.4 Light Switches. Light switches that control ceiling or wall-type electric light fixtures shall be located conveniently for safe use within 12 inches.

17. Add Code Section 403.6. Insert the following language:

Section 403.6 Air Filters. Forced-air systems should have a clean air filter with minimum efficiency reporting value of eight (MERV-8) unless the system is not equipped to use one.

18. Add Code Section 403.7. Insert the following language:

Section 403.7 Exhaust Fans. Air exhausted from the bathroom, toilet room, kitchen, laundry, and basement shall not discharge near any intake on the building's exterior.

19. Add Code Section 403.8. Insert the following language:

Section 403.8 Separation. Walls, ceilings, and floors that separate a dwelling unit from neighboring units, corridors, chases, stairwells, and other openings shall be sealed to limit air exchanges between interior spaces.

20. Add Code Section 503.5. Insert the following language:

Section 503.5 Watertight Seal. Corners or edges where the water-resistant floor and wall materials meet each other, or the bathtub/shower shall have a watertight seal.

21. Add Code Section 601.3. Insert the following language:

Section 601.3 Facilities. If facilities for heating and ventilation control becomes inoperative, they shall be replaced by an alternative safe source within 48 hours after failure due to a mechanical problem or power failure other than a utility outage.

22. Add Code Section 601.4. Insert the following language:

Section 601.4 Equipment. Mechanical, utility and heating equipment shall be separated from habitable rooms. Equipment rooms in multi-family buildings shall be locked.

~~6-23.~~ Section 602.3. Insert: (from date) September 15 (to date) May 15

~~7-24.~~ Section 602.4. Insert: (from date) September 15 (to date) May 15

25. Add Code Section 602.6. Insert the following language:

Section 602.6 Protective Cover/Barrier. A protective cover/barrier shall be installed on and maintained for exposed surfaces in dwellings with heating appliance/equipment utilizing steam or hot water with a temperature of 110 degrees or greater.

26. Add Code Section 602.7. Insert the following language:

Section 602.7 Wood Stoves. A wood stove manufactured after June 1988 shall contain a manufacturer's label certifying compliance with the emission standard at 40 C.F.R 60-part AAA and shall provide a heat shield which provides clearance between combustible materials and the stove.

27. Add Code Section 702.5. Insert the following language:

Section 702.5 Fire Safety Requirements

1. Egress shall lead outside without passing through another dwelling unit.
2. Every multi-family dwelling unit shall have at minimum two means of egress that serve as emergency escapes and rescue openings.
3. Stored materials shall be six inches above the ground, at least six inches away from the wall and shall not block egress

Section 3. Repealer. All ordinances or parts of ordinances in conflict with the provision of this Ordinance are hereby repealed.

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

Passed by the City Council on the _____ day of _____, 2021, and approved

this _____ day of _____, 2021.

Pam Pepper, Mayor

ATTEST:

Andrew J. Lent, City Clerk

The foregoing Ordinance No. _____ was adopted by the Council for the City of Indianola, Iowa, on _____, 2021, and was published on _____, 2021.

Andrew J. Lent, City Clerk



MEMORANDUM

To: Mayor and City Council

From: Akhilesh Pal, Public Works Director

Date: November 1, 2021

Subject: Resolution approving Change Order Number 1 and Payment Application Number 2 in an amount not to exceed \$160,673.26 to T.K. Concrete for the Valley Place Reconstruction Project.

Introduction: Staff has received Payment Application No. 2, in the amount of \$160,673.26, for the Valley Place Reconstruction Project.

Background:

Discussion: The primary items associated with this pay application include earthwork, installation of sanitary and storm sewer infrastructure, pavement reconstruction and landscaping. The construction for this project started on August 30th and it is substantially completed before its scheduled completion date on October 30th. The contractor is currently working towards finishing the final walk-through items. Staff recommends that the City Council approve this pay request as presented. The total cost breakdown for this project to date is listed as follows:

Summary of Contract:	Total Amounts	Council Approval Date:
Original Contract Total:	\$210,620.00	21-Jun-20
Change Order 1*	\$4,545.00	1-Nov-21*
Total Contract:	\$215,165.00	

Summary of Pay Requests:	Total Amounts:	Council Approval Date:
Pay Request No. 1	\$26,110.99	4-Oct-21
Pay Request No. 2	\$160,673.26	1-Nov-21*
Total Amount Paid:	\$186,784.25 *	
5% Retainage:	\$9,830.75 *	
Amount Remaining on the Contract:	\$18,550.00 *	

*Applies only if this Payment Application is approved by City Council on November 1, 2021.

Budget Impact:

Recommendation:

- Attachments:**
1. Letter Valley Place
 2. Pay App 2 Valley Place
 3. Change Order 1 Valley place
 4. Res 2021- approve Valley Place Pay App and CO

October 19, 2021

Akhilesh Pal, P.E.
City of Indianola
110 North 1st Street
Indianola, IA 50125

RE: PARTIAL PAYMENT APPLICATION NO.2
VALLEY PLACE RECONSTRUCTION PROJECT
SNYDER AND ASSOCIATES PROJECT NO. 121.0135

Dear Mr. Pal:

Partial Payment Application No.2 includes work completed between August 11, 2021, and October 9, 2021. The contractor has worked on subdrain pipe, cleanouts, and outlets, concrete and sidewalk removals and paving, subgrade shaping and preparation, subbase construction, and traffic signalization and control among other associated tasks. The contractor has until October 30, 2021, to complete the work.

Change Order No. 1, which is submitted in conjunction with this partial payment application, brings the contract into harmony with the work complete in the field. Additional information is included on the Changer Order No. 1 document. An existing below-grade concrete footing interfering with a proposed traffic signal footing was encountered and removed. Adjustments to pavement and sidewalk removal and construction quantities were made as outlined on the change order.

Pertaining to project sidewalks along Valley Place, IMU Water removed four (4) concrete sidewalk panels which were replaced by the Valley Place Reconstruction project. The sidewalks were replaced for a total cost of \$525.00 (7 SY @ \$75/SY).

Additionally, proposed subdrain pipes were extended to drain the actual extents of new roadway pavement. Two connections of new subdrain pipe to existing intakes were removed to better maintain the structural integrity of the structures. Two paved intake throats were also maintained as said throats were in good condition. Finally, the Engineer recommended the use of message boards along North Jefferson Way prior to lane closures to inform the traveling public of said impending closures for safety and scheduling purposes.

As shown in the attached documents, Change Order No. 1 totals **\$4,545.00** and increases the contract's value from **\$210,620.00** to **\$215,165.00**.

It is Snyder & Associates recommendation that a change order be enacted in the amount of **\$4,545.00** and payment of **\$160,673.26** to the Contractor, TK Concrete, Inc. Approximately 91% of construction is complete when comparing the *earned value*, the dollar amount of work completed, to the total contract amount.

The total amount earned thus far in the project is shared as follows:

	P.P.A. No. 1	P.P.A. No. 2	Total
Total:	\$26,110.99	160,673.26	\$186,784.25

Sincerely,

SNYDER & ASSOCIATES, INC.



Jerry Selbher, P.E.
Project Manager

Enclosure



APPLICATION FOR PARTIAL PAYMENT NO. 2

PROJECT: Valley Place Reconstruction

S&A PROJECT NO.: 121.0135

OWNER: City of Indianola
PRIME CONTRACTOR: TK Concrete, Inc.
1608 Fifield Road
Pella, Iowa 50219
DATE: October 4, 2021

PAYMENT PERIOD: 9/11/21 to 10/09/21

1. CONTRACT SUMMARY:

Original Contract Amount:	\$ 210,620.00
Net Change by Change Order:	\$ 4,545.00
Contract Amount to Date:	\$ 215,165.00

CONTRACT PERIOD: CALENDAR DATE

Original Contract Date:	June 21, 2021
Original Completion Date:	October 30, 2021

2. WORK SUMMARY:

Total Work Performed to Date:	\$ 196,615.00
Total Stockpiled Materials:	
Less Stockpiled Materials:	
Retainage:	\$ 9,830.75
Liquidated Damages:	\$ -
Total Earned Less Retainage & LDs:	\$ 186,784.25
Less Previous Applications for Payment:	\$ 26,110.99
AMOUNT DUE THIS APPLICATION:	\$ 160,673.26

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 Payment; and
- (2) title to all materials and equipment incorporated in said Work or otherwise listed in or covered by the application for Payment are free and clear of all liens, claims, security interests, and encumbrances

TK Concrete, Inc.
CONTRACTOR
By [Signature]

DATE: 10/13/21

4. ENGINEER'S APPROVAL:

Payment of the above AMOUNT DUE THIS APPLICATION is recommended:

Snyder & Associates, Inc.
ENGINEER
By [Signature]

DATE: 10/14/21

5. OWNER'S APPROVAL

City of Indianola
OWNER
By _____

DATE: _____

6. DETAILED ESTIMATE OF WORK COMPLETED:

BASE BID SUMMARY		QUANTITY						WORK COMPLETED					
ITEM NO.	DESCRIPTION OF WORK	ESTIMATED	PREVIOUS	CURRENT	TO DATE	UNIT	UNIT PRICE	TOTAL COST	PREVIOUS	CURRENT	TO DATE	%	CO#
EARTHWORK													
2.1	Topsoil, On-site	60	0.0	60.0	60.0	CY	\$ 25.00	\$ 1,500.00	\$ -	\$ 1,500.00	\$ 1,500.00	100%	
2.2	Topsoil, Off-site	15	0.0	15.0	15.0	CY	\$ 75.00	\$ 1,125.00	\$ -	\$ 1,125.00	\$ 1,125.00	100%	
2.3	Excavation, Class 10	162	67.0	95.0	162.0	CY	\$ 20.00	\$ 3,240.00	\$ 1,340.00	\$ 1,900.00	\$ 3,240.00	100%	
2.4	Subgrade Preparation	970	400.0	570.0	970.0	SY	\$ 3.00	\$ 2,910.00	\$ 1,200.00	\$ 1,710.00	\$ 2,910.00	100%	
2.5	Subbase, Modified, 6"	970	0.0	970.0	970.0	SY	\$ 10.00	\$ 9,700.00	\$ -	\$ 9,700.00	\$ 9,700.00	100%	
2.6	Compaction Testing	1	0.0	1.0	1.0	LS	\$ 1,000.00	\$ 1,000.00	\$ -	\$ 1,000.00	\$ 1,000.00	100%	
SEWERS AND DRAINS													
4.1	Subdrain, PVC, 6"	480	165.0	315.0	480.0	LF	\$ 20.85	\$ 10,008.00	\$ 3,440.25	\$ 6,567.75	\$ 10,008.00	100%	
4.2	Subdrain Cleanout, PVC, 6", Type A-1	4	0.0	0.0	0.0	EA	\$ 375.00	\$ 1,500.00	\$ -	\$ -	\$ -	0%	
4.3	Subdrain, Outlets and Connections Into Structure, 6"	4	0.0	4.0	4.0	EA	\$ 750.00	\$ 3,000.00	\$ -	\$ 3,000.00	\$ 3,000.00	100%	
STRUCTURES FOR SANITARY AND STORM													
6.1	Manhole Adjustment, Minor	1	0.0	1.0	1.0	EA	\$ 1,000.00	\$ 1,000.00	\$ -	\$ 1,000.00	\$ 1,000.00	100%	
6.2	Reconstruct Intake Throat	2	0.0	2.0	2.0	EA	\$ 1,500.00	\$ 3,000.00	\$ -	\$ 3,000.00	\$ 3,000.00	100%	
STREETS AND RELATED WORK													
7.1	Pavement, PCC, 8"	857	0.0	857.0	857.0	SY	\$ 75.00	\$ 64,275.00	\$ -	\$ 64,275.00	\$ 64,275.00	100%	
7.2	PCC Pavement Samples and Testing	1	0.0	1.0	1.0	LS	\$ 1,500.00	\$ 1,500.00	\$ -	\$ 1,500.00	\$ 1,500.00	100%	
7.3	Removal of Sidewalk	110	35.0	75.0	110.0	SY	\$ 10.00	\$ 1,100.00	\$ 350.00	\$ 750.00	\$ 1,100.00	100%	
7.4	Sidewalk, PCC, 4"	22	0.0	22.0	22.0	SY	\$ 75.00	\$ 1,650.00	\$ -	\$ 1,650.00	\$ 1,650.00	100%	
7.5	Sidewalk, PCC, 6"	64	0.0	64.0	64.0	SY	\$ 85.00	\$ 5,440.00	\$ -	\$ 5,440.00	\$ 5,440.00	100%	
7.6	Detectable Warning	84	0.0	84.0	84.0	SF	\$ 40.00	\$ 3,360.00	\$ -	\$ 3,360.00	\$ 3,360.00	100%	
7.7	Pavement Removal	891	445.0	446.0	891.0	SY	\$ 12.00	\$ 10,692.00	\$ 5,340.00	\$ 5,352.00	\$ 10,692.00	100%	
TRAFFIC CONTROL													
8.1	Temporary Traffic Control	1	0.10	0.90	1.00	LS	\$ 6,900.00	\$ 6,900.00	\$ 690.00	\$ 6,210.00	\$ 6,900.00	100%	
8.2	Loop Detectors	3	0.00	3.00	3.00	EA	\$ 2,640.00	\$ 7,920.00	\$ -	\$ 7,920.00	\$ 7,920.00	100%	
8.3	Pedestrian Push Buttons	1	0.00	0.00	0.00	LS	\$ 10,350.00	\$ 10,350.00	\$ -	\$ -	\$ -	0%	
8.4	Remove and Reinstall Street Signs	3	0.00	0.00	0.00	EA	\$ 450.00	\$ 1,350.00	\$ -	\$ -	\$ -	0%	
SITE WORK AND LANDSCAPING													
9.01	Hydraulic Seeding, Seeding, Fertilizing, and Mulching	0.1	0.0	0.0	0.0	ACRE	\$ 25,000.00	\$ 2,500.00	\$ -	\$ -	\$ -	0%	
9.02	Filter Sock, 8"	475	0.0	0.0	0.0	LF	\$ 5.00	\$ 2,375.00	\$ -	\$ -	\$ -	0%	
9.03	Filter Socks, Removal	475	0.0	0.0	0.0	LF	\$ 1.00	\$ 475.00	\$ -	\$ -	\$ -	0%	
MISCELLANEOUS													
11.01	Construction Survey	1	0.35	0.65	1.00	LS	\$ 22,500.00	\$ 22,500.00	\$ 7,875.00	\$ 14,625.00	\$ 22,500.00	100%	
11.02	Mobilization	1	0.25	0.75	1.00	LS	\$ 29,000.00	\$ 29,000.00	\$ 7,250.00	\$ 21,750.00	\$ 29,000.00	100%	
11.03	Concrete Washout	1	0.00	1.00	1.00	LS	\$ 1,250.00	\$ 1,250.00	\$ -	\$ 1,250.00	\$ 1,250.00	100%	
TOTAL BASE BID CONTRACT = \$									\$ 210,620.00	\$ 27,485.25	\$ 164,584.75	\$ 192,070.00	91.2%
CHANGE ORDER NO. 1 SUMMARY													
ITEM NO.	DESCRIPTION OF WORK	ESTIMATED	PREVIOUS	CURRENT	TO DATE	UNIT	UNIT PRICE	TOTAL COST	PREVIOUS	CURRENT	TO DATE	%	CO#
2.7	Excavation of Unknown Structure	1.0		1.0	1.0	LS	\$ 1,000.00	\$ 1,000.00	\$ -	\$ 1,000.00	\$ 1,000.00	100%	1
4.1	Subdrain, PVC, 6"	40.0		40.0	40.0	LF	\$ 20.85	\$ 834.00	\$ -	\$ 834.00	\$ 834.00	100%	1
4.3	Subdrain, Outlets and Connections Into Structure, 6"	-2.0		-2.0	-2.0	EA	\$ 750.00	\$ (1,500.00)	\$ -	\$ (1,500.00)	\$ (1,500.00)	100%	1
6.2	Reconstruct Intake Throat	2.0		2.0	2.0	EA	\$ 1,500.00	\$ (3,000.00)	\$ -	\$ (3,000.00)	\$ (3,000.00)	100%	1
7.1	Pavement, PCC, 8"	65.0		65.0	65.0	SY	\$ 75.00	\$ 4,875.00	\$ -	\$ 4,875.00	\$ 4,875.00	100%	1
7.3	Removal of Sidewalk	-26.0		-26.0	-26.0	SY	\$ 10.00	\$ (260.00)	\$ -	\$ (260.00)	\$ (260.00)	100%	1
7.4	Sidewalk, PCC, 4"	22.0		22.0	22.0	SY	\$ 75.00	\$ 1,650.00	\$ -	\$ 1,650.00	\$ 1,650.00	100%	1
7.5	Sidewalk, PCC, 6"	-17.0		-17.0	-17.0	SY	\$ 85.00	\$ (1,445.00)	\$ -	\$ (1,445.00)	\$ (1,445.00)	100%	1
7.6	Detectable Warning	12.0		12.0	12.0	SF	\$ 40.00	\$ 480.00	\$ -	\$ 480.00	\$ 480.00	100%	1
7.7	Pavement Removal	78.0		78.0	78.0	SY	\$ 12.00	\$ 936.00	\$ -	\$ 936.00	\$ 936.00	100%	1
8.5	Portable Message Boards	3.0		3.0	3.0	CDAY	\$ 325.00	\$ 975.00	\$ -	\$ 975.00	\$ 975.00	100%	1
TOTAL CHANGE ORDER NO. 1 = \$									\$ 4,545.00		\$ 4,545.00		
TOTAL CHANGE ORDERS = \$									\$ 4,545.00		\$ 4,545.00		
ORIGINAL CONTRACT PRICE = \$									\$ 210,620.00				
REVISED CONTRACT PRICE = \$									\$ 215,165.00				
									WORK COMPLETED TO DATE	\$ 196,615.00	\$ 196,615.00	91.4%	

CHANGE ORDER NO. 1

OWNER: City of Indianola

PROJECT: Valley Place Reconstruction
S&A PROJECT #: 121.0135

To: TK Concrete, Inc.
Contractor
1608 Fifield Road
Address
Pella, Iowa 50219
City, State, Zip

You are directed to make the following changes in this contract:

1. Description of change to be made:

2.7 Remove an existing concrete traffic signal footing.

4.1, 4.3, 6.2, 7.1,

7.3, 7.4, 7.5, 7.6, Addition or subtraction of original bid items to match as-constructed quantities.

& 7.7

8.5 Provide portable message boards.

2. Reason for Change:

2.7 The presence of an existing signal footing was not anticipated.

4.1 Subdrains were extended to match as-constructed limits of new concrete.

4.3 Two outlets into existing storm sewer intakes were removed to maintain the structural integrity of the structure.

6.2 Existing throats were in good condition and were not removed.

7.1 Pavement added at Taco Bell access to flatten new sidewalk crossing.

Pavement added at TruBank access to better match the existing curbline.

Pavement added at curbline along North Jefferson Way - existing curb and gutter had failed.

7.3 Removal subtracted - the quantity estimated was more than actually removed.

7.4 Sidewalk added - the quantity estimated was less than actually constructed.

7.5 Sidewalk subtracted - the quantity estimated was more than actually constructed.

7.6 Detectable warning - additional panels were required to meet ADA sidewalk requirements.

7.7 Pavement removal - same as Item 7.1. Additionally, the quantity estimated as less than actually removed.

8.5 Design was to notify the traveling public of impending North Jefferson Way lane closures.

3. Settlement for the cost of making the change shall be as follows:

Item No.	Item Description	Quantity	Unit	Unit Price	Total Price
2.7	Excavation of Unknown Structure	1	LS	\$1,000.00	\$1,000.00
4.1	Subdrain, PVC, 6"	40	LF	\$20.85	\$834.00
4.3	Subdrain, Outlets and Connections Into Structure, 6"	-2	EA	\$750.00	-\$1,500.00
6.2	Reconstruct Intake Throat	-2	EA	\$1,500.00	-\$3,000.00
7.1	Pavement, PCC, 8"	65	SY	\$75.00	\$4,875.00
7.3	Removal of Sidewalk	-26	SY	\$10.00	-\$260.00
7.4	Sidewalk, PCC, 4"	22.00	SY	\$75.00	\$1,650.00
7.5	Sidewalk, PCC, 6"	-17	SY	\$85.00	-\$1,445.00
7.6	Detectable Warning	12	SF	\$40.00	\$480.00
7.7	Pavement Removal	78	SY	\$12.00	\$936.00
8.5	Portable Message Boards	3	CDAY	\$325.00	\$975.00
TOTAL:					\$4,545.00

4. This change order will result in a net change in the contract completion time of 0 days and a net change in the cost of the project of \$975.00 divided as follows:

	Contract Amount	Contract Completion Date
Approved funds and contract completion date as per (Engineer's Estimate, Contract or last approved C.O.)	\$210,620.00	October 30, 2021
Change due to this C.O. (+ or -)	\$4,545.00	0
Totals including this C.O.:	\$215,165.00	October 30, 2021

The change described herein is understood, and the terms of settlement are hereby agreed to:

TK Concrete, Inc.

CONTRACTOR

By

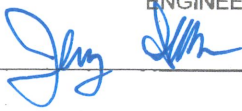


DATE: 10/13/21

Snyder & Associates, Inc.

ENGINEER

By



DATE: 10/14/2021

City of Indianola

OWNER

By

DATE: _____

City of Indianola
RESOLUTION NO 2021-

**RESOLUTION APPROVING PAY APPLICATION NO. 1 FOR THE VALLEY PLACE
RECONSTRUCTION PROJECT**

WHEREAS, the City of Indianola is currently under obligation of a construction contract with TK Concrete, Inc. for the Valley Place Reconstruction Project (will be known as the “Project”); and

WHEREAS, the scope of work associated with this project is primarily to replace the failed concrete pavement on Valley Place, located between North 1st Street and North Jefferson Way; and

WHEREAS, the construction contract for this Project has been awarded to TK Concrete, Inc.; and

WHEREAS, TK Concrete, Inc. has submitted Pay Application No. 1 as described on the attached application; and

WHEREAS, the City Council now deems it appropriate to approve Pay Application No. 1 as attached.

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

1. Pay Application No 1 in the amount of \$26,110.99 shall be paid
2. Staff is hereby authorized to sign the documents on behalf of the City of Indianola

Approved this 1st day of November 2021.

Pam Pepper, Mayor

ATTEST:

Andrew J. Lent, City Clerk/CFO



MEMORANDUM

To: Mayor and City Council
From: Jackie Raffety, Deputy Clerk
Date: November 1, 2021
Subject: Resolution approving salaries.

Recommendation: Roll call is in order.

Attachments: 1. Res 2021- approving salaries

City of Indianola
RESOLUTION NO 2021-

RESOLUTION APPROVING SALARIES

This action sets salaries in accordance with the personnel management guide, union contract and seasonal salaries.

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

Lindsey Kappelman, Seasonal Crossing Guard, pay range CE-Crossing Guard \$20.67/hour, effective October 18, 2021;

Katelyn Byrd, Police Clerical Assistant, shall go from pay range R14-1 \$35,539.10/year to pay range R14-1.5 \$36,427.93/year, effective October 24, 2021;

Ellen Bridenstine, Part-time Office Assistant – Human Resources, pay range CE1-1 \$13.896/hour, effective October 26, 2021;

Andre Ruby, Part-time Paramedic, \$20.499/hour, effective November 7, 2021;

Grace Millage, Part-time Paramedic, \$20.499/hour, effective November 7, 2021.

Passed and approved this 1st day of November 2021.

Pam Pepper, Mayor

ATTEST:

Andrew J. Lent, City Clerk/CFO



MEMORANDUM

To: Mayor and City Council
From:
Date: November 1, 2021
Subject: Treasurer's Report - Doug Shull

Recommendation: Simple motion to receive and file the Treasurer's Report is in order.

Attachments: 1. September 2021 TR

**FINANCIAL REPORT
MONTH OF SEPTEMBER, 2021**

	Fund	Beginning Balance	Revenue	Expense	Transfers In	Transfers Out	Fund Balance
001	General Government	3,065,739.59	230,110.92	261,224.56	77,490.46	5,709.17	3,106,407.24
011	Police	1,852,285.25	92,530.96	252,452.56	39,730.62	5,705.42	1,726,388.85
015	Fire	213,106.13	16,241.11	65,922.92	4,462.34	1,139.75	166,746.91
016	Ambulance	(104,030.55)	77,970.35	146,385.91	10,216.41	6,458.83	(168,688.53)
041	Library	364,098.26	13,887.59	82,894.93	4,579.77	3,660.00	296,010.69
042	Park & Recreation	504,597.85	45,128.81	112,513.85	6,934.81	4,110.08	440,037.54
045	Memorial Pool	126,826.52	2,316.26	27,888.18	-	-	101,254.60
099	Franchise Fee-MEC	717,824.23	-	-	-	-	717,824.23
GENERAL FUND SUB-TOTAL		6,740,447.28	478,186.00	949,282.91	143,414.41	26,783.25	6,385,981.53
110	Road Use Tax (Streets)	2,172,683.56	263,436.82	85,231.86	-	18,039.75	2,332,848.77
112	Trust & Agency	36,668.18	59,346.66	-	-	59,346.66	36,668.18
115	YMCA Maintenance Obligations	366,095.03	-	-	-	-	366,095.03
121	Local Option sales Tax	6,738,415.67	158,048.47	-	-	-	6,896,464.14
125	TIF	5,373,462.46	51,245.63	-	-	-	5,424,708.09
141	Library Special Revenue	55,774.63	4,914.85	1,798.12	-	-	58,891.36
142	Park & Rec Special Revenue	94,175.45	-	35,170.00	-	-	59,005.45
160	Downtown Revolving Loan	138,723.44	-	-	-	-	138,723.44
161	Downtown BIZ Program	121,889.70	-	-	-	-	121,889.70
177	Police Forfeiture	19,830.07	-	-	-	-	19,830.07
190	Vehicle Reserve	626,738.78	-	-	-	-	626,738.78
SPECIAL REVENUE SUB-TOTAL		15,744,456.97	536,992.43	122,199.98	-	77,386.41	16,081,863.01
200	DEBT SERVICE (SUB-TOTAL)	729,141.58	26,981.21	500.00	-	-	755,622.79
301	Capital Projects (General)	749,171.15	7,073.00	38,968.19	-	-	717,275.96
321	Capital Projects (Streets)	56,894.62	90,929.99	58,194.84	-	-	89,629.77
322	Downtown Square Streetscape	3,350,350.72	386,428.32	510,201.53	-	-	3,226,577.51
323	Hillcrest Ave Improvements	-	3,500,000.00	82,006.89	-	-	3,417,993.11
324	K Street Improvements	(11,225.47)	3,500,000.00	7,971.76	-	-	3,480,802.77
325	ARPA Funds	1,193,306.98	-	32,891.94	-	-	1,160,415.04
353	Community Redevelopment (D&D)	88,537.03	-	-	-	-	88,537.03
CAPITAL PROJECTS SUB-TOTAL		5,427,035.03	7,484,431.31	730,235.15	-	-	12,181,231.19
541	LIBRARY ENDOWMENT FUND	44,617.23	46.96	-	-	-	44,664.19
610	Sewer	1,008,384.49	-	101,029.72	158,333.33	37,644.75	1,028,043.35
650	Stormwater Utility	485,332.61	55,532.62	1,204.99	-	800.00	538,860.24
670	Recycling	145,390.60	27,994.87	25,174.17	-	800.00	147,411.30
710	Sewer Capital Projects	4,299,571.95	(2,816,365.41)	9,749.81	-	158,333.33	1,315,123.40
771	Sewer Reserve	114,238.70	-	-	-	-	114,238.70
781	WRRF Construction	(2,768,080.53)	5,658,597.81	2,493,493.81	-	-	397,023.47
791	Sewer Revenue Bonds	591,605.79	-	40,862.50	-	-	550,743.29
820	Health Insurance	2,192,456.42	145,960.40	57,613.79	-	-	2,280,803.03
830	Health Reimbursement Accounts	5,257.71	350.00	-	-	-	5,607.71
840	Flex/STD	185,856.01	241.54	237.04	-	-	185,860.51
850	Liability Insurance Reserve-City	(34,765.30)	-	-	-	-	(34,765.30)
CITY UTILITY & ISF SUB-TOTAL		6,225,248.45	3,072,311.83	2,729,365.83	158,333.33	197,578.08	6,528,949.70
City Funds Subtotal		34,910,946.54	11,598,902.78	4,531,583.87	301,747.74	301,747.74	41,978,265.45
IMU Funds in Casselle		8,354.74	283,328.84	294,999.06	-	10,000.00	(13,315.48)
GRAND TOTAL CITY FUNDS		34,919,301.28	11,882,231.62	4,826,582.93	301,747.74	311,747.74	41,964,949.97
Cross Check Total							41,964,996.93

Investments			Clerk's Balance		41,964,996.93
Bankers Trust	\$	20,891,215.58 1.00%			
Iowa Public Agency Inv. Trust	\$	116,216.82 0.01%			
Payroll Account, TruBank	\$	-			
Checking Account, TruBank	\$	11,085,756.04 0.20%	Plus Outstanding Checks	\$	298,042.02
Sweep Account, TruBank	\$	10,033,119.07 0.40%	Minus Outstanding Deposits	\$	(1,203.85)
Indianola Hometown Pride, TruBank	\$	5,285.44	Bank Adjustment	\$	(115.00)
Indianola EMS - TruBank	\$	128,890.33	Book Adj		614.24
Wells Fargo	\$	1,851.06			
BANK BALANCE		42,262,334.34			42,262,334.34

Fund	Beginning Balance	Revenue	Expense	Transfers In	Transfers Out	Fund Balance
600 Water	30,487.37	51,760.53	54,020.28	-	8,000.00	20,227.62
620 IMU Administration	620.75	54,418.41	56,964.39	-	2,000.00	(3,925.23)
625 Revolving Economic Development	-	-	-	-	-	-
626 USDA RLF	-	-	-	-	-	-
630 Electric	(23,488.96)	120,154.40	121,878.12	-	-	(25,212.68)
640 Fiber/Communications	800.99	56,995.50	61,164.19	-	-	(3,367.70)
700 Water Capital Projects	-	-	-	-	-	-
730 Electric Capital Projects	(65.41)	-	9.08	-	-	(74.49)
740 Fiber/Comm Capital Projects	-	-	963.00	-	-	(963.00)
IMU SUB-TOTAL	8,354.74	283,328.84	294,999.06	0.00	10,000.00	-13,315.48
						(13,315.48)

INTEREST DISTRIBUTION	INTEREST		FYTD
	INCOME	% OF TOTAL	
General Fund (Non-Program 9500)	\$ 7,018.28	32.87%	\$ 33,547.90
Library Special Revenue (Fund 141)	\$ 57.65	0.27%	\$ 273.58
TIF (Fund 125)	\$ 5,630.42	26.37%	\$ 25,013.95
Sewer (Fund 710)	\$ 6,300.86	29.51%	\$ 15,696.95
Health Insurance (Fund 820)	\$ 2,297.43	10.76%	\$ 10,377.26
Library Endowment (541)	\$ 46.96	0.22%	
TOTAL	\$ 21,351.62	100.00%	\$ 84,909.64



MEMORANDUM

To: Mayor and City Council
From:
Date: November 1, 2021
Subject: EMS Billing Activity Report for August and September 2021.

Recommendation: Simple motion to receive and file the reports is in order.

Attachments:

1. August 2021 EMS Billing Activity
2. September 2021 EMS Billing Activity



FIRE DEPARTMENT

TO: Mayor Pam Pepper and City Council Members
CC: City Manager Ryan Waller, Finance Director Andy Lent
FROM: Fire Chief Gregory M. Chia
DATE: 10-15-2021
RE: August 2021 EMS Billing Activity

August 2021 EMS billing activity from Digitech Company is posted below. Digitech has posted financial activity for Indianola Fire Department EMS section. The information shown is the fire department and Digitech activity for the month of August 2021.

Details for the month of August 2021 EMS Billing activity.

For the period: 08/01/2021 to 08/31/2021

New Charges: \$204,814.00	All Accounts Collected Old / New: \$26,175.20
Billable Transports: \$201,814.00	Non-Transports Collected: \$3000.00
Non-Transports Billable: \$3000.00	Unidentified Payments Collected: \$0
Total Non-Billable: (\$11064.00)	Refunds: (\$1048.46)
ALS Tier: 0	
Total Accounts Created: \$193,750.00	Net Total Collected: \$25,126.74

With the above activity the TruBank Account Balance now stands at \$71,472.60 as reflected on August 31, 2021.





FIRE DEPARTMENT

TO: Mayor Pam Pepper and City Council Members
CC: City Manager Ryan Waller, Finance Director Andy Lent
FROM: Fire Chief Gregory M. Chia
DATE: 10-15-2021
RE: September 2021 EMS Billing Activity

September 2021 EMS billing activity from Digitech Company is posted below. Digitech has posted financial activity for Indianola Fire Department EMS section. The information shown is the fire department and Digitech activity for the month of September 2021.

Details for the month of September 2021 EMS Billing activity.

For the period: 09/01/2021 to 09/30/2021

New Charges: \$142,712.00	All Accounts Collected Old / New: \$54,704.33
Billable Transports: \$138,312.00	Non-Transports Collected: \$1800.00
Non-Transports Billable: \$1800.00	Unidentified Payments Collected: \$0
Total Non-Billable: (\$21,873.00)	Refunds: (\$530.80)
ALS Tier: 0	
Total Accounts Created: \$120,839.00	Net Total Collected: \$54,173.53

With the above activity the TruBank Account Balance now stands at \$128,890.33 as reflected on September 30, 2021.



INDIANOLA PARKS AND RECREATION

ANNUAL REPORT

FY 2020-21



PARKS AND RECREATION

A Note from Director Doug Bylund

This report summarizes the impact the Parks and Recreation Department had in the community with the parks, trails, facilities, programs and services provided during FY2021 (July 2020-June 2021). With the COVID-19 pandemic that began affecting our facilities and programs in March of 2020, our staff continued to offer a variety of programs and facilities along with numerous community partners and hundreds of volunteers. While our attendance and program registrations were down, the programs that were offered and the increased park visits showed our impact was greater than before the pandemic.

As with all aspects of our lives, we modified many activities while creating new ways to enhance and preserve the quality of life in our community. While many of our regular programs were cancelled, we still needed to provide connections and I would like to thank our staff and the entire community for finding new creative ways to bring people together. From delivering Easter Egg Hunt Kits for backyards, virtual walks or handing out free lunches, we continued to serve even when we could not meet in person.

The investment in our park system proved to be invaluable as people could enjoy getting outdoors, while so many “normal” daily activities were limited. The parks facilities and trails saw increased use which has continued for a second year as many people have rediscovered the benefits of getting outside. Whether it is taking a walk with a new puppy along the McVay Trail, meeting for coffee with friends at Pickard Park, or playing disc golf with your children, there are so many opportunities in our parks, and our staff looks forward to continuing to improve the quality of life for Indianola for the future.

Doug Bylund
Director of Parks and Recreation

Our Mission

Offer a variety of experiences that enhance and preserve quality of life in Indianola.

Our Vision

To have a community with a variety of parks, trails, recreation facilities and activities which are modern, fun, safe and attractive, highly valued by the community, promote economic and neighborhood growth and enhance the quality of life for our local citizens.

Our recreation and park facilities and activities will:

- show evidence of community pride,
- have manmade and natural environments which are in harmony and balance,
- have parks and open spaces enriching every neighborhood,
- have parks with unique focal points,
- have modern, well-maintained indoor and outdoor recreation facilities,
- have a wide variety of wholesome recreation & learning opportunities with substantial participation for everyone
- enhance the physical, social and mental well-being for citizens of all ages and interests.

Our tree-lined streets, parks and trails will:

- provide good places to live and travel
- bond neighborhoods together in a continuous fabric of a united and progressive community

#BYTHENUMBERS

15 Parks

comprising **255** acres

9 miles hard surface & mowed grass trails

8 Shelters

8 Play-grounds

13 Buildings

7 softball fields

6 basket ball courts

Activity Center

Amphitheater

Aquatic Center

Campground

Disc Golf Course

Dog Park

Skate Park

50 Flower Beds

2 City entrance sign beds



430 Highway trees

2 Highway median flower beds

1,817 Plants sold at annual plant sale

184 Programs & special events
sports leagues • seminars
swim lessons • outdoor movies • free family events

2,170 Program Registrations

441 Facility Reservations

148 Dog Park memberships sold

2,600+ Softball complex games & practices

4,452

Attendance at the Activity Center by Adults 50+
Billiards • Bingo • Cards • Computer Lab • Crafts •
Exercise Classes • Exercise Room • Line Dancing • Mah Jongg •
Pickleball • Potluck • Yoga • Concerts • Lectures

FY 20-21 Projects

Parks/Facilities

- Disc Golf Course Improvements
- Softball field Infield Irrigation
- Hwy 92 tree planting
- Amphitheater canopy
- Activity Center lobby furniture

Replaced Vehicles

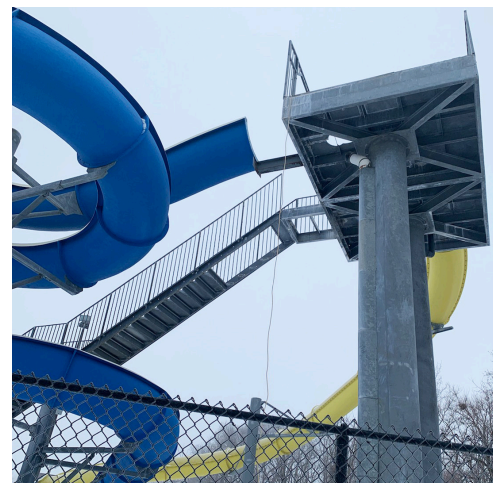
- Parks truck with plow
- Softball complex mower
- Parks utility tractor
- Parks utility vehicle

Trees

- Removed 64 ash trees on city properties and street ROW
- Planted 21 replacement trees
- Planted 21 trees along west Hwy 92

Aquatic Center

- Pool painting and caulking
- New slide steps and landings
- New public address sound system
- Concrete repairs



Re-imagined Recreation

During FY2021, the Recreation division had the opportunity to reimagine how to serve the public safely during a pandemic while following CDC guidelines to prevent viral spread.

Additionally, the Indianola Activity Center was closed from November 17, 2020 - February 7, 2021 and in-person programming was suspended.

July, 2020

Scooter's Summer Scramble encouraged families to visit city parks
Later in the summer than usual, Pickard ball fields hosted adult softball leagues



August, 2020

Flag Football Leagues were held with Return-to-Play safety guidelines
Friends used city parks to meet safely
Began promoting the mowed grass trail around Activity Center property as an extra half-mile loop.



September, 2020

Tails on Trails 10K Dog Walk offered, with proceeds going to Kiya Koda Humane Society
Free concert offered outdoors at the Activity Center



INDIANOLA PARKS & RECREATION

October, 2020

The Great Pumpkin 5K Virtual Run was held, with proceeds donated to Warren County Helping Hand
Indianola Shade Crusade allowed Indianola residents to purchase discounted trees
Make Your Own Buxton Bouquets offered the chance to harvest flowers from gardens at Buxton Park
Virtual Costume Contests were offered for people and pets
City departments competed in a pumpkin decorating contest



November, 2020

On November 17, the Activity Center closed again as the positivity rate soared. Facility rentals were cancelled or postponed, in-person programming was suspended and virtual programming was expanded

December 2020

Curbside Cuisine Meals replaced the 50+ monthly potlucks. Instead of joining together to eat, sponsors provided boxed meals for seniors to take home and enjoy.

Parker the Elf made appearances on social media with ideas for safe and fun activities.



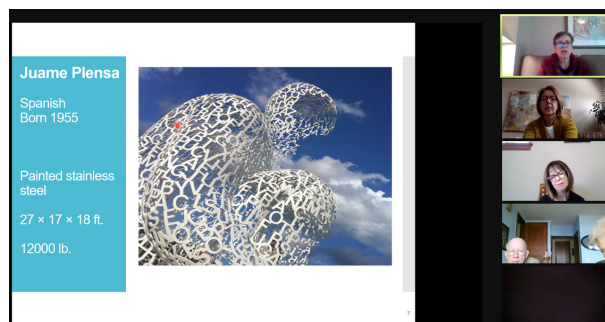
January, 2021

Winter Wellness Photo Challenge offered to encourage outdoor activities.
Indianola Ice Rink offered safe winter activity.



February, 2021

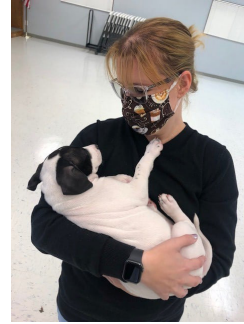
The Activity Center reopened to the public on Monday, February 8
Virtual Art Talks with Des Moines Art Center docents were offered via zoom



INDIANOLA PARKS & RECREATION

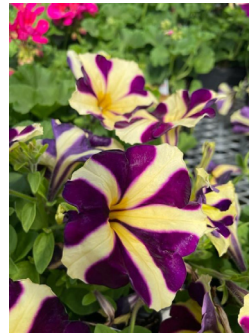
March, 2021

COVID vaccination clinics held at the Activity Center and at Memorial Park (drive through)
City employees were offered a Puppy Break courtesy of the city's Employee Engagement Committee and Angie Buchanan, who fosters puppies waiting for their forever homes.



April, 2021

Plant Sale offered as an online sale with delivery or pickup, instead of in-person browsing at the greenhouse



May, 2021

New Outdoor Bags League was offered.

One team made a custom set for another team so they could have regulation size boards to practice on.



Teamwork & Collaboration

Alone we can do so little, together we can do so much.

Ackworth Garden Club

Youth gardening instruction & contests

Athletico Physical Therapy

Free quarterly preventive wellness classes

Des Moines Art Center

Joint virtual programming

Des Moines Metro Disc Golf Club

Pickard Disc Golf Course improvements

Des Moines Metropolitan Opera

Set up screen for "Opera Under the Stars"

Heal House of Indianola

Hosted a Mayor's Youth Council Tour

The Helping Hand of Warren County

Hosted a Mayor's Youth Council Tour

Indianola Community School District

Hosted Mayor's Youth Council meetings, youth programs, sports leagues & youth track meet

Indianola Community Development Department

Hosted virtual Mayor's Youth Council meeting

Indianola Community Trees Committee

Offered half-price trees to Indianola residents

Indianola Fire Department

Offered Junior Fire Academy, First Aid & CPR/AED
Sponsored/attended Outdoor Movie

Indianola Park Friends

Delivered plant sale orders

Indianola Streets Department

Parking lot painting
Stormwater inlet repair at Memorial Park

Indianola Water Pollution Control Department

Assisted with startup operations at Aquatic Center

Indianola Police Department

Participated in Indianola Bike Fest

Indianola Municipal Utilities

Removed flower baskets on The Square Fall 2020
Installed and removed holiday decorations
Installed safety nets on Pickard softball field #4

Iowa Department of Natural Resources

Pickard Pond fish count & evaluation

Senior Health Insurance Information Program

Education & help with Medicare and related topics

Warren County Conservation

Prairie Burn • Joint programming

Warren County Fair Manager Jo Reynolds

Hosted a Mayor's Youth Council Tour

Warren County Health Services

Participated in Indianola Bike Fest

Warren County Extension & Outreach

Joint programming

Wesley Woods Camp & Retreat Center

Joint programming



Powered by People

"It takes a village" to make all these memories!

STAFF MEMBERS

Doug Bylund, Director
Afton Bradley, Recreation Coordinator
Angie Buchanan, Horticulturist Supervisor
Marty Chittenden, Parks Supervisor
Brandon DeCook, Recreation Coordinator
Miranda Chadwick, Office Assistant
Kelly Heinkel, Parks Technician I
Connor Skultety, Parks Technician I
Kathy Kester, Marketing Coordinator
Becky Lane, Recreation Coordinator

PARKS & RECREATION COMMISSION

Drew Brazie
Joel Hoyer
Kathy Turnball
Christopher Goodale
Kerry Koonce
Kate Walton

SEASONAL STAFF

Parks maintenance (3)
Horticultural assistants (2)
Ballfield maintenance (4)
Concession workers (25)
Sports league supervisors (5)

PROGRAM INSTRUCTORS SPORTS OFFICIALS



YOUTH FOOTBALL

VOLUNTEER COACHES

Jeff Bates
Branden Bloom
Chad Brewer
Joelle Cooper
Jared Creason
Don Dawson
Robert Dyer
Austin Gage
Josh Gustafson
Eric Halligan
Taylor Held
Mark Kickbush
Michael Landstrum
Brock Leggins
Chris Lutheran
Clint Manny
Ben Metzger
Bryan Nickelson
Corbin Rinard
Gerardo Ruiz
McKinley Steig
Justin Theisen
Brandon Vaughn
Kyle Walker

YOUTH BASKETBALL

VOLUNTEER COACHES

Jenny Aust
Angie Buchanan
Justin Dykstra
Brad Ebert
Eric Halligan
Jayme Humble
Josh Kellow
Stacy Konz
George Kurtinitis
Ben Mallory
Amber McDonald
Jessica Salcedo
Dominique Selgrade
Missi Spurgeon
Adam VandeKamp
Chris Vestal
Jason Vetter
Alison Vice
Brian West



VOLUNTEER COACHES

Michael Alfstad
Tausha Allen-Cosimo
Lindsay Armstrong
Chad Bottorff
Afton Bradley
David Bries
Scott Chaney
Casey Cortum
Jamie Crubaugh
Jill Dale
Robert Endriss
James Gray
Dusty Hart
Josh Howell
David Hutton
Mimi Kelly-Meyer
Josh Lullmann
Brooklyn Mason
Doug Meyer
Danielle Reinert
Clark Ridlen
Jeff Schortmann
Megan Shipley
Darrah Van Wyhe

YOUTH SOFTBALL

VOLUNTEER COACHES

Tausha Allen-Cosimo
Kristy Dykstra
Brad Ebert
Cheryl Ebert
Samantha Farnham
Corrine Fonseca
Whitney Griffin
Kenneth Herring
Nick Johnston
Jeremy King
Nate Oberender
Dominique Selgrade
Karen Sorensen
Katy Sowden
Allie Wilson

PLANT SALE VOLUNTEERS

Peggy Delzell
Tammy Bruce
Rhonda Buchanan
Ted Herselius
Susan Lathrop
Jim Lee

GET HEALTHY IOWA

TRACK MEET VOLUNTEERS



Hannah Allen
Ysabela Alvarez
Kennedy Amos
Hasie Cambron
Carmen Christensen
Piper Dahl
John Fitzpatrick
Brayden Forret

Alyvia Fuller
Grace Giofreddi
Tristan Grover
Jack Hilton
Graham Hilton
Darren Johnson
Lisa Koz
Kira Matthias
Lee Nelson
Logan Piper
Maddie Stanley
Delanie Sutton
Walker Whalen
Brooke Wilbur

ESSAY CONTEST

VOLUNTEER JUDGES

Becky Kakac
Marilyn Lawson
Pam Zimmerman

YOGA IN THE PARK

INSTRUCTORS

Bethany Grabe
Jessica Gripp
Haylee Korth
Susan Lathrop
Jamie Purviance
Joelle Stolle

50+ LINE DANCE

VOLUNTEER INSTRUCTORS

Maurine Dalluge
Jill Dietz

50+ YOGA VOLUNTEER

INSTRUCTORS

Joyce Nehring
Pam Zimmerman



Supported by Sponsors

Many thanks to these businesses, organizations, and individuals who have joined us in our mission to enhance the quality of life in Indianola

A&W All American Food
 Ace Hardware
 Athletico Physical Therapy
 Blank Children's Hospital
 Bowlarama Lanes
 Breakout Games
 Breakfast Lions
 Brick House Tavern
 CanoeSport Outfitters
 Casey's General Stores
 CemenTech Inc.
 Christopher's Construction
 Chumbley's Auto Care
 City State Bank
 Community 1st Credit Union
 Corner Sundry
 Crimson Anchor Coffee
 Dental Professionals LLC
 Details Plus
 DeYarman Ford
 DLH Grafx
 Downey Tire Pros
 Drees Family & Sports Chiropractic
 Edencrest at the Legacy
 Fridley Paramount Theatres
 Good Samaritan Society - Indianola
 Herberger Contstruction
 Hop-A-Lot Rentals
 Indianola Community Youth Foundation
 Immanuel Pathways Pace Program
 Indianola Breakfast Lions
 Indianola Elks #2814
 Indianola Fire Department
 Indianola Hy-Vee
 Indianola Independent Advocate
 Indianola Mechanical
 Iowa Realty
 Journey Mortgage
 Jump Air
 Justin & Jenna Brown
 Karey Bishop - Iowa Realty
 Kiwanis Club of Indianola

KNIA/KRLS
 Kyle's Bikes
 McCoy True Value Hardware
 Medicap Pharmacy
 Mike & Nancy Baethke
 Miller Electric
 Mudslingers Coffee
 Outside Scoop
 Overtons Funeral Home
 Pageturners Bookstore
 Peoples Bank
 Pizza Ranch
 Poindexter Flooring
 Randy's Services
 Salem Connection
 Shottenkirk Ford
 Scooters Coffee
 Shull, Schrum, McClaflin & Co, PC
 Sluggers Batting Cages
 Smith's Collision Center
 Sports Page Bar & Grill
 Taco John's
 The Playground
 Theisen's Home Farm & Auto
 T-Rex Gym
 TruBank
 Uncommon Grounds
 United Healthcare
 Via of Carlisle Senior Living Campus
 Vintage Hills
 Warren County Extension & Outreach
 Warren County Fair
 Warren County Oil
 Warren County Health Services
 Windsor Manor
 Winn's Pizza & Steakhouse







—Office of the Mayor—

PROCLAMATION Veterans Day

Whereas, the United States Congress, by an act approved on June 1, 1954, set November 11 as Veterans Day; and

Whereas, Veteran's Day is a time to celebrate all United States military veterans and honor their sacrifices, patriotism and willingness to serve; and

Whereas, this day shall also be a time to perpetuate peace through goodwill and mutual understanding among all peoples; and

Whereas, many veterans in our community have chosen to continue serving by working for and volunteering in the City of Indianola; and

Whereas, the patriotism of military personnel who have defended our great nation will forever serve as an inspiration for generations to come; and

Now, Therefore, in honor of the veterans in our community, I, Pam Pepper, Mayor of the City of Indianola, Iowa, do hereby proclaim Thursday, November 11, 2021 as

Veterans Day

in the City of Indianola and urge citizens to remember and pay homage to our active and inactive military community for their contributions, dedication and commitment to the cause of our freedom. The City of Indianola proudly joins the rest of our community and nation to salute and give special thanks and recognition to the men and women who have served in our armed forces.

In Witness Whereof, I hereunto set my hand and seal this 1st day of November 2021.

Pam Pepper, Mayor



MEMORANDUM

To: Mayor and City Council

From:

Date: November 1, 2021

Subject: Consideration of the appointment of Nia Chiaramonte to the Human Relations Commission for a term beginning immediately and ending July 1, 2022.

Recommendation: Roll call is in order.

Attachments: 1. Chiaramonte Application



City Clerk's Office

110 N 1st Street, Indianola, IA 50125-0299 • www.indianolaiowa.gov
515-961-9410 phone • 515.961.9402 fax

Volunteer Application Form to Serve on a City Board or Commission

There are numerous Boards and Commissions to advise the City Council. Terms for the Boards and Commissions vary and are established by Municipal Code. These boards and commissions are vital to the success of the community and are comprised of interested citizens. This form assists the City Council in evaluating the qualifications of applicants for appointment to a board, commission or committee. State law requires political subdivisions to make a good faith effort to balance appointive boards, commissions, committees, and councils authorized by the Code of Iowa according to gender by January 1, 2012, and each year thereafter. When terms have expired or vacancies occur, appointments are made during regular City Council meetings that take place on the first and third Monday.

To be considered, interested individuals must live within City limits and must complete and submit this form along with a resume and cover letter that includes a listing of work experience and civic involvement to the City Clerk's office via email to CityClerk@indianolaiowa.gov or by mail at 110 N 1st Street, Indianola, IA 50125.

Personal Information

Name: Nia Chiaramonte		Today's Date: 9/19/2021	
Street Address: 8064 103rd Ave.			
City, State, Zip: Indianola, IA, 50125		Years Resided in Indianola: 4	
Email: nia.chiaramonte@gmail.com			
Home Phone: NA	Cell Phone: 515-779-0187	Work Phone: 515-270-0405 ext. 14534	
Occupation: Director of Human Resources, Heartland Area Education Agency			
Have you previously volunteered on a City Board, here or elsewhere? No			
Board Name: NA		Years Served: NA	City: NA
Gender: Female	Age (Optional): 38	Race (Optional): White	
Application for (Name of Board/Commission or Committee): Human Relations Commission			
Why do you want to serve on this Board/Commission or Committee? After moving to Indianola 4 years ago, I feel now is the time for me to get involved in my civic community. I have a background in Human Resources, and as a transgender woman, I was excited to see Indianola restart this commission. I feel that everyone deserves the right to feel safe in their community, and I hope to be a part of increasing community awareness around diversity, equity & inclusion.			
What will you contribute to this Board/Commission or Committee? As a transgender woman living in Indianola and a Human Resources Director with employees who office on the square in Indianola, I feel as though I'm uniquely qualified not only through my personal perspective, but also through my work experience, to help promote goodwill and minimize discriminatory practices in Indianola. My experience as an HR Director has given me experience with mediating difficult situations, and my experience as a transgender woman and parent to a son with Cerebral Palsy has giving me everyday perspective as to how discrimination and exclusion work in our community.			

Please attach additional pages if necessary.

Boards, Commissions and Committees

☐	Board of Adjustment/Appeals meets the first Wednesday of the Month at 6:00 p.m. in the City Hall Council Chambers. This Board reviews applications for variances (zoning setbacks, lot area, off street parking, etc.), rules on special uses and structures listed, and listens to/decides upon appeals or administrative decisions. The Board consists of five members who serve 5-year terms. This Commission is appointed by the City Council.
☐	Civil Service Commission meets on-call. The Commission administers the civil service procedure and is involved in the hiring process for the Fire and Police Department as specified by code. The Commission consists of three members that serve 4- year terms.
☐	Hometown Pride Committee meets once a month. The Committee's mission is to bring neighbors together to build a sense of community, create and improve public amenities, and celebrate what makes our hometown great. The board consists of 11 members who serve 2-year terms.
☒	Human Relations Commission fosters the use of the procedures and programs of the Iowa Civil Rights Commission and increases awareness, understanding and appreciation of diversity, equity and inclusion within the community. The Commission consists of 7 members who serve 3-year terms.
☐	IMU Board of Trustees meets the second and fourth Monday of the month at 5:30 p.m. in the City Hall Council Chambers. This Board manages and controls the city's waterworks, electric, light and power plant and also provides telecommunication services. The Board consists of five members serving 6-year terms.
☐	Indianola Public Arts Commission is comprised of 9 residents who shall encourage the cooperation and coordination of projects in the field of arts that will enhance the cultural level of the arts in the community. They meet on the 4 th Thursday of the month.
☐	Library Board of Trustees meets the second Tuesday of the month at 5:45 p.m. in the Library meeting room. This Board has charge, control and supervision of the Library, its appurtenances, fixtures, rooms, and personnel. The Board consists of seven members serving 6-year terms.
☐	Memorial Aquatic Center Commission meets quarterly at 5:30 p.m. at the Activity Center. The Commission consists of honorably discharged soldiers, marines, airmen or coast guard members who manage and control the Veteran's Memorial Aquatic Center and establish rules and regulations for management. The Commission consists of five members serving 3-year terms.
☐	Park and Recreation Commission meets the second Wednesday of the month at 5:00 p.m. at the Activity Center. This Commission advises City Council on the needed facilities to provide open spaces such as parks, playgrounds and community facilities for other forms of recreation. It oversees city programs and encourages other programs for the leisure time of the City residents of all ages. The Commission consist of six members serving 3-year terms.
☐	Planning and Zoning Commission meets the second Tuesday of the month at 6:00 p.m. in the City Hall Council Chambers. This Commission is qualified by knowledge or experience to act in matters pertaining to the development of the City Plan. The Commission consists of 9 members who serve 5-year terms. This Commission is appointed by the City Council.
☐	Sustainability Committee reviews options to become a "greener" community and reduce the city's carbon footprint.

Hello!

My name is Nia Chiaramonte, and it is my pleasure to introduce myself as a candidate for one of the open Human Relations Commission appointments for the City of Indianola.

I believe my personal and professional lives have been in a flow of growth leading up to this point in time that makes me a great match for what you are looking for in an appointee.

Before I tell you about myself, I will mention that while I do consider Indianola my community, and my kids attend Indianola Middle School, Emerson Elementary and Indianola Preschool, we do live outside of the city limits. I understand that this may disqualify me, however, in the spirit of inclusion, I wanted to submit my application for consideration.

With that said, I have been in charge of HR for Heartland Area Education Agency (AEA) for the last 8 years. This includes acting as the HR Manager and currently the Director of HR.

My vision for my current organization, and the way I lead us forward is to make sure everyone feels loved and valued, while aiming to create efficient organizational structures that allow for clear communication. I believe these skills would serve the Commission well.

In the last 10 years that I have been at Heartland AEA I have accomplished the following:

- Created collaborative relationships with our employment unions
- Created a health and wellness program with over 75% employee engagement
- Assisted in leading a program to improve culture and climate of our Agency using the Denison Employee Engagement and Culture
- Served as the Equity Coordinator
- Successfully mediated many employee disputes

Personally, I have been on my own growth journey. I came out as a transgender woman in 2019 while working in a leadership role at Heartland AEA. I know about living in a community and culture that matters and that is inclusive and safe, because I helped create that community at Heartland; one where I felt comfortable moving forward and coming out. I am passionate about equity and inclusion, and as someone who has been marginalized myself, along with being a parent to a son with special needs, I know there are good things happening in the City of Indianola, as well as opportunities for improvement.

If chosen, I am excited to serve on this commission and I look forward to hearing from you.

Sincerely,

A handwritten signature in black ink, appearing to read 'Nia Chiaramonte', with a stylized, cursive script.

Nia Chiaramonte

NIA CHIARAMONTE, SPHR, SHRM-SCP, pHCLE

515-779-0187 | nia.chiaramonte@gmail.com

HUMAN RESOURCES DIRECTOR

Employee Relations | Leadership Training | Recruiting and
Onboarding | Compensation | Organizational Development

Moving the Organization forward through Human Capital Relationship Building

Strategic and innovative HR Executive who translates vision into HR initiatives that move toward a high performing organization. Empowering other leaders and top executives with a unique perspective and appreciation that human capital is every organization's greatest asset. Valuing people above all, moving the organization forward.

Signature HR Qualifications

HR Best Practices	Organizational Development	Union Relations
Employee Relations & Diversity	Employee Performance Improvement	Workforce Planning & Development
Talent Acquisition	Leadership Development	Compensation Strategies
Staff Coaching & Mentoring	HR Policy, Process & Systems Design	Employee/Employer Communications

PROFESSIONAL EXPERIENCE

HEARTLAND AREA EDUCATION AGENCY | Des Moines, IA | Intermediate Education Agency

2018 – Present

Director of Human Resources

Top HR leader at Heartland Area Education Agency (AEA), directing 4 HR professionals in staffing, recruitment, benefits, compensation, training, leadership development, succession planning, organizational development, and regulatory compliance.

- **HR Organization Leadership:** Supported cultural changes and employee engagement programs to ensure a high performing organization. Implemented leadership training including tabletop "what if" scenarios for leaders relating to performance, attendance, and other issues.
- **Workforce Planning:** Worked with other senior executives on strategic workforce planning including succession planning to minimize downtime and serve clients to the maximum capacity.
- **Organization Transformation:** Increased employee scores on the Denison Employee Engagement and Culture survey from the 27th percentile in 2012 to the 86th percentile in 2018. Implemented Stay Interviews for employee feedback.
- **Workplace Practice:** Introduced one-way and live video interviewing as part of the standard hiring process. Oversaw all HR Compliance related matters including FMLA, ADA, FLSA, and all other acts pertaining to the organization. Implemented a flex-time policy which reduced overtime hours and increased flexibility for employees.
- **Employee Relations:** Scheduled and facilitated monthly collaboration meetings with an Education union and a Teamsters union to ensure fair labor practices were followed and fair wages and benefits were offered.

HEARTLAND AREA EDUCATION AGENCY | Des Moines, IA

2013 – 2018

Human Resources Manager

Led the day-to-day operations of the HR department, including all compliance, recruiting and retention activities, as well as supporting employee engagement and employee relations issues. Oversaw 4 HR professionals.

- **HRIS Technology:** Drove transition from outdated HR Applicant Tracking system into a more efficient platform with integrated interview scheduling and interview note taking capabilities for efficiency across the organization.
- **Wellness Program:** Created and implemented a wellness program, including incentives, challenges and proactive health screenings and assessments. Maintained a 0% medical premium increase over a 4 year period.
- **Affirmative Action:** Created and maintained an affirmative action plan and served as the Agency's Compliance Officer.
- **Workforce Expansion:** Increased staffing by 10% over 3 years. Revised interview protocol and procedures and standardized interview questions.

HEARTLAND AREA EDUCATION AGENCY | Des Moines, IA
Human Resources Generalist

2011 – 2013

Performed work as an HR Generalist, including compensation analysis, benefit analysis, staff handbook maintenance and updates, full-cycle recruiting, working with supervisors regarding employee hiring and exit, and professional development for employees.

- **HR Operations:** Made sure all staff were appropriately licensed to work in the schools system.
Updated HR systems and maintained an automated system of reminders for employee trainings and licensure.
- **HR Operations:** Worked with another HR Generalist to ensure recruiting goals were met and the highest quality individuals were selected by managers for openings. Ensured daily compliance with all HR laws and procedures.

MANPOWER GROUP | Des Moines, IA | \$21B Global HR Staffing and Consulting Firm
Recruiter

2008 – 2011

Recruited professional level candidates to Accounting, Technology, Engineering, and Scientific positions for clients. Performed full-cycle recruiting, onboarding and employee relations with employees and for client companies, including Fortune 500 companies.

APPLEONE EMPLOYMENT GROUP | Des Moines, IA | Largest privately held staffing firm in the world
Staffing & Recruitment Associate

2006 – 2008

Managed a full desk of recruiting and sales, recruiting job applicants for positions including blue collar and executive level, serving and selling to clients of 5 employees up to 400,000 employees.

EDUCATION & PROFESSIONAL CREDENTIALS

Bachelor of Science Degree – Psychology – University of Northern Iowa
Senior Professional in Human Resources (SPHR)
Society of Human Resources Management Senior Certified Professional (SHRM-SCP)
Professional Human Capital Leader in Education (pHCLE)
MBA in HR Management - Northwest Missouri State (projected completion 2022)

PROFESSIONAL HR AFFILIATIONS

Member - Society for Human Resources Management (SHRM)
Member - American Association of School Personnel Administrators (AASPA)
Member - School Administrators of Iowa (SAI)



MEMORANDUM

To: Mayor and City Council

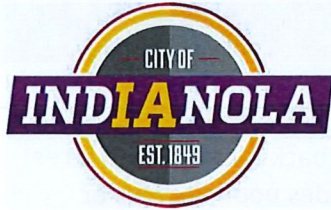
From:

Date: November 1, 2021

Subject: Consideration of the appointment of Tara Elcock to the Human Relations Commission for a term beginning immediately and ending July 1, 2023.

Recommendation: Roll call is in order.

Attachments: 1. Elcock Application



City Clerk's Office

110 N 1st Street, Indianola, IA 50125-0299 • www.indianolaiowa.gov
515-961-9410 phone • 515.961.9402 fax

Volunteer Application Form to Serve on a City Board or Commission

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To be considered, interested individuals must live within City limits and must complete and submit this form along with a resume and cover letter that includes a listing of work experience and civic involvement to the City Clerk's office via email to CityClerk@indianolaiowa.gov or by mail at 110 N 1st Street, Indianola, IA 50125.

Personal Information

Name: Tara Elcock		Today's Date: 10/15/2021	
Street Address: 2304 W. Henderson Avenue			
City, State, Zip: Indianola, Iowa 50125		Years Resided in Indianola: within city limits: 2.25; within Indianola: 13.5	
Email: elcocklawfirm@msn.com			
Home Phone:		Cell Phone: (515) 238-2592	Work Phone:
Occupation: attorney--managing partner Elcock Law Firm, PLC			
Have you previously volunteered on a City Board, here or elsewhere?			
Board Name:		Years Served:	City:
Gender: Female	Age (Optional):		Race (Optional):
Application for (Name of Board/Commission or Committee): Human Relations Commission			
Why do you want to serve on this Board/Commission or Committee? I have a passion for working toward equality and helping those who may be considered an underdog. Generally, those who need the most assistance are the most underrepresented. In my profession, I work daily with these individuals and those who need help navigating through the legal system and their individual rights			
What will you contribute to this Board/Commission or Committee? I am submitting a copy of my resume with this application because it describes my experiences, which include volunteer work with Iowa Civils Rights Commission as a screener, with the Polk County Hate Crimes Taskforce, on the Board of the Iowa Civil Liberties Union, on the Indianola Preschool Board, among other areas where I have given back to my community. Additionally, I sat on a panel and participated in the planning and establishing of this commission.			

Please attach additional pages if necessary.

Boards, Commissions and Committees

☐	Board of Adjustment/Appeals meets the first Wednesday of the Month at 6:00 p.m. in the City Hall Council Chambers. This Board reviews applications for variances (zoning setbacks, lot area, off street parking, etc.), rules on special uses and structures listed, and listens to/decides upon appeals or administrative decisions. The Board consists of five members who serve 5-year terms. This Commission is appointed by the City Council.
☐	Civil Service Commission meets on-call. The Commission administers the civil service procedure and is involved in the hiring process for the Fire and Police Department as specified by code. The Commission consists of three members that serve 4- year terms.
☐	Hometown Pride Committee meets once a month. The Committee's mission is to bring neighbors together to build a sense of community, create and improve public amenities, and celebrate what makes our hometown great. The board consists of 11 members who serve 2-year terms.
☒	Human Relations Commission fosters the use of the procedures and programs of the Iowa Civil Rights Commission and increases awareness, understanding and appreciation of diversity, equity and inclusion within the community. The Commission consists of 7 members who serve 3-year terms.
☐	IMU Board of Trustees meets the second and fourth Monday of the month at 5:30 p.m. in the City Hall Council Chambers. This Board manages and controls the city's waterworks, electric, light and power plant and also provides telecommunication services. The Board consists of five members serving 6-year terms.
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☐	Memorial Aquatic Center Commission meets quarterly at 5:30 p.m. at the Activity Center. The Commission consists of honorably discharged soldiers, marines, airmen or coast guard members who manage and control the Veteran's Memorial Aquatic Center and establish rules and regulations for management. The Commission consists of five members serving 3-year terms.
☐	Park and Recreation Commission meets the second Wednesday of the month at 5:00 p.m. at the Activity Center. This Commission advises City Council on the needed facilities to provide open spaces such as parks, playgrounds and community facilities for other forms of recreation. It oversees city programs and encourages other programs for the leisure time of the City residents of all ages. The Commission consist of six members serving 3-year terms.
☐	Planning and Zoning Commission meets the second Tuesday of the month at 6:00 p.m. in the City Hall Council Chambers. This Commission is qualified by knowledge or experience to act in matters pertaining to the development of the City Plan. The Commission consists of 9 members who serve 5-year terms. This Commission is appointed by the City Council.
☐	Sustainability Committee reviews options to become a "greener" community and reduce the city's carbon footprint.

Tara M. Elcock
Elcock Law Firm, P.L.C.
P.O. Box 72
Indianola, Iowa 50125
(515) 238-2592
elcocklawfirm@msn.com

EDUCATION

Drake University Law School, Des Moines, Iowa
Doctor of Jurisprudence – May 2002
Legislative Practice Certificate – May 2002
The Ferguson Prize for public service

Advanced Legislation Sequence—Legislative Practice Certificate

Administrative Law – The course provided an overview of federal and state law spelling out the powers and principles of administrative agencies and the legal remedies available to persons wronged by administrative action.

State and Local Government Law – This course provided an in-depth study of the sources of, and limitations on, the power of local governmental units.

Legislation – The course focused on the legislative process, constitutional requirements of state legislation, judicial construction of statutory words and phrases, and bill drafting.

Legislative Internship – This internship provided a practical component of the Legislation course where students worked with Iowa lawmakers during the annual legislative session.

Legislative Practice – This course combined a classroom component with individual assignments to assist with research and drafting on topical legislative initiatives for the Iowa General Assembly.

Legislative Practice Internship – Enrollment in this course involved assignment as an intern to a public interest group, association or government agency that was advocating for or against legislation, or to research staff of legislative caucuses or support agencies.

Drake University, Des Moines, Iowa
Master of Public Administration – December 2002
Pi Alpha Alpha - National Honorary Society

Iowa State University, Ames, Iowa
Bachelor of Science in Accounting – May 1998

EMPLOYMENT AND EXPERIENCE

Elcock Law Firm, PLC, Indianola, Iowa
Managing Partner, Owner, June 2005 – Present

Practicing in General Practice—including civil, juvenile law, family law, probate, family law mediations, and collaborative law

Drake University Legal Clinic, Des Moines, Iowa

Adjunct Instructor, General Civil Clinic, May 2006 – August 2008, Summer 2011, Summer 2012, and Summer 2013--summers only

Practicing in and managing the general civil caseload in adjunct capacity.

Drake University Legal Clinic, Des Moines, Iowa

Adjunct Professor, Elder Law Clinic, January 2007 – August 2008

Practicing in, managing, and supervising students and clinic assistants in the elder law clinic. Practicing in and managing the general civil caseload during the summer term.

Law Firm of Steven V. Lawyer & Associates, PLC, Des Moines, Iowa

Associate Litigation Attorney, May 5, 2003 – June 2005.

Practicing in Family Law, Civil Rights and Employment Discrimination, and Personal Injury.

Nyemaster, Goode, Voigts, West, Hansell & O'Brien, PC, Des Moines, Iowa

Tax Consultant through tax season, January 2003-April 2003

Worked directly with tax attorneys in individual and business tax, as well as legal research.

Legal Aid Society of Polk County, Des Moines, Iowa

Family Law Attorney, May 2002-November 2002

Represented low-income clients of all ages in various areas of family law including dissolutions, child custody and support, visitation rights, protective orders, as well as other areas affecting families' needs during this process.

Drake University Law School, Des Moines, Iowa

Research Assistant to Professor Sally Frank, January 2002 – May 2002

Performed legal research and drafted court documents for Professor Frank. Assisted with student supervision and client representation.

Iowa Civil Liberties Union, Des Moines, Iowa

Lobbyist Intern with Marty Ryan, January 2002 – May 2002

Researched, drafted bill amendments, and lobbied during the 2002 Iowa Legislative Session.

Roxanne Conlin & Associates, Des Moines, Iowa

Law Clerk, October 2000 – May 2002

Conducted client interviews, performed legal research, and wrote various legal memoranda and briefs to the court and opposing counsel. Played an integral part in civil jury cases including assistance with discovery, drafting petitions, motions, and appeals, and attending mediations, hearings and trials.

Drake University Legal Clinic (General Civil), Des Moines, Iowa

Student Attorney, August 2001 – May 2002

Represented clients in various areas of Iowa Civil Law under the supervision of Sally Frank. Conducted fact investigations, drafted documents, handled negotiations and a general civil caseload that included dissolutions, adoptions, domestic abuse protective orders, and small claims.

Senator Maggie Tinsman, Des Moines, Iowa

Legislative Intern, January 2001 – May 2001

Assisted and advised the State Senator on various legislative policies and current events. Completed an extensive project on the development of a community Teen Court.

Drake Legal Clinic (Administrative Health Law), Des Moines, Iowa

Student Attorney, August 2000 to December 2000

Established client confidence and created an atmosphere in which I was able to represent clients in various administrative issues under the supervision of Suzanne Levitt. Handled a caseload that included wills, guardianships, and powers of attorney.

Peddicord, Wharton, Spencer, & Hook, Des Moines, Iowa

Law Clerk, Summer 2000 – September 2000

Performed legal research, wrote legal memoranda and deposition summaries, and assisted with general office maintenance.

BAR ADMISSIONS

Iowa - 2003

United States District Court, Southern District of Iowa - 2003

United States District Court, Northern District of Iowa - 2004

SELECTED LITIGATION EXPERIENCE AND CERTIFICATIONS

Certified Family Law Mediator, June 2011. Completed the forty (40) hour seminar, granting certification in Family Law Mediation.

Certified Collaborative Law Attorney, February 2016. Completed the two-day training in Collaborative Law.

Tanner Varner v. Lauren Conway. Appeal from the Iowa District Court of Polk County, Iowa. Represented the Respondent-Appellant where a modification of custody and child support occurred after eight days of trial. Upon Appeal, this was set for oral argument before the Iowa Court of Appeals and was affirmed, modified and remanded. This oral argument occurred virtually during the COVID-19 pandemic in 2021.

Charles William Thomas v. Tyne Westfall. Appeal from Iowa District Court for Warren County, Iowa. Represented the Petitioner-Appellee/Cross-Appellant where Petitioner was granted shared physical care as well as a name change for his son at trial. Upon Appeal, this case was set for oral argument before the Iowa Court of Appeals and was affirmed.

Skarins, et. al. v. Woodbine Community School District. Tried a case before the United States District Court in Council Bluffs, Iowa as a student attorney with the Drake University Legal Clinic. Accomplished preventing a school district from violating the establishment clause by forcing atheist students to sing the *Lord's Prayer* in the school choir to receive a passing grade.

PROFESSIONAL AFFILIATIONS

Board of Directors, Indianola Preschool, May 2010 – May 2013
Board of Directors, Iowa Civil Liberties Union, March 2004 – October 2008
Cooperating Attorney, American Civil Liberties Union of Iowa
Member, Iowa Bar Association
Member, Warren County Bar Association
Volunteer with the Volunteer Lawyer's Project

HONORS AND ACTIVITIES

Appointed by Mayor Preston Daniels to the Hate Crimes Task Force
Pi Alpha Alpha, National Honorary Society for Public Administration
Ferguson Prize—Drake Law School
Who's Who in America in Law School 1999, 2000, 2001 & 2002
Member, Iowa State University Track & Field Team, 1994-1998
Four-Year Athletic Scholarship Recipient
Big 8 and Big 12 Conference Place Winner & Four Year Letterwinner

COMMUNITY LEADERSHIP

Co-Creator, Sponsor and Administrator of See Color – Be Change, a community-based leadership group promoting diversity in city, school, and local communities and programs
Contributor in City Government in re-engaging the Human Relations Committee
Athletic Booster and Sponsor for Indianola Community School Athletics
Sponsor and Community Volunteer for Market at the Square—an Indianola-based Farmer's Market
Sponsor and Volunteer for Indianola Baseball Club
Bootcamp Instructor at Fusion Fitness in Indianola—2011-2016
Board of Directors, Indianola Preschool, Inc.—Vice-President/Secretary 2011-2012 and President 2012-2013
Board of Directors and Cooperating Attorney, Iowa Civil Liberties Union
Hate Crimes Task Force - Panelist
Iowa Civil Rights Commission – Screening cases as a cooperating attorney
Polk County Bar Association's Volunteer Lawyers Project – family law attorney for indigent citizens
Drake Legal Clinic – guardian ad litem and volunteer attorney, prior to employment with the clinic



MEMORANDUM

To: Mayor and City Council

From:

Date: November 1, 2021

Subject: Consideration of the appointment of Nick Mahlstadt to serve on the Human Relations for a term beginning immediately and ending July 1, 2024.

Recommendation:

Attachments: 1. Mahlstadt Application



City Clerk's Office

110 N 1st Street, Indianola, IA 50125-0299 • www.indianolaiowa.gov
515-961-9410 phone • 515.961.9402 fax

Volunteer Application Form to Serve on a City Board or Commission

There are numerous Boards and Commissions to advise the City Council. Terms for the Boards and Commissions vary and are established by Municipal Code. These boards and commissions are vital to the success of the community and are comprised of interested citizens. This form assists the City Council in evaluating the qualifications of applicants for appointment to a board, commission or committee. State law requires political subdivisions to make a good faith effort to balance appointive boards, commissions, committees, and councils authorized by the Code of Iowa according to gender by January 1, 2012, and each year thereafter. When terms have expired or vacancies occur, appointments are made during regular City Council meetings that take place on the first and third Monday.

To be considered, interested individuals must live within City limits and must complete and submit this form along with a resume and cover letter that includes a listing of work experience and civic involvement to the City Clerk's office via email to CityClerk@indianolaiowa.gov or by mail at 110 N 1st Street, Indianola, IA 50125.

Personal Information

Name: Nicholas Mahlstadt		Today's Date: 10/19/2021	
Street Address: 808 W Detroit Ave.			
City, State, Zip: Indianola, IA 50125		Years Resided in Indianola: 30+	
Email: NickMahlstadt@gmail.com			
Home Phone:		Cell Phone: 515-556-8975	Work Phone:
Occupation: Program Manager - UnitedHealthcare			
Have you previously volunteered on a City Board, here or elsewhere? No			
Board Name:		Years Served:	City:
Gender:	Age (Optional):	Race (Optional):	
Application for (Name of Board/Commission or Committee): Human Relations Commission			
Why do you want to serve on this Board/Commission or Committee? I have a strong history of community service both here and abroad with a passion to advocate for equity, inclusion, and understanding of those that are underserved and underrepresented. I have experience in this area as I have lead community groups on equity and inclusion. I also served on panel and participated in establishing the Human Relations Commission.			
What will you contribute to this Board/Commission or Committee? I will bring my passion for equity, ability to problem solve and plan, along with lived experience from being an Indianola resident and what equity could look like here. I am a strategic planner and program manager, both of which would serve this committee well as we engage with the community. I have attached my resume as well outlining my philanthropic and business history.			

Please attach additional pages if necessary.

Boards, Commissions and Committees

☐	Board of Adjustment/Appeals meets the first Wednesday of the Month at 6:00 p.m. in the City Hall Council Chambers. This Board reviews applications for variances (zoning setbacks, lot area, off street parking, etc.), rules on special uses and structures listed, and listens to/decides upon appeals or administrative decisions. The Board consists of five members who serve 5-year terms. This Commission is appointed by the City Council.
☐	Civil Service Commission meets on-call. The Commission administers the civil service procedure and is involved in the hiring process for the Fire and Police Department as specified by code. The Commission consists of three members that serve 4- year terms.
☐	Hometown Pride Committee meets once a month. The Committee's mission is to bring neighbors together to build a sense of community, create and improve public amenities, and celebrate what makes our hometown great. The board consists of 11 members who serve 2-year terms.
☒	Human Relations Commission fosters the use of the procedures and programs of the Iowa Civil Rights Commission and increases awareness, understanding and appreciation of diversity, equity and inclusion within the community. The Commission consists of 7 members who serve 3-year terms.
☐	IMU Board of Trustees meets the second and fourth Monday of the month at 5:30 p.m. in the City Hall Council Chambers. This Board manages and controls the city's waterworks, electric, light and power plant and also provides telecommunication services. The Board consists of five members serving 6-year terms.
☐	Indianola Public Arts Commission is comprised of 9 residents who shall encourage the cooperation and coordination of projects in the field of arts that will enhance the cultural level of the arts in the community. They meet on the 4 th Thursday of the month.
☐	Library Board of Trustees meets the second Tuesday of the month at 5:45 p.m. in the Library meeting room. This Board has charge, control and supervision of the Library, its appurtenances, fixtures, rooms, and personnel. The Board consists of seven members serving 6-year terms.
☐	Memorial Aquatic Center Commission meets quarterly at 5:30 p.m. at the Activity Center. The Commission consists of honorably discharged soldiers, marines, airmen or coast guard members who manage and control the Veteran's Memorial Aquatic Center and establish rules and regulations for management. The Commission consists of five members serving 3-year terms.
☐	Park and Recreation Commission meets the second Wednesday of the month at 5:00 p.m. at the Activity Center. This Commission advises City Council on the needed facilities to provide open spaces such as parks, playgrounds and community facilities for other forms of recreation. It oversees city programs and encourages other programs for the leisure time of the City residents of all ages. The Commission consist of six members serving 3-year terms.
☐	Planning and Zoning Commission meets the second Tuesday of the month at 6:00 p.m. in the City Hall Council Chambers. This Commission is qualified by knowledge or experience to act in matters pertaining to the development of the City Plan. The Commission consists of 9 members who serve 5-year terms. This Commission is appointed by the City Council.
☐	Sustainability Committee reviews options to become a "greener" community and reduce the city's carbon footprint.

NICHOLAS MAHLSTADT

808 W DETROIT AVE
INDIANOLA, IA 50125 ● 515-556-8975

Personal Summary:

I am a self-directed leader with 20 years' experience within the UnitedHealth Group organization. My background includes managing call and claim teams, leading agile teams in digital transformation programs, managing cross-departmental programs, and leading innovation work. Experienced innovation thought leader adept at casting organizational vision while leading change across all organization levels.

I've worked with all types of people and organizations from large demanding clients outside the organization to stakeholders within the organization. Through my philanthropic work coupled with my 20 years within the organization I have demonstrated an ability to accomplish multiple priorities happening at the same time. I can listen and be in tune with what the issue is, innovate around the problem and deliver expectations of the work at hand. I have successfully led large-scale programs, worked directly with Senior Leaders, and served as a liaison between business and technology to ensure any communication barriers are removed and desired outcomes are achieved.

Over time I've learned that staying curious, working hard, asking questions, and listening well have propelled me and helped me overcome some of the biggest challenges I've faced. A passion for learning drives me every day. Whether it be through reading, taking online courses for no other reason than gaining knowledge, or actively participating in things I'm no expert in to lend a hand, curiosity and learning are hobbies for me and I relentlessly pursue knowledge. I've never been let down by staying curious and I've been able to apply what I've learned in both work and non-work life on a daily basis. This pursuit has also expanded my ways of thinking and have allowed me to tackle problems in innovative ways.

Work Experience:

Sr Project Manager II, UnitedHealthcare (2014-Present)

Successfully manage large scale projects while partnering with executive leaders in creating project vision, developing a strategic roadmap, and implementing change. Experienced at designing and executing communication plans to various stakeholder groups. Seasoned leader with experience program directing. Lead cross-departmental teams in forming leadership structures and teams.

- Established program strategy and team direction for multiple programs such as digital initiatives across the UnitedHealthcare enterprise, Risk Level Enhancement implementation, and Medicare & Retirement Claims Platform development
- Leading the Medicare & Retirement Claims Platform program to include;
 - End to End reporting strategy
 - End to End program call cadence
 - Program governance
 - Communication strategy at both the Executive and program levels
 - Develop milestone strategy

- Create issue and resolution strategy and process flow for program oversight and tracking
- Successful vision casting, strategy development, and strong execution of work
- Lead innovation challenges and cohort of innovation advocates from ideation to development
- Lead business transformation from Waterfall to Agile delivery method for enterprise-wide strategic programs
- Lead cross-functional team of Product Owners, Product Managers and Capability Leads
- Lead Agile program and teams in capacity of; Program Director, Product Owner, Product Manager, Capability Lead with the goal of developing a brand-new processing platform.
- Serve as project liaison between business and technology to ensure capability backlog accurately reflects program direction while satisfying business requirements
- Provide weekly reporting and project advancement updates to Senior Leadership
- Responsible for communicating the product vision and roadmap to all teams/stakeholders
- Work closely with product owners, application teams, and release management to develop a release plan (program increment plan)
- Work closely with multiple teams in collaboration, seeking input from a wide and diverse range of people ensuring a complete end-to-end vision is created and benefits are realized by all

In addition to my daily Agile project leadership, I also lead a group of innovators through a specific ideation initiative. The goal is to generate ideas, everything from daily process improvement to brand new technology and ways of operating.

- Lead innovation challenges throughout the organization
- Lead and mentor ideators through the innovation lifecycle
- Support team members with innovation idea vetting and refinement
- Guide thought leaders from initial idea through final, pitch-ready presentation development
- Collaborate with Senior Leaders in cross-functional teams to drive innovation

Manager, Service and Operations, UnitedHealthcare (August 2006 – 2014)

- Managed a high performing, tenured staff responsible for issue resolution
- Led team of customer facing Customer Specialists, responsible for implementation of new customers, serving as liaison between UnitedHealthcare and the customer's Human Resource team through ongoing support for medical claim questions and concerns
- Served as Project Lead and Subject Matter Expert for numerous service and operations claim workflow teams
- Worked with various Senior Leaders to implement process improvement initiatives to provide best in class service for our constituents
- Worked with cross-functional teams to decrease the time in which a customer is on hold and/or claim is outstanding
- Led multiple teams to increase claim backlog assignment efficiencies, taking average processing time from over 30 days to under 10 days
- Led cross-departmental team for multiple platform integrations
- Worked in cross-functional Operational Excellence team within the Six Sigma methodology with project centered on improving the overall member experience within our call center

- Collaborated with Senior Leaders to improve online access to both our constituents and internal employees for ease of use in our online portals, driving online engagement with member materials
- Strengthened the claim department by identifying and utilizing best practices as a subject matter expert
- Participated in numerous forums across the enterprise, engaging in thought leadership, cross-department ideation and innovation implementation

Supervisor, Service and Operations, UnitedHealthcare (August 2001 – July 2006)

- Promoted to Supervisor to lead customer service and claim staff
- Assisted development of representatives through coaching and as a Subject Matter Expert for multiple teams
- Served on various Supervisor committees and cross departmental workgroups focused on process improvement and increasing customer satisfaction
- Worked with team to increase claim processing efficiency by implementing new ways in which work is assigned to each representative
- Managed team's claim inventory and call scheduling assignments
- Collaborated with workforce management team to improve the flow of work amongst teams, increasing collaboration between teams while improving skill sets of each representative

Customer Service Representative, Service and Operations, UnitedHealthcare (January 2001 – July 2001)

- Promoted to Team Lead to support the customer service and claim staff
- Responded to call inquiries and processed claims, exceeding quality and production goals
- Identified opportunities to increase production through various system enhancements, resulting in an increase in quality within the team and increasing call obviation due to errors
- Served as a mentor for new hire staff to lessen the learning curve and drive high performance

Education/Certification:

- HarvardX – Masterpieces in World Literature
- University of Queensland – Philosophy and Critical Thinking
- Six Sigma Training, Operational Excellence
- Agile and Waterfall Project Management Methodology
- Studied in the field of criminal justice, DMACC, Ankeny, IA

Volunteer Experience:

Non-Profit Co-Founder and President, The Move Project (December 2011 – Present)

- Co-Founded a non-profit organization that provides community development opportunities and project sponsorship
- Provides high-quality education through the creation of The Move Project Academy which serves as a Primary school in the community
- Provides access to clean water through drilling of wells within the community

- Provides jobs to members of the community through the Academy and other projects
- Speak publicly in various settings to promote the work of The Move Project and develop opportunities for others to engage with the work
- Lead a small team of program Directors in Ghana which provide; daily oversight of all work in-country, financial reports for the Board of Directors, provide travel support for visiting teams, and other operational duties



MEMORANDUM

To: Mayor and City Council
From: Akhilesh Pal, Public Works Director
Date: November 1, 2021
Subject: Iowa Avenue Paving Project

Introduction: Vanderpool Construction Inc., Inc. has completed the East Iowa Paving Project.

Background: The scope of work for this project involves all work associated with the pavement construction on East Iowa Avenue, from 15th Street to approximately 0.25 miles east of 15th Street, including installation of sanitary sewer, storm sewer, street lighting, and water main infrastructure, new concrete pavement, sidewalks, and recreational trails.

Discussion: With City Council approval, this project will be accepted as complete. Approval of the completion of this project will activate the timeline for special assessments, warranties, authorize the payment of Pay Request No. 5 (final), in the amount of \$13,320.52, and authorize the release of the retainage, in the amount of \$45,711.32, to the contractor 30 days after project acceptance if no claims have been filed against the project. Staff recommends that the City Council approve the pay request as presented. The total cost breakdown for this project to date is listed as follows:

Summary of Contract:	Total Amounts:	Council Approval Date:
Original Contract Total:	\$914,143.50	19-Oct-20
Change Order 1	\$2,277.50	3-May-21
Change Order 2	(\$6,730.00)	7-Jun-21
Change Order 3	\$7,022.40	6-Jul-21
Change Order 4	(\$2,487.00)	16-Aug-21
Total Contract:	\$914,226.40	

Summary of Pay Requests:	Total Amounts:	Council Approval Date:
Pay Request No. 1	\$111,102.50	3-May-21
Pay Request No. 2	\$197,641.99	7-Jun-21
Pay Request No. 3	\$391,245.34	6-Jul-21
Pay Request No. 4	\$155,204.73	16-Aug-21
Pay Request No. 5*	\$13,320.52*	1-Nov-21*
Total Amount Paid:	\$868,515.08*	
5% Retainage:	\$45,711.32*	
Amount Remaining on the Contract:	(\$.00)*	

*Applies only if this Pay Application and change order are approved by City Council on November 1, 2021.

Budget Impact:

Recommendation: The City Council has previously authorized special assessments for this project. The engineer for this project, Dave Moeller with Snyder & Associates, has filed the certificate of completion. Ahlers & Cooney, P.C. is assisting the City with the special assessment process for this project, where they have provided the following resolutions that will need to be approved for final acceptance and levy proceedings.

1. Approval of resolution to authorize payment of Payment Application No. 5 (final) and the payment of retainage, which should be released to the Contractor after 30 days of acceptance of this project, if no claims have been filed.
2. Approval of resolution accepting completion of project work.
3. Approval of resolution ordering preparation of final plat and schedule of assessments.
4. Approval of resolution adapting and levying final schedule of assessments.

- Attachments:**
1. Res 2021- East Iowa Paving Pay 5 and Final Completion
 2. IOWA AVE PAY APP 5
 3. Final Acceptancepacket_2021-10-27
 4. Proceedings for final acceptance and levy - Indianola East Iowa Avenue Paving Project

City of Indianola
RESOLUTION NO 2021-

**RESOLUTION APPROVING PAY APPLICATION NO 5 - FINAL AND RETAINAGE FOR
THE EAST IOWA AVENUE PAVING PROJECT**

WHEREAS, the City of Indianola is currently under obligation of a construction contract with Vanderpool Construction for the East Iowa Avenue Paving Project; and

WHEREAS, said project has been completed by the Contractor, pursuant to the plans and specifications, and is provided in the Engineer's Statement of Completion covering said project; and

WHEREAS, Vanderpool Construction has requested approval for Pay Application No. 5 – Final, in the amount of \$13,320.52, and approval of retainage, in the amount of \$45,711.32, as described on the attached application; and

WHEREAS, the City Council now deems it appropriate to approve Pay Application No. 5 and Retainage as attached.

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

1. Pay Application No. 5 - Final in the amount of \$13,320.52 shall be paid
2. This retainage amount of \$45,711.32 should be released to the Contractor after 30 days of acceptance of this project, if no claims have been filed.
3. Staff is hereby authorized to sign the documents on behalf of the City of Indianola

PASSED AND APPROVED this 1st day of November 2021.

Pam Pepper, Mayor

ATTEST:

Andrew J. Lent, City Clerk/CFO

APPLICATION FOR PARTIAL PAYMENT NO. 5

PROJECT: East Iowa Avenue Paving Project

S&A PROJECT NO.: 119.1077

OWNER: City Of Indianola
CONTRACTOR: Vanderpool Construction
ADDRESS: 1100 North 14th Street
Indianola, IA 50125
DATE: 11/1/2021

PAYMENT PERIOD: 7/30/2021
to 9/30/2021

1. CONTRACT SUMMARY:

Original Contract Amount: \$ 914,143.50
Net Change by Change Order: \$ 82.90
Contract Amount to Date: \$ 914,226.40

CONTRACT PERIOD: TOTAL CALENDAR DAYS
Notice to Proceed: December 11, 2020
Original Contract Completion Date: September 30, 2021
Revised Completion Date: -

2. WORK SUMMARY:

Total Work Performed to Date: \$ 914,226.40
Retainage: 5% \$45,711.32
Total Earned Less Retainage: \$868,515.08
Less Previous Applications for Payment:
P.P.A. No.1: \$ 111,102.50
P.P.A. No.2: \$ 197,641.99
P.P.A. No.3: \$ 391,245.34
P.P.A. No.4: \$ 155,204.73
Total: \$ 855,194.56

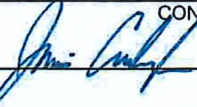
Contract Time to Date (Days): 293
Contract Time Remaining (Days): 0

AMOUNT DUE THIS APPLICATION: \$13,320.52

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 Payment; and
(2) title to all materials and equipment incorporated in said Work or otherwise listed in or covered by the application for Payment are free and clear of all liens, claims, security interests, and encumbrances

Vanderpool Construction, Inc.
CONTRACTOR
By  DATE: 10/14/21

4. ENGINEER'S APPROVAL:

Payment of the above AMOUNT DUE THIS APPLICATION is recommended:

Snyder & Associates, Inc.
ENGINEER
By  DATE: 10/18/2021
Digitally signed by David N. Moeller, P.E.
Date: 2021.10.18 15:06:24-05'00'

5. OWNER'S APPROVAL

City of Indianola
OWNER
By _____ DATE: _____

6. DETAILED ESTIMATE OF WORK COMPLETED:

ITEM NO.	DESCRIPTION	CONTRACT ITEMS						COMPLETED WORK				
		PLAN QTY.	UNIT	UNIT COST	EDA PARTICIPATING COST	NON-PARTICIPATING	TOTAL	QTY. TO DATE	CO #	EDA PARTICIPATING COST	NON-PARTICIPATING	COST TOTAL
	EARTHWORK											
2.1	Clearing and Grubbing	175.8	UNITS	\$ 70.00	\$ 12,306.00	\$ -	\$ 12,306.00	175.8		\$ 12,306.00	\$ -	12,306.00
2.2	Topsoil, On-site	1988	CY	\$ 9.25	\$ 18,389.00	\$ -	\$ 18,389.00	1,988		\$ 18,389.00	\$ -	18,389.00
2.3	Excavation, Class 10	2580	CY	\$ 5.70	\$ 14,706.00	\$ -	\$ 14,706.00	2,580		\$ 14,706.00	\$ -	14,706.00
2.4	Excavation, Class 10, Contractor Provided Borrow	1087	CY	\$ 7.00	\$ 7,609.00	\$ -	\$ 7,609.00	1,087		\$ 7,609.00	\$ -	7,609.00
2.5	Subgrade Preparation	5975	SY	\$ 2.80	\$ 16,730.00	\$ -	\$ 16,730.00	5,975		\$ 16,730.00	\$ -	16,730.00
2.6	Subbase, Modified, 6"	5485	SY	\$ 7.80	\$ 42,783.00	\$ -	\$ 42,783.00	5,485		\$ 42,783.00	\$ -	42,783.00
2.7	Removal of Known Pipe Culvert, CMP, 15"	124	LF	\$ 9.50	\$ 1,178.00	\$ -	\$ 1,178.00	124		\$ 1,178.00	\$ -	1,178.00
2.8	Removal of Known Pipe Culvert, RCP, 12"	88	LF	\$ 15.00	\$ 1,320.00	\$ -	\$ 1,320.00	88		\$ 1,320.00	\$ -	1,320.00
2.9	Removal of Known Pipe Culvert, RCP, 18"	80	LF	\$ 18.00	\$ 1,440.00	\$ -	\$ 1,440.00	80		\$ 1,440.00	\$ -	1,440.00
2.10	Compaction Testing	1	LS	\$ 5,300.00	\$ 5,300.00	\$ -	\$ 5,300.00	1.00		\$ 5,300.00	\$ -	5,300.00
2.11	Class A Roadstone	144	TON	\$ 28.00	\$ 4,032.00	\$ -	\$ 4,032.00	144		\$ 4,032.00	\$ -	4,032.00
	SEWERS AND DRAINS											
4.1	Sanitary Sewer Gravity Main, Trenched, PVC, 8"	387	LF	\$ 39.00	\$ 15,093.00	\$ -	\$ 15,093.00	387		\$ 15,093.00	\$ -	15,093.00
4.2	Removal of Sanitary Sewer, RCP, 21"	6	LF	\$ 70.00	\$ 420.00	\$ -	\$ 420.00	6		\$ 420.00	\$ -	420.00
4.3	Storm Sewer, Trenched, RCP, 12"	31	LF	\$ 48.00	\$ 1,488.00	\$ -	\$ 1,488.00	31		\$ 1,488.00	\$ -	1,488.00
4.4	Storm Sewer, Trenched, RCP, 15"	378	LF	\$ 48.00	\$ 18,144.00	\$ -	\$ 18,144.00	378		\$ 18,144.00	\$ -	18,144.00
4.5	Storm Sewer, Trenched, RCP, 18"	142	LF	\$ 50.00	\$ 7,100.00	\$ -	\$ 7,100.00	142		\$ 7,100.00	\$ -	7,100.00
4.6	Storm Sewer, Trenched, RCP, 24"	58	LF	\$ 64.00	\$ 3,712.00	\$ -	\$ 3,712.00	58		\$ 3,712.00	\$ -	3,712.00
4.7	Storm Sewer, Trenched, RCP, 30"	55	LF	\$ 70.00	\$ 3,850.00	\$ -	\$ 3,850.00	55		\$ 3,850.00	\$ -	3,850.00
4.8	Pipe Apron and Apron Guard, RCP, 15"	1	EA	\$ 1,500.00	\$ 1,500.00	\$ -	\$ 1,500.00	1		\$ 1,500.00	\$ -	1,500.00
4.9	Pipe Apron and Apron Guard, RCP, 18"	1	EA	\$ 1,600.00	\$ 1,600.00	\$ -	\$ 1,600.00	1		\$ 1,600.00	\$ -	1,600.00
4.10	Pipe Apron, Footing, and Apron Guard, RCP, 30"	1	EA	\$ 2,800.00	\$ 2,800.00	\$ -	\$ 2,800.00	1		\$ 2,800.00	\$ -	2,800.00
4.11	Subdrain, PVC, 6"	2786	LF	\$ 10.00	\$ 27,860.00	\$ -	\$ 27,860.00	2,786		\$ 27,860.00	\$ -	27,860.00
4.12	Subdrain Cleanout, PVC, 6", Type A-1	7	EA	\$ 400.00	\$ 2,800.00	\$ -	\$ 2,800.00	7		\$ 2,800.00	\$ -	2,800.00
4.13	Subdrain, Outlet Into Structure, 6"	14	EA	\$ 325.00	\$ 4,550.00	\$ -	\$ 4,550.00	14		\$ 4,550.00	\$ -	4,550.00
4.14	Concrete Collar, Type PC-2, RCP, 12"	1	EA	\$ 700.00	\$ 700.00	\$ -	\$ 700.00	1		\$ 700.00	\$ -	700.00
4.15	Sewer Pipe Support Over Existing Utility Line	2	EA	\$ 1,400.00	\$ 2,800.00	\$ -	\$ 2,800.00	2		\$ 2,800.00	\$ -	2,800.00
	WATER MAIN AND APPURTENANCES											
5.1	Water Main, Trenched, PVC, 12"	1200	LF	\$ 41.00	\$ 49,200.00	\$ -	\$ 49,200.00	1,200		\$ 49,200.00	\$ -	49,200.00
5.2	Fitting, Tee, 12" x 12"	1	EA	\$ 1,900.00	\$ 1,900.00	\$ -	\$ 1,900.00	1		\$ 1,900.00	\$ -	1,900.00
5.3	Fitting, 45 Degree Bend, 12"	4	EA	\$ 1,200.00	\$ 4,800.00	\$ -	\$ 4,800.00	4		\$ 4,800.00	\$ -	4,800.00
5.4	Valve, Gate, 12"	4	EA	\$ 2,700.00	\$ 10,800.00	\$ -	\$ 10,800.00	4		\$ 10,800.00	\$ -	10,800.00
5.5	Fire Hydrant Assembly	3	EA	\$ 4,500.00	\$ 13,500.00	\$ -	\$ 13,500.00	3		\$ 13,500.00	\$ -	13,500.00
	STRUCTURES FOR SANITARY AND STORM											
6.1	Manhole, SW-301, 48"	2	EA	\$ 4,500.00	\$ 9,000.00	\$ -	\$ 9,000.00	2		\$ 9,000.00	\$ -	9,000.00
6.2	Manhole, SW-401, 48"	1	EA	\$ 5,000.00	\$ 5,000.00	\$ -	\$ 5,000.00	1		\$ 5,000.00	\$ -	5,000.00
6.3	Intake, SW-501	3	EA	\$ 2,300.00	\$ 6,900.00	\$ -	\$ 6,900.00	3		\$ 6,900.00	\$ -	6,900.00
6.4	Intake, SW-503	3	EA	\$ 3,800.00	\$ 11,400.00	\$ -	\$ 11,400.00	3		\$ 11,400.00	\$ -	11,400.00
6.5	Intake, SW-505	1	EA	\$ 3,200.00	\$ 3,200.00	\$ -	\$ 3,200.00	1		\$ 3,200.00	\$ -	3,200.00
6.6	Intake, SW-506	1	EA	\$ 5,500.00	\$ 5,500.00	\$ -	\$ 5,500.00	1		\$ 5,500.00	\$ -	5,500.00
6.7	Intake, SW-509	2	EA	\$ 5,000.00	\$ 10,000.00	\$ -	\$ 10,000.00	2		\$ 10,000.00	\$ -	10,000.00
6.8	Intake, SW-513, 4' x 4'	1	EA	\$ 3,200.00	\$ 3,200.00	\$ -	\$ 3,200.00	1		\$ 3,200.00	\$ -	3,200.00
6.9	Remove Manhole	1	EA	\$ 1,300.00	\$ 1,300.00	\$ -	\$ 1,300.00	1		\$ 1,300.00	\$ -	1,300.00

ITEM NO.	DESCRIPTION	CONTRACT ITEMS						COMPLETED WORK				
		PLAN QTY.	UNIT	UNIT COST	EDA PARTICIPATING COST	NON-PARTICIPATING	TOTAL	QTY. TO DATE	CO #	EDA PARTICIPATING COST	NON-PARTICIPATING	COST TOTAL
12.3	Water Service Stub, Copper, 1"	1	EA	\$ 2,400.00	\$ -	\$ 2,400.00	\$ 2,400.00	1		\$ -	\$ 2,400.00	2,400.00
12.4	Water Service Stub, Copper, 2"	-1	EA	\$ 5,400.00	\$ -	\$ (5,400.00)	\$ (5,400.00)	-1		\$ -	\$ (5,400.00)	(5,400.00)
13.4	Sand Bedding Removal	1	LS	(2,880.00)	\$ (2,880.00)	\$ -	\$ (2,880.00)	1		\$ (2,880.00)	\$ -	(2,880.00)
13.5	Water Service Relocation, 2"	1	LS	1,850.00	\$ 1,850.00	\$ -	\$ 1,850.00	1		\$ 1,850.00	\$ -	1,850.00
		TOTAL CHANGE ORDER AMOUNT:								\$ (3,730.00)	\$ (3,000.00)	(6,730.00)
	CHANGE ORDER 03											
2.6	Subbase, Modified, 6"	492	SY	\$ 7.80	\$ 3,837.60	\$ -	\$ 3,837.60	492		\$ 3,837.60	\$ -	3,837.60
4.12	Subdrain Cleanout, PVC, 6", Type A-1	4	EA	\$ 400.00	\$ 1,600.00	\$ -	\$ 1,600.00	4		\$ 1,600.00	\$ -	1,600.00
4.13	Subdrain, Outlet Into Structure, 6"	2	EA	\$ 325.00	\$ 650.00	\$ -	\$ 650.00	2		\$ 650.00	\$ -	650.00
13.6	Below Grade Excavation	82	CY	\$ 11.40	\$ 934.80	\$ -	\$ 934.80	82		\$ 934.80	\$ -	934.80
		TOTAL CHANGE ORDER AMOUNT:								\$ 7,022.40	\$ -	7,022.40
	CHANGE ORDER 04											
2.3	Excavation, Class 10	485	CY	\$ 5.70	\$ 2,764.50	\$ -	\$ 2,764.50	485		\$ 2,764.50	\$ -	2,764.50
2.7	Removal of Known Pipe Culvert, CMP, 15"	2	LF	\$ 9.50	\$ 19.00	\$ -	\$ 19.00	2		\$ 19.00	\$ -	19.00
2.8	Removal of Known Pipe Culvert, RCP, 12"	-2	LF	\$ 15.00	\$ (30.00)	\$ -	\$ (30.00)	-2		\$ (30.00)	\$ -	(30.00)
2.11	Class A Roadstone	14	TON	\$ 28.00	\$ 392.00	\$ -	\$ 392.00	14		\$ 392.00	\$ -	392.00
4.5	Storm Sewer, Trenched, RCP, 18"	-28	LF	\$ 50.00	\$ (1,400.00)	\$ -	\$ (1,400.00)	-28		\$ (1,400.00)	\$ -	(1,400.00)
4.7	Storm Sewer, Trenched, RCP, 30"	-7	LF	\$ 70.00	\$ (490.00)	\$ -	\$ (490.00)	-7		\$ (490.00)	\$ -	(490.00)
4.11	Subdrain, PVC, 6"	-75	LF	\$ 10.00	\$ (750.00)	\$ -	\$ (750.00)	-75		\$ (750.00)	\$ -	(750.00)
4.12	Subdrain Cleanout, PVC, 6", Type A-1	3	EA	\$ 400.00	\$ 1,200.00	\$ -	\$ 1,200.00	3		\$ 1,200.00	\$ -	1,200.00
4.15	Sewer Pipe Support Over Existing Utility Line	-1	EA	\$ 1,400.00	\$ (1,400.00)	\$ -	\$ (1,400.00)	-1		\$ (1,400.00)	\$ -	(1,400.00)
7.1	Pavement, PCC, 8"	-82	SY	\$ 55.50	\$ (4,551.00)	\$ -	\$ (4,551.00)	-82		\$ (4,551.00)	\$ -	(4,551.00)
7.6	Sidewalk, PCC, 6"	-3	SY	\$ 69.00	\$ (207.00)	\$ -	\$ (207.00)	-3		\$ (207.00)	\$ -	(207.00)
7.7	Detectable Warning	37	SF	\$ 50.50	\$ 1,868.50	\$ -	\$ 1,868.50	37		\$ 1,868.50	\$ -	1,868.50
8.1	Temporary Traffic Control	0.09	LS	\$ 6,900.00	\$ 621.00	\$ -	\$ 621.00	0.09		\$ 621.00	\$ -	621.00
9.10	Removal of Fence	-204	LF	\$ 2.00	\$ (408.00)	\$ -	\$ (408.00)	-204		\$ (408.00)	\$ -	(408.00)
12.1	Sanitary Sewer Service Stub, PVC, 4"	-2	LF	\$ 58.00	\$ -	\$ (116.00)	\$ (116.00)	-2		\$ -	\$ (116.00)	(116.00)
		TOTAL CHANGE ORDER AMOUNT:								\$ (2,371.00)	\$ (116.00)	(2,487.00)
		TOTAL CHANGE ORDERS =								\$ 82.90		
		TOTAL CONTRACT & CHANGE ORDERS								\$ 914,226.40		

October 27, 2021

Akhilesh Pal, P.E.
City of Indianola
110 North 1st Street
Indianola, IA 50125

RE: PARTIAL PAYMENT APPLICATION NO.5
PROJECT ACCEPTANCE
FINAL ASSESSMENT AMOUNT
EAST IOWA AVENUE PAVING PROJECT
SNYDER AND ASSOCIATES PROJECT NO. 119.1077

Dear Mr. Pal:

The enclosed Partial Payment Application No.5 includes work completed between July 30, 2021 and September 30, 2021. The contractor completed erosion control measures and all punch list work in this time while East Iowa Avenue remained open to vehicular and pedestrian traffic.

Snyder & Associates, Inc. has completed field observations and measurements and has found the project to be complete in substantial compliance with the approved plans and specifications. The total project amount, including all change orders and measured quantities is \$914,226.40. The original contract/bid amount was \$914,143.50.

We recommend approval of Partial Payment Application No.5 and payment of **\$13,320.52** to the contractor, Vanderpool Construction, and the release of retainage, totaling **\$45,711.32**, 30 days after project acceptance, barring any claims. Enclosed is a certification of completion for the project.

The funding source breakdown for the project is as follows:

Party	P.P.A. No. 5	Final Total
City of Indianola:	\$5,638.44	\$413,818.54
IMU Water:	\$671.29	\$52,135.11
EDA Participation:	\$7,010.79	\$448,272.74
Total:	\$13,320.52	\$914,226.40

Upon acceptance of the project by the City Council a separate resolution ordering the final schedule and fixing the final assessed amount, including Division 1 and Division 2 of \$327,913.22 is recommended to be adopted. The maximum Preliminary assessed amount was \$404,369.51. Enclosed is a draft final assessment schedule.

Snyder & Associates, Inc., Ahlers & Cooney and City staff will work together to complete the final assessment process which includes completing the final assessment schedule and plat, advertising notices and filing the final plat and schedule of assessments with Warren County within 30 days of the resolution.

Sincerely,

SNYDER & ASSOCIATES, INC.



David N. Moeller, P.E.
President

MLA

Enclosures

APPLICATION FOR PARTIAL PAYMENT NO. 5

PROJECT: East Iowa Avenue Paving Project

S&A PROJECT NO.:

119.1077

OWNER: City Of Indianola
CONTRACTOR: Vanderpool Construction
ADDRESS: 1100 North 14th Street
Indianola, IA 50125
DATE: 11/1/2021

PAYMENT PERIOD: 7/30/2021
to 9/30/2021

1. CONTRACT SUMMARY:

Original Contract Amount: \$ 914,143.50
Net Change by Change Order: \$ 82.90
Contract Amount to Date: \$ 914,226.40

CONTRACT PERIOD: TOTAL CALENDAR DAYS

Notice to Proceed: December 11, 2020
Original Contract Completion Date: September 30, 2021
Revised Completion Date: -

2. WORK SUMMARY:

Total Work Performed to Date: \$ 914,226.40
Retainage: 5% \$45,711.32
Total Earned Less Retainage: \$868,515.08
Less Previous Applications for Payment:
P.P.A. No.1: \$ 111,102.50
P.P.A. No.2: \$ 197,641.99
P.P.A. No.3: \$ 391,245.34
P.P.A. No.4: \$ 155,204.73
Total: \$ 855,194.56

Contract Time to Date (Days): 293
Contract Time Remaining (Days): 0

AMOUNT DUE THIS APPLICATION: \$13,320.52

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 Payment; and
(2) title to all materials and equipment incorporated in said Work or otherwise listed in or covered by the application for Payment are free and clear of all liens, claims, security interests, and encumbrances

Vanderpool Construcion, Inc.
CONTRACTOR

By  DATE: 10/14/21

4. ENGINEER'S APPROVAL:

Payment of the above AMOUNT DUE THIS APPLICATION is recommended:

Snyder & Associates, Inc.

By  ENGINEER
Digitally signed by David N. Moeller,
P.E.
Date: 2021.10.18 15:06:24-05'00'

DATE: 10/18/2021

5. OWNER'S APPROVAL

City of Indianola
OWNER

By _____ DATE: _____

6. DETAILED ESTIMATE OF WORK COMPLETED:

		CONTRACT ITEMS						COMPLETED WORK					
ITEM NO.	DESCRIPTION	PLAN QTY.	UNIT	UNIT COST	EDA PARTICIPATING COST	NON-PARTICIPATING	TOTAL	QTY. TO DATE	CO #	EDA PARTICIPATING COST	NON-PARTICIPATING	COST TOTAL	
EARTHWORK													
2.1	Clearing and Grubbing	175.8	UNITS	\$ 70.00	\$ 12,306.00	\$ -	\$ 12,306.00	175.8		\$ 12,306.00	\$ -	\$ 12,306.00	
2.2	Topsoil, On-site	1988	CY	\$ 9.25	\$ 18,389.00	\$ -	\$ 18,389.00	1,988		\$ 18,389.00	\$ -	\$ 18,389.00	
2.3	Excavation, Class 10	2580	CY	\$ 5.70	\$ 14,706.00	\$ -	\$ 14,706.00	2,580		\$ 14,706.00	\$ -	\$ 14,706.00	
2.4	Excavation, Class 10, Contractor Provided Borrow	1087	CY	\$ 7.00	\$ 7,609.00	\$ -	\$ 7,609.00	1,087		\$ 7,609.00	\$ -	\$ 7,609.00	
2.5	Subgrade Preparation	5975	SY	\$ 2.80	\$ 16,730.00	\$ -	\$ 16,730.00	5,975		\$ 16,730.00	\$ -	\$ 16,730.00	
2.6	Subbase, Modified, 6"	5485	SY	\$ 7.80	\$ 42,783.00	\$ -	\$ 42,783.00	5,485		\$ 42,783.00	\$ -	\$ 42,783.00	
2.7	Removal of Known Pipe Culvert, CMP, 15"	124	LF	\$ 9.50	\$ 1,178.00	\$ -	\$ 1,178.00	124		\$ 1,178.00	\$ -	\$ 1,178.00	
2.8	Removal of Known Pipe Culvert, RCP, 12"	88	LF	\$ 15.00	\$ 1,320.00	\$ -	\$ 1,320.00	88		\$ 1,320.00	\$ -	\$ 1,320.00	
2.9	Removal of Known Pipe Culvert, RCP, 18"	80	LF	\$ 18.00	\$ 1,440.00	\$ -	\$ 1,440.00	80		\$ 1,440.00	\$ -	\$ 1,440.00	
2.10	Compaction Testing	1	LS	\$ 5,300.00	\$ 5,300.00	\$ -	\$ 5,300.00	1.00		\$ 5,300.00	\$ -	\$ 5,300.00	
2.11	Class A Roadstone	144	TON	\$ 28.00	\$ 4,032.00	\$ -	\$ 4,032.00	144		\$ 4,032.00	\$ -	\$ 4,032.00	
SEWERS AND DRAINS													
4.1	Sanitary Sewer Gravity Main, Trenched, PVC, 8"	387	LF	\$ 39.00	\$ 15,093.00	\$ -	\$ 15,093.00	387		\$ 15,093.00	\$ -	\$ 15,093.00	
4.2	Removal of Sanitary Sewer, RCP, 21"	6	LF	\$ 70.00	\$ 420.00	\$ -	\$ 420.00	6		\$ 420.00	\$ -	\$ 420.00	
4.3	Storm Sewer, Trenched, RCP, 12"	31	LF	\$ 48.00	\$ 1,488.00	\$ -	\$ 1,488.00	31		\$ 1,488.00	\$ -	\$ 1,488.00	
4.4	Storm Sewer, Trenched, RCP, 15"	378	LF	\$ 48.00	\$ 18,144.00	\$ -	\$ 18,144.00	378		\$ 18,144.00	\$ -	\$ 18,144.00	
4.5	Storm Sewer, Trenched, RCP, 18"	142	LF	\$ 50.00	\$ 7,100.00	\$ -	\$ 7,100.00	142		\$ 7,100.00	\$ -	\$ 7,100.00	
4.6	Storm Sewer, Trenched, RCP, 24"	58	LF	\$ 64.00	\$ 3,712.00	\$ -	\$ 3,712.00	58		\$ 3,712.00	\$ -	\$ 3,712.00	
4.7	Storm Sewer, Trenched, RCP, 30"	55	LF	\$ 70.00	\$ 3,850.00	\$ -	\$ 3,850.00	55		\$ 3,850.00	\$ -	\$ 3,850.00	
4.8	Pipe Apron and Apron Guard, RCP, 15"	1	EA	\$ 1,500.00	\$ 1,500.00	\$ -	\$ 1,500.00	1		\$ 1,500.00	\$ -	\$ 1,500.00	
4.9	Pipe Apron and Apron Guard, RCP, 18"	1	EA	\$ 1,600.00	\$ 1,600.00	\$ -	\$ 1,600.00	1		\$ 1,600.00	\$ -	\$ 1,600.00	
4.10	Pipe Apron, Footing, and Apron Guard, RCP, 30"	1	EA	\$ 2,800.00	\$ 2,800.00	\$ -	\$ 2,800.00	1		\$ 2,800.00	\$ -	\$ 2,800.00	
4.11	Subdrain, PVC, 6"	2786	LF	\$ 10.00	\$ 27,860.00	\$ -	\$ 27,860.00	2,786		\$ 27,860.00	\$ -	\$ 27,860.00	
4.12	Subdrain Cleanout, PVC, 6", Type A-1	7	EA	\$ 400.00	\$ 2,800.00	\$ -	\$ 2,800.00	7		\$ 2,800.00	\$ -	\$ 2,800.00	
4.13	Subdrain, Outlet into Structure, 6"	14	EA	\$ 325.00	\$ 4,550.00	\$ -	\$ 4,550.00	14		\$ 4,550.00	\$ -	\$ 4,550.00	
4.14	Concrete Collar, Type PC-2, RCP, 12"	1	EA	\$ 700.00	\$ 700.00	\$ -	\$ 700.00	1		\$ 700.00	\$ -	\$ 700.00	
4.15	Sewer Pipe Support Over Existing Utility Line	2	EA	\$ 1,400.00	\$ 2,800.00	\$ -	\$ 2,800.00	2		\$ 2,800.00	\$ -	\$ 2,800.00	
WATER MAIN AND APPURTENANCES													
5.1	Water Main, Trenched, PVC, 12"	1200	LF	\$ 41.00	\$ 49,200.00	\$ -	\$ 49,200.00	1,200		\$ 49,200.00	\$ -	\$ 49,200.00	
5.2	Fitting, Tee, 12" x 12"	1	EA	\$ 1,900.00	\$ 1,900.00	\$ -	\$ 1,900.00	1		\$ 1,900.00	\$ -	\$ 1,900.00	
5.3	Fitting, 45 Degree Bend, 12"	4	EA	\$ 1,200.00	\$ 4,800.00	\$ -	\$ 4,800.00	4		\$ 4,800.00	\$ -	\$ 4,800.00	
5.4	Valve, Gate, 12"	4	EA	\$ 2,700.00	\$ 10,800.00	\$ -	\$ 10,800.00	4		\$ 10,800.00	\$ -	\$ 10,800.00	
5.5	Fire Hydrant Assembly	3	EA	\$ 4,500.00	\$ 13,500.00	\$ -	\$ 13,500.00	3		\$ 13,500.00	\$ -	\$ 13,500.00	
STRUCTURES FOR SANITARY AND STORM													
6.1	Manhole, SW-301, 48"	2	EA	\$ 4,500.00	\$ 9,000.00	\$ -	\$ 9,000.00	2		\$ 9,000.00	\$ -	\$ 9,000.00	
6.2	Manhole, SW-401, 48"	1	EA	\$ 5,000.00	\$ 5,000.00	\$ -	\$ 5,000.00	1		\$ 5,000.00	\$ -	\$ 5,000.00	
6.3	Intake, SW-501	3	EA	\$ 2,300.00	\$ 6,900.00	\$ -	\$ 6,900.00	3		\$ 6,900.00	\$ -	\$ 6,900.00	
6.4	Intake, SW-503	3	EA	\$ 3,800.00	\$ 11,400.00	\$ -	\$ 11,400.00	3		\$ 11,400.00	\$ -	\$ 11,400.00	
6.5	Intake, SW-505	1	EA	\$ 3,200.00	\$ 3,200.00	\$ -	\$ 3,200.00	1		\$ 3,200.00	\$ -	\$ 3,200.00	
6.6	Intake, SW-506	1	EA	\$ 5,500.00	\$ 5,500.00	\$ -	\$ 5,500.00	1		\$ 5,500.00	\$ -	\$ 5,500.00	
6.7	Intake, SW-509	2	EA	\$ 5,000.00	\$ 10,000.00	\$ -	\$ 10,000.00	2		\$ 10,000.00	\$ -	\$ 10,000.00	
6.8	Intake, SW-513, 4' x 4'	1	EA	\$ 3,200.00	\$ 3,200.00	\$ -	\$ 3,200.00	1		\$ 3,200.00	\$ -	\$ 3,200.00	
6.9	Remove Manhole	1	EA	\$ 1,300.00	\$ 1,300.00	\$ -	\$ 1,300.00	1		\$ 1,300.00	\$ -	\$ 1,300.00	

CONTRACT ITEMS							COMPLETED WORK					
ITEM NO.	DESCRIPTION	PLAN QTY.	UNIT	UNIT COST	EDA PARTICIPATING COST	NON-PARTICIPATING	TOTAL	QTY. TO DATE	CO #	EDA PARTICIPATING COST	NON-PARTICIPATING	COST TOTAL
STREETS AND RELATED WORK												
7.1	Pavement, PCC, 8"	5390	SY	\$ 55.50	\$ 299,145.00	-	\$ 299,145.00	5390		\$ 299,145.00	-	\$ 299,145.00
7.2	PCC Pavement Samples and Testing	1	LS	\$ 3,000.00	\$ 3,000.00	-	\$ 3,000.00	1.0		\$ 3,000.00	-	\$ 3,000.00
7.3	Shared Use Path, PCC, 6"	1510	SY	\$ 39.50	\$ 59,645.00	-	\$ 59,645.00	1,510		\$ 59,645.00	-	\$ 59,645.00
7.4	Special Subgrade Preparation for Shared Use Path	1720	SY	\$ 2.40	\$ 4,128.00	-	\$ 4,128.00	1,720		\$ 4,128.00	-	\$ 4,128.00
7.5	Sidewalk, PCC, 4"	685	SY	\$ 55.00	\$ 37,675.00	-	\$ 37,675.00	685		\$ 37,675.00	-	\$ 37,675.00
7.6	Sidewalk, PCC, 6"	35	SY	\$ 69.00	\$ 2,415.00	-	\$ 2,415.00	35		\$ 2,415.00	-	\$ 2,415.00
7.7	Detectable Warning	142	SF	\$ 50.50	\$ 7,171.00	-	\$ 7,171.00	142		\$ 7,171.00	-	\$ 7,171.00
7.8	Driveway, Paved, PCC, 6"	65	SY	\$ 68.50	\$ 4,452.50	-	\$ 4,452.50	65		\$ 4,452.50	-	\$ 4,452.50
7.9	Driveway, Paved, PCC, 7"	45	SY	\$ 73.00	\$ 3,285.00	-	\$ 3,285.00	45		\$ 3,285.00	-	\$ 3,285.00
7.10	Driveway, Granular	32	TON	\$ 35.00	\$ 1,120.00	-	\$ 1,120.00	32		\$ 1,120.00	-	\$ 1,120.00
TRAFFIC CONTROL												
8.1	Temporary Traffic Control	1	LS	\$ 6,900.00	\$ 6,900.00	-	\$ 6,900.00	1.0		\$ 6,900.00	-	\$ 6,900.00
SITE WORK AND LANDSCAPING												
9.1	Hydraulic Seeding, Fertilizing, and Mulching	2.2	ACRE	\$ 2,400.00	\$ 5,280.00	-	\$ 5,280.00	2.2		\$ 5,280.00	-	\$ 5,280.00
9.2	SWPPP Preparation	1	LS	\$ 500.00	\$ 500.00	-	\$ 500.00	1		\$ 500.00	-	\$ 500.00
9.3	SWPPP Management	1	LS	\$ 2,400.00	\$ 2,400.00	-	\$ 2,400.00	1		\$ 2,400.00	-	\$ 2,400.00
9.4	Filter Sock, 8"	6000	LF	\$ 2.40	\$ 14,400.00	-	\$ 14,400.00	6,000		\$ 14,400.00	-	\$ 14,400.00
9.5	Filter Socks, Removal	6000	LF	\$ 0.35	\$ 2,100.00	-	\$ 2,100.00	6,000		\$ 2,100.00	-	\$ 2,100.00
9.6	Rip Rap, Class E Revetment	45	TON	\$ 85.00	\$ 3,825.00	-	\$ 3,825.00	45		\$ 3,825.00	-	\$ 3,825.00
9.7	Inlet Protection Device, Drop In	10	EA	\$ 190.00	\$ 1,900.00	-	\$ 1,900.00	10		\$ 1,900.00	-	\$ 1,900.00
9.8	Inlet Protection Device, Open Throat	16	LF	\$ 35.00	\$ 560.00	-	\$ 560.00	16		\$ 560.00	-	\$ 560.00
9.9	Inlet Protection Device, Maintenance	12	EA	\$ 20.00	\$ 240.00	-	\$ 240.00	12		\$ 240.00	-	\$ 240.00
9.10	Removal of Fence	647	LF	\$ 2.00	\$ 1,294.00	-	\$ 1,294.00	647		\$ 1,294.00	-	\$ 1,294.00
MISCELLANEOUS												
11.1	Construction Survey	1	LS	\$10,700.00	\$ 10,700.00	-	\$ 10,700.00	1.00		\$ 10,700.00	-	\$ 10,700.00
11.2	Mobilization	1	LS	\$18,000.00	\$ 18,000.00	-	\$ 18,000.00	1.00		\$ 18,000.00	-	\$ 18,000.00
11.3	Street Lighting	1	LS	\$50,500.00	\$ 50,500.00	-	\$ 50,500.00	1.00		\$ 50,500.00	-	\$ 50,500.00
SCHEDULE B: NON-PARTICIPATING ITEMS												
12.1	Sanitary Sewer Service Stub, PVC, 4"	131	LF	\$ 58.00	\$ -	\$ 7,598.00	\$ 7,598.00	131		\$ -	\$ 7,598.00	\$ 7,598.00
12.2	Storm Sewer Service Stub	1	EA	\$ 1,700.00	\$ -	\$ 1,700.00	\$ 1,700.00	1		\$ -	\$ 1,700.00	\$ 1,700.00
12.3	Water Service Stub, Copper, 1"	1	EA	\$ 2,400.00	\$ -	\$ 2,400.00	\$ 2,400.00	1		\$ -	\$ 2,400.00	\$ 2,400.00
12.4	Water Service Stub, Copper, 2"	1	EA	\$ 5,400.00	\$ -	\$ 5,400.00	\$ 5,400.00	1		\$ -	\$ 5,400.00	\$ 5,400.00
12.5	Mobilization	1	LS	\$ 500.00	\$ -	\$ 500.00	\$ 500.00	1		\$ -	\$ 500.00	\$ 500.00
TOTAL ORIGINAL CONTRACT =							\$ 896,545.50	\$ 17,598.00	\$ 914,143.50			
CHANGE ORDER SUMMARY:												
CHANGE ORDER 01												
13.1	Storz Connections	3	EA	450.00	\$ 1,350.00	\$ -	\$ 1,350.00	3		\$ 1,350.00	\$ -	\$ 1,350.00
13.2	Removal of Known Pipe, PVC, 4"	135	LF	5.00	\$ 675.00	\$ -	\$ 675.00	135		\$ 675.00	\$ -	\$ 675.00
13.3	Vinyl Sign Covering	1	LS	252.50	\$ 252.50	\$ -	\$ 252.50	1		\$ 252.50	\$ -	\$ 252.50
TOTAL CHANGE ORDER AMOUNT:							2,277.50					
CHANGE ORDER 02												
5.4	Valve, Gate, 12"	-1	EA	\$ 2,700.00	\$ (2,700.00)	\$ -	\$ (2,700.00)	-1		\$ (2,700.00)	\$ -	\$ (2,700.00)

CONTRACT ITEMS							COMPLETED WORK					
ITEM NO.	DESCRIPTION	PLAN QTY.	UNIT	UNIT COST	EDA PARTICIPATING COST	NON-PARTICIPATING	TOTAL	QTY. TO DATE	CO #	EDA PARTICIPATING COST	NON-PARTICIPATING	COST TOTAL
12.3	Water Service Stub, Copper, 1"	1	EA	\$ 2,400.00	\$ -	\$ 2,400.00	\$ 2,400.00	1		\$ -	\$ 2,400.00	\$ 2,400.00
12.4	Water Service Stub, Copper, 2"	-1	EA	\$ 5,400.00	\$ -	\$ (5,400.00)	\$ (5,400.00)	-1		\$ -	\$ (5,400.00)	\$ (5,400.00)
13.4	Sand Bedding Removal	1	LS	(2,880.00)	\$ (2,880.00)	\$ -	\$ (2,880.00)	1		\$ (2,880.00)	\$ -	\$ (2,880.00)
13.5	Water Service Relocation, 2"	1	LS	1,850.00	\$ 1,850.00	\$ -	\$ 1,850.00	1		\$ 1,850.00	\$ -	\$ 1,850.00
TOTAL CHANGE ORDER AMOUNT:							(6,730.00)					
CHANGE ORDER 03												
2.6	Subbase, Modified, 6"	492	SY	\$ 7.80	\$ 3,837.60	\$ -	\$ 3,837.60	492		\$ 3,837.60	\$ -	\$ 3,837.60
4.12	Subdrain Cleanout, PVC, 6", Type A-1	4	EA	\$ 400.00	\$ 1,600.00	\$ -	\$ 1,600.00	4		\$ 1,600.00	\$ -	\$ 1,600.00
4.13	Subdrain, Outlet Into Structure, 6"	2	EA	\$ 325.00	\$ 650.00	\$ -	\$ 650.00	2		\$ 650.00	\$ -	\$ 650.00
13.6	Below Grade Excavation	82	CY	\$ 11.40	\$ 934.80	\$ -	\$ 934.80	82		\$ 934.80	\$ -	\$ 934.80
TOTAL CHANGE ORDER AMOUNT:							7,022.40					
CHANGE ORDER 04												
2.3	Excavation, Class 10	485	CY	\$ 5.70	\$ 2,764.50	\$ -	\$ 2,764.50	485		\$ 2,764.50	\$ -	\$ 2,764.50
2.7	Removal of Known Pipe Culvert, CMP, 15"	2	LF	\$ 9.50	\$ 19.00	\$ -	\$ 19.00	2		\$ 19.00	\$ -	\$ 19.00
2.8	Removal of Known Pipe Culvert, RCP, 12"	-2	LF	\$ 15.00	\$ (30.00)	\$ -	\$ (30.00)	-2		\$ (30.00)	\$ -	\$ (30.00)
2.11	Class A Roadstone	14	TON	\$ 28.00	\$ 392.00	\$ -	\$ 392.00	14		\$ 392.00	\$ -	\$ 392.00
4.5	Storm Sewer, Trenched, RCP, 18"	-28	LF	\$ 50.00	\$ (1,400.00)	\$ -	\$ (1,400.00)	-28		\$ (1,400.00)	\$ -	\$ (1,400.00)
4.7	Storm Sewer, Trenched, RCP, 30"	-7	LF	\$ 70.00	\$ (490.00)	\$ -	\$ (490.00)	-7		\$ (490.00)	\$ -	\$ (490.00)
4.11	Subdrain, PVC, 6"	-75	LF	\$ 10.00	\$ (750.00)	\$ -	\$ (750.00)	-75		\$ (750.00)	\$ -	\$ (750.00)
4.12	Subdrain Cleanout, PVC, 6", Type A-1	3	EA	\$ 400.00	\$ 1,200.00	\$ -	\$ 1,200.00	3		\$ 1,200.00	\$ -	\$ 1,200.00
4.15	Sewer Pipe Support Over Existing Utility Line	-1	EA	\$ 1,400.00	\$ (1,400.00)	\$ -	\$ (1,400.00)	-1		\$ (1,400.00)	\$ -	\$ (1,400.00)
7.1	Pavement, PCC, 8"	-82	SY	\$ 55.50	\$ (4,551.00)	\$ -	\$ (4,551.00)	-82		\$ (4,551.00)	\$ -	\$ (4,551.00)
7.6	Sidewalk, PCC, 6"	-3	SY	\$ 69.00	\$ (207.00)	\$ -	\$ (207.00)	-3		\$ (207.00)	\$ -	\$ (207.00)
7.7	Detachable Warning	37	SF	\$ 50.50	\$ 1,868.50	\$ -	\$ 1,868.50	37		\$ 1,868.50	\$ -	\$ 1,868.50
8.1	Temporary Traffic Control	0.09	LS	\$ 6,900.00	\$ 621.00	\$ -	\$ 621.00	0.09		\$ 621.00	\$ -	\$ 621.00
9.10	Removal of Fence	-204	LF	\$ 2.00	\$ (408.00)	\$ -	\$ (408.00)	-204		\$ (408.00)	\$ -	\$ (408.00)
12.1	Sanitary Sewer Service Stub, PVC, 4"	-2	LF	\$ 58.00	\$ -	\$ (116.00)	\$ (116.00)	-2		\$ -	\$ (116.00)	\$ (116.00)
TOTAL CHANGE ORDER AMOUNT:							(2,487.00)					
TOTAL CHANGE ORDERS =							\$ 82.90					
TOTAL CONTRACT & CHANGE ORDERS							\$914,226.40					
							\$ 82.90					
							\$ 914,226.40					

CERTIFICATE OF COMPLETION

EAST IOWA AVENUE PAVING PROJECT

Indianola, Iowa

October 27, 2021

We hereby declare that we have made an on-site review of the completed construction of the ***East Iowa Avenue Paving Project*** as performed by Vanderpool Construction, Inc.

As Engineers for the project it is our opinion that the work performed is in substantial conformance with the plans and specifications, and that the final amount of the Contract is ***\$914,226.40***. I hereby recommend acceptance of the project.

Respectfully submitted,

SNYDER & ASSOCIATES, INC.



*David N. Moeller, P.E.
President
Snyder & Associates, Inc.
Iowa License Number P12552*

FINAL ASSESSMENT SCHEDULE

EAST IOWA AVENUE PAVING PROJECT

City of Indianola

Snyder & Associates, Inc. - October 26, 2021

Division 1: Consists of all properties within the East Iowa Avenue Paving benefit limits receiving new sidewalk or roadside trail.

Division 2: Consists of all properties within the East Iowa Avenue Paving benefit limits.

Parcel No.	Warren County Parcel ID.	Property Owner(s) of Record	Mailing Address of Title Holder	Legal Description per Warren County	Council Valuation	Parcel Area (Ac.)	DIVISION 1		DIVISION 2							
							Sidewalk Area (SY)	Sidewalk Assessment	Units of Benefit	Restrictive Easement Reduction	Adjusted Units of Benefit	Roadway Assessment	Total Assessment	Conditional Deficiency	Final Assessment	% of Total Project Cost
1	48870200500	Missouri Valley Electrical JATC	1707 N 14th St Indianola IA 50125	SEC PCL C SW NW & NW SW	\$1,157,750.00	46.31	296.43	\$17,934.02	1492.57	-	1492.57	\$76,513.01	\$94,447.03	\$0.00	\$94,447.03	10.33%
2	49023200643 49023200620	Trueblood Farms LLC	1515 Shasta Dr #1505 Davis, CA 95616	PCL C CAL NE SW	\$794,945.50	45.41	256.82	\$15,537.61	1101.20	-68.24	1032.96	\$52,952.21	\$68,489.82	\$0.00	\$68,489.82	7.49%
3	49023200663	Diligent Prairie Glynn LLC	12119 Stratford Dr Ste B Clive, IA 50325	CAL SW SW EX W 35' & EX PCL B & EX PRAIRIE GLYNN PLAT 1	\$617,200.00	30.86	375.78	\$22,734.69	1685.50	-73.87	1611.63	\$82,616.33	\$105,351.02	\$0.00	\$105,351.02	11.52%
4	48870200662	GlascocK, Paulette J	1715 E Iowa Ave Indianola, IA 50125	SEC PCL B S 1/2 SW	\$250,000.00	22.57	210.77	\$12,751.59	912.91	-	912.91	\$46,798.13	\$59,549.72	\$0.00	\$59,549.72	6.51%
5	49023200680	Williams, Steven C/Barbara K	1003 Scott Felton Rd Indianola, IA 50125	CAL SE SW EX PCLS A & B	\$515,850.00	34.39	0.53	\$32.06	0.85	-	0.85	\$43.57	\$75.63	\$0.00	\$75.63	0.01%
							1140.33	\$68,989.97	5193.03	-142.11	5050.92	\$258,923.25	\$327,913.22	\$0.00	\$327,913.22	35.86%

Notes:

1. Parcel areas are approximate and based on Warren County Assessor's information as listed on their Beacon website.

2. Parcel frontage is approximate and based on Warren County Assessor's information as listed on their Beacon website.

PROJECT COSTS: DIVISION 1 ASSESSMENTS



EAST IOWA AVENUE PAVING PROJECT
FROM NORTH 15TH STREET TO EAST OF NORTH 17TH STREET
INDIANOLA, IA
119.1077

					DIVISION 1	
ITEM	DESCRIPTION	TOTAL PROJECT	UNIT	UNIT PRICE	QUANTITY	EXTENDED COST
1	Sidewalk, PCC, 4"	2055.44	SY	\$ 55.00	1140.33	\$ 62,718.15
Subtotal:						\$ 62,718.15
10% Default Fund:						\$ 6,271.82
DIVISION 1 TOTAL ASSESSABLE COSTS						\$ 68,989.97

PROJECT COSTS: ASSESSMENT ELIGIBILITY



EAST IOWA AVENUE PAVING PROJECT
FROM NORTH 15TH STREET TO EAST OF NORTH 17TH STREET
INDIANOLA, IA
119.1077

						DIVISION 2	
ITEM	DESCRIPTION	TOTAL PROJECT	UNIT	UNIT PRICE	ADJUSTED UNIT PRICE	QUANTITY	EXTENDED COST
1	Subgrade Preparation (1)	6770	SY	\$ 2.80	-	4702.52	\$ 13,167.06
2	Subbase, Modified (2)	6770	SY	\$ 7.80	-	4702.52	\$ 36,679.66
3	Pavement, PCC, 8" Thickness (3)	5740	SY	\$ 55.50	\$ 48.56	3820.80	\$ 185,538.05
						Subtotal:	\$ 235,384.77
						10% Default Fund:	\$ 23,538.48
						DIVISION 2 TOTAL ASSESSABLE COSTS	\$ 258,923.25

Notes

- (1) Assumes subgrade preparation to a width of 3' outside each back-of-curb.
- (2) Assumes modified subbase to a width of 3' outside each back-of-curb.
- (3) Unit price multiplied by 7/8 to convert from constructed 8" thick PCC pavement to the assessed 7" thick PCC

October 28, 2021

VIA EMAIL AND UPS OVERNIGHT PACKAGE

Mr. Andy Lent
City Clerk
City of Indianola
110 North 1st Street
Indianola, Iowa 50125-0299

RE: Final Acceptance and Levy Proceedings

Dear Andy:

Enclosed are proceedings for the final phase of the Project, including:

1. Resolution accepting work;
2. Resolution ordering preparation of final plat and schedule of assessments;
3. Resolution adopting and levying final schedule of assessments;
4. Certificate of levy of assessments to be filed by the Clerk with the County Treasurer;
5. Notice of filing final Plat and Schedule of Assessments to be published and mailed to each property owner;
6. Certificate re: publication of notice (See Publication Requirement);
7. Certificate re: mailing of notice (See Mailing Requirement);
8. Special Assessment Collection Statement;
9. Mailing instructions; and
10. Timetable sheet.

Timing and Order of Action

It is important that action on the above comply with the timing requirements of Chapter 384. Action is required to be taken within the times as follows:

1. Within 15 days of final completion of the public improvement, the engineer is required to file a certificate with the clerk stating:
 - a. That the engineer has inspected the completed work;
 - b. That the work has or has not been performed in compliance with the terms of the contract, and the particulars, if any, in which the work varies from the terms; and
 - c. The total cost of the completed work.
2. Within 15 days after the certificate of completion is filed, the Council must act on the enclosed resolution to accept the work.
3. Within 10 days of acceptance, the Council must adopt the enclosed resolution ordering the final schedule and fixing the amount to be assessed.
4. The engineer then has 30 days to file the final plat and schedule of assessments.
5. The council then has 10 days to act on the assessments, using the enclosed levy resolution.
6. The plat and schedule of assessments must be filed with the County Treasurer, using the enclosed certificate of levy form.
7. The assessment notice must be completed and published once each week on the same day of two consecutive weeks. The first publication must be within 15 days of the filing with the Treasurer.
8. The assessment notice must be mailed to property owners on or before the date of the second publication of the notice. (See the enclosed mailing instructions for specific details.)

The actions must be taken in order. More than one action can be taken at the same meeting. Further instructions are included below. Note that acceptance of the work triggers the 30-day period for filing of claims under Chapter 573 of the Code.

Certification of Levy

You will note that the resolution levying the assessments instructs the Clerk to certify on the enclosed certificate form the final plat and schedule to the County Treasurer for collection. When the certification has been made to the County Treasurer, the completed notice of filing of the final plat and schedule, etc., on the form enclosed herewith should be published and mailed to property owners.

Assessment Payments and Appeals

You should also take notice that under the provisions of Section 384.63, any assessment deficiencies must be certified as such to the County Treasurer which is accomplished by certification to the Treasurer of the schedule of assessments. The deficiencies must also be certified to the city official charged with the responsibility to notify the Council if any improvement is later constructed on a lot subject to deficiency by reason of valuation for a period of amortization equal to the ten years over which assessment installments are payable.¹

As you know, assessments may be paid in full or in part at the office of the City Clerk without interest for a period of thirty days after the first publication of the notice of filing of the final schedule of assessments. A proof of publication of the notice should be filed with the Treasurer. The County Treasurer should not attempt to spread the annual payments on the record until after the collection period is completed. In order to accommodate property owners and encourage cash payments, we suggest you send a letter advising owners that they may pay their assessments in full or in part for thirty days after the certification takes place (which may be enclosed with the mailing of the assessment notice to property owners).

The Clerk should certify the results of the thirty-day collection period to the County Treasurer so the liens will be cancelled for those properties where the assessments were paid.

The first installment of the special assessments will fall due on July 1, 2022 and will be collected with the September taxes in that year. The remaining installments will be collected in ensuing years for ten installments in all. The first installment will bear interest on the unpaid balance from date of acceptance of the improvements until December 1, 2022 or until paid if after December 1, 2022. The remaining installments will bear interest for a full year from December 1st preceding to December 1st following the year of their maturity.

The enclosed proceedings provide that unpaid special assessments will bear interest at the rate of nine (9) percent. This rate is permissible as of today's date and is compatible with the sale of assessment bonds but is subject to change by action of a committee chaired by the State Treasurer.² **Please check with me by telephone before you act on the levy resolution.**

Property owners do have the right to appeal the assessments to District Court within twenty (20) days after the second publication of the assessment notice. Please advise me of any action taken in that respect and furnish copies of court papers.

¹ The Council must set the number of annual installments, not exceeding fifteen, into which assessments of more than five hundred dollars are divided. Iowa Code § 384.60(1)(b). The enclosed proceedings set the number of annual installments at ten.

² The Council must set the applicable interest rate, not exceeding that permitted by Iowa Code chapter 74A. Iowa Code § 384.60(1)(c).

October 28, 2021

Page 4

Proofs To Be Returned

An extra copy of the Council procedure is enclosed to be completed as the original and certified back to our office together with the proofs of publication and certified mailing of the assessment notice. Please send me a copy of the engineer's certificate of completion and final cost.

Also, please return a copy of the Certificate of levy of assessments. Our copy should bear original signatures and seals. A special assessment statement is enclosed to be completed after thirty days to show results of the payment period.

If any questions arise please do not hesitate to contact me.

Very truly yours,

AHLERS & COONEY, P.C.

/s/ Maria Brownell

Maria E. Brownell

MEB:aes

Enclosures

cc w/encl. (via email):

Akhilesh Pal

Charlie Dissell

Dave Moeller

Jackie Raffety, Deputy City Clerk

01957354-1\13538-159

Timetable for Special Assessment Work Completed

Work completed date: _____

1. Engineer files certificate of completion _____
2. Council adopts resolution accepting Work _____
3. Council adopts resolution fixing amount to be assessed _____
4. Engineer files final plat and schedule
(within 30 days after Council adopts resolution
fixing the amount to be assessed) _____
5. Council adopts resolution to levy final assessments
(within 10 days after filing of the assessment
schedule) _____
6. Clerk proceeds to certify final assessments to
Treasurer, publish and mail notice (reasonable time)
 - 1st publication to be within 15 days of
certification to Treasurer
 - 2nd publication exactly one week later
 - mailing completed before 2nd publication

ITEMS TO INCLUDE ON AGENDA

CITY OF INDIANOLA, IOWA

Resolutions in connection with the East Iowa Avenue Paving Project.

- Resolution accepting work.
- Resolution ordering preparation of final plat and schedule of assessments.

NOTICE MUST BE GIVEN PURSUANT TO CHAPTER 21,
CODE OF IOWA, AND THE LOCAL RULES OF THE CITY.

November 1, 2021

The City Council of the City of Indianola, State of Iowa, met in _____ session, in the Council Chambers, City Hall, 110 N. 1st Street, Indianola, Iowa, at 6:00 P.M., on the above date. There were present Mayor _____, in the chair, and the following named Council Members:

Absent: _____

* * * * *

Council Member _____ introduced the following Resolution entitled "RESOLUTION ACCEPTING THE EAST IOWA AVENUE PAVING PROJECT" 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 THE EAST IOWA AVENUE PAVING PROJECT

WHEREAS, on _____, 2020, the City of Indianola, Iowa, entered into contract with Vanderpool Construction, Inc. of Indianola, Iowa, for the construction of the East Iowa Avenue Paving Project, within the City, as therein described; and

WHEREAS, the contractor has fully completed the construction of the improvements, known as the East Iowa Avenue Paving Project, 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 _____, 2021:

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF INDIANOLA, STATE OF 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 \$914,226.40.

Section 2. The total project cost including construction, engineering, legal and administrative costs is determined to be \$914,226.40.

Section 3. That said construction is in accordance with the grade ordinance adopted on August 2, 2021.

PASSED AND APPROVED this 1st day of November, 2021.

Mayor

ATTEST:

City Clerk

Council Member _____ introduced the following Resolution entitled "RESOLUTION ORDERING PREPARATION OF FINAL PLAT AND SCHEDULE OF ASSESSMENTS FOR THE EAST IOWA AVENUE PAVING PROJECT" 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 ORDERING PREPARATION OF FINAL
PLAT AND SCHEDULE OF ASSESSMENTS FOR THE EAST
IOWA AVENUE PAVING PROJECT

BE IT RESOLVED, that the Engineer is hereby instructed to prepare a final plat and schedule showing the separate lots or parcels of ground subject to assessment for the cost of the East Iowa Avenue Paving Project, together with the names of the owners thereof, so far as practicable, and the amount assessable by law against each lot or parcel of ground so assessable, and against any railway or street railway legally assessable therefor, and \$327.913.22 of the whole amount of the cost of said improvements shall be assessed against the benefited properties, but not in excess of the amounts so assessed in the preliminary plat and schedule for the improvement, and filed in the office of the Clerk.

PASSED AND APPROVED this 1st day of November, 2021.

Mayor

ATTEST:

City Clerk

STATE OF IOWA)
) SS
COUNTY OF WARREN)

WITNESS my hand and the seal of the City hereto affixed this _____ day of _____, 2021.

(SEAL)

ITEMS TO INCLUDE ON AGENDA

CITY OF INDIANOLA, IOWA

Resolutions in connection with the East Iowa Avenue Paving Project.

- Resolution adopting and levying final schedule of assessments.

NOTICE MUST BE GIVEN PURSUANT TO CHAPTER 21,
CODE OF IOWA, AND THE LOCAL RULES OF THE CITY.

_____, 2021

The City Council of the City of Indianola, State of Iowa, met in _____ session, in the Council Chambers, City Hall, 110 N. 1st Street, Indianola, Iowa, at 6:00 P.M., on the above date. There were present Mayor _____, in the chair, and the following named Council Members:

Absent: _____

* * * * *

Council Member _____ introduced the following Resolution entitled "RESOLUTION ADOPTING AND LEVYING FINAL SCHEDULE OF ASSESSMENTS, AND PROVIDING FOR THE PAYMENT THEREOF FOR THE EAST IOWA AVENUE PAVING PROJECT" 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 as follows:

RESOLUTION ADOPTING AND LEVYING FINAL
SCHEDULE OF ASSESSMENTS, AND PROVIDING FOR THE
PAYMENT THEREOF FOR THE EAST IOWA AVENUE
PAVING PROJECT

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

That after full consideration of the final schedule of assessments and accompanying plat showing the assessments proposed to be made for the construction of the East Iowa Avenue Paving Project, within the City, under contract with Vanderpool Construction, Inc. of Indianola, Iowa, which final plat and schedule was filed in the office of the Clerk on the _____ day of _____, 2021; said assessments are hereby corrected by making the following changes and reductions:

NAME OF PROPERTY OWNER AND DESCRIPTION OF PROPERTY	PROPOSED FINAL ASSESSMENT	PROPOSED FINAL DEFICIENCY, IF ANY	CORRECTED FINAL DEFICIENCY, IF ANY	CORRECTED FINAL ASSESSMENT
--	---------------------------------	--	---	----------------------------------

BE IT FURTHER RESOLVED, that the said schedule of assessments and accompanying plat, be and the same are hereby approved and adopted; and that there be, and is hereby assessed and levied, as a special tax against and upon each of the lots, parts of lots and parcels of land, and the owner or owners thereof liable to assessment for the cost of said improvements, the respective sums expressed in figures set opposite to each of the same on account of the cost of the construction of the said improvements. Provided, further, that the amounts shown in said final schedule of assessments as deficiencies are found to be proper and are levied conditionally against the respective properties benefited by the improvements as shown in the schedule, subject to the provisions of Section 384.63, Code of Iowa. Said assessments against said lots and parcels of land are hereby declared to be in proportion to the special benefits conferred upon said property by said improvements, and not in excess thereof, and not in excess of 25% of the value of the same.

BE IT FURTHER RESOLVED, that said assessments of \$500.00 or more shall be payable in ten equal annual installments and shall bear interest at the rate of nine (9) percent per annum, the maximum rate permitted by law, from the date of the acceptance of the improvements; the first installment of each assessment, or total amount thereof, if it be less than \$500.00, with interest on the whole assessment from date of acceptance of the work by the Council, shall become due and payable on July 1, 2022; succeeding annual installments, with interest on the whole unpaid amount, shall respectively become due on July 1st annually thereafter, and shall be paid at the same time and in the same manner as the September semiannual payment of ordinary taxes. Said assessments shall be payable at the office of the City Clerk, in full or in part and without interest within thirty days after the date of the first publication of the notice of the filing of the final plat and schedule of assessments to the County Treasurer of Warren County, Iowa.

BE IT FURTHER RESOLVED, that the Clerk be and is hereby directed to certify said final plat and schedule to the County Treasurer of Warren County, Iowa, and to publish notice of said certification once each week for two consecutive weeks in a legal newspaper printed wholly in the English language, published in the City, and of general circulation in the City of Indianola, Iowa, the first publication of said notice to be made within fifteen days from the date of the filing of said schedule with the County Treasurer, the Clerk shall also send by ordinary mail to all property owners whose property is subject to assessment a copy of said notice, said mailing to be on or before the date of the second publication of the notice, all as provided and directed by Code Section 384.60, Code of Iowa.

BE IT FURTHER RESOLVED, that the Clerk is directed to certify the deficiencies for lots specially benefited by the improvements, as shown in the final schedule of assessments, to the County Treasurer for recording in the Special Assessment Deficiencies Book and to the City official charged with responsibility for the issuance of building permits. Said deficiencies are conditionally assessed to the respective properties under Section 384.63, Code of Iowa, for the amortization period specified by law.

The Clerk is authorized and directed to ascertain the amount of assessments remaining unpaid after the thirty day period against which improvement bonds may be issued and to proceed on behalf of the City with the sale of said bonds, to select a date for the sale thereof, to cause to be prepared such notice and sale information as may appear appropriate, to publish and distribute the same on behalf of the City and this Council and otherwise to take all action necessary to permit the sale of said bonds on a basis favorable to the City and acceptable to the Council.

PASSED AND APPROVED this _____ day of _____, 2021.

Mayor

ATTEST:

City Clerk

STATE OF IOWA)
) SS
COUNTY OF WARREN)

WITNESS my hand and the seal of the City hereto affixed this _____ day of _____, 2021.

(SEAL)

CERTIFICATE OF LEVY OF SPECIAL ASSESSMENTS TO BE
MADE BY THE CLERK OF THE CITY OF INDIANOLA, IOWA,
AND FILED WITH THE COUNTY TREASURER OF WARREN
COUNTY, IOWA AND THE CITY OFFICER CHARGED WITH
ISSUANCE OF BUILDING PERMITS

STATE OF IOWA)
) SS
COUNTY OF WARREN)

I, _____, Clerk of the City of Indianola, County of Warren, State of Iowa, do hereby certify that at a meeting of the Council of the City of Indianola, Iowa, held on the _____ day of _____, 2021, the said Council did levy special assessments for and on account of the cost of construction of the East Iowa Avenue Paving Project, under contract with Vanderpool Construction, Inc. of Indianola, Iowa, on the following or portions thereof, in said Municipality, to-wit:

The project replaced the existing gravel road with a paved street consisting of 31' wide PCC pavement with integral curb and gutter. The project included replacement of major culverts and the addition of a storm sewer system to replace the roadside ditches. A 10' wide shared use path was constructed on the south side of the street and a 5' sidewalk on the north of the street. The project included street light replacement and extension of 10" water main and 8" sanitary sewer.

The beginning and terminal points of the improvements were as follows:

The Iowa Avenue paving project will begin at N 15th Street and extend east approximately 1300 feet to a location approximately 25 feet east of the NE corner of the SW ¼ of the SW ¼ of Section 20.

That the district benefited and assessed for the cost of the improvements is described as follows:

PARCEL "C" OF THE SURVEY BEING THAT PART OF THE NORTHWEST QUARTER OF THE SOUTHWEST QUARTER AND THE SOUTH HALF OF THE SOUTHWEST QUARTER OF THE NORTHWEST QUARTER OF SECTION 20, TOWNSHIP 76 NORTH, RANGE 23 WEST OF THE 5TH P.M., WARREN COUNTY, IOWA, AS SHOWN IN INSTRUMENT NO: 2018-01472 IN THE OFFICE OF THE WARREN COUNTY RECORDER, IN THE CITY OF INDIANOLA, WARREN COUNTY, IOWA.

AND

THE SOUTH 1/2 OF THE NORTHWEST 1/4 OF THE SOUTHWEST 1/4, LYING EAST OF SAID PARCEL "C", ALL BEING IN SECTION 20, TOWNSHIP 76 NORTH, RANGE 23 WEST OF THE 5TH P.M., CITY OF INDIANOLA, WARREN COUNTY, IOWA.

AND

THE NORTHEAST 1/4 OF THE SOUTHWEST 1/4 OF SECTION 20, TOWNSHIP 76 NORTH, RANGE 23 WEST OF THE 5TH P.M., CITY OF INDIANOLA, WARREN COUNTY, IOWA.

AND

THE SOUTH 1/2 OF THE SOUTHWEST 1/4 OF SECTION 20, TOWNSHIP 76 NORTH, RANGE 23 WEST OF THE 5TH P.M, CITY OF INDIANOLA, WARREN COUNTY, IOWA EXCEPT THE WEST 35.00 FEET OF SAID SOUTH 1/2 OF THE SOUTHWEST 1/4, EXCEPT PRAIRIE GLYNN PLAT 1, AN OFFICIAL PLAT, EXCEPT PARCEL "A" OF THE SURVEY OF THE SE 1/4 OF THE SW 1/4 OF SECTION 20, TOWNSHIP 76 NORTH, RANGE 23 WEST OF THE 5TH P.M., WARREN COUNTY, IOWA, AS SHOWN IN IRREGULAR PLAT BOOK 8, PAGE 10 OF 76-23 AND RECORDED ON DECEMBER 14, 1995 IN THE OFFICE OF THE WARREN COUNTY RECORDER.

as shown on the schedule hereto attached.

I further certify that the said assessments of \$500.00 or more are payable in ten equal annual installments, together with interest thereon at the rate of nine (9) percent per annum computed to December 1st following the due date of each installment. Interest commences on November 1, 2021, the date of acceptance of the work. The first annual installment, or the full amount of assessments less than \$500.00, are due and payable on July 1st following the date of levy of these assessments as set forth above (unless this certification is made within less than thirty days prior to July 1st) and is subject to the provisions of Section 384.65, Code of Iowa, with respect to lien, delinquent dates, interest, penalties and years of payment.

Special assessment deficiencies as set forth in the Schedule of Assessments are conditionally levied and are certified pursuant to Section 384.63, Code of Iowa. The period for amortization of special assessment deficiencies established by law and by action of the City Council is ten years.

Assessments may be paid in full or in part at the office of the City Clerk, within thirty days of the first publication of the notice of this filing of the final assessment schedule.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal on the _____ day of _____, 2021.

(SEAL)

City Clerk, City of Indianola, Iowa

I hereby certify that on the _____ day of _____, 2021, there was filed with me as County Treasurer of Warren County, State of Iowa, an executed copy of the certificate of the City Clerk of the City of Indianola, Iowa, hereinabove set out, relating to the levy of special assessments, covering the recently completed street, storm sewer and other public improvements in said Municipality, and a copy of the final plat and schedule of assessments and conditional deficiency assessments, referred to in the resolution levying said assessments, heretofore adopted by the City Council on _____, 2021.

County Treasurer

(SEAL)

I hereby certify that on the _____ day of _____, 2021, there was filed with me as Building Permit Official of the City of Indianola, Iowa, an executed copy of the certificate of the City Clerk of the City of Indianola, Iowa, hereinabove set out, relating to the levy of special assessments, covering the recently completed street, storm sewer and other public improvements in said Municipality, and a copy of the final plat and schedule of assessments and conditional deficiency assessments, referred to in the resolution levying said assessments, heretofore adopted by the City Council on _____, 2021.

Building Permit Official of the City of
Indianola, Iowa

01957321-1\13538-159

(Two publications required)

NOTICE OF FILING OF THE FINAL PLAT AND SCHEDULE
OF ASSESSMENTS AGAINST BENEFITED PROPERTIES FOR
THE CONSTRUCTION OF THE EAST IOWA AVENUE
PAVING PROJECT, WITHIN THE CITY OF INDIANOLA,
IOWA

TO THE PERSONS OWNING LAND LOCATED WITHIN THE DISTRICT
DESCRIBED AS THE EAST IOWA AVENUE PAVING PROJECT, WITHIN THE CITY OF
INDIANOLA, IOWA:

consisting of the properties which are described as follows:

PARCEL "C" OF THE SURVEY BEING THAT PART OF THE NORTHWEST
QUARTER OF THE SOUTHWEST QUARTER AND THE SOUTH HALF OF
THE SOUTHWEST QUARTER OF THE NORTHWEST QUARTER OF
SECTION 20, TOWNSHIP 76 NORTH, RANGE 23 WEST OF THE 5TH P.M.,
WARREN COUNTY, IOWA, AS SHOWN IN INSTRUMENT NO: 2018-01472
IN THE OFFICE OF THE WARREN COUNTY RECORDER, IN THE CITY OF
INDIANOLA, WARREN COUNTY, IOWA.

AND

THE SOUTH 1/2 OF THE NORTHWEST 1/4 OF THE SOUTHWEST 1/4,
LYING EAST OF SAID PARCEL "C", ALL BEING IN SECTION 20,
TOWNSHIP 76 NORTH, RANGE 23 WEST OF THE 5TH P.M., CITY OF
INDIANOLA, WARREN COUNTY, IOWA.

AND

THE NORTHEAST 1/4 OF THE SOUTHWEST 1/4 OF SECTION 20,
TOWNSHIP 76 NORTH, RANGE 23 WEST OF THE 5TH P.M., CITY OF
INDIANOLA, WARREN COUNTY, IOWA.

AND

THE SOUTH 1/2 OF THE SOUTHWEST 1/4 OF SECTION 20, TOWNSHIP 76
NORTH, RANGE 23 WEST OF THE 5TH P.M, CITY OF INDIANOLA,
WARREN COUNTY, IOWA EXCEPT THE WEST 35.00 FEET OF SAID
SOUTH 1/2 OF THE SOUTHWEST 1/4, EXCEPT PRAIRIE GLYNN PLAT 1,
AN OFFICIAL PLAT, EXCEPT PARCEL "A" OF THE SURVEY OF THE SE
1/4 OF THE SW 1/4 OF SECTION 20, TOWNSHIP 76 NORTH, RANGE 23
WEST OF THE 5TH P.M., WARREN COUNTY, IOWA, AS SHOWN IN
IRREGULAR PLAT BOOK 8, PAGE 10 OF 76-23 AND RECORDED ON
DECEMBER 14, 1995 IN THE OFFICE OF THE WARREN COUNTY
RECORDER.

The extent of the work completed on the East Iowa Avenue Paving Project, is as follows:

The project replaced the existing gravel road with a paved street consisting of 31' wide PCC pavement with integral curb and gutter. The project included replacement of major culverts and the addition of a storm sewer system to replace the roadside ditches. A 10' wide shared use path was constructed on the south side of the street and a 5' sidewalk on the north of the street. The project included street light replacement and extension of 10" water main and 8" sanitary sewer.

The beginning and terminal points of the improvements were as follows:

The Iowa Avenue paving project will begin at N 15th Street and extend east approximately 1300 feet to a location approximately 25 feet east of the NE corner of the SW $\frac{1}{4}$ of the SW $\frac{1}{4}$ of Section 20.

You are hereby notified that the final plat and schedule of assessments against benefited properties within the District described as the East Iowa Avenue Paving Project, for the construction of street, storm sewer and other public improvements, has been adopted and levied by the Council of the City of Indianola, and that said plat and schedule of assessments has been certified to the County Treasurer of Warren County, Iowa. Assessments of \$500.00 or more are payable in ten equal annual installments, with interest on the unpaid balance, all as provided in Section 384.65, Code of Iowa. Conditional deficiency assessments, if any, may be levied against the applicable property for the same period of years as the assessments are made payable.

You are further notified that assessments may be paid in full or in part without interest at the office of the City Clerk, at any time within thirty days after the date of the first publication of this notice of the filing of the final plat and schedule of assessments with the County Treasurer. Unless said assessments are paid in full within said thirty day period all unpaid assessments will draw annual interest computed at nine (9) percent (commencing on the date of acceptance of the work) computed to the December 1st next following the due dates of the respective installments. Each installment will be delinquent on September 30th following its due date on July 1st in each year. Property owners may elect to pay any annual installment semiannually in advance.

All properties located within the boundaries of the East Iowa Avenue Paving Project, above described have been assessed for the cost of the making of said improvements, the amount of each assessment and the amount of any conditional deficiency assessment having been set out in the schedule of assessments and plat accompanying the same, which are now on file in the office of the County Treasurer of Warren County, Iowa. For further information you are referred to said plat and schedule of assessments.

This notice is given at the direction of the Mayor pursuant to Code Section 384.60, Code of Iowa.

City Clerk, City of Indianola, Iowa

01957321-1\13538-159

STATE OF IOWA)
) SS
COUNTY OF WARREN)

With respect to property owned by the State of Iowa, and to be assessed under the final plat and schedule of assessments referred to above, I further certify that on the same date set forth above I deposited and mailed in the United States mails at the same post office, properly stamped and addressed, a copy of the aforesaid Notice to each of the following:

1. Secretary of the Executive Council, Iowa State Capitol, Des Moines, IA 50319 (By ordinary mail)
2. Director of Transportation, Highway Division State Department of Transportation, Ames, IA 50010 (By certified mail)

Witness my hand and the seal of the City of Indianola, State of Iowa, this _____ day
of _____, 2021.

(SEAL)

01957335-1\13538-159

RE: EAST IOWA AVENUE PAVING PROJECT

SPECIAL ASSESSMENT STATEMENT

FOR THE CITY OF INDIANOLA, STATE OF IOWA

The undersigned, City Clerk of the City of Indianola, State of Iowa, hereby certifies that the status of the assessments certified to the County Treasurer on _____, 2021, for certain public improvements in the City, more fully described in the notice of filing of the final plat and schedule of assessments, is as follows:

- (1) Total amount of final assessments against private property, levied by Council, excluding any deficiencies (computed prior to commencing collection period) \$ _____
- (2) Total amount of final assessments in appeal to District Court \$ _____
- (3) Total amount of cash payments of final assessments (including assessments of less than \$500.00) \$ _____
- (4) Total amount of final unpaid assessments of less than \$500.00 each \$ _____
- (5) Total amount of unpaid assessments as to which owners have claimed agricultural land deferment \$ _____

SPECIAL INFORMATION:

- Total amount of final unpaid assessments on Federally owned property, included in item (1) above, if any \$ _____
- Total amount of final unpaid assessments on State owned property, if any \$ _____
- Total amount of final unpaid assessments on railroad or other property as to which the City has knowledge of pending bankruptcy proceedings \$ _____
- Total amount of final unpaid assessments on City owned property, included in item (1) above, if any \$ _____
- Total amount of final unpaid assessments against property in tax sale or in tax deed to public bidder \$ _____

Total amount of final unpaid assessments against
property on suspended tax lists \$ _____

Total amount of final unpaid assessments on vacant or
unimproved property to be paid in installments
(computed after the close of 30-day collection period) \$ _____

WITNESS my hand and the seal of the City hereto affixed this _____ day of
_____, _____.

City Clerk

(SEAL)

(To be executed only after 30 days have elapsed from the date of the first publication of the notice of
filing of the final plat and schedule of assessments with the County Treasurer).

01957336-1\13538-159

Information for property owners.

The notice of assessment which you have received herewith contains information important to you. One or more assessments has been levied against your property. You may elect to pay an assessment in either of two ways:

1. All or any amount without interest - within thirty days after the date of the first publication of the notice of the filing of the final plat and schedule of assessments to the County Treasurer. The first publication of the notice is scheduled to be on _____, 2021.
2. By payment of ten equal annual installments plus interest at the stated rate of nine (9) percent on the unpaid balance.

Payments should be made to the City Clerk for the thirty days; thereafter to the County Treasurer.

Please bear in mind that because of the wording of the law the County Treasurer is required to collect interest through December 1 of each year, even though payment might be made earlier. If you intend to pay the assessment before the ten year period is complete, it is probably to your advantage to make your payment to the Clerk within the interest free period. This period will run for thirty days as stated above.

Please take note of this date so that your payment will be timely. Payments received by the Treasurer after the end of the thirty-day period must include interest to the full amount to December 1, 2022.

01957342-1\13538-159

MAILING INSTRUCTIONS
CHAPTER 384, CODE OF IOWA

NOTICE OF FILING FINAL PLAT AND SCHEDULE OF ASSESSMENTS

"Mail": generally means ordinary mail. A notice sent by any other form of mail may not be sufficient. If you want to send by some other class of mail, do so, but also make a duplicate mailing by ordinary mail. Failure to receive a mailed notice is not a defense to the special assessment. However, if questions arise concerning the mailing, there would be no basis upon which to satisfy a property owner or a court that the mailing had occurred by ordinary mail unless there is an internal procedure in place to verify the mailing. It is advisable for the City to have an established procedure whereby each piece of mail can be traced to its delivery at the Post Office for mailing.

A copy of the notice should be sent by mail to each and every property owner listed on the plat and schedule of assessments, which should include all owners or part owners.

1. Owners: Mailing must be to the owners as of the date of mailing, as shown by the Transfer Books in the Office of the County Auditor. Thus, the assessment schedule must be rechecked against the records for recent ownership changes. If the Clerk has personal knowledge of ownership not shown on the official records, an additional notice should be mailed accordingly.

In each case where the property owners' last address is known to differ from the County Auditor's records, an additional mailing was made to the last address known.

2. More than one owner: If a certain piece of property to be assessed is shown to be in the name of "more than one owner" at the same mailing address, a "single notice" may be mailed addressed to all owners at the same address; if, however, the owners do not have the same mailing address, a separate notice should be mailed to each owner since each have a separate legal interest in such property.

3. Contract purchasers: If the County records or other information available, show that a certain piece of property to be assessed is being sold under contract, a separate notice should be sent to the contract seller, as well as to the contract purchaser, since each have a separate legal interest in such property.

4. Deceased owners: As to property owned by a known deceased individual, we would suggest that a copy of the notice be sent to the executor or administrator of the deceased's estate; and, also if the names and addresses of the deceased's devisees or heirs are available, a copy should be mailed to each of the devisees or heirs. If the County records do not show that the property owner is deceased, and still list the property in the name of the deceased, and the Council or Clerk does not have knowledge that a change in ownership has taken place, then the notice should be mailed to the record title owner.

5. Railroads: As to assessments against railroad property, a copy of the notice should be mailed to the agent designated in the instrument on file in the Clerk's office upon whom service of any legal notice can be made.

6. State property: As to property to be assessed, owned by the State of Iowa, the following procedure should be observed:

a. Certified Mail Required for D.O.T. property. State-owned property, under the jurisdiction and control of the Highway Division of the State DOT -- mail the notice to the Director of Transportation, Highway Division, State Department of Transportation, in Ames, Iowa; by Certified Mail. Certified Mail means any form of mail service, by whatever name, provided by the U.S. Post Office where the post office provides the mailer with a receipt to prove mailing.

b. Ordinary Mail For Other State-Owned Property. State-owned property, not under the jurisdiction and control of the Highway Division of the State DOT -- mail the notice to the Secretary of the Executive Council of the State of Iowa, State Capitol, Des Moines, Iowa 50319.

In case of doubt as to proper jurisdiction of property, mail the notice to both state agencies. Do not send Notice to the State of Iowa unless property owned by the State of Iowa is listed on the assessment schedule.

01957344-1\13538-159



MEMORANDUM

To: Mayor and City Council

From:

Date: November 1, 2021

Subject: Approval of Payment Application Number 5 to Vanderpool Construction for the East Iowa Avenue Paving Project in an amount not to exceed \$13,320.52.

Recommendation: Roll call is in order.

Attachments: None



MEMORANDUM

To: Mayor and City Council
From:
Date: November 1, 2021
Subject: Resolution accepting the East Iowa Paving project.

Recommendation: Roll call is in order.

Attachments: None



MEMORANDUM

To: Mayor and City Council

From:

Date: November 1, 2021

Subject: Resolution ordering preparation of final plat and schedule of assessments for the East Iowa Avenue Paving Project.

Recommendation: Roll call is in order.

Attachments: None



MEMORANDUM

To: Mayor and City Council

From:

Date: November 1, 2021

Subject: Resolution adopting and levying final schedule of assessments, and providing for the payment thereof for the East Iowa Avenue Paving Project.

Recommendation: Roll call is in order.

Attachments: None



MEMORANDUM

To: Mayor and City Council

From: Charlie Dissell, Community and Economic Development Director

Date: November 1, 2021

Subject: Public Hearing regarding a request from JK Management LLC for a right-of-way vacation and conveyance of the portion of the north/south alley that lies west of Lots 15 and 16 of the Plat of Jones and Windles Addition to Indianola, Warren County, Iowa.

Introduction:

Background: At its November 1 meeting, the City Council will hold a public hearing regarding the right-of-way vacation and conveyance of an alley. The alley proposed to be vacated is an improved alley that currently sits between ground that is owned by the applicant on the east side, and by Marilyn D. Reinholdt and the Marlene K. Nordhagen Revocable Trust on the west side. All property owners have agreed to the vacation. As all landowners have agreed to the vacation, the alley proposed to be vacated is no longer needed for the use of the public, and its maintenance at the public's expense is no longer justified. However, the applicant does intend to issue access easements to adjoining property owners. Additionally, there are public utilities located in these alleys, and as such, Staff recommends the Council grant a Public Utility Easement to the City.

At its meeting on October 12, the Planning and Zoning Commission reviewed this request and recommended the vacation be approved with the condition that a Public Utility Easement be granted to the City prior to the vacation being executed. The report submitted to the Planning and Zoning Commission, as well as the application, are attached to this memo.

Discussion:

Budget Impact:

Recommendation: Roll call to open and close the Public Hearing is in order.

Attachments:

1. Staff Report_Alley Vacation
2. Alley Purchase App
3. Signatures



Community Development

110 N. First St., Indianola, IA 50125-0299 • www.indianolaiowa.gov
515-961-9430 • comdev@indianolaiowa.gov

Staff Report

Planning and Zoning Commission

Date of Meeting: October 12, 2021

Agenda Item: 7. B. Consider request from JK Management LLC for a right-of-way vacation and conveyance of the portion of the north/south alley that lies west of Lots 15 and 16 of the Plat of Jones and Windles Addition to Indianola, Warren County, Iowa.

Application Type: Right-of-Way Vacation

Applicant: JK Management, LLC

Application Summary: Request for vacation and conveyance of portion of the north/south alley that lies west of Lots 15 and 16 of the Plat of Jones and Windles Addition to Indianola, Warren County, Iowa.

AERIAL MAP



APPLICABLE CODE SECTIONS

The following sections of the Code of Ordinances of Indianola, Iowa apply to this request:

137.01 POWER TO VACATE. When, in the judgment of the Council, it would be in the best interest of the City to vacate a street, alley, portion thereof or any public grounds, the Council may do so by ordinance in accordance with the provisions of this chapter.

137.02 PLANNING AND ZONING COMMISSION. Any proposal to vacate a street, alley, portion thereof or any public grounds shall be referred by the Council to the Planning and Zoning Commission for its study and recommendation prior to further consideration by the Council. The Commission shall submit a written report including recommendations to the Council within thirty (30) days after the date the proposed vacation is referred to the Commission.

137.03 NOTICE OF VACATION HEARING. The Council shall cause to be published a notice of public hearing of the time at which the proposal to vacate shall be considered.

137.04 FINDINGS REQUIRED. No street, alley, portion thereof or any public grounds shall be vacated unless the Council finds that:

1. Public Use. The street, alley, portion thereof or any public ground proposed to be vacated is not needed for the use of the public, and therefore, its maintenance at public expense is no longer justified.
2. Abutting Property. The proposed vacation will not deny owners of property abutting on the street or alley reasonable access to their property.

137.05 DISPOSAL OF VACATED STREETS OR ALLEYS. When in the judgment of the Council it would be in the best interest of the City to dispose of a vacated street or alley, portion thereof or public ground, the Council may do so in accordance with the provisions of Section 364.7, Code of Iowa.

ANALYSIS

The alley proposed to be vacated is an improved alley that currently sits between ground that is owned by the applicant on the east sides, and by Marilyn D. Reinholdt and the Marlene K. Nordhagen Revocable Trust on the west sides. All property owners have agreed to the vacation. As all landowners have agreed to the vacation, the alley proposed to be vacated is no longer needed for the use of the public, and its maintenance at the public's expense is no longer justified. However, the applicant does intend to issue access easements to adjoining property owners. There are currently public utilities located in these alleys.

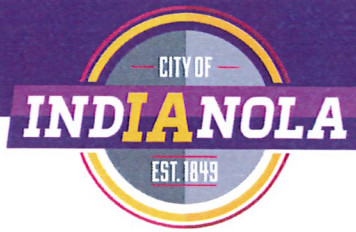
ALTERNATIVES

The City of Indianola Planning and Zoning Commission may consider the following alternatives:

- 1) The City of Indianola Planning and Zoning Commission recommends of the right-of-way vacation request be approved, as submitted.
- 2) The City of Indianola Planning and Zoning Commission recommends the right-of-way vacation request be approved, with conditions.
- 3) The City of Indianola Planning and Zoning Commission recommends the right-of-way vacation request be denied.
- 4) The City of Indianola Planning and Zoning Commission remands the right-of-way vacation request, back to the applicant and/or staff for further review and/or modifications and directs staff to place this item on a future Planning and Zoning agenda.

RECOMMENDATION

Staff recommends that the City of Indianola Planning and Zoning Commission move alternative 2, approving the right-of-way vacation request with the condition that a Public Utility Easement be granted to the City prior to the vacation being executed.



COMMUNITY DEVELOPMENT

Agreement to Purchase Alley

JK MANAGEMENT, LLC requests to purchase the alley legally described as:

The undersigned owns the property adjacent to the alley legally described above and agrees to purchase the alley.

Name Justin Kappelman Address 510 W 2nd Ave Date 9/22/2021
Justin Kappelman

\$200.00 Fee

Receipt No#: _____

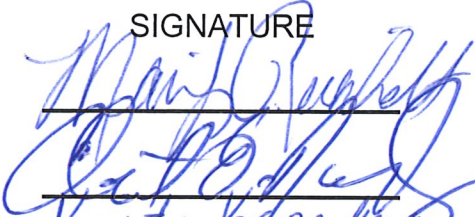
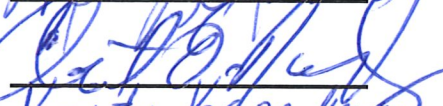
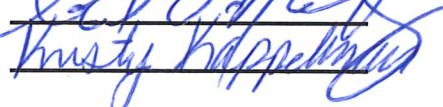
SIGNATURES FOR PETITION TO PURCHASE ALLEY

We, the undersigned, being owners of property abutting the alley at _____, approve of the petition from JK MANAGEMENT to purchase said alley.

SIGNATURE

ADDRESS

DATE

	603 W. 15 th Ave	10/12/21
	604 W 2 nd Ave	10/12/21
	601 W 1 st Ave	10/12/21
_____	_____	_____
_____	_____	_____



MEMORANDUM

To: Mayor and City Council

From: Charlie Dissell, Community and Economic Development Director

Date: November 1, 2021

Subject: First consideration of an Ordinance regarding a request from JK Management LLC for a right-of-way vacation and conveyance of the portion of the north/south alley that lies west of Lots 15 and 16 of the Plat of Jones and Windles Addition to Indianola, Warren County, Iowa.

Recommendation: Staff recommends approval of the right-of-way vacation request with the condition that a Public Utility Easement be granted to the City prior to the vacation being executed.

Roll call is in order.

Attachments: 1. ORDINANCE

ORDINANCE NO. 2021 - _____

AN ORDINANCE VACATING A PORTION OF THE NORTH/SOUTH ALLEY THAT LIES WEST OF LOTS 15 AND 16 OF THE PLAT OF JONES AND WINDLES ADDITION TO INDIANOLA, WARREN COUNTY, IOWA.

WHEREAS, on the 1st day of November, 2021, pursuant to published notice as required by law, the City Council of the City of Indianola, Iowa held a public hearing on a proposal to vacate a portion of real estate owned by the City generally described as an alley and more specifically described as:

The portion of the north/south alley that lies west of Lots 15 and 16 of the Plat of Jones and Windles Addition to Indianola, Warren County, Iowa; and

WHEREAS, the City Council of the City of Indianola, Iowa, has determined that the vacation will not deny owners of property abutting on the alley reasonable access to their property and the alley is not needed for the use of the public, and therefore, its maintenance at public expense is no longer justified.

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

Section 1. The City of Indianola, Iowa, hereby vacates the following described real estate:

The portion of the north/south alley that lies west of Lots 15 and 16 of the Plat of Jones and Windles Addition to Indianola, Warren County, Iowa.

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

Section 3. This Ordinance shall be in effect upon its passage, approval and publication as provided by law.

PASSED AND APPROVED this ____ day of _____, 2021.

Pam Pepper, Mayor

ATTEST:

Andrew J. Lent, City Clerk

First reading: _____

Second reading: _____

Third reading: _____

Publication Date: _____



MEMORANDUM

To: Mayor and City Council
From: Jackie Raffety, Deputy Clerk
Date: November 1, 2021
Subject: Approval of Ordinance Amendments due to State of Iowa Legislative changes.

Introduction:

Background: The State of Iowa legislative changes have an impact on cities' codes.

Discussion: Iowa Codification has prepared these Ordinances in order for the City of Indianola to keep the Code of Ordinances up-to-date. Staff has reviewed the proposed changes.

Budget Impact:

Recommendation: Legal counsel has reviewed and recommends approving the amendments to the Code.
Roll call is in order.

Attachments: None



MEMORANDUM

To: Mayor and City Council

From:

Date: November 1, 2021

Subject: First consideration of an Ordinance amending the Code of Ordinances of the City of Indianola, Iowa, by adding provisions pertaining to failure to assist.

Recommendation: Roll call is in order.

Attachments: 1. Ord - Failure to Assist

ORDINANCE NO. _____

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF INDIANOLA, IOWA, BY ADDING PROVISIONS PERTAINING TO FAILURE TO ASSIST

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

SECTION 1. SECTION ADDED. The Code of Ordinances of the City of Indianola, Iowa, is amended by adding a new Section 41.16 which is hereby adopted to read as follows:

41.16 FAILURE TO ASSIST. A person who reasonably believes another person is suffering from a risk of serious bodily injury or imminent danger of death shall, if the person is able, attempt to contact local law enforcement or local emergency response authorities, if doing so does not place the person or other person at risk of serious bodily injury or imminent danger of death. No person shall without lawful cause violate the provisions of this section. A person shall not be required to contact local law enforcement or emergency response authorities if the person knows or reasonably believes that the other person is not in need of help or assistance.

(Code of Iowa, Sec. 727.12)

SECTION 2. SEVERABILITY CLAUSE. If any section, provision or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

SECTION 3. WHEN EFFECTIVE. This ordinance shall be in effect from and after its final passage, approval and publication as provided by law.

Passed by the Council on the _____ day of _____, _____, and approved this _____ day of _____, _____.

Mayor

ATTEST:

City Clerk

First Reading: _____

Second Reading: _____

Third Reading: _____

I certify that the foregoing was published as Ordinance No. _____ on the _____ day of _____, _____.

City Clerk



MEMORANDUM

To: Mayor and City Council

From:

Date: November 1, 2021

Subject: First consideration of an Ordinance amending the Code of Ordinances of the City of Indianola, Iowa, by amending provisions pertaining to interference with official acts.

Recommendation: Roll call is in order.

Attachments: 1. Ord - Interference

ORDINANCE NO. _____

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF INDIANOLA, IOWA, BY AMENDING PROVISIONS PERTAINING TO INTERFERENCE WITH OFFICIAL ACTS

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

SECTION 1. SECTION MODIFIED. Section 41.06 of the Code of Ordinances of the City of Indianola, Iowa, is repealed and the following adopted in lieu thereof:

41.06 INTERFERENCE WITH OFFICIAL ACTS. No person shall knowingly resist or obstruct anyone known by the person to be a peace officer, jailer, emergency medical care provider under Chapter 147A of the *Code of Iowa*, medical examiner, or firefighter, whether paid or volunteer, or a person performing bailiff duties pursuant to Section 602.1303[4] of the *Code of Iowa*, in the performance of any act that is within the scope of the lawful duty or authority of that officer, jailer, emergency medical care provider, medical examiner, or firefighter, or person performing bailiff duties, or shall knowingly resist or obstruct the service or execution by any authorized person of any civil or criminal process or order of any court. The terms “resist” and “obstruct” as used in this section do not include verbal harassment unless the verbal harassment is accompanied by a present ability and apparent intention to execute a verbal threat physically.

(Code of Iowa, Sec. 719.1)

SECTION 2. SEVERABILITY CLAUSE. If any section, provision or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

SECTION 3. WHEN EFFECTIVE. This ordinance shall be in effect from and after its final passage, approval and publication as provided by law.

Passed by the Council on the _____ day of _____, _____, and approved this _____ day of _____, _____.

Mayor

ATTEST:

City Clerk

First Reading: _____

Second Reading: _____

Third Reading: _____

I certify that the foregoing was published as Ordinance No. _____ on the _____ day of _____, _____.

City Clerk



MEMORANDUM

To: Mayor and City Council

From:

Date: November 1, 2021

Subject: First consideration of an Ordinance amending the Code of Ordinances of the City of Indianola, Iowa, by amending provisions pertaining to peddlers, solicitors, and transient merchants.

Recommendation: Roll call is in order.

Attachments: 1. Ord - Minor Businesses

ORDINANCE NO. _____

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF INDIANOLA, IOWA, BY AMENDING PROVISIONS PERTAINING TO PEDDLERS, SOLICITORS, AND TRANSIENT MERCHANTS

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

SECTION 1. SUBSECTION ADDED. Section 122.18 of the Code of Ordinances of the City of Indianola, Iowa, is amended by adding a new subsection which is hereby adopted to read as follows:

8. Minor Businesses. An on-site transactional business traditionally operated exclusively by a person under the age of 18, operated on an occasional basis for no more than 89 calendar days in a calendar year.

(Code of Iowa, Sec. 364.3[13])

SECTION 2. SEVERABILITY CLAUSE. If any section, provision or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

SECTION 3. WHEN EFFECTIVE. This ordinance shall be in effect from and after its final passage, approval and publication as provided by law.

Passed by the Council on the _____ day of _____, _____, and approved this _____ day of _____, _____.

Mayor

ATTEST:

City Clerk

First Reading: _____

Second Reading: _____

Third Reading: _____

I certify that the foregoing was published as Ordinance No. _____ on the _____ day of _____, _____.

City Clerk



MEMORANDUM

To: Mayor and City Council

From:

Date: November 1, 2021

Subject: First consideration of an Ordinance amending the Code of Ordinances of the City of Indianola, Iowa, by amending provisions pertaining to public disorder.

Recommendation: Roll call is in order.

Attachments: 1. Ord - Public Disorder

ORDINANCE NO. _____

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF INDIANOLA, IOWA, BY AMENDING PROVISIONS PERTAINING TO PUBLIC DISORDER

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

SECTION 1. SECTION MODIFIED. Section 40.03 of the Code of Ordinances of the City of Indianola, Iowa, is repealed and the following adopted in lieu thereof:

40.03 DISORDERLY CONDUCT. No person shall do any of the following:

1. Fighting. Engage in fighting or violent behavior in any public place or in or near any lawful assembly of persons, provided that participants in athletic contests may engage in such conduct that is reasonably related to that sport.

(Code of Iowa, Sec. 723.4[1a])

2. Noise. Make loud and raucous noise in the vicinity of any residence or public building which intentionally or recklessly causes unreasonable distress to the occupants thereof.

(Code of Iowa, Sec. 723.4[1b])

3. Abusive Language. Direct abusive epithets or make any threatening gesture that the person knows or reasonably should know is likely to provoke a violent reaction by another.

(Code of Iowa, Sec. 723.4[1c])

4. Disrupt Lawful Assembly. Without lawful authority or color of authority, disturb any lawful assembly or meeting of persons by conduct intended to disrupt the meeting or assembly.

(Code of Iowa, Sec. 723.4[1d])

5. False Report of Catastrophe. By words or action, initiate or circulate a report or warning of fire, epidemic, or other catastrophe, knowing such report to be false or such warning to be baseless.

(Code of Iowa, Sec. 723.4[1e])

6. Disrespect of Flag. Knowingly and publicly use the flag of the United States in such a manner as to show disrespect for the flag as a symbol of the United States, with the intent or reasonable expectation that such use will provoke or encourage another to commit trespass or assault. As used in this subsection:

(Code of Iowa, Sec. 723.4[1f])

A. “Deface” means to intentionally mar the external appearance.

B. “Defile” means to intentionally make physically unclean.

C. “Flag” means a piece of woven cloth or other material designed to be flown from a pole or mast.

D. “Mutilate” means to intentionally cut up or alter so as to make imperfect.

E. “Show disrespect” means to deface, defile, mutilate, or trample.

F. “Trample” means to intentionally tread upon or intentionally cause a machine, vehicle, or animal to tread upon.

7. Obstruct Use of Street. (Repealed)

8. Funeral or Memorial Service. Within 1,000 feet of the building or other location where a funeral or memorial service is being conducted, or within 1,000 feet of a funeral procession or burial:

A. Make loud and raucous noise that causes unreasonable distress to the persons attending the funeral or memorial service or participating in the funeral procession.

B. Direct abusive epithets or make any threatening gesture that the person knows or reasonably should know is likely to provoke a violent reaction by another.

C. Disturb or disrupt the funeral, memorial service, funeral procession, or burial by conduct intended to disturb or disrupt the funeral, memorial service, funeral procession, or burial.

This subsection applies to conduct within 60 minutes preceding, during, and within 60 minutes after a funeral, memorial service, funeral procession, or burial.

(Code of Iowa, Sec. 723.5)

SECTION 2. SECTION REPEALED. Section 40.04 of the Code of Ordinances of the City of Indianola, Iowa, is repealed in its entirety.

SECTION 3. SEVERABILITY CLAUSE. If any section, provision or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

SECTION 4. WHEN EFFECTIVE. This ordinance shall be in effect from and after its final passage, approval and publication as provided by law.

Passed by the Council on the _____ day of _____, _____, and approved this _____ day of _____, _____.

Mayor

ATTEST:

City Clerk

First Reading: _____

Second Reading: _____

Third Reading: _____

I certify that the foregoing was published as Ordinance No. _____ on the _____ day of _____, _____.

City Clerk



MEMORANDUM

To: Mayor and City Council

From:

Date: November 1, 2021

Subject: First consideration of an Ordinance amending the Code of Ordinances of the City of Indianola, Iowa, by adding provisions pertaining to low-speed electric bicycles and fully controlled-access facilities.

Recommendation: Roll call is in order.

Attachments: 1. Ord - Electric Bicycles

ORDINANCE NO. _____

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF INDIANOLA, IOWA, BY ADDING PROVISIONS PERTAINING TO LOW-SPEED ELECTRIC BICYCLES AND FULLY CONTROLLED-ACCESS FACILITIES

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

SECTION 1. SUBSECTIONS ADDED. Section 62.01 of the Code of Ordinances of the City of Indianola, Iowa, is amended by adding new subsections which are hereby adopted to read as follows:

- 163. Section 321.235B – Low-speed electric bicycles.
- 164. Section 321.366 – Acts prohibited on fully controlled-access facilities.

SECTION 2. SECTION REPEALED. Section 140.05 of the Code of Ordinances of the City of Indianola, Iowa, is repealed in its entirety.

SECTION 3. SEVERABILITY CLAUSE. If any section, provision or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

SECTION 4. WHEN EFFECTIVE. This ordinance shall be in effect from and after its final passage, approval and publication as provided by law.

Passed by the Council on the _____ day of _____, _____, and approved this _____ day of _____, _____.

Mayor

ATTEST:

City Clerk

First Reading: _____

Second Reading: _____

Third Reading: _____

I certify that the foregoing was published as Ordinance No. _____ on the _____ day of _____, _____.

City Clerk



MEMORANDUM

To: Mayor and City Council

From:

Date: November 1, 2021

Subject: First consideration of an Ordinance amending the Code of Ordinances of the City of Indianola, Iowa, by amending provisions pertaining to abandoned vehicles.

Recommendation: Roll call is in order.

Attachments: 1. Ord - Abandoned Vehicles

ORDINANCE NO. _____

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF INDIANOLA, IOWA, BY AMENDING PROVISIONS PERTAINING TO ABANDONED VEHICLES

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

SECTION 1. SECTIONS MODIFIED. Sections 80.03 and 80.04 of the Code of Ordinances of the City of Indianola, Iowa, are repealed and the following adopted in lieu thereof:

80.03 NOTICE BY MAIL.

1. A police authority or private entity that takes into custody an abandoned vehicle shall send notice by certified mail that the vehicle has been taken into custody no more than 20 days after taking custody of the vehicle. Notice shall be sent to the last known address of record of the last known registered owner of the vehicle, all lienholders of record, and any other known claimant to the vehicle.
2. Notice shall be deemed given when mailed. The notice shall include all of the following:
 - A. A description of the year, make, model, and vehicle identification number of the vehicle.
 - B. The location of the facility where the vehicle is being held.
 - C. Information for the persons receiving the notice of their right to reclaim the vehicle and personal property contained therein within 10 days after the effective date of the notice. Persons may reclaim the vehicle or personal property upon payment of all towing, preservation, and storage charges resulting from placing the vehicle in custody and upon payment of the costs of the notice required pursuant to this section.
 - D. A statement that failure of the owner, lienholders, or claimants to exercise their right to reclaim the vehicle or personal property within the time provided shall be deemed a waiver by the owner, lienholders, and claimants of all right, title, claim, and interest in the vehicle or personal property.
 - E. A statement that failure to reclaim the vehicle or personal property is deemed consent for the police authority or private entity to sell the vehicle at a public auction or dispose of the vehicle to a demolisher and to dispose of the personal property by sale or destruction.
3. If the abandoned vehicle was taken into custody by a private entity without a police authority's initiative, the notice shall state that the private entity may claim a garage keeper's lien as described in Section 321.90, Subsection 1, of the *Code of Iowa*, and may proceed to sell or dispose of the vehicle.
4. If the abandoned vehicle was taken into custody by a police authority or by a private entity hired by a police authority, the notice shall state that any person claiming rightful possession of the vehicle or personal property who disputes the planned disposition of the vehicle or personal property by the police authority or private entity or of the assessment of fees and charges provided by this section may ask for an evidentiary hearing before the police authority to contest those matters.

5. If the persons receiving notice do not ask for a hearing or exercise their right to reclaim the vehicle or personal property within the 10-day reclaiming period, the owner, lienholders, or claimants shall no longer have any right, title, claim, or interest in or to the vehicle or the personal property.

6. A court in any case in law or equity shall not recognize any right, title, claim, or interest of the owner, lienholders, or claimants after the expiration of the 10-day reclaiming period.

7. If it is impossible to determine with reasonable certainty the identities and addresses of the last registered owner and all lienholders, notice by one publication in one newspaper of general circulation in the area where the vehicle was abandoned shall be sufficient to meet all requirements of notice under Subsection 2 of this section. The published notice may contain multiple listings of abandoned vehicles but shall be published within the same time requirements and contain the same information as prescribed for mailed notice in Subsection 2 of this section.

(Code of Iowa, Sec. 321.89[3])

80.04 RECLAMATION OF ABANDONED VEHICLES. Prior to driving an abandoned vehicle away from the premises, a person who received or who is reclaiming the vehicle on behalf of a person who received notice under Section 80.03 shall present to the police authority or private entity, as applicable, the person's valid driver's license and proof of financial liability coverage as provided in Section 321.20B of the *Code of Iowa*.

(Code of Iowa, Sec. 321.89[3a])

SECTION 2. SEVERABILITY CLAUSE. If any section, provision or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

SECTION 3. WHEN EFFECTIVE. This ordinance shall be in effect from and after its final passage, approval and publication as provided by law.

Passed by the Council on the _____ day of _____, _____, and approved this _____ day of _____, _____.

Mayor

ATTEST:

City Clerk

First Reading: _____

Second Reading: _____

Third Reading: _____

I certify that the foregoing was published as Ordinance No. _____ on the _____ day of _____, _____.

City Clerk



MEMORANDUM

To: Mayor and City Council

From:

Date: November 1, 2021

Subject: First consideration of an Ordinance amending the Code of Ordinances of the City of Indianola, Iowa by amending provisions pertaining to alcoholic beverage control.

Recommendation: Roll call is in order.

Attachments: 1. Ord - Alcohol

ORDINANCE NO. _____

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF INDIANOLA, IOWA, BY AMENDING PROVISIONS PERTAINING TO ALCOHOLIC BEVERAGE CONTROL

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

SECTION 1. SUBSECTION MODIFIED. Subsection 2 of Section 120.05 of the Code of Ordinances of the City of Indianola, Iowa, is repealed and the following adopted in lieu thereof:

2. Sell or dispense any alcoholic beverage on the premises covered by the license or permit, or permit its consumption thereon between the hours of 2:00 a.m. and 6:00 a.m. on a weekday, and between the hours of 2:00 a.m. on Sunday and 6:00 a.m. on the following Monday; however, a holder of a liquor control license or retail wine or beer permit granted the privilege of selling alcoholic liquor, wine, or beer on Sunday may sell or dispense alcoholic liquor, wine, or beer between the hours of 6:00 a.m. on Sunday and 2:00 a.m. of the following Monday, and further provided that a holder of any class of liquor control license or the holder of a Class "B" beer permit may sell or dispense alcoholic liquor, wine, or beer for consumption on the premises between the hours of 6:00 a.m. on Sunday and 2:00 a.m. on Monday when that Monday is New Year's Day and beer for consumption off the premises between the hours of 6:00 a.m. on Sunday and 2:00 a.m. on the following Monday when that Sunday is the day before New Year's Day.

(Code of Iowa, Sec. 123.49[2b] and 123.150)

SECTION 2. SEVERABILITY CLAUSE. If any section, provision or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

SECTION 3. WHEN EFFECTIVE. This ordinance shall be in effect from and after its final passage, approval and publication as provided by law.

Passed by the Council on the _____ day of _____, _____, and approved this _____ day of _____, _____.

Mayor

ATTEST:

City Clerk

First Reading: _____

Second Reading: _____

Third Reading: _____

I certify that the foregoing was published as Ordinance No. _____ on the _____ day of _____, _____.

City Clerk



MEMORANDUM

To: Mayor and City Council

From:

Date: November 1, 2021

Subject: First consideration of an Ordinance amending the Code of Ordinances of the City of Indianola, Iowa, by amending provisions pertaining to elections.

Recommendation: Roll call is in order.

Attachments: 1. Ord - Elections

ORDINANCE NO. _____

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF INDIANOLA, IOWA, BY AMENDING PROVISIONS PERTAINING TO ELECTIONS

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

SECTION 1. SECTION MODIFIED. Section 6.02 of the Code of Ordinances of the City of Indianola, Iowa, is repealed and the following adopted in lieu thereof:

6.02 NOMINATIONS BY PETITION. Nominations for elective municipal offices of the City may be made by nomination paper or papers signed by not less than 50 eligible electors, residents of the City.

(Code of Iowa, Sec. 45.1)

SECTION 2. SEVERABILITY CLAUSE. If any section, provision or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

SECTION 3. WHEN EFFECTIVE. This ordinance shall be in effect from and after its final passage, approval and publication as provided by law.

Passed by the Council on the _____ day of _____, _____, and approved this _____ day of _____, _____.

Mayor

ATTEST:

City Clerk

First Reading: _____

Second Reading: _____

Third Reading: _____

I certify that the foregoing was published as Ordinance No. _____ on the _____ day of _____, _____.

City Clerk



MEMORANDUM

To: Mayor and City Council
From: Andy Lent, City Clerk/CFO
Date: November 1, 2021
Subject: Resolution adopting Council Policy for Hotel/Motel Tax Funding for Community and External Organizations

Introduction: Consideraiton of a policy for distribution of Hotel/Motel tax revenue

Background: Under the Code of Iowa, every distribution of funds from a city must be tied to a public purpose. Staff has been advised by the City's auditor that the state is starting to more closely review distributions that are made to non-profits to ensure there is a public purpose. Staff had also previously been directed by the Council to develop a policy to better determine the allocation of the available Hotel/Motel tax revenue.

Discussion: Staff have drafted the policy and application included in the Council packet. These materials have been reviewed by the City's auditor, who has stated that the materials cover the concerns he has about the demonstration for a public purpose. The policy and application will also assist the Council to determine the allocation of the Hotel/Motel tax revenue for upcoming fiscal budgets.

Budget Impact: Annually, there is about \$35,000 in discretionary Hotel/Motel tax revenue.

Recommendation: Approval of the policy.

Attachments:

1. Res. Approve Hotel-Motel Policy
2. Hotel_Motel Tax Funding Policy
3. Hotel Motel Funding Application FY 22-23

RESOLUTION 2021-

**RESOLUTION TO APPROVE POLICY FOR
DISTRIBUTION OF HOTEL/MOTEL TAX REVENUE**

WHEREAS, Under the Code of Iowa, all expenditures by the City of Indianola, including Hotel/Motel tax revenue, must be tied to a public purpose, and

WHEREAS, the attached policy has been drafted to comply with said requirement, and

WHEREAS, the attached policy has been reviewed by the City's auditor, and

WHEREAS, the Council wishes to use the attached policy and application for distribution of Hotel/Motel tax revenue beginning in FY2023.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Indianola, Iowa that the attached Policy for the Distribution of Hotel/Motel tax revenue is approved.

Passed and approved this 1st day of November 2021.

Pam Pepper, Mayor

ATTEST:

Andrew J. Lent, City Clerk/CFO

City of Indianola - City Policy
Hotel/Motel Tax Funding for Community and External Organizations
Adopted by City Council _____

1. OVERVIEW

The City Council considers funding requests from community and external organizations ("Organizations") as it develops the City's annual operating budget for the following fiscal year. Funding for these organizations is allowable under guidelines established for collection of Hotel/Motel taxes. The City's budget is generally certified by each March 31st for the fiscal year beginning July 1st.

For Hotel/Motel Tax funding to be considered, the Organization must meet one of the following criteria:

- A. Organization must submit a request using the City's Funding Request Form, as prescribed by this policy, and include all requested information outlined in the next section, by the deadline indicated on the funding request form, OR
- B. Be part of a 28E intergovernmental agreement with the City which obligates a contribution to the Organization (these entities will not need to complete the Funding Request Form each year).

2. DOCUMENTATION REQUIREMENTS

All Organizations qualifying under criteria (A) above must submit each of the following, along with a completed Request for Hotel/Motel Tax Funding form:

- A. Balance sheet/statement of cash position as of the most recently ended month available.
- B. Income statement/statement of cash flow for the most recently completed fiscal year or calendar year.
- C. For applicants that have received City funding in the immediate prior year, a full accounting of use of prior year funds contributed by the City is required.

In addition, the City may request additional information for clarification or review.

3. HOTEL/MOTEL TAX FUND GUIDELINES

The Hotel/Motel tax is a locally imposed lodging tax that is collected by the State from within the corporate boundaries of the City and remitted to the City on a quarterly basis. Iowa law (423A.4) currently limits a City to a Hotel/Motel tax rate not to exceed 7%. Voters in the City of Indianola have approved the maximum tax allowed by the State.

Once funds are received from the State, the City credits a portion of the derived tax revenue to the Parks Fund (approximately 17 percent) and a portion to the General Fund according to the basic formula outlined below, and specifically defined in Section 5. The basic spending restriction formula is as follows:

- A. Under State law (Chapter 423A), of the Hotel/Motel tax revenue remitted to the City, at least 50% must be spent for recreation, convention, cultural, or entertainment facilities. This includes:
 - 1) Acquisition of sites for, or constructing, improving, enlarging, equipping, repairing, operating, or maintaining related facilities, including parking lots at the facilities; OR
 - 2) Paying principal and interest on bonded debt for recreation, convention, cultural, or entertainment facilities; OR
 - 3) Promotion and encouragement of tourism and convention business in the City and surrounding areas.
- B. Under State law (Chapter 423A), the remaining derived Hotel/Motel tax revenue is credited to the General Fund of the City. The City may spend the derived Hotel/Motel revenue for any of its operations authorized by law within statutory limitations of City revenue derived from ad valorem taxes (property taxes).

State law (Chapter 423A) does not define a “qualified” Organization, however for purposes of the Hotel/Motel Fund revenue funding requests, the City will define a “qualified” Organization as follows:

- A. The Organization is designated as an exempt/non-profit entity under the Internal Revenue Code or is an agency of a local government. Consideration may be given to an organization using a fiscal sponsor but will not be funded after three years in this status and must be a certified non-profit by the fourth year, OR
- B. The City has a formal 28E agreement in place that obligates funding.

Further, a “qualified” Organization’s request will be considered for funding from Hotel/Motel tax revenue, if the activities or proposed project for the fiscal year meets the intent of State law for use of the Hotel/Motel revenue. The intent is to support items that will bring in additional Hotel/Motel taxes through additional lodging in Indianola or the surrounding area(s).

This intent includes the Organization’s operating purpose and whether the specific item requested for funding benefits recreation, convention, cultural, or entertainment facilities in Indianola and the Greater Des Moines area, or results in or promotes tourism or convention activities, either indirectly or directly.

While not a requirement, it is hoped that the Organization’s request could fund either:

- A. **Capital-related Items** for purchase of assets – land, buildings, motor equipment, furniture, equipment, computers, etc. with a useful life of more than one year, OR
- B. **Special Projects** to support operations or supplies needed to complete a specific non-routine project, OR
- C. **Special Events** intended to support a specific local event or a metro-wide event that generates lodging in Indianola or the surrounding area(s).

During the application process, organizations will be asked to provide details such as these categories in order for the City to track award history and its impact on the community.

All applicants, and in particular any applicant which intends to use funding for on-going operations, should be aware that an **award of funding to an organization does not guarantee or imply future (ongoing) funding is ensured or guaranteed.**

4. FUNDING FORMULAS

The amount of funding available for distribution to qualified Organizations is contingent on the City Council first fulfilling its legal obligations under previously executed 28E Agreements for use of Hotel/Motel proceeds.

The City has executed two 28E Agreements which obligate the City to contribute Hotel/Motel funding before funding other agencies. Those Agencies having a 28E Agreement with the City are not required to complete the City’s Funding Request Form described above. Generally, these 28E Agreements are established either as a flat dollar contribution, or in 1/7 increments of the Hotel Motel tax. The City’s current 28E Agreements are:

A. Greater Des Moines Convention and Visitors Bureau

This is a perpetual agreement to award 2/7 of total Hotel/Motel receipts.

B. Bravo Greater Des Moines, Inc.

This is a perpetual agreement to award 2/7 of total Hotel/Motel receipts.

The 50% spending requirement of the City for recreation, convention, cultural, or entertainment facilities related to Hotel-Motel tax (Chapter 423A) is met by the combined 2/7 of the above 28E agreements.

5. FUNDING PRIORITIES

This policy is designed to outline the qualification process for considering funding requests but acknowledges that the Hotel/Motel revenue source is not unlimited and as such, there will likely not be enough funding to satisfy all requests. The City Council will likely not be able to fully fund all requests and reserves the right to fund some Organizations at a lower or higher amount than requested.

In order to help guide funding decisions, the City Council has developed the following priorities (from highest priority to lowest priority) to evaluate the funding requests received from Organizations:

- A. 28E legal obligations
- B. Special events/projects that directly bring in lodging stays to Indianola
- C. Capital-related projects with direct Indianola impact
- D. All other requests that do not have direct Indianola impact

6. APPEAL PROVISIONS

Under exceptional circumstances, if an entity misses the deadline for the submission of their application for funding, they may appeal to the City Manager for consideration of a late application. Any appeals will be forwarded to the City Council for review. Under no circumstances will a late application be considered if it is after the date of the City Council meeting when all applicants are required to give presentations.

CITY OF INDIANOLA, IOWA
Request for Hotel/Motel Tax Funding
2022-23 Fiscal Year

To be considered for funding in the City's upcoming fiscal year (year beginning July 1, 2022), this application form must be completed and submitted to the Indianola Clerk/CFO no later than -----day, -----ber , 2021, at PM.

ELECTRONIC SUBMITTALS ARE PREFERRED.

Organizational Information

1. Name of Organization _____
2. Name of Contact Person _____
3. Address, City, State _____
4. Contact Phone # _____
5. Contact E-mail Address _____
6. Organization Website Address (if applicable) _____

Questions

7. Please indicate (Yes/No) whether your organization is exempt from Federal income tax under the Internal Revenue Code or as an agency of a local government, and if applicable, please provide copy of IRS Determination Letter.

8. If you answered NO to question 7, is your organization using a fiscal sponsor that does meet the above definition (needed in order to apply for City of Indianola funding)? If yes, please identify the Sponsor. _____
9. Is your organization eligible for funding through Bravo Greater Des Moines? If yes, did your organization receive funding in FY 21-22, and how much? _____
10. If your Organization received Indianola Hotel/Motel Tax Funding in City's Fiscal Year FY 21-22, please provide a description of where those funds were expended. Attach documentation and additional sheets as necessary.

11. What specific funding level is requested for FY 22-23 (in \$)? _____

12. Provide a brief description of the specific item or program your organization intends to fund with the City's FY 22-23 contribution, if awarded. _____

13. Does your organization's purpose (or specific program or item identified for funding), benefit recreation, cultural, or entertainment facilities in the City of Indianola? If so, please describe.

14. Does your organization's purpose (or specific program or item identified for funding), promote tourism or convention activities in Indianola and/or the Greater Des Moines area? If so, please describe: _____

15. Does your organization's purpose (or specific program or item identified for funding) provide a direct benefit to the Indianola community through either economic development, volunteerism, or by providing health and human services to the Community? If so please describe. _____

16. Please identify the number of NON-DUPLICATED Indianola and non-Indianola residents that are participants in the organization or are users/customers of the organization's facility.

NON-DUPLICATED Indianola Residents _____

NON-DUPLICATED Non-Indianola Residents _____

17. Please attach a copy of the Organization's most recent annual financial statements and, if available, it's most recent interim financial statements.

If you have questions regarding this form, please contact Andy Lent, City Clerk/CFO, using his contact information listed below. Completed applications and supporting documentation, including financial statements, are due _____ to:

City of Indianola
Attn: Andy Lent, City Clerk/CFO
110 N 1st Street
P.O. Box 299
Indianola, Iowa 50125-0299
alent@indianolaiowa.gov

(Electronic submittals are preferred)



MEMORANDUM

To: Mayor and City Council
From: Akhilesh Pal, Public Works Director
Date: November 1, 2021
Subject: Resolution amending the snow and ice removal policy to add snow routes.

Introduction: Staff has updated the City of Indianola policy and procedure manual for snow and ice removal.

Background:

Discussion: The amendments to this policy include updating Exhibit 1 and Exhibit 2 to update the equipment used for snow/ice removal and to update the snow route maps that reflect the newly adopted public roads. This policy will be presented annually to the City Council during October/November of every year.

Budget Impact:

Recommendation: Staff recommends approving the resolution to amend the snow and ice removal policy as presented.

Attachments:

1. Res 2021- Snow and Ice Removal Policy
2. Snow Ice Removal Manual 2021-22 Ver1

City of Indianola
RESOLUTION NO. 2021-

RESOLUTION AMENDING THE COUNCIL POLICY FOR THE SNOW AND ICE REMOVAL MANUAL.

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

WHEREAS, the policy regarding the Snow and Ice Removal Manual needs to be amended.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF INDIANOLA that the Council Policy for the Snow and Ice Removal Manual is hereby approved and adopted, and attached hereto as Exhibit A.

Approved this 1st day of November 2021.

Pam Pepper, Mayor

ATTEST:

Andrew J. Lent, City Clerk/CFO



EXHIBIT A

POLICY AND PROCEDURE MANUAL

SNOW AND ICE REMOVAL

CITY OF INDIANOLA, IOWA

Adopted: November 5, 2018
Revised October 19, 2020
Revised November 1, 2021

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POLICY AND PROCEDURE MANUAL SNOW AND ICE REMOVAL CITY OF INDIANOLA

POLICY

The purpose of this policy is meant to provide general guidelines for snow and ice removal operations. Due to unpredictability of weather events, this policy provides for modifications to be made in the field by the Public Works Director or designated person in charge in an effort to best serve the community and meet the intent of this policy. This policy will be presented to the City Council annually in September/October for update, review, and approval.

The City of Indianola does not utilize a "Bare Pavement" snow/ice removal policy. This policy does not guarantee that streets, sidewalks, parking areas, trails or other public property will be free of snow and ice after execution of the Snow and Ice Removal Policy and Procedure Manual. Bare, dry pavement should not be expected and will not always be provided. This plan attempts to maintain an adequate driving surface for properly equipped vehicles and drivers prepared for winter driving conditions, and to provide pedestrians with safe routes of travel.

IOWA WEATHER CONDITIONS

The average annual snowfall in Indianola is 27 inches per year. We anticipate 15 snowfall or ice events per year, which requires action on part of the City for removal or control.

The overall budgetary and planning goal for our snow and ice removal efforts is to plan for the worst, hope for the best, budget for an average snowfall, and use contingency funds if we have a severe winter.

MONITORING AND NOTIFICATION OF WINTER WEATHER EVENTS

City staff will monitor anticipated inclement weather. During significant storm events, departments will coordinate with each other regarding event intensity and winter maintenance procedures. The City of Indianola does not employ the services of a private weather forecasting service. City staff will monitor commercially available web based forecasts (i.e. Weather Underground, Weather.com), government forecast information (National Weather Service, Iowa State University Meteogram Generator), Iowa DOT Road Conditions, and local television news forecasts (KCCI, WHO, WOI). Past experience has shown forecasting farther out than 48 hours is extremely variable. Information is typically emailed out with timing of the storm and anticipated response from City Crews. The City will use all this information to formulate a response to impending winter weather. The timing, duration, and temperatures involved in a winter weather event will dictate the scope of the response from the City of Indianola.

During off-duty hours, weekends and holidays, the on-call Foreman and Police Department will monitor weather and road conditions. In the event of inclement weather, the on-call Foreman will initiate the appropriate response action for snow and ice removal.

The Police Chief, Public Works Director, and City Manager shall keep each other informed of anticipated snow events, including timing and intensity of the event. When weather conditions constitute snow removal and/or ice mediation activities, the City of Indianola Public Works Department, City Manager's Office, and the Indianola Police Department shall notify and alert citizens of these efforts. Notification to the public is sent through a press release or email to the local media outlets, the City of Indianola web page is updated, and social media sites controlled and operated by the City, the City Clerk's office, and Indianola Police Department will be updated.

USE OF CHEMICALS AND ABRASIVES (SALT AND SAND)

The objective of ice control is to provide a safe pavement surface for vehicular traffic by attempting to prevent a build-up of snow and ice on the pavement. Ice control also includes attempting to remove any build-up that may occur. This is typically done with the utilization of mechanical snow removal equipment and deicer products.

The City will typically use salt or salt/sand mix for deicing applications. However, under certain conditions it may be desirable to also utilize abrasives when pavement temperatures inhibit the melting action of rock salt. While abrasives do not have the ability to melt snow and ice, they may be utilized to provide traction in certain conditions. Due to the high overall cost of using abrasives and the associated environmental impacts, supervisory discretion will be used to determine if and when conditions are appropriate for applications. Based upon conditions, Public Works Department will have discretion as to what deicer materials are used during a respective storm event.

EQUIPMENT AVAILABLE

The primary equipment available to remove snow and ice will be supplied by the Public Works Department. The City utilizes many different types of equipment during snow and ice control operations. The equipment utilized is chosen to fit the job that must be performed at that time. List of equipment can be seen in Exhibit 1 of the Appendix to this document.

For snow plowing activities the City typically utilizes straight-blade plows, "under body" plows, as well as plows mounted on front end loaders. For blowing or physical removal of snow, the City utilizes snow blowers mounted on end loaders and tractors which can load snow directly into dump trucks or place it on adjacent right-of-way or private property.

During normal snow removal operations, 6 truck plows, 1 road grader, 1 front end loader, and 2 pickup trucks are available.

All truck-mounted snowplows have quick attachments and can be mounted in 15 minutes or less.

All plow trucks are also equipped with sanders for salt/salt applications.

MANPOWER AVAILABLE

The primary manpower for snow removal shall be supplied by the Public Works Department. The manpower consists of 2 Foreman, 4 Operations Specialists and 1 On-Call Seasonal Employee. During major events, personnel from other City departments and additional contractors may be utilized to assist with snow and ice removal efforts.

For normal snow events, the Public Works Director shall determine hours of operations, as conditions direct. The City Manager and Police Chief shall be notified of anticipated operating hours. Personnel from other City and Indianola Municipal Utility Departments may be utilized in certain prolonged events.

SANDING/SALTING PROCEDURES

Sand and salt shall be used sparingly and only when application will produce a positive result. During certain weather events priority will be given to dangerous intersections, hills, city owned and controlled parking lots, and other hazardous areas will be sanded or salted. The Public Works Director shall authorize the use of salt/sand mix, straight salt, and/or straight sand but the route driver will be responsible for the application along his/her route as need arises.

SNOW ORDINANCE/ TOWING VEHICLES ILLEGALLY PARKED

The City of Indianola Code of Ordinances Chapter 69, Sections 10 and 11 serve as referenced Code for this Policy Manual (Exhibit 3). The purpose of the snow ordinance is to allow for safe and efficient snow removal operations on snow routes throughout the City. Cars parked on the streets during a snow removal effort may be ticketed and/or towed away in accordance with the City Code. If forecasts indicate that two inches of snow or more is probable the City of Indianola may begin proactive notification that the snow ordinance will go into effect. It will be the City's goal to time the commencement of the snow ordinance to minimize the inconvenience on the public; however, the timing of the beginning of the ordinance will be dictated by the winter weather event. Vehicles parked on the streets during a snow removal effort may be ticketed and/or towed to allow for safe and efficient plow operations.

Depending upon severity of winter event, the Public Works Director (or designated department representative) will communicate with the Police Chief and the City Manager as to timing of plowing and snow hauling activities. In extreme weather occurrences or sustained weather events, trucks may only be plowing on select arterial and collector streets in order to maintain passable conditions for emergency vehicles.

SNOW REMOVAL PROCEDURES

Snowfalls less than 2 (two) inches will not be plowed from streets unless drifting is occurring. Accumulation of snow on or drifting of streets may dictate variations in snowplowing activity.

Snow removal efforts shall be made on a priority system as follows:

<u>Public Facilities/ Downtown Square</u>	Cleared within 12-24 hours of end of snow event by Public Works Department. Hauling of snow, where necessary, will occur when deemed practical and necessary.
<u>Arterial and Collector Streets</u>	Cleared within 12-24 hours of end of snow event by Public Works Department.
<u>Residential Streets</u>	Cleared within 12-24 hours of end of snow event by Public Works Department.
<u>Alleys</u>	Cleared within 48 hours of end of snow event by City Water Pollution Control.
<u>Public Parking Lots</u>	Snow will be plowed in driveways of parking lots and vacant parking spots within 12-24 hours of end of snow event by Public Works Department. Hauling of snow, where necessary, will occur when deemed practical and necessary.
<u>Sidewalk, City Responsibility and Trail</u>	Cleared within 48 hours of end of snow event by City Parks Department.

Note: Due to route efficiency, intermingling of types of streets, and changes in priority due to unforeseen events, the aforementioned areas are not necessarily plowed in the order that they are presented in this document.

BOUNDARY STREET JURISDICTION-RESPONSIBILITY

The City of Indianola will not be responsible for any snow removal outside our municipal boundaries except on roads with 28E agreements in place in cooperation with Warren County. The map in Exhibit 4 of the Appendix will show Warren County/ City of Indianola responsibilities per the 28E agreement. The City is also not responsible for snow removal on the State Highways of 2nd Avenue and Jefferson Way, because they fall under the jurisdiction of Iowa Department of Transportation.

SIDEWALKS – PRIVATE RESPONSIBILITY

All sidewalks adjacent to private property are the responsibility of the property owner or occupant. All complaint calls shall be routed to the Community Development Department

for complaint follow-up and code enforcement. The City Code section concerning private sidewalk snow and ice removal can be found in Exhibit 3 of the Appendix to this document.

A reasonable time period shall be 48 (forty-eight) hours for purposes of enforcement. The City lacks sufficient manpower to clear sidewalks so every effort should be made to convince the property owner to clear the sidewalk of ice and snow.

DRIVEWAYS – PRIVATE

City snowplows will not clear private driveways of snow or ice. Due to the location of driveways and the volume of snow being moved, there will be occasions where the plowing operations may deposit additional snow into private driveways. The removal of snow and ice placed in driveways by city plows is the responsibility of the property owner. Snow or ice from a private driveway or property may not be placed on or pushed across a city street. The City Code section concerning private driveway snow and ice removal can be found in Exhibit 3 of the Appendix to this document. Please notify the Police Department of any violations of the city code.

MAILBOXES

Every attempt will be made by the snowplow operator to clean snow adjacent to mailboxes to allow rural type mail delivery. The snow will only be cleaned, however, from curb line to curb line. The adjacent property owner is responsible for any other snow cleaning and to assure the mailbox is properly installed to withstand snow-clearing efforts by the City. The City will not be responsible for damage to mailboxes unless they were properly constructed and struck by a snowplow. It must be shown that a City plow struck the mailbox or the support structure of the mailbox for the City to be held responsible for any damage. The City will not be responsible for any damage to mailboxes caused by snow and/or ice or the force of snow and/or ice thrown from the plow during plowing operations.

If a complaint is received regarding a mailbox suspected of being hit by a snowplow, an incident report must be filled out by the citizen issuing the complaint. The City will investigate the complaint and notify the citizen of the outcome. If it is determined that the City did hit the mailbox in question, the City will provide the materials and labor necessary to install a 4X4 mailbox post assembly and USPS-approved, standard-size mailbox. Mailboxes of alternate construction, size, and/or material will have a claim filed by the property owner with the City's insurance company through the Risk Management Department.

COMMUNICATIONS

All snowplow equipment shall keep in radio communication with the Public Works Director, Foreman or Dispatcher at all times. Check the radio before starting duty. Radio communications by snowplow operators shall be between supervisor and equipment operators.

All communications, whether they are direct, telephone, or radio shall be made in a kind, courteous, and business-like in manner.

The supervisor on duty shall periodically keep the City Manager informed on road conditions and snow removal efforts.

CITIZENS COMPLAINTS

All citizen complaints on the snow removal effort shall be routed to the Public Works Department. Snowplow operators shall avoid verbal confrontations with citizens. All citizen complaints shall be treated courteously and followed up on promptly. Complaints will be reviewed, debriefed, and responded to. Every attempt will be made to respond to inquiries/complaints within 2 business days during normal business hours. Due to the nature of snow removal operations, citizens are encouraged to use the customer service portal on the City of Indianola website (www.indianolaiowa.com) as a preferred method of reporting.

WORK HOURS AND RULES

Employees will be compensated according to the effective Employee Policy.

SAFETY PROCEDURES

Safety is paramount to any snow event. The sole purpose of the snow/ice removal operation is to make the streets, sidewalks, alleys, and parking lots safe for the motoring and walking public. All snowplow operators shall observe the following safety rules.

Check your snow removal equipment prior to leaving the shop including:

- All working lights and emergency lights
- Radio
- Snowplow and frame for damage
- Sander
- Rearview mirrors
- Flags and reflectors
- Windshield wipers
- Heater and defroster
- Oil and gas levels
- Obey all applicable traffic laws.
- Report any non-working equipment immediately.
- Use reasonable caution in operation of snow removal equipment.
- Do not drive too fast.
- Slow down if in cramped quarters with parked cars on a street.
- Know your route and any fixed objects covered by snow.
- Only travel on wrong side of street if another truck is blocking traffic.
- Do not follow cars or other snow removal equipment too closely.
- Slow down prior to turning – your plow will tend to push you where it wants to go.

- Snowplows are emergency equipment, but they still must obey all traffic laws and give right-of-way to other vehicles.
- Notify following truck prior to turning, when plowing in tandem.

ACCIDENTS

Report all accidents immediately to your supervisor and the Police Department. The Police Department will be called to investigate the accident. All procedures for property damage and/or injury shall be followed as outlined in the City Employee Handbook. The Risk Management/ Human Resources is also to be notified.

CARE AND USE OF EQUIPMENT

The snowplow operator is responsible for routine maintenance on his vehicle. Report any maintenance needed to the supervisor on duty. Check vehicle before and after use for any maintenance needed or damage to equipment. The vehicle is to be refueled at the end of duty shift.

During snow removal emergencies snow removal equipment maintenance will take priority over any other city equipment or vehicles, subject to the discretion of the department supervisor.

No towing or pushing of vehicles, other than city vehicles, shall be allowed. No “jump” starting private vehicles shall be allowed. Rides to private citizens, other than city employees shall not be allowed except for emergency purposes only, i.e.: doctors to surgery, nurses needed for surgery, pharmacist for medicine calls, any other rides must be approved by the City Manager.

SEVERE STORM & DECLARED EMERGENCY MANAGEMENT

In the case of severe storms, state, or federally declared disasters as they apply to snow events, and when the City’s emergency operations center is activated, the management of extreme snow emergency incidents will be conducted utilizing the National Incident Management System (NIMS) and Incident Command System (IC). Decisions for this utilization will be based off information provided by local and national weather service predictions and forecasting from the Des Moines office (NOAA).

OTHER AREAS OF CONCERN AND ATTENTION

The Public Works Department will assist all other City and Indianola Municipal Utility Departments with needs that arise in snow and ice efforts.

The YMCA of Greater Des Moines will coordinate and pay for snow and ice removal efforts at the Indianola YMCA facility.

APPENDIX INDEX
POLICY AND PROCEDURE MANUAL
SNOW AND ICE REMOVAL
PUBLIC WORKS DEPARTMENT
CITY OF INDIANOLA

Exhibits

1. Equipment Assigned – Public Works Department
2. Maps of City Snow Routes
3. City Code Sections Referenced within the Policy and Procedure Manual
4. Map for 28E Agreement between Indianola and Warren County

Exhibit 1: Equipment Assigned – Public Works Department

<u>Unit</u>	<u>Year</u>	<u>Make</u>	<u>Function</u>
5	10	Case 621E Wheel Loader	w/bucket/blower/plow
7	18	Freightliner 114SD Tandem Axle	w/plow & sander
9	16	Freightliner 114SD Tandem Axle	w/plow & sander
12	07	International Single Axle	w/plow & sander
21	16	Ford F250	w/plow
22	20	International Single Axle	w/ plow & sander
23	14	International Single Axle	w/ plow & sander
24	14	International Single Axle	w/ plow & sander
27	17	JohnDeer Maintainer	w/ plow blade
28	07	International Single Axle	w/ plow & sander
30	10	SnowGo Snow Blower	mounted to Unit 5
29	19	Ram 350	w/ plow

Exhibit 2: Maps of City Snow Routes

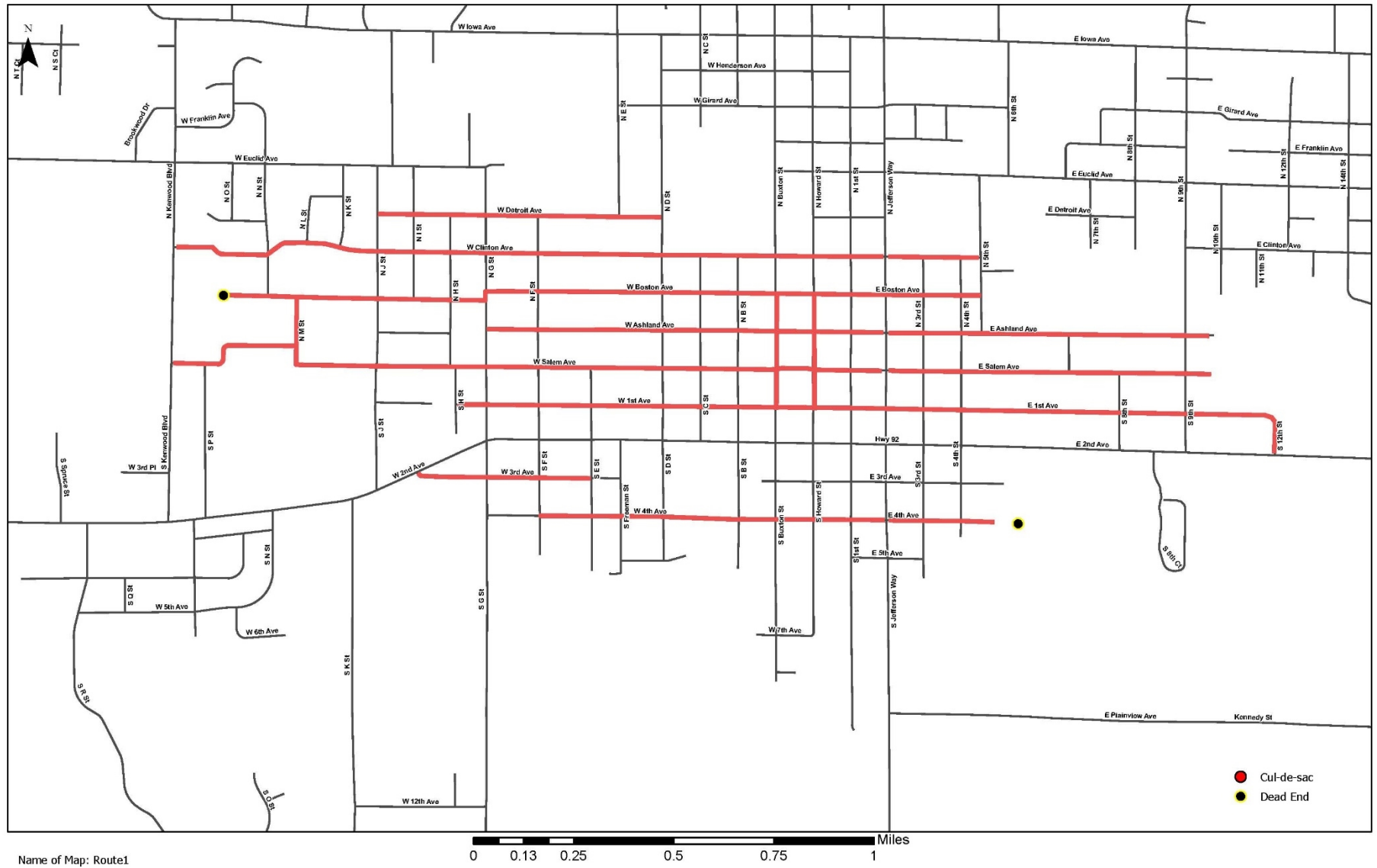


Exhibit 2: Maps of City Snow Routes

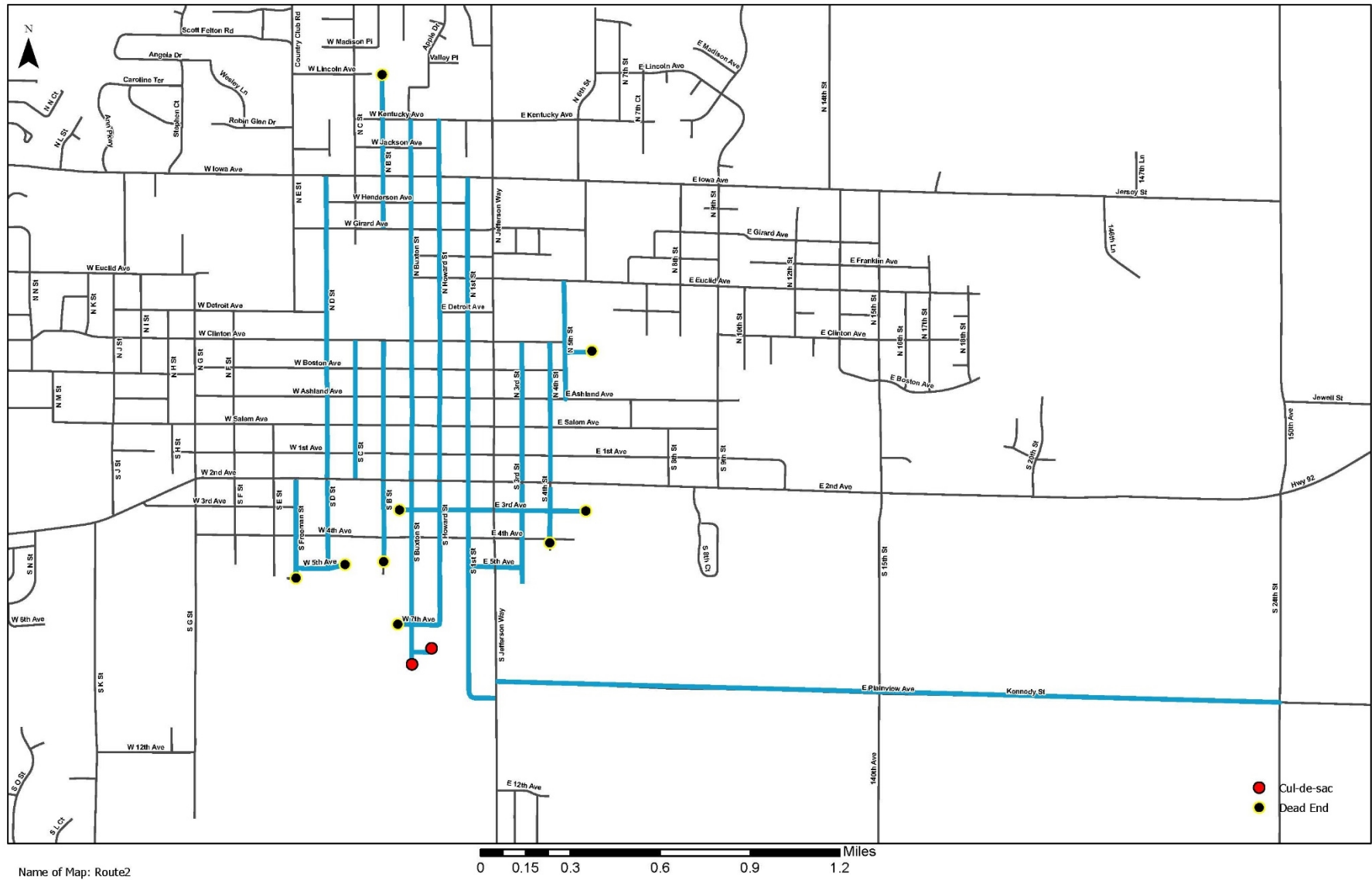


Exhibit 2: Maps of City Snow Routes

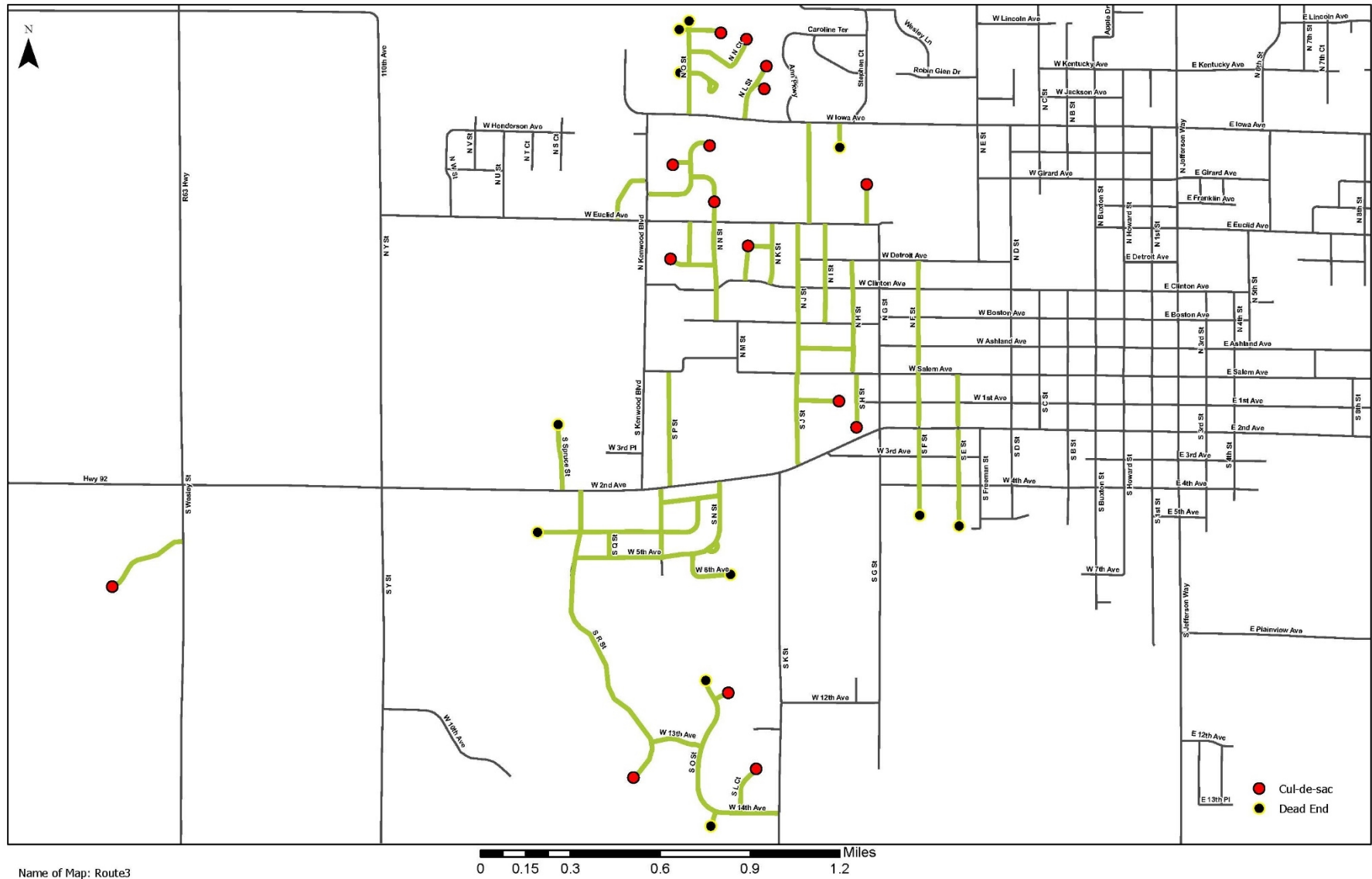
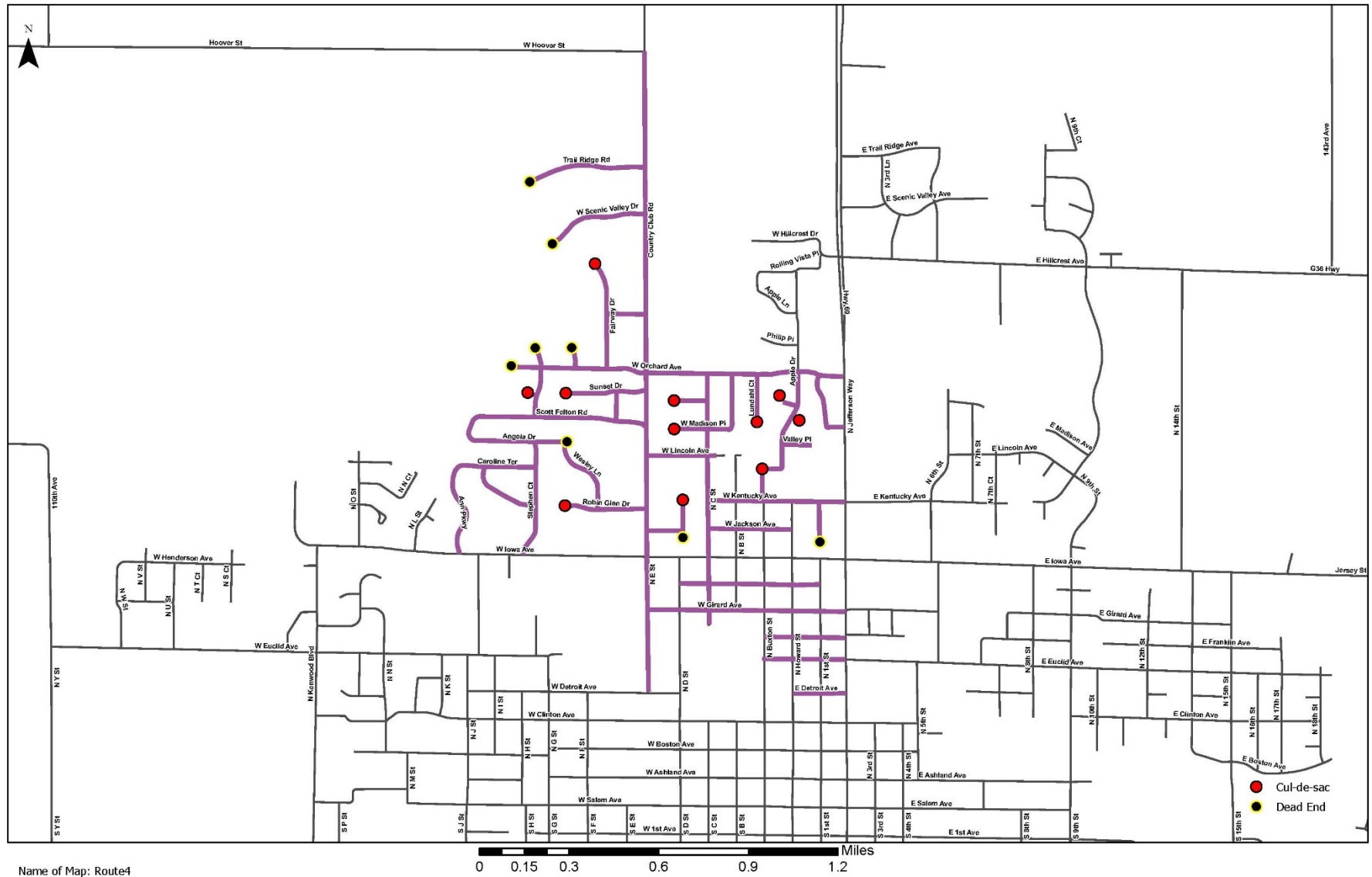
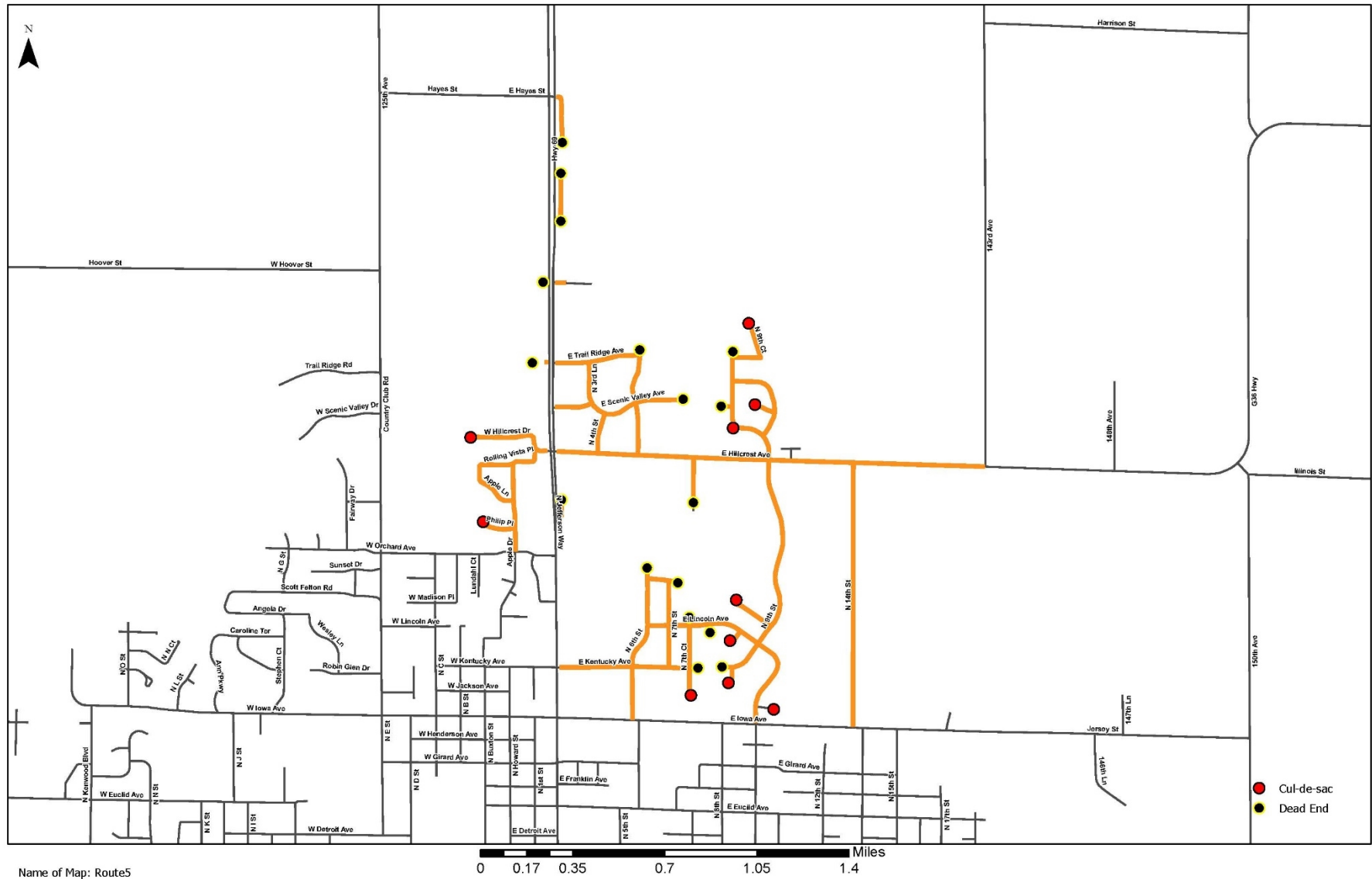


Exhibit 2: Maps of City Snow Routes



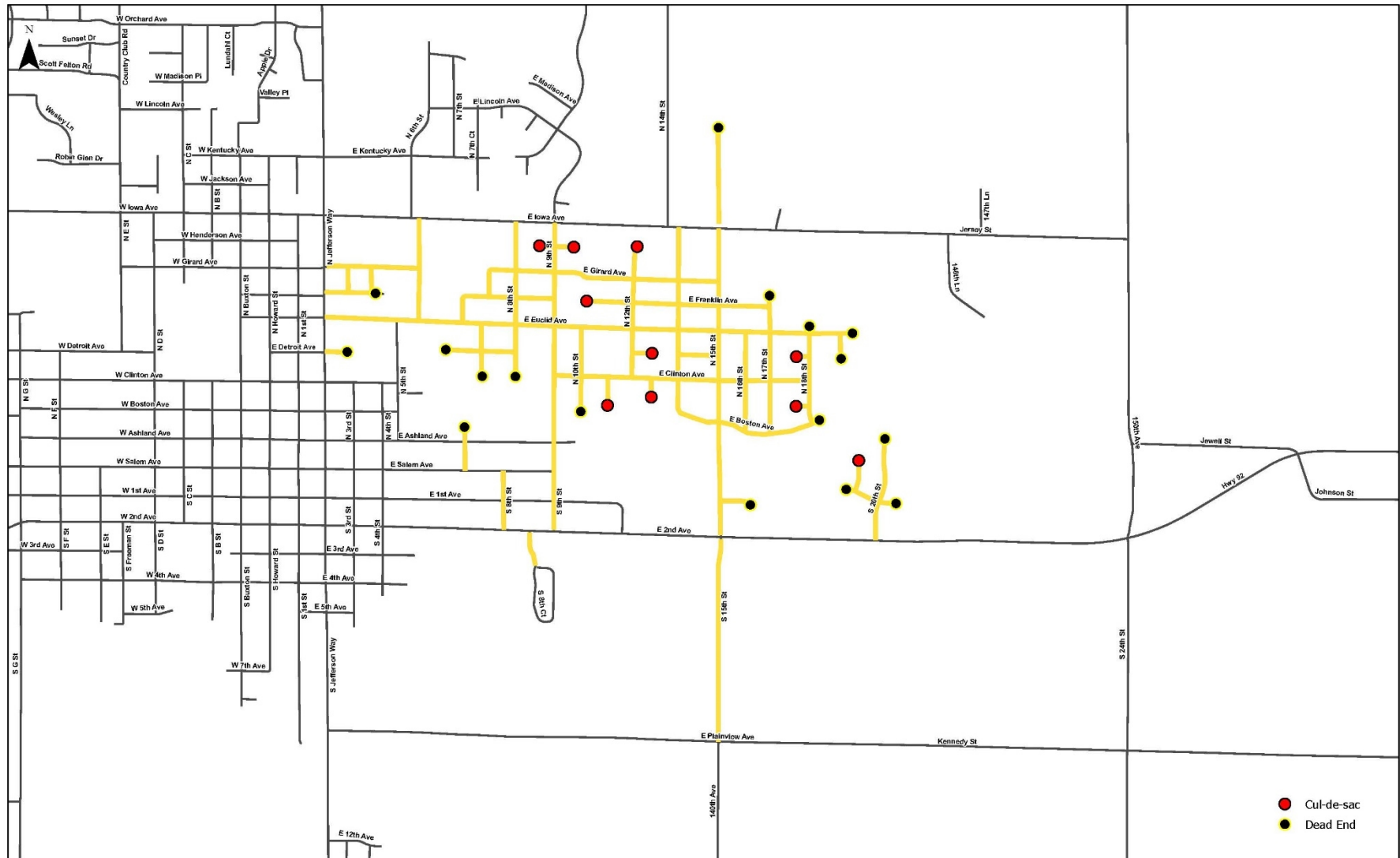
Snow/Ice Route #4

Exhibit 2: Maps of City Snow Routes



Snow/Ice Route #5

Exhibit 2: Maps of City Snow Routes

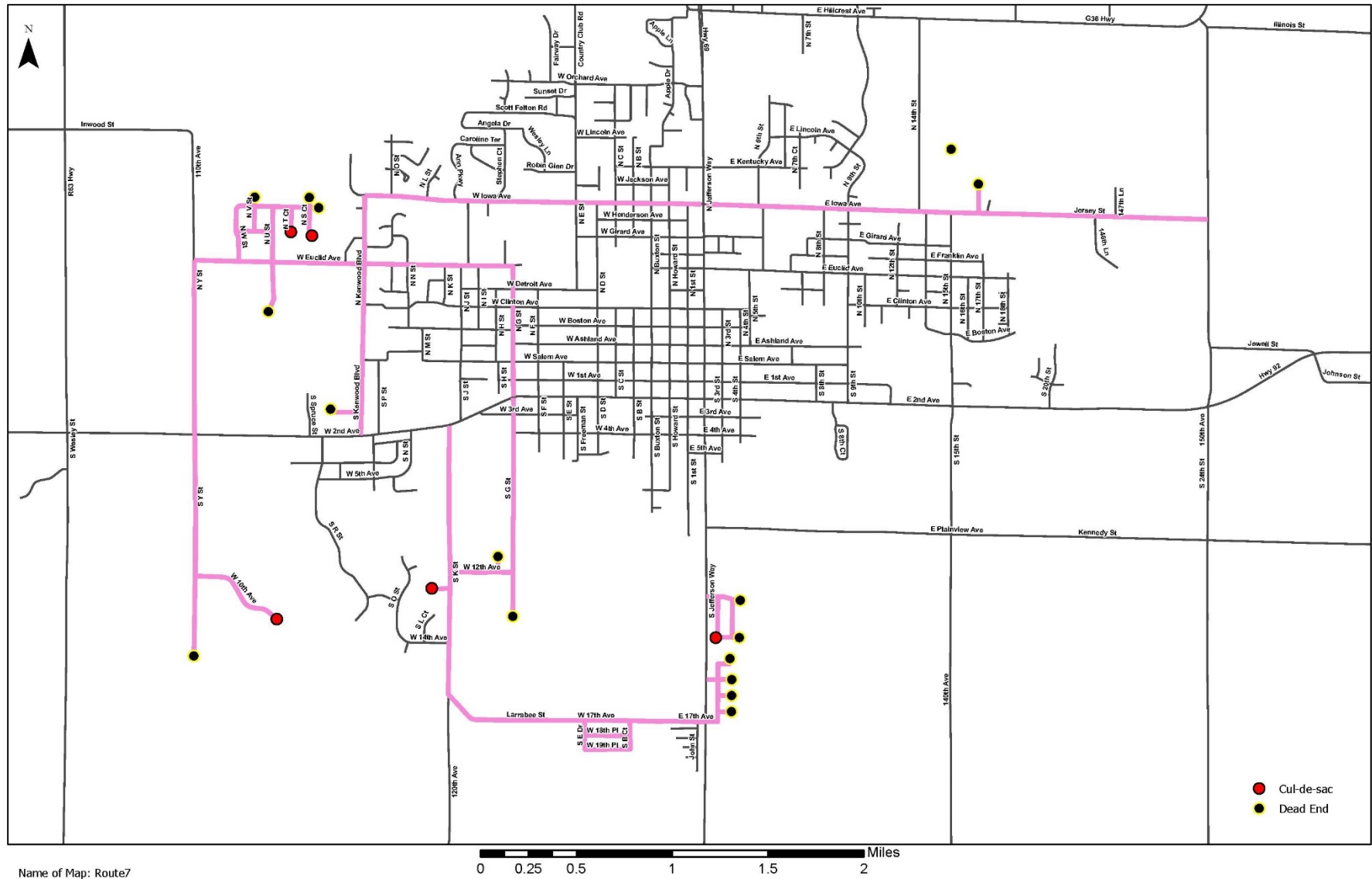


Name of Map: Route6

0 0.15 0.3 0.6 0.9 1.2 Miles

Snow/Ice Route #6

Exhibit 2: Maps of City Snow Routes



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Exhibit 3: Referenced City Code Sections

69.10 SNOW EMERGENCY.

1. No person shall park, abandon or leave unattended any vehicle on any public street, alley or parking areas in the public right-of-way and immediately adjacent to the traveled portion of a street during any snow emergency parking ban unless the snow has been removed or plowed from the street, alley or parking areas in the public right-of-way and immediately adjacent to the traveled portion of a street and the snow has ceased to fall. A snow emergency parking ban shall begin when the National Weather Service predicts that two (2) or more inches of snow or ice will fall in the Indianola area or two (2) or more inches of snow or ice has fallen in the Indianola area, and shall continue through the duration of the snow or ice storm and the forty-eight-hour period after cessation of the storm, except as above provided upon streets which have been fully opened.

2. Such a ban shall be of uniform application, and the Police Chief is directed to widely publicize the requirements, using all available news media, in early November of each year. The emergency shall be extended or shortened when conditions warrant upon proclamation by the City Manager or a designee.

3. The foregoing prohibition shall be modified within the downtown area and near the Simpson College campus as follows:

A. On Howard Street, from Boston Avenue to First Avenue;

B. On Buxton Street, from Boston Avenue to First Avenue;

C. On Ashland Avenue, from First Street to B Street;

D. On Salem Avenue, from First Street to B Street;

E. On B Street, from First Avenue to Boston Avenue;

F. On First Street, from First Avenue to Boston Avenue;

G. On Boston Avenue, from First Street to B Street;

H. On First Avenue, from First Street to B Street;

I. On D Street, from Girard Avenue to Detroit Avenue;

J. On C Street, from Clinton Avenue to Girard Avenue.

K. On Detroit Avenue, from Howard Street to Buxton Street.

4. The foregoing prohibition does not apply to the area described in subsections 3(A) through (H) during normal business hours of 8:00 a.m. to 6:00 p.m. and during evening business hours as defined by the Indianola Chamber of Commerce, and further, during Christmas holiday hours as defined by the Indianola Chamber of Commerce each year. The foregoing prohibition does not apply to the area described in subsections 3(I) through (K) between 8:00 a.m. and 10:00 p.m.

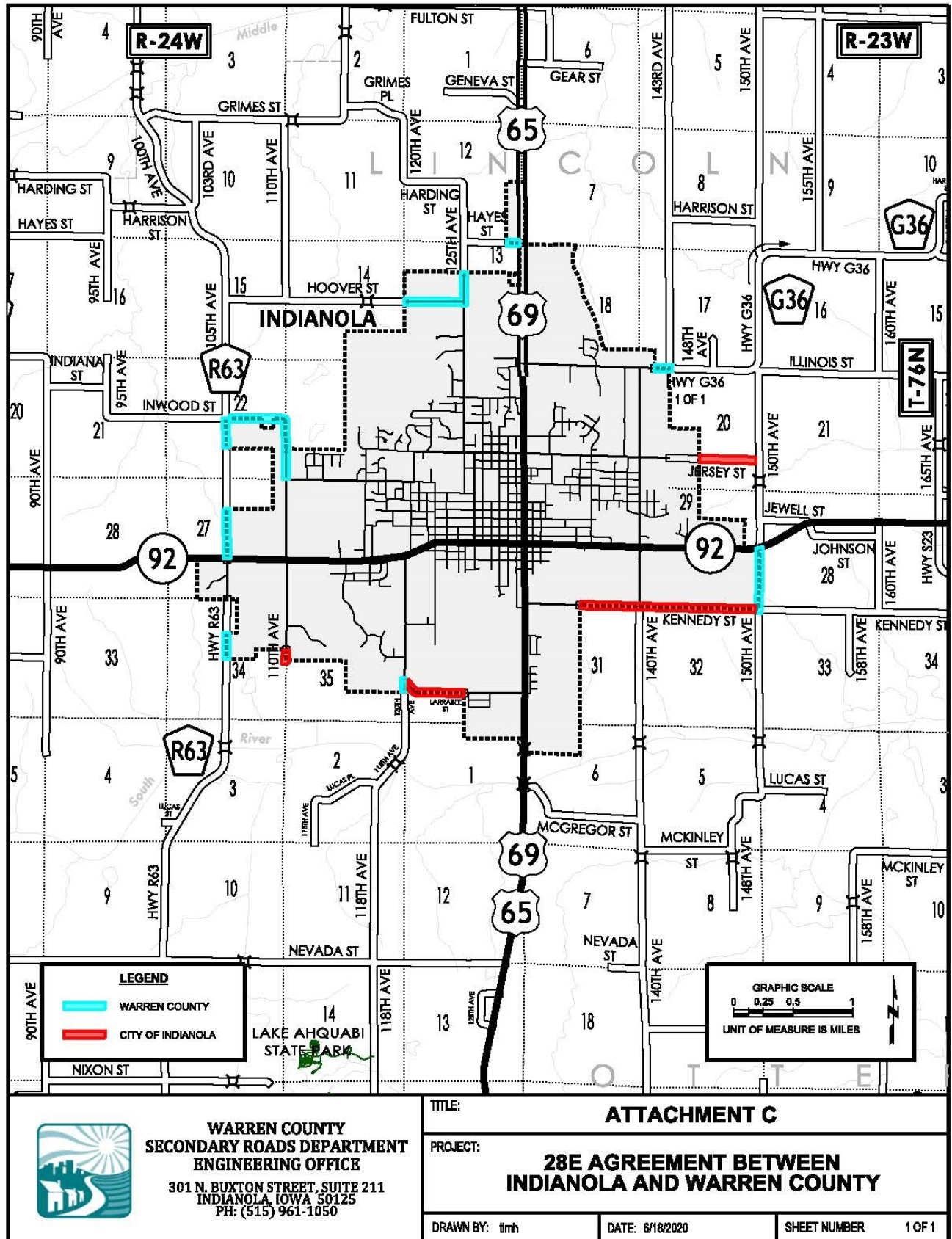
(Ord. 1288 – Aug. 04 Supp.)

69.11 SNOW ROUTES. The Council may designate certain streets in the City as snow routes. When conditions of snow or ice exist on the traffic surface of a designated snow route, it is unlawful for the driver of a vehicle to impede or block traffic.

136.03 REMOVAL OF SNOW, ICE AND ACCUMULATIONS. It is the responsibility of the abutting property owners to remove snow, ice and accumulations promptly from sidewalks. If a property owner does not remove snow, ice or accumulations within a reasonable time, the City may do so and assess the costs against the property owner for collection in the same manner as a property tax. The abutting property owner may be liable for damages caused by the failure of the abutting property owner to use reasonable care in the removal of the snow or ice. If damages are to be awarded under this section against the abutting property owner, the claimant has the burden of proving the amount of the damages. To authorize recovery of more than a nominal amount, facts must exist and be shown by the evidence which afford a reasonable basis for measuring the amount of the claimant's actual damages, and the amount of actual damages shall not be determined by speculation, conjecture or surmise. All legal or equitable defenses are available to the abutting property owner in an action brought pursuant to this section. The City's general duty under this section does not include a duty to remove natural accumulations of snow or ice from the sidewalks. However, when the City is the abutting property owner it has the specific duty of the abutting property owner set forth in this section.

135.12 DUMPING OF SNOW. It is unlawful for any person to throw, push, or place or cause to be thrown, pushed or placed, any ice or snow from private property, sidewalks, or driveways onto the traveled way of a street or alley so as to obstruct gutters, or impede the passage of vehicles upon the street or alley or to create a hazardous condition therein; except where, in the cleaning of large commercial drives in the business district it is absolutely necessary to move the snow onto the street or alley temporarily, such accumulation shall be removed promptly by the property owner or agent. Arrangements for the prompt removal of such accumulations shall be made prior to moving the snow.

Exhibit 4: Map for 28E Agreement between Indianola and Warren County



G:\28E Agreements\Indianola\Drawings - Amended June 2020\28E-IND-APPC.dgn



MEMORANDUM

To: Mayor and City Council
From: Ryan Waller, City Manager
Date: November 1, 2021
Subject: Receive and file correspondence from October 15 and 22, 2021 weekly updates from City Manager, Ryan Waller.

Recommendation: Simple motion is in order.

Attachments:

1. Weekly Update 10.15
2. Weekly Update 10.22

Jackie Raffety

From: Jackie Raffety
Sent: Friday, October 15, 2021 4:20 PM
Subject: Indianola Weekly Update 10.15

Good afternoon! Below, please find this week's update for the City of Indianola. If you have any questions, please reach out to staff at City Hall at 515-961-9410.
Have a great weekend!

Jackie Raffety
Deputy City Clerk
City of Indianola
110 N 1st St
Indianola, IA 50125
515-961-9410, option 1
515-962-5240



Press Release

Linked below, please find a press release sharing news involving Indianola's City Manager, Ryan Waller.

[Press Release](#)

Fall Clean-Up Event

The City's annual fall clean-up event is scheduled from 9:00 a.m. to 4:00 p.m. on Saturday, October 16. A state-issued photo ID showing a current address at a residence within Indianola city limits will be required. Details about the event may be found on the City's website, social media outlet, and via the link provided below.

[Fall Clean-Up Information \(LINK\)](#)

October 18 City Council Meetings

The City Council will meet on Monday, October 18 for its regular meeting and study session (immediately follows regular meeting). The agendas and comprehensive meeting materials are available on the City's website (linked below). The meetings are aired live via the City's YouTube Channel and a Zoom Webinar (links and login information may be found in the meeting packet).

[Agenda Center \(LINK\)](#)

Square Reconstruction (Streetscape) Project Update

Phase 1 of the Square Reconstruction Project continued this week with permeable paver installation and most permanent street paving concluding. Additionally, electrical work continued, and sidewalk reconstruction progressed. Next week, electrical work will wrap up on Phase 1, colored crosswalks will be installed, and sidewalk construction will continue. As sidewalk work continues, please be aware of short-term sidewalk closures and pedestrian detours. Phase 1 construction is expected to be completed by mid-November.

[Project Information \(LINK\)](#)

Ten Digit Dialing

Beginning Sunday, October 24, 2021, please be aware that an individual placing a local or long-distance phone call will be required to dial the full 10-digit number. For the full details of this federal change, please visit the provided link below.

[Ten Digit Dialing Info \(LINK\)](#)

Community Development Reports

Attached are the following reports provided by the Community Development Department:

Current Projects Update (PDF)

Of the 17 projects listed, nine are in review, one has been approved and is awaiting construction to begin, six are in construction, and one is completed.

2021 Building Permits (PDF)

This week, three building permits were submitted and two were issued. There are currently 9 building permit applications in review and 173 building permits have been issued year-to-date.

Code Enforcement (PDF)

There are currently 25 open code enforcement cases (132 code enforcement cases have been opened for the year).

City Council Anticipated Agendas

Below please find links to the documents containing anticipated agenda items for upcoming City Council meetings. These are working drafts. Agendas are published on the City's website the Thursday prior to a scheduled City Council meeting.

[**Anticipated Draft Agenda – November 1, 2021 \(PDF\)**](#)

[**Anticipated Draft Agenda – November 15, 2021 \(PDF\)**](#)

Jackie Raffety

From: Jackie Raffety
Sent: Friday, October 22, 2021 4:37 PM
Subject: Weekly Update 10.22

Good afternoon! I hope you had a great week. Below is this week's update. If you have any questions, please reach out to staff at 515-961-9410 or email cityclerk@indianolaiowa.gov.

Jackie Raffety
Deputy City Clerk
City of Indianola
110 N 1st St
Indianola, IA 50125
515-961-9410, option 1
515-962-5240



City Manager

Linked below, please find a letter from Indianola's City Manager, Ryan Waller.

Waller Letter (PDF)

Square Reconstruction (Streetscape) Project Update

Phase 1 of the Square Reconstruction Project continued this week with colored crosswalks installed and sidewalk construction continuing. Next week sidewalk construction will continue. As sidewalk work continues, please be aware of short-term sidewalk closures and pedestrian detours. Phase 1 construction is expected to be completed by mid-November.

[Project Information \(LINK\)](#)

Ten Digit Dialing

Beginning Sunday, October 24, 2021, please be aware that an individual placing a local or long-distance phone call will be required to dial the full 10-digit number. For the full details of this federal change, please visit the provided link below.

[Ten Digit Dialing Info \(LINK\)](#)

Fall Clean-Up Event

The annual fall clean-up event took place last week at the Brush Facility. More than 340 residents participated, which resulted in 200 cubic yards of appliances, 160 cubic yards of

large/bulky items, 69 television monitors being properly disposed. More than 60 residents also participated by disposing household hazardous waste. This event required 11 employees, 68 hours of labor and four pieces of equipment.

ADA Parking Lot Work

In response to a resident inquiry, City Staff performed an assessment of public parking lots. As a result of the assessment, a determination was made to perform ADA upgrades. As of the writing of this update, a majority of the work needed to perform these upgrades has been completed. The work included installing new ADA parking spaces, new van-accessible spaces, and new aisle spaces. The aisle spaces are the hatched spaces needed to deploy wheelchairs and lifts. During the last two weeks, crews from the Streets Division installed 20 signs and used several gallons of paint to perform this essential work. The only work remaining is to install three new van accessible signs, which are expected to be delivered within the next two weeks. Next summer, as part of the City's annual pavement marking program, Streets Division staff will focus on ensuring the painted markings that designate ADA spaces are consistent (i.e. have the same symbols).

Community Development Reports

Attached are the following reports provided by the Community Development Department:

Current Projects Update (PDF)

Of the 18 projects listed, nine (9) are in review, one (1) has been approved and is awaiting construction to begin, seven (7) are in construction, and (1) is completed.

2021 Building Permits (PDF)

This week, two building permits were submitted and three were issued. There are currently seven building permit applications in review and 177 building permits have been issued year-to-date.

Code Enforcement (PDF)

There are currently 27 open code enforcement cases (135 code enforcement cases have been opened for the year).

Des Moines Homebuilders Association Monthly Permit Report (PDF)

Last week, the Des Moines Home Builders Association released its monthly building permit report. Metro-wide 71 less permits were issued in September 2021 compared to September 2020 and 513 more permits have been issued year-to-date 2021 compared to 2020.

City Council Anticipated Agendas

Below please find links to the documents containing anticipated agenda items for upcoming City Council meetings. These are working drafts. Agendas are published on the City's website the Thursday prior to a scheduled City Council meeting.

Anticipated Draft Agenda – November 1, 2021 (PDF)

Anticipated Draft Agenda – November 15, 2021 (PDF)



MEMORANDUM

To: Mayor and City Council

From: Jackie Raffety, Deputy Clerk

Date: November 1, 2021

Subject: Enter into closed session in accordance with Iowa Code Section 21.5 (1)(c) to discuss strategy with legal counsel in matters that are presently in litigation or where litigation is imminent and where its disclosure would be likely to prejudice or disadvantage the government.

Recommendation: Roll call to enter and exit the closed session is in order.

Attachments: None



MEMORANDUM

To: Mayor and City Council

From: Jackie Raffety, Deputy Clerk

Date: November 1, 2021

Subject: Enter into closed session in accordance with Iowa Code Section 21.5 (1)(i) to evaluate the professional competency of an individual whose appointment, hiring, performance, or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session.

Recommendation: Roll call to enter and exit the closed session is in order.

Attachments: None