



CITY OF INDIANOLA COUNCIL MEETING

January 7, 2019

6:00 p.m.

City Council Chambers

Agenda

1. Call to order
2. Pledge of allegiance
3. Roll call
4. Public Comment
5. Consent
 - A. Approval of agenda
 - B. **Page 3** December 17, 2018 Minutes
 - C. Applications
 1. **Page 9** A renewal Class "C" Liquor, Outdoor Area and Sunday Sales Privilege for the Indianola Country Club - 1610 Country Club Road
 - D. **Page 10** Resolution setting a public hearing (January 22, 2019) to authorize the sale of real property
 - E. **Page 18** Resolution fixing January 22, 2019 for a public hearing and consideration to approve and authorize the sale of real property for development (203 W. 2nd)
 - F. **Page 26** Resolution approving salaries
 - G. **Page 28** Resolution adopting a Procurement Policy For Federal Program Funding Purpose
 - H. **Page 34** Resolution amending the Purchasing Policy for the procurement policy for federal program funding purposes
 - I. **Page 40** Resolution approving Supplemental Agreement #15 to the professional services agreement for the East Hillcrest Trail Connection (North 4th Street to Summerset Trail) with Snyder & Associates
 - J. **Page 45** Resolution approving a professional service agreement with Elder Corporation for the Concrete Crushing at the Brush Facility

- K. Page 53** Resolution approving a professional service agreement with J Pettiecord Inc. for the annual City Brush Grinding at the Brush Facility
- L. Page 61** Resolution approving a professional service agreement with J Pettiecord, Inc. for the Storm Brush Grinding at the Brush Facility
- M. Page 69** Second consideration of a request from Tim Davison for the vacation and conveyance of the North/South alley between Lot 9 and Lot 10 in Block 10 East Indianola, also known as Steele and Grantham's Addition (P&Z unanimously recommended approval on November 13, 2018)
- N. Page 79** Second consideration of a request from Tim Davison to rezone the property located at 308 E. 1st Avenue from R-2 (single and two family residential) to C-2 (highway commercial) P&Z unanimously recommended approval November 13, 2018
- O. Page 84** Claims on the computer printout for January 7, 2019
- 6.** Council Reports
 - A. Page 92** Consider nomination to the Planning and Zoning Commission
 - B. Page 97** Discussion and direction regarding the draft Rules of Procedure
- 7.** Mayor's Report - Kelly B. Shaw
 - A. Page 112** Community Update
- 8.** Public Consideration
 - A.** Old Business
 - 1. Page 114** Public hearing and consideration of a resolution making final determination on sale of interest in real property to A.J. Nelson for property located at 400 E. Euclid
 - B.** New Business
 - 1. Page 118** Resolution Approving By-Laws to be adopted by the Hometown Pride By-Laws
- 9.** Other Business
 - A. Page 125** Update on the FY 20 Budget Process
 - B. Page 127** City Manager's Report - Ryan Waller
 - * Receipt and file correspondence from December 14, 21 and 28, 2018
- 10.** Adjourn

Meeting Date: 01/07/2019

Subject

December 17, 2018 Minutes

Information

Fiscal Impact

Attachments

Minutes

REGULAR SESSION – DECEMBER 17, 2018

The City Council met in regular session at 6:00 p.m. on December 17, 2018 in the City Hall Council Chambers. Mayor Kelly B. Shaw called the meeting to order and on roll call the following members were present: Shirley Clark, Joe Gezel, Bob Kling, Greg Marchant, John Parker and Greta Southall.

A motion was made by Parker and seconded by Kling to suspend the consent agenda and reorder the agenda to place Item B-2 “Discussion and direction regarding a request from Mr. and Mrs. Cooper about previous sewer billings” before the consent agenda. On roll call the vote was, AYES: Kling, Clark, Marchant, Gezel, Southall and Parker. NAYS: None. Whereupon the Mayor declared the motion carried unanimously.

Mr. and Mrs. Cooper spoke regarding the sewer charge for back billing at their residence, 1321 S. Jefferson Way, of \$1,827.30. This amount was calculated on usage from November 2017 – October 2018. They were recently notified of a water leak which made the water triple from the previous years which also increased the sewer fees. It was moved by Parker and seconded by Kling to use the average of years two, three and four which calculates to \$499.35, this amount can also be spread over 12 months. On roll call the vote was, AYES: Kling, Clark, Marchant, Gezel, Southall and Parker. NAYS: None. Whereupon the Mayor declared the motion carried unanimously.

Council member Southall moved to approve the consent agenda as follows and Kling seconded the motion. On roll call the vote was, AYES: Parker, Kling, Clark, Marchant, Gezel and Southall. NAYS: None. Whereupon the Mayor declared the motion carried unanimously.

Approval of agenda

December 3, 2018 minutes

Applications

A new Class "C" Liquor License, Sunday Sales Privilege and Outdoor Area for LaCasa Mexican Restaurant Inc. - 508 N. Jefferson – subject to the Community Development and Fire Department's approval

A new Class "B" Wine Permit, Class "C" Liquor License and Sunday Sales Privilege for The Groggy Dog - 116 W. Ashland – subject to the Community Development and Fire Department's approval

Resolution No. 2018-214 fixing January 7, 2019 for a public hearing and consideration to approve and authorize the sale of real property for development (400 E. Euclid) – the complete resolution may be viewed at the City Clerk's Office

Resolution No. 2018-215 approving Supplemental Number 12 to the Professional Services Agreement for the South "K" Street Paving (South 17th Street to 2nd Avenue) with Snyder & Associates (the complete resolution may be viewed at the City Clerk's Office)

Resolution No. 2018-216 authorizing execution of a Professional Service Agreement between HR Green and the City of Indianola for the Indianola Wastewater Treatment Plant Improvements (the complete resolution may be viewed at the City Clerk's Office)

Resolution No. 2018-217 authorizing execution of a Professional Service Agreement between HR Green and the City of Indianola for the WWTP Trunk Sanitary Sewer Improvements (the complete resolution may be viewed at the City Clerk's Office)

Resolution No. 2018-218 approving salaries (the complete resolution may be viewed at the City Clerk's Office)

Resolution No. 2018-219 approving a new Employee Handbook (the complete resolution may be viewed at the City Clerk's Office)

Resolution No. 2018-220 determining property to be surplus and authorizing sale of property (the complete resolution may be viewed at the City Clerk's Office)

Resolution No. 2018-221 authorizing the certification of liens to the Warren County Treasurer for purposes of assessing the cost of nuisance abatement against property (the complete resolution may be viewed at the City Clerk's Office)

Annual spring/fall cleanup program

Authorize past due sewer of \$4,429.97, recycling of \$640.77 and storm water fees of \$153.05 to be sent to the State Off-Set Program for Collection

Prior and final approval application for urban revitalization designation (the complete list is on file at the City Clerk's Office)

Claims on the computer printout for December 17, 2018 and the November 2018 receipt report

The November 2018 Treasurer's Report was approved on a motion by Parker and seconded by Gezel. On roll call the vote was, AYES: Kling, Clark, Marchant, Gezel, Southall and Parker. NAYS: None. Whereupon the Mayor declared the motion carried unanimously.

Council member Kling presented the BRAVO report.

James Phillips and Chris Poole, IDOT Representative, presented the four-lane to three lane conversions from "N" Street east to 15th Street. A letter from Art Sathoff, Superintendent of the Indianola Schools, was entered into the record.

It was moved by Clark and seconded by Gezel to approve the Mayor's nomination of Mike Rozga to the IMU Board of Trustees – a term to begin January 1, 2019 and expire January 1, 2024. On roll call the vote was, AYES: Marchant, Gezel, Southall, Parker, Kling and Clark. NAYS: None. Whereupon the Mayor declared the motion carried unanimously.

A public hearing was held for FY 2019 budget amendment. There were no objections either oral or written. Council member Marchant moved, and Kling seconded to adopt the following resolution entitled, "RESOLUTION APPROVING THE FY 2019 BUDGET AMENDMENT." On roll call the vote was, AYES: Gezel, Southall, Parker, Kling, Clark and Marchant. NAYS: None. Whereupon the Mayor declared the motion carried unanimously and the following resolution duly adopted.

RESOLUTION NO. 2018-222
RESOLUTION APPROVING THE FY 2019 BUDGET AMENDMENT

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

A public hearing and first consideration of a request from Tim Davison for the vacation and conveyance of the North/South alley between Lot 9 and Lot 10 in Block 10 East Indianola, also known as Steele and Grantham's Addition was held. There were no objections either oral or written. A motion was made by Parker and seconded by Gezel to approve the first consideration of this request. On roll call the vote was, AYES: Kling, Clark, Marchant, Gezel, Southall and Parker. NAYS: None. Whereupon the Mayor declared the motion carried unanimously.

A public hearing and first consideration of a request from Tim Davison to rezone the property located at 308 E. 1st Avenue from R-2 (single and two family residential) to C-2 (highway commercial) was held. There were no objections either oral or written. It was moved by Parker and seconded by Gezel to approve the first consideration of this request. On roll call the vote was, AYES: Kling, Clark, Marchant, Gezel, Southall and Parker. NAYS: None. Whereupon the Mayor declared the motion carried unanimously.

This being the time and place fixed for a public hearing on the matter of the adoption of plans, specifications, form of contract and estimate of cost relative to the 2018 15th Street and East 2nd Sanitary Sewer Improvement Project, the Mayor called for any oral objections to the adoption of the plans, specifications, form of contract and estimate of cost. No oral objections were offered, and the City Clerk reported that no written objections had been filed.

Council Member Kling introduced the following Resolution entitled "RESOLUTION ADOPTING PLANS, SPECIFICATIONS, FORM OF CONTRACT AND ESTIMATE OF COST" for the 2018 15th Street and East 2nd Sanitary Sewer Improvement Project and moved that it be adopted. Council Member Southall seconded the motion to adopt. The roll was called, and the vote was, AYES: Clark, Marchant, Gezel, Southall, Parker and Kling. NAYS: None. Whereupon the Mayor declared the following resolution duly adopted:

RESOLUTION NO. 2018-223
RESOLUTION ADOPTING PLANS, SPECIFICATIONS, FORM OF CONTRACT
AND ESTIMATE OF COST
for the 2018 15th Street and East 2nd Sanitary Sewer Improvement Project

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

The Mayor then announced that the following bids had been opened and tabulated the bids for the public improvements described in general as the 2018 15th Street and East 2nd Sanitary Sewer Improvement Project for the City of Indianola, Indianola, Iowa, in accordance with the plans and specifications previously adopted.

The following bids were presented by the City Clerk and Finance Director:

Company	Bid
J&K Contracting Urbandale, Iowa	\$132,444.00
Joiner Construction Plano, IA	\$143,095.00
Kingston Services Des Moines, Iowa	\$144,677.00
On Track Construction Nevada, Iowa	\$101,612.00
Rognes Corp Ankeny, Iowa	\$248,954.00
Vanderpool Construction Indianola, Iowa	\$146,145.00

The Finance Director then recommended that the bid of On Track Construction of Nevada, Iowa in the amount of \$101,612.00 be accepted.

Council Member Clark introduced the following resolution entitled "RESOLUTION MAKING AWARD OF CONSTRUCTION CONTRACT", to On Track Construction in an amount of \$101,612.00 for the 2018 15th Street and East 2nd Sanitary Sewer Improvement Project and moved its adoption. Council Member Parker seconded the motion to adopt. The roll was called, and the vote was: AYES: Marchant, Gezel, Southall, Parker, Kling and Clark. NAYS: None. Whereupon, the Mayor declared the following Resolution duly adopted:

RESOLUTION NO. 2018-224
RESOLUTION MAKING AWARD OF CONSTRUCTION CONTRACT
To On Track Construction in an amount of \$101,612.00
For the 2018 15th Street and East 2nd Sanitary Sewer Improvement Project

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

A motion was made by Southall and seconded by Kling to approve the following resolution entitled, "RESOLUTION APPROVING CONSTRUCTION CONTRACT AND BOND" to On Track Construction in an amount of \$101,612.00 subject to approval by the City Attorney. On roll call the vote was, AYES: Parker, Kling, Clark, Marchant, Gezel and Southall. NAYS: None. Whereupon the Mayor declared the motion carried unanimously and the following resolution duly adopted.

RESOLUTION NO. 2018-225
RESOLUTION APPROVING CONSTRUCTION CONTRACT AND BOND
To On Track Construction in an amount of \$101,612.00

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

Donald Bendon, 1210 South "R" spoke in favor of his waiver to the sidewalk construction requirements at 1210 South "R" Street. A motion was made by Parker and seconded by Gezel to approve the sidewalk wavier (natural/physical conditions or limitations) along West 13th Street until such time a sidewalk is installed on the property to the east of 1210 South "R" Street. On roll call the vote was, AYES: Kling, Clark, Marchant, Gezel, Southall and Parker. NAYS: None. Whereupon the Mayor declared the motion carried unanimously.

Council member Marchant introduced the following resolution entitled, "RESOLUTION CREATING THE POSITION OF ADMINISTRATIVE CLERK" and moved its adoption. Council member Kling seconded the motion to adopt. On roll call the vote was, AYES: Gezel, Southall, Parker, Kling, Clark and Marchant. NAYS: None. Whereupon the Mayor declared the motion carried unanimously and the following resolution duly adopted.

RESOLUTION NO. 2018-226
RESOLUTION CREATING THE POSITION OF ADMINISTRATIVE CLERK

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

Council member Parker requested the City Council review the sewer connection fee district ordinances.

A motion was made by Southall and seconded by Parker to receive and file correspondence of the weekly updates dated November 30 and December 7, 2018 from Ryan Waller, City Manager, and the following updates:

- City Offices will be closed December 24 and 25, 2018 and January 1, 2019 for the holidays
- IMU Customer Services Representative will be relocating to their new location at 210 W. 2nd on January 11, 2019 and will be open on January 14, 2019

- The City Attorney has filed a petition with the Iowa District Court of Warren County regarding the denial by the Warren County Board of Adjustment for a Special Use Permit for the City of Indianola's new WWTP Plant of the City of Indianola

On roll call the vote was, AYES: Parker, Kling, Clark, Marchant, Gezel and Southall. NAYS: None. Whereupon the Mayor declared the motion carried unanimously.

Meeting adjourned at 7:45 p.m. on a motion by Clark and seconded by Marchant.

Kelly B. Shaw, Mayor

Diana Bowlin, City Clerk

Meeting Date: 01/07/2019

Subject

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

Information

This is a renewal of the Indianola Country Club liquor permit at 1610 Country Club Road. All of the paperwork is in order and staff has approved. Owners are Robert Curtiss and Kevin Halterman.

Fiscal Impact

Attachments

No file(s) attached.

Meeting Date: 01/07/2019

Subject

Resolution setting a public hearing (January 22, 2019) to authorize the sale of real property

Information

Council will need to consider the resolution (packet) setting January 22, 2019 as the public hearing and first consideration to vacate and sale an alley to Gil & Becky Wigeland. This alley (packet) is located next to the D&D lot they are purchasing from the City (203 W. 2nd) - see next item on the agenda. Planning and Zoning will consider this item at their meeting on January 8, 2019.

Fiscal Impact

Attachments

Resolution

Map Alley

MINUTES TO SET DATE FOR HEARING
ON SALE OF REAL PROPERTY

Indianola, Iowa

January 7, 2019

The City Council of the City of Indianola, Iowa, met on January 7, 2019, at 6:00 p.m., at the City Hall, in the City. The Mayor presided and the roll was called showing the following members of the Council present and absent:

Present: _____

Absent: _____

The Mayor reported that it would be necessary for the Council to take action to set a public hearing on the sale of certain City-owned property to Gil and Becky Wigeland in accordance with the offer presented by them.

Council Member _____ introduced a resolution hereinafter next set out and moved its adoption, seconded by Council Member _____; and after due consideration thereof by the Council, the Mayor put the question upon the adoption of the said resolution and the roll being called, the following named Council Members voted:

Ayes: _____

Nays: _____.

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

RESOLUTION NO. _____

TO FIX A DATE OF MEETING AT WHICH IT IS PROPOSED TO APPROVE
AND AUTHORIZE THE SALE OF REAL PROPERTY

WHEREAS, the City of Indianola, Iowa (the “City”) owns certain real property (the “Property”) which is located in Indianola and which is legally described as follows:

The North and South Alley lying east of Lot 4 in Block 4 in Crosthwait and Company’s Addition to Indianola, Iowa, also known as South Indianola Addition, Warren County, Iowa; and

WHEREAS, the City has reached an agreement with Gil and Becky Wigeland in accordance with the offer presented by them; and

WHEREAS, the Code of Iowa requires that, before a city may dispose of an interest in real property, the city must set forth its proposal in a resolution and publish notice as provided in Section 362.3, of the resolution and of a date, time and place of a public hearing on the proposal.

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

Section 1. The City Council will hold a public hearing on the proposal to sell the Property as set out in the preamble hereof at 6:00 p.m., on the 22nd day of January 2019, at the City Hall, in the City.

Section 2. The City Clerk is hereby authorized and directed to give notice of this resolution and of the public hearing on the proposal to sell the Property, by publication, at least once, not less than four nor more than twenty days before the date of the hearing, in a newspaper of general circulation in the City. Such notice shall be substantially in the form which is attached to this Resolution.

Section 3. All resolutions or parts thereof which are in conflict herewith are hereby repealed.

Passed and approved this 7th day of January 2019.

Mayor

Attest:

City Clerk

NOTICE OF HEARING ON RESOLUTION TO SELL REAL PROPERTY

The City Council of the City of Indianola, Iowa, has adopted a resolution relating to a proposal to sell certain real property owned by the City, legally described as follows:

The North and South Alley lying east of Lot 4 in Block 4 in Crosthwait and Company's Addition to Indianola, Iowa, also known as South Indianola Addition, Warren County, Iowa (the "Property").

The Property will be sold to Gil and Becky Wigeland in accordance with the offer presented by them.

The Council will meet on the 22nd day of January 2019, at the City Hall, in the City, at 6:00 p.m., for the purpose of holding a public hearing on the proposal.

At that time and place, oral or written comments or objections may be filed or made, and, following the hearing, the City Council will, at that meeting or a later meeting, make a final determination on the proposal, in accordance with Section 364.7 of the Code of Iowa.

By order of the City Council of the City of Indianola, Iowa.

Diana Bowlin
City Clerk

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On motion and vote, the meeting adjourned.

Mayor

Attest:

City Clerk

STATE OF IOWA
COUNTY OF WARREN
CITY OF INDIANOLA

SS:

I, the undersigned, Clerk of the City of Indianola, Iowa, do hereby certify that attached hereto is a true and correct copy of the proceedings of the City Council relating to fixing a date for hearing on the Council's proposal to take action in connection with the sale of real property, as referred to therein.

WITNESS MY HAND this _____ day of _____, 2019.

City Clerk

STATE OF IOWA
COUNTY OF WARREN
CITY OF INDIANOLA

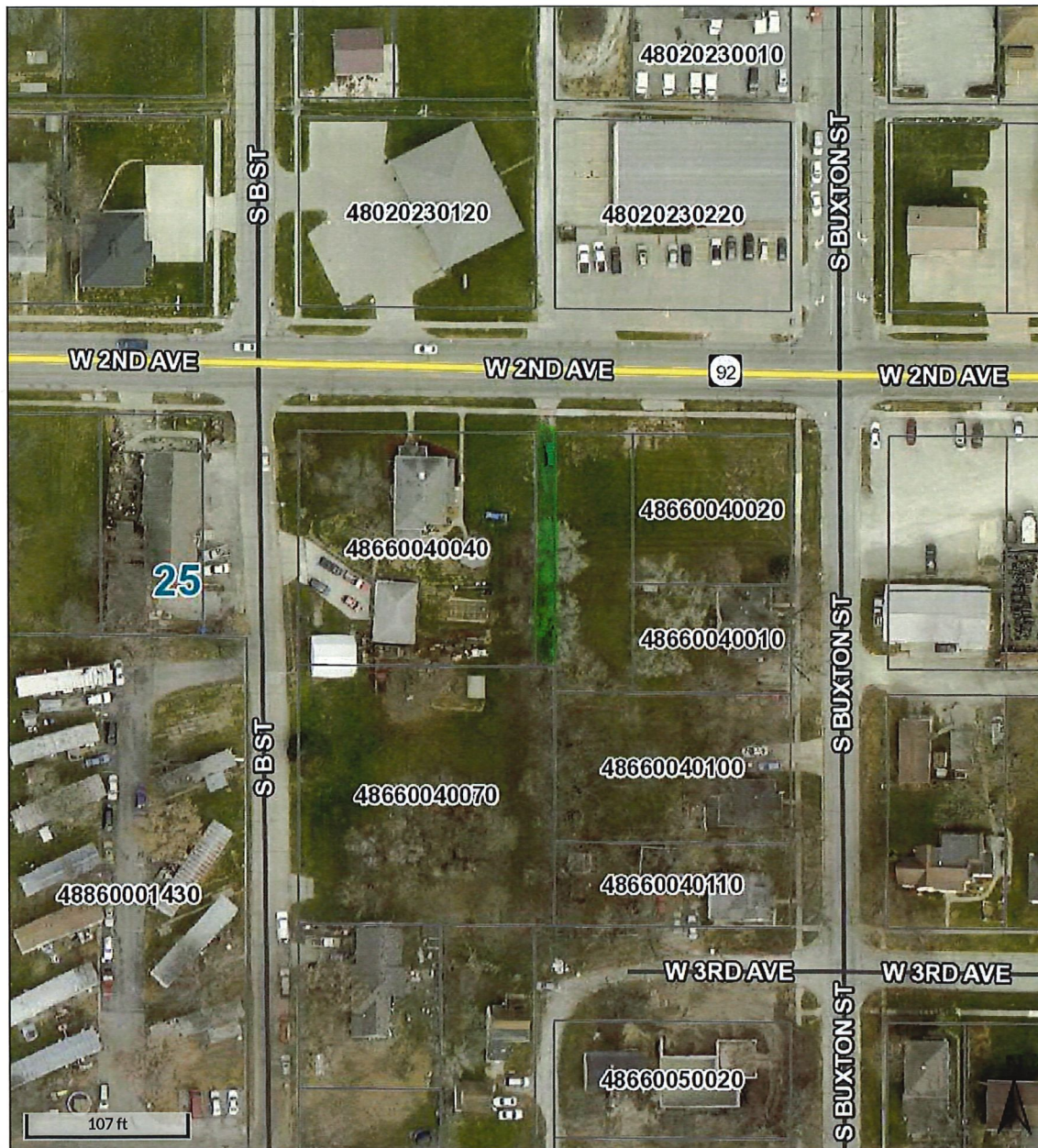
SS:

I, the undersigned, Clerk of the City of Indianola, Iowa, do hereby certify that pursuant to the resolution of its Council fixing a date of meeting at which it is proposed to take action to enter into a sale of real property, the notice, of which the printed slip attached to the publisher's affidavit hereto attached is a true and complete copy, was published on the date and in the newspaper specified in such affidavit, which newspaper has a general circulation in the City.

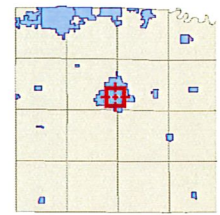
WITNESS MY HAND this _____ day of _____, 2019.

City Clerk

(Attach here publisher's original affidavit with clipping of the notice, as published)



Overview



Legend

- Roads**
 - <all other values>
 - Interstate
 - Highway
 - Ramp
 - County Gravel
 - County Level B
 - County Level C
 - City Gravel
 - City Street
 - Private Street
- Corporate Limits
- Parcels
- Political Township
- Sections
- Major Roads**
 - County Hwy
 - State Hwy
 - US Hwy
 - Interstate
 - Water

Disclaimer:

The maps included in this website do not represent a survey and are compiled from official records, including plats, surveys, recorded deeds, and contracts, and only contain information required for government purposes. No warranties, expressed or implied, are provided for the data herein, its use or its interpretation. Warren County assumes no responsibility for use or interpretation of the data. Any person that relies on any information obtained from this site does so at his or her own risk. All critical information should be independently verified.

The 2,000 Foot Buffers layer is for law enforcement guidance only, and is based on the best information available at the time it was prepared. This layer should not be considered to be a complete and accurate representation of the locations of every school or child care facility, and will be changed as new information is available. The registered offender is responsible for ensuring that proposed residence is in compliance with the law, and may not rely solely on this layer. The registered offender should seek legal advice from a licensed attorney if needed.

Date created: 12/17/2018

Last Data Uploaded: 12/17/2018 7:43:36 AM

Developed by **Schneider**
GEOSPATIAL

Meeting Date: 01/07/2019

Subject

Resolution fixing January 22, 2019 for a public hearing and consideration to approve and authorize the sale of real property for development (203 W. 2nd)

Information

In your packet is the resolution setting January 22, 2019 as a public hearing to sell 203 W. 2nd.

On January 22, 2019 a public hearing will be held and after comments have been received the council will the sell of the property.

Fiscal Impact

Attachments

Resolution

MINUTES TO SET DATE FOR HEARING
ON SALE OF REAL PROPERTY

Indianola, Iowa

January 7, 2019

The City Council of the City of Indianola, Iowa, met on January 7, 2019, at 6:00 p.m., at the City Hall, in the City. The Mayor presided and the roll was called showing the following members of the Council present and absent:

Present: _____

Absent: _____

The Mayor reported that it would be necessary for the Council to take action to set a public hearing on the sale of certain City-owned property to Gil and Becky Wigeland in accordance with the offer presented by them.

Council Member _____ introduced a resolution hereinafter next set out and moved its adoption, seconded by Council Member _____; and after due consideration thereof by the Council, the Mayor put the question upon the adoption of the said resolution and the roll being called, the following named Council Members voted:

Ayes: _____

Nays: _____.

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

RESOLUTION NO. _____

TO FIX A DATE OF MEETING AT WHICH IT IS PROPOSED TO APPROVE
AND AUTHORIZE THE SALE OF REAL PROPERTY

WHEREAS, the City of Indianola, Iowa (the “City”) owns certain real property (the “Property”) which is located in Indianola and which is legally described as follows:

The North Ninety-five (95) feet of Lots One (1) and Two (2) in Block Four (4), Crosthwait and Company’s Addition to Indianola, Iowa; and Lot 3 in Block 4 in Crosthwait and Company’s Addition to Indianola, Iowa and the East and West Alley lying South of Lot 3, Block 4 Crosthwait and Company’s Addition to Indianola, Iowa

WHEREAS, the City has reached an agreement with Gil and Becky Wigeland in accordance with the offer presented by them; and

WHEREAS, the Code of Iowa requires that, before a city may dispose of an interest in real property, the city must set forth its proposal in a resolution and publish notice as provided in Section 362.3, of the resolution and of a date, time and place of a public hearing on the proposal.

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

Section 1. The City Council will hold a public hearing on the proposal to sell the Property as set out in the preamble hereof at 6:00 p.m., on the 22nd day of January 2019, at the City Hall, in the City.

Section 2. The City Clerk is hereby authorized and directed to give notice of this resolution and of the public hearing on the proposal to sell the Property, by publication, at least once, not less than four nor more than twenty days before the date of the hearing, in a newspaper of general circulation in the City. Such notice shall be substantially in the form which is attached to this Resolution.

Section 3. All resolutions or parts thereof which are in conflict herewith are hereby repealed.

Passed and approved this 7th day of January 2019.

Mayor

Attest:

City Clerk

NOTICE OF HEARING ON RESOLUTION TO SELL REAL PROPERTY

The City Council of the City of Indianola, Iowa, has adopted a resolution relating to a proposal to sell certain real property owned by the City, legally described as follows:

The North Ninety-five (95) feet of Lots One (1) and Two (2) in Block Four (4), Crosthwait and Company's Addition to Indianola, Iowa; and Lot 3 in Block 4 in Crosthwait and Company's Addition to Indianola, Iowa and the East and West Alley lying South of Lot 3, Block 4 Crosthwait and Company's Addition to Indianola, Iowa

The Property will be sold to Gil and Becky Wigeland in accordance with the offer presented by them.

The Council will meet on the 22nd day of January 2019, at the City Hall, in the City, at 6:00 p.m., for the purpose of holding a public hearing on the proposal.

At that time and place, oral or written comments or objections may be filed or made, and, following the hearing, the City Council will, at that meeting or a later meeting, make a final determination on the proposal, in accordance with Section 364.7 of the Code of Iowa.

By order of the City Council of the City of Indianola, Iowa.

Diana Bowlin
City Clerk

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On motion and vote, the meeting adjourned.

Mayor

Attest:

City Clerk

STATE OF IOWA
COUNTY OF WARREN
CITY OF INDIANOLA

SS:

I, the undersigned, Clerk of the City of Indianola, Iowa, do hereby certify that attached hereto is a true and correct copy of the proceedings of the City Council relating to fixing a date for hearing on the Council's proposal to take action in connection with the sale of real property, as referred to therein.

WITNESS MY HAND this _____ day of _____, 2019.

City Clerk

STATE OF IOWA
COUNTY OF WARREN
CITY OF INDIANOLA

SS:

I, the undersigned, Clerk of the City of Indianola, Iowa, do hereby certify that pursuant to the resolution of its Council fixing a date of meeting at which it is proposed to take action to enter into a sale of real property, the notice, of which the printed slip attached to the publisher's affidavit hereto attached is a true and complete copy, was published on the date and in the newspaper specified in such affidavit, which newspaper has a general circulation in the City.

WITNESS MY HAND this _____ day of _____, 2019.

City Clerk

(Attach here publisher's original affidavit with clipping of the notice, as published)

Meeting Date: 01/07/2019

Subject

Resolution approving salaries

Information

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

Carrie Chambers, Recreation Intern, \$9.00/hour effective January 15, 2019

Fiscal Impact

Attachments

Resolution

RESOLUTION 2019-____
APPROVING SALARIES

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

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

Carrie Chambers, Recreation Intern, \$9.00/hour effective January 15, 2019

Passed and approved on the 7th day of January, 2019.

Kelly B. Shaw, Mayor

ATTEST:

Diana Bowlin, City Clerk

Meeting Date: 01/07/2019

Subject

Resolution adopting a Procurement Policy For Federal Program Funding Purpose

Information

In your packet is the resolution establishing the procurement policy for federal program funding purposes (packet). This policy applies to the procurement of all supplies, equipment, and construction and services of and for the City of Indianola that include any federal program funding. In regards to any such federal programs, all procurement will be done in accordance with 2 CFR, Part 200. Chapter 26 and Section 331.341 of the Iowa Code will be followed on all applicable purchases.

Fiscal Impact

Attachments

Resolution
Policy

RESOLUTION NO. 2019-____

**RESOLUTION APPROVING A PROCUREMENT POLICY FOR
FEDERAL PROGRAM FUNDING PURPOSE**

WHEREAS, the Indianola City Council in reviewing its policies believes it is in the best interest of the citizens of Indianola for the Council to approve and add the Procurement Policy for Federal Program Funding Purpose.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of Indianola that the existing policy is hereby approved with the attached Procurement Policy for Federal Program Funding Purpose.

DATED this 7th day of January, 2019.

Kelly B. Shaw, Mayor

ATTEST:

Diana Bowlin, City Clerk

City of Indianola

PROCUREMENT POLICY FOR FEDERAL PROGRAM FUNDING PURPOSE

The purpose of this procurement policy is to ensure that sound business judgement is utilized in all procurement transactions and that supplies, equipment, construction and services are obtained efficiently and economically and in compliance with applicable federal and state law and executive orders and to ensure that all procurement transactions will be conducted in a manner that provides full and open competition. These procedures will ensure that all solicitations incorporate clear and accurate descriptions of the technical requirements for the goods or services being procured. Chapter 26 and Section 331.341 of the Iowa Code will be followed on all applicable purchases. All other appropriate sections of the Iowa Code shall also apply.

APPLICATION

This policy applies to the procurement of all supplies, equipment, and construction and services of and for City of Indianola that include any federal program funding. In regards to any such federal programs, all procurement will be done in accordance with 2 CFR; Part 200. Chapter 26 and Section 331.341 of the Iowa Code will be followed on all applicable purchases. All other appropriate sections of the Iowa Code shall also apply. When federal requirements conflict with local or state requirements, the federal requirement, or most restrictive requirement will be followed.

POLICY

METHODS OF PROCUREMENT

Procurement under grants shall be made by one of the following methods, as described herein: (a) small purchase procedures; (b) sealed bids (formal advertising); (c) competitive proposals; (d) noncompetitive proposals.

- A. Micro-Purchase Procedures 200.320(a)
 - i. The acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold - \$10,000 (200.67)
 - ii. To the extent practicable, must distribute micro-purchases equitably among qualified suppliers
 - iii. May be awarded without soliciting competitive quotations if the non-Federal entity considers the price to be reasonable
- B. Small Purchase Procedures 200.320(b)
 - i. Are those relatively simple and informal procurement methods for securing services, supplies, or other property that does not cost more than the simplified acquisition threshold - \$250,000 (200.88)

- ii. Price or rate quotations are to be obtained from an “adequate number” of qualified sources
- C. Sealed Bidding (formal advertising) 200.320(c)
 - i. Lowest priced, responsive, responsible, bidder WINS
 - ii. The preferred method for construction when sealed bidding is “feasible”, which is when certain conditions are present
 - iii. Bids must be solicited from an “adequate number of known suppliers”, providing them sufficient response time before date for the opening of bids
 - iv. Bids will be opened at the time and place prescribed in the invitation for bids
 - v. Must publicly advertise the invitation for bids
 - vi. Bids must be opened publicly
 - vii. Other procedural requirements at 200.320(c)(2)
- D. Competitive Proposals 200.320(d)
 - i. Used when conditions are not appropriate for the use of sealed bids
 - ii. The appropriate method when more than one source is expected to submit an offer and either a fixed-price or cost-reimbursement type contract is awarded
 - iii. Awards will be made to the responsible firm whose proposal is most advantageous to the program, with **price** and other factors considered
 - iv. Requests for proposals **must be publicized** and identify all evaluation factors and their relative importance
 - v. Proposals must be solicited from an adequate number of qualified sources
 - vi. Must have written method for conducting technical evaluations of the proposals received and for selection of the contract
- E. Noncompetitive Proposals 200.320(f)
 - i. Procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:
 - a. **One Source:** the item is available only from a single source
 - b. **Exigency/Emergency:** an exigency or emergency will not permit a delay resulting from competitive solicitation
 - c. **Awarding Agency Approval:** the Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the non-Federal entity
 - d. **Inadequate Competition:** after the solicitation of a number of sources, competition is determined inadequate

CONTRACTING WITH SMALL AND MINORITY BUSINESSES, WOMEN’S BUSINESS ENTERPRISES, AND LABOR SURPLUS AREA FIRMS (200.321)

- A. Assuring that small and minority businesses, and women’s business enterprises are solicited whenever they are potential sources;
- B. Placing qualified small and minority businesses and women’s business enterprises on solicitation lists;
- C. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women’s business enterprises;
- D. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women’s business enterprises;
- E. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and

- F. Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (a) through (e).

CONTRACT PRICING (200.323)

- A. The cost plus a percentage of cost and percentage of construction cost method of contracting shall not be used.
- B. City of Indianola shall perform some form of cost/price analysis for every procurement action, including contract modifications, amendments, or change orders. City of Indianola shall make an independent estimate prior to receiving a bid or proposal.
- C. City of Indianola shall negotiate profit as a separate element of the price for each contract in which there is no price competition and in all cases where cost analysis is performed. In determining a fair and reasonable profit, City of Indianola must consider the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance and the industry profit rates in the surrounding geographical area.

PROCUREMENT RECORDS

City of Indianola shall maintain records sufficient to detail the significant history of a procurement, including the rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.

(200.324)

(a) City of Indianola must make available, upon request of the Federal awarding agency or pass-through entity, technical specifications on proposed procurements where the Federal awarding agency or pass-through entity believes such review is needed to ensure that the item or service specified is the one being proposed for acquisition.

(b) City of Indianola must make available upon request, for the Federal awarding agency or pass-through entity preprocurement review, procurement documents, such as requests for proposals or invitations for bids, or independent cost estimates, when:

(1) City of Indianola's procurement procedures or operation fails to comply with the procurement standards in this Part;

(2) The procurement is expected to exceed the Simplified Acquisition Threshold and is to be awarded without competition or only one bid or offer is received in response to a solicitation;

(3) The procurement, which is expected to exceed the Simplified Acquisition Threshold, specifies a "brand name" product;

(4) The proposed contract is more than the Simplified Acquisition Threshold and is to be awarded to other than the apparent low bidder under a sealed bid procurement; or

(5) A proposed contract modification changes the scope of a contract or increases the contract amount by more than the Simplified Acquisition Threshold.

(c) City of Indianola is exempt from the pre-procurement review in paragraph (b) of this section if the Federal awarding agency or pass-through entity determines that its procurement systems comply with the standards of this Part.

(1) City of Indianola may request that its procurement system be reviewed by the Federal awarding agency or pass-through entity to determine whether its system meets these standards in order for its system to be certified. Generally, these reviews must occur where there is continuous high-dollar funding, and third party contracts are awarded on a regular basis;

(2) City of Indianola may self-certify its procurement system. Such self-certification must not limit the Federal awarding agency's right to survey the system. Under a self-certification procedure, the Federal awarding agency may rely on written assurances from City of Indianola that it is complying with these standards. City of Indianola must cite specific policies, procedures, regulations, or standards as being in compliance with these requirements and have its system available for review.

AWARDED CONTRACTS

- A. City of Indianola will not award a contract to a party listed as debarred, suspended, or otherwise excluded in the System for Award Management (SAM). www.sam.gov (200.213)
- B. Contracts awarded shall contain the applicable contract provisions described in 2 CFR 200.326 and Appendix II to Part 200.
- C. City of Indianola will maintain written standards of conduct covering conflicts of interest and must provide for disciplinary action to be applied for violations of such standards as defined in 2 CFR 200.318 (c) (1).

Passed and adopted this _____ day of _____, 2019.

Attest:

Mayor

City Clerk

Meeting Date: 01/07/2019

Subject

Resolution amending the Purchasing Policy for the procurement policy for federal program funding purposes

Information

In your packet is the resolution amending the purchasing policy (packet) to include the procurement policy for federal program funding purpose.

Fiscal Impact

Attachments

Resolution
Purchase Policy

RESOLUTION NO. 2019-_____

RESOLUTION AMENDING THE CITY COUNCIL POLICY

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

WHEREAS, the policy regarding the Purchasing Policy needs to be amended; and

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

That the Council Policy for the Purchasing Policy shall be amended as shown in Exhibit “A”

Passed and approved this 7th day of January, 2019.

Kelly B. Shaw, Mayor

ATTEST:

Diana Bowlin, City Clerk

ADMINISTRATIVE POLICY AND PROCEDURES
FINANCIAL POLICY—PURCHASING

Part I: General Policy

- The City’s purchasing system is decentralized with certain exceptions at the discretion of the City Manager.
- Purchase made for supplies, equipment and construction and services of and for the City of Indianola that include certain Federal Funding – see the Procurement Policy For Federal Program Funding Purpose (Pages ____)
- No purchase made by an employee shall bind the City to receive and/or pay for the goods or services procured unless authorized by the methods described herein.
- Purchases made without following the City’s policies and procedures may result in the return of documents, nonpayment of vendor invoices, cancellation of purchase orders or purchasing privileges, or other sanctions as determined necessary after consultation with the department head or City Manager.
- Transactions should not be split into smaller parts to circumvent the dollar limitations and requirements of this policy.

Part II: Purchasing Limitations; Bidding¹

- **Informal Quotations**
 - The purchaser may seek up to three quotations, but is not required, of any goods (materials, merchandise, supplies, etc.) or services (activities provided by other people) with a total value between \$1,000 and \$4,999. If quotations are received they do not need to be in writing, but should be documented for reference.
 - The purchase of any goods or services with a total value between \$5,000 and \$39,999 shall require written quotations from at least three suppliers.
 - Purchases for public improvements (infrastructure projects, construction of street, sidewalk, curb, traffic control, sewer projects, etc.) qualifying under Iowa Code Chapter 26 that are less than \$47,000 for highway, bridge, or culvert work, less than \$55,000 for buildings, utilities, sidewalks, trails, etc., or that have been declared “emergency repair work” qualify for informal quotations under this subsection.
 - The contractor must provide a performance and payment bond for a public improvement project of more than \$25,000 in accordance with Iowa Code Chapter 573
 - Council approval is required for any contracts over \$25,000
- **Semi-formal Competitive Quotations**
 - The purchase of any goods (materials, merchandise, supplies, etc.) or services (activities provided by other people) with an estimated value of \$40,000 or more shall require competitive quotes based on written specifications with the cooperation of the Finance Director.
 - Council approval is required for all semi-formal bids, contracts, and purchases.
 - State law requires that purchases for public improvements qualifying under Chapter 26 of the Iowa Code that are \$47,000 for horizontal infrastructure (roads, highways, bridges, culverts, trails, etc.) and between \$55,000 and \$135,000 for vertical infrastructure buildings),² and are not within one of the specified exceptions provided in Iowa Code section 26.1 qualify for semi-formal competitive quotations. The contractor must provide a performance and payment bond.

¹ See Appendix A for a reference matrix of Bidding Requirements

² January 1, 2018 figures are \$47,000 for horizontal competitive quote thresholds and \$55,000 to \$135,000 for vertical competitive bid thresholds.

- **Formal Competitive Bidding**

- Purchases for public improvements (infrastructure projects, construction of street, sidewalk, curb, traffic control, sewer projects, etc.) qualifying under Iowa Code Chapter 26.3 in excess of \$135,000 or are for highway, bridge, or culvert work in excess of \$47,000 must use formal bidding as defined by Iowa Code Chapter 26 unless the improvements are “emergency repair work.”
- Formal bids are taken in the following manner:
 - Detailed written plans and specifications along with a detailed cost estimate are prepared for the project and placed on file with the City Clerk
 - Notice to bidders must be posted by the City Clerk in a relevant contractor plan room with statewide circulation and a relevant construction lead generating service with statewide circulation and on the internet site sponsored by either the City of Indianola or a statewide association that represents the City of Indianola. Posting shall not be less than not less than thirteen days and not more than forty-five days before the date for filing bids. Notices must include:
 - Time and place for filing sealed proposals
 - Time and place sealed proposals will be opened and considered on behalf of the governing body
 - The general nature of the public improvements on which bids are being requested
 - In general terms, when the work must be commenced and when it must be completed
 - Bid security and bid bond requirements
 - Notice of public hearing on plans, specifications, form of contract, and cost estimate must be published by the City Clerk not less than four days and not more than twenty days before the public hearing.
 - A formal opening and announcement of sealed bids on published date by City Clerk; review, consideration, and recommendation of bid award by staff for Council review
 - A public hearing on plans, specifications, form of contract and cost estimate before Council on the published date
 - Council passes or rejects resolutions to adopt plans, specifications, form of contract, and estimate of cost, to award construction contract, and to approve construction contract and bond with the lowest responsive, responsible bidder who has met all bid security and bid bond requirements following the public hearing
- **Exceptions to Competitive Bidding**
 - Professional services: Contracting for professional services or ongoing technical services may be done on a negotiated basis. Architectural, landscape architectural, or engineering design services procured for a public improvement are also excluded.
 - Other governmental agency bidding: Bids solicited by the United States of America or any agency thereof, the State of Iowa, Warren County, or another governmental unit may be used as a replacement to the bidding requirements unless bidding is required by the Code of Iowa, City Council, or City Manager. The availability of a bid from another government agency does not preclude the City from seeking and obtaining bides in a manner provided through this policy.
 - Grants: All purchases funded through a State or Federal grant must follow all additional procedures required by the grantor. Contractor bids must be evaluated on the ability to meet the State or Federal requirements.

- **Conflicts of interest:** Purchase transactions for goods and services with a City employee, employee's spouse, or employee's business are limited to \$1,500 per fiscal year per employee in total, per state law. Any transactions with an employee that will exceed this limit are required to go through formal bidding procedures. Any project that is formally bid is also an exception to a conflict of interest with that employee or officer of the City.
 - **"Emergency Repair Work":** is declared by resolution of the City Council and a certificate from an external, registered, professional engineer verifying that the emergency repairs are necessary.
 - Urban renewal demolition or low-rent housing projects
 - Repair or maintenance work performed by city employees
 - Annual contracts with multiple contractors for structure demolition projects for projects each having an estimated cost of \$100,000 or less
- **Contract Administration**
 - **Oversight of bidding:** The City Clerk or her designee will advertise, bid, and oversee the receipt, opening and announcing of all formal bids.
 - **Execution of Contracts:** Formal bid contracts shall be executed by the Mayor and attested to by the City Clerk. All other contracts may be executed by the City Manager as permitted by state law.
 - **Change Orders:** The City Manager will administer all contracts on the authority of the City Council and will approve all change orders for contracts. Change orders on contracts that were bid using formal bidding procedures must have Council Approval.
 - **Contract Payments:** Contractual payments on formally bid contracts must be approved, individually, by City Council action. Other contractual payments must be approved by the City Manager and listed on the formal claims list presented to Council.
 - **Retainage:** Retainage shall be withheld on contracts for public improvements as provided for by State law or on other contracts as deemed appropriate or necessary. Retainage on a contract may not exceed 5% of the cost of the public improvement. An application by a contractor for early release of a retainage requires City Council consideration and approval.
 - **Completion of Contract:** The following items need to have Council approval: (1) final acceptance of project; (2) final contractor payment; and (3) release of retainage authorization (unless application was previously made for early release of retainage).

Part III: Purchasing Methods

1. **Petty Cash:** petty cash may be used to make purchases under \$100. A receipt is required for all petty cash purchases.
2. **Exceptions:** exceptions to the above purchasing method policies, including the necessity for a purchase order for all purchases over \$500, are as follows:
 - a. Annual dues renewals
 - b. Subscription renewals
 - c. Recording fees
 - d. Budgeted rents and leases
 - e. Maintenance agreement and service contract renewals
 - f. Travel and training
 - g. Contracts and purchases approved by the City Council

APPENDIX A
BIDDING REQUIREMENTS
(under \$1,000—no quote or bid)

	Supplies/Equipment	Services*	
\$1,000 - \$4,999	Up to Three quotations are preferred but is not required	Three quotations are preferred but is not necessary	Informal Quotation
\$5,000 - \$39,999	Three quotations (written)	Three quotations (written)	
Greater than \$40,000	Competitive Quotation Council Approval Required	Competitive Quotation Council Approval Required	Semi-formal Quotation

Public Improvements/Construction** Horizontal Infrastructure (highways, bridges, culverts)	
Less than \$36,000	Informal Quotation Three written quotations
\$36,000 to \$47,000	Competitive Quotation
Greater than \$47,000	Competitive Bidding

Public Improvements/Construction** Vertical Infrastructure (buildings, utilities, sidewalks, trails, etc.)	
Less than \$55,000	Informal Quotation Three written quotations
Between \$55,000 and \$135,000	Competitive Quotation Semi-Formal (Council Consent)
Greater than \$135,000	Competitive Bidding

* Contracts for professional or technical services may be done on a negotiated basis rather than on a competitive basis

** Public Improvements greater than \$25,000 require City Council consent and performance bonds

Adopted: December 14, 2015; Amended May 21, 2018

Meeting Date: 01/07/2019

Subject

Resolution approving Supplemental Agreement #15 to the professional services agreement for the East Hillcrest Trail Connection (North 4th Street to Summerset Trail) with Snyder & Associates

Information

In your packet is the resolution and professional service agreement for supplemental number 15 for the East Hillcrest Trail Connection (North 4th Street to Summerset Trail) in an amount of \$10,900. The project consists of completing the design for the trail connection along the North Side of East Hillcrest Avenue from North 4 Street to the Summerset Trail.

Scope of Work will be completed to accommodate a May 6, 2019 bid letting and tentative dates include:

- Topographic survey and existing right of way
- Hydrology and hydraulic analysis of the open ditch drainage
- Trail design – April 1, 2019
- Bidding documents for RFP process – April bid notification for April 23 bid opening
- Right of way acquisition and negotiation

The cost estimates and funding sources are as follows:

Trail Design from Snyder & Associates	\$10,900
Trail Construction Estimate:	\$95,000
Total Expense	\$105,900
City Capital Improvement fund 301:	\$95,000
Wellmark 3 Point Play Grant	\$13,340
Total Available Funding	\$108,340

Staff recommends (memo) accepting the Supplemental Agreement No. 15 for the East Hillcrest Trail Connector from Snyder & Associates in the amount of \$10,900.

Fiscal Impact**Attachments**

Resolution
Agreement
Memo

RESOLUTION NO. 2019-_____

**RESOLUTION APPROVING SUPPLEMENTAL NO. 15 TO THE
PROFESSIONAL SERVICES AGREEMENT WITH SNYDER &
ASSOCIATES FOR THE
EAST HILLCREST TRAIL CONNECTION
(NORTH 4TH STREET TO SUMMERSET TRAIL)**

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

WHEREAS, the City of Indianola, Iowa, is in need of a supplemental agreement with Snyder and Associates for the East Hillcrest Trail Connection (North 4th Street to Summerset Trail); and

WHEREAS, it is the determination of the City Council that the City should enter into the Supplemental No. 15 Professional Services Agreement with Snyder & Associates in the form attached as Exhibit “A”.

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

1. The Supplemental Professional Services Agreement with Snyder & Associates for the East Hillcrest Trail Connection (North 4th Street to Summerset Trail) is in the public interest of the citizens of the City of Indianola and is hereby approved.

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

PASSED this 7th day of January, 2019.

Kelly B. Shaw, Mayor

ATTEST:

Diana Bowlin, City Clerk

**Supplemental Agreement No. 15
A Supplement to the
City of Indianola, IA & Snyder & Associates, Inc.
Professional Services Agreement**

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

PROJECT NAME:

Hillcrest Trail Connector

PROJECT DESCRIPTION:

The PROJECT consists of completing a design, plans, right of way acquisition, project letting and construction phase services for the construction of Hillcrest Trail connecting the Carlisle to Indianola trail to North 4th Street on the north side of Hillcrest Avenue.

SCOPE OF WORK:

Snyder & Associates, Inc. will obtain the following information:

- Topographic survey and existing right of way

Snyder & Associates, Inc. will perform the following analysis and design of the improvements:

- Hydrology and hydraulic analysis of the open ditch drainage
- Trail design
- Bidding documents consistent with the City purchasing policy
- Right of way acquisition plats (possibly 2 parcels)
- Right of way negotiation assistance (possibly 2 parcels)

Snyder & Associates, Inc. will provide assistance during the bidding process and will tabulate bids and recommend award.

During construction, Snyder & Associates, Inc. will provide design interpretation, construction administration, site visits and conduct a final walk through and punch list.

Project activities will be coordinated through the Indianola Parks and Recreation Department and will include coordination with Streets Department and Indianola Municipal Utilities.

It is understood the City will obtain temporary construction easements and the will provide parcel closing and recording as needed for the acquisition of permanent right of way.

Additional services may be provided as requested by the City on an hourly basis potential additional services not included in the foregoing include:

- Pubic or neighborhood meetings
- Environmental studies
- Funding applications
- Development agreements

SCHEDULE:

Snyder & Associates, Inc. is prepared to begin work on these services upon completion of an executed agreement. We would anticipate completion of the design, plans within three months and a project letting winter/spring 2019 and construction in 2019.

COMPENSATION:

Snyder & Associates, Inc. will provide the above survey, design and construction assistance services for a lump sum of \$9,100. Acquisition plats and right of way assistance will be provided for \$1,800/parcel. If both parcels are needed, the total would be \$10,900.

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

CITY OF INDIANOLA

By: _____
(Authorized signature)

(Title)

Date:

SNYDER & ASSOCIATES, INC.

By: *D.W. Williams*
(Authorized signature)

President
(Title)

Date: *December 14, 2018*



PARKS AND RECREATION

December 28, 2018

To: Mayor Shaw and City Council
Cc: Ryan Waller, City Manager
Cc: Andy Lent, Director of Finance
From: Doug Bylund, Parks and Recreation Director
Re: East Hillcrest Trail Connection Supplemental Agreement

Attached is Supplemental Agreement No. 15 from Snyder & Associates for professional services for the Hillcrest Trail Connector from the Summerset Trail to North 4th Street on the north side of East Hillcrest Avenue.

The Scope of Work will include:

- Topographic survey and existing right of way
- Hydrology and hydraulic analysis of the open ditch drainage
- Trail design
- Bidding documents consistent with the City purchasing policy
- Right of Way acquisition plats (possibly 2 parcels)
- Right of Way negotiation assistance (possibly 2 parcels)
- Bidding process assistance including tabulation and recommendation of award
- Construction services including design interpretation, construction administration, site visits, final walk through and punch list

The survey of the drainage ditch and trail design will determine if there is a need to acquire Right of Way beyond what is currently there. This design work is scheduled to be finished in March in order to accommodate a bid letting in April 2019 and construction in May-June.

The cost estimates and funding sources are as follows:

Trail Design from Snyder & Associates:	\$10,900
Trail Construction Estimate:	<u>\$95,000</u>
Total Expenses	\$105,900

City Capital Improvement Fund 301:	\$95,000
Wellmark 3 Point Play Grant:	<u>\$13,340</u>
Total Available Funding	\$108,340

Staff recommends accepting the Supplemental Agreement No. 15 for the East Hillcrest Trail Connector from Snyder & Associates in the amount of \$10,900.

Meeting Date: 01/07/2019

Subject

Resolution approving a professional service agreement with Elder Corporation for the Concrete Crushing at the Brush Facility

Information

Council will need to consider the resolution (packet) approving the professional service agreement (packet) with Elder Corporation of Des Moines, Iowa for the concrete crushing at the Brush Facility. The following RFQ's were received on December 18, 2018:

Company	Mobilization Fee	PCC Crushing Cost Per Ton
Reilly Construction Company, Ossian	\$5,000.00	\$6.50
Elder Corporation, Des Moines	\$4,500.00	\$5.95
CJ Moyna & Sons, Inc, Elkader	\$12,000.00	\$7.50
Linkenmeyer Construction, Riceville	\$3,600.00	\$6.50

Staff is recommending (memo) the quotation of Elder Corporation of Des Moines for the crushing service for winter of 2018/19. Estimated cost of this service will be between \$10,000 and \$15,000 based on quantity estimates provided from contractors that submitted for this project. This activity is a budgeted operation.

Fiscal Impact**Attachments**

Memo
Resolution
Agreement
Insurance



— Streets Department —

Date: December 27, 2018

To: Mayor and City Council
From: Jason C. Etnyre, Street Superintendent
CC: Ryan Waller, City Manager

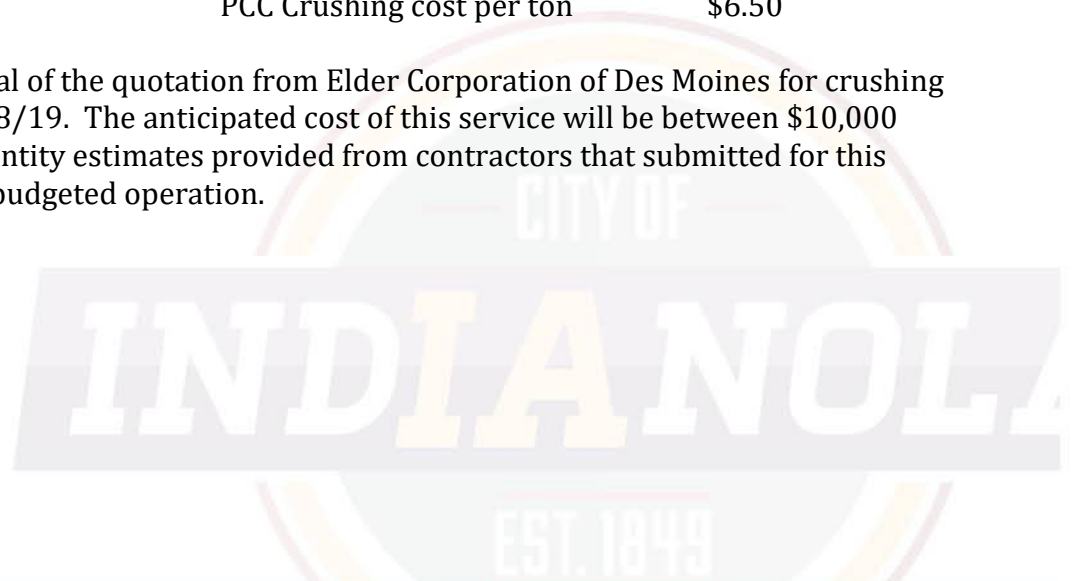
Subject: Concrete Crushing Quotes

In early December of 2018 staff issued a request for quotes for concrete crushing services for the winter of 2018/19. Four companies were sent quotation forms directly and the RFQ was also posted online to seek further potential companies. The City received four quotations for concrete crushing services.

The quotes received are as follows:

Reilly Construction Co., Inc. of Ossian:	Mobilization Fee E	\$5,000
	PCC Crushing cost per ton	\$6.50
Elder Corporation of Des Moines:	Mobilization Fee	\$4,500
	PCC Crushing cost per ton	\$5.95
CJ Moyna & Sons, Inc of Elkader:	Mobilization Fee	\$12,000
	PCC Crushing cost per ton	\$7.50
Linkenmeyer Construction of Riceville:	Mobilization Fee	\$3,600
	PCC Crushing cost per ton	\$6.50

Staff recommends approval of the quotation from Elder Corporation of Des Moines for crushing services for winter of 2018/19. The anticipated cost of this service will be between \$10,000 and \$15,000 based on quantity estimates provided from contractors that submitted for this project. This activity is a budgeted operation.



RESOLUTION NO. 2019-____

**RESOLUTION APPROVING A PROFESSIONAL SERVICES
AGREEMENT WITH ELDER CORPORATION FOR THE CONCRETE
CRUSHING AT THE BRUSH FACILITY**

WHEREAS, the City Indianola, Iowa, is in need of engaging a company to provide concrete crushing for the City (hereinafter referred to as “Services”) for the 2018-2019 season at Brush Facility; and

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

WHEREAS, after review of the proposals the City Council believes it to be in the best interest of the City to engage Elder Corporation of Des Moines, Iowa to perform the Services; and

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

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

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

PASSED this 7th day of January, 2019.

Kelly B. Shaw, Mayor

ATTEST:

Diana Bowlin, City Clerk

PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT, made and entered this 7th day of January, 2019, by and between the **CITY OF INDIANOLA**, a municipal corporation of the State of Iowa, hereinafter referred to as "CITY," and Elder Corporation of Des Moines, Iowa hereinafter referred to as "SERVICE PROVIDER" for the Concrete Crushing at the Brush Facility.

WHEREAS, the CITY is in need of a Concrete Crushing at the Brush Facility, hereinafter referred to as "Services"; and

WHEREAS, the CITY solicited proposals for said Services; and

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

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

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

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

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

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

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

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

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

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

"CITY":

CITY OF INDIANOLA

By: _____
Kelly B. Shaw, Mayor

Attest: _____
Diana Bowlin, City Clerk

"SERVICE PROVIDER":

By: _____
Name: _____
Title: _____

ATTACHMENT B

STANDARD INSURANCE REQUIREMENTS

1. GENERAL

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

2. INSURANCE REQUIREMENTS

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

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

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

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

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

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

3. WAIVER OF SUBROGATION

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

Meeting Date: 01/07/2019

Subject

Resolution approving a professional service agreement with J Pettiecord Inc. for the annual City Brush Grinding at the Brush Facility

Information

Council will need to consider the resolution (packet) approving the professional service agreement (packet) with J Pettiecord Inc. of Bondurant, Iowa for the Brush Grinding at the Brush Facility. The following RFQ's were received on December 18, 2018:

Company	Mobilization	Grinding of Pile	Total	Alt 1	Alt 2
All Terrain Seeding Ottumwa, Iowa	\$2,000	\$24,500	\$26,000	\$28,000	N/A
DeBoef Grinding New Sharon, Iowa	\$250	\$13,750	\$14,000	N/A	N/A
J Pettiecord Inc. Bondurant, Iowa	\$1,200	\$7,800	\$9,000	N/A	N/A
Elder Corp Des Moines, Iowa	\$2,500	\$17,285	\$19,785	\$29,665	\$39,035

Staff is recommending J Pettiecord Inc. to perform the services (memo) for winter 2018/19. This is an annual operation at the Brush Facility and is accounted for within the budget. J Pettiecord Inc. also performed this same service for the City in 2017/2018.

Fiscal Impact**Attachments**

Memo
Resolution
Agreement
Insurance



— STREETS DEPARTMENT —

Date: December 27, 2018

To: Mayor and City Council
From: Jason C. Etnyre, Street Superintendent
CC: Ryan Waller, City Manager

Subject: 2018 Brush Grinding Quotes

In December staff issued a request for quotes for brush grinding services for the winter of 2018/19. Six companies were sent quotation forms directly and the RFQ was also posted online to seek further potential companies. The City received four quotations for brush grinding services.

The quotes received were as follows:

Firm	Location	Mobilization	Grinding of pile	Total	Alternate 1	Alternate 2
All Terrain Seeding	Ottumwa, IA	\$2,000	\$24,500	\$26,500	\$28,000	n/a
DeBoef Grinding	New Sharon, IA	\$250	\$13,750	\$14,000	n/a	n/a
J Pettiecord Inc	Bondurant, IA	\$1,200	\$7,800	\$9,000	n/a	n/a
Elder Corp	Des Moines, IA	\$2,500	\$17,285	\$19,785	\$29,665	\$39,035

Staff recommends approval of the quote from J Pettiecord of Bondurant for brush grinding services for winter of 2018/19. This is an annual operation at the Brush Facility and is accounted for within the budget. J Pettiecord also performed this same service for the City in 2017/2018. Staff from J Pettiecord, upon Council approval, estimates this work to be completed by the end of January depending on weather conditions.



RESOLUTION NO. 2019-____

**RESOLUTION APPROVING A PROFESSIONAL SERVICES
AGREEMENT WITH J PETTIECORD, INC FOR THE BRUSH
GRINDING AT THE BRUSH FACILITY**

WHEREAS, the City Indianola, Iowa, is in need of engaging a company to provide brush grinding for the City (hereinafter referred to as “Services”) for the 2018-2019 season at Brush Facility; and

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

WHEREAS, after review of the proposals the City Council believes it to be in the best interest of the City to engage J Pettiecord, Inc of Bondurant, Iowa to perform the Services; and

WHEREAS, it is the determination of the City Council that the City should enter into a Professional Services Agreement with J Pettiecord, Inc. in the form attached as Exhibit “A”.

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

1. The Professional Services Agreement with J. Pettiecord, Inc. for the Services is in the public interest of the citizens of the City of Indianola and is hereby approved.
2. The Mayor is authorized and directed to execute the Professional Services Agreement on behalf of the City and the City Clerk is authorized and directed to attest to the signature and to affix the seal of the City.

PASSED this 7th day of January, 2019.

Kelly B. Shaw, Mayor

ATTEST:

Diana Bowlin, City Clerk

PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT, made and entered this 7th day of January, 2019, by and between the **CITY OF INDIANOLA**, a municipal corporation of the State of Iowa, hereinafter referred to as "CITY," and J Petticord, Inc. of Bondurant, Iowa hereinafter referred to as "SERVICE PROVIDER" for the Brush Grinding at the Brush Facility.

WHEREAS, the CITY is in need of a Brush Grinding at the Brush Facility, hereinafter referred to as "Services"; and

WHEREAS, the CITY solicited proposals for said Services; and

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

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

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

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

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

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

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

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

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

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

"CITY":

CITY OF INDIANOLA

By: _____
Kelly B. Shaw, Mayor

Attest: _____
Diana Bowlin, City Clerk

"SERVICE PROVIDER":

By: _____
Name: _____
Title: _____

ATTACHMENT B

STANDARD INSURANCE REQUIREMENTS

1. GENERAL

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

2. INSURANCE REQUIREMENTS

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

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

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

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

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

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

3. WAIVER OF SUBROGATION

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

Meeting Date: 01/07/2019

Subject

Resolution approving a professional service agreement with J Pettiecord, Inc. for the Storm Brush Grinding at the Brush Facility

Information

Council will need to consider the resolution (packet) approving the professional service agreement (packet) with J Pettiecord, Inc. of Bondurant, Iowa for the storm brush grinding at the Brush Facility. The following RFQ's were received on December 18, 2018:

Company	Bid
J Pettiecord, Inc. Bondurant, Iowa	\$46,715
Elder Corp Des Moines, Iowa	\$69,880

The successful bidder will remove all chipped material from City property and dispose of it in a manner legal and conforming with all applicable local, County, State and Federal guidelines. Due to this storm being part of a State and Federal Disaster Declaration, the City will be receiving a State reimbursement of 10% and a Federal reimbursement of 75% for these costs. The City's portion of the cost after the aforementioned reimbursement will be \$7,007.25 and will be paid from the Brush Facility budget.

Staff is recommending the proposal from J Petticord Inc. be approved (memo).

Fiscal Impact**Attachments**

Memo
Resolution
Agreement
Insurance



— Streets Department —

Date: December 27, 2018

To: Mayor and City Council
From: Jason C. Etnyre, Street Superintendent
CC: Ryan Waller, City Manager
Subject: 2018 Storm Brush Grinding Quotes

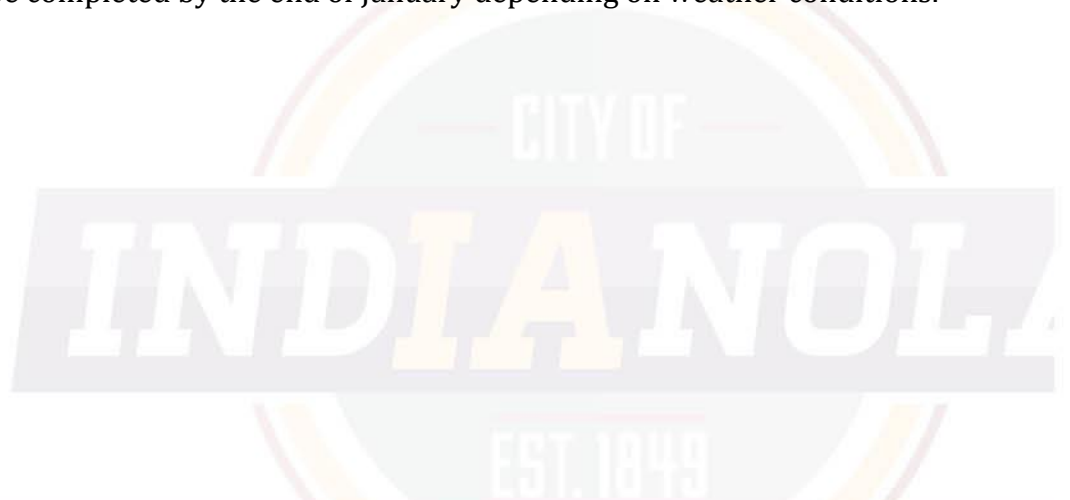
In December staff issued a request for quotes for storm-related brush grinding services for the winter of 2018/19. Six companies were sent quotation forms directly and the RFQ was also posted online to seek further potential companies. The City received two quotes for storm brush grinding services.

The quotes received were as follows:

<u>Firm</u>	<u>Location</u>	<u>Lump Sum Total</u>
J Pettiecord Inc	Bondurant, IA	\$46,715
Elder Corp	Des Moines, IA	\$69,980

It is to be noted that this RFQ requires the successful bidder to remove all chipped material from City property and to dispose of it in a manner legal and conforming with all applicable local, County, State, and Federal guidelines. Due to this storm being part of a State and Federal Disaster Declaration, the City will be receiving a State reimbursement of 10% and a Federal reimbursement of 75% for these costs. The City's portion of the cost after the aforementioned reimbursements will be \$7,007.25 and will be paid from the Brush Facility budget.

Staff recommends approval of the quote from J Pettiecord of Bondurant for storm brush grinding services for winter of 2018/19. Staff from J Pettiecord, upon Council approval, estimates this work to be completed by the end of January depending on weather conditions.



RESOLUTION NO. 2019-____

**RESOLUTION APPROVING A PROFESSIONAL SERVICES
AGREEMENT WITH J PETTIECORD, INC FOR THE STORM BRUSH
GRINDING AT THE BRUSH FACILITY**

WHEREAS, the City Indianola, Iowa, is in need of engaging a company to provide storm brush grinding for the City (hereinafter referred to as “Services”) at Brush Facility; and

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

WHEREAS, after review of the proposals the City Council believes it to be in the best interest of the City to engage J Pettiecord, Inc of Bondurant, Iowa to perform the Services; and

WHEREAS, it is the determination of the City Council that the City should enter into a Professional Services Agreement with J Pettiecord, Inc. in the form attached as Exhibit “A”.

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

1. The Professional Services Agreement with J. Pettiecord, Inc. for the Services is in the public interest of the citizens of the City of Indianola and is hereby approved.
2. The Mayor is authorized and directed to execute the Professional Services Agreement on behalf of the City and the City Clerk is authorized and directed to attest to the signature and to affix the seal of the City.

PASSED this 7th day of January, 2019.

Kelly B. Shaw, Mayor

ATTEST:

Diana Bowlin, City Clerk

PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT, made and entered this 7th day of January, 2019, by and between the **CITY OF INDIANOLA**, a municipal corporation of the State of Iowa, hereinafter referred to as "CITY," and J Petticord, Inc. of Bondurant, Iowa hereinafter referred to as "SERVICE PROVIDER" for the Storm Brush Grinding at the Brush Facility.

WHEREAS, the CITY is in need of a Storm Brush Grinding at the Brush Facility, hereinafter referred to as "Services"; and

WHEREAS, the CITY solicited proposals for said Services; and

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

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

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

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

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

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

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

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

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

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

"CITY":

CITY OF INDIANOLA

By: _____
Kelly B. Shaw, Mayor

Attest: _____
Diana Bowlin, City Clerk

"SERVICE PROVIDER":

By: _____
Name: _____
Title: _____

ATTACHMENT B

STANDARD INSURANCE REQUIREMENTS

1. GENERAL

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

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

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

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

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

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

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- E. SUBCONTRACTORS: The SERVICE PROVIDER shall require that any of its agents and subcontractors who perform work and/or services pursuant to the provisions of this Agreement meet the same insurance requirements as are required of the Party. The option of self-insurance is not extended to subcontractors.
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3. WAIVER OF SUBROGATION

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

Meeting Date: 01/07/2019

Subject

Second consideration of a request from Tim Davison for the vacation and conveyance of the North/South alley between Lot 9 and Lot 10 in Block 10 East Indianola, also known as Steele and Grantham's Addition (P&Z unanimously recommended approval on November 13, 2018)

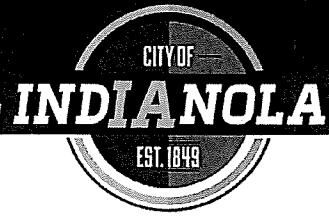
Information

Council will need to hold the second consideration of a request to purchase an alley. Staff recommends approval of this request to purchase the alley (packet) between the listed properties, as all the neighbors and property owners conjoined to this alley have signed their approval of a transfer in ownership to Tim Davison. P&Z unanimously recommended approval.

Fiscal Impact

Attachments

P&Z Memo
P&Z Minutes
Alley Information
Resolution to Sell
Ordinance
Deed



COMMUNITY DEVELOPMENT

To: Planning and Zoning Commission
From: David Churchill, Interim Building Official of Community Development
Subject: November 13, 2018 Meeting

Item # 4 Consider Request from Tim Davison for approval of the vacation and conveyance of the South ½ of the North/South alley between E. 1st Street and E. Salem Avenue. The alley lays between 110 S Jefferson Way and 308 E 1st Street.

Staff recommends approval for this request to purchase the alley way between the listed properties, as all neighbors and property owners conjoined to this alley way have signed their approval of such a transfer in ownership to Tim Davison.

Item # 5 Consider Request from Tim Davison to rezone the property located at 308 E 1st Ave, legally described as EAST INDIANOLA Lot 10 & W ½ Lot 11, Block 10, from R-2 (Single-and-two Family Residential) to C-2 (Highway Commercial).

Staff recommends approval as the zoning change, as it is consistent with the Comprehensive Master Plan for future development (change to Commercial zoning).

Neither a site development or building plan has been submitted for review at this time.

INDIANOLA PLANNING AND ZONING COMMISSION
REGULAR MEETING
November 13, 2018
6:00 P.M.

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

Joe Butler
Al Farris
Ron Fridley
Becky Needles
Bob Ormsby
Josh Rabe
Misty Soldwisch
Jeromy Pribil
Erin Freeberg

Also present: Jerry Felton Terrell, Brent Terrell, Sharon Crabb, Tim Davison, Terry Pauling, David Churchill, Jason Etnyre, Kristin Brekelmans.

Members of the Commission absent: Sarah Ritchie

The minutes of the October 9th, 2018 meeting were approved on a motion made by Al Farris and seconded by Becky Needles. Question was called for and on voice vote Chairperson Butler declared the motion carried unanimously.

Consider Request from Tim Davison for approval of the vacation and conveyance of the South 1/2 of the alley between E. 1st Street and E. Salem Avenue. (Legal description pending)

David Churchill spoke to the Commission regarding the application to vacate the alley.

Joe Butler asked if anyone had comments they would like to discuss, or if David has received any feedback regarding the alley being vacated. Hearing none, Joe requested a motion.

Motion was made by Josh Rabe to approve the vacation and conveyance of the South 1/2 alley between East 1st Street and East Salem Avenue, to Tim Davison. Seconded by Misty Soldwisch. All ayes, the motion to approve was unanimous, 9 ayes - 0 nays.

Consider Request from Tim Davison to rezone the property located at 308 E 1st Ave, from R-2 (Single and Two Family Residential) to C-2 (Highway Commercial).

David Churchill spoke to the commission regarding this application and reported this zoning change does fall within the Comprehensive Plan for future land use, and that staff recommended approval.

Sharon Crabb at 404 E Salem, stood to speak, asking the applicant, Tim Davison, what the intended future purpose of the lot would be used for, if it is approved for rezoning.

Tim Davison of 100 Orchard Circle, stood to reply, stating he would like to create more parking to his existing facility and add more shop space. Tim reported his intentions were to "bridge the gap" to allow more bay space, since current vehicles are being parked over the right-of-way. He added he would like to create green space in the front and corner of the lot of the existing neighboring property allowing the rezoned portion to be fenced in.

Jerry Ferrell at 310 E 1st Ave, stood to speak, stating that he purchased his home, not being aware that the homes around him were planned for future commercial use in the Comprehensive Plan. Jerry inquired about green space and buffering that was mentioned in conversations related to this. Joe Butler explained the terms to Jerry to his understanding. Jerry mentioned that he has a list of items he is concerned about that the buffering concept would be take care of.

Misty Soldwisch asked for a map showing the future zoning in the Comprehensive Plan. Al Farris gave history on his knowledge regarding the intentions of the commercial development along Hwy 65/69.

Sharon Crabb asked how the change in zoning would affect the taxable value of her home. She was directed by the Commission to contact the Warren Co Assessor office.

Jerry Ferrell spoke to the Commission about his experiences with noises from business' presently at 3:00 a.m.. Misty Soldwisch mentioned that there was an update on noise ordinances just this month. Discussions continued.

Motion was made by Becky Needles to approve the request to rezone the property located at 308 E 1st Ave, from R-2 (Single and Two Family Residential) to C-2 (Highway Commercial) made by Tim Davison. Seconded by Bob Ormsby. All ayes, the motion to approve was unanimous, 9 ayes - 0 nays.

Other Items

Dave Churchill provided updates regarding building permits, site plans, and a follow up on previously approved items and any council responses regarding them.

Meeting adjourned on a motion by Al Farris and seconded by Becky Needles. 9 Ayes – 0 Nays. Unanimous.

Joe Butler, Chairperson

David Churchill



COMMUNITY DEVELOPMENT

Agreement to Purchase Alley

DAVISON LLC / Tim DAVISON requests to purchase the alley legally described as:

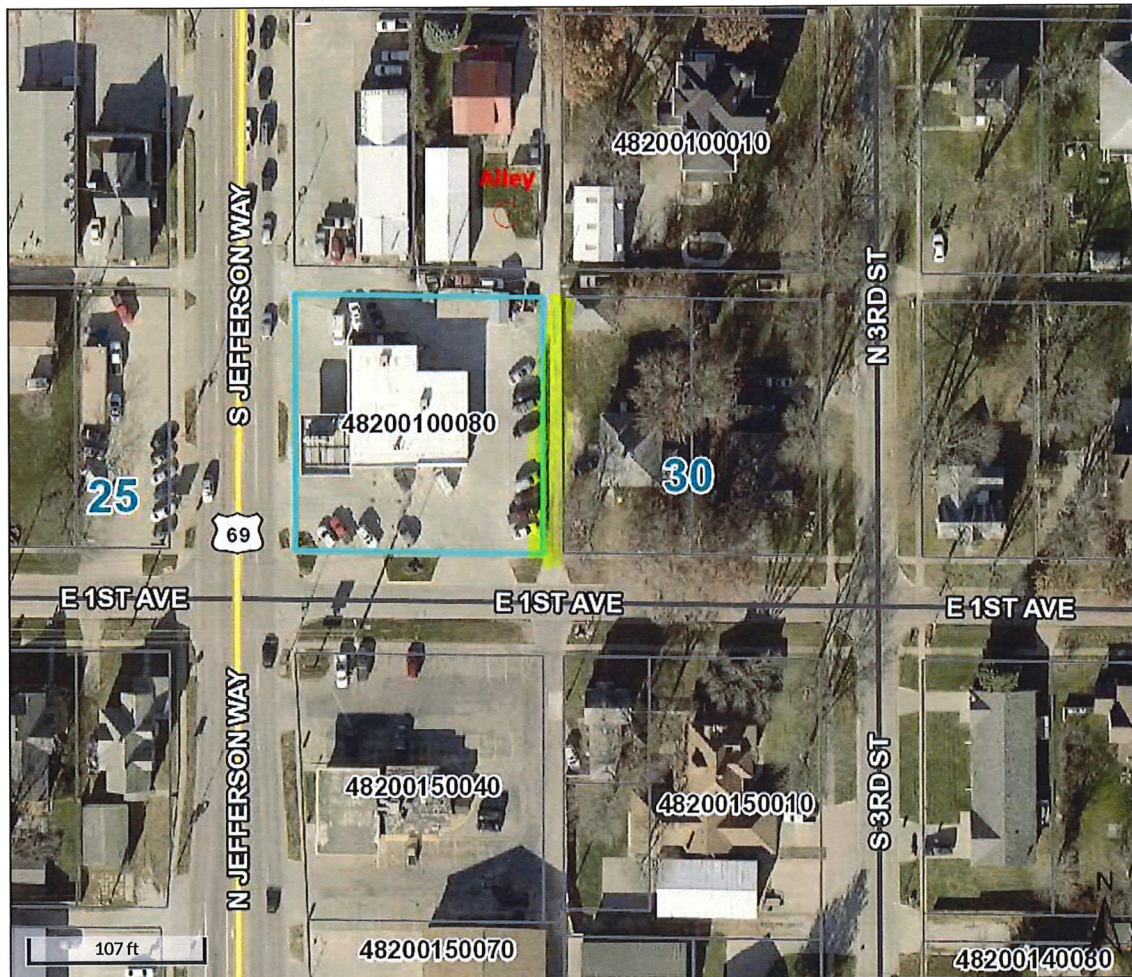
THE South 1/2 of the North/South Alley That CREES BETWEEN
LOT 8 AND 9 - 10 LOT 11 Block 9 Block 10 (Between South Jefferson Way AND North 3rd Street)
w/ street access off of E 1st Ave .

The undersigned owns the property adjacent to the alley legally described above and agrees to purchase the alley.

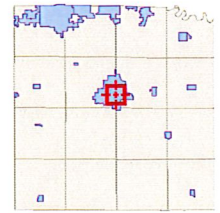
Name	Address	Date
Johnny J. Lee	310 E. 1st Ave.	10-19-18
Georgene Glascock	309 E. Salem	10-19-18
Paul Brown	301 E. SALEM	10.19.18
Jimmy D. Quinn	303 East Salem	10.19.18
Tim Davison	110 S. Jefferson	10.19.18

\$200.00 Fee

Receipt No#: 23990098 10/8/18



Overview



Legend

Roads

-  <all other values>
 -  Interstate
 -  Highway
 -  Ramp
 -  County Gravel
 -  County Level B
 -  County Level C
 -  City Gravel
 -  City Street
 -  Private Street
 -  Corporate Limits
 -  Parcels
 -  Political Township
 -  Sections
- ##### Major Roads
-  County Hwy
 -  State Hwy
 -  US Hwy
 -  Interstate
 -  Water

Parcel ID	48200100080	Alternate ID	n/a	Owner Address	DAVISON, TIM J/LAURAL
Sec/Twp/Rng	n/a	Class	C		110 S JEFFERSON
Property Address	110 S JEFFERSON WAY	Acreage	n/a		INDIANOLA IA 50125
	INDIANOLA				
District	48300				
Brief Tax Description	30-76-23 EAST INDIANOLA LOT 7 EX HWY & LOTS 8 & 9 BLK 10				
	(Note: Not to be used on legal documents)				

Disclaimer:

The maps included in this website do not represent a survey and are compiled from official records, including plats, surveys, recorded deeds, and contracts, and only contain information required for government purposes. No warranties, expressed or implied, are provided for the data herein, its use or its interpretation. Warren County assumes no responsibility for use or interpretation of the data. Any person that relies on any information obtained from this site does so at his or her own risk. All critical information should be independently verified.

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Date created: 10/19/2018
Last Data Uploaded: 10/19/2018 8:09:54 AM

Developed by  **Schneider**
GEOSPATIAL

RESOLUTION NO. _____

RESOLUTION APPROVING SALE OF AN ALLEY DESCRIBED AS the North-South alley between Lot 9 and Lot 10 in Block 10 East Indianola, also known as Steele and Grantham's Addition in the City of Indianola, Warren County, Iowa TO ADJACENT PROPERTY OWNER TIM DAVISON

WHEREAS, the City of Indianola, Iowa owns property generally described as an alley, located and more particularly described as the North-South alley between Lot 9 and Lot 10 in Block 10 East Indianola, also known as Steele and Grantham's Addition in the City of Indianola, Warren County, Iowa; and

WHEREAS, the City of Indianola, Iowa, recently received an offer by an adjacent property owners to vacate and sell said alley in accordance with law and city policy on transfer of unused alleys within the City; and

WHEREAS, the required application has been made, notice and consent of adjacent property owners secured, and Planning and Zoning recommended Council approval of the proposal on November 13, 2018; and

WHEREAS, in accordance with the Code of Iowa Section 364.7, notice and hearing as provided by law was held on December 17, 2018; and

WHEREAS, the City Council now deems it in the best interest of the City of Indianola, Iowa, to sell the vacated alley to the adjoining property owners as proposed.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Indianola, Iowa, that the sale of the alley to Tim Davison is hereby approved.

NOW THEREOFRE BE IT FURTHER RESOLVED that the Mayor and City staff are authorized to do all things necessary to effectuate the sale.

Dated this ____ day of _____, 201__.

Kelly B. Shaw, Mayor

ATTEST:

Diana Bowlin, City Clerk

ORDINANCE NO. _____

ORDINANCE VACATING A PORTION OF REAL ESTATE DESCRIBED AS the North-South alley between Lot 9 and Lot 10 in Block 10 East Indianola, also known as Steele and Grantham's Addition in the City of Indianola, Warren County, Iowa AND RETAINING EASEMENT RIGHTS

WHEREAS, on the 17th day of December 2018, 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 North-South alley between Lot 9 and Lot 10 in Block 10 East Indianola, also known as Steele and Grantham's Addition in the City of Indianola, Warren County, Iowa; and

WHEREAS, the City Council of the City of Indianola, Iowa, has determined that it is in the best interests of the City to vacate said alley but retain any easement rights needed by the City.

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 while retaining any easement rights needed by the City:

The North-South alley between Lot 9 and Lot 10 in Block 10 East Indianola, also known as Steele and Grantham's Addition in the City of 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 _____ 201__.

Kelly B. Shaw, Mayor

ATTEST:

Diana Bowlin, City Clerk

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

Prepared by: Amy S. Beattie, 6701 Westown Parkway, Suite 100, West Des Moines, IA 50266 515-274-1450
Return to: Amy S. Beattie, 6701 Westown Parkway, Suite 100, West Des Moines, IA 50266
Address Tax Statement: Tim Davison, 308 E 1st Street, Indianola, Iowa

QUIT CLAIM DEED

For the consideration of One Dollar(s) and other valuable consideration, the City of Indianola, Iowa does hereby Quit Claim to Tim Davison, a _____ person, all its right, title, interest, estate, claim and demand in the following described real estate in Warren County, Iowa:

The North-South alley between Lot 9 and Lot 10 in Block 10 East Indianola, also known as Steele and Grantham's Addition in the City of Indianola, Warren County, Iowa.

Subject to all easements, covenants, and restrictions of record and subject to easement rights to the City of Indianola for public utilities.

This deed is exempt according to Iowa Code section 428A.2(6).

Words and phrases herein, including acknowledgment hereof, shall be construed as in the singular or plural number, and as masculine or feminine gender, according to the context.

Dated: _____

City of Indianola, Iowa

By: _____
Kelly B. Shaw, Mayor

By: _____
Diana Bowlin, City Clerk

STATE OF IOWA, WARREN COUNTY

On the ____ day of _____, 201__, before me, the undersigned, a Notary Public in and for the State of Iowa, personally appeared Kelly B. Shaw and Diana Bowlin, to me personally known, who, being by me duly sworn, did say that they are the Mayor and City Clerk of the City of Indianola, Iowa, a municipal corporation; that the seal affixed to the above and foregoing instrument is the corporate seal of said municipal corporation, and that said instrument was signed and contained in the Resolution adopted by the City Council of Indianola on the 17th day of December 2018, and the said Kelly B. Shaw and Diana Bowlin acknowledged the execution of said instrument to be their voluntary act and deed and the voluntary act and deed of said municipal corporation, by it san d by them voluntarily executed.

Notary Public in and for the State of Iowa

Meeting Date: 01/07/2019

Subject

Second consideration of a request from Tim Davison to rezone the property located at 308 E. 1st Avenue from R-2 (single and two family residential) to C-2 (highway commercial) P&Z unanimously recommended approval November 13, 2018

Information

Council needs to hold the second consideration of the rezoning request from Tim Davison. Staff recommends approval of this zoning change (packet), as it is consistent with the Comprehensive Master Plan for the future development (change to Commercial zoning). P&Z unanimously recommended approval.

Fiscal Impact

Attachments

Rezoning Information
Ordinance



— COMMUNITY DEVELOPMENT —

Rezoning Application

Local Address: 308 E. 1st Ave.

Legal Description: 30-76 - 23 East Indianola LOT 10 E W 1/2
Lot 11 B1K 10

Present Zoning: R-2

Zoning Requested: C-2

Existing Use: Residential Home - being demolished

Proposed Use: Commercial Service

*Names and address of all property owners within 200 feet of the property for which the change is requested. (Attach to form.)

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

This follows the city Comprehensive Plan for future land
zoning - and future business growth in the area.

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

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

n/a

Tim Davison LLC

Signature of Applicant

\$200.00 Fee

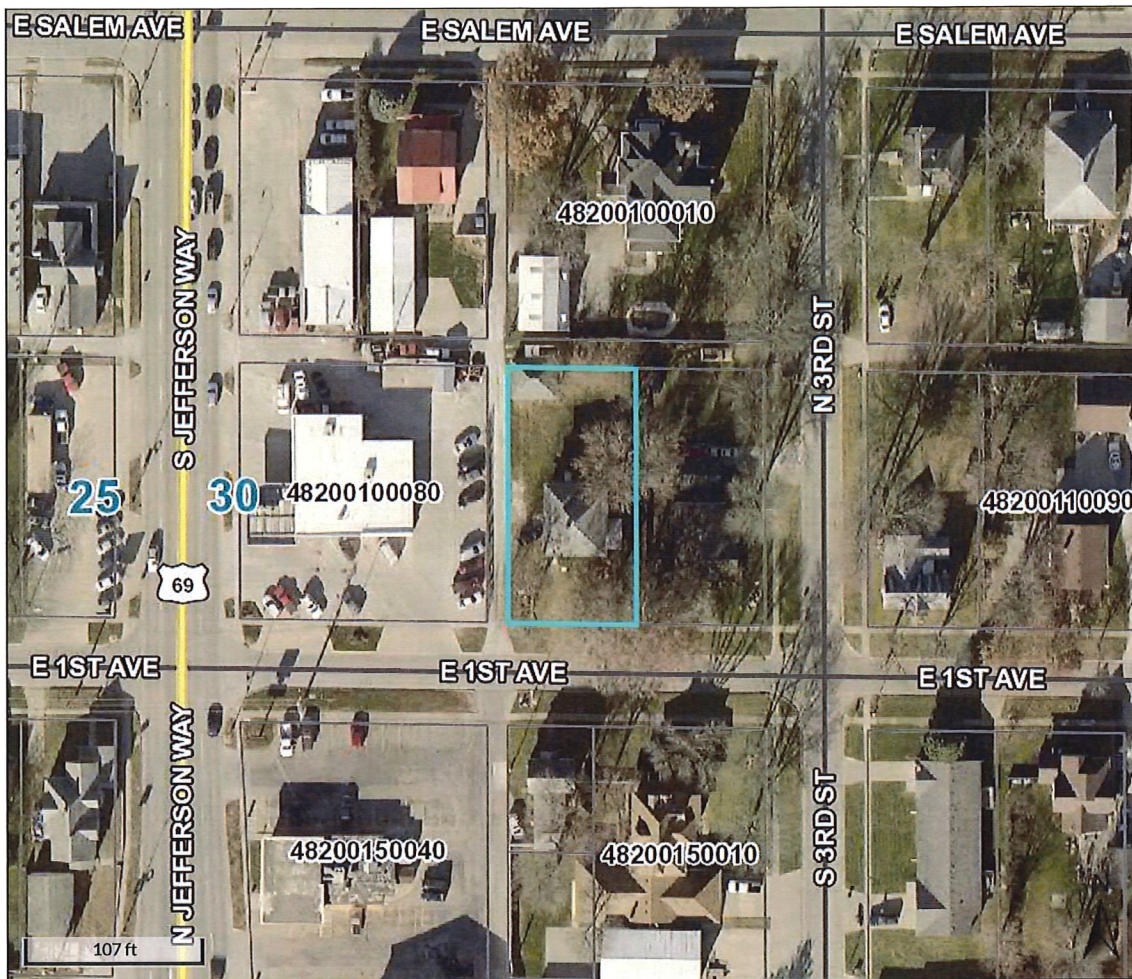
Receipt No. 1,184327

Applicant Full Name Printed: DAVISON LLC / TIM DAVISON

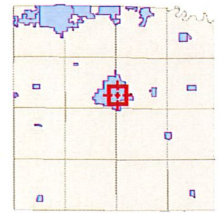
Applicant Mailing Address: 110 S. Jefferson

Email Address: tim@chumpleysautocare.com

Contact Number: 515-961-2594



Overview



Legend

Roads

- <all other values>
- Interstate
- Highway
- Ramp
- County Gravel
- County Level B
- County Level C
- City Gravel
- City Street
- Private Street
- Corporate Limits
- Parcels
- Political Township
- Sections
- Major Roads**
- County Hwy
- State Hwy
- US Hwy
- Interstate
- Water

Parcel ID	48200100100	Alternate ID	n/a	Owner Address	DAVISON LLC
Sec/Twp/Rng	n/a	Class	R		110 S JEFFERSON WAY
Property Address	308 E 1ST AVE	Acreage	n/a		INDIANOLA IA 50125
	INDIANOLA				
District	48300				
Brief Tax Description	30-76-23 EAST INDIANOLA LOT 10 & W 1/2 LOT 11 BLK 10				
	(Note: Not to be used on legal documents)				

Disclaimer:

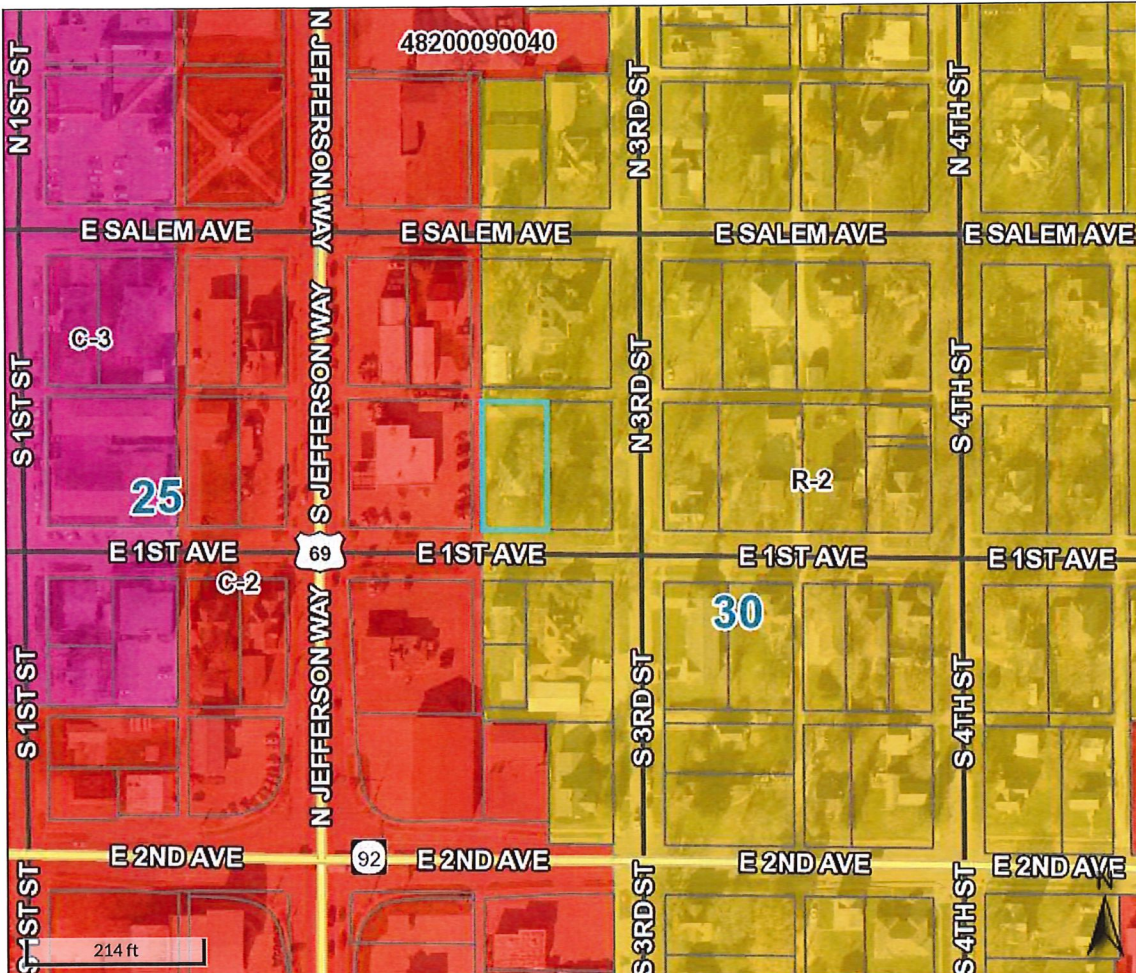
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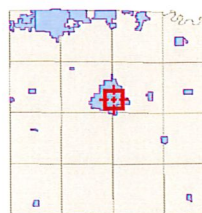
Date created: 10/8/2018

Last Data Uploaded: 10/8/2018 7:55:11 AM

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Overview



ORDINANCE NO. 2018-_____

**AN ORDINANCE TO CHANGE THE ZONING CLASSIFICATION AT 308
E 1ST STREET FROM R-1 (SINGLE FAMILY RESIDENTIAL) TO C-2
(HIGHWAY COMMERCIAL)**

WHEREAS, the Planning and Zoning Commission, after notice and a hearing in accordance with the law, have recommended to the City Council that the below described property located at 308 E 1st Street from R-1 (Single Family Residential) to C-2 (Highway Commercial); and

WHEREAS, on the 17th day of December 2018, after due notice and hearing as provided by law, the City Council now deems it reasonable and appropriate to rezone said property.

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

Section 1: That the Municipal Code of the City of Indianola, Iowa, be and it is hereby amended by rezoning the following described property from R-1 (Single Family Residential) to C-2 (Highway Commercial):

Lot 10 and the W ½ of Lot 11 in Block 10, and the South ½ of the North/South Alley adjacent to Lots 8 and 9 in Lot 10 in Block 11 and Lot 9 in Block 10 in the City of 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 full force and effect after its passage, approval and publication as provided by law.

PASSED AND APPROVED this ____ day of _____, 201__.

Kelly B. Shaw, Mayor

ATTEST:

Diana Bowlin, City Clerk

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

Meeting Date: 01/07/2019

Subject

Claims on the computer printout for January 7, 2019

Information

Fiscal Impact

Attachments

Claims

Vendor Name	GL Account Number	Description	Invoice Date	Net Invoice Amount
GENERAL FUND				
21ST CENTURY REHAB P.C.	001-1700-65990	PREWORK SCREEN	12/04/2018	60.00
AIR-CON MECHANICAL CORP.	001-6500-63410	AIR COMPRESSOR LEAKING	12/18/2018	404.81
AVESIS THIRD PARTY ADMINIS	001-6200-61502	VISION	12/17/2018	35.86
AVESIS THIRD PARTY ADMINIS	001-6210-61502	VISION	12/17/2018	29.08
AVESIS THIRD PARTY ADMINIS	001-6150-61502	VISION	12/17/2018	14.54
AVESIS THIRD PARTY ADMINIS	001-1700-61502	VISION	12/17/2018	26.28
AVESIS THIRD PARTY ADMINIS	001-6250-61502	VISION	12/17/2018	6.32
BRICK GENTRY P.C.	001-1700-64110	LEGAL SERVICES	12/25/2018	135.00
BRICK GENTRY P.C.	001-1700-64110	LEGAL SERVICES	12/25/2018	675.00
BRICK GENTRY P.C.	001-6500-64110	LEGAL SERVICES	12/25/2018	3,935.00
BRICK GENTRY P.C.	001-6500-64110	LEGAL SERVICE FEES	12/25/2018	1,590.00
DES MOINES REGISTER MEDIA	001-1700-64020	NOTICE	11/30/2018	24.57
DES MOINES REGISTER MEDIA	001-6500-64020	CC MIN-11	11/30/2018	24.06
DES MOINES REGISTER MEDIA	001-1700-64020	NOTICE	11/30/2018	31.10
DES MOINES REGISTER MEDIA	001-6500-64020	CC MIN-11	11/30/2018	384.73
DES MOINES REGISTER MEDIA	001-6500-64020	ORD 1605	11/30/2018	32.10
DISSELL, CHARLES	001-1700-61440	WELLNESS DEC	12/17/2018	15.00
GOVERNMENT FINANCE OFFIC	001-6200-62300	WEBINAR - PRESENTING CAP BUDGET	12/18/2018	85.00
GREATER DM CONVENTION &	001-5100-64130	2ND QTR PAYMENT	12/10/2018	16,287.00
LENT, ANDREW	001-6200-62300	MILEAGE TO METRO FINANCE OFFICER MEETING 12/18/18	12/19/2018	38.37
LENT, ANDREW	001-6200-62700	MEAL AT METRO FINANCE OFFICER MEETING 12/18/18	12/19/2018	13.76
MAHASKA COMMUNICATION G	001-6210-63730	MONTHLY PHONE SERVICES	12/01/2018	28.81
MAHASKA COMMUNICATION G	001-6210-63730	MONTHLY PHONE SERVICES	12/01/2018	95.18
MAHASKA COMMUNICATION G	001-6210-64190	MONTHLY INTERNET SERVICES	12/01/2018	7.60
MAHASKA COMMUNICATION G	001-6210-64190	MONTHLY INTERNET SERVICES	12/01/2018	250.00
MAHASKA COMMUNICATION G	001-6210-63730	MONTHLY PHONE SERVICES	12/01/2018	865.98
MAHASKA COMMUNICATION G	001-6210-63730	MONTHLY PHONE SERVICES	12/01/2018	28.92
METLIFE - GROUP BENEFITS	001-6150-61501	DENTAL	12/17/2018	99.23
METLIFE - GROUP BENEFITS	001-1700-61501	DENTAL	12/17/2018	189.02
METLIFE - GROUP BENEFITS	001-6200-61501	DENTAL	12/17/2018	206.73
METLIFE - GROUP BENEFITS	001-6210-61501	DENTAL	12/17/2018	198.46
METLIFE - GROUP BENEFITS	001-6250-61501	DENTAL	12/17/2018	25.71
MID AMERICAN ENERGY CO.	001-2300-63710	26321-30003 ST LIGHTING	12/11/2018	132.31
MID AMERICAN ENERGY CO.	001-6500-63710	74080-22010 FUEL HEAT	12/21/2018	1,637.12
MID AMERICAN ENERGY CO.	001-6500-63710	05931-25003 N HWY 65/69 ENTRANCE SIGN	12/17/2018	12.88
MUTUAL OF OMAHA	001-0000-21206	LIFE, AD&D, LTD, STD	12/17/2018	1,112.84
MUTUAL OF OMAHA	001-6210-61550	LIFE, AD&D, LTD, STD	12/17/2018	80.17
MUTUAL OF OMAHA	001-1700-61550	LIFE, AD&D, LTD, STD	12/17/2018	512.69
MUTUAL OF OMAHA	001-6250-61550	LIFE, AD&D, LTD, STD	12/17/2018	44.56
MUTUAL OF OMAHA	001-6200-61550	LIFE, AD&D, LTD, STD	12/17/2018	134.43
MUTUAL OF OMAHA	001-6150-61550	LIFE, AD&D, LTD, STD	12/17/2018	49.64
PINE VALLEY INSPECTIONS/CO	001-1700-64990	PLAN REVIEW CONTRACT	12/16/2018	350.00
RAY'S WINDOW CLEANING	001-6500-63100	WINDOW CLEANING	12/11/2018	180.00
ROTO-ROOTER PLUMBING & D	001-6500-63100	REPAIR - BOILER ROOM	12/19/2018	120.00
SHI INTERNATIONAL CORP	001-6210-67240	2 BATTERY BACKUPS	11/30/2018	84.00
SHULL, DOUG	001-6500-64990	TREASURER CONTRACT	12/19/2018	83.33
TODD, JONATHAN WILLIAM	001-1700-64111	PROPERTY MAINTENANCE ABATEMENT	12/11/2018	1,250.00
WASTE SOLUTIONS OF IA	001-2900-64990	PORT A POTTY @ DUMP	12/10/2018	320.00
WELLS FARGO CCER	001-1700-65060	INDOFF INCORPORATEDOffice Supplies Code to 001-1700-6506	11/02/2018	96.04
WELLS FARGO CCER	001-6150-62100	IN ROTARY CLUB OF INDIANDues for Indianola Rotary	11/19/2018	140.00
WELLS FARGO CCER	001-6500-65990	CKE MISHMASH EATS AND SWECorrection - Employee lunch 11.1	11/19/2018	742.95-
WELLS FARGO CCER	001-6210-65990	AMZN MKTP US M82CI2BP2Com Dev cell phone case and screen	11/07/2018	16.94
WELLS FARGO CCER	001-1700-61440	HY VEE 1271Wellness Screenings - Charge: \$45 to 001-6250-6144	11/19/2018	45.00
WELLS FARGO CCER	001-6210-65070	AMZN MKTP US M81YX4WD1Batteries and bulk lanyards	11/19/2018	46.73
WELLS FARGO CCER	001-6500-65990	WM SUPERCENTER #1491Employee lunch drinks 11.15.18	11/15/2018	14.97
WELLS FARGO CCER	001-6500-65990	CKE MISHMASH EATS AND SWEEmployee lunch 11.15.18	11/16/2018	742.95
WELLS FARGO CCER	001-1700-65990	SQ CASUAL RAGS EMBClothing with City Department Logo Code t	11/20/2018	123.86

Vendor Name	GL Account Number	Description	Invoice Date	Net Invoice Amount
WELLS FARGO CCER	001-6500-65990	CKE MISHMASH EATS AND SWEEmployee lunch 11.15.18	11/19/2018	702.00
WELLS FARGO CCER	001-6200-61440	HY VEE 1271Wellness Screenings - Charge: \$45 to 001-6250-6144	11/19/2018	180.00
WELLS FARGO CCER	001-6210-64141	CKO WWW.ISTOCKPHOTO.COMistock photo credits for iMag	11/27/2018	875.00
WELLS FARGO CCER	001-1700-65060	WAL-MART #1491Office Supplies Kleenex, Antibacterial spray, clea	11/27/2018	28.30
WELLS FARGO CCER	001-6500-63100	MENARDS ALTOONA IA001 6500 63100 lights for front desk area a	11/29/2018	58.25
WELLS FARGO CCER	001-6210-67245	MOOD PANDORAHold music	11/27/2018	26.95
WELLS FARGO CCER	001-6250-61440	HY VEE 1271Wellness Screenings - Charge: \$45 to 001-6250-6144	11/19/2018	45.00
WELLS FARGO CCER	001-1700-65060	WALMART.COM 8009666546Office Supplies Kuerig Code to 001-1	11/21/2018	84.53
Total GENERAL FUND:				34,430.76
POLICE FUND				
21ST CENTURY REHAB P.C.	011-1100-64120	PREWORK SCREEN	12/04/2018	60.00
AVESIS THIRD PARTY ADMINIS	011-1100-61502	VISION	12/17/2018	207.16
KIYA KODA HUMANE SOCIETY	011-1100-64137	HUMANE SOCIETY CONTRACT - JAN 2019	12/19/2018	2,787.00
MEDTRAK SERVICES	011-1100-64120	411 RX	11/30/2018	86.78
METLIFE - GROUP BENEFITS	011-1100-61501	DENTAL	12/17/2018	1,198.09
MUTUAL OF OMAHA	011-1100-61550	LIFE, AD&D, LTD, STD	12/17/2018	1,173.98
WELLS FARGO CCER	011-1100-65060	HY VEE 1271payment to Hyvee for thanksgiving meals for IPDcoP-	11/15/2018	1,235.76
WELLS FARGO CCER	011-1100-64135	MCDONALDS F32871Prisoner pick up/Kenosha WI	11/20/2018	6.30
WELLS FARGO CCER	011-1100-64135	MCDONALDS F30609Prisoner pick up/Kenosha WI	11/19/2018	5.65
WELLS FARGO CCER	011-1100-61440	HY VEE 1271Wellness screenings - \$21 to 011-110-61440, \$20.25 t	11/21/2018	21.00
WELLS FARGO CCER	011-1100-61810	SP MERCHOLOGYPD shirts/clothing - charged - order cancelled -	11/15/2018	39.98-
WELLS FARGO CCER	011-1100-61440	HY VEE 1271Wellness Screenings - Charge: \$45 to 001-6250-6144	11/19/2018	294.00
WELLS FARGO CCER	011-1100-64135	BP#5899794LE CLAIRE BP #Prisoner pick up/Kenosha WI	11/19/2018	26.14
WELLS FARGO CCER	011-1100-64020	CNA CLASSIFIEDSofficer ad	11/21/2018	300.00
WELLS FARGO CCER	011-1100-62300	POLICEONETaser Instructor course	11/09/2018	325.00
WELLS FARGO CCER	011-1100-65070	AMZN MKTP US M857Q5GT0batteries	11/02/2018	29.97
WELLS FARGO CCER	011-1100-61810	SP MERCHOLOGYPD shirts/clothing - charged - order cancelled -	11/23/2018	380.82-
WELLS FARGO CCER	011-1100-65070	WAL-MART #1491detective water for investigations	11/02/2018	9.98
WELLS FARGO CCER	011-1100-65080	FEDEX 454782514return item to data 911	11/14/2018	15.16
WELLS FARGO CCER	011-1100-65060	QUILL CORPORATIONOffice supplies	11/19/2018	27.08
WELLS FARGO CCER	011-1100-64135	HAMPTON INNPrisoner pick up/Kenosha WI	11/20/2018	123.72
WELLS FARGO CCER	011-1100-61810	SP MERCHOLOGYPD shirts/clothing - charged - order cancelled -	11/07/2018	420.80
WELLS FARGO CCER	011-1100-64135	SHELL OIL 57445496508Prisoner pick up/Kenosha WI	11/19/2018	29.00
WELLS FARGO CCER	011-1100-64135	KWIK TRIP 93800009381Prisoner pick up/Kenosha WI	11/20/2018	26.94
WELLS FARGO CCER	011-1100-64120	HY-VEE 1023Biometric Screening for police employee - change cod	11/29/2018	45.00
WELLS FARGO CCER	011-1100-65070	WAL-MART #1491detective water for investigations	11/01/2018	3.98
WELLS FARGO CCER	011-1100-64020	CNA CLASSIFIEDSofficer ad	11/07/2018	300.00
WELLS FARGO CCER	011-1100-64020	CNA CLASSIFIEDSofficer ad	11/14/2018	300.00
WELLS FARGO CCER	011-1100-65060	QUILL CORPORATIONOffice supplies	11/19/2018	304.12
Total POLICE FUND:				8,941.81
FIRE FUND				
AVESIS THIRD PARTY ADMINIS	015-1500-61502	VISION	12/17/2018	15.35
BRICK GENTRY P.C.	015-1500-64110	CMS - APPEAL	12/25/2018	1,045.00
CROSS, CHUCK	015-1500-61440	WELLNESS NOV & DEC	12/21/2018	50.00
FRONTLINE WARNING SYSTEM	015-1530-67270	STORM SIREN	12/21/2018	20,832.50
GALLS LLC	015-1500-61810	UNIFORMS	12/14/2018	379.66
GALLS LLC	015-1500-61810	UNIFORMS	12/17/2018	199.95
GALLS LLC	015-1500-61810	UNIFORMS	12/18/2018	124.98
GALLS LLC	015-1500-61810	UNIFORMS	12/18/2018	254.68
GALLS LLC	015-1500-61810	UNIFORMS	12/20/2018	860.00
GALLS LLC	015-1500-61810	UNIFORMS	12/20/2018	268.72
GALLS LLC	015-1500-61810	UNIFORMS	12/20/2018	201.54
GALLS LLC	015-1500-61810	UNIFORMS	12/20/2018	33.59
GALLS LLC	015-1500-61810	UNIFORMS	12/20/2018	379.66

Vendor Name	GL Account Number	Description	Invoice Date	Net Invoice Amount
GALLS LLC	015-1500-61810	UNIFORMS	12/20/2018	503.85
HOFER, SAM	015-1500-61810	UNIFORM BOOTS	11/25/2018	187.22
KAPPELMAN APPLIANCE	015-1500-63100	ICE MACHINE MAINTENANCE	12/11/2018	315.72
METLIFE - GROUP BENEFITS	015-1500-61501	DENTAL	12/17/2018	94.05
MID AMERICAN ENERGY CO.	015-1500-63710	UTILITIES	12/17/2018	216.81
MID AMERICAN ENERGY CO.	015-1500-63710	UTILITIES	12/17/2018	13.45
MUTUAL OF OMAHA	015-1500-61550	LIFE, AD&D, LTD, STD	12/17/2018	112.44
ROSS CHEMICAL SYSTEMS IN	015-1500-65076	DETERGENT - PPE & VEHICLES	12/06/2018	247.85
SANDRY FIRE SUPPLY LLC	015-1500-65070	SALVAGE TARP	12/20/2018	134.15
U.S. CELLULAR	015-1500-63730	CELL PHONE	12/12/2018	44.13
ULINE	015-1500-63100	OSHA - FLAMMABLE CABINET STORAGE CABINET TO RUG	12/19/2018	1,401.06
WELLS FARGO CCER	015-1500-62300	COURTYARD BY MARRIOTTThis should be a credit back to this car	11/05/2018	5.49-
WELLS FARGO CCER	015-1500-65070	MCCOY TRUE VALUEKnox Box paper key tags, carabiners for Kno	11/19/2018	17.14
WELLS FARGO CCER	015-1500-65990	HY VEE 1065Flowers that were ordered per Chief Chia for a fire dep	11/20/2018	50.00
WELLS FARGO CCER	015-1500-65990	HY VEE 1065Flowers ordered per Chief Chia for IFD members Fath	11/20/2018	53.50
WELLS FARGO CCER	015-1500-63410	MCCOY TRUE VALUEFittings new SCBA fill station	11/07/2018	9.69
WELLS FARGO CCER	015-1500-65500	RBFABRICATISCBA mask bags	11/16/2018	103.47
WELLS FARGO CCER	015-1500-61440	HY VEE 1271Wellness screenings - \$21 to 011-110-61440, \$20.25 t	11/21/2018	20.25
WELLS FARGO CCER	015-1500-62300	UNITED 0162602490759Baggage Fee travel training	11/12/2018	30.00
WELLS FARGO CCER	015-1500-65990	HY VEE 1065This is a credited amount for a 50.00 charge plus tax f	11/20/2018	53.50-
WELLS FARGO CCER	015-1500-65990	HY VEE 1271Purchased a cake for Deputy Chief Jamie Sauter retire	11/20/2018	42.99
WELLS FARGO CCER	015-1500-63100	MCCOY TRUE VALUEx2 48 Fluo Light Bulb Tubes @ 3.59 each	11/26/2018	7.18
WELLS FARGO CCER	015-1500-63100	MCCOY TRUE VALUEx1- 5/8 X 75 foot Garden Hose.	11/07/2018	43.19
WELLS FARGO CCER	015-1500-63100	WM SUPERCENTER #1491x6 Dawn Dish Soap @-2.44 Each, x6 Gl	11/26/2018	41.40
WELLS FARGO CCER	015-1500-63410	MCCOY TRUE VALUEFitting for new SCBA fill station	11/07/2018	1.35
WELLS FARGO CCER	015-1500-62300	CIRCLE B CASHWAY OF INDIA20 Sheets of Drywall and 10 lbs scr	11/05/2018	243.40
WELLS FARGO CCER	015-1500-63410	NAPA PARTS 0000514wire connectors and bar chain oil	11/29/2018	20.96
WELLS FARGO CCER	015-1500-63100	OREILLY AUTO #0337X1 Five Gallon Truck soap-C60-5 Dirt Buster	11/29/2018	38.99
WELLS FARGO CCER	015-1500-67240	AMAZON.COM M01GN2EB1SSD for FD Laptop	11/27/2018	72.99
WELLS FARGO CCER	015-1500-65050	OREILLY AUTO #0337x1 Case 6 One Gallon cont of wiper solvent	11/29/2018	13.74
Total FIRE FUND:				28,667.61

AMBULANCE FUND

AVESIS THIRD PARTY ADMINIS	016-1600-61502	VISION	12/17/2018	86.97
DES MOINES AREA COMM COL	016-1600-62300	CEH'S	12/05/2018	15.00
GALLS LLC	016-1600-61810	UNIFORMS	11/30/2018	67.18
INTERMEDIX	016-1600-64500	NOVEMBER EMS BILLING	11/30/2018	3,287.56
MATHESON TRI-GAS INC	016-1600-65070	OXYGEN	11/30/2018	106.50
MATHESON TRI-GAS INC	016-1600-65070	OXYGEN	11/30/2018	71.40
MEDPRO DISPOSAL LLC	016-1600-64990	MEDICAL WASTE DISPOSAL	12/11/2018	78.75
METLIFE - GROUP BENEFITS	016-1600-61501	DENTAL	12/17/2018	487.29
MUTUAL OF OMAHA	016-1600-61550	LIFE, AD&D, LTD, STD	12/17/2018	483.35
PHILIPS MEDICAL CAPITAL	016-1600-67245	CARDIAC MONITORS LEASE	12/08/2018	1,348.11
VERIZON WIRELESS	016-1600-63730	CELL PHONES - EMS	11/22/2018	21.06
WELLS FARGO CCER	016-1600-62100	IOWA EMS ASSOCIATIONMembership dues for IEMSA iowa emerg	11/01/2018	30.00
WELLS FARGO CCER	016-1600-65051	SOUTHEASTERN EMERGENCY EQNew batteries Medic 248 heart	11/01/2018	617.63
WELLS FARGO CCER	016-1600-62100	IOWA EMS ASSOCIATIONMembership for Central Iowa EMS Assoc	11/01/2018	250.00
WELLS FARGO CCER	016-1600-62300	HY VEE 1271Professor Beth Beggs for training lecture on report writi	11/15/2018	40.00
WELLS FARGO CCER	016-1600-65050	THEISENS #21Casters and parts for new DEF tank rolling rack	11/28/2018	98.94
WELLS FARGO CCER	016-1600-63410	DEWEY FORDRepair charge on Medic unit as per Chief Chia.	11/19/2018	1,388.03
WELLS FARGO CCER	016-1600-61440	HY VEE 1271Wellness screenings - \$21 to 011-110-61440, \$20.25 t	11/21/2018	114.75
WELLS FARGO CCER	016-1600-62300	IOWA EMS ASSOCIATIONIEMSA conference fee.	11/01/2018	220.00
WELLS FARGO CCER	016-1600-61810	GALLSBoots Chuck Cross	11/12/2018	130.00
WELLS FARGO CCER	016-1600-62300	MERCYCOLLEGEOFHEALTHSCIEEMS Training ACL Instructor Co	11/20/2018	100.00
WELLS FARGO CCER	016-1600-65050	DEWEY FORDMedic 245 service oil.	11/23/2018	90.38
WELLS FARGO CCER	016-1600-63410	PIERCE BROS REPAIRWelding and steel for DEF tank rolling rack	11/28/2018	438.00
WELLS FARGO CCER	016-1600-65070	SOUTHEASTERN EMERGENCY EQEMS Supplies See Attached In	11/23/2018	901.90

Vendor Name	GL Account Number	Description	Invoice Date	Net Invoice Amount
WELLS FARGO CCER	016-1600-65070	SOUTHEASTERN EMERGENCY EQEMS Supplies See Attached In	11/16/2018	3,188.11
WELLS FARGO CCER	016-1600-62300	MERCYCOLLEGE OF HEALTHSCIENCE Training CPR Instructor Co	11/20/2018	100.00
Total AMBULANCE FUND:				13,760.91
LIBRARY FUND				
AVESIS THIRD PARTY ADMINIS	041-4100-61502	VISION	12/17/2018	39.74
METLIFE - GROUP BENEFITS	041-4100-61501	DENTAL	12/17/2018	252.21
MUTUAL OF OMAHA	041-4100-61550	LIFE, AD&D, LTD, STD	12/17/2018	119.17
WELLS FARGO CCER	041-4100-65079	HY VEE 1271BB Book Club	11/02/2018	8.33
WELLS FARGO CCER	041-4100-65079	HY VEE 1271Teen program supplies	11/16/2018	10.80
WELLS FARGO CCER	041-4100-65060	AMZN MKTP US M80K64WX0Receipt printer paper	11/19/2018	10.78
WELLS FARGO CCER	041-4100-65079	HY VEE 1271Teen program supplies	11/05/2018	42.35
WELLS FARGO CCER	041-4100-65020	MARVEL SUBSCRIPTIONSubscription for Marvel Super Hero Adve	11/02/2018	28.96
WELLS FARGO CCER	041-4100-65070	HOBBS-LOBBY #258Tree topper	11/30/2018	7.94
WELLS FARGO CCER	041-4100-65022	AMAZON.COM M83QQ8MT22 DVDs	11/05/2018	43.78
WELLS FARGO CCER	041-4100-65070	R.E.P. INDUSTRIES, INCInterlibrary Loan and Book Club book band	11/08/2018	294.94
WELLS FARGO CCER	041-4100-65022	AMAZON.COM M817T2S60Star Trek: Discovery Season 1- DVD	11/12/2018	27.99
WELLS FARGO CCER	041-4100-65079	AMZN MKTP US M807P1WB1Childrens programming	11/19/2018	28.94
WELLS FARGO CCER	041-4100-65070	DEMCO INCsLatwall display materials for booksale rack--Book jacke	11/12/2018	747.77
WELLS FARGO CCER	041-4100-61440	HY VEE 1271Wellness screenings - \$21 to 011-110-61440, \$20.25 t	11/21/2018	135.00
WELLS FARGO CCER	041-4100-65079	WAL-MART #1491Adult program supplies	11/28/2018	76.14
WELLS FARGO CCER	041-4100-64090	DUST PROS JANITORIALJanitorial Services- November	11/08/2018	1,082.52
WELLS FARGO CCER	041-4100-65070	INKHEADThank-you gifts for Friends Foundation	11/14/2018	574.19
WELLS FARGO CCER	041-4100-65080	USPS PO 1843650625Return postage for toner and books--Postage	11/16/2018	105.52
WELLS FARGO CCER	041-4100-65022	AMAZON.COMPreOrder Price-Protection refund	11/08/2018	.03-
WELLS FARGO CCER	041-4100-65022	AMAZON.COM M03ZX53X2DVD- Sharp Objects	11/27/2018	27.99
Total LIBRARY FUND:				3,665.03
PARK & RECREATION FUND				
AGRILAND FS INC	042-4200-65072	100# SUPREME GRASS SEED	12/13/2018	325.00
AGRILAND FS INC	042-4200-65072	EROSION CONTROL BLANKET	12/19/2018	47.00
AGRILAND FS INC	042-4200-65072	EROSION CONTROL BLANKET	12/20/2018	47.00
AVESIS THIRD PARTY ADMINIS	042-4300-61502	VISION	12/17/2018	25.20
AVESIS THIRD PARTY ADMINIS	042-4200-61502	VISION	12/17/2018	37.84
BOB'S CUSTOM TROPHIES	042-4200-65990	COMMISSION RECOGNITION - ROGER NETSCH	12/12/2018	80.00
CIRCLE B CASHWAY	042-4200-65070	2 SHEETS OF TREATED PLYWOOD	12/10/2018	85.72
MCCOY HARDWARE INC	042-4200-63100	FAUCET	12/10/2018	53.99
MCCOY HARDWARE INC	042-4200-63100	3/8x1/2x16" CONNECTOR	12/10/2018	13.48
MCCOY HARDWARE INC	042-4200-65070	100PK #10 X 1 WASHERS	12/13/2018	7.01
MCCOY HARDWARE INC	042-4200-65070	2 BOXES OF WASHERS	12/19/2018	12.40
METLIFE - GROUP BENEFITS	042-4300-61501	DENTAL	12/17/2018	124.94
METLIFE - GROUP BENEFITS	042-4200-61501	DENTAL	12/17/2018	230.11
MID AMERICAN ENERGY CO.	042-4300-63710	GAS-SHOP	12/17/2018	324.99
MID AMERICAN ENERGY CO.	042-4200-63710	ACTIVITY CENTER UTILITIES	12/17/2018	469.02
MUTUAL OF OMAHA	042-4200-61550	LIFE, AD&D, LTD, STD	12/17/2018	192.81
MUTUAL OF OMAHA	042-4300-61550	LIFE, AD&D, LTD, STD	12/17/2018	279.68
O'REILLY AUTO PARTS	042-4300-63320	OIL & AIR FILTERS	12/13/2018	12.13
O'REILLY AUTO PARTS	042-4300-65070	OIL ABSORBENT	12/17/2018	28.47
O'REILLY AUTO PARTS	042-4300-63320	O2 SENSOR FOR 2006 F-250	12/26/2018	136.77
O'REILLY AUTO PARTS	042-4300-63320	OIL & FILTER 2000 JD TRACTOR	12/27/2018	97.77
RECORD-HERALD & INDIANOL	042-4200-62100	SUBSCRIPTION 1/19 - 12/20	12/14/2018	64.00
THEISEN'S	042-4200-65070	CABLE TIES	12/10/2018	10.49
THEISEN'S	042-4200-65070	FENCE STAPLES	12/18/2018	27.99
THEISEN'S	042-4300-63320	MOTOR OIL FOR TRUCKS & TRACTOR	12/26/2018	119.74
U.S. CELLULAR	042-4300-63730	CELL PHONES - 2	12/12/2018	81.67
WELLS FARGO CCER	042-4200-65070	WM SUPERCENTER #1491Holiday Extravaganza Supplies	11/09/2018	69.27

Vendor Name	GL Account Number	Description	Invoice Date	Net Invoice Amount
WELLS FARGO CCER	042-4200-65070	WAL-MART #1491Return of Holiday Extravaganza Supplies	11/12/2018	5.38-
WELLS FARGO CCER	042-4320-65070	HOBBY-LOBBY #254Decorations and supplies for Downtown basket	11/19/2018	466.56
WELLS FARGO CCER	042-4300-61440	HY VEE 1271Wellness screenings - \$21 to 011-110-61440, \$20.25 t	11/21/2018	225.00
WELLS FARGO CCER	042-4200-62100	MDC FAMILY CIRCLESSubscription of Family Circle for Activity Cent	11/07/2018	8.55
WELLS FARGO CCER	042-4200-65070	GOTPRINT.COMBusiness cards	11/14/2018	42.69
WELLS FARGO CCER	042-4200-65070	WM SUPERCENTER #1491Holiday Extravaganza Supplies	11/15/2018	43.69
WELLS FARGO CCER	042-4200-65070	IRON SLEEK, INC.Ice Rink Resurfacers	11/08/2018	111.35
WELLS FARGO CCER	042-4200-62300	BP#8317505COLONY POINTFuel - CPO Course	11/12/2018	14.00
WELLS FARGO CCER	042-4200-65070	WAL-MART #1491Zone and senior supplies	11/14/2018	71.43
WELLS FARGO CCER	042-4200-62100	MDC MIDWEST LIVING MAGMagazine Subscription - Activity Cente	11/08/2018	14.98
WELLS FARGO CCER	042-4200-65070	WAL-MART #1491Zone supplies	11/20/2018	14.89
WELLS FARGO CCER	042-4300-62300	SUBWAY 00584698Meal during Training	11/08/2018	8.36
WELLS FARGO CCER	042-4320-65070	HOBBY-LOBBY #258Decorations and supplies for Downtown basket	11/16/2018	281.97
WELLS FARGO CCER	042-4200-64190	ADOBE CREATIVE CLOUDMonthly software subscription	11/05/2018	52.99
WELLS FARGO CCER	042-4300-62300	ARBYS 6017Meal during training	11/07/2018	7.94
WELLS FARGO CCER	042-4300-62300	CASEYS GEN STORE3081Fuel for Work Vehicle during Training	11/12/2018	25.00
WELLS FARGO CCER	042-4200-61440	HY VEE 1271Wellness screenings - \$21 to 011-110-61440, \$20.25 t	11/21/2018	270.00
WELLS FARGO CCER	042-4200-65070	WAL-MART #1491Holiday Extravaganza Supplies	11/05/2018	9.88
WELLS FARGO CCER	042-4200-65070	GOTPRINT.COMIce rink banners	11/15/2018	122.04
WELLS FARGO CCER	042-4200-65070	AMAZON MP3 M043D8TL2Digital music - holiday	11/29/2018	24.55
WELLS FARGO CCER	042-4200-65070	WAL-MART #1491Holiday Extravaganza Supplies	11/02/2018	49.31
WELLS FARGO CCER	042-4300-62300	HOLIDAY INN EXPRESSHotel for 3 nights during Training	11/12/2018	353.88
WELLS FARGO CCER	042-4200-65070	THE HOME DEPOT #2104Holiday Extravaganza Supplies	11/19/2018	22.64
WELLS FARGO CCER	042-4200-65070	WM SUPERCENTER #1491Holiday Extravaganza Supplies	11/21/2018	17.82
WELLS FARGO CCER	042-4200-65990	WALMART.COM 8009666546Fraudulent Charge - Credit Pending	11/29/2018	13.53
WIEGERT DISPOSAL CO.	042-4300-64090	DUMPSTER @ SHOP	12/28/2018	45.00

Total PARK & RECREATION FUND:

5,317.16

ROAD USE TAX FUND

ACME TOOLS	110-2100-65072	REPAIR HAMMER DRILL	12/14/2018	66.20
AVESIS THIRD PARTY ADMINIS	110-2100-61502	VISION	12/17/2018	83.36
BRICK GENTRY P.C.	110-2100-64900	LEGAL FEES	12/25/2018	255.00
CINTAS CORPORATION	110-2100-65500	GLOVES	12/12/2018	169.79
CR SERVICES	110-2100-65076	JANITORIAL SUPPLIES	12/10/2018	47.07
ELECTRONIC ENGINEERING C	110-2100-65070	HAND HELD RADIO	12/10/2018	1,160.47
GEMPLER'S	110-2100-65500	CHAINSAW CHAPS, VEST & HELMET	12/10/2018	586.32
HALLETT MATERIALS	110-2500-65070	SAND FOR ICE CONTROL	12/01/2018	1,898.09
IOWA PRISON INDUSTRIES	110-2100-65070	OFFICE CHAIR	12/10/2018	329.00
IOWA PRISON INDUSTRIES	110-2100-65074	SIGN MATERIAL	11/30/2018	71.71
LAWSON PRODUCTS	110-2100-65076	ZIP TIES, WASHERS	12/06/2018	45.52
MCCOY HARDWARE INC	110-2100-65076	PRIMER	12/21/2018	14.24
METLIFE - GROUP BENEFITS	110-2100-61501	DENTAL	12/17/2018	450.67
METRO WASTE AUTHORITY	110-2100-65073	COMPOST	12/07/2018	113.16
MID AMERICAN ENERGY CO.	110-2100-63710	GAS-SHOP	12/17/2018	270.05
MUTUAL OF OMAHA	110-2100-61550	LIFE, AD&D, LTD, STD	12/17/2018	344.44
NORWALK READY-MIXED CON	110-2100-65073	SCOTT FELTON ROAD COLLAPSE	12/05/2018	967.50
NORWALK READY-MIXED CON	110-2100-65073	509 S 1ST	12/11/2018	967.50
O'REILLY AUTO PARTS	110-2100-65076	PORT POWER	12/19/2018	259.99
TITAN MACHINERY	110-2100-63320	WINDOW - CASE BACKHOE	12/13/2018	335.69
TITAN MACHINERY	110-2100-63320	DOOR LATCH - BACKHOE	12/14/2018	7.25
TITAN MACHINERY	110-2100-63320	LATCH	12/14/2018	48.96-
U.S. CELLULAR	110-2100-63730	CELL PHONES -3	12/12/2018	105.92
WARREN COUNTY OIL	110-2100-65076	LP FOR WEED BURNER TORCH	12/13/2018	13.45
WELLS FARGO CCER	110-2100-61440	HY VEE 1271Wellness Screenings - Charge: \$45 to 001-6250-6144	11/19/2018	495.00
WELLS FARGO CCER	110-2100-63320	AMZN MKTP US M05AS0FQ0110 2100 63320 big snow blower alter	11/23/2018	84.83
WELLS FARGO CCER	110-2100-65076	MENARDS DES MOINES IA110 2100 65076 lighting and supplies fo	11/30/2018	308.23

Vendor Name	GL Account Number	Description	Invoice Date	Net Invoice Amount
Total ROAD USE TAX FUND:				9,401.49
LIBRARY SPECIAL REVENUE FUND				
WELLS FARGO CCER	141-4100-65024	AMZN MKTP US M87BN1B20Wizardsing Weekend program supplies	11/07/2018	35.99
WELLS FARGO CCER	141-4100-65024	PAYPAL WESTERNBIDIWizardsing Weekend program supplies	11/16/2018	43.00
WELLS FARGO CCER	141-4100-65024	AMZN MKTP US M817O6HT0Wizardsing Weekend program supplies	11/07/2018	18.87
WELLS FARGO CCER	141-4100-65024	AMZN MKTP US M807P1WB1Friends of the Library - WCPP grant	11/19/2018	10.99
WELLS FARGO CCER	141-4100-65025	CLEAR SOLUTIONS INC INTEREnrich Iowa - book ends	11/14/2018	926.25
WELLS FARGO CCER	141-4100-65070	AMZN MKTP US M89HI87I2Warren County Philanthropic Grant - pr	11/16/2018	249.00
WELLS FARGO CCER	141-4100-65024	WAL-MART #1491Wizardsing Weekend program supplies	11/28/2018	20.08
WELLS FARGO CCER	141-4100-65024	AMZN MKTP US M84WC1IM2Wizardsing Weekend program supplie	11/19/2018	66.30
WELLS FARGO CCER	141-4100-65024	USPS PO 1843650625Friends of the Library membership drive - sta	11/28/2018	100.00
Total LIBRARY SPECIAL REVENUE FUND:				1,470.48
DOWNTOWN REVOLVING LOAN FUND				
BRICK GENTRY P.C.	160-5200-64110	LEGAL SERVICES	12/25/2018	60.00
Total DOWNTOWN REVOLVING LOAN FUND:				60.00
VEHICLE RESERVE FUND				
SANDRY FIRE SUPPLY LLC	190-1500-67100	SCBA'S:MSA G1	12/03/2018	102,184.00
SHI INTERNATIONAL CORP	190-9300-67102	DELL LAPTOP	11/27/2018	1,520.00
Total VEHICLE RESERVE FUND:				103,704.00
CAPITAL PROJECTS FUND				
KNUTSON TREE SERVICE	301-4300-67900	ASH TREE REMOVAL - CONTRACT	12/11/2018	12,500.00
STAR EQUIPMENT LTD	301-4300-67900	MINI COMPACT EXCAVATOR RENTAL	11/27/2018	305.00
WELLS FARGO CCER	301-4100-67900	DEMCO INCHandheld barcode scanner	11/12/2018	318.66
WELLS FARGO CCER	301-4100-67900	DEMCO INC3 handheld barcode scanners, 4 stands	11/05/2018	1,157.35
Total CAPITAL PROJECTS FUND:				14,281.01
CP--COMM RE-DEV (D & D) FUND				
BRICK GENTRY P.C.	353-5200-64110	LEGAL SERVICES	12/25/2018	240.00
Total CP--COMM RE-DEV (D & D) FUND:				240.00
SEWER FUND				
AVESIS THIRD PARTY ADMINIS	610-8300-61502	VISION	12/17/2018	61.06
BRICK GENTRY P.C.	610-8300-64110	WASTEWATER MATTERS	12/25/2018	7,425.00
CROSS REALTY INC	610-8325-63453	REFUND TIME OF SALE	12/21/2018	50.00
HART, NORMAN	610-8300-61440	WELLNESS NOV & DEC	12/27/2018	50.00
ITRON INC.	610-8300-64990	SOFTWARE MAINT (1/19/19 - 12/31/19) HARDWARE MAINT (1/1/1	12/12/2018	1,340.44
KEYSTONE LABORATORIES IN	610-8350-64990	WEEKLY TESTING	12/13/2018	230.00
KEYSTONE LABORATORIES IN	610-8350-64990	WEEKLY TESTING	12/19/2018	179.00
KEYSTONE LABORATORIES IN	610-8350-64990	WEEKLY TESTING	12/26/2018	230.00
MCCOY HARDWARE INC	610-8300-65070	CONDUIT FOR CAMERA	12/18/2018	42.67
MCCOY HARDWARE INC	610-8300-65070	SUPPLIES	12/21/2018	22.11
METLIFE - GROUP BENEFITS	610-8300-61501	DENTAL	12/17/2018	286.19
MID AMERICAN ENERGY CO.	610-8325-63710	08701-24006 QUAIL MDWS LIFT	12/17/2018	71.87
MID AMERICAN ENERGY CO.	610-8325-63710	09750-87035 WESLEY LIFT	12/14/2018	51.65
MID AMERICAN ENERGY CO.	610-8325-63710	07741-18004 65/69 LIFT	12/14/2018	122.12
MILLER ELECTRIC SERVICES	610-8350-65072	BREAKER FOR SHOP LIGHTS	12/19/2018	45.17
MUNICIPAL PIPE TOOL CO.	610-8300-65070	PAWL FOR REEL	12/07/2018	83.33
MUNICIPAL SUPPLY INC	610-8325-63453	PRO RINGS, ADHESIVE	12/21/2018	257.25

Vendor Name	GL Account Number	Description	Invoice Date	Net Invoice Amount
MUTUAL OF OMAHA	610-8300-61550	LIFE, AD&D, LTD, STD	12/17/2018	226.05
NAPA AUTO PARTS	610-8300-65070	TROUBLE LIGHT	12/19/2018	60.00
POWER PROCESS EQUIPMENT	610-8325-63710	SEALS FOR MORLOCK LIFT PUMPS	12/17/2018	2,812.53
U.S. CELLULAR	610-8300-63730	CELL PHONES - 2	12/12/2018	93.44
WELLS FARGO CCER	610-8300-63320	OREILLY AUTO #0337Oil, Filters for F550 pickup	11/06/2018	88.08
WELLS FARGO CCER	610-8350-65049	WARREN COUNTY OILLP for North Plant	11/12/2018	1,480.96
WELLS FARGO CCER	610-8300-61440	HY VEE 1271Wellness screenings - \$21 to 011-110-61440, \$20.25 t	11/21/2018	249.00
WELLS FARGO CCER	610-8350-65060	WAL-MART #1491Credit due to being charged tax. Receipts are in l	11/05/2018	48.02-
WELLS FARGO CCER	610-8300-62300	ANGRY GOLDFISHIAMU Water/Wastewater Class	11/19/2018	30.00
WELLS FARGO CCER	610-8350-63410	RADWELL INTERNATIONALPLC Module for North Plant	11/30/2018	640.86
WELLS FARGO CCER	610-8300-65070	THE HOME DEPOT #2115Tools for new pickup	11/26/2018	153.88
WELLS FARGO CCER	610-8300-61440	HY VEE 1271Wellness screenings - Charge \$21 to 610-8300-61440,	11/23/2018	21.00
WILLIAMS MACHINE SHOP INC	610-8300-65070	MACHINE WORK	12/11/2018	170.00
Total SEWER FUND:				16,525.64
CITY LIAB INS RESERVE FUND				
DOWNEY TIRE PROS	850-2100-64089	TIRES	12/13/2018	456.91
Total CITY LIAB INS RESERVE FUND:				456.91
Grand Totals:				240,922.81

City Council: _____

Meeting Date: 01/07/2019

Subject

Consider nomination to the Planning and Zoning Commission

Information

Council will need to consider the re-nomination of Al Farris (packet) to the Planning and Zoning Commission. A term to begin February 1, 2019 and expire February 1, 2024.

Roll call is in order.

Fiscal Impact

Attachments

Application



OFFICE OF CITY CLERK

JAN 02 2019

INDIANOLA, IOWA

CITY OF INDIANOLA
VOLUNTEER APPLICATION FORM
TO SERVE ON A CITY BOARD AND COMMISSION

There are numerous Boards and Commissions to advise the City Council. Appointments are approved at a Council meeting when terms have expired or vacancies occur. Interested residents must complete this form and submit it to the City Clerk at 110 N. 1st Street.

To be considered, interested individuals must be Indianola residents. 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 interest citizens. The City of Indianola desires to have diverse representation on the Boards and Commissions to reflect the age, race/ethnicity and gender of the Indianola community. All appointments are made during the City Council meetings that take place on the first and third Monday.

Name: <i>Allen L. Farris</i>			
Street Address: <i>811 E. Salem Ave.</i>	City: <i>Indianola</i>	State: <i>Iowa</i>	Zip: <i>50125</i>
E-Mail: <i>Katfarris5@gmail.com</i>			
Phone Home: <i>515-961-7647</i>		Cell: <i>515-577-7284</i>	Work: <i>N.A. Retired</i>
Gender: <i>Male</i>	Age (Optional): <i>76</i>	Race (Optional): <i>Cauc.</i>	

Please attach a Resume or Bio

☐ - **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.

☐ - **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.

☐ - **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.

☐ - **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.

☐ - **Library Board of Trustees** – meets the first Tuesday of the month at 5:30 p.m. in the Library meeting room. This Board has charge, control and supervision of the Library, its appurtenances, fixtures and rooms and personnel. The Board consists of seven members serving 6-year terms.

☒ - **Planning & 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 10 members who serve 5-year terms. This Commission is appointed by the City Council.

☐ - **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.

☐ - **Sustainability Committee** – This committee reviews options to become a more “green” community and reduce the city’s carbon footprint.

☐ - **Hometown Pride Committee** – meets once a month. This committee helps rural Iowa communities restore pride by improving their local image and appearance resulting in enhanced economic and cultural vitality of the community. It is a long term (up to five years) program of consistent technical and leadership assistance to citizens in building stronger and more sustainable places to live.

☐ - **Transportation Advisory Group (TAG)** – meets a minimum of twice a year. This committee meets with a larger group to discuss opportunities where HIRTA can best serve the transportation needs of the community.

Inactive Boards and Commissions:

Indianola Fine Arts & Community Beautification Commission
Indianola Commission on Substance Abuse & Risk Behavior
Indianola Senior Citizen Commission
Indianola Non-Judicial Human Relations Commission
Cable & Communications Commission
Indianola Commission on Youth Affairs

Please submit this form along with your resume or bio to:

Email: dbowlin@indianolaiowa.gov

or

Mail:
Indianola City Hall
Attn: Diana Bowlin, City Clerk
110 N. 1st Street
Indianola, Iowa 50125

Allen L. Farris

Education: Bachelor of Science and Master of Science at Western Illinois University , Doctor of Philosophy at Washington State University

Vocation: Iowa Conservation Commission then Iowa Department of Natural Resources, October of 1971 through January of 2002 as a Wildlife Research Biologist, Supervisor of Wildlife Research, and Division Administrator for the Fish and Wildlife Division

Community activities: Member and Chair of Indianola Planning and Zoning Commission in the late 70's and early 80's, current member of the Indianola Planning and Zoning Commission, member of the Indianola D & D committee, member of the City of Indianola's Sustainability Committee, builder of houses with Warren County Habitat for Humanity, former board member of Warren County Habitat for Humanity, deliverer of meals for Warren County Congregate meals, cook for Open Table meals, Member and Chair of several Ministry teams of Trinity United Presbyterian Church, member of the Indianola Green Team, frequent attender of the Indianola Parks and Recreation Board meetings

Residence: Kathie and I have lived at 811 East Salem since July of 1976

Meeting Date: 01/07/2019

Subject

Discussion and direction regarding the draft Rules of Procedure

Information

The League of Cities recommends that communities have rules of procedure document for the governing board. The Administration and Policy Committee has been working on a draft document. The draft (packet) is being provided for review and discussion at this time.

Fiscal Impact

Attachments

Draft Rules of Procedure

City of Indianola

Rules of Procedure For Conduct of City Council Business

INSERT DATE

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RULES OF PROCEDURE

The Council shall determine the rules of its own proceedings by resolution, and the Clerk shall keep such rules on file for public inspection. Such rules shall be reviewed at least annually.

QUORUM

Four (4) out of the total six (6) members of the City Council constitute a quorum to do business. When there is no quorum, the Mayor, Mayor Pro Tem, or any other Council Member shall adjourn the meeting. If no Council Member is present, the City Clerk shall adjourn the meeting.

AGENDA

All written petitions, communications, and other matters to be submitted to the City Council for inclusion in the agenda packet for consideration at a scheduled regular, special or work session meeting should be delivered to the City Clerk no later than the time established by current administrative policy. The City Manager, in consultation with the City Clerk, will establish the agenda and the order of the agenda with the exception of items added by Council Member(s) under the following paragraph. The Mayor may add to the agenda.

A Council Member may request the City Manager to add an item to the agenda only with approval by council majority. Once a requested item is added to the agenda, only the requesting Council Member(s) or City Council may remove it.

The City Council shall have the authority to delete items from the agenda and change the order of items on the agenda.

The City Manager and the City Clerk shall compile the agenda, listing all matters to be considered by the Council according to the order of business, lettering and/or numbering each item consecutively. A copy of the agenda, complete with all accompanying staff reports and other background materials, shall be known as the agenda packet. The agenda packet for any regular council meeting shall be delivered to each Council Member, the Mayor, City Attorney, and City Manager in accordance with Iowa law governing open meetings. All attempts shall be made to ensure the agenda packet is published and delivered no later than the Thursday preceding the meeting. The agenda packet for any special or work session council meeting shall be distributed to each Council Member, the Mayor, City Attorney, City Manager, and department heads in accordance with Iowa law governing open meetings (24 hours in advance of the meeting). It is strongly recommended that questions concerning the minutes of a meeting, the bill list, an agenda item or any supporting documentation for an agenda item or items be submitted by phone, e-mail or in person to the City Manager for research and/or explanation or correction prior to 12:00 PM (noon) on the day of the meeting.

The agenda with supporting material will be posted to our web site no later than 24 hours prior to the scheduled meeting. A copy of the agenda only will be available in the Council Chambers during the meeting.

LENGTH OF MEETING

The length of any meeting shall be limited to one and one half hours. This limitation may be extended for any particular meeting by a super majority (2/3's) vote to suspend the rules and extend the meeting by the time required. Any business remaining to be acted upon by the Council after the time limit shall be postponed to the next scheduled meeting.

CONDUCT OF BUSINESS

Order of Business

The recommended order of business for a regular council meeting shall be as follows:

- Call to Order
- Pledge of Allegiance
- Roll Call
- Public Comment
- Agenda Approval
- Consent Agenda:
 - 1. Bill Lists and Payroll
 - 2. Approval of Minutes of prior council meetings
 - 3. Setting dates for future public hearings
 - 4. Approval of liquor, cigarette license applications
 - 5. Approval of Pay Estimates, Change Orders, Certificates of Completion, Releases of Retainage
 - 6. Other business considered by the City Manager to be simple and non-controversial
 - 7. Salary approvals
- Council Reports
- Mayor's Report
- Public Consideration
 - A. Old Business
 - B. New Business
- Other Business
- Adjournment

The City Manager, prior to the council meeting, and Mayor shall have the authority to vary from this recommended schedule to expedite the conduct of business or accommodate persons having business to be considered by the Council.

Special Meeting

Special meetings will be set by the Mayor, City Manager, or at the request of four (4) Council Members.

Closed Session: Executive Session Policy

City Council meetings will be open unless a closed session or exempt meeting is allowed by law. The City Council may hold a closed session or exempt meeting in the situations stated below.

Exceptions to the Open Meetings Law

Closed sessions take place as part of an open meeting. The item for discussion in the closed session will be listed as part of the tentative agenda on the public notice. The motion for a closed session, stating the purpose for the closed session, will be made and seconded during the open meeting. A minimum of two-thirds of the City Council, or all of the City Council members present, must vote in favor of the motion on a roll call vote. Closed sessions will be recorded and have detailed written minutes maintained by the City Clerk and/or City Manager. Any action on matters discussed in the closed session will be taken in an open meeting.

The minutes and the audio recording will restate the motion made in the open meeting, the roll call vote, the members present, and the time the closed session began and ended. The audio recordings and the written minutes will be kept for one year from the date of the meeting. Real estate related minutes and tapes shall be made public after the real estate transaction is completed.

The detailed minutes and audio recordings will be secured (via appropriate means including electronic) and will not be public records open to public inspection. The minutes and audio recordings will only be available to the City Council members, other City officials who were entitled to be at the Executive Session, or opened upon court order in an action to enforce the requirements of the open meetings law.

Procedure for City Council members to listen/view of closed session:

- Submit a request to the City Clerk, City Attorney, and City Manager.
- Arrangements will be made to review the minutes and audio recording; and
- A log will be maintained of access to minutes and audio recording.

Electronic Meeting

(Reference Code of Iowa §21.8)

1. A governmental body may conduct a meeting by electronic means only in circumstances where such a meeting in person is impossible or impractical and only if the governmental body complies with all of the following:
 - a. The governmental body provides public access to the conversation of the meeting to the extent reasonably possible. A meeting by electronic means may be conducted without complying with public access requirements if conducted in accordance with all the requirements for a closed session contained in Code of Iowa §21.5.

- b. The governmental body complies with Code of Iowa §21.4. For the purpose of this paragraph, the place of the meeting is the place from which the communication originates or where public access is provided to the conversation.
- c. Minutes are kept of the meeting. The minutes shall include a statement explaining why a meeting in person was impossible or impractical.

Work Session Meeting

The Council may conduct work session meetings or study sessions on matters which are expected to come before the Council for formal action at a regular meeting or otherwise need study by the Council. Items to be considered will be placed on an agenda as required by the open meetings statutes.

At work session meetings the Council will receive information and presentation of issues from the City Manager and City staff. Council may ask questions and may request that certain information be provided or issues be addressed when items are considered further at another work session meeting or a regular or special meeting of the Council. Council may direct that matters under consideration be brought forward for formal action at a regular or special meeting, that further study be conducted if appropriate, that matters under consideration not be pursued further (except for matters requiring a public hearing), or that modifications be made before a matter is considered further.

Final action on items is not taken during work session or study sessions. No formal vote of the Council in favor or against any work session or study session agenda item may be taken.

Work sessions are not public hearings. On public hearing items, public testimony will be taken before Council action on the item at a regular or special meeting. No member of the public or interested party has the right to make a presentation or address the Council on an item under consideration in a work session or a study session. Questions may be directed by the Council to a member of the public or another interested party or, in appropriate circumstances, a brief presentation may be permitted by a member of the public or another interested party on an agenda item or a particular question related to an agenda item. The Council may limit or end the time for such response to questions or presentation.

DECORUM DURING COUNCIL MEETINGS

Requirements

While the Council is in session, all persons shall preserve order and decorum. Any person that refuses to abide by the rules shall be asked to leave the Council Chambers.

Every member of the public and every Council Member desiring to speak shall address the presiding officer, and upon recognition by the presiding officer, shall confine comments to the question under debate, avoiding all indecorous language and references to personalities and abiding by the following rules of civil debate:

- We may disagree, but we will be respectful of one another.
- All comments will be directed to the issue at hand.
- Personal attacks will not be tolerated.

DUTIES OF PRESIDING OFFICER

The Mayor (or in the Mayor's absence, the Mayor Pro Tem) shall be the presiding officer of the Council Meetings. In the absence of the Mayor and the Mayor Pro Tem, the City Clerk shall call the council meeting to order, whereupon a temporary presiding officer shall be elected by the members of the Council who are present. Upon the arrival of the Mayor or the Mayor Pro Tem, the temporary presiding officer shall relinquish the chair upon the conclusion of the matter of business before the Council. The presiding officer shall preserve strict order and decorum at all meetings of the Council, announce the Council's decisions on all subjects, and decide all questions of order. If there is an appeal to a decision of the presiding officer, the Council as a whole shall decide the question by majority vote. The presiding officer's name shall be called last on any question in voting.

APPROVAL OF MINUTES

The minutes of the preceding council meeting may be approved without being read aloud, provided that the City Clerk has previously furnished each member of the Council with a copy of the minutes and that a majority of the Council has not requested such a reading.

CORRECTION OF MINUTES

When a Council Member wishes to correct the minutes, that Council Member should contact the City Clerk in advance of the meeting with the correction. The City Clerk will then verify the correction by listening to that meeting's audio recording. Upon verification of an error in the minutes, the City Clerk, in coordination with the City Manager, provide the corrections to the Council in advance of the meeting, immediately prior to the meeting or during the meeting. If time constraints prevent this procedure, the Council should continue the approval of the minutes to the next meeting, and direct the City Clerk to verify the error.

RULES OF DEBATE

Presiding Officer

The Mayor as presiding officer may debate, but may not make a motion. The major functions of the Mayor during council sessions are generally to:

1. Call the meeting to order
2. Announce the order of business as provided in the agenda
3. State motions on "the table"
4. Put motions to a vote, when appropriate
5. Generally prevent irrelevant or frivolous debate or discussion
6. Maintain order and decorum
7. Otherwise enforce the Council's rules and appropriate parliamentary procedures

The Mayor Pro Tem as presiding officer may debate, vote as a regular Council Member and retains all the powers as a Council Member. The presiding officer is subject to the limitations of debate that are imposed on all Council Members.

In the absence of the Mayor or Mayor Pro Tem, the City Clerk shall call the meeting to order and a temporary presiding officer shall then be selected by the Council Members present.

Council Member

Every Council Member desiring to speak shall address the presiding officer, and upon recognition by the presiding officer, shall confine comments to the question under debate. A Council Member, once recognized, shall not be interrupted except according to rules of parliamentary procedure (e.g., for a point of order, parliamentary inquiry, question of privilege or appeal of presiding officer's procedural ruling).

ADDRESSING COUNCIL FROM FLOOR

Securing Permission to Speak

Any persons desiring to address the Council are required to follow the procedures as posted in Council Chambers and shall first secure permission from the presiding officer. Remarks should be directed to the matter being considered and toward the City Council, not City Staff.

Individuals

Persons addressing the Council will stand at the podium, give their full name and address in a clear and audible tone of voice for the record. Citizens shall be limited to three minutes speaking time per item, unless additional time is granted by council majority. Total citizen input on any subject under Council consideration can be limited to a fixed period by the presiding officer. A majority vote of the Council may extend or decrease the time limitations on this rule. All remarks shall be addressed to the Council as a whole and not to any individual member. Without the permission of the presiding officer or Council majority only Council Members and the person addressing the Council shall be permitted to enter into any discussion.

Spokesperson for Group Presentations

Organized groups that wish to make a presentation longer than the time allowed will be required to contact the City Clerk prior to the meeting.

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.
- 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.

Generally, matters presented during the Open Forum which require further investigation or information shall be referred to City staff, and if Council determines that action is required, the item may be placed on a future agenda.

Public Hearings

Interested persons or their authorized representatives may address the Council in regard to public hearing matters under consideration.

For land use application public hearings, the applicant presentation shall be limited to a maximum of ten (10) minutes; all other individuals shall be limited to a maximum of five (5) minutes.

For appeals public hearings, the appellant shall be limited to a maximum of ten (10) minutes; all other individuals shall be limited to a maximum of five (5) minutes.

After a motion is made and seconded by a Council Member following a public hearing on the matter so moved, further discussion from the public on this matter will be denied, except upon the request of a Council Member through the presiding officer.

PREPARATION OF THE MINUTES

Method of Keeping Minutes

The minutes of the Council shall be prepared at the direction of the City Clerk and shall be recorded in a book or file kept for that purpose, with a record of each particular type of business transacted by the Council set off in paragraphs with subheadings. The minutes must contain only a record of such business as was actually passed upon by a vote of the Council and shall not be required to contain a verbatim transcript of the proceedings. A record shall be made of the names of persons addressing the Council, the title of the subject to which their remarks relate and whether they spoke in support of or in opposition to a matter.

Remarks of Council Members Entered in Minutes

A Council Member may request, through the presiding officer, the privilege of having an abstract of that member's statements on any subject under consideration by the Council entered in the minutes. If the Council consents, such statements shall be entered in the minutes.

Delivery of Minutes

The City Clerk shall cause a copy of the minutes to be forwarded to the Mayor and each Council Member and department head, typically delivered with the agenda packet for the next regular meeting.

PROCESSING COUNCIL MAIL

The City Clerk, working with the City Manager, is authorized to receive and review all mail generally addressed to the City Council or Mayor. All correspondence not requiring Council action will be acted upon between council meetings and referred to City staff if appropriate. Action taken on these communications will later be reported to the City Council.

SPECIAL COMMITTEES

Unless otherwise specified by City Code or Statute, the City Council may create and appoint advisory or ad hoc committees consisting of Council Members, City staff and/or private citizens, as deemed desirable and necessary to assist and advise the City Council in its work.

PREPARATION AND REVIEW OF ORDINANCES, RESOLUTIONS AND CONTRACT DOCUMENTS

All ordinances, resolutions and contract documents to be presented to the Council shall first be approved as to form and legality by the City Attorney or an authorized representative. When substantive matters of administration are involved, the ordinance, resolution, or contract shall also be examined for administration by the City Manager, the head of the affected department, or an authorized representative of the City Manager.

COUNCIL ACTION

(Reference Code of Iowa §380.3, 380.4)

Procedure for Council Action

All Council Members shall vote by a roll call vote. The roll call shall be taken in the following order: the Council Member sitting to the left of the Council Member who made the motion, preceding around the table to the Council Member who made the motion. All ordinances, resolutions and other matters or subjects requiring action by the Council must be introduced and sponsored by a Council Member, by motion duly made and seconded. Debate shall not be permitted on a motion until it is seconded. After the vote has been called, there will be no further discussion or debate, except that members of the Council may be permitted by the presiding officer to explain their votes. All ordinances may be introduced and passed by reading the title only. Ordinances shall be read in full only when requested by a majority of the Council.

Disqualifications/Abstentions

All members present at any meeting may disqualify themselves or abstain from voting, in which case the disqualification shall be publicly declared and a record made thereof.

The City Attorney is available to help Council Members decide if they should declare a disqualification on any issue. In these or other instances Council Members may choose to use the phrase, "...to avoid the appearance of impropriety."

Vote Required

(Reference Code of Iowa §380.4)

A City Council shall exercise a power only by the passage of a motion, a resolution, an amendment, or an ordinance. (Code of Iowa §364.3)

a. Ordinances, Amendments and Resolutions

Passage of an ordinance, amendment, or resolution requires a majority vote of all of the members of the Council unless otherwise required by statute (i.e., passage of a Resolution of Necessity in final form). A proposed ordinance or amendment must be considered and voted on for passage at two council meetings prior to the meeting at which it is to be finally passed, unless this requirement is suspended by a vote of not less than three-fourths of all the members of the Council. If a proposed ordinance, amendment or resolution fails to receive sufficient votes for passage at any consideration, the proposed ordinance, amendment or resolution shall be considered defeated (Code of Iowa §380.3). If the rule requiring three separate readings is suspended and the proposed ordinance fails to pass by the required three-fourths vote, the proposed ordinance will be placed on the agenda for the next regular meeting of the Council.

b. Motions

Passage of a motion requires a majority vote of a quorum of the Council.

Pursuant to Code of Iowa §380.4, *“all of the members of the Council”* refers to all of the seats of the Council including a vacant seat and a seat where the member is absent, but does not include a seat where the Council Member declines (abstains) to vote by reason of a conflict of interest. A conflict of interest is defined as *“a direct relationship or pecuniary interest in a matter.”* However, if a Council Member declines (abstains) to vote for any other reason, that Council Member’s seat will be included in *“all of the members of the Council.”*

Motion to Reconsider

A motion to reconsider may be made by any Council Member on the prevailing side and must be made at the same meeting as the original action. The motion needs a second. It is debatable, if the original action it reconsiders was debatable. The motion requires a majority vote to adopt and cannot be reconsidered.

Motion to Table

The council meeting agenda is generally modified during a council meeting when voting on the “Agenda Approval.” A motion to table an agenda item during a council meeting can only be used for a reason of urgency such as a Council Member or public participant arriving late, or needing to leave early and requesting an item be moved forward. A motion to table, for a *reason of urgency*, will only bring forward the **next** agenda item. If more than one item needs to be tabled before reaching the item in question, a motion to table several items at once could be made (i.e., “I move to table Items 8 through 15 in order to proceed with Item 16.”). A motion to table requires a second, is not debatable (the chair may ask the maker of the motion to state their reason for tabling the motion), is not amendable, requires a majority vote for passage and, if adopted, cannot be reconsidered. The tabled item(s) may then be taken from the table by motion, second, and a majority vote as soon as the interrupting issue is

disposed of. A motion to table should not be used to postpone an agenda item, to limit public debate, or to suppress a minority of the Council.

Items or motions that have been tabled, placed in the care of the City Manager or City Clerk, are not automatically placed on the agenda for the next meeting. If not taken from the table in the meeting at which tabled, there will be a notation made in the meeting's minutes that the item(s) or motion(s) have been tabled. Council Members interested in taking action on a tabled item or motion from the previous meeting must request that the item or motion be placed on the agenda a minimum of 48 hours prior to the next council meeting.

If a Council Member wishes to take action on a tabled item or motion during the meeting at which the item or motion had been tabled, the Council Member must bring back the item or motion by moving to "take (the item or motion) from the table." The motion to "take from the table" needs a second, is not debatable and requires a majority vote. If an item or motion is not taken from the table during the meeting at which it was tabled or by the close of the next regularly scheduled council meeting, the item or motion dies.

Motion to Postpone

Postponing an item or a motion to a specific date and time ensures that the item or motion will be on the agenda at the adopted date and time. Any item or motion which is to be considered at the next meeting should be postponed to that meeting rather than tabled.

Tie Vote

When a tie vote occurs, the motion is lost.

INTERPRETATION OF THE RULES OF PROCEDURE

The City Attorney shall be considered the final authority on any questions regarding the application or interpretation of the rules and procedures. In the absence of the City Attorney, the City Manager shall be considered the final authority on the rules of procedure for the conduct of City Council business.

REPORTING

In accordance with City Code, the chain of command and reporting structure for the organization is as follows:

The City Council oversees the following:

- City Attorney
- City Clerk
- City Manager
- City Treasurer

The City Manager oversees all other city employees. His/her direct reports are as follows:

- Finance Director
- HR Director
- Police Chief
- IT Director
- Park & Rec. Director
- Street Department Superintendent
- Wastewater Superintendent
- Fire Chief
- Community & Economic Development Director

With the exception of City Attorney, City Clerk, City Manager, & City Treasurer as designated above, elected officials including the Mayor, exercise no power over city employees. It is not the duty of the elected officials to involve themselves in employee matters. Should elected officials be contacted regarding an employee matter, he/she shall refer the concern to the City Manager.

When contacted by a constituent regarding any city concern/complaint, elected officials must contact the City Manager so that appropriate staff can be involved in the process. If a personal visit is requested by the constituent, no elected official should make this visit without a staff person from the appropriate department.

MISCELLANEOUS

Unless otherwise provided for in these Rules of Procedures, all other City Codes and adopted City policies shall govern.

Meeting Date: 01/07/2019

Subject

Community Update

Information

Mayor Shaw will ask Council about direction on a contribution from the City to the attached Veteran's Memorial outside of Norwalk at Warrior Run golf course.

Fiscal Impact

Attachments

Memorial Rendering

DONATIONS WELCOMED & Greatly Appreciated!



Join us in creating a lasting memorial
to Honor & Heal all Veterans,
anchored by the Warren County Freedom Rock.

Meeting Date: 01/07/2019

Subject

Public hearing and consideration of a resolution making final determination on sale of interest in real property to A.J. Nelson for property located at 400 E. Euclid

Information

Council will need to hold a public hearing to consider the sale of 400 E. Euclid Avenue. The Mayor will open the public hearing for any comments then close the public hearing.

Council will then consider the resolution (packet) making final determination on sale of interest in real property (400 E. Euclid) to A.J. Nelson.

Roll call is in order.

Fiscal Impact

Attachments

Resolution

RESOLUTION NO. _____

RESOLUTION MAKING FINAL DETERMINATION ON SALE
OF INTEREST IN REAL PROPERTY TO A. J. NELSON

WHEREAS, the City of Indianola, Iowa (the “City”) owns certain real property (the “Property”) which is located in Indianola and which is legally described as follows:

The North 95 feet of Auditor’s Outlot 101, of Auditor’s Plat of Outlots to Indianola, Warren County, Iowa, AND All of that part of Lot Three (3), Block Fourteen (14), Windle’s Addition to Indianola, Iowa, which lies south of the Railroad Right-of-way through said Lot and which lies South of the Railroad Right-of –way through said Lot and which lies West of a point 8 feet West of the West side of the block buildings now thereon; otherwise described as: Beginning at the Southwest corner of Lot 3, Block 14, Windle’s Addition to Indianola, Iowa, and running thence North 10 feet, thence North 69 degrees East along said Rock Island Railway right-of-way 103 feet, thence South 47 feet, thence West 96 feet to the place of beginning; and

WHEREAS, the City has reached an agreement with A.J. Nelson in accordance with the offer presented by them; and

WHEREAS, in compliance with Iowa Code 364.7, the Council has set forth its proposal to dispose of interests in the Property by publication of notice of a public hearing on the Agreement; and

WHEREAS, pursuant to said notice published as required by law, this Council has held a public meeting and hearing upon the proposal to transfer the Property and, accordingly the following action is now considered to be in the best interests of the City and residents thereof.

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

Section 1. The Council finds that sale of the Property to A. J. Nelson is in the best interests of the residents of the City. The agreement to sell the Property to them is hereby approved.

Section 2. The Mayor and the City Clerk be and they hereby are authorized, empowered and directed to execute, attest, seal and deliver the Warranty Deed for and on behalf of the City in substantially the form and content now before this meeting, and that the Mayor and the City Clerk are hereby authorized, empowered and directed to do all such acts and things and to execute all such documents as may be necessary to carry out and comply with this Resolution.

PASSED AND APPROVED this 7th day of January 2019.

Mayor

ATTEST:

City Clerk

Meeting Date: 01/07/2019

Subject

Resolution Approving By-Laws to be adopted by the Hometown Pride By-Laws

Information

In your packet is the resolution approving the Indianola Hometown Committee By-Laws (packet). Highlights of the By-Laws include:

- The committee shall have 13 committee members (The committee currently has 10 members)
- Members will be appointed by the Indianola City Council and will serve two-year terms and may be re-appointed to future terms
- Officers of the Committee will be a Chair, Vice Chair, Secretary and Treasurer
- Subcommittees shall consist of Committee Formation, Executive Committee and Finance Committee

Roll call is in order.

Fiscal Impact

Attachments

Resolution

Hometown Pride ByLaws

RESOLUTION NO. 2019-_____

**RESOLUTION APPROVING BYLAWS TO BE ADOPTED BY
INDIANOLA HOMETOWN PRIDE COMMITTEE**

WHEREAS, the Indianola Hometown Pride Committee has been established to identify projects that the Committee can undertake to make Indianola a better place to call home and then mobilize the community to complete those projects; and

WHEREAS, the City Council of the City of Indianola has been requested to approve the Bylaws of the Indianola Hometown Pride Committee; and

WHEREAS, the Council believes it to be in the best interest of the Committee and the City for the Committee to adopt the Bylaws in the form attached as Exhibit “A”.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Indianola, Iowa, that the adoption of the Bylaws by the Indianola Hometown Pride Committee is in the interest of the Committee and of the citizens of the City of Indianola and the Bylaws are hereby approved.

APPROVED AND ADOPTED this 7th day of January 2019.

Kelly B. Shaw, Mayor

Attest:

Diana Bowlin, City Clerk

INDIANOLA HOMETOWN PRIDE

COMMITTEE BYLAWS

ARTICLE I: NAME

This committee shall be named Indianola Hometown Pride Committee (hereinafter the “Committee”).

ARTICLE II. PURPOSE

The primary purpose of Committee is to identify projects they can undertake to make our town a better place to call home, and then mobilize the community to complete those projects.

ARTICLE III. MEMBERS

The Committee shall have 13 committee members (hereinafter “Members”) and a City of Indianola staff member as a non-voting representative.

Members will be appointed by the Indianola City Council. Members will serve two-year terms and may be re-appointed to future terms.

Members commit to: 1) “regularly attend” monthly Committee meetings as defined in Article VI, 2) participate in community projects initiated by the Committee, and 3) be a vocal advocate for our community and the Hometown Pride program.

ARTICLE IV. OFFICERS

The officers of the Committee will be a Chair, Vice Chair, Secretary, and Treasurer. These Officers together will comprise the Executive Committee. The Chair(s) will facilitate each Hometown Pride Committee Meeting and provide strategic direction for the group. The Secretary will record and send out the meeting minutes to the Members and the Warren County Hometown Pride “Community Coach”. The Treasurer will track and manage all committee funds, with oversight from the Executive Committee.

Section 1. Chair

The Chair shall have the following duties:

- The Chair shall preside at all meetings of the committee.
- The Chair shall have general and active management of the business of this committee.
- The Chair shall have general superintendence and direction of all other officers of this committee and see that their duties are properly performed.

Section 2. Vice-Chair

The Vice-Chair shall be vested with all the powers and shall perform all the duties of the Chair during the absence of the latter. The Vice Chair will also provide leadership and direction for committee efforts. Such other duties as may, from time to time, be determined by the committee.

Section 3. Secretary

The Secretary shall act as a clerk of all meetings of the Committee. The Secretary's duties shall consist of:

- The Secretary shall record all votes and minutes of all proceedings in a book or electronically to be kept for that purpose.
- The Secretary in concert with the Chair(s) shall make the arrangements for all meetings of the Committee.
- The Secretary shall send notices of all meetings to the members of the Committee.
- The Secretary shall perform all official correspondence from the Committee as may be prescribed by the Committee or the Chair.

Section 4. Treasurer

The Treasures duties shall be:

- The Treasurer will manage the Committee bank account including making deposits.
- The Treasurer will disburse funds with approval from the Committee. All disbursements will require a signature of the Treasurer and one additional officer.
- The Treasurer shall submit to the Committee approval of all expenditures of funds.
- The Treasurer shall present a complete and accurate monthly report of the finances of the Committee.
- The Treasurer shall have the right of inspection of the funds, including budgets and subsequent audit reports.
- It shall be the duty of the Treasurer to assist in direct audits of the funds of the program according to funding source guidelines and generally accepted accounting principles.
- The Treasurer shall perform such other duties as may be prescribed by the Committee or the Chair under whose supervision The Treasurer shall be.

Section 5. Election of Officers

Officer elections shall be held at the December meeting of the committee. Any member of the Committee may submit names for new Officers. Those Officers elected shall serve a term of one (1) year, commencing at the January meeting.

Officers of the Committee shall be eligible to succeed themselves in their respective offices for two (2) consecutive terms. An individual may hold an officer position for additional terms after a break of at least (1) year.

Section 6. Removal of Officer

The Committee with the concurrence of three quarters (3/4) of the Members voting at the meeting may remove any Officer of the Committee and elect a successor for the unexpired term. No Officer of the committee shall be expelled without an opportunity to be heard and notice of such motion of expulsion shall be given to the Officer in writing twenty (20) days prior to the

meeting at which motion shall be presented, setting forth the reasons of the Committee for such expulsion.

Section 7. Vacancies

Vacancies which occur mid-year may be filled by receiving nominations from any member of the Committee, and being elected by a majority of Members at the next meeting. Nominations shall be sent in writing to Members of the Committee at least two (2) weeks prior to the next meeting at which the election will be held. The Members so elected shall hold membership or office for the unexpired term in respect of which such vacancy occurred.

ARTICLE V. SUBCOMMITTEES

Section 1. Committee Formation

The Committee may create subcommittees as needed for special projects, fundraising, or other purposes. All Committees will have a chair person. A subcommittee chair may be appointed with approval of the majority of the Members during any meeting of the Committee.

Section 2. Executive Committee

The four Officers serve as the members of the Executive Committee. Except for the power to amend the Bylaws, the Executive Committee shall have all the powers and authority of the Committee in the intervals between meetings of the Committee.

Section 3. Finance Committee

The Treasurer is the chair of the Finance Committee, which includes at least two other Members (one of which must be another Officer). The Finance Committee is responsible for developing and reviewing fiscal procedures, fundraising plans, and the annual budget with staff and other Members. The Committee must approve the budget and all expenditures must be within budget. Any major change in the budget must be approved by the Committee or the Executive Committee. The fiscal year shall be the City of Indianola's fiscal year (July 1st through June 30th). Annual reports are required to be submitted to the Committee showing income, expenditures, and pending income.

The Committee is responsible for securing funding for all projects, either through fundraising, grants, sponsorship, or other means. The City of Indianola will serve as the fiscal agent for Indianola Hometown Pride.

ARTICLE VI. MEETINGS

Section 4. Meetings & Attendance

The Committee will meet monthly, with a minimum of ten (10) meetings to be held annually. Meeting notices will be provided at least forty-eight (48) hours in advance by e-mail. Subcommittees may be formed to meet as needed.

A Member shall be deemed to "regularly attend" monthly Committee meetings if said Member misses no more than three (3) meetings in a year. In the event a Member anticipates missing a

meeting, advance notice to either the Chair or Vice Chair is preferred to the extent possible. Upon missing a third meeting in any given year, the Chair or Vice Chair may issue a verbal or written warning to said Member; however, the issuance or non-issuance of this verbal or written warning shall not nullify the Chair or Vice Chair's authority in the following paragraph.

In the event a Member fails to attend four (4) or more meetings in a given calendar year, the Chair and Vice Chair shall have the right to examine the circumstances of said failure(s) and either 1) excuse said failure(s), or 2) request said Member's resignation from the Committee.

Section 5. Quorum

The presence, in person, of a majority of current Members of the Committee shall be necessary at any meeting to constitute a quorum to transact official business. If a quorum is not present, the group may still meet, but the meeting will be for discussion purposes only.

ARTICLE VII. ACCOUNTING

The Memorandum of Understanding attached hereto as "Schedule A" is hereby incorporated by reference. This Memorandum of Understanding may be updated by the City of Indianola as deemed necessary by the City Council and the contents of any such updated Memorandum of Understanding will be deemed incorporated by reference at the time approved by the City Council.

ARTICLE VIII. AMENDMENTS TO BYLAWS

The Committee may amend these Bylaws by majority vote at any regular or special meeting. Written notice setting forth the proposed amendment or summary of the changes to be effected thereby shall be given to each Member within the time and the manner provided for the giving of notice of meetings of Committee.

ADOPTION OF BYLAWS

We, the undersigned, following a majority vote of the Members of this Committee at the meeting dated [DATE], at which a quorum was present, consent to and do hereby adopt the foregoing Bylaws, consisting of the four (4) preceding pages, as the Bylaws of this Committee.

ADOPTED AND APPROVED by the Committee on this ____ day of _____, 20__.

Emmett Konrad, Chair

Brianna Vaughn, Secretary

Meeting Date: 01/07/2019

Subject

Update on the FY 20 Budget Process

Information

Fiscal Impact

Attachments

Memo



— FINANCE DEPARTMENT —

To: Mayor and Council
From: Andrew J. Lent, Director of Finance
CC: Ryan Waller, City Manager
Date: December 31, 2018
Re: FY2020 Budget Preparation Schedule

During the January 7th City Council meeting, staff will provide an overview of the remaining schedule for preparation of the Fiscal Year 2019-2020 budget, which is found below:

January 7: Provide overview of remaining FY2020 Budget Schedule

January 22: Council Study Session/Budget Workshop

- Department Past Accomplishments and FY20 Objectives
- Council Direction on Civic Funding Requests
- Parking Lot and Additional Items Status

January 28-February 1: Individual meetings with Mayor and Council Members to review draft budget

February 4: City Council to set public hearing date for budget. Special Study Session for second Budget Workshop

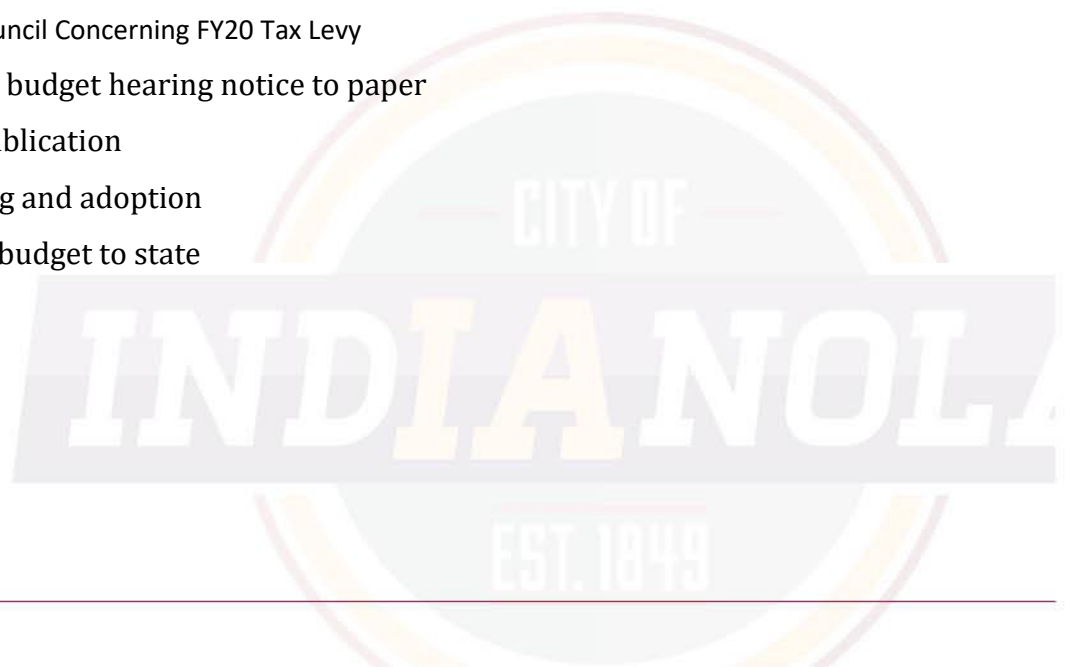
- Final Review of Parking Lot Items Status
- Direction from Council Concerning FY20 Tax Levy

February 18: Deadline to send budget hearing notice to paper

February 20: Budget notice publication

March 4: Budget public hearing and adoption

March 15: Deadline to submit budget to state



Meeting Date: 01/07/2019

Subject

City Manager's Report - Ryan Waller

* Receipt and file correspondence from December 14, 21 and 28, 2018

Information

In your packet are the December 14, 21 and 28, 2018 weekly updates from Ryan Waller, City Manager.

Roll call receiving and filing correspondence from the weekly update reports is in order.

Fiscal Impact

Attachments

Waller's Weekly 121418
Draft 010719 Agenda
Draft 012219 Agenda
Sump Pump Letter
DOT Plan
BRAVO
PM 121418
Exp Permit
PZ Project Update 121118
NoRec
Helping Hand
Waller's Weekly 122018
2018 HS Basketball Notice
2018 IBA Basketball Notice
A.C. Council Study
Council FY 20 Budget Priority Slides
Indianola Contractor Mtg
Draft 010719 Agenda
Draft 012219 Agenda
CIRTPA 121918
Waller's Weekly 122818
CDM Brief Nov 2018
BRAVO Letter
Expired Permit 122318-122918
Prop Maint Week 122318-122918

Diana Bowlin

From: Ryan Waller
Sent: Friday, December 14, 2018 1:37 PM
To: All Department Heads
Cc: Amy Beattie
Subject: FW: Waller's Weekly 12.14.18
Attachments: Draft January 7, 2019 Agenda.pdf; Draft January 22, 2019 Agenda.pdf; Sump Pump Letter.pdf; DOT plan.pdf; Bravo Announces GC19 CEG Awards.pdf; PM 121418.pdf; EXP PERMIT.PDF; PZ Project Update_121118.pdf; NoRec.1002443.20181214101703895.pdf; Helping Hand.jpg

Good afternoon, all.

Below and attached are the materials for this week's update email. Please feel free to share this with members of your respective departments. As always, if there are any questions or items you'd like included, please let me know. Thank you!

Have a great weekend!

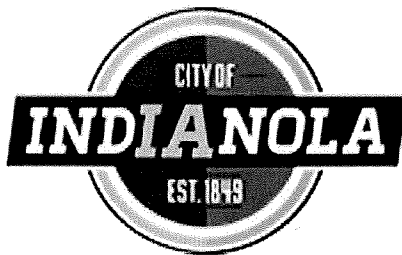
Ryan

From: Ryan Waller
Sent: Friday, December 14, 2018 1:33 PM
Subject: Waller's Weekly 12.14.18

Good afternoon, all.

I hope this finds you well. Below, please find several updates that are provided for your information. As always, if there are any questions, please let me know. I hope you all have a great weekend.

Ryan



Ryan J. Waller
City Manager
rwaller@indianolaiowa.gov
p: 515.962.5274
110 N. 1st Street – Indianola, Iowa 50125

City Council Agenda Items – The following are two items relevant to the upcoming City Council meeting:

1. Claims – In reviewing your agenda packet, you may have noticed that on your claim list, there are a couple of new items. These items are: 1) the claims to Infomax in each department are for the new printer/copier lease that the Council approved (these will

move under IT in FY2020 on July 1, 2019); and 2) the “Professional Services US” claims in some of the departments are what used to be the monthly transfers to IMU for utility billing services. This switched the transfers in/out over to a revenue/expense transaction between the City and IMU and is needed due to IMU’s new accounting and utility billing system.

2. **School District Letter** – Earlier this week, City Staff hosted a meeting for IDOT officials to review their request to restripe E. 2nd Avenue from four lanes to three lanes with School District officials. Attached is a letter from Art Sathoff providing comments on behalf of the School District regarding IDOT’s request.

Thank you! – Thank you to all who were able to join Liz and I last night for a little holiday celebration. We had a great time and we appreciate everyone’s generosity in bringing a non-perishable item. The collected items were dropped off at Helping Hand over the lunch hour. The volunteers that helped unload the donations were very appreciative (picture attached). Thank you!

Partnership with the Indianola School District - The Indianola School District partners with DMACC to help students prepare for college and find a job after high school. Through the partnership, local professionals work with students on preparing a resume, interviewing and introducing them to different types of jobs. Earlier this week, Melissa served as one of the volunteers for this program and worked with several high school students. In addition to this activity, Art and I have discussed opportunities for our respective teams to share in training opportunities. These discussions have led to the scheduling of a joint team training later in February.

Sump Pump Letters – Attached, please find a copy of a letter that has been mailed to various residents regarding sump pump discharge onto sidewalks and City streets. In addition to this letter, the City is providing public service announcements on this topic via our social media outlets.

Safety – Congratulations go out to the entire team for their continued efforts regarding workplace safety. Attached, please find a letter following a recent site visit by IMWCA.

Census Information – The Census has released its estimates for 2017. According to this release, the City’s estimated population is 15,990.

IMU Customer Service Center – IMU’s new customer service facility will be open for business on January 14, 2019. Staff currently stationed at City Hall will move Friday, January 11th. While there will be IMU staff in City Hall to assist customers, walk-in payments will not be able to be taken in that day. IMU has posted signs announcing that the payment drop box on the west

side of City Hall is no longer taking payments. The south parking lot payment drop box is still operational and will be relocated on January 14th to IMU's new facility. This information may also be found on social media.

BRAVO Announcement – Attached, please find a press release from BRAVO regarding its 2019 Cultural Enrichment Grant awards. As previously reported by Councilman Kling, Indianola's very own Des Moines Metro Opera received a sizable grant.

Christmas Hours – The Christmas Holiday is less than two weeks away. This year, Christmas Eve and Day fall on a Monday and Tuesday respectively. In accordance with City policy, non-emergency offices will be closed on these days.

Upcoming City Council Agendas – Attached, please draft agenda documents for upcoming meetings. As a reminder, these are fluid documents that can change on a regular basis (i.e. some items may get added/rescheduled due to Council direction as well as other factors that may or may not be within the control of the City departments). If there are items that you would like more information on, please let me know.

Community Development Updates - Attached are various updates provided by Community Development. Please note that the property maintenance report does not show those properties that have been provided to legal counsel for the next step in the enforcement proceedings.

January 7, 2019
Draft Council Agenda

- Minutes
- Claims
- Applications
- City Manager's Report
- Second consideration of a rezoning request from Tim Davison
- Second consideration of an alley request from Tim Davison
- Salaries
- Proposals for Concrete Crushing, Brush Grinding and Storm Brush
- Set public hearing for the sale and alley vacation
- Resolution fixing a date (January 22, 2019) of a meeting at which it is proposed to approve and authorize the sale of real property – 203 W. 2nd
- Receive an update on the development review process for Community Development
- Supplemental Agreement with Snyder & Associated for the E. Hillcrest Trail Connection
- Hometown Pride By-Laws
- Public hearing to consider selling 400 E. Euclid

January 22, 2019
Draft Council Agenda

- Minutes
- Claims
- Applications
- City Manager's Report
- Final consideration of a rezoning request from Tim Davison
- Final consideration of an alley request from Tim Davison
- Salaries
- Public hearing for the sale and alley vacation
- Resolution making final determination on sale of interest in real property to Gil and Becky Wigeland
- Nomination to the Hometown Pride Committee



COMMUNITY DEVELOPMENT

December 13, 2018

NAME

ADDRESS

Indianola IA 50125

Dear Resident:

Recently, the City received inquiries concerning regulations about the build-up of ice on streets and sidewalks caused by sump pump discharge from properties in our community. During a follow-up to this inquiry, City Staff noticed that the sump pump from your property is discharging into the public right-of-way and is causing ice buildup on South J Street and West Salem Avenue, creating a situation which may injure a person, animal or vehicle using this area.

We are writing to let you know that City regulations prohibit the discharge of sump pumps any closer than five (5) feet to a property line or any public right-of-way (City Code Section 50.02.17). City regulations also prohibit the deposit on any street or alley any sump pump discharge, or any substance likely to injure any person, animal or vehicle (City Code Section 135.03).

The City of Indianola is asking for your assistance in correcting this issue and ask that correction of these issues be performed on or before Friday, December 28, 2018. To bring this violation into compliance, the sump pump discharge shall be placed at least five (5) feet from the property line/public right-of-way. For a point of reference, all sidewalks in residential areas shall be located one (1) foot outside of the lot line, so the sump pump discharge shall be placed at least six (6) feet from the house side of the sidewalk. Again, we ask for your assistance in correcting this matter by the deadline to prevent any further enforcement action, which could include fines or taking whatever action is available to abate the violation and assess the associated costs and attorney fees against you.

If you have any questions, please do not hesitate to contact me at (515) 962-5276 or at cdissell@indianolaiowa.gov.

Regards,

Charlie E. Dissell, AICP
Director of Community & Economic Development
City of Indianola



Proud Traditions. . .Unlimited Possibilities

12/14/18

Dear Indianola City Council:

Jason Etnyre asked me to provide an opinion/recommendation from ICSD regarding the plan to convert Highway 92 from four lanes to three lanes next summer. Several school board members and school officials were able to attend a presentation and discussion with the DOT last week. We appreciated the opportunity although we have not had a lot of time to consider what we heard.

The general response of school representatives is that we understand the safety argument being made for converting four lane roads to three lanes with a turning lane. The left turn at S. 9th Street near Casey's is a good example of the challenges of a four-lane road there. A prime school concern was peak traffic times at the beginning and end of school, with Highway 92 running right between our two largest attendance centers and with the middle school being our main bus transfer location. Cars currently back up onto Highway 92, and we are concerned that drivers will make the turning lane a de facto passing lane. We don't feel like design solutions were considered or put forward to address this. What we did hear was that maybe the City's signal project could help alleviate this, maybe the school could retrain parents, or perhaps this is an enforcement issue for the Police Department. Mr. Moeller inquired about leaving the area in front of the schools as four-lane (east of 9th Street through 15th Street). There are not a large number of entries onto the highway like there are further west, and I would have liked to have heard this idea explored more.

To summarize, school representatives are not necessarily opposed to a three-lane plan. I have seen it work in Fairfield although there are not schools right along either Highway 1 or Highway 34 there. We accept the safety argument, and there are other places in Indianola that three lanes work well. We continue to have concerns about peak traffic times and back up and are not totally convinced that the three-lane plan won't exacerbate that.

Thank you for the opportunity to weigh in.

Sincerely,

A handwritten signature in black ink that reads "Art Sathoff".

Superintendent Art Sathoff



FOR IMMEDIATE RELEASE

MEDIA CONTACT:

Sally Dix, Executive Director
(515) 243-0388
sally@bravogreaterdesmoines.org

**BRAVO GREATER DES MOINES INVESTS \$3.8 MILLION IN GRANT FUNDS
TO SUPPORT ARTS, CULTURE AND HERITAGE ORGANIZATIONS**

DES MOINES, Iowa (December 12, 2018) – Bravo Greater Des Moines (Bravo) announced today Grant Cycle 2019 Cultural Enrichment Grants totaling more than \$3.8 million. Awards were made to support general operating expenses of 68 organizations across the region. This is the most Bravo has ever invested in a single cycle.

“For nearly 15 years, Bravo’s primary function has been to invest in the outstanding work being done by our community’s cultural partners. The funds being granted out to organizations through this program will help support the vibrant cultural community that Greater Des Moines offers to residents and visitors,” said Bravo Executive Director Sally Dix.

View the entire list of cultural partners currently receiving Bravo funding at:
bravogreaterdesmoines.org.

All Bravo grants are made possible by [17 local government partners](#), that each contribute a portion of hotel/motel tax revenue to Bravo to be invested in arts, culture and heritage organizations and programs – Altoona, Ankeny, Bondurant, Carlisle, Clive, Des Moines, Grimes, Indianola, Johnston, Norwalk, Pleasant Hill, Polk City, Polk County, Urbandale, Waukee, West Des Moines and Windsor Heights. Greater Des Moines’ cultural organizations are a driving factor in the success of the region’s quality of life and economic development, which supports business attraction and retention.

About Bravo Greater Des Moines:

[Bravo Greater Des Moines](#) leverages community resources to maximize impact of arts, culture, and heritage to advance regional priorities. Using funds contributed by local government partners, Bravo invests strategically in arts, culture and heritage organizations that contribute to and enhance the quality of life in Greater Des Moines for residents and visitors.



BRAVO GC19 CULTURAL ENRICHMENT GRANT RECIPIENTS	
Ankeny Area Historical Society	Greater Des Moines Botanical Garden
Ankeny Art Center	Greater Des Moines Music Coalition
Ankeny Community Band	Greater Des Moines Public Art Foundation
Ankeny Community Chorus	Harmony Central Chorus
Ankeny Community Theatre	Heartland Youth Choir
ASAP, After School Arts Program	Historic Valley Junction Foundation
Ballet Des Moines	Hoyt Sherman Place Foundation
Blank Park Zoo Foundation Inc	I'll Make Me a World in Iowa
Brazilian Cultural Center	Iowa Architectural Foundation
Carlisle Area Historical Society	Iowa Asian Alliance
Central Iowa Wind Ensemble	Iowa Gold Star Military Museum
City of Clive Public Arts Commission	Iowa Hall of Pride
City Voices	Iowa Latino Community Center
Civic Music Association of Des Moines	Iowa Shakespeare Experience
Class Act Productions, Inc.	Iowa Stage Theatre Company
CultureALL, Inc.	Iowa Youth Chorus
Des Moines Art Center	Italian-American Cultural Center of Iowa
Des Moines Arts Festival	Jewish Federation of Greater Des Moines
Des Moines Children's Museum	Latino Resources
Des Moines Choral Society	Living History Farms Foundation
Des Moines Community Orchestra	Mainframe Studios
Des Moines Community Playhouse	Music Under the Stars
Des Moines Diversity Chorus	Polk County Heritage Gallery
Des Moines European Heritage Association	Pride of Iowa
Des Moines Film Society	Pyramid Theatre Company
Des Moines Gay Men's Chorus	Salisbury House Foundation
Des Moines Metro Opera	Science Center of Iowa
Des Moines Performing Arts	State Historical Museum of Iowa
Des Moines Social Club	Station 1 Records
Des Moines Symphony Association	Tallgrass Theatre Company
Des Moines Vocal Arts Ensemble	The Opera Project DSM
Des Moines Young Artists' Theatre	Urbandale Community Theatre
Downtown Events Group	West Des Moines Historical Society
Gateway Dance Theatre	World Food Prize Foundation

<u>Property Address</u>	<u>Owners</u>	<u>Issue</u>	<u>QA</u>		<u>Current Action</u>	<u>LEGAL</u>	<u>Deadline</u>
208 S 4th Street	Karla Gilsalazar	Junk Debris			Caller reports overflowing trash in yard and dumpster at end of street full, no pick up. Believes this home is being rented and not being maintained appropriatley. 12/05/18 KM visited site. Left hanger and took pics. Mail letter. 12/12/18 KM visited. Worse than before. Bid for abate	Bid for Abate Letter	12/14/18
701 E 1st Ave	Vale LLC 6416 Mott Ave Windsor Heights IA 50324-1810	Junk Debris			12/10 rcvd complaint of home deteriorating with each tenant that moves. Windows covered with plastic. KM to visit and take pics. Report conditions. KM visited site 12/12 took pics, left door hanger to call office. Reports wood covering most windows and garbage debris.	Letter	
1213 W Clinton	Chad Cumes, Jennifer Larson	Inpropery Disposal of Yard Waste			Caller reports inproper disposal of yard waste in the creek behind the residence, causing build up and clogging the creek. 11/19 took pics. Door hanger left. Sent to legal. Send letter, may issue municiple infraction. 12/05/2018 burning construction equipment in open pit, pics taken. Forward	Letter Refer to Legal	12/14/18
1007 N D Street	Rebel Snodgrass	Tree			Letters sent for tree, construction pile removal, trailer with unregistered tagsoparked on grass not parked on concrete lot. 10/24/18 KM took pics. No change. Move to legal . Discuss with Jason/Oxford bid for abate/removal. 11/01/18 Kevin visited site. Trailer tags have been updated but no other changes seen. Pics taken. 11/07 KM states Jason to take care of- Pass. Reminder email to Jason sent 11/08. Emailed Jason for follow up 11/28/18 Jason states ABATE- Addvised need to contact Oxford to abate. 12/05/18 KM visited site. Spoke to resident stating he will take care of it this week. Advised abatement deadline exceeded. KM to give extension till next week then abate asap if not completed. 12/12 construction debris have been removed. Tree is still there. Bid for abate sent out 12/13 received bid. Waiting on second for comparison. Tree should be cut down and removed by next week.	ABATE	12/12/18
609 E 2nd Ave	Larry Veri Lynn 53239 Hwy 65 Lucas, IA 50151	Tall Weeds/Tree debri is yard			12/05/18 in legal. KM visited site regarding yard. Home appears to have been previously on fire. Windows boarded but door open. Branches and tree debris all around the home. Send letter to owners for abatement of yard debri. Km to visit by 12/14/18 then to abate if not completed. 12/13 No progress. Residence in vacant	Bid for Abate	12/14/18
604 N Howard Street	Lewis Souer 701 S R Street Unit 1	Junk Debris in Alleyway			Junk and debris falling from garage into alley way, impeding ability for use. KM to visit site and take pics. Letter allows 30days for vehicles. Recheck for progress 12/21		12/21/18
308 W 1st	Ernest Martens	Junk Debris			Follow up on property 12/21/18 with several junk and debris items in the yard. 12/13 KM states no progress. Took pics. Left hanger	Letter	12/21/18
303 W 17th Street	Jeffrey Schrader	Tall Weeds			10/11/18 visited site. Pics taken 10/12/18 - 10/15/18 letter sent. 10/24/18 KM visited site. Took pics for record. Send letter. 11/01/18 pics taken. Same . Bid for abate. DC to follow up. Take pics. 11/18 Uhaul on site. Tenant moving out. Owner given extension once tenant is gone to rectifiy nuisance. Check on 12/21/18. 12/05/18 KM left door knocker with copy of letters sent and notice that abatement deadline exceeded. Previous tenant has moved out and owner now taking back home. Advised to call CD office within 24 hours	BID FOR ABATE	12/21/18
410 E 1st Street	Benjamin Segebart	Brush Pile Junk Debri			11/19 pics taken, Wood spool and brush pile behind shed/garage by alleyway. Letter sent. 12/05/18 KM visited site. Brush pile and junk ebri have been cleared and site is complete. Remove from list		Closed

507 N 10th Street	Paul Wilson	Trees, Brush Pile		Visited site 10/25/18, left door knocker. Visited site 10/30/18 took pics. Sent letter 10/31/18. 11/07 KM visited site. Pics taken. Owner called in, states they are working on it. Asked forextension till after Thanksgiving. Will recheck on 11/28/18 SAME 11/28 spool still present. 12/05/18 KM visited site. Complete		Closed
111 S J Street	Muriel Short Revocable Trust	Tall Weeds		09/24/18 Kevin to visit take pics. Pics taken. 641-521-6939 Realtor, contacted realty company. They would arrange for grass to be mowed and work done. Recheck in 7 days 09/28 Kevin visited. No change. Send letter 10/11 KM visited site. Left notice 10/17/18 still no progress. Pics taken. KM says to abate. sent out for bid for the branches. 10/24/18 no change reported. pics taken. Place on abate list. 11/01/18 Kevin visited site. states brush pile still present. On abate list for this weekend. Assigned to JTL/ ETA 11/21/18. AS OF 11/28/18 this has not been abated. Contact JTL Brush pile still in back of home. 12/05/2018 KM visited site. No changes. Took pics. Contract a new co. to abate since not done yet. 12/13 abated. close	ABATE	Closed

Closed this Week3

In progress8

With Legal18

Expired Permit #	Permit Date/ Year	Permitte	Owner	Address	Project	Last Inspected	Permit Expired	Date Ltr Sent	Re Apply ?	New Permit #	Date RePerm	DATE Re Inspect/ Finaled	Notes
32	4/9/18	Amie Hale		107 South 19th Court	Pool	8/3/2018	1/30/2019	9/27/2018					Warning Letter advising of expiration if no final inspection
28	4/3/18	Sandy Peterson		1020 Scott Felton Rd	Shed	NONE	9/30/2018	9/27/2018					Warning Letter advising of expiration if no final inspection
22	3/27/18	Atlas Masonry	Tom Smith	2104 37th St, Des Moines, IA 50310	Repair Brick Store Front	None	9/23/2018	9/27/2018					Emailled the letter to the address provided on the permit as well. 09/26 dustin@atlasasonry.net
19	3/12/18	Midwest Builders	Ross & Sally Dale	615 E Scenic Valley	Alteration	None	8/30/2018	10/5/2018					Owner called in stating this project was complete. 641-660-2066 Ross Dale
15	2/23/18	Joep Jolliff		701 N 1st St Mail To: 15397 90th Ave	Home Alteration	3/5/2018	9/1/2018	10/5/2018 Returned 10/23 Remailed 10/31					Return notice sent letter back. Recvd 10/23/18. Warren Co shows 15397 90th Ave. Remailed 10/31/18
14	2/22/18	Genesis Development	Attn: Justin Terry	1809 W 2nd Ave	Alteration	NONE	8/21/2018	9/21/2018 10/31/2018					
13	2/21/18	Ann Mahoney	Equity Trust Custodian 1 Equity Way West Lake, OH 44145-2526	610 East 1st Ave	Home Restoration/ Alteration	3/5/2018	9/1/2018	9/27/2018					
11	2/14/18	Jonathan Cook		1200 Caroline Terrace	Alteration	NONE	8/13/2018	9/21/2018					
10	2/14/18	Steger Construction	Brad Nancy Kotz	807 E Trail Ridge Pl	Alteration	2/22/2018	8/21/2018	9/21/2018 11/26/2018	No				11/23/18 Contacted contractor, P Steger 515-988-6027 states they decided to finish the job on their own. No contact info given for the owners. Will resend letter today 11/26
8	2/1/18	Benjamin Rogers		1000 North O St	Basement Finish	NONE	7/31/2018	10/5/2018					
2	1/17/18	Russ Vanderpool		512 E Euclid Ave	Garage	NONE	7/16/2018	9/21/2018 10/31/2018					Re issued letter regarding Shed on 512 e Euclid. 9/21/18-10/31/18
111	9/12/17	Adam McCarty		2710 N Jefferson Way	Deck	10/20/2017	4/18/2018	9/21/2018	Ext Rqst				Applied for utility shed on 09/21/18. Will inspect both for compliance 09/24- 9/24 inspect deck is not finished. Owner will need to re apply for building permit. Owner called 12/12/18 asking for an extension on his deck permit, he wasn't able to get to it or work to finish it this year. Advised that he will need to re apply and pay for a new building permit next spring 2019
68	2017	Richard Stewart		1209 Lancaster Way	Single Family Dwelling	10/10/2017	4/8/2018	8/28/2018					
10	2016	Thomas Sherly Nicholson		200 West Orchard Ave	Bathroom Remodel	3/21/2016	9/17/2016	10/31/2018					
49	2018	Jerry's Homes		404 North 18th Street	Basement								
42	2016	Jeff Downing		1202 North 9th Street	Sun Shade Structure	NONE	10/29/2016	10/31/2018					
56	2016	Paul Whipple		1801 Fairway Drive	Deck	NONE	11/9/2016	11/12/2018					
60	2016	Brenda Simpson		500 South Buxton	Deck	NONE	11/16/2016	11/12/2018	NO			11/19/18	Final Inspection 11/19/2018
75	2016	James Burgin		103 West Hillcrest Dr	Garage	6/20/2016	12/17/2016						BOA Approval for this project to even happen.
91	2016	Bryon Keeney		505 E Ashland Ave	Deck	NONE	12/28/2016	10/31/2018					
95	2016	LTD Corp		2312 West 2nd Ave	Loading Dock	NONE	1/9/2017	10/31/2018					
99	2016	R & D Precision Builders		1001 E Madison Ave	Basement & Room Addition	NONE	1/11/2017	10/31/2018					
117	2016	Joe Kissner		1003 N O Street	Basement Finish	NONE	2/8/2017	10/31/2018					Note in file from RP stating left message about open permit on 2/27/18 Original Building permit issued 8/12/16
82	2016	Larry Powell		1201 North D Street	Garage	8/16/2016	2/12/2017						BOA Approval for this project to even happen. Letter sent to RP and CB on 8/25/16 regarding electric in the garage being separate rather than upgrading to 200amp. No further info or notes in file.
126	2016	Jeremy King	Anthony Hotz	505 N L Street	Repair of Deck Stairs / Dangerous Non Conforming Structures	NONE	3/6/2017	11/12/2018					
135	2016	Cory Till		1109 South K Street	Garage	NONE	3/28/2017						
93	2016	Rich Piper		1800 Fairway Drive	Covered Patio Attached	10/6/2016	4/4/2017						BOA twice approval for projects. No final. Last inspection was a RI framing
139	2016	Kevin Wood		901 East 1st Ave	Deck	NONE	4/8/2017	10/31/2018					
140	2016	Joe Ripberger		209 N M Street	Deck	NONE	4/11/2017	11/12/2018					
141	2016	Sean Thompson		204 E Kentucky Ave	Deck	NONE	4/12/2017	11/12/2018					
146	2016	Brad Butler	Ross Huff	611 Quail Ridge Rd	Deck	11/7/2016	5/6/2017	11/12/2018					
157	2016	Ronald Fridley		708 E 1st Ave	Alteration	NONE	6/5/2017	11/12/2018					Per DC Send letter instead of inspection only.
133	2016	Stephen Neve		1709 Apple Lane	Basement Finish	6/28/2017	12/25/2017	8/28/2018					Note in file from RP stating left message about open permit on 2/27/18 Original Building permit issued 09/21/2016 RI inspections done. Nothing else
111	2016	Greg Oakes		1001 N O Street	Basement Finish	5/2/2018	10/29/2018	9/21/2018 11/12/2018					RP contacted 2/27/18 regarding no inspections and permit sitting without final. Final inspect scheduled FAILED - 5/02/18 RP writes Sheet rock under stairs, cover all exposed NM cable -Romex
1	2015	Paul Edenburn		102 S Howard	Alteration ADA Restrooms	1/14/2015	7/13/2015	11/8/2018					
3	2015	Bengstrom Construction Inc		1707 North 14th	Alteration Office	2/2/2015	8/1/2015	11/8/2018					
11	2015	horton Robinson Construction	Tim Stacy Darr	2407 W 10th Ave	Garage Addition	4/7/2015	10/4/2015	11/8/2018					
15	2015	Rick & Tamara Stump		307 West 17th Ave	Garage	4/16/2015	10/13/2015	11/8/2018					
22	2015	Schultz Construction		1020 Scott Felton Rd	Demolition Deck	4/17/2015	10/14/2015	11/8/2018					

47	2015	Rebecca McGill		1607 East Boston Ave	Pool	NONE	12/6/2015	11/8/2018						
29	2015	Alley Van Clark		1003 North E Street	Addition BR and Egress Wind	7/2/2015	12/29/2015	11/8/2018						
71	2015	Steger Construction		2209 North 8th St	Addition Covered Porch	NONE	1/16/2016	11/8/2018						
74	2015	Hats Off LLC	Tim McConnell	400 S J Street	Garage for Residence	NONE	1/24/2016	11/8/2018						
42	2015	Adam Smith		1708 Apple Drive	Addition Deck	9/1/2015	2/28/2016	11/8/2018						
87	2015	Chester Crouse		1302 N 6th Street	Storage Building	NONE	3/1/2016	11/8/2018						
95	2015	Jamer & Shannon Aiello		2306 W Henderson Ave	Garage	NONE	3/12/2016	11/8/2018						
79	2015	Kurt Houska		1211 South G Street	Repair Foundation/Garage	9/15/2015	3/13/2016	11/8/2018						
40	2015	TLCD Investments LLC		220/222 W Salem Ave	Alteration	9/16/2015	3/14/2016	11/8/2018						
98	2015	Brad Butler		410 W 1st Ave	Front Porch Repair	NONE	3/19/2016	11/8/2018						
100	2015	Delta Delta Delta Sorority		705 N C Street	Alteration	NONE	3/19/2016	11/8/2018						
85	2015	LMC Pools	Paty Duax Aiello	2306 W Anderson Ave	Pool	9/22/2015	3/20/2016	11/8/2018						
105	2015	Kevin Robbins		1300 S. O Street	Shed	NONE	4/9/2016	11/8/2018						
104	2015	Michael Bilyeu		1011 N B Street	Deck	10/12/2015	4/9/2016	11/8/2018						
106	2015	Ryan Phipps		111 N G Street	Egress Window	NONE	4/10/2016	11/8/2018						
116	2015	B & S Construction		605 West 2nd Ave	Repair Foundation	10/30/2015	4/27/2016	11/8/2018						
115	2015	Plumb Construction LLC	Dave Dobson	315 South Spruce Street	Alteration Finish Basement	11/12/2015	5/10/2016							
41	2015	James Lavelle		1719 E Boston Ave	Addition	11/15/2016	5/13/2016	11/8/2018						Note on Building permit says RENEW 1 TIME ONLY
26	2015	Dave Morey		1009 W 3rd Ave	Garage	11/16/2015	5/14/2016							
78	2015	Garrett Miller		503 West 18th Place	Garage	NONE	5/17/2016							
128	2015	Dan J Nicholson		607 S Howard	Carport Root Only	12/1/2015	5/29/2016							
133	2015	Jeremy Selvage		3214 W 4th Ave	Garage	NONE	6/8/2016							
37	2018													
135	2015	Scenic Point Mall	Troy Knight	1709 N Jefferson Way #200	Alteration Office	NONE	6/15/2016	11/12/2018						Note in file from RP 2/27/18 left message about open permit and status.
82	2015	Brian Hoxmeier		1308 N 6th Street	Basement Finish	1/6/2016	7/4/2016							
98	2017	Jeffrey Simmerman		102 S 20th Street	Deck	8/28/2017	2/24/2018	10/31/2018	Yes	No				Owner called in. Extension given per DC till 02/01/2019
26	4/2/18	Joshua Hayes	Jason & Heather Glenn	1012 N 1st Street	Deck	4/2/2018	9/29/2018	9/27/2018	No	No	Extension	10/2/18		Owner old office 10/01 scheduled final inspection - final inspection completed by DC on 10/02/2018 ok and completed.
24	3/30/18	Apex Storal Solutions LLC	Andrew Hart	802 East Hillcrest Ave	28 Storage Units	NONE	9/26/2018	9/27/2018				10/4/18		Andrew came into office to discuss. States inspectors came out several times and said project was ok. Set up reinspection for final with David. Final completed on 10/04/18
25	3/30/18			910 Scott Felton Rd	Egress Windows	4/6/2018	10/3/2018	9/27/2018	No	No	Extension	11/5/18		Warning Letter advising of expiration if no final inspection. Final Inspection set for 11/05/18. CO issued 11/05/18 mailed.
2	2015	Indianola Com. School Dist. / Emerson Elem.		1109 E Euclid Ave	Elem Addition Alteration	12/15/2015	6/12/2016							Per DC- ok to close. Director should have signed. I have no problem with documentation other than signature. DC
43	2016	Kirk Hansen		1103 N D Street	Garage	12/20/2017	6/18/2018	11/12/2018	No			11/19/18		11/19/18 per DC finished.
24	2016	Don Bendon		715 West 2nd Ave	Garage	NONE	9/25/2016	11/5/2018	No	No		11/9/18		Bendon came to office. Set up final inspection to complete file. 11/09/2018 Per DC ok to final. Documented file. 11/09
54	2016	Devon Sadler		1001 Ann Parkway	Porch Repair	5/17/2016	11/13/2016	10/31/2018				11/16/18		DC inspected site 11/16 ok'd for final. Close file
12	2/21/18	Ground Breaker Homes	Peoples Company	113 W Salem	Repair/Replacement	3/12/2018	9/8/2018	9/21/2018	No	No	N/a	11/5/18		There is a CO signed for this but no final inspection recorded. Please look at file. ODD 09/17/18 DC ok to close. FU Inspection 11/05/18 CLOSED
9	2/21/18	Todd & Johna Clancy		808 East Scenic Valley Ct	Addition	7/31/2018	1/27/2019	9/21/2018	No	No		9/18/18		Permit has not expired however they sent in pics of the footing holes. No inspections face to face were performed. This property was never inspected but approved from pics only. DC to inspect 09/18/2018- Per DC ok to close 9/18/18. Deck is complete and appears in good condition.
65	5/15/17	Kevin & Denise Kalbus		1319 E Franklin Ave	Deck Addition	NONE	11/11/2017	NONE	YES	YES				Per Charlie, ok to give extension. New Expiration of 05/25/19
16	3/1/18	Steve Westra		1111 E Gerard Ave	Pool	5/21/2018	11/17/2018	10/5/2018	No	No	Extension	11/5/18		Warning Letter Sent of expiration prior to winter. Owner called in on 11/05/18 requesting a final inspection. Scheduled for 11/05/18
44	2016	All American Exteriors	Steve Biddle	1806 Apple Ln	Front Deck	NONE	10/31/2016	10/31/2018				11/12/18		Inspection for final set up for 11/12/18 @ 10:30am per DC ok
21	2016	John Amy Jakes		1201 E Iowa Ave	Foundation replacement	5/12/2016	11/8/2016	10/31/2018	No	EXT				Owner called in and scheduled inspection for final. DC inspected 11/09 ok for final. CO given to owner at time of inspection.
49	2017	John Jakes		1201 E Iowa Ave	Deck	5/28/2017	11/24/2017	8/28/2018	Yes	107-18	8/29/2018	10/29/18		Expired prev permit extended. Inspections completed. Re cert 8/30 final 10/29
25	2016	Ronald Cooney		813 W 4th Ave	Shed	NONE	10/2/2016	10/31/2018	No	EXT		11/15/18		Owner called in on 11/14 requested final inspection. Reports 2 previous inspections were done on the shed by RP. No inspections in file to reflect. Said he (owner) was hurt during the end of the project and forgot to call in the final. But deck is finished. Scheduled follow up inspection for final on 11/15 at 2pm. Owner asked to be present during inspection. Inspection scheduled for 11/15/18 ok per DC
30	2016	Matt Harmison		814 W Clinton Ave	Deck	NONE	10/2/2016	10/31/2018	No	EXT		11/12/18		Per DC extension given. Inspected property 11/12 ok'd
36	2016	Justin Tully		908 N J Street	Deck	5/13/2016	11/9/2016	10/31/2018	No	EXT		12/3/18		Received call from owner. Set up inspection to confirm finished. Sent request to Safebuild. Completed and confirmed deck done 12/3

47	2016	Beth Zimmerman		1313 S O Street	Basement Alteration	5/26/2016	11/22/2016	10/31/2018	EXT			11/16/18	Note in file saying Rich Parker called 2/27/18 and left a message for the tenant to call back regarding the permit for the basement finish that has not been finalled out. RP DC 11/16 final inspect. Ok CO signed off on 12/04/2018 for file
72	2016	Dan Hickman		600 N 14th Street	Shed	NONE	12/4/2016	10/31/2018				11/16/18	DC inspected Shed ok finished
71	2016	Sean Thompson		1110 N Howards St	Deck	6/7/2016	12/4/2016	10/31/2018	EXT			11/16/18	Owner called in, set up final inspection on deck for 11/16 DC ok 11/16
37	2018	James Steffen		2012 W Euclid Ave	Deck	None	10/20/2018	9/27/2018	No	No		10/19/18	Warning Expiration letter sent 9/27. inspected 10/19 before 10/20 expiration.
109	2016	Al Thayer		3212 W 4th Ave	Deck	8/10/2016	2/6/2017						Per DC ok to close. No reason, just a sticky note.
149	2016	Jerry Weeks		409 W 17th Ave	Carport	NONE	5/9/2017	11/12/2018				11/19/18	Owner called in-11/19 ok to come to do final inspection. DC ok to close 11/19/18
104	2016	Kathleen Picken		1003 N C Crt	Deck	8/24/2016	2/20/2017					9/17/18	Final says that the deck needs handrails before finaling- NO approved for final due to 4 rizers need handrail. - Sticky Note from DC states ok to close. No inspection or reasoning, just sticky note. 09/17/18
148	2016	John Dianne Liepa		603 E Salem Ave	Repair of flooring and roof	NONE	5/6/2017	11/12/2018	No			Close	LetterA52:N52 was returned with forward address of 1101 22nd St. WDSM 50265-2222 remailed 11/15/18. Letter received from prev owner stating the porch was in poor shape, replaced and not aware needing a final inspection. Apologized and stated the home has been sold with new owners.
123	2016	Jos Nesvedt		903 North B Street	Addition	3/30/2017	9/26/2017	11/12/2018				11/21/18	DC at 9am
53	2015	Michael Yofremewkov		406 N K Street	Garage	NONE	1/16/2016	11/8/2018				10/18/18	Finalled by DC on 10/18. email from jason regarding property. This was a called in complaint that involved the construction debri from the shed. Found to be an expired permit. Close ok per DC inspection .



COMMUNITY DEVELOPMENT

To: Planning and Zoning Commission
From: Charlie E. Dissell, AICP, Community and Economic Development Director
Subject: Current Projects Update-December 11, 2018

The purpose of this memorandum is to provide a brief synopsis of different projects that may be of interest to Commissioners. Staff can update to include other projects that you may have questions about.

- New Heights Church- 501 Hill Crest Ave
 - Preliminary site plan submitted for staff and engineering review
 - Applicants questions have been answered and staff is waiting on second submittal.
 - Applicants/City are working through issues with the Sewer Connection fee
 - Process on hold.
- 308 E 1st Avenue
 - Chumbley's Auto Service rezoning of this property from R-1 to C-2. In addition, they requested vacation and conveyance of the alley way contiguous to this property and the auto repair facility. P&Z unanimously recommended approval on October 9, 2018, and Council approved the request on December 3, 2018.
- 116 W Ashland Avenue (Groggy Dog)
 - Final inspection for building scheduled. Business owner asking for a temporary CO to open establishment without food sales and will get final CO once kitchen facilities are completed.
- Kappelman Appliance
 - Site plan, building plans and storm water plans have been submitted. All have been reviewed by the City and comments have been sent back to the applicant.
 - Awaiting applicant's response to comments.
- 204 West Salem
 - Building is changing ownership and will be remodeled and converted into office space.
 - City Council recently approved a low interest loan through the IEDA to the owner for renovations.



COMMUNITY DEVELOPMENT

- Items included from last month with no change
 - Deer Creek Plat 2
 - Kacee West Athletic Training Facility
 - Liberty Meats
 - North 15th Street and East 2nd Street
 - Mobile Home Park on south side of town
- Other Items
 - City staff has met with the sellers/possible buyer of a home to convert into a group home. Staff is working with the parties on a possible code amendment that will be reviewed by the Commission.
 - City Staff has met with a business owner about leasing space out of his business on the Square for a brewery (this is not the property located at 219 W Salem).
 - City Staff is meeting with the Iowa DOT regarding concerns about the proposed 4-lane to 3-lane conversion on Hwy 92.
 - Next month, the City will be co petitioner on the vacation of an alley adjacent to a D&D property.
 - Next month, City staff has a meeting with a new developer of Prairie Glen Plat 1, who proposes entry level market rate homes
 - The City Council Administrative and Policy Committee will interview RFP proposals for the Square Streetscape Proposals on January 16, 2019.
 - The City Council Administrative and Policy Committee will interview RFP proposals for the Comprehensive Plan Update Proposals on January 16, 2019.
 - Building permit reports and listings were included in your packets for the month of November, along with yearly totals.

INDIANOLA

EST. 1849

December 14, 2018

Melissa McCoy
Human Resources Director
Indianola
PO Box 299
Indianola, Iowa 50125-0299

Dear Melissa McCoy:

On December 11, 2018, I conducted a site visit of Indianola. During the course of our site visit I was pleased to see that your facilities were in good order and that no safety issues were found. You and all your staff are to be commended for your efforts in providing a safe and healthy work environment.

We would like to thank you for your membership with IMWCA and look forward to continued service.

Samples of safety programs can be found at www.imwca.org.

Thank you for your efforts in making Indianola a safer place to work.

Sincerely,

A handwritten signature in dark ink, reading "Ed Morrison". The signature is written in a cursive, flowing style.

Ed Morrison
Loss Control Representative

community
charity
love

now
blessings

purpose

ask

help

caring
thank you
kindness

community

heart
connect

faith

live
cause

support

share

voluntarian

charity

love



Diana Bowlin

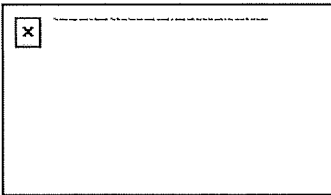
From: Ryan Waller
Sent: Thursday, December 20, 2018 2:59 PM
To: All Department Heads
Subject: Fwd: Waller's Weekly 12.20.18
Attachments: 2018High School Basketball Promotion Notice.pdf; 2018 IBA Basketball Promotion Notice.pdf; A.C. Council Study.pdf; Council-FY20 Budget Prioritization Slides.pdf; Indianola Contractor Meeting Letter.pdf; Draft January 7, 2019 Agenda.pdf; Draft January 22, 2019 Agenda.pdf; CIRTPA 121918.pdf; image001.png

All,

Below is this week's update. Please feel free to share with members of the team. These are also found in the city council packets and on our website. As always, if there are items you'd wish to be included or if there are questions, please let me know.

Merry Christmas to you and your loved ones! If you're traveling, please do so safely.

Ryan



Ryan J. Waller
City Manager
rwaller@indianolaiowa.gov
p: 515.962.5274
110 N. 1st Street – Indianola, Iowa 50125

Begin forwarded message:

Subject: Waller's Weekly 12.20.18

Good afternoon, all.

I hope this finds everyone well. Attached/below are the items for this week's update email. Please let me know if there are any questions.

Liz, Hayden, Emma, and I wish you all a very Merry Christmas!

Ryan



Ryan J. Waller

City Manager

rwaller@indianolaiaowa.gov

p: 515.962.5274

110 N. 1st Street – Indianola, Iowa 50125

Budget Prioritization - As a follow-up to the budget prioritization exercise and discussion at the City Council Study Session meeting, staff will begin researching the additional budget items submitted as part of this exercise. If you submitted a request, please know that you may be contacted by staff to obtain some additional information to assist with our research and preparation for future budget meetings.

Presentations - Attached are the two presentations that were reviewed during the December 17th City Council Regular and Study Session meetings.

IDOT Request - Staff are working on preparing a brief survey soliciting feedback on IDOT's request/proposal to restripe portions of highway 92 from four lanes to three lanes. The survey will be available on the City's website and advertised via social media. We are hoping to have this available after the holidays, at the latest.

Joint Meeting - As previously reported, we are looking to schedule a joint meeting with the City Council and the School Board to discuss the topic of a school resource officer. If you have not done so already, can you please respond to me letting me know if you are available to meet with the School Board on Monday, January 14th? This is an off-council meeting Monday. Thank you to those who have already responded.

Contractor Meeting - Attached, please find a letter that has been sent to developers and contractors throughout the Metro inviting them to a breakfast in January. The purpose of the breakfast is to share information on many of our recent successes and to solicit feedback on their experience with the City's permitting and development review process.

Autumn Ridge – On Wednesday, Staff received a copy of the development costs from Mr. Fred Dowie, developer of Autumn Ridge Subdivision. As you will recall, Mr. Dowie requested financial assistance as part of his development. In accordance with City Council direction, Staff, working with our City Engineer, will be reviewing the materials submitted by Mr. Dowie and will ultimately set up a meeting with Mr. Dowie's to review his request and next steps. Updates will be provided as information becomes available.

Partnerships - Earlier this week, I was invited to attend a meeting with representatives from the School District, Simpson College and the YMCA. During the meeting, it was shared that Heather Hulen is serving as the interim Executive Director of the Indianola YMCA, we reviewed the upcoming annual giving campaign and we discussed ways to improve upon collaboration. One such collaborative item was working together to improve communications and cross-promotions of events. To that end, attached, please find a flier advertising free admission to Simpson College basketball games. Please feel free to share this information.

City Mail – Attached please find mail received on behalf of the City.

IMU Customer Service Center – IMU's new customer service facility will be open for business on January 14, 2019. Staff currently stationed at City Hall will move Friday, January 11th. While there will be IMU staff in City Hall to assist customers, walk-in payments will not be able to be taken in that day. IMU has posted signs

announcing that the payment drop box on the west side of City Hall is no longer taking payments. The south parking lot payment drop box is still operational and will be relocated on January 14th to IMU's new facility. This information may also be found on social media.

Holiday Hours – A friendly reminder that non-emergency offices will be closed on Monday (12/24) and Tuesday (12/25) for the Christmas Holiday. Also, non-emergency offices will be closed on the following Tuesday (1/1) for New Years.

Out of the office – I will be out of the office on Friday, but will be available by email and cell phone.

Upcoming City Council Agenda – Attached, please find the draft agendas for the upcoming meetings. As a reminder, these are fluid documents that can change on a regular basis (i.e. some items may get added/rescheduled due to Council direction, as well as other factors that may or may not be within the control of the City departments). If there are items that you would like more information on, please let me know.

Community Development Updates – These updates will be provided via a separate email.

SIMPSON COLLEGE YOUTH BASKETBALL NIGHT

Be Our Guest!

See the 2018-19 **SIMPSON STORM** in action!



SIMPSON BASKETBALL DOUBLE HEADER

SIMPSON vs. Loras

Wednesday, January 2, 2019

Cowles Field House

Women's Game - 6:00 pm

Men's Game – 8:00 pm

Free Admission

Iowa High School Basketball Teams

Players & Coaches

Let's Get Excited!

Indianola Basketball Association – Halftime Recognition

Meet SIMPSON BASKETBALL coaches and players following the game

SIMPSON COLLEGE YOUTH BASKETBALL NIGHT

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SIMPSON BASKETBALL DOUBLE HEADER

SIMPSON vs. Loras

Wednesday, January 2, 2019

Cowles Field House

Women's Game - 6:00 pm

Men's Game – 8:00 pm

Free Admission

Indianola Basketball Association

Players, Coaches and Parents

Let's Get Excited! Wear Your IBA Jerseys (White)

Indianola Basketball Association – Halftime Recognition

Meet SIMPSON BASKETBALL coaches and players following the game

Discussion and consideration of a resolution creating the position of Administrative Clerk

AGENDA ITEM B.3 (NEW BUSINESS)



Background

- In January 2017 City and IMU restructured utility billing services in order to accommodate the future plans for the fiber expansion project.
- The Cashier, Clerk and Utility Billing positions were transferred to IMU and are currently titled, Utility Services Representatives.
- These employees have been located in City Hall and are responsible for not only utility billing services duties, but also accounts receivable, processing mail, greeting guests and other additional duties.



Background (continued)

- As part of this move, IMU provided notice to the City that they will no longer be able to provide certain services to the City (previously shared with Council on 11/7/18, 11/9/18 and 11/14/18)
- City Council authorized staff to review and discuss this matter with IMU
- General Fund pays ~\$61,000 for these services
- Sewer (11%), Stormwater (2%), and Recycling (2%) billing services would remain with IMU



Duties

- Process mail
- Accounts receivable – segregation of duties
- Answer phone calls; greet guests; receive deliveries
- Fire Department bills
- Ambulance bills
- Parking tags for Simpson
- Street department AR bills
- Sewer department AR bills and loan
- Brush Facility – start up cash, daily deposits, etc
- Receipting in AR payments from other departments
- Ordering P&R deposit slips for the pool deposits
- Checking bank statements for deposits and checking other entities have paid us (reconciling AR)
- Receipting in COBRA/Retiree Medical insurance monthly
- Maintain daily balances on cash, drawer and credit card accounts
- Prepare daily bank deposits
- Accurately prepare bank deposits and maintain records
- Data entry, filing and assisting with payroll
- Serves as a back up to the City Clerk
- Assist with lunch coverage



Comparables

From Strategic Plan:

City Staffing

- *Develop staffing plan to address current and projected needs*
- *Evaluate employee wage and benefit packages*

Consistent with IMU positions

Altoona – \$21.02/hr

Ankeny – \$18.18/hr

Clive – \$23.21/hr

Urbandale – \$18.02/hr

Also surveyed Norwalk, West Des Moines, Des Moines, Grimes, Waukee, Johnston and Pleasant Hill. They either don't have a like position or didn't respond.



Total Cost

Administrative Clerk	
Salary	\$38,568
IPERS	\$3,641
Social Security	\$2,391
Medicare	\$559
Deferred Comp	\$900
Short Term Disability	\$243
Long Term Disability	\$243
Life Insurance	\$103
H S A Funding	\$1,200
Health Insurance	\$20,153
H S A Match	\$2,000
Dental	\$1,034
Vision	\$127
Wellness	\$370
Total Salary & Benefits	\$71,532



Q&A

City of Indianola Council FY20 Budget Prioritization Review

COUNCIL STUDY SESSION-17 DECEMBER 2018



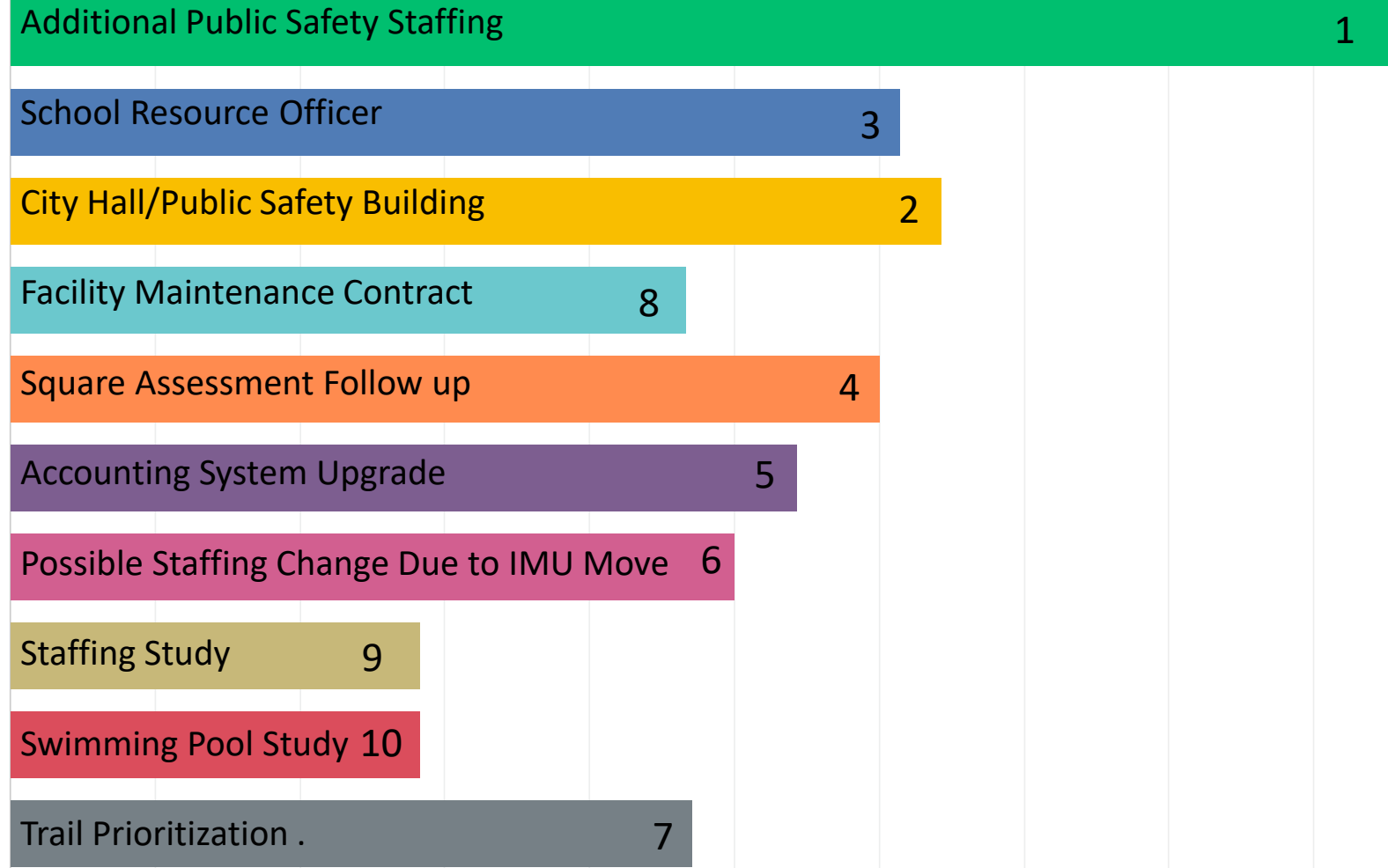
“Times and conditions change so rapidly that we must keep our aim constantly focused on the future.”—Walt Disney



Presentation Contents

- ❑ Prioritization Survey Results
- ❑ Funding Thoughts for Top Results
- ❑ Other Priorities
- ❑ Mission Statement Survey Results

Budget Priority Survey Results



Assessing Top Survey Rankings

- Additional Public Safety Staffing and SRO (Ranked 1 and 3)
 - One of the four new officers would be SRO-shared costs with school district
 - Increased EMS billing fees may offset cost of Fire/EMS staffing
 - Pursuing Grants to Lessen Impact
- City Hall/Public Safety Building Analysis (Ranked 2)
 - One-Time Cost
 - Part of Council 2016 Strategic Plan Goals
- Square Assessment Follow-Up (Ranked 4)
 - Not Needed Until After Courthouse Completed (FY21)

Assessing Top Survey Rankings (continued)

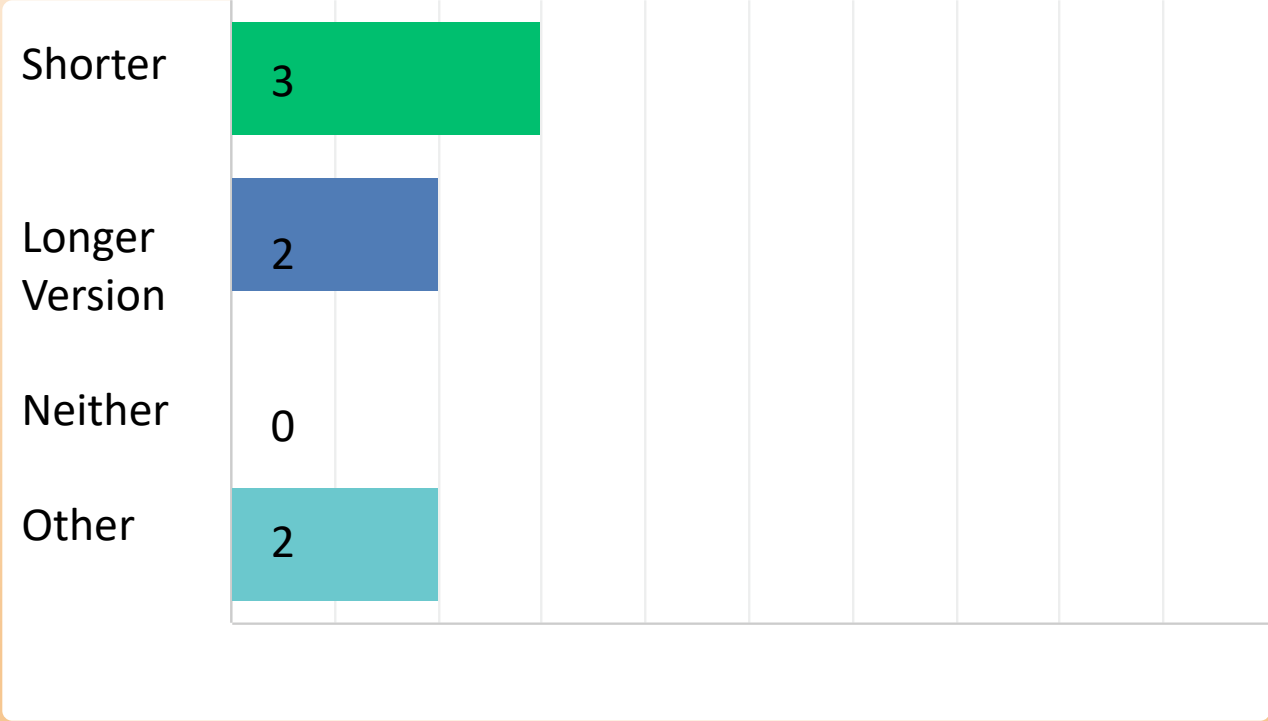
- Accounting Software Change (Ranked 5)
 - Lower Cost for Civic Upgrade
 - Cost to be shared among all Departments, including IMU for HR/Payroll modules
 - More Information on Memo in Council Packet
- Additional Staffing Due to IMU Move (Ranked 6)
 - General Fund Transfer to Pay Most of Administrative Clerk Cost
 - Needed to provide services previously provided by IMU
- Trail Prioritization Study (Ranked 7)
 - One-time cost from Fund 142

Thoughts?

Other Priority Items

- The following are other items offered as part of the prioritization study:
 - city wide roundtable on entrepreneurship and sustainability (\$3,500)
 - additional replacement trees for EAB program (\$15,000)
 - support of Mayor's Youth Council activities (\$200)
 - Bring back the Indianola Fine Arts Commission.
 - Pickleball Courts (6 to 12 court fenced complex)

Mission Statement Survey Results







COMMUNITY DEVELOPMENT

To Whom it may Concern:

The purpose of this letter is to introduce myself and invite you to a free breakfast meeting on **Thursday, January 17, 2019 from 7:00 AM to 8:00 AM**. This meeting will take place at the **Indianola Activity Center, located at 2204 West 2nd Avenue**.

As you may be aware, one month ago I began as the new Community and Economic Development Director for the City of Indianola. As I and the Department look ahead to the future, we are exploring changes that will hopefully be mutually beneficial. The focus of this meeting is to share some items concerning the department, but more importantly to solicit your input. During this meeting, I will share our current processes and start to outline our plan for the future. To help us plan for the future, understanding your needs as a contractor is important, so there will be time for a roundtable discussion on how we can both move Indianola forward.

Please contact the Indianola Community Development Department at (515) 961-9430 or by e-mail at comdev@indianolaiowa.gov for more information or to RSVP for the breakfast. Please RSVP by Monday, January 14, 2019. I look forward to meeting you!

Sincerely,

Charlie E. Dissell, AICP
Director of Community & Economic Development
City of Indianola



January 7, 2019
Draft Council Agenda

- Minutes
- Claims
- Applications
- City Manager's Report
- Second consideration of a rezoning request from Tim Davison
- Second consideration of an alley request from Tim Davison
- Salaries
- Proposals for Concrete Crushing, Brush Grinding and Storm Brush
- Set public hearing for the sale and alley vacation
- Resolution fixing a date (January 22, 2019) of a meeting at which it is proposed to approve and authorize the sale of real property – 203 W. 2nd
- Receive an update on the development review process for Community Development
- Supplemental Agreement with Snyder & Associated for the E. Hillcrest Trail Connection
- Hometown Pride By-Laws
- Public hearing to consider selling 400 E. Euclid
- Adopting the Procurement Policy for federal program funding purpose
- Amendment to the Purchasing Policy for the procurement policy for federal program

January 22, 2019
Draft Council Agenda

- Minutes
- Claims
- Applications
- City Manager's Report
- Final consideration of a rezoning request from Tim Davison
- Final consideration of an alley request from Tim Davison
- Salaries
- Public hearing for the sale and alley vacation
- Resolution making final determination on sale of interest in real property to Gil and Becky Wigeland
- Nomination to the Hometown Pride Committee



Brad Golightly, Dallas County
Transportation Policy Committee Chair

Todd Hagan, Madison County
Transportation Technical Committee Vice Chair

420 Watson Powell Jr. Parkway, Suite 200
Des Moines, Iowa 50309
Phone: 515.334.0075
www.cirtpa.org

OFFICE OF CITY CLERK

DEC 19 2018

INDIANOLA, IOWA

December 11, 2018

Mayor Kelly B. Shaw
110 N. 1st Street
Indianola, IA 50125

RE: Calendar Year 2019 CIRTPA Representation

Dear Mayor,

The Central Iowa Regional Transportation Planning Alliance (CIRTPA) annually requests its member governments to appoint or to reappoint, by City Council action, persons to represent that member government on the CIRTPA Transportation Policy Committee (TPC) and on the CIRTPA Transportation Technical Committee (TTC).

Indianola, through the Amended and Substituted Agreement Establishing the Central Iowa Regional Transportation Planning Alliance under Chapter 28E, Code of Iowa (28E Agreement) is entitled to one primary representative and to one alternate representative to both the CIRTPA TPC and to the CIRTPA TTC. The City of Indianola's current representation is:

CIRTPA TPC Primary Representative
CIRTPA TPC Alternate Representative
CIRTPA TTC Primary Representative
CIRTPA TTC Alternate Representative

Ryan Waller
Chuck Burgin
Chuck Burgin
Ryan Waller

There should be a strong link between the Indianola City Council and its CIRTPA representatives to enhance communication among our member governments through the CIRTPA process. The CIRTPA, in accordance with Title VI of the Civil Rights Act of 1964, urges our member governments to consider minority individuals when making these appointments.

We request that the City of Indianola submit the names and contact information of each of the two newly appointed or reappointed representatives to the CIRTPA TPC and the two representatives to the CIRTPA TTC on the enclosed forms. **These forms are due to the CIRTPA on or before January 20, 2019.**

Thank you for your assistance. I look forward to receiving the information for the City of Indianola representatives to the CIRTPA. If you have any questions, please don't hesitate to contact us.

Respectfully yours,

R. Todd Ashby
Program Coordinator

Boone County • Dallas County • Jasper County • Madison County
Marion County • Polk County • Story County • Warren County
Adel • Boone • Huxley • Indianola • Knoxville • Nevada
Newton • Pella • Perry • Story City • Winterset

Diana Bowlin

From: Ryan Waller
Sent: Friday, December 28, 2018 3:21 PM
To: All Department Heads
Cc: Dave N Moeller; Amy Beattie; Brenda Easter
Subject: FW: Waller's Weekly 12.28.18
Attachments: CDM_Brief_November_2018.pdf; BRAVO Letter.pdf; Expired Permit 12232018 to 12292018.pdf; Prop Maint Week of 122318 to 12292018.pdf

All,

I hope everyone had a great Christmas with loved ones. Here is this week's update email. As always, if there is anything you'd like to include or if you have any questions, please let me know.

I hope you all have a happy, healthy and prosperous 2019!

Ryan

From: Ryan Waller
Sent: Friday, December 28, 2018 3:19 PM
Subject: Waller's Weekly 12.28.18

Good afternoon, all.

I hope this finds everyone well and enjoying the holiday season.

Attached/below are the items for this week's update email. Please let me know if there are any questions.

My family and I wish you all a very happy, healthy and prosperous 2019!

And, as we head into the heart of the bowl season...Go State of Iowa (Hawkeyes and Cyclones)!!



Ryan



Ryan J. Waller

City Manager

rwaller@indianolaiowa.gov

p: 515.962.5274

110 N. 1st Street – Indianola, Iowa 50125

Joint Meeting – Please note that the joint meeting with the City Council and the School Board to discuss the topic of a school resource officer will be on Monday, January 14th. It is anticipated that the meeting will take place at 6:00 p.m. at the District's new administrative office building. A separate calendar notice will be forthcoming.

IDOT Request - Staff has prepared a brief survey soliciting feedback on IDOT's request/proposal to restripe portions of highway 92 from four lanes to three lanes. The survey will be available on the City's website and advertised via social media. We are hoping to have this available after the holidays, at the latest.

Chamber Dinner – As you are aware, the City is an investor in the Chamber. Based on the City's investor level, the City is afforded a table of eight to the annual Chamber dinner. This event is

scheduled for January 17th at 5:30 to 8:30 p.m. *If you plan on attending, please let me know so that I can make the necessary arrangements with the Chamber. Please let me know if you plan to attend by January 11th.*

TRM Christmas Tree Pick-up – In response to inquiries from their customers, TRM will be offering a Christmas Tree pick-up program. The original option for TRM was to haul the trees to Winterset, but this cost would be prohibitive to residents. In order to provide a cost effective solution to residents, TRM asked if they can deliver the trees to the City's brush facility, which would drastically reduce the price to residents. In allowing this access to the facility, TRM will be providing the City a per tree reimbursement to offset the cost of the chipping that will be done later as a result of the June storm damage and other chipping efforts.

Stormwater Projects – Earlier today staff had our monthly project review meeting with the City Engineer. One of the topics discussed was the upcoming bidding for our stormwater projects. There are currently three budgeted projects that will be bid in February. In addition to these three, there is one additional project – a stream stabilization project – that qualifies as an emergency repair that will also be bid out. This issue was recently brought to the City's attention by a resident and is in the vicinity of the S O Street neighborhood. All of these projects will be included for Council approval at an upcoming meeting following the receipt of submitted bids.

BRAVO Letter – Attached, please find a letter from BRAVO Greater Des Moines thanking the City for its partnership.

CVB Briefing - Attached is the CVB's November monthly brief.

IMU Customer Service Center – IMU's new customer service facility will be open for business on January 14, 2019. Staff currently stationed at City Hall will move Friday, January 11th. While there will be IMU staff in City Hall to assist customers, walk-in payments will not be able to be taken in that day. IMU has posted signs announcing that the payment drop box on the west side of City Hall is no longer taking payments. The south parking lot payment drop box is still operational and will be relocated on January 14th to IMU's new facility. This information may also be found on social media.

Holiday Hours – A friendly reminder that non-emergency offices will be closed on Tuesday (1/1) for New Years.

Out of the office – I will likely be out of the office on Monday, but will be available by email and cell phone.

Upcoming City Council Agenda – This will be provided in next week's update email.

Community Development Updates - Attached are various updates provided by Community Development. Please note that the property maintenance report does not show those properties that have been provided to legal counsel for the next step in the enforcement proceedings.

NOVEMBER BOOKINGS

- Midwest Aronia Association Annual Conference / [MARCH 2019](#)
- NAACP Region IV / [MARCH 2019](#)
- American College of Osteopathic Surgeons Seminar / [APRIL 2019](#)
- Dwolla Monetery 2019 / [MAY 2019](#)
- Iowa High School Baseball Coaches Association Annual Convention / [JANUARY 2023](#)

UPCOMING EVENTS

JANUARY

- Iowa State Archery - Annual Iowa Pro-Am
- Gym Rats Basketball - Hardwood Alliance
- Iowa Pork Congress
- Iowa Turfgrass Conference & Trade Show
- Iowa Power Farming Show

FEBRUARY

- Des Moines Home and Garden Show
- Iowa Beef Expo
- IHSAA State Wrestling Tournament
- Blue Ribbon Bacon Festival
- IGHSAU State Basketball Tournament

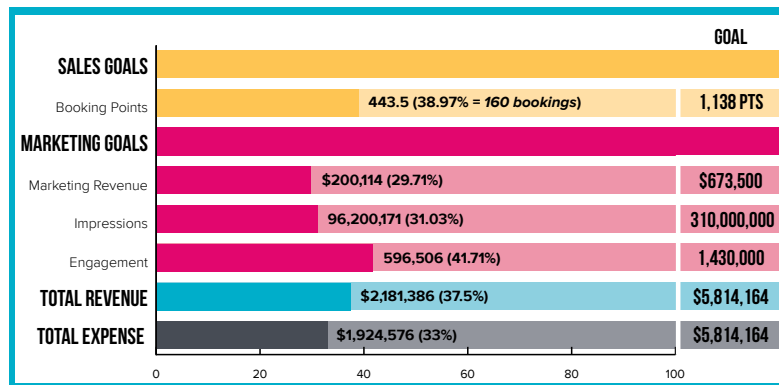
MARCH

- NAIA Wrestling National Championships
- Iowa Deer Classic
- IHSAA State Basketball Tournament
- USA Swimming TYR Pro Swim Series
- Iowa State Association of Counties Spring Conference
- NCAA - Div. I Men's Basketball 1st & 2nd Rounds
- Iowa Communications Alliance Annual Meeting

LOST BUSINESS

Organization Name	Date	Room Nights	Reason
EVERFI	2019	1,409	Location
Dairy Farmers of America Team Development Conference	2019	1,061	Attached hotel - Additional rooms needed
NCAA - Div. III Wrestling Central Regional	2019 & 2020	1,050	Availability
NASIG, Inc. Annual Conference	2020	850	Image/destination
Maritz Travel Anheuser Busch SAMCOM	2022	12,270	Image/destination
Missouri Valley Conference Women's Basketball Conference Tournament	2023	1,000	Facilities

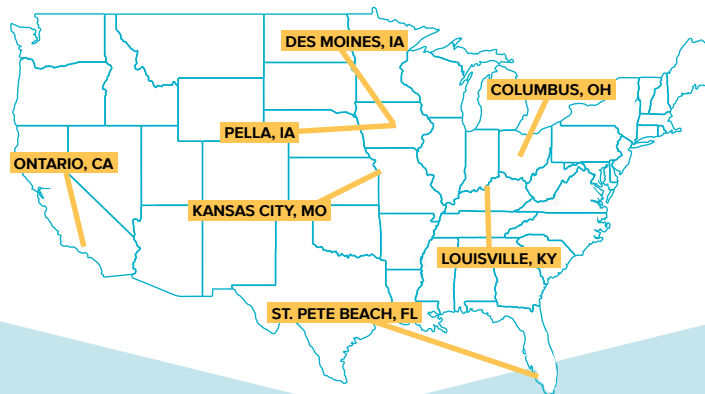
2018-2019 GOAL UPDATES



STR - HOTEL TRENDS

	OCTOBER 2018	OCTOBER 2017
OCCUPANCY	62.5%	61.1%
AVERAGE DAILY RATE	\$104.68	\$101.85

MONTHLY ACTIVITIES



DES MOINES, IA

Hosted three national planners on site visits who have potential events for 2020

COLUMBUS, OH

Sponsored and attended the USA Track & Field Annual Meeting

KANSAS CITY, MO

Attended the PCMA Heartland Chapter State of the Industry event

LOUISVILLE, KY

Exhibited at the Nursing Organization Alliance Fall Summit

ONTARIO, CA

Attended Connect Faith and had over 40 appointments with religious planners

ST. PETE BEACH, FL

Attended SPIN, Senior Planner Industry Network, and engaged with planners with over 10 years experience in the industry

PELLA, IA

Exhibited at the Iowa Group Travel Association's Travel Iowa Marketplace

MONTHLY HIGHLIGHTS

AAU JUNIOR OLYMPIC GAMES & CATCH DES MOINES RECOGNIZED AS CHAMPIONS FOR ECONOMIC IMPACT

Sports Destination Management, the leading publication with the largest circulation of sports planners in the sports tourism market, announced the 2018 Champions of Economic Impact in Sports Tourism. The 2018 AAU Junior Olympics and Catch Des Moines received the award and will be recognized in the November/December publication. The 2018 Games marked the fifth time Des Moines played host, with a total of 30,000 room nights and \$28 million in economic impact.

THE NOMADE HITS THE ROAD

A new tradeshow booth was rolled out in November, featuring the popular Nomade sculpture from the Pappajohn Sculpture Park. Illustrated by local artist John Bosley, the new booth is a direct tie to the prominent Des Moines landmark and includes refreshed brand messaging and imagery.

BRAND DIGITAL ADS ROLLED OUT IN DRIVE MARKETS

Brand digital ads, highlighting the Catch Des Moines sports and restaurant pages, began running in our drive markets this month. Ads continue to run in Iowa, Omaha, Kansas City and Minneapolis. The ongoing advertising will include two separate digital display campaigns each month to drive leisure travel to Greater Des Moines.

DES MOINES MAY BE "SMALL," BUT...

"Along with many other cities of its size, 'The Des' has gotten... hip." That's how John Marcus of the Boston Globe characterized Des Moines in his recent article, "[These cities may be small, but they're mighty appealing](#)." The article received nearly 3.5 million impressions by the end of November.

HOLIDAYS WITH THE CATCH CREW

The Catch Des Moines team celebrated the Catch Crew this month with a holiday luncheon at Biaggi's. The Catch Crew assists conventions and sporting events with on-site staffing needs. Twenty members of Catch Crew attended the celebration. A holiday gathering of the Catch Des Moines airport volunteers is planned for December.



December 20, 2018

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

Dear Ryan,

On behalf of the regional arts, culture and heritage organizations Bravo Greater Des Moines supports, thank you for your recent quarterly contribution.

For your records, Bravo received:
City of Indianola: \$16,287.00

Financial support from the City of Indianola fosters our vibrant and engaging cultural community.

With your investments, Bravo is able to:

- Provide reliable funding to more than 70 nonprofit arts, culture and heritage organizations and programs throughout the region;
- Measure the significant economic impact arts, culture and heritage organizations provide the regional economy; and
- Lead the vision to identify the ways arts and culture can further leverage quality of life and economic development.

For visitors, the impact of your funding helps drive tourism, generate economic development and make our region a cultural destination. Each year over 755,000 visitors attend arts, culture and heritage performances, events and education programs funded in part by Bravo Greater Des Moines.

We look forward to our continued partnership with the City of Indianola. Together we will continue to drive quality of life improvements in our region and make central Iowa a model of regional partnership in support of the arts.

Thank you again,

A handwritten signature in black ink that reads "Sally Dix".

Sally Dix
Executive Director
Bravo Greater Des Moines

Thanks for ALL you
do, Ryan!
Happy Holidays!

Expired Permit #	Permit Date/ Year	Permitte	Owner	Address	Project	Last Inspected	Permit Expired	Date Ltr Sent	Re Apply ?	New Permit #	Date RePerm	DATE Re Inspect/ Finald	Notes
32	4/9/18	Amie Hale		107 South 19th Court	Pool	8/3/2018	1/30/2019	9/27/2018					Warning Letter advising of expiration if no final inspection
28	4/3/18	Sandy Peterson		1020 Scott Felton Rd	Shed	NONE	9/30/2018	9/27/2018					Warning Letter advising of expiration if no final inspection
22	3/27/18	Atlas Masonry	Tom Smith	2104 37th St, Des Moines, IA 50310	Repair Brick Store Front	None	9/23/2018	9/27/2018					Emailled the letter to the address provided on the permit as well. 09/26 dustin@atlasasonry.net
19	3/12/18	Midwest Builders	Ross & Sally Dale	615 E Scenic Valley	Alteration	None	8/30/2018	10/5/2018					Owner called in stating this project was complete. 641-660-2066 Ross Dale
15	2/23/18	Joep Jolliff		701 N 1st St Mail To: 15397 90th Ave	Home Alteration	3/5/2018	9/1/2018	10/5/2018 Returned 10/23 Remailed 10/31					Return notice sent letter back. Recvd 10/23/18. Warren Co shows 15397 90th Ave. Remailed 10/31/18
14	2/22/18	Genesis Development	Attn: Justin Terry	1809 W 2nd Ave	Alteration	NONE	8/21/2018	9/21/2018 10/31/2018					
13	2/21/18	Ann Mahoney	Equity Trust Custodian 1 Equity Way West Lake, OH 44145-2526	610 East 1st Ave	Home Restoration/ Alteration	3/5/2018	9/1/2018	9/27/2018					
11	2/14/18	Jonathan Cook		1200 Caroline Terrace	Alteration	NONE	8/13/2018	9/21/2018	No	Ext			Per DC extension granted. "Owner requests final inspection 12/26
10	2/14/18	Steger Construction	Brad Nancy Kotz	807 E Trail Ridge Pl	Alteration	2/22/2018	8/21/2018	9/21/2018 11/26/2018	No				11/23/18 Contacted contractor, P Steger 515-988-6027 states they decided to finish the job on their own. No contact info given for the owners. Will resend letter today 11/26
8	2/1/18	Benjamin Rogers		1000 North O St	Basement Finish	NONE	7/31/2018	10/5/2018					
2	1/17/18	Russ Vanderpool		512 E Euclid Ave	Garage	NONE	7/16/2018	9/21/2018 10/31/2018					Re issued letter regarding Shed on 512 e Euclid. 9/21/18-10/31/18
111	9/12/17	Adam McCarty		2710 N Jefferson Way	Deck	10/20/2017	4/18/2018	9/21/2018	Ext Rqst				Applied for utility shed on 09/21/18. Will inspect both for compliance 09/24- 9/24 inspect deck is not finished. Owner will need to re apply for building permit. Owner called 12/12/18 asking for an extension on his deck permit, he wasn't able to get to it or work to finish it this year. Advised that he will need to re apply and pay for a new building permit next spring 2019
68	2017	Richard Stewart		1209 Lancaster Way	Single Family Dwelling	10/10/2017	4/8/2018	8/28/2018					
10	2016	Thomas Sherly Nicholson		200 West Orchard Ave	Bathroom Remodel	3/21/2016	9/17/2016	10/31/2018					
49	2018	Jerry's Homes		404 North 18th Street	Basement								
42	2016	Jeff Downing		1202 North 9th Street	Sun Shade Structure	NONE	10/29/2016	10/31/2018					
56	2016	Paul Whipple		1801 Fairway Drive	Deck	NONE	11/9/2016	11/12/2018					
60	2016	Brenda Simpson		500 South Buxton	Deck	NONE	11/16/2016	11/12/2018	NO			11/19/18	Final Inspection 11/19/2018
75	2016	James Burgin		103 West Hillcrest Dr	Garage	6/20/2016	12/17/2016						BOA Approval for this project to even happen.
91	2016	Bryon Keeney		505 E Ashland Ave	Deck	NONE	12/28/2016	10/31/2018					
95	2016	LTD Corp		2312 West 2nd Ave	Loading Dock	NONE	1/9/2017	10/31/2018					
99	2016	R & D Precision Builders		1001 E Madison Ave	Basement & Room Addition	NONE	1/11/2017	10/31/2018					
117	2016	Joe Kissner		1003 N O Street	Basement Finish	NONE	2/8/2017	10/31/2018					Note in file from RP stating left message about open permit on 2/27/18 Original Building permit issued 8/12/16
82	2016	Larry Powell		1201 North D Street	Garage	8/16/2016	2/12/2017						BOA Approval for this project to even happen. Letter sent to RP and CB on 8/25/16 regarding electric in the garage being separate rather than upgrading to 200amp. No further info or notes in file.
126	2016	Jeremy King	Anthony Hotz	505 N L Street	Repair of Deck Stairs / Dangerous Non Conforming Structures	NONE	3/6/2017	11/12/2018					
135	2016	Cory Till		1109 South K Street	Garage	NONE	3/28/2017						
93	2016	Rich Piper		1800 Fairway Drive	Covered Patio Attached	10/6/2016	4/4/2017						BOA twice approval for projects. No final. Last inspection was a RI framing
139	2016	Kevin Wood		901 East 1st Ave	Deck	NONE	4/8/2017	10/31/2018					
140	2016	Joe Ripberger		209 N M Street	Deck	NONE	4/11/2017	11/12/2018					
141	2016	Sean Thompson		204 E Kentucky Ave	Deck	NONE	4/12/2017	11/12/2018					
146	2016	Brad Butler	Ross Huff	611 Quail Ridge Rd	Deck	11/7/2016	5/6/2017	11/12/2018	EXT				Owner called in requesting inspection for final. Sent to safebuild 12/27/18 Ross Huff
157	2016	Ronald Fridley		708 E 1st Ave	Alteration	NONE	6/5/2017	11/12/2018					Per DC Send letter instead of inspection only.
133	2016	Stephen Neve		1709 Apple Lane	Basement Finish	6/28/2017	12/25/2017	8/28/2018					Note in file from RP stating left message about open permit on 2/27/18 Original Building permit issued 09/21/2016 RI inspections done. Nothing else
111	2016	Greg Oakes		1001 N O Street	Basement Finish	5/2/2018	10/29/2018	9/21/2018 11/12/2018					RP contacted 2/27/18 regarding no inspections and permit sitting without final. Final inspect scheduled FAILED - 5/02/18 RP writes Sheet rock under stairs, cover all exposed NM cable - Romex
1	2015	Paul Edenburn		102 S Howard	Alteration ADA Restrooms	1/14/2015	7/13/2015	11/8/2018					
3	2015	Bengstrom Construction Inc		1707 North 14th	Alteration Office	2/2/2015	8/1/2015	11/8/2018					
11	2015	horton Robinson Construction	Tim Stacy Darr	2407 W 10th Ave	Garage Addition	4/7/2015	10/4/2015	11/8/2018					
15	2015	Rick & Tamara Stump		307 West 17th Ave	Garage	4/16/2015	10/13/2015	11/8/2018					

22	2015	Schultz Construction		1020 Scott Felton Rd	Demolition Deck	4/17/2015	10/14/2015	11/8/2018						
47	2015	Rebecca McGill		1607 East Boston Ave	Pool	NONE	12/6/2015	11/8/2018						
29	2015	Alley Van Clark		1003 North E Street	Addition BR and Egress Wind	7/2/2015	12/29/2015	11/8/2018						
71	2015	Steger Construction		2209 North 8th St	Addition Covered Porch	NONE	1/16/2016	11/8/2018						
74	2015	Hats Off LLC	Tim McConnell	400 S J Street	Garage for Residence	NONE	1/24/2016	11/8/2018						
42	2015	Adam Smith		1708 Apple Drive	Addition Deck	9/1/2015	2/28/2016	11/8/2018						
87	2015	Chester Crouse		1302 N 6th Street	Storage Building	NONE	3/1/2016	11/8/2018						
95	2015	Jamer & Shannon Aiello		2306 W Henderson Ave	Garage	NONE	3/12/2016	11/8/2018						
79	2015	Kurt Houska		1211 South G Street	Repair Foundation/Garage	9/15/2015	3/13/2016	11/8/2018						
40	2015	TLCD Investments LLC		220/222 W Salem Ave	Alteration	9/16/2015	3/14/2016	11/8/2018						
98	2015	Brad Butler		410 W 1st Ave	Front Porch Repair	NONE	3/19/2016	11/8/2018						
100	2015	Delta Delta Delta Sorority		705 N C Street	Alteration	NONE	3/19/2016	11/8/2018						
85	2015	LMC Pools	Paty Duax Aiello	2306 W Anderson Ave	Pool	9/22/2015	3/20/2016	11/8/2018						
105	2015	Kevin Robbins		1300 S. O Street	Shed	NONE	4/9/2016	11/8/2018						
104	2015	Michael Bilyeu		1011 N B Street	Deck	10/12/2015	4/9/2016	11/8/2018						
106	2015	Ryan Phipps		111 N G Street	Egress Window	NONE	4/10/2016	11/8/2018						
116	2015	B & S Construction		605 West 2nd Ave	Repair Foundation	10/30/2015	4/27/2016	11/8/2018						
115	2015	Plumb Construction LLC	Dave Dobson	315 South Spruce Street	Alteration Finish Basement	11/12/2015	5/10/2016							
41	2015	James Lavelle		1719 E Boston Ave	Addition	11/15/2016	5/13/2016	11/8/2018						Note on Building permit says RENEW 1 TIME ONLY
26	2015	Dave Morey		1009 W 3rd Ave	Garage	11/16/2015	5/14/2016							
78	2015	Garrett Miller		503 West 18th Place	Garage	NONE	5/17/2016							
128	2015	Dan J Nicholson		607 S Howard	Carport Root Only	12/1/2015	5/29/2016							
133	2015	Jeremy Selvage		3214 W 4th Ave	Garage	NONE	6/8/2016							
37	2018													
135	2015	Scenic Point Mall	Troy Knight	1709 N Jefferson Way #200	Alteration Office	NONE	6/15/2016	11/12/2018						Note in file from RP 2/27/18 left message about open permit and status.
82	2015	Brian Hoxmeier		1308 N 6th Street	Basement Finish	1/6/2016	7/4/2016							
98	2017	Jeffrey Simmerman		102 S 20th Street	Deck	8/28/2017	2/24/2018	10/31/2018	Yes	No				Owner called in. Extension given per DC till 02/01/2019
26	4/2/18	Joshua Hayes	Jason & Heather Glenn	1012 N 1st Street	Deck	4/2/2018	9/29/2018	9/27/2018	No	No	Extension	10/2/18		Owner old office 10/01 scheduled final inspection - final inspection completed by DC on 10/02/2018 ok and completed.
24	3/30/18	Apex Storal Solutions LLC	Andrew Hart	802 East Hillcrest Ave	28 Storage Units	NONE	9/26/2018	9/27/2018				10/4/18		Andrew came into office to discuss. States inspectors came out several times and said project was ok. Set up reinspection for final with David. Final completed on 10/04/18
25	3/30/18			910 Scott Felton Rd	Egress Windows	4/6/2018	10/3/2018	9/27/2018	No	No	Extension	11/5/18		Warning Letter advising of expiration if no final inspection. Final Inspection set for 11/05/18. CO issued 11/05/18 mailed.
2	2015	Indianola Com. School Dist. / Emerson Elem.		1109 E Euclid Ave	Elem Addition Alteration	12/15/2015	6/12/2016							Per DC- ok to close. Director should have signed. I have no problem with documentation other than signature. DC
43	2016	Kirk Hansen		1103 N D Street	Garage	12/20/2017	6/18/2018	11/12/2018	No			11/19/18		11/19/18 per DC finished.
24	2016	Don Bendon		715 West 2nd Ave	Garage	NONE	9/25/2016	11/5/2018	No	No		11/9/18		Bendon came to office. Set up final inspection to complete file. 11/09/2018 Per DC ok to final. Documented file. 11/09
54	2016	Devon Sadler		1001 Ann Parkway	Porch Repair	5/17/2016	11/13/2016	10/31/2018				11/16/18		DC inspected site 11/16 ok'd for final. Close file
12	2/21/18	Ground Breaker Homes	Peoples Company	113 W Salem	Repair/Replacement	3/12/2018	9/8/2018	9/21/2018	No	No	N/a	11/5/18		There is a CO signed for this but no final inspection recorded. Please look at file. ODD 09/17/18 DC ok to close. FU Inspection 11/05/18 CLOSED
9	2/21/18	Todd & Johna Clancy		808 East Scenic Valley Ct	Addition	7/31/2018	1/27/2019	9/21/2018	No	No		9/18/18		Permit has not expired however they sent in pics of the footing holes. No inspections face to face were performed. This property was never inspected but approved from pics only. DC to inspect 09/18/2018- Per DC ok to close 9/18/18. Deck is complete and appears in good condition.
65	5/15/17	Kevin & Denise Kalbus		1319 E Franklin Ave	Deck Addition	NONE	11/11/2017	NONE	YES	YES				Per Charlie, ok to give extension. New Expiration of 05/25/19
16	3/1/18	Steve Westra		1111 E Gerard Ave	Pool	5/21/2018	11/17/2018	10/5/2018	No	No	Extension	11/5/18		Warning Letter Sent of expiration prior to winter. Owner called in on 11/05/18 requesting a final inspection. Scheduled for 11/05/18
44	2016	All American Exteriors	Steve Biddle	1806 Apple Ln	Front Deck	NONE	10/31/2016	10/31/2018				11/12/18		Inspection for final set up for 11/12/18 @ 10:30am per DC ok
21	2016	John Amy Jakes		1201 E Iowa Ave	Foundation replacement	5/12/2016	11/8/2016	10/31/2018	No	EXT				Owner called in and scheduled inspection for final. DC inspected 11/09 ok for final. CO given to owner at time of inspection.
49	2017	John Jakes		1201 E Iowa Ave	Deck	5/28/2017	11/24/2017	8/28/2018	Yes	107-18	8/29/2018	10/29/18		Expired prev permit extended. Inspections completed. Re cert 8/30 final 10/29
25	2016	Ronald Cooney		813 W 4th Ave	Shed	NONE	10/2/2016	10/31/2018	No	EXT		11/15/18		Owner called in on 11/14 requested final inspection. Reports 2 previous inspections were done on the shed by RP. No inspections in file to reflect. Said he (owner) was hurt during the end of the project and forgot to call in the final. But deck is finished. Scheduled follow up inspection for final on 11/15 at 2pm. Owner asked to be present during inspection. Inspection scheduled for 11/15/18 ok per DC
30	2016	Matt Harmison		814 W Clinton Ave	Deck	NONE	10/2/2016	10/31/2018	No	EXT		11/12/18		Per DC extension given. Inspected property 11/12 ok'd
36	2016	Justin Tully		908 N J Street	Deck	5/13/2016	11/9/2016	10/31/2018	No	EXT		12/3/18		Received call from owner. Set up inspection to confirm finished. Sent request to Safebuild. Completed and confirmed deck done 12/3

47	2016	Beth Zimmerman		1313 S O Street	Basement Alteration	5/26/2016	11/22/2016	10/31/2018	EXT			11/16/18	Note in file saying Rich Parker called 2/27/18 and left a message for the tenant to call back regarding the permit for the basement finish that has not been finalled out. RP DC 11/16 final inspect. Ok CO signed off on 12/04/2018 for file
72	2016	Dan Hickman		600 N 14th Street	Shed	NONE	12/4/2016	10/31/2018				11/16/18	DC inspected Shed ok finished
71	2016	Sean Thompson		1110 N Howards St	Deck	6/7/2016	12/4/2016	10/31/2018	EXT			11/16/18	Owner called in, set up final inspection on deck for 11/16 DC ok 11/16
37	2018	James Steffen		2012 W Euclid Ave	Deck	None	10/20/2018	9/27/2018	No	No		10/19/18	Warning Expiration letter sent 9/27. inspected 10/19 before 10/20 expiration.
109	2016	Al Thayer		3212 W 4th Ave	Deck	8/10/2016	2/6/2017						Per DC ok to close. No reason, just a sticky note.
149	2016	Jerry Weeks		409 W 17th Ave	Carport	NONE	5/9/2017	11/12/2018				11/19/18	Owner called in-11/19 ok to come to do final inspection. DC ok to close 11/19/18
104	2016	Kathleen Picken		1003 N C Crt	Deck	8/24/2016	2/20/2017					9/17/18	Final says that the deck needs handrails before finaling- NO approved for final due to 4 rizers need handrail. - Sticky Note from DC states ok to close. No inspection or reasoning, just sticky note. 09/17/18
148	2016	John Dianne Liepa		603 E Salem Ave	Repair of flooring and roof	NONE	5/6/2017	11/12/2018	No			Close	LetterA52:N52 was returned with forward address of 1101 22nd St. WDSM 50265-2222 remailed 11/15/18. Letter received from prev owner stating the porch was in poor shape, replaced and not aware needing a final inspection. Apologized and stated the home has been sold with new owners.
123	2016	Jos Nesvedt		903 North B Street	Addition	3/30/2017	9/26/2017	11/12/2018				11/21/18	DC at 9am
53	2015	Michael Yofremewkov		406 N K Street	Garage	NONE	1/16/2016	11/8/2018				10/18/18	Finalled by DC on 10/18. email from jason regarding property. This was a called in complaint that involved the construction debri from the shed. Found to be an expired permit. Close ok per DC inspection .

Property Address	Owner Information	Issue	QA	Current Action	LEGAL	Deadline
Parcel 48571020620	Biltmore Properties LLC	Brush / Debris		Large pile of sticks, branches and brush piled in back of yard along with junk and construction materials. Reported with photo. Will have KM visit site and issue complaince warning 12/26/18. Owner of 1227 S 3rd Street called in stating that the brush pile is not on his property but the one behind him by 10ft. He admitted that him and neighbors have added to the brush pile over the last 10 years and he would discuss with them options to dwindle it down and remove the brush pile. Letter being sent to Biltmore Properties for complaince since they own the property the pile is located on PO BOX 963 Waukee IA 50263-0963		01/04/19
604 N Howard Street	Lewis Souer 701 S R Street Unit 1	Junk Debris in Alleyway		Junk and debris falling from garage into alley way, impeding ability for use. KM to visit site and take pics. Letter allows 30days for vehicles. Recheck for progress 12/21 KM 12/19 took pics. Visited site. More junk than before previously. Letter sent and abate to legal for possible munic. infraction.	Refer to Legal	12/28/18
1004 E Iowa	J & R Property Management LLC 1631 Chippewa Trail Maitland, FL 32751	Demo-w/o permit		Report of demolision of home, no permit found. KM to visit site 12/26/18.		01/04/19
604 E Ashland	Edward & Vicki Wood	Junk Debris		Junk in driveway reported with portable tent- KM visited site. Legal abate prop. Took updated pics but nothing worse or changes since previously visited.	Send Letter	01/04/19
1009 E Salem	Carrie Putney	Junk Debris		garbage bags piled by door for weeks reported. KM visited site 12/19 garbage found on property. Door knocker left will follow up 12/28	Send Letter	01/04/19
1000 E Salem	Scott & Josephine Helgeson 11133 165th Ave	Junk Debris / Vehicles		broke down vehicles RB or food truck in side yard reported. KM visited site. Took pics. Left knocker. Found Junk Camper	Send Letter	01/04/19
701 E 1st Ave	Vale LLC 6416 Mott Ave Windsor Heights IA 50324-1810	Junk Debris		12/10 rcvd complaint of home deteriorating with each tenant that moves. Windows covered with plastic. KM to visit and take pics. Report conditions. KM visited site 12/12 took pics, left door hanger to call office. Reports wood covering most windows and garbage debris.	Send Letter	01/04/19
308 W 1st	Ernest Martens	Junk Debris		Follow up on property 12/21/18 with several junk and debris items in the yard. 12/13 KM states no progress. Took pics. Left hanger. 12/19 same	Send Letter	01/04/19
208 S 4th Street	Karla Gilsalazar	Junk Debris		Caller reports overflowing trash in yard and dumpster at end of street full, no pick up. Believes this home is being rented and not being maintained appropriatley. 12/05/18 KM visited site. Left hanger and took pics. Mail letter. 12/12/18 KM visited. Worse than before. Bid for abate. KM 12/19 progress being made. Still not compliant. 12/26 no change. Bid for Abate	Send Letter	01/11/19
1213 W Clinton	Chad Cumes, Jennifer Larson	Improper Disposal of Yard Waste		Caller reports improper disposal of yard waste in the creek behind the residence, causing build up and clogging the creek. 11/19 took pics. Door hanger left. Sent to legal. Send letter, may issue municaple infraction. 12/05/2018 burning construction equipment in open pit, pics taken. Forward. 12/17/18 owner of home contacted office. Discussed matter, sent pics taken. Extension 12/28/18. KM visited 12/26 no change. Bid for abate	Send Letter Transfer to Legal for MI	01/11/19

901 E Ashland	Chelsi Charleston(Hommer)	Junk Debris		Both front and side porches full of junk reported. Owner called in. said they will take garbage to curb today and the siding will be. KM visited site 12/19 took pics. States deck failing along with siding not complete. Garbage in yard completed in the spring. Asking for extension. Advised would have code enforment call them back. Owner called in 12/21/18 spoke to Charlie. Advised that garbage in yard gone but does not understand other issues. Charlie looked at photos and advised owners they were in complaince. Ok to close		03/20/19
1007 N D Street	Rebel Snodgrass	Tree		Bids received for abatement of tree. Owner contacted office states will have tree removed by spring. Given extension per C Dissell and JE.		03/20/19
105 N G Street	Syvilla William Smith	Junk Debris		Grocery cart and misc junk in yard reported - KM 12/19 nothing foound at S G will try N G. The home is further down the road. Please verify address. KM visited site. Says no issue found. Close		Closed
909 N Buxton	Michael Goode	Dangerous dwelling		Dangerous building - Get pics. Send to legal if necessary. No issues found. Spoke with the owner. The building is half brick. Photos taken.		Close