



— Clerk's Office —

NOTICE:

The City of Indianola is committed to the safety of our community and our organization. We understand that many in our community may have questions of the City, but who also may be nervous about attending gatherings such as a City Council meeting due to the COVID-19 Pandemic.

For those who do not wish to attend the meeting in person, the City of Indianola is currently hosting its meetings virtually at https://www.youtube.com/channel/UCCwqdy2irWQILB_1QzcVrdw

You may also view the meeting via a zoom webinar (Password: 987641):
<https://us02web.zoom.us/j/89570240856?pwd=SVpDYm9nV0oydk1iVmYyUUlmTi9qZz09>

Webinar ID: 895 7024 0856 Passcode: 987641

Or iPhone: 1-301-715-8592, 89570240856#, 987641# or 1-312-626-6799, 89570240856#, 987641#

Or Telephone Dial: 1-646-558-8656 or 1-301-715-8592 or 1-312-626-6799 or 1-669-900-9128 or 1-253-215-8782 or 1-346-248-7799

If you have a question or would like to submit a public comment, but are unable to attend the City Council meeting due to concerns about COVID-19, please do one of the following:

- Call 515-962-5240 immediately before the public comment or public hearing;
- Submit an electronic public comment form by visiting our website at <http://www.indianolaiowa.gov/Public-Comment>
- Submit the form on page six (6) of the packet to:

City Clerk's Office
110 N 1st Street
Indianola, IA
50125

(May be dropped off at the Police Station – south entrance)

Forms received by 4:00 p.m. on the day of the meeting will be distributed to the City Council prior to the meeting. Comments received after the deadline will be sent to the City Council as soon as possible.

The City of Indianola is pleased to provide accommodations to disabled individuals or groups and encourages their participation in city government. Should special accommodations be required, please contact the Clerk's office at least 48 hours in advance at 515-961-9410 or email cityclerk@indianolaiowa.gov to have reasonable accommodations provided.

Thank you for your cooperation, patience and understanding.

- The City of Indianola



CITY OF INDIANOLA COUNCIL MEETING

March 1, 2021

6:00 p.m.

City Council Chambers

Agenda

1. Call to order
2. Pledge of Allegiance
3. Roll call
4. **Page 5** Open Forum (Public comment)
5. Consent
 - A. Approval of agenda
 - B. **Page 7** Claims on the computer printout for March 1, 2021.
 - C. **Page 19** February 16, 2021 Minutes.
 - D. **Page 25** Resolution setting a public hearing for the plans, specifications, form of contract and estimate of costs for the West Highway 92 Tree Planting Project.
 - E. Applications
 1. **Page 27** Approval of a noise permit application for Warren County Speedway.
 2. **Page 31** Approval of a new tobacco and cigarette permit for Dollar General Store #22960, located at 201 North Jefferson Way.
 3. **Page 32** Approval of a renewal Class C liquor license with Class B wine permit, Class C beer permit and Sunday sales privileges for Dollar General Store #6777, located at 1803 W 2nd Avenue.
 - F. **Page 33** Resolution approving change order number three for the Water Resource Recovery Facility project.
 - G. **Page 40** Receive and file the Police Department's annual report.
 - H. **Page 57** Receive and file the City of Indianola's Fiscal Year 20 audit.

6. **Page 113** Treasurer's Report - Doug Shull
 - A. **Page 120** Receive and file the EMS billing activity reports for October, November and December 2020.
7. Council Reports
 - A. **Page 124** Consideration of a request from the Fine Arts and Beautification Commission for \$5250 to participate in a strategic plan study.
8. Mayor's Report — Pam Pepper
 - A. Community Update
9. Public Consideration
 - A. Old Business
1. **Page 125 Water Resource Recovery Facility**
 - a. **Page 126** Public Hearing on the plans, specifications, form of contract and estimate of costs on the Water Resource Recovery Facility trunk sewer and south plant lift station projects.
 - b. **Page 127** Resolution awarding a construction contract for the Water Resource Recovery Facility trunk sewer and outfall sewer improvement project.
 - c. **Page 133** Resolution awarding a construction contract for the Water Resource Recovery Facility south plant lift station project.
 - d. **Page 139** Resolution approving a Professional Services Agreement with HR Green for Phase 2 Construction Services for the Influent Trunk Sewer and Outfall Sewer Improvements Project in an amount not to exceed \$300,000.
2. **Page 157 Fiscal Year 22 Budget**
 - a. **Page 158** Public Hearing on the maximum property tax dollars for the Fiscal Year 22 budget.
 - b. **Page 159** Resolution approving the maximum property tax dollars for the Fiscal Year 22 budget.
 - c. **Page 162** Resolution setting a Public Hearing for the Fiscal Year 22 budget.
3. **Page 165** Resolution adopting the 2021 City of Indianola Supplement to the Statewide Urban Design and Specifications (SUDAS).
- B. New Business
 1. **Page 210** Resolution concerning duties and responsibilities associated with the integration of construction projects between Warren County, Iowa and the City of Indianola, Warren County, Iowa.

2. **Page 225** Resolution accepting public improvements and four-year maintenance bonds for storm sewer and streets for North 17th Street.

10. Other Business

A. City Manager's Report — Ryan Waller

1. **Page 229** Discussion and direction on patio and sidewalk agreements for 2021.
2. **Page 230** Consideration of a request from The Brickhouse to allow for additional outdoor dining usage.
3. **Page 231** Receive and file correspondence from February 12 and 19, 2021 weekly updates from City Manager, Ryan Waller.
4. **Page 238** Enter into closed session in accordance with Iowa Code Section 21.5 (1)(c) to discuss strategy with legal counsel in matters that are presently in litigation or where litigation is imminent and where its disclosure would be likely to prejudice or disadvantage the government.

11. Adjourn

Meeting Date: 03/01/2021

Subject

Open Forum (Public comment)

Information

Open Forum

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

(Indianola City Council Rules of Procedure)

Fiscal Impact

Attachments

Public Comment Form



CITY OF INDIANOLA PUBLIC COMMENT FORM

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

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

Please complete the following information:

Your Name: _____

Your Address: _____

Organization (if applicable): _____

City Council Meeting Date: _____

Agenda Item or topic if not on the agenda: _____

Comment: _____

Open Forum

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

(Indianola City Council Rules of Procedure)

Meeting Date: 03/01/2021

Subject

Claims on the computer printout for March 1, 2021.

Information

Fiscal Impact

Attachments

Vendor Report

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
A 6FT GEEK LLC				
A 6FT GEEK LLC	JANITORIAL	02/22/2021	4,100.00	GENERAL FUND
A 6FT GEEK LLC	ACTIVITY CENTER MONTHLY CLEANING	02/22/2021	1,525.00	PARK & RECREATI
Total A 6FT GEEK LLC:			5,625.00	
ACE HARDWARE				
ACE HARDWARE	PLOW TRUCK PARTS	02/16/2021	2.45	ROAD USE TAX FU
ACE HARDWARE	SHOP SUPPLIES	02/16/2021	.59	ROAD USE TAX FU
ACE HARDWARE	SOUTH PLANT WINDOW REPAIRS	02/17/2021	9.58	SEWER FUND
Total ACE HARDWARE:			12.62	
ACME TOOLS				
ACME TOOLS	KEROSENE CANS AND DRILL BIT	02/11/2021	194.44	SEWER FUND
Total ACME TOOLS:			194.44	
ACTION REPROGRAPHICS				
ACTION REPROGRAPHICS	SPECIALIZED EQUIPMENT	02/12/2021	992.00	POLICE FUND
Total ACTION REPROGRAPHICS:			992.00	
ALADTEC INC				
ALADTEC INC	SCHEDULING SOFTWARE ALADTEC	02/17/2021	1,155.00	FIRE FUND
Total ALADTEC INC:			1,155.00	
ALLSUP, PAT				
ALLSUP, PAT	CELL PHONE	02/18/2021	50.00	POLICE FUND
Total ALLSUP, PAT:			50.00	
AMAZON CAPITAL SERVICES				
AMAZON CAPITAL SERVICES	SHOWER CURTAINS	02/22/2021	203.12	FIRE FUND
AMAZON CAPITAL SERVICES	NOTEBOOK	02/17/2021	11.90	GENERAL FUND
AMAZON CAPITAL SERVICES	MONITOR CABLES	02/09/2021	92.11	GENERAL FUND
AMAZON CAPITAL SERVICES	WEBCAMS	02/09/2021	89.97	PARK & RECREATI
AMAZON CAPITAL SERVICES	SUPPLIES	02/12/2021	19.49	GENERAL FUND
AMAZON CAPITAL SERVICES	NEW FURNITURE/SUPPLIES FOR COM DEV	02/07/2021	390.94	GENERAL FUND
AMAZON CAPITAL SERVICES	CITY CLERK/CFO KEYBOARD, MOUSE	02/10/2021	34.99	GENERAL FUND
AMAZON CAPITAL SERVICES	SHOP SUPPLIES - BOOT DRYER	02/16/2021	45.99	ROAD USE TAX FU
Total AMAZON CAPITAL SERVICES:			888.51	
AMERICAN BUSINESS PHONES				
AMERICAN BUSINESS PHONES	DIGIUM PHONE SYSTEM	02/18/2021	26,431.08	VEHICLE RESERV
AMERICAN BUSINESS PHONES	DIGITAL VOIP GATEWAY	02/18/2021	1,774.29	VEHICLE RESERV
Total AMERICAN BUSINESS PHONES:			28,205.37	
AXON ENTERPRISE INC				
AXON ENTERPRISE INC	TRAINING	10/27/2020	375.00	POLICE FUND
Total AXON ENTERPRISE INC:			375.00	
BARCO MUNICIPAL PROD INC				
BARCO MUNICIPAL PROD INC	STREET SIGNS	02/17/2021	77.97	ROAD USE TAX FU

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
Total BARCO MUNICIPAL PROD INC:			77.97	
BOB'S CUSTOM TROPHIES				
BOB'S CUSTOM TROPHIES	NAME PLATE - KRISSA CIHASKI	02/11/2021	20.50	GENERAL FUND
Total BOB'S CUSTOM TROPHIES:			20.50	
BOEGE, KATELYN				
BOEGE, KATELYN	YOUTH BB OFFICIAL	02/19/2021	25.00	PARK & RECREATI
Total BOEGE, KATELYN:			25.00	
BOLTON & MENK INC				
BOLTON & MENK INC	STREETSCAPE ENGINEERING	01/29/2021	45,137.00	SQUARE STREETS
Total BOLTON & MENK INC:			45,137.00	
BUHROW, LUKE				
BUHROW, LUKE	CELL PHONE	02/15/2021	50.00	POLICE FUND
Total BUHROW, LUKE:			50.00	
CDW GOVERNMENT INC				
CDW GOVERNMENT INC	SURFACE PRO REPLACEMENT	02/10/2021	716.32	GENERAL FUND
Total CDW GOVERNMENT INC:			716.32	
CELLEBRITE				
CELLEBRITE	CONTRACT	02/18/2021	4,300.00	POLICE FUND
Total CELLEBRITE:			4,300.00	
CENTURYLINK				
CENTURYLINK	MONTHLY SERVICE 1/22-2/21	01/22/2021	58.22	GENERAL FUND
Total CENTURYLINK:			58.22	
CIGNA HEALTH AND LIFE INSURANCE CO				
CIGNA HEALTH AND LIFE INSU	CIGNA HEALTH	11/01/2018	538.86	AMBULANCE FUN
Total CIGNA HEALTH AND LIFE INSURANCE CO:			538.86	
CINTAS CORPORATION				
CINTAS CORPORATION	BURN RELIEF DRESSING, BBP KITS	02/17/2021	89.83	PARK & RECREATI
CINTAS CORPORATION	FIRST AID SUPPLIES	02/17/2021	19.72	PARK & RECREATI
CINTAS CORPORATION	SHOP SUPPLIES - FIRST AID ITEMS	02/17/2021	24.70	ROAD USE TAX FU
CINTAS CORPORATION	STOCK FIRST AID KIT	02/23/2021	37.61	SEWER FUND
Total CINTAS CORPORATION:			171.86	
CONFLUENCE INC.				
CONFLUENCE INC.	CODE UPDATES	02/16/2021	9,727.60	GENERAL FUND
Total CONFLUENCE INC.:			9,727.60	
CRAIG'S AUTOMOTIVE				
CRAIG'S AUTOMOTIVE	VEHICLE REPAIR	01/13/2021	180.00	POLICE FUND

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
CRAIG'S AUTOMOTIVE	VEHICLE REPAIR	01/15/2021	70.00	POLICE FUND
CRAIG'S AUTOMOTIVE	VEHICLE REPAIR	02/22/2021	921.65	POLICE FUND
CRAIG'S AUTOMOTIVE	VEHICLE REPAIR	02/01/2021	315.00	POLICE FUND
CRAIG'S AUTOMOTIVE	VEHICLE REPAIR	02/02/2021	235.00	POLICE FUND
Total CRAIG'S AUTOMOTIVE:			1,721.65	
DALDORADO LLC				
DALDORADO LLC	AQUATIC CENTER MAIN DRAIN GRATES	10/26/2020	2,686.24	POOL (MEMORIAL)
Total DALDORADO LLC:			2,686.24	
DEBOEF GRINDING LLC				
DEBOEF GRINDING LLC	ANNUAL BRUSH GRINDING	01/11/2021	8,250.00	GENERAL FUND
Total DEBOEF GRINDING LLC:			8,250.00	
DES MOINES REGISTER MEDIA				
DES MOINES REGISTER MEDIA	PH NOTICE BUDGET AMENDMENT	01/31/2021	124.29	GENERAL FUND
DES MOINES REGISTER MEDIA	DEC 21,2020 CC MINUTES	01/31/2021	296.69	GENERAL FUND
DES MOINES REGISTER MEDIA	PH NOTICE 506 W 2ND SALE	01/31/2021	40.88	GENERAL FUND
DES MOINES REGISTER MEDIA	PH NOTICE 506 W 2ND DEV AGR	01/31/2021	36.25	GENERAL FUND
DES MOINES REGISTER MEDIA	1-4-21 CC MINUTES	01/31/2021	175.22	GENERAL FUND
DES MOINES REGISTER MEDIA	PH NOTICE CAPITAL LOAN NOTE	01/31/2021	65.59	GENERAL FUND
DES MOINES REGISTER MEDIA	1-19-21 CC MINUTES	01/31/2021	319.85	GENERAL FUND
DES MOINES REGISTER MEDIA	NUISANCE ABATEMENT NOTICE	01/31/2021	86.46	GENERAL FUND
Total DES MOINES REGISTER MEDIA:			1,145.23	
DIGITECH				
DIGITECH	EMS BILLING	02/22/2021	2,279.54	AMBULANCE FUN
Total DIGITECH:			2,279.54	
DOWNEY TIRE PROS				
DOWNEY TIRE PROS	REPAIR VEHICLE	01/31/2020	23.45	POLICE FUND
DOWNEY TIRE PROS	REPAIR VEHICLE	08/03/2020	23.45	POLICE FUND
DOWNEY TIRE PROS	REPAIR VEHICLE	09/09/2020	51.78	POLICE FUND
DOWNEY TIRE PROS	REPAIR VEHICLE	11/12/2020	23.45	POLICE FUND
DOWNEY TIRE PROS	REPAIR VEHICLE	12/07/2020	65.59	POLICE FUND
DOWNEY TIRE PROS	MEDIC 248 TIRES AND BALANCING	12/10/2020	1,870.59	AMBULANCE FUN
DOWNEY TIRE PROS	TIRE REPAIR ON VENTRAC	02/22/2021	17.91	PARK & RECREATI
DOWNEY TIRE PROS	REPAIR VEHICLE	11/24/2020	2.00	POLICE FUND
DOWNEY TIRE PROS	DOWNEY TIRE	01/25/2021	37.41	FIRE FUND
DOWNEY TIRE PROS	REPAIR VEHICLE	02/22/2021	3.79	POLICE FUND
Total DOWNEY TIRE PROS:			2,119.42	
ELIXIR RX SOLUTIONS				
ELIXIR RX SOLUTIONS	411 RX JAN 2021	02/03/2021	41.25	POLICE FUND
ELIXIR RX SOLUTIONS	411 RX	02/15/2021	64.63	POLICE FUND
Total ELIXIR RX SOLUTIONS:			105.88	
FIRE SERVICE TRAINING BUREAU				
FIRE SERVICE TRAINING BURE	HUNTER A. FF1 AND HAZMAT OPS TEST	02/16/2021	100.00	FIRE FUND

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
Total FIRE SERVICE TRAINING BUREAU:			100.00	
FISCHER BROS. LLC				
FISCHER BROS. LLC	WATER SLIDE STEPS REPLACEMENT	02/10/2021	11,168.50	CAPITAL PROJECT
Total FISCHER BROS. LLC:			11,168.50	
FORMATION GROUP				
FORMATION GROUP	CH/LIBRARY ARCHITECTURAL	01/31/2021	3,800.00	CAPITAL PROJECT
Total FORMATION GROUP:			3,800.00	
FOX APPARATUS REPAIR & MAINTENANCE LLC				
FOX APPARATUS REPAIR & MAI	332 AIR LEAK FIXED	02/16/2021	543.00	FIRE FUND
Total FOX APPARATUS REPAIR & MAINTENANCE LLC:			543.00	
GALLS LLC				
GALLS LLC	C CROSS BOOTS	02/02/2021	135.95	FIRE FUND
GALLS LLC	J CROSS UNIFORMS	02/09/2021	77.30	FIRE FUND
GALLS LLC	UNIFORMS	02/15/2021	1,116.60	FIRE FUND
GALLS LLC	T-SHIRTS UNIFROMS	02/15/2021	161.25	FIRE FUND
GALLS LLC	J CROSS BOOTS	02/16/2021	147.87	FIRE FUND
GALLS LLC	A HURT UNIFORMS	02/18/2021	231.75	FIRE FUND
Total GALLS LLC:			1,870.72	
HAWKINS INC				
HAWKINS INC	CHEMICALS FOR DIGESTER	02/03/2021	1,830.17	SEWER FUND
HAWKINS INC	CHEMICAL FOR DIGESTER	02/04/2021	922.58	SEWER FUND
HAWKINS INC	CREDIT FOR RETURN OF DRUM	02/23/2021	-15.00	SEWER FUND
Total HAWKINS INC:			2,737.75	
HAWKINS, ROB				
HAWKINS, ROB	CELL PHONE	02/11/2021	50.00	POLICE FUND
Total HAWKINS, ROB:			50.00	
HENDERSON TRUCK EQUIPMENT				
HENDERSON TRUCK EQUIPME	SNOW EQUIPMENT REPAIR - PLOW TRUCK	02/11/2021	665.00	ROAD USE TAX FU
Total HENDERSON TRUCK EQUIPMENT:			665.00	
HENRY, D. LYNN				
HENRY, D. LYNN	YOUTH BB OFFICIAL	02/19/2021	30.00	PARK & RECREATI
Total HENRY, D. LYNN:			30.00	
IAWEA				
IAWEA	REGION V SPRING MEETING	02/22/2021	120.00	SEWER FUND
Total IAWEA:			120.00	
IBM CORPORATION				
IBM CORPORATION	MAAS360	01/27/2021	2,675.50	GENERAL FUND

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
Total IBM CORPORATION:			2,675.50	
IMU - UTILITIES				
IMU - UTILITIES	FEB 2021 PHONE	02/01/2021	674.77	GENERAL FUND
IMU - UTILITIES	FEB 2021 INTERNET	02/01/2021	142.00	GENERAL FUND
Total IMU - UTILITIES:			816.77	
INDOFF INCORPORATED				
INDOFF INCORPORATED	OFFICE SUPPLIES	02/16/2021	29.00	GENERAL FUND
INDOFF INCORPORATED	OFFICE SUPPLIES	02/18/2021	106.24	FIRE FUND
Total INDOFF INCORPORATED:			135.24	
INFOMAX OFFICE SYSTEMS INC.				
INFOMAX OFFICE SYSTEMS IN	PRINTER CONTRACT	02/17/2021	3,302.60	GENERAL FUND
Total INFOMAX OFFICE SYSTEMS INC.:			3,302.60	
INTERSTATE BATTERY SYSTEM OF DSM				
INTERSTATE BATTERY SYSTEM	BATTERIES FOR 23-24 PLOW TRUCKS	02/16/2021	479.80	ROAD USE TAX FU
Total INTERSTATE BATTERY SYSTEM OF DSM:			479.80	
INTERSTATE POWER SYSTEMS				
INTERSTATE POWER SYSTEMS	GENERATOR TRANSFER SWITCH FAILURE	02/02/2021	899.00	SEWER FUND
Total INTERSTATE POWER SYSTEMS:			899.00	
IOWA ONE CALL				
IOWA ONE CALL	LOCATES	02/19/2021	244.80	SEWER FUND
Total IOWA ONE CALL:			244.80	
IOWA PRISON INDUSTRIES				
IOWA PRISON INDUSTRIES	REPLACE STREET NAME SIGNS AT A SIGNA	02/15/2021	1,464.10	ROAD USE TAX FU
Total IOWA PRISON INDUSTRIES:			1,464.10	
JV TRUCKING LLC				
JV TRUCKING LLC	SAND-SNOW MATERIALS	02/16/2021	1,111.52	ROAD USE TAX FU
Total JV TRUCKING LLC:			1,111.52	
KARL CHEVROLET				
KARL CHEVROLET	338 KUSSMAUL INSTALLED	02/11/2021	675.23	FIRE FUND
Total KARL CHEVROLET:			675.23	
LAWSON PRODUCTS				
LAWSON PRODUCTS	SHOP SUPPLIES - BOLTS	02/11/2021	69.22	ROAD USE TAX FU
LAWSON PRODUCTS	EQUIPMENT REPAIR	02/17/2021	144.15	ROAD USE TAX FU
Total LAWSON PRODUCTS:			213.37	
LECLERE, ZETTA				
LECLERE, ZETTA	ZETTA LECLERE REFUND EMS	06/05/2020	265.00	AMBULANCE FUN

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
Total LECLERE, ZETTA:			265.00	
LITTLE GREEN BUTTON				
LITTLE GREEN BUTTON	LITTLE GREEN BUTTON ANNUAL	02/15/2021	225.00	GENERAL FUND
Total LITTLE GREEN BUTTON:			225.00	
LUNDE, SEAN				
LUNDE, SEAN	SEAN LUNDE WELLNESS FITNESS	02/09/2021	15.00	FIRE FUND
Total LUNDE, SEAN:			15.00	
MATHESON TRI-GAS INC				
MATHESON TRI-GAS INC	OXYGEN FOR EMS	02/18/2021	94.08	AMBULANCE FUN
Total MATHESON TRI-GAS INC:			94.08	
MCCOY HARDWARE INC				
MCCOY HARDWARE INC	STATION POWER STRIP	12/08/2020	13.49	FIRE FUND
MCCOY HARDWARE INC	STATION SUPPLIES	12/08/2020	49.53	FIRE FUND
MCCOY HARDWARE INC	STATION EQUIPMENT	12/28/2020	14.38	FIRE FUND
MCCOY HARDWARE INC	STATION SUPPLIES	01/04/2021	37.76	FIRE FUND
MCCOY HARDWARE INC	333 WIRING UNDER DRIVER SEAT	01/06/2021	11.94	FIRE FUND
MCCOY HARDWARE INC	HEAT TAPE	02/11/2021	28.79	PARK & RECREATI
MCCOY HARDWARE INC	370 PADLOCKS	02/17/2021	122.26	PARK & RECREATI
MCCOY HARDWARE INC	OFFICE SUPPLIES	02/22/2021	6.82	POLICE FUND
Total MCCOY HARDWARE INC:			284.97	
MID AMERICAN ENERGY CO.				
MID AMERICAN ENERGY CO.	ELECTRIC BILL - UTILITIES	02/15/2021	129.46	ROAD USE TAX FU
MID AMERICAN ENERGY CO.	07740-18004 N 65/69 LIFT STATION	02/18/2021	74.78	SEWER FUND
MID AMERICAN ENERGY CO.	09750-87035 WESLEY LIFT	02/18/2021	46.95	SEWER FUND
MID AMERICAN ENERGY CO.	UTILITIES FOR 206 N 1ST	02/23/2021	376.74	FIRE FUND
MID AMERICAN ENERGY CO.	69750-52006 QM 3 LIFT STATION	02/23/2021	101.35	SEWER FUND
Total MID AMERICAN ENERGY CO.:			729.28	
MOTOROLA SOLUTIONS				
MOTOROLA SOLUTIONS	SPEICALIZED EQUIPMENT	02/22/2021	9,035.80	POLICE FUND
Total MOTOROLA SOLUTIONS:			9,035.80	
MURPHY TRACTOR & EQUIPMENT				
MURPHY TRACTOR & EQUIPME	ROAD GRADER REPAIR	02/17/2021	375.00	ROAD USE TAX FU
Total MURPHY TRACTOR & EQUIPMENT:			375.00	
MYLER, CORY W.				
MYLER, CORY W.	CORY MYLER REFUND	12/09/2017	100.00	AMBULANCE FUN
Total MYLER, CORY W.:			100.00	
NAPA AUTO PARTS				
NAPA AUTO PARTS	WESLEY GENERATOR RADIATOR CAP	02/10/2021	9.29	SEWER FUND
NAPA AUTO PARTS	#27 ROAD GRADER PARTS	02/16/2021	4.49	ROAD USE TAX FU

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
Total NAPA AUTO PARTS:			13.78	
NATIONAL FIRE CODES				
NATIONAL FIRE CODES	NFPA PROFESSIONAL MEMBERSHIP	02/24/2021	175.00	FIRE FUND
Total NATIONAL FIRE CODES:			175.00	
O'REILLY AUTO PARTS				
O'REILLY AUTO PARTS	SUPPLIES	02/09/2021	34.18	POLICE FUND
O'REILLY AUTO PARTS	REPAIR MAINT VEHICLE	02/10/2021	37.41	ROAD USE TAX FU
O'REILLY AUTO PARTS	VEHICLE OPERATING SUPPLIES	02/10/2021	45.98	ROAD USE TAX FU
O'REILLY AUTO PARTS	DIESEL FUEL, ANTIGEL FUEL ADDITIVE	02/16/2021	100.87	ROAD USE TAX FU
O'REILLY AUTO PARTS	PLUGS FOR BACKHOE	02/17/2021	13.94	ROAD USE TAX FU
O'REILLY AUTO PARTS	RETAINER FOR SERVICE TRUCK	02/23/2021	3.99	SEWER FUND
Total O'REILLY AUTO PARTS:			236.37	
OVERHEAD DOOR COMPANY				
OVERHEAD DOOR COMPANY	OVERHEAD DOOR REPLACE OPENER	12/11/2020	3,239.00	FIRE FUND
Total OVERHEAD DOOR COMPANY:			3,239.00	
PARK, KRIS				
PARK, KRIS	YOUTH BB OFFICIAL	02/19/2021	30.00	PARK & RECREATI
Total PARK, KRIS:			30.00	
PARKER, DENNIS				
PARKER, DENNIS	YOUTH BB OFFICIAL	02/19/2021	30.00	PARK & RECREATI
Total PARKER, DENNIS:			30.00	
PERFECTION PEST MANAGEMENT				
PERFECTION PEST MANAGEM	PEST CONTROL	02/04/2021	53.50	ROAD USE TAX FU
Total PERFECTION PEST MANAGEMENT:			53.50	
PHILIPS MEDICAL CAPITAL				
PHILIPS MEDICAL CAPITAL	MONITOR LEASE / CARDIAC	02/15/2021	1,348.11	AMBULANCE FUN
Total PHILIPS MEDICAL CAPITAL:			1,348.11	
PIERCE BROTHERS REPAIR				
PIERCE BROTHERS REPAIR	CUTTING EDGES FOR VENTRAC SNOWPLO	02/17/2021	154.00	PARK & RECREATI
Total PIERCE BROTHERS REPAIR:			154.00	
PLEVA MECHANICAL				
PLEVA MECHANICAL	REPLACE WELLNESS POOL HEATERS	01/21/2021	4,536.00	YMCA MAINTENAN
Total PLEVA MECHANICAL:			4,536.00	
PRAXAIR DISTRIBUTION INC				
PRAXAIR DISTRIBUTION INC	PRAXAIR LEASE	01/31/2021	184.20	PARK & RECREATI
Total PRAXAIR DISTRIBUTION INC:			184.20	

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
PROSCREENING LLC				
PROSCREENING LLC	GUERTS SCREENING	02/15/2021	34.00	POOL (MEMORIAL)
Total PROSCREENING LLC:			34.00	
ROSS CHEMICAL SYSTEMS INC				
ROSS CHEMICAL SYSTEMS IN	APPARATUS DETERGENT AND STATION CLE	02/18/2021	346.65	FIRE FUND
Total ROSS CHEMICAL SYSTEMS INC:			346.65	
SANDRY FIRE SUPPLY LLC				
SANDRY FIRE SUPPLY LLC	335 VALVE AND GATE	09/23/2020	312.95	FIRE FUND
SANDRY FIRE SUPPLY LLC	335 VALVES	09/23/2020	95.45	FIRE FUND
SANDRY FIRE SUPPLY LLC	SUSPENDERS PPE	02/10/2021	121.95	FIRE FUND
SANDRY FIRE SUPPLY LLC	MAKO AIR FILL STATION PARTS	02/19/2021	223.00	FIRE FUND
Total SANDRY FIRE SUPPLY LLC:			753.35	
SHER, BRIAN				
SHER, BRIAN	CELL BILL	01/26/2021	50.00	POLICE FUND
SHER, BRIAN	CELL PHONE	01/22/2021	50.00	POLICE FUND
Total SHER, BRIAN:			100.00	
SHOTTENKIRK FORD OF INDIANOLA				
SHOTTENKIRK FORD OF INDIA	REPAIR OF COM DEV F150 HEATER	01/06/2021	586.33	GENERAL FUND
Total SHOTTENKIRK FORD OF INDIANOLA:			586.33	
SPRINGER PROFESSIONAL HOME SERVICES				
SPRINGER PROFESSIONAL HO	PEST CONTROL - ACTIVITY CENTER	02/16/2021	62.83	PARK & RECREATI
Total SPRINGER PROFESSIONAL HOME SERVICES:			62.83	
STOP STICK LTD				
STOP STICK LTD	SPECIALIZED EQUIPMENT	02/19/2021	44.00	POLICE FUND
Total STOP STICK LTD:			44.00	
T.R.M. DISPOSAL LLC				
T.R.M. DISPOSAL LLC	GARBAGE - BUILDING ACCT #159	01/24/2021	17.00	POLICE FUND
Total T.R.M. DISPOSAL LLC:			17.00	
TAC10 INC				
TAC10 INC	COMPUTER MAINTENANCE	12/17/2020	2,230.00	POLICE FUND
Total TAC10 INC:			2,230.00	
TG TECHNICAL SERVICES				
TG TECHNICAL SERVICES	CALIBRATION GAS AND VALVE TUBING FOR	02/15/2021	660.04	FIRE FUND
Total TG TECHNICAL SERVICES:			660.04	
THEISEN'S				
THEISEN'S	SHOP SUPPLIES	02/16/2021	29.30	ROAD USE TAX FU

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
Total THEISEN'S:			29.30	
TITAN MACHINERY				
TITAN MACHINERY	#37 PARTS BACKHOE	01/20/2021	2,750.00	ROAD USE TAX FU
Total TITAN MACHINERY:			2,750.00	
TRUENORTH COMPANIES LC				
TRUENORTH COMPANIES LC	MOCK OSHA WALK THROUGH - CITY HALL	02/02/2021	62.50	GENERAL FUND
TRUENORTH COMPANIES LC	MOCK OSHA WALK THROUGH - SEWER	02/02/2021	62.50	SEWER FUND
Total TRUENORTH COMPANIES LC:			125.00	
ULINE				
ULINE	2 WHITE BOARDS FOR FRONT AREA	02/02/2021	608.84	FIRE FUND
Total ULINE:			608.84	
UPHDM OCCUPATIONAL MEDICINE				
UPHDM OCCUPATIONAL MEDIC	DOT DRUG SCREEN - RICK	01/29/2021	53.00	SEWER FUND
Total UPHDM OCCUPATIONAL MEDICINE:			53.00	
VAN WALL EQUIPMENT				
VAN WALL EQUIPMENT	SERVICE ON JD 5090M TRACTOR	02/17/2021	390.82	PARK & RECREATI
Total VAN WALL EQUIPMENT:			390.82	
VERIZON WIRELESS				
VERIZON WIRELESS	DATA	02/15/2021	530.30	POLICE FUND
Total VERIZON WIRELESS:			530.30	
WALLER, RYAN				
WALLER, RYAN	CELLPHONE FEB 2021	02/05/2021	75.00	GENERAL FUND
Total WALLER, RYAN:			75.00	
WARREN CO ECONOMIC DEV CORP				
WARREN CO ECONOMIC DEV	WCEDC DUES FY21 2ND HALF	02/10/2021	12,500.00	GENERAL FUND
WARREN CO ECONOMIC DEV	HOMETOWN PRIDE DUES	02/10/2021	4,000.00	PARK & REC SPEC
Total WARREN CO ECONOMIC DEV CORP:			16,500.00	
WARREN COUNTY ENGINEER				
WARREN COUNTY ENGINEER	FUEL DISTRIBUTION - BUILDING & ZONING	02/03/2021	47.99	GENERAL FUND
WARREN COUNTY ENGINEER	FUEL DISTRIBUTION - FIRE DEPT	02/03/2021	761.43	FIRE FUND
WARREN COUNTY ENGINEER	FUEL DISTRIBUTION - AMBULANCE	02/03/2021	527.89	AMBULANCE FUN
WARREN COUNTY ENGINEER	FUEL DISTRIBUTION - POLICE DEPT	02/03/2021	1,623.57	POLICE FUND
WARREN COUNTY ENGINEER	FUEL DISTRIBUTION - PARKS	02/03/2021	395.18	PARK & RECREATI
WARREN COUNTY ENGINEER	FUEL DISTRIBUTION - STREETS	02/03/2021	3,902.16	ROAD USE TAX FU
WARREN COUNTY ENGINEER	FUEL DISTRIBUTION - SEWER	02/03/2021	354.25	SEWER FUND
Total WARREN COUNTY ENGINEER:			7,612.47	
WARREN COUNTY OIL				
WARREN COUNTY OIL	SHOP SUPPLIES	02/08/2021	434.50	ROAD USE TAX FU

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
Total WARREN COUNTY OIL:			434.50	
WELLS FARGO CCER				
WELLS FARGO CCER	Fedex 463245037send CPU - to Data911	01/27/2021	80.35	POLICE FUND
WELLS FARGO CCER	Adobe Acropro SubsContract	01/27/2021	14.99	POLICE FUND
WELLS FARGO CCER	American Heart ShopcprBLS video download	01/27/2021	85.00	AMBULANCE FUN
WELLS FARGO CCER	Staples 00115501Laminate South Plant Lift	01/25/2021	121.02	SEWER FUND
WELLS FARGO CCER	Cna ClassifiedsOfficer Ad	01/25/2021	300.00	POLICE FUND
WELLS FARGO CCER	Cna ClassifiedsOfficer Ad	01/18/2021	300.00	POLICE FUND
WELLS FARGO CCER	Staples DirectOffice Supplies	01/23/2021	48.48	SEWER FUND
WELLS FARGO CCER	Bound Tree Medical LlcAmbulance Defibrillation	12/30/2020	410.00	AMBULANCE FUN
WELLS FARGO CCER	Homegoods # 0662Winter Reading Program pri	01/03/2021	6.99	LIBRARY FUND
WELLS FARGO CCER	Napa Parts 0000514Refund over charge	01/06/2021	-.96	FIRE FUND
WELLS FARGO CCER	Bound Tree Medical LlcAmbulance Supplies - s	01/06/2021	784.80	AMBULANCE FUN
WELLS FARGO CCER	Olearys FI Olearys FIFuneral flowers	01/06/2021	54.29	LIBRARY FUND
WELLS FARGO CCER	Mood PandoraHold music	01/16/2021	26.95	GENERAL FUND
WELLS FARGO CCER	Smk Surveymonkey.ComSurvey Software	01/16/2021	384.00	GENERAL FUND
WELLS FARGO CCER	Staples 00115501Office Supplies	01/23/2021	25.97	SEWER FUND
WELLS FARGO CCER	Adobe IncCreative Cloud Subscription.	01/28/2021	635.87	GENERAL FUND
WELLS FARGO CCER	Government Finance OfficBudget Doc Webinar-	01/28/2021	35.00	GENERAL FUND
WELLS FARGO CCER	Government Finance OfficBudget Doc Webinar-	01/28/2021	35.00	GENERAL FUND
WELLS FARGO CCER	Foxit SoftwareFoxit PDF Software for New Lapt	01/28/2021	69.50	GENERAL FUND
WELLS FARGO CCER	Lakeshore Learning MaterBooks	01/28/2021	190.88	LIBRARY FUND
WELLS FARGO CCER	Napa Parts 0000514Annual service for fire truck	01/06/2021	579.39	FIRE FUND
WELLS FARGO CCER	Sq WinnerS CircleTwo retirement plaques for B	01/15/2021	182.00	FIRE FUND
WELLS FARGO CCER	Paypal IowaassociaMembership to Iowa Profes	01/15/2021	124.08	FIRE FUND
WELLS FARGO CCER	Bound Tree Medical Llcmedical supplies	01/15/2021	103.80	AMBULANCE FUN
WELLS FARGO CCER	Iowa Dnr SalesConstruction Permits for South P	01/14/2021	200.00	SEWER FUND
WELLS FARGO CCER	Bound Tree Medical LlcAmbulance - Medical S	01/14/2021	212.67	AMBULANCE FUN
WELLS FARGO CCER	Wm Supercenter #1491Office Supplies	01/14/2021	29.93	GENERAL FUND
WELLS FARGO CCER	Isu CpmShade Tree Workshop	01/19/2021	40.00	PARK & RECREATI
WELLS FARGO CCER	S&C Automotive IncUndercoating for 21 GMC	01/19/2021	345.00	SEWER FUND
WELLS FARGO CCER	Apple.Com/BillNomorobo for On Call Phone	01/12/2021	21.39	SEWER FUND
WELLS FARGO CCER	Cnm Outdoor EquipmentParts for Chain saws E	01/12/2021	97.67	FIRE FUND
WELLS FARGO CCER	L-Tron CorporationScanners and printers for car	01/12/2021	1,949.07	POLICE FUND
WELLS FARGO CCER	American Heart ShopcprACLS student handboo	01/12/2021	126.00	AMBULANCE FUN
WELLS FARGO CCER	Tst Funaro SLunch for OPN meeting for City H	01/21/2021	62.19	GENERAL FUND
WELLS FARGO CCER	Wal-Mart #1491Flashlight Easter Egg Hunt Sup	01/21/2021	70.51	PARK & RECREATI
WELLS FARGO CCER	Business PublicationsBusiness Record Renewa	01/21/2021	74.95	GENERAL FUND
WELLS FARGO CCER	Bio Medical Devices InterCAPR supplies **COV	01/22/2021	540.73	AMBULANCE FUN
WELLS FARGO CCER	Baker Creek Heirloom SeedSeeds	01/22/2021	40.00	PARK & RECREATI
WELLS FARGO CCER	2021 Tcusa ConfTree City USA Conference	01/19/2021	30.00	PARK & RECREATI
WELLS FARGO CCER	Staples DirectOffice Supplies The receipt for thi	01/26/2021	10.79	SEWER FUND
WELLS FARGO CCER	MailchimpElectronic marketing software	01/13/2021	56.70	LIBRARY FUND
WELLS FARGO CCER	Alert All CorpFire Department ink pens for the d	01/13/2021	610.00	FIRE FUND
WELLS FARGO CCER	P & P Small EnginesLeft hand spiral for snow bl	01/08/2021	143.99	SEWER FUND
WELLS FARGO CCER	Fleet Farm Cstore 3310Kerosene for North Plan	01/08/2021	53.46	SEWER FUND
WELLS FARGO CCER	Hy-Vee Indianola 1271Lisa Wilson - plant for MI	01/08/2021	35.00	GENERAL FUND
WELLS FARGO CCER	Target 00019018Winter Reading Program p	01/04/2021	12.84	LIBRARY FUND
WELLS FARGO CCER	Wal-Mart #149165060- kleenex	01/04/2021	8.88	LIBRARY FUND
WELLS FARGO CCER	Adobe 800-833-6687Monthly software subscri	12/31/2020	52.99	PARK & RECREATI
WELLS FARGO CCER	Marc S FabricationRepaired the fire bell for fune	12/31/2020	144.00	FIRE FUND
WELLS FARGO CCER	Napa Parts 0000514Drill bits, Oil, Wipers	12/31/2020	222.33	FIRE FUND
WELLS FARGO CCER	Cna ClassifiedsOfficer Ad	12/31/2020	300.00	POLICE FUND
WELLS FARGO CCER	Vistapr Vistaprint.Comoffice supplies	01/05/2021	34.99	POLICE FUND
WELLS FARGO CCER	Cna ClassifiedsOfficer Ad	01/04/2021	300.00	POLICE FUND
WELLS FARGO CCER	Aed SuperstoreTax reimbursement	01/04/2021	-31.98	POLICE FUND

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
WELLS FARGO CCER	Warren County OilLP for North Plant	01/04/2021	1,590.73	SEWER FUND
WELLS FARGO CCER	Bradley Tools Fastenersrefund for tax exempt c	01/04/2021	-1.37	POLICE FUND
WELLS FARGO CCER	Bound Tree Medical Llc10x EPI 1,10:000	01/04/2021	73.00	AMBULANCE FUN
WELLS FARGO CCER	Bound Tree Medical Llcmedical supplies	01/07/2021	1,361.14	AMBULANCE FUN
WELLS FARGO CCER	Tribute StoreFuneral flowers	01/07/2021	92.90	LIBRARY FUND
WELLS FARGO CCER	Hy-Vee Indianola 1271Blake Henry - plant for hi	01/07/2021	37.00	GENERAL FUND
WELLS FARGO CCER	Bound Tree Medical Llc10x adenosine	01/05/2021	28.80	AMBULANCE FUN
WELLS FARGO CCER	Messicks - EcommerceParts for Steiner Mower	01/05/2021	293.31	PARK & RECREATI
WELLS FARGO CCER	Fleet Farm Cstore 3310Kerosene for North Plan	01/05/2021	57.60	SEWER FUND
WELLS FARGO CCER	Bound Tree Medical LlcAmbulance Supplies - s	01/11/2021	1,478.24	AMBULANCE FUN
WELLS FARGO CCER	Bound Tree Medical LlcAmbulance Supplies - M	01/11/2021	344.17	AMBULANCE FUN
WELLS FARGO CCER	Cna ClassifiedsOfficer Ad	01/11/2021	300.00	POLICE FUND
WELLS FARGO CCER	Aed SuperstoreCar 202	01/07/2021	1,963.70	POLICE FUND
WELLS FARGO CCER	Sangoma Us IncMonthly Phone Bursting	01/07/2021	36.98	GENERAL FUND
WELLS FARGO CCER	Sangoma Us IncApplied phone account credit	01/07/2021	25.00	GENERAL FUND
WELLS FARGO CCER	Vistapr Vistaprint.Comoffice supplies	01/18/2021	80.56	POLICE FUND
WELLS FARGO CCER	Warren County OilLP for North Plant	01/18/2021	1,502.43	SEWER FUND
WELLS FARGO CCER	Napa Parts 0000514Parts for annual service of f	01/18/2021	166.58	FIRE FUND
WELLS FARGO CCER	Dnh Godaddy.ComSSL Certificates for websites	01/18/2021	159.98	GENERAL FUND
WELLS FARGO CCER	Iowa Library AssociationAnnual dues	01/18/2021	75.00	LIBRARY FUND
WELLS FARGO CCER	Amer Lib Assoc-CareerAmerican Library Associ	01/18/2021	130.00	LIBRARY FUND
Total WELLS FARGO CCER:			20,187.25	
WILSON, LISA				
WILSON, LISA	WELLNESS	02/18/2021	15.00	GENERAL FUND
Total WILSON, LISA:			15.00	
YMCA OF GREATER DSM				
YMCA OF GREATER DSM	EMPLOYER EXPENSE	02/01/2021	387.50	GENERAL FUND
YMCA OF GREATER DSM	EE LIABILITY	02/01/2021	1,042.50	GENERAL FUND
Total YMCA OF GREATER DSM:			1,430.00	
Grand Totals:			226,431.90	

City Council: _____

Subject
February 16, 2021 Minutes.

Information

Fiscal Impact
Attachments

Minutes

City of Indianola - Regular Session – February 16, 2021

The Indianola City Council met in regular session at 6:00 p.m. on February 16, 2021 in the City Hall Council Chambers. Mayor Pam Pepper called the meeting to order and on roll call the following members were present: Heather Hulen, John Parker, Bob Kling, and Mayor Pepper and via Zoom Gwen Schroder and Greg Marchant. Absent: Greta Southall

Karley Smith and Carter Mahlstadt, Mayor's Youth Council members, were also in attendance.

Item 5E, Resolution 2021-033 setting a Public Hearing for March 23, 2021 for a request from Brad Ross for approval of an amendment to Chapter 165, regarding warehouses was pulled from the consent agenda on a request from Mr. Ross.

Council Member Kling moved to approve the consent agenda and Parker seconded the motion. On roll call, the vote was AYES: Hulen, Parker, Kling, Schroder and Marchant. NAYS: None. Whereas the Mayor declared the motion carried unanimously. The consent agenda was as follows:

- Approval of agenda
- Claims on the computer printout for February 16, 2021.
- Resolution 2021-032 approving monthly transfers.
- February 1, 2021 Minutes.
- Consideration of a renewal Class C Liquor License with Sunday sales and outdoor service privileges for Frerichs & Zeitz, LLC, DBA Z's Eatery and Draught Haus, located at 1501 North 1st Street.
- A renewal Class E liquor license with Class B wine permit, Class C beer permit and Sunday sales privileges for Casey's General Store #2097, located at West 2nd Avenue.
- Approval of a noise permit for Simpson College's Festival of Short Plays.
- Approval of Pay Application Number 8 for the Water Resource Recovery Facility from Williams Brothers Construction Inc in the amount of \$1,057,236.82.
- Resolution 20201-034 accepting final completion of the Quail Meadows 3 Lift Station and approving Change Order Number 1 and Pay Application Number 9.
- Resolution 2021-035 determining property to be surplus, authorizing sale of property and approving the purchase of a truck and plow for the Parks Department in an amount not to exceed \$28,325.
- Third and final consideration of an Ordinance amending Chapter 151 of the Code of Ordinances of the City of Indianola, making certain amendments to the adopted Residential Code.
- Resolution 2021-036 naming depositories.
- Resolution 2021-037 accepting and approving a lease supplement to the master lease agreement between the City of Indianola and USCOC of Greater Iowa, LLC.
- Approval of Urban Revitalization Designations.
- Resolution 2021-038 approving salaries.

City Treasurer Doug Shull provided the Council with the September 2020 Treasurer's Report. Council Member Parker moved to receive and file the report and Hulen seconded the motion. Question was called for and on voice vote the Mayor declared the motion carried unanimously.

Hulen moved and Parker seconded to receive and file the EMS billing activity report for September 2020. Question was called for and on voice vote the Mayor declared the motion carried unanimously.

Robert Endriss of Denman and Company presented the Fiscal Year 20 Audit.

Council Member Parker stated the Greater Des Moines Convention and Visitor's Bureau has been working on their budget and increasing marketing strategies to Iowa residents.

Council Member Kling provided a legislative update from the Metro Advisory Board.

It was moved by Kling and seconded by Parker to receive and file the Bravo Greater Des Moines annual audit for Fiscal Year 20. Question was called for and on voice vote the Mayor declared the motion carried unanimously.

Mayor Pepper stated she has attended several Warren county area meetings including a second Human Rights Commission meeting with Council Member Southall.

Mayor Pepper read Resolution 2021-039 celebrating February 2021 as Black History Month. The resolution was approved on a motion by Parker and seconded by Kling. On roll call, the vote was AYES: Hulen, Parker, Kling, Schroder and Marchant. NAYS: None. Whereas the Mayor declared the motion carried unanimously.

Council Member Hulen moved to approve the appointment of Melanie Hundertmark to serve on the Library Board for a term beginning immediately and ending on July 1, 2022 and Parker seconded the motion. Question was called for and on voice vote the Mayor declared the motion carried unanimously.

Council Member Parker moved to open the Public Hearing on proposed public improvements to Moats Park and Kling seconded it. On roll call, the vote was AYES: Hulen, Parker, Kling, Schroder and Marchant. NAYS: None. Whereas the Mayor declared the motion carried unanimously. Parks and Recreation Director Doug Bylund explained the need for improvements and the proposed building design. No other public comments were offered, and the Deputy City Clerk reported no written comments had been submitted.

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

Resolution 2021-040 approving the plans, specifications, form of contract and estimate of costs on the proposed public improvements to Moats Park Restrooms was introduced on a motion by Kling and seconded by Parker. On roll call, the vote was AYES: Hulen, Parker, Kling, Schroder and Marchant. NAYS: None. Whereas the Mayor declared the motion carried unanimously.

Council Member Hulen moved to open the Public Hearing on the third budget amendment and Parker seconded it. On roll call, the vote was AYES: Hulen, Parker, Kling, Schroder and Marchant. NAYS: None. Whereas the Mayor declared the motion carried unanimously. City Clerk/CFO Andrew Lent stated the budget amendment is for including the pass-through health insurance internal service fund in the

budget; amending the refinancing of debt service into the budget; and adding replacement costs of a traffic signal controller. No other public comments were offered, and the Deputy City Clerk reported no written comments had been submitted.

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

It was moved by Kling and seconded by Parker to approve Resolution 2021-041 approving the third budget amendment for Fiscal Year 21. On roll call, the vote was AYES: Hulen, Parker, Kling, Schroder and Marchant. NAYS: None. Whereas the Mayor declared the motion carried unanimously.

The Public Hearing on the maximum property tax dollars for the Fiscal Year 22 budget was opened on a motion by Parker and seconded by Hulen. On roll call, the vote was AYES: Hulen, Parker, Kling, Schroder and Marchant. NAYS: None. Whereas the Mayor declared the motion carried unanimously. Lent gave a presentation on the Fiscal Year 22 budget. No other public comments were offered, and the Deputy City Clerk reported no written comments had been submitted.

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

Council Member Schroder left the meeting due to internet connection issues.

Council agreed to cap civic funding requests for the Fiscal Year 22 budget at \$40,000 and directed the executive committee to discuss how to handle these requests in the future. The proposed amounts are as follows: Des Moines Metro Opera \$5,000; Concert Association \$500; Keep Indianola Beautiful \$6,000; National Balloon Classic \$5,000; Indianola Chamber \$5,000; Greater Des Moines Partnership \$7,500; ICYF (Helping Hand) \$5,000; Warren Co Fair \$2,500; Dollars for Scholars \$500; Heal House \$3,000.

Resolution 2021-042 setting a Public Hearing on the maximum property tax dollars for the City of Indianola's FY22 budget was introduced on a motion by Kling and seconded by Parker. On roll call, the vote was AYES: Hulen, Parker, Kling and Marchant. NAYS: None. Whereas the Mayor declared the motion carried unanimously.

The Public Hearing on the authorization of a loan and disbursement agreement was opened on a motion by Parker and seconded by Hulen. On roll call, the vote was AYES: Hulen, Parker, Kling and Marchant. NAYS: None. Whereas the Mayor declared the motion carried unanimously. Lent stated that the amendment to the 2017 SRF loan was to reimburse the City for the pavers installed in the 2018 Clinton Avenue project and to put a street sweeper attachment that will clean those pavers as well as the ones that will be installed in the Square Streetscape project. No other public comments were offered, and the Deputy City Clerk reported no written comments had been submitted.

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

Council Member Hulen moved to adopt Resolution 2021-043 instituting proceedings to take additional action for the authorization of a Loan and Disbursement Agreement and the issuance of not to exceed \$100,000 Sewer Revenue Capital Loan Notes. Council Member Parker seconded the motion. On roll call, the vote was AYES: Hulen, Parker, Kling and Marchant. NAYS: None. Whereas the Mayor declared the motion carried unanimously.

Resolution 2021-044 amending the original Resolution, approved on November 6, 2017, said Resolution Approving and Authorizing a Loan and Disbursement Agreement with the Iowa Finance Authority and Authorizing and Providing for the Issuance of Sewer Revenue Capital Loan Notes, Series 2017, in order to provide for the funding of a sponsored project under the term of a new Series 2017 Note in the principal amount of \$3,141,701.95, which includes approval of a supplemental tax exemption certificate was introduced on a motion by Parker and seconded by Hulen. On roll call, the vote was AYES: Hulen, Parker, Kling and Marchant. NAYS: None. Whereas the Mayor declared the motion carried unanimously.

Kling moved to adopt Resolution 2021-045 approving and authorizing a form of Loan and Disbursement Agreement by and between the City of Indianola, Iowa and the Iowa Finance Authority, and authorizing and providing for the issuance and securing the payment of \$15,274,000 Taxable Sewer Revenue Capital Loan Notes, Series 2021, of the City of Indianola, Iowa, under the provisions of the Code of Iowa, and providing for a method of payment of said Note and Parker seconded. On roll call, the vote was AYES: Hulen, Parker, Kling and Marchant. NAYS: None. Whereas the Mayor declared the motion carried unanimously.

Public Works Director Akhilesh Pal stated membership in Buy Board will allow the City to purchase items at a lower rate. Buy Board is a cooperative purchasing group. In accordance with the City's purchasing policy, purchasing from a government cooperative group is an exemption to the requirement to receive quotes or bids. The purchase of a new dump truck is included in the FY22 capital improvement plan. Council Member Schroder rejoined the meeting.

It was moved by Parker and seconded by Kling to approve Resolution 2021-046 authorizing membership in the Buy Board Cooperative Purchasing System. On roll call, the vote was AYES: Hulen, Parker, Kling, Schroder and Marchant. NAYS: None. Whereas the Mayor declared the motion carried unanimously

Resolution 2021-047 authorizing the purchase of a new single axle dump truck for the Public Works Department in an amount not to exceed \$161,103.81 was introduced on a motion by Hulen and seconded by Parker. On roll call, the vote was AYES: Hulen, Parker, Kling, Schroder and Marchant. NAYS: None. Whereas the Mayor declared the motion carried unanimously.

City Manager Ryan Waller stated staff has worked with external partners on SUDAS. Due to some minor tweaks that are needed, it was recommended that the resolution approving SUDAS be postponed to the March 1 meeting. Hulen moved to postpone approving a resolution adopting the 2021 City of Indianola Supplement to the Statewide Urban Design and Specifications to the March 1 Council meeting and Kling seconded. Question was called for and on voice vote the Mayor declared the motion carried unanimously.

City Manager Waller reported there is a virtual tour and survey for the community to take in order to assist City officials in their vision for the future Public Safety and Library/City Hall facilities. Council Members discussed the urgent need for larger and safer working spaces for first responders.

Parker moved and Kling seconded to receive and file correspondence from January 29 and February 5, 2021 weekly updates provided by City Manager, Ryan Waller. Question was called for and on voice vote the Mayor declared the motion carried unanimously.

Meeting adjourned at 7:23 pm on a motion by Parker and seconded by Hulen.

Pam Pepper, Mayor

ATTEST:

Andrew J. Lent, City Clerk/CFO

Meeting Date: 03/01/2021

Subject

Resolution setting a public hearing for the plans, specifications, form of contract and estimate of costs for the West Highway 92 Tree Planting Project.

Information

Fiscal Impact

Attachments

Resolution Setting Hearing

City of Indianola
RESOLUTION NO. 2021-_____

**RESOLUTION ORDERING PLANTING OF TREES ALONG WEST HIGHWAY 92 AND FIXING A DATE FOR
HEARING AND TAKING OF BIDS**

WHEREAS, the City Council deems it advisable and necessary to plant trees along the west entrance corridor along Highway 92 and has caused to be prepared plans, specifications and form of contract together with an estimate of costs which are now on file in the office of the Indianola City Clerk and are deemed suitable for the public improvements; and

WHEREAS, the plans, specifications and form of contract and estimate of cost may be adopted in a contract for the making of public improvements, and it is necessary pursuant to a reimbursement agreement with the Iowa Department of Transportation to hold a public hearing and to advertise for bids.

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

1. A public hearing shall be held in the Council Chambers in the City Hall, 110 N 1st Street, Indianola at 6:00 pm on March 23, 2021 at which time and place the City Council will consider the adoption of the plans, specifications, form of contract and estimate of costs and will consider any objections offered for the construction of the proposed public improvements.
2. Sealed proposals will be received March 10, 2021. The bids will be acted upon by the Indianola City Council at its regular meeting to be held at 6:00 pm on March 23, 2021.
3. The City Clerk is directed to publish notice of said public hearing and of the taking of bids as required by law.

Passed and approved this 1st day of March 2021.

Pam Pepper, Mayor

ATTEST:

Andrew J. Lent, City Clerk/CFO

Meeting Date: 03/01/2021

Subject

Approval of a noise permit application for Warren County Speedway.

Information

Warren County Speedway has submitted a noise permit application for the following days from 5 pm — 10:30 pm.

Saturday, April 10	Saturday, July 17
Saturday, April 17	Friday, July 30
Saturday, May 8	Saturday, August 7
Saturday, May 22	Saturday, August 14
Saturday, June 5	Saturday, August 21
Saturday, June 19	Saturday, August 28
Saturday, June 26	

The applicant requested more time for Friday, July 30. City code states that racing events must conclude by 10:30 pm and does not state that extensions can be requested. Staff recommends approval for the dates requested from 5 pm — 10:30 pm.

Fiscal Impact**Attachments**Permit Application

Event Name: Warren County Speedway (Races)
Date/Time of Event: multiple - on back →
Location of Event: Warren County Fairgrounds
Event Sponsor(s): Many local businesses

Contact Information:

Organization: Warren County Speedway
Contact Name: AS Nelson
Address: 1103 E. Jackson Pl.
Telephone Number: _____
Cell Phone Number: 515-681-2881
Fax Number: _____
Email Address: warrencountyspeedway@gmail.com
Today's Date: 2-7-21

Anticipated Attendance: 1000 Per Day _____ Total

Event Information:

Event Starts Date: 4-10-21 Time 5-10:30 pm Day of Week Saturday
Event Ends Date: 8-21-21 Time 5-10:30 pm Day of Week Saturday

Previous Event Information

Date of Event: _____ Time of Event: _____

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

RETURN NOISE APPLICATION TO:
110 North First Street, PO Box 299
Indianola, Iowa 50125
Phone: 515-961-9410 Fax: 515-961-9402
www.indianolaiowa.gov
E-Mail cityclerk@indianolaiowa.gov

Sat, April 10, 2021 - Practice
Sat, April 17, 2021
Sat, May 8, 2021
Sat, May 22, 2021
Sat, June 5, 2021
Sat, June 19, 2021
Sat, June 26, 2021
Sat, July 17, 2021
Friday, July 30, 2021 - Warren County Fair - Request Additional time for this night.
Sat, August 7, 2021
Sat, August 14, 2021 - possible additions
Sat, August 21, 2021
Sat, August 28, 2021 - possible additions

APPLICANT SIGNATURE: AS Nelson

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

OFFICE USE ONLY

DATE RECEIVED: Feb 10, 2021				
	Signature	Date	Approved	Denied
Police Department:	<i>Dave Butts</i>	2/18/21	<i>X</i>	
City Manager:	<i>[Signature]</i>	2/18/21	<i>X</i>	

Approved except for extension of time on 7/30/21.

PER code, 10:30pm is end of noise.

↳ for racing events.

- Dave Butts I.P.D.

Code does not state extensions can be requested.

RETURN NOISE APPLICATION TO:
110 North First Street, PO Box 299
Indianola, Iowa 50125
Phone: 515-961-9410 Fax: 515-961-9402
www.indianolaiowa.gov
E-Mail cityclerk@indianolaiowa.gov

Meeting Date: 03/01/2021

Subject

Approval of a new tobacco and cigarette permit for Dollar General Store #22960, located at 201 North Jefferson Way.

Information

The paperwork is in order.

Fiscal Impact

Attachments

No file(s) attached.

Meeting Date: 03/01/2021

Subject

Approval of a renewal Class C liquor license with Class B wine permit, Class C beer permit and Sunday sales privileges for Dollar General Store #6777, located at 1803 W 2nd Avenue.

Information

Council will need to consider approval of a renewal Class C liquor license with Class B wine permit, Class C beer permit and Sunday sales privileges for Dollar General Store #6777, located at 1803 W 2nd Avenue. The owners are Dollar General Corporation, Lawrence Gatta and James Thorpe. All paperwork is in order and staff has approved.

Fiscal Impact

Attachments

No file(s) attached.

Meeting Date: 03/01/2021

Subject

Resolution approving change order number three for the Water Resource Recovery Facility project.

Information

Fiscal Impact

Attachments

Memorandum

Resolution Approving Change Order

Change Order 3



— WATER RESOURCE RECOVERY FACILITY —

March 1, 2021

To: Honorable Mayor and City Council

CC: Ryan J. Waller, City Manager

CC: Andrew J. Lent

From: Rick Graves, WRRF Supt.

Re: Change Order No. 3

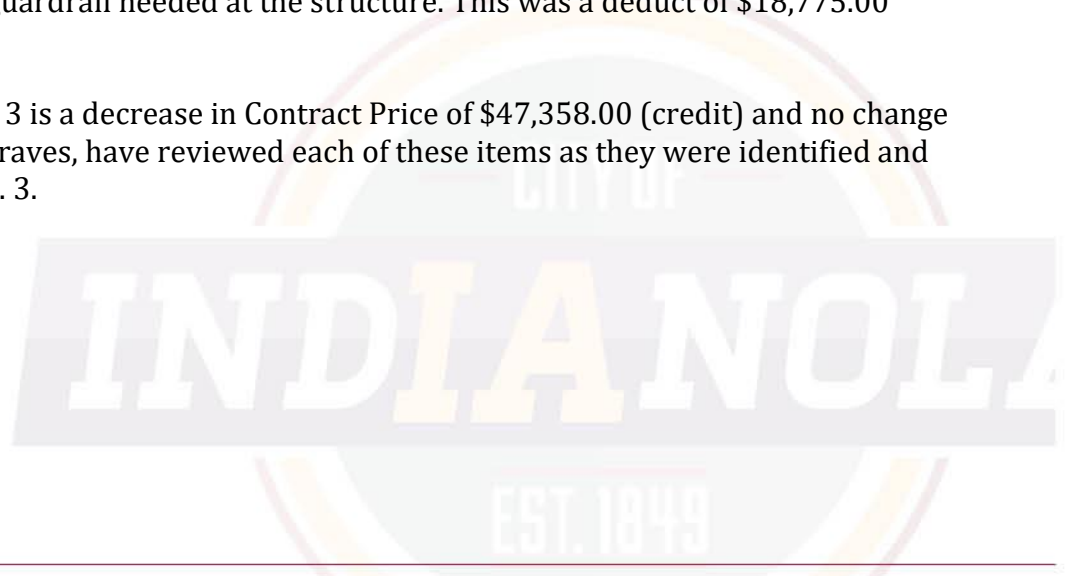
Attached to this memo is Change Order No. 3 for the Indianola WRRF between the City and Williams Brothers Construction, Inc.

This change order includes a group of 12 items that have changed based on shop drawing submittals or changes in the field. A summary for each of the 12 items starts on page C03-2.

Couple of items highlighted by this change order are:

- 1) Modifications to Required Reinforcement for Aerobic Digester Base Slab. The reinforcement included in the base slab was significantly more than required by the structural design and was revised in the rebar submittal for the structure. This was a deduct of \$54,676.00
- 2) Modifications to Oxidation Ditches. Reduced rebar in parts of the structure and for a decrease in the required guardrail needed at the structure. This was a deduct of \$18,775.00

In total, Change Order No. 3 is a decrease in Contract Price of \$47,358.00 (credit) and no change in Contract Time. I, Rick Graves, have reviewed each of these items as they were identified and approve Change Order No. 3.



CITY OF INDIANOLA, IOWA
RESOLUTION NO. 2021-

**RESOLUTION APPROVING CHANGE ORDER 3 FOR
THE WATER RESOURCE RECOVERY FACILITY**

WHEREAS, the City of Indianola has hired Williams Brothers Construction, Inc. for the construction of the Water Resource Recovery Facility (WRRF); and

WHEREAS, a change order is required as described on the attached documentation, and

WHEREAS, the additional cost for the change order is a total of \$47,358.00 credit.

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

1. Approves the Change Order 1 for the Water Resource Recovery Facility Project in the amount of (\$47,358.00), and
2. Authorizes the Mayor to sign the Change Order on behalf of the City of Indianola.

Adopted this 1st day of March 2021.

Pam Pepper, Mayor

Attest:

Andrew J. Lent
City Clerk/CFO



HRGreen

5525 Merle Hay Road, Suite 200
Johnston, IA 50131
(515) 278-2913 Fax (515) 278-1846

CO No. 03

Change Order

Distribution:

Contractor	☒	Field	☐
Owner	☒	Other DNR	☒
Engineer	☒	Other	☐

Indianola Water Resource Recovery Facility Indianola, Iowa	Date Issued	February 15, 2021	
	Project No.	191899	
Williams Brothers Construction Inc. PO Box 1366 Peoria, Illinois 61654	Contract Date	February 18, 2020	
	Notice to Proceed Date	February 18, 2020	

This Change Order No. 3 includes items 1-12 as defined in the attached summary and attachments. The net change by this Change Order No. 3 includes a decrease in Contract Price of \$47,358.00 (credit) and no change in Contract Time.

	Contract Price	Substantial Completion	Final Completion
Original Contractual Limit	\$45,600,000.00	April 1, 2022	June 10, 2022
Net Change by previously-authorized Change Order(s)	\$2,842	+30 days	+30 days
The Contractual limit prior to this Change Order	\$45,602,842.00	April 29, 2022	July 9, 2022
The Contract will be adjusted by this Change Order in the amount of	(\$ 47,358.00)	NA	NA
The new Contractual limit including this Change Order will be	\$45,555,484.00	April 29, 2022	July 9, 2022

NOT VALID UNTIL SIGNED BY THE CONTRACTOR, OWNER'S REPRESENTATIVE, if applicable, AND OWNER

Contractor Williams Brothers Construction, Inc.	Owner's Representative HR Green, Inc.	Owner City of Indianola, Iowa
By <i>Anthony Will</i>	By <i>James R. Rasmon</i>	By
Date: 2/17/21	Date: 2/16/21	Date:

Summary of Change Order No. 3 Items

Item 1 – Credit for Electrical Building 100 Backfill Modification. This change item is for PCO-005A for a credit for deleting the material and labor for providing rock backfill in lieu of concrete encasing the conduits between electrical vault EV-1 and the Electrical Service Building. Williams Brothers Construction Inc. is proposing a credit to the contract of \$1,058.00. We have reviewed the proposed change order and recommend acceptance of PCO-005A for a credit to the Contract Price of \$1,058.00. A breakdown of costs is included in the documentation of this item. No change in contract time.

Total credit to project **\$ (1,058.00)**

Item 2 – Peak Flow Treatment Building Modifications. Changes for PCO-015A is for the material and labor necessary to make miscellaneous modifications to the Peak Flow Treatment Building (Bldg 270) as clarified in Field Order 011. The modifications result in an increase to the contract of \$12,878.00. All modifications are detailed in the enclosed PCO-015 documentation. No change in contract time.

Total cost to project **\$ 12,878.00**

Item 3 – Modifications to Oxidation Ditches. This change item is covered in PCO-019B. It is for several modifications to the Oxidation Ditches (Structure 320) and the associated reduction in material and labor for the recommended changes. Some of the modifications are for reduced rebar in parts of the structure and for a decrease in the required guardrail needed at the structure. The modifications result in a credit to the Contract Price of \$18,775.00. All modifications are detailed in the enclosed PCO-019B. No change in contract time.

Total credit to project **\$ (18,775.00)**

Item 4 – Additional Force Main Fittings. Item 4 is for the material and labor necessary to install additional piping fittings on the 24" and 14" force mains between the Headworks Building (Bldg 210) and the Grit Building (Bldg 230). The fittings were required to achieve the proper alignment for the force mains as they enter the Grit Building as formalized under RFI-073. PCO-021A results in an increase in Contract Price of \$5,452.00. HR Green has reviewed this item and the cost increase is warranted. No change in contract time.

Total cost to project **\$ 5,452.00**

Item 5 – Modifications to Required Reinforcement for Aerobic Digester Base Slab. Item 5 is for material and labor deduction associated with structural modifications for the aerobic digester base slab as detailed in PCO-022A. The reinforcement included in the base slab was significantly more than required by the structural design and was revised in the rebar submittal for the structure. Williams Brothers Construction Inc. has proposed a deduct to the Contract Price for these changes of \$54,676.00. HR Green has reviewed the proposed cost savings and agrees with the proposed credit. No change in contract time.

Total credit to project **\$ (54,676.00)**

Item 6 – Modifications to the Solids Processing Building Foundation Wall. This Item 6 (PCO-028) is for the material and labor deduction associated with structural modifications for the Solids Processing Building (Bldg 550) foundation wall as detailed in PCO-028. The reinforcement included in the foundation wall was significantly more than required by the structural design and was revised in the rebar submittal for the structure. Williams Brothers Construction Inc. has proposed a deduct to the Contract Price for these changes of \$3,047.00. HR Green has reviewed the proposed cost savings and agrees with the proposed credit. No change in contract time.

Total credit to project **\$ (3,047.00)**

Item 7 – Wall Between Screen Channels at Headworks Building. This PCO-029 is for additional material and labor to make the intermediate wall between the screen channels at the Headworks Building (Bldg 210) full height for structural purposes. The full wall height modification results in an increase in Contract Price of \$17,633.00. HR Green has reviewed the proposed costs and agrees that the addition is warranted. Detail for PCO-029 is included. No change in contract time.

Total cost to project **\$ 17,633.00**

Item 8 – Credit for Different Pump Coating. This change item is for PCO-030 for a credit for revising the final paint coating to Tnemec N140 for the vertical turbine pumps to be installed for the plant effluent water system in the UV Disinfection Building (Bldg 420). Tnemec N140 was determined to be an appropriate coating for this service. This PCO results in a credit to the Contract Price of \$2,063.00. A breakdown of costs is included in the documentation of this item. No change in contract time.

Total credit to project **\$ (2,063.00)**

Item 9 – Modifications to Administration/Vehicle Storage Building Foundation. This change item is for PCO-013A is for a credit in the material and labor associated with the Administration/Vehicle Storage Building foundation modifications. The building foundation design was revised based on the pre-engineered metal building reduced loads. The proposed credit is \$9,006.00. A breakdown of the detail is included. No change in contract time.

Total credit to project **\$ (9,006.00)**

Item 10 – Plant Effluent Pump Hydraulics. This PCO-016A is for the additional pump stage needed to match the hydraulic requirements for one of the three plant effluent water pumps. The additional pump stage results in an additional cost to the Contract Price of \$3,717.00. The detailed information supporting this change is included. No change in contract time.

Total cost to project **\$ 3,717.00**

Item 11 – Biosolids Storage Tank Foundation Changes. This PCO-020 is for the material and labor for additional reinforcing steel for the Biosolids Storage Tank foundation. This change is required to accommodate the bolted steel storage tank. The proposed modification in PCO-020 results in an increase to the Contract Price of \$397.00. The detailed information supporting this change is included. No change in contract time.

Total cost to project **\$ 397.00**

Item 12 – Plumbing Modifications at the Peak Flow Treatment Building. This PCO-024B is for additional labor and material for the mechanical and plumbing modifications at the Peak Flow Treatment Building as detailed in Field Order 017. These modifications are minor and include a floor drain and relocating some plumbing piping to better accommodate the building layout. The proposed modification in PCO-024B results in an increase to the Contract Price of \$1,190.00. The detailed information supporting this change is included. No change in contract time.

Total cost to project **\$ 1,190.00**

Total change in contract price for Change Order No. 3 \$(47,358.00) (decrease)

Total change in contract time for Change Order No. 3 0 days

Meeting Date: 03/01/2021

Subject

Receive and file the Police Department's annual report.

Information

Fiscal Impact

Attachments

Annual Report

2020 Annual Report

Indianola Police Department



INDEX

Message from the Chief.....	3
Organizational Chart.....	4
Department Personnel.....	5
Divisions.....	6
Training.....	10
Statistics.....	11
Community.....	12
Highlights.....	15



Integrity

Professionalism

Dedication

Message from the Chief

IPD began the year short three officers but had to scuttle our hiring process due to the pandemic. During the year we lost one more officer to another agency. The pandemic forced us to alter our patrol tactics in order to lessen the amount of exposure between our officers and the public. Our manpower shortage and the pandemic contributed to fewer traffic stops and decreased calls for service. We would be remiss without mentioning the passing of two former longtime IPD employees. Laurola Gibson spent 18 years working in our clerical staff, and former Lt. Pete Berry spent 31 as an officer with the Department.

Despite the pandemic, some of our community policing projects such as Thanksgiving and Christmas meal delivery and Christmas shopping with local children continued. The program and projects are under the coordination of our School Resource Officer who completed a first and successful year working with the school district.

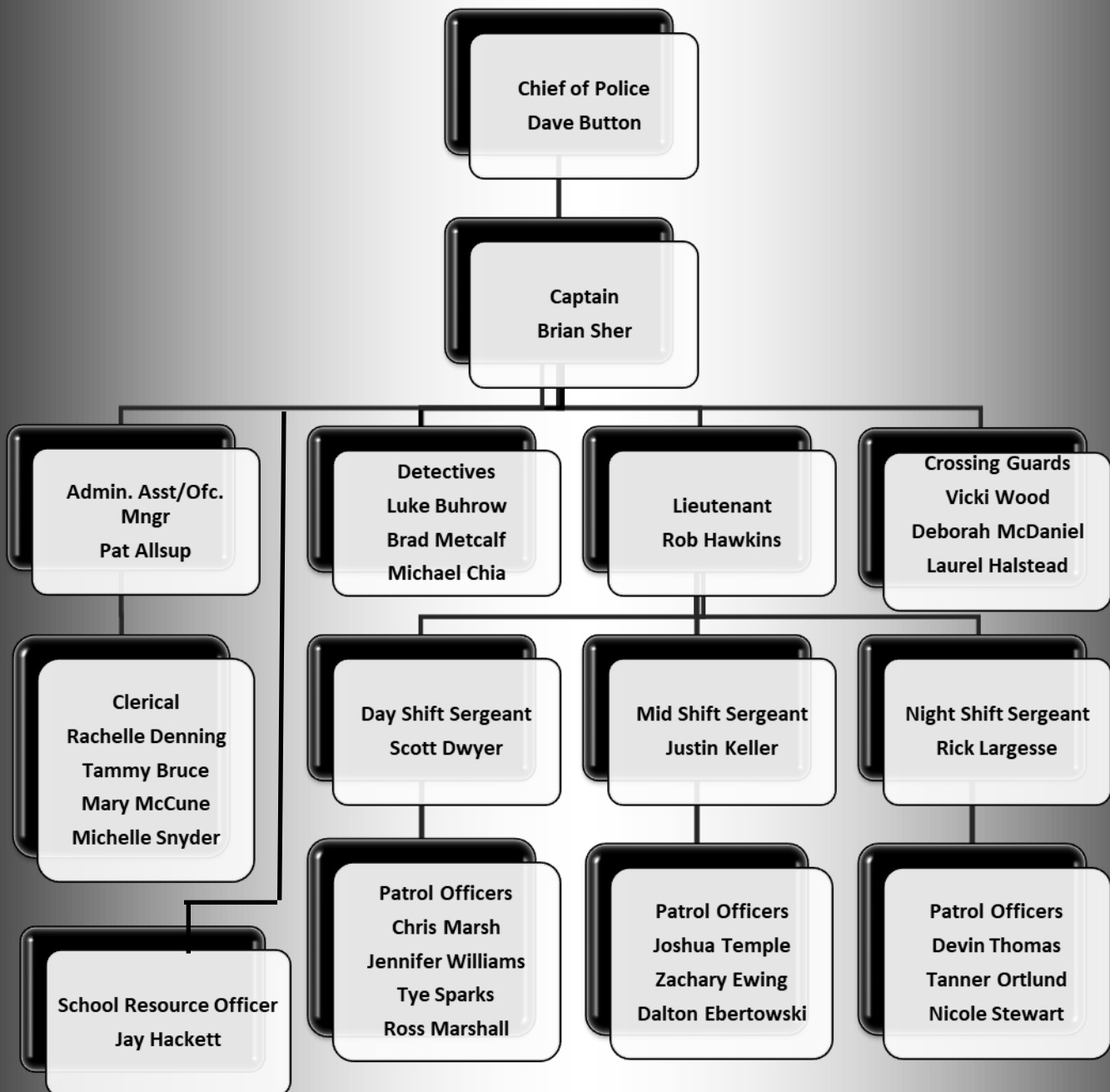
We were prepared to deal with the types of civil uprising we witnessed throughout the country during the year but were fortunate that local protests were peaceful. We trained in de-escalation, implicit bias, and response to resistance to ensure we provide the best service for our community.

On behalf of the Indianola Police Department, we thank our community for the support we received throughout a trying 2020. We will continue to keep the watch, protecting and serving our community with **Integrity, Professionalism, and Dedication.**

Dave Button
Chief of Police

Indianola Police Department Organizational Chart

2020



2020 Indianola Police Department



Chief Dave Button



Captain Brian Sher



Lt. Robert Hawkins



Admin. Asst. Pat Allsup



Sgt. Scott Dwyer



Sgt. Justin Keller



Sgt. Rick Largesse



Detective Luke Buhrow



Detective Brad Metcalf



Detective Michael Chia



SRO Jay Hackett



Officer Chris Marsh



Officer Jennifer Williams



Officer Joshua Temple



Officer Zachary Ewing



Officer Devin Thomas



Officer Tye Sparks



Officer Dalton Ebertowski



Officer Tanner Ortlund



Officer Nicole Stewart



Officer Ross Marshall



Clerical Rachelle Denning



Clerical Tammy Bruce



Clerical Michelle Snyder



Clerical Mary McCune

Patrol Division

The Department's most visible division is the patrol division. The lieutenant oversees the operation of the patrol division. Each of the three patrol sergeants command one of three shifts manned by patrol officers. A minimum of two officers provide a law enforcement presence throughout the community 24 hours a day, 365 days a year.

The sergeants and patrol officers are assigned to one of three nine-hour shifts. Each shift overlaps which allows officers an opportunity to exchange information, keeps more officers on the street instead of ending and starting shifts simultaneously, and reduces overtime. The lieutenant works 1 pm – 10 pm Monday through Friday. This ensures that at least one supervisor is available to all three of the patrol shifts during the week, and gives the captain and chief an opportunity to brief the lieutenant on daily matters.

IPD was fortunate to receive grants from Theisen's and the Governor's Traffic Safety Bureau that assisted in our efforts to upgrade vital equipment.

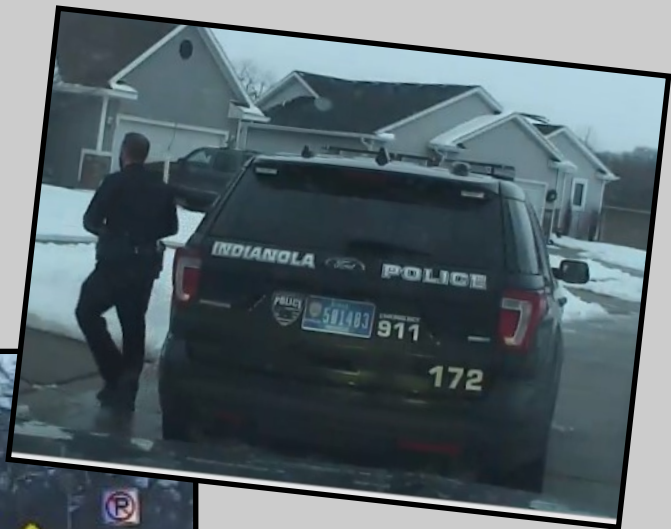
Indianola's day shift patrol officers continue to stop into the elementary schools unannounced throughout the week. Officers walk through the buildings and converse with students and faculty as the opportunities arise. This effort places a marked patrol car in front of the schools at random times, serving as a deterrent to someone contemplating disrupting the school day. IPD partnered with the Indianola Community School District to provide a School Resource Officer. The SRO offices at the high school and splits their time between there and the middle school during normal school days. The SRO attends select school events, and when school is on break resumes patrol duties at IPD.



The Department's speed monitoring trailer is stationed throughout the city to remind drivers not to exceed the designated limit. Patrol officers are responsible for positioning the trailer each morning at a predetermined location and retrieving the trailer each evening.

Each officer's activity, either self-initiated or through being dispatched to a call, is a call for service. The patrol shift had 11,937 calls for service in 2020, a decrease of 8.2% from 2019. Traffic enforcement in the form of citations and warnings decreased 13% from 2019, but overall traffic enforcement increased over 11%.

Patrol officers are often the first officers on scene at reported crimes, disturbances, and medical emergencies. Patrol officers assess each situation, identify involved parties, secure evidence if available, gather information, assess patients and render first aid, and make arrests as each situation dictates. They also handle complaints from citizens who either phone or walk in to the department wishing to speak with an officer. Most situations necessitate a written report that each patrol officer is responsible for completing. The cases that need further attention are either forwarded to the detective division or are followed up with by the patrol officer.



Detective Division

The detectives assigned to the detective division are overseen by the Captain. The division was expanded to three detectives in 2020 with the new detective working primarily mid-shift hours and focusing on narcotics cases. Cases worked by the division decreased 13% in 2020 which is a reflection of a pandemic driven reduction in law enforcement cases nationwide.

Detective duties include following up on cases generated by patrol officers, coordinating with prosecutors, warrant preparation and execution, and performing as the lead officers on major crimes including sexual assaults, robberies, burglaries, financial crimes, and narcotics investigations. Detectives are trained and are responsible for crime scene processing, interview and interrogation, and death investigations. Detectives also consult with patrol officers regarding their investigations, and assist with preparation and execution of warrants on cases that are not assigned to the detective division. The detectives are also responsible for the control of evidence and the evidence room.

One detective is certified as a forensic examiner to investigate Internet Crimes against Children. This designation allows IPD to continue conducting ICAC cases as we have been for years with other ICAC certified personnel. IPD detectives utilize a Cellebrite device that allows them to conduct forensic exams on cellular phones. IPD detectives utilized the Cellebrite in 72 cases in 2020. Twenty-four of those phone exams were related to ICAC investigations. IPD's detectives utilized the Cellebrite to perform cell phone examinations for nine other law enforcement agencies.



School Resource Officer

The SRO has done a good job establishing relationships with faculty, staff, and students at the high school and middle school. His presence has also alleviated the need for patrol officers to respond to the district's buildings to handle complaints and investigations, leaving those officers to focus on their primary patrol duties.

Although not a complete list, the SRO duties include:

- office at the high school and is primarily responsible for performing duties at the high school and middle school.

- being supervised by the IPD Captain.

- being evaluated at least annually by the Captain in consultation with ICSD personnel.

- being assigned those hours that the schools are in regular session and being on campus 30 minutes prior to school start time until 30 minutes after classes are dismissed for the day.

- maybe being reassigned temporarily by IPD during school breaks or during police emergencies.

- taking vacation time in excess of 5 consecutive days only when school is on break such as Summer, Winter, or Spring break. Vacation or comp time leave less than 5 consecutive days must have approval of IPD.

- being in summer or winter uniform unless approved by IPD for specific events.

The city and school have a 28E that spells out more of the duties and responsibilities of the position, as well as the funding split between governmental bodies. The SRO responded to a total of 378 calls for service at the respective schools during 2020 with a majority of those calls split between the middle and high schools.



Training

The Iowa Law Enforcement Academy has established mandatory training requirements for all law enforcement officers in the state. The Indianola Police Department far exceeds those requirements. As a Department, officers received 791 hours of training in 2020. Due to the pandemic, much of our training was conducted virtually. Multiple practical firearms training days were held while social distancing.

In 2020, Department officers either attended instruction or provided instruction in the following areas: de-escalation and communication, anti-bias policing, use of force, search and seizure, active shooter, Glock armorer, firearms simulation at WDMPPD, NIMS, Taser instructor, SIM instructor, advanced vehicle contraband and concealment, defensive tactics instruction, standardized field sobriety testing instructor, and fair and impartial policing instructor. Three rookie officers received additional training in ASP baton, firearms, taser, and OC spray.



Statistics

Type of Call	2018	2019	2020	% Diff
Calls for Service	12856	13001	11937	-8.2%
Incident Reports	1857	1797	1676	-6.7%
Traffic Enforcement	4912	3993	4460	11.7%
Vehicle Accident Responses	401	426	328	-23%
Arrests	601	675	584	-13.5%
Controlled Substance Cases	163	179	169	-5.6%
Assault	87	85	69	-18.8%
Burglary	NA	91	81	-22%
Burglary alarms	NA	192	175	-8.9%
Sex Abuse	34	36	24	-33.3%
Theft	307	309	298	-3.6%
Domestic Disturbance	221	186	192	3.1%
Criminal Mischief	141	124	109	-12.1%
Arson/Fire	1	0	2	200%
Robbery	1	2	0	-100%
Fraud/Forgery	148	140	104	-25.6%
Trespass	NA	152	147	-3.3%

Traffic Enforcement

Citations/Warnings	4137	3238	2816	-13%
OWI	55	50	28	-44%
Parking Tickets	774	705	852	20.1%

Motor Vehicle Accidents

Property Damage	313	323	251	-22.3%
Personal Injury	16	19	21	10.5%
Hit and Run	49	67	44	-34.3%
Unknown Injury	8	6	2	-66.6%
Car vs. Deer	15	11	9	-22.2%
Fatality	0	0	1	100%

Detective Cases

Detective Investigated	207	147	128	-12.9%
ICAC	15	16	24	50%

SRO

Calls for Service	478	396	378	-4.5%
-------------------	-----	-----	-----	-------

Community Involvement

The Department is actively involved in the community as we build on the trust we've built, and we strive to provide a safe environment for our citizens and visitors. We work to strengthen our current partnerships and look to build collaborative new partnerships with local groups and individuals.

The Department's visibility in the community is vital to our success. Due to the pandemic, for the first time we discouraged our officers from getting out of the squad cars and into various businesses, or to briefly stop by community events. We did manage to still hold our annual Elves in Blue Christmas shopping event with about a dozen youth in town at Wal-Mart. We also still provided Thanksgiving dinners and Christmas dinners to a dozen families through each event. We started a new event this year, our "We're Hair to Help" no shave November initiative. Male officers each paid to grow facial hair for the month.



Female officers and clerical staff paid to dye their hair. Proceeds were then given to the Heal House, Indianola's new homeless shelter.

Communication between the Department and administration at Indianola schools and Simpson College continues to be positive. IPD continues a successful partnership with Simpson College to provide internship opportunities to criminal justice students, and we look forward to resuming those once the pandemic clears.

The Chief read a book on-line for children to view through the Indianola library. IPD participated in local charities by donating training in firearms and patrol officer duties for silent auctions.

The drug drop box in our lobby receives a tremendous amount of use. Citizens place out-dated and unwanted prescription medication in the box which is then safely destroyed without harm to the environment.

Two parking spots on the south side of the Department are designated for safe exchange zone parking. The parking stalls are monitored by surveillance video 24/7 and are to be used by people conducting on-line transactions such as E Bay or other online purchases as well as by parents making child custody exchanges.



Officers and staff helped prepare and serve breakfast to community members and veterans at the American Legion.





Highlights

Personnel changes:

Officer Nicole Stewart hired

Officer Tanner Ortlund hired

Officer Ross Marshall hired

Officer Devan Wicks resigned (Des Moines PD)

Clerical staff Christine Crawford employment discontinued



Meeting Date: 03/01/2021

Subject

Receive and file the City of Indianola's Fiscal Year 20 audit.

Information

Fiscal Impact

Attachments

Audit

City of Indianola

**INDEPENDENT AUDITOR'S REPORTS
BASIC FINANCIAL STATEMENTS
SUPPLEMENTARY AND OTHER INFORMATION
SCHEDULE OF FINDINGS**

June 30, 2020

TABLE OF CONTENTS

	<u>Page</u>
OFFICIALS	3
INDEPENDENT AUDITOR'S REPORT	4-5
BASIC FINANCIAL STATEMENTS	6
	Exhibit
Government-wide financial statement	
Statement of activities and net position – cash basis	A 7-8
Governmental fund financial statement	
Statement of cash receipts, disbursements and changes in cash balances	B 9-10
Reconciliation of the statement of cash receipts, disbursements and changes in cash balances to the statement of activities and net position-cash basis	C 11
Proprietary fund financial statement	
Statement of cash receipts, disbursements and changes in cash balances	D 12
Reconciliation of the statement of cash receipts, disbursements and changes in cash balances to the statement of activities and net position-cash basis	E 13
Notes to financial statements	14-30
 OTHER INFORMATION	 31
Budgetary comparison schedule of receipts, disbursements, and changes in balances – budget and actual (cash basis) – all governmental funds and proprietary funds	32-33
Note to other information – budgetary reporting	34
Schedule of the City's proportionate share of the net pension liability	35
Schedule of City contributions	36-37
Notes to other information – pension liability	38-39
 SUPPLEMENTARY INFORMATION	 40
	<u>Schedule</u>
Schedule of cash receipts, disbursements and changes in cash balances – nonmajor governmental funds	1 41
Schedule of cash receipts, disbursements and changes in cash balances – nonmajor proprietary funds	2 42
Schedule of cash receipts, disbursements and changes in cash balances – internal service funds	3 43
Schedule of indebtedness	4 44-45
Bond maturities	5 46-48
Schedule of receipts by source and disbursements by function – all governmental funds	6 49-50
 INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS	 51-52
SCHEDULE OF FINDINGS	53-55

**City of Indianola
OFFICIALS**

Before January 2020

<u>Name</u>	<u>Title</u>	<u>Term expires</u>
Kelly Shaw	Mayor	December 2021
John Parker Jr.	Council Member	December 2019
Joe Gezel	Council Member	December 2019
Shirley Clark	Council Member	December 2019
Greg Marchant	Council Member	December 2021
Greta Southall	Council Member	December 2021
Bob Kling	Council Member	December 2021
Ryan Waller	City Manager	Indefinite
Diana Bowlin	City Clerk	January 2020
Amy Beattie	Attorney	Indefinite

After January 2020

<u>Name</u>	<u>Title</u>	<u>Term expires</u>
Kelly Shaw	Mayor	Resigned September 2020
John Parker Jr.	Council Member	December 2023
Gwen Schroder	Council Member	December 2023
Heather Hulen	Council Member	December 2023
Greg Marchant	Council Member	December 2021
Greta Southall	Council Member	December 2021
Bob Kling	Council Member	December 2021
Ryan Waller	City Manager	Indefinite
Andy Lent	City Clerk/CFO	Indefinite
Amy Beattie	Attorney	Indefinite



INDEPENDENT AUDITOR'S REPORT

Honorable Mayor and
Members of the City Council
City of Indianola
Indianola, Iowa

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the business type activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information of the City of Indianola, Iowa (the City), as of and for the year ended June 30, 2020, and the related notes to financial statements, which collectively comprise the City's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the cash basis of accounting described in Note 1; this includes determining that the cash basis of accounting is an acceptable basis for the preparation of the financial statements in the circumstances. Management is also responsible for the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

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

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

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective cash basis financial position of the governmental activities, the business type activities, the discretely presented component unit, each major fund and the aggregate remaining fund information of the City of Indianola, Iowa as of June 30, 2020, and the respective changes in cash basis financial position for the year then ended in accordance with the cash basis of accounting described in Note 1.

Basis of Accounting

As described in Note 1, these financial statements were prepared on the basis of cash receipts and disbursements, which is a basis of accounting other than accounting principles generally accepted in the United States of America. Our opinions are not modified with respect to this matter.

Emphasis of Matter

As discussed in Note 1, the financial statements referred to above do not include the financial data of Indianola Municipal Utilities, a component unit of the City, which accounting principles generally accepted in the United States of America require to be reported with the financial data of the City's primary government. As a result, the primary government financial statements do not purport to, and do not present fairly the results of the cash transactions of the funds of the City of Indianola as of and for the year ended June 30, 2020 on the basis of accounting described in Note 1.

Other Matters

Supplementary and Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City of Indianola's basic financial statements. We previously audited, in accordance with the standards referred to in the third paragraph of this report, the financial statements for the two years ended June 30, 2019 (which are not presented herein) and expressed unmodified opinions on those financial statements which were prepared on the basis of cash receipts and disbursements. The financial statements for the seven years ended June 30, 2017 (which are not presented herein) were audited by other auditors whose report dated March 12, 2018 stated that they expressed unmodified opinions on those financial statements which were prepared on the basis of cash receipts and disbursements. The supplementary information included in Schedules 1 through 6 is presented for purposes of additional analysis and is not a required part of the basic financial statements.

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

The other information, the budgetary comparison information, the schedule of the City's proportionate share of the net pension liability, the schedule of City contributions on pages 32 through 39 has not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we do not express an opinion or provide any assurance on it.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated January 21, 2021 on our consideration of the City's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing and not to provide an opinion on the effectiveness of the City's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control over financial reporting and compliance.


DENMAN & COMPANY, LLP

West Des Moines, Iowa
January 21, 2021

BASIC FINANCIAL STATEMENTS

City of Indianola
STATEMENT OF ACTIVITIES AND NET POSITION - CASH BASIS
As of and for the year ended June 30, 2020

		Program revenues		
		Charges	Operating grants, contributions, and	Capital grants, contributions, and
	<u>Disbursements</u>	<u>for service</u>	<u>restricted interest</u>	<u>restricted interest</u>
FUNCTIONS/PROGRAMS				
Governmental activities				
Public safety	\$ 5,430,611	\$ 994,131	\$ 374,513	\$ —
Public works	1,562,513	29,205	1,900,054	—
Culture and recreation	2,164,197	276,973	140,023	—
Community and economic development	272,714	35,406	—	—
General government	975,042	780,030	—	—
Debt service	6,782,867	—	—	—
Capital projects	1,834,553	—	—	542,094
Total governmental activities	<u>19,022,497</u>	<u>2,115,745</u>	<u>2,414,590</u>	<u>542,094</u>
Business type activities				
Sewer	6,223,905	2,737,228	—	—
Other	<u>621,904</u>	<u>435,300</u>	<u>—</u>	<u>—</u>
Total business type activities	<u>6,845,809</u>	<u>3,172,528</u>	<u>—</u>	<u>—</u>
Total	<u>\$25,868,306</u>	<u>\$5,288,273</u>	<u>\$2,414,590</u>	<u>\$ 542,094</u>
Component unit				
Indianola Community Parks Foundation	\$ <u>14,705</u>	\$ <u>—</u>	\$ <u>12,925</u>	\$ <u>—</u>

GENERAL RECEIPTS AND TRANSFERS

Property and other city tax levied for
General purposes
Debt service
Tax increment financing
Hotel motel tax
Other tax
Payments in lieu of taxes
Commercial/industrial tax replacement
Unrestricted investment earnings
Bond proceeds
Sale of capital assets
Transfers
Total general receipts and transfers
Change in cash basis net position

CASH BASIS NET POSITION, beginning of year

CASH BASIS NET POSITION, end of year

CASH BASIS NET POSITION

Restricted
Expendable
Streets
Urban renewal purposes
Capital projects
Debt service
Other purposes
Unrestricted

Total cash basis net assets

See Notes to Financial Statements.

Net (disbursements) receipts and changes in cash basis net position			
Primary government			Component unit
Governmental activities	Business type activities	Total	Indianola Community Parks Foundation
\$ (4,061,967)	\$ —	\$ (4,061,967)	
366,746	—	366,746	
(1,747,201)	—	(1,747,201)	
(237,308)	—	(237,308)	
(195,012)	—	(195,012)	
(6,782,867)	—	(6,782,867)	
<u>(1,292,459)</u>	<u>—</u>	<u>(1,292,459)</u>	
<u>(13,950,068)</u>	<u>—</u>	<u>(13,950,068)</u>	
—	(3,486,677)	(3,486,677)	
<u>—</u>	<u>(186,604)</u>	<u>(186,604)</u>	
<u>—</u>	<u>(3,673,281)</u>	<u>(3,673,281)</u>	
<u>(13,950,068)</u>	<u>(3,673,281)</u>	<u>(17,623,349)</u>	
			\$ <u>(1,780)</u>
6,612,612	—	6,612,612	—
548,221	—	548,221	—
2,505,996	—	2,505,996	—
154,258	—	154,258	—
1,723,786	—	1,723,786	—
736,450	—	736,450	—
198,043	—	198,043	—
379,094	49,686	428,780	—
4,727,552	857,461	5,585,013	—
125,731	736	126,467	—
<u>(811,270)</u>	<u>811,270</u>	<u>—</u>	<u>—</u>
<u>16,900,473</u>	<u>1,719,153</u>	<u>18,619,626</u>	<u>—</u>
2,950,405	(1,954,128)	996,277	(1,780)
<u>20,454,143</u>	<u>3,675,131</u>	<u>24,129,274</u>	<u>204,505</u>
<u>\$23,404,548</u>	<u>\$1,721,003</u>	<u>\$25,125,551</u>	<u>\$ 202,725</u>
\$ 1,934,808	\$ —	\$ 1,934,808	\$ —
4,384,144	—	4,384,144	—
854,055	—	854,055	—
680,419	66,941	747,360	—
5,912,161	—	5,912,161	202,725
<u>9,638,961</u>	<u>1,654,062</u>	<u>11,293,023</u>	<u>—</u>
<u>\$23,404,548</u>	<u>\$1,721,003</u>	<u>\$25,125,551</u>	<u>\$ 202,725</u>

City of Indianola
STATEMENT OF CASH RECEIPTS, DISBURSEMENTS AND
CHANGES IN CASH BALANCES
GOVERNMENTAL FUNDS
As of and for the year ended June 30, 2020

		Special revenue			
	General	Road Use Tax	Local Option Sales Tax	Employee Benefit Tax Levy	Urban Renewal Tax Increment
RECEIPTS					
Property tax	\$ 4,323,515	\$ —	\$ —	\$2,289,097	\$ —
Tax increment financing	—	—	—	—	2,505,996
Other city tax	264,994	—	1,594,884	—	—
Licenses and permits	258,982	—	—	—	—
Use of money and property	573,385	—	—	—	114,493
Intergovernmental	1,571,662	1,900,054	—	52,321	34,813
Charges for service	945,567	—	—	—	—
Special assessments	—	—	—	—	—
Miscellaneous	376,584	2,648	—	—	—
Total receipts	<u>8,314,689</u>	<u>1,902,702</u>	<u>1,594,884</u>	<u>2,341,418</u>	<u>2,655,302</u>
DISBURSEMENTS					
Operating					
Public safety	5,473,023	—	—	—	—
Public works	364,829	1,208,216	—	—	—
Culture and recreation	2,173,363	—	—	—	—
Community and economic development	267,516	—	—	—	5,198
General government	986,959	—	—	—	—
Debt service	29,546	—	—	—	—
Capital projects	870,718	—	—	—	—
Total disbursements	<u>10,165,954</u>	<u>1,208,216</u>	<u>—</u>	<u>—</u>	<u>5,198</u>
Excess (deficiency) of receipts over (under) disbursements	<u>(1,851,265)</u>	<u>694,486</u>	<u>1,594,884</u>	<u>2,341,418</u>	<u>2,650,104</u>
OTHER FINANCING SOURCES (USES)					
Bond proceeds	—	—	—	—	—
Sale of assets	15,910	—	—	—	—
Operating transfers in	2,879,886	—	—	—	—
Operating transfers out	(443,813)	(605,999)	(1,100,000)	(2,315,257)	(1,009,587)
Total other financing sources (uses)	<u>2,451,983</u>	<u>(605,999)</u>	<u>(1,100,000)</u>	<u>(2,315,257)</u>	<u>(1,009,587)</u>
Net change in cash balances	600,718	88,487	494,884	26,161	1,640,517
CASH BALANCES, beginning of year	<u>8,053,294</u>	<u>1,846,321</u>	<u>5,240,701</u>	<u>10,507</u>	<u>2,743,627</u>
CASH BALANCES, end of year	<u>\$ 8,654,012</u>	<u>\$1,934,808</u>	<u>\$5,735,585</u>	<u>\$ 36,668</u>	<u>\$4,384,144</u>
CASH BASIS FUND BALANCES					
Restricted for					
Streets	\$ —	\$1,934,808	\$ —	\$ —	\$ —
Urban renewal purposes	—	—	—	—	4,384,144
Capital projects	—	—	—	—	—
Debt service	—	—	—	—	—
Other purpose	101,083	—	5,735,585	36,668	—
Unassigned	<u>8,552,929</u>	<u>—</u>	<u>—</u>	<u>—</u>	<u>—</u>
Total cash basis fund balances	<u>\$ 8,654,012</u>	<u>\$1,934,808</u>	<u>\$5,735,585</u>	<u>\$ 36,668</u>	<u>\$4,384,144</u>

See Notes to Financial Statements.

Exhibit B

<u>Debt Service</u>	<u>Capital Projects</u>	<u>Nonmajor Governmental Funds</u>	<u>Total</u>
\$ 548,221	\$ —	\$ —	\$ 7,160,833
—	—	—	2,505,996
—	—	—	1,859,878
—	—	—	258,982
—	868	610	689,356
65,935	448,258	—	4,073,043
—	—	—	945,567
17,150	1,016	—	18,166
—	93,836	—	473,068
<u>631,306</u>	<u>543,978</u>	<u>610</u>	<u>17,984,889</u>
—	—	—	5,473,023
—	—	—	1,573,045
—	—	—	2,173,363
—	—	—	272,714
—	—	—	986,959
6,807,321	—	—	6,836,867
—	963,835	—	1,834,553
<u>6,807,321</u>	<u>963,835</u>	<u>—</u>	<u>19,150,524</u>
(6,176,015)	(419,857)	610	(1,165,635)
4,727,552	—	—	4,727,552
—	109,821	—	125,731
1,102,686	705,813	—	4,688,385
—	—	(24,999)	(5,499,655)
<u>5,830,238</u>	<u>815,634</u>	<u>(24,999)</u>	<u>4,042,013</u>
(345,777)	395,777	(24,389)	2,876,378
<u>1,026,196</u>	<u>458,278</u>	<u>63,214</u>	<u>19,442,138</u>
\$ <u>680,419</u>	\$ <u>854,055</u>	\$ <u>38,825</u>	\$ <u>22,318,516</u>
\$ —	\$ —	\$ —	\$ 1,934,808
—	—	—	4,384,144
—	854,055	—	854,055
680,419	—	—	680,419
—	—	38,825	5,912,161
—	—	—	8,552,929
\$ <u>680,419</u>	\$ <u>854,055</u>	\$ <u>38,825</u>	\$ <u>22,318,516</u>

See Notes to Financial Statements.

City of Indianola
**RECONCILIATION OF THE STATEMENT OF CASH RECEIPTS, DISBURSEMENTS AND
 CHANGES IN CASH BALANCES
 TO THE STATEMENT OF ACTIVITIES AND NET POSITION – CASH BASIS
 GOVERNMENTAL FUNDS
 As of and for the year ended June 30, 2020**

Total governmental funds cash balances (pages 9-10)	\$22,318,516
--	---------------------

***Amounts reported for governmental activities in the Statement of Activities
and Net Position - Cash Basis are different because:***

The Internal Service Funds are used by management to charge the costs of various internal activities to individual funds. A portion of the cash basis balance of the Internal Service Funds is included in governmental activities in the Statement of Activities and Net Position - Cash Basis.

1,086,032

Cash basis net position of governmental activities (pages 7-8)	\$<u>23,404,548</u>
---	----------------------------

Net change in cash balances (pages 9-10)	\$ 2,876,378
---	---------------------

***Amounts reported for governmental activities in the Statement of Activities
and Net Position - Cash Basis are different because:***

The Internal Service Funds are used by management to charge the costs of various internal activities to individual funds. A portion of the change in cash balance of the Internal Service Funds is reported with governmental activities in the Statement of Activities and Net Position - Cash Basis.

74,027

Change in cash basis net position of governmental activities (pages 7-8)	\$ <u>2,950,405</u>
---	----------------------------

City of Indianola
STATEMENT OF CASH RECEIPTS, DISBURSEMENTS AND
CHANGES IN CASH BALANCES
PROPRIETARY FUNDS
As of and for the year ended June 30, 2020

	Enterprise Funds			Internal Service Funds
	Sewer	Nonmajor Enterprise Funds	Total	
OPERATING RECEIPTS				
Charges for service	\$2,602,762	\$ 435,300	\$3,038,062	\$1,468,245
Miscellaneous	82,726	—	82,726	61,584
Total operating receipts	<u>2,685,488</u>	<u>435,300</u>	<u>3,120,788</u>	<u>1,529,829</u>
OPERATING DISBURSEMENTS				
Governmental Activities				
Public safety	—	—	—	448,337
Public works	—	—	—	100,424
Culture and recreation	—	—	—	178,793
General government	—	—	—	124,498
Business type activities	1,626,700	408,538	2,035,238	85,665
Component unit				
Indianola Municipal Utility	—	—	—	473,151
Total operating disbursements	<u>1,626,700</u>	<u>408,538</u>	<u>2,035,238</u>	<u>1,410,868</u>
Excess of operating receipts over operating disbursements	<u>1,058,788</u>	<u>26,762</u>	<u>1,085,550</u>	<u>118,961</u>
NONOPERATING RECEIPTS (DISBURSEMENTS)				
Bond proceeds	857,461	—	857,461	—
Sale of assets	736	—	736	—
Interest on investments	49,686	—	49,686	335
Rental income	43,833	—	43,833	—
Special assessments	7,907	—	7,907	—
Debt service	(883,355)	—	(883,355)	—
Capital projects	<u>(3,711,083)</u>	<u>(213,366)</u>	<u>(3,924,449)</u>	—
Net nonoperating receipts (disbursements)	<u>(3,634,815)</u>	<u>(213,366)</u>	<u>(3,848,181)</u>	<u>335</u>
Excess (deficiency) of receipts over (under) disbursements	<u>(2,576,027)</u>	<u>(186,604)</u>	<u>(2,762,631)</u>	<u>119,296</u>
TRANSFERS IN	1,100,000	—	1,100,000	—
TRANSFERS OUT	<u>(224,830)</u>	<u>(63,900)</u>	<u>(288,730)</u>	—
Net change in cash balances	<u>(1,700,857)</u>	<u>(250,504)</u>	<u>(1,951,361)</u>	<u>119,296</u>
CASH BALANCES, beginning of year	<u>2,860,321</u>	<u>680,660</u>	<u>3,540,981</u>	<u>1,595,319</u>
CASH BALANCES, end of year	<u>\$1,159,464</u>	<u>\$ 430,156</u>	<u>\$1,589,620</u>	<u>\$1,714,615</u>
CASH BASIS FUND BALANCES				
Restricted for debt service	\$ 66,941	\$ —	\$ 66,941	\$ —
Unrestricted	<u>1,092,523</u>	<u>430,156</u>	<u>1,522,679</u>	<u>1,714,615</u>
Total cash basis fund balances	<u>\$1,159,464</u>	<u>\$ 430,156</u>	<u>\$1,589,620</u>	<u>\$1,714,615</u>

See Notes to Financial Statements.

City of Indianola
**RECONCILIATION OF THE STATEMENT OF CASH RECEIPTS, DISBURSEMENTS AND
 CHANGES IN CASH BALANCES
 TO THE STATEMENT OF ACTIVITIES AND NET POSITION – CASH BASIS
 PROPRIETARY FUNDS
 As of and for the year ended June 30, 2020**

Total enterprise funds cash balances (page 12)	\$1,589,620
---	--------------------

Amounts reported for business type activities in the Statement of Activities and Net Position - Cash Basis are different because:

The Internal Service Funds are used by management to charge the costs of various internal activities to individual funds. A portion of the cash basis balance of the Internal Service Funds is included in business type activities in the Statement of Activities and Net Position - Cash Basis.

Cash balances held for business type activities	628,583	
Less cash balances held for Indianola Municipal Utilities	<u>(497,200)</u>	<u>131,383</u>

Cash basis net position of governmental activities (pages 7-8)	<u>\$1,721,003</u>
---	---------------------------

Net change in cash balances (page 12)	\$(1,951,361)
--	----------------------

Amounts reported for business type activities in the Statement of Activities and Net Position - Cash Basis are different because:

The Internal Service Funds are used by management to charge the costs of various internal activities to individual funds. A portion of the change in cash balance of the Internal Service Funds is reported with business type activities in the Statement of Activities and Net Position - Cash Basis.

Change in cash balances from business type activities	45,269	
Less change in cash balances from Indianola Municipal Utilities	<u>(48,036)</u>	<u>(2,767)</u>

Change in cash basis net position of governmental activities (pages 7-8)	<u>\$(1,954,128)</u>
---	-----------------------------

City of Indianola
NOTES TO FINANCIAL STATEMENTS

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The City of Indianola (the City) is a political subdivision of the State of Iowa located in Warren County. It was incorporated in 1864 and operates under the Home Rule provisions of the Constitution of Iowa. The City operates under the Mayor-Council form of government with the Mayor and Council Members elected on a non-partisan basis. The City provides numerous services to citizens including public safety, public works, health and social services, culture and recreation, community and economic development and general government services. The City also provides sewer, storm water and recycling utilities for its citizens.

Reporting Entity

For financial reporting purposes, the City has included all funds, organizations, agencies, boards, commissions and authorities, except for its component unit, Indianola Municipal Utility (IMU). The City has also considered all potential component units for which it is financially accountable, and other organizations for which the nature and significance of their relationship with the City are such that exclusion would cause the City's financial statements to be misleading or incomplete. The Governmental Accounting Standards Board has set forth criteria to be considered in determining financial accountability. These criteria include appointing a voting majority of an organization's governing body, and (1) the ability of the City to impose its will on that organization or (2) the potential for the organization to provide specific benefits to, or impose specific financial burdens on the City.

IMU has been audited separately and a report has been issued under separate cover. IMU's audited financial statements are available at the City Clerk's office.

These financial statements present the City of Indianola (the primary government) and its component unit. The component unit discussed below is included in the City's reporting entity because of the significance of its operational or financial relationship with the City.

Component Unit

The Indianola Community Parks and Recreation Foundation has been incorporated under the provisions of the Iowa Nonprofit Corporation Act for the primary purpose to encourage gifts and raise funds to be used solely for the development, maintenance and enhancement of the Indianola community recreational programs, facilities, and public parks. In accordance with criteria set by the Governmental Accounting Standards Board, the Foundation is discretely presented and reported in a separate column in the government-wide financial statement to emphasize that it is legally separate from the City.

Jointly Governed Organizations

The City also participates in several jointly governed organizations that provide goods or services to the citizenry of the City but do not meet the criteria of a joint venture since there is no ongoing financial interest or responsibility by the participating governments. City officials are members of the following boards and commissions: South Central Iowa Landfill Agency Board, Central Iowa Regional Transportation Planning Alliance Board, Metropolitan Planning Organization Committee, Warren County Economic Development Corporation, Greater Des Moines Convention and Visitor's Bureau, and BRAVO Greater Des Moines.

City of Indianola
NOTES TO FINANCIAL STATEMENTS

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Basis of Presentation

Government-wide Financial Statement

The Statement of Activities and Net Position—Cash Basis reports information on all of the nonfiduciary activities of the City. For the most part, the effect of interfund activity has been removed from this statement. Governmental activities, which are supported by tax and intergovernmental revenues, are reported separately from business type activities, which rely to a significant extent on fees and charges for service.

The Statement of Activities and Net Position—Cash Basis presents the City's nonfiduciary net position. Net position is reported in the following categories/components:

Expendable restricted net position results when constraints placed on the use of cash balances are either externally imposed or are imposed by law through constitutional provisions or enabling legislation. Enabling legislation did not result in any restricted net position.

Unrestricted net position consists of cash balances not meeting the definition of the preceding category. Unrestricted net position is often subject to constraints imposed by management, which can be removed or modified.

The Statement of Activities and Net Position—Cash Basis demonstrates the degree to which the direct disbursements of a given function are offset by program receipts. Direct disbursements are those clearly identifiable with a specific function. Program receipts include 1) charges to customers or applicants who purchase, use or directly benefit from goods, services or privileges provided by a given function and 2) grants, contributions and interest on investments restricted to meeting the operational or capital requirements of a particular function. Property tax and other items not properly included among program receipts are reported instead as general receipts.

Fund Financial Statements

Separate financial statements are provided for governmental funds and proprietary funds. Major individual governmental funds and major individual enterprise funds are reported as separate columns in the fund financial statements. All remaining governmental funds are aggregated and reported as nonmajor governmental funds. All remaining enterprise funds are aggregated and reported as nonmajor enterprise funds.

The City reports the following major governmental funds:

General Fund

The General Fund is the general operating fund of the City. All general tax receipts and other receipts not allocated by law or contractual agreement to some other fund are accounted for in this fund. From the fund are paid the general operating disbursements, the fixed charges and the capital improvement costs not paid from other funds.

Special Revenue

The Road Use Tax Fund is used to account for the road use tax allocation from the State of Iowa to be used for road construction and maintenance.

The Local Option Sales Tax Fund is used to account for local option sales tax collections.

The Urban Renewal Tax Increment Fund is used to account for tax increment financing collections and the repayment of tax increment financing indebtedness.

City of Indianola
NOTES TO FINANCIAL STATEMENTS

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Basis of Presentation (continued)

Fund Financial Statements (continued)

Special Revenue (continued)

The Employee Benefit Tax Levy Fund is used to account for property tax levied to finance the payment of employee benefits.

Debt Service Fund

The Debt Service Fund is utilized to account for property tax and other receipts to be used for the payment of interest and principal on the City's general long-term debt.

Capital Projects Fund

The Capital Projects Fund is utilized to account for all resources used in the acquisition and construction of capital facilities with the exception of those that are financed through enterprise funds.

The City reports the following major proprietary fund:

Sewer Fund

The Enterprise, Sewer Fund accounts for the operation and maintenance of the City's waste water treatment and sanitary sewer system.

The City also reports the following additional proprietary funds:

An Internal Service Fund is utilized to account for the financing of goods or services purchased by one department of the City and provided to other departments or agencies.

Measurement Focus and Basis of Accounting

The City of Indianola maintains its financial records on the basis of cash receipts and disbursements and the financial statements of the City are prepared on that basis. The cash basis of accounting does not give effect to accounts receivable, accounts payable and accrued items. Accordingly, the financial statements do not present financial position and results of operations of the funds in accordance with accounting principles generally accepted in the United States of America.

Under the terms of grant agreements, the City funds certain programs by a combination of specific cost-reimbursement grants, categorical block grants and general receipts. Thus, when program disbursements are paid, there are both restricted and unrestricted cash basis net position available to finance the program. It is the City's policy to first apply cost-reimbursement grant resources to such programs, followed by categorical block grants and then by general receipts.

When a disbursement in governmental funds can be paid using either restricted or unrestricted resources, the City's policy is generally to first apply the disbursement toward restricted fund balance and then to less-restrictive classifications-committed, assigned and then unassigned fund balances.

Proprietary funds distinguish operating receipts and disbursements from nonoperating items. Operating receipts and disbursements generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. All receipts and disbursements not meeting this definition are reported as nonoperating receipts and disbursements.

City of Indianola
NOTES TO FINANCIAL STATEMENTS

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Property Taxes

Property tax receipts recognized in these financial statements become due and collectible in September and March of the current fiscal year with a 1.5 percent per month penalty for delinquent payments; is based on January 1, 2018 assessed property valuations; is for the tax accrual period July 1, 2019 through June 30, 2020 and reflects tax asking contained in the budget certified to the City Council in March 2019.

Governmental Cash Basis Fund Balances

In the governmental fund financial statements, cash basis fund balances are classified as follows:

Restricted

Amounts restricted to specific purposes when constraints placed on the use of the resources are either externally imposed by creditors, grantors, or state or federal laws or are imposed by law through constitutional provisions or enabling legislation.

Unassigned

All amounts not included in the preceding classification.

Budgets and Budgetary Accounting

The budgetary comparison and related disclosures are reported as Other Information. During the year ended June 30, 2020, disbursements did not exceed the amounts budgeted in any function.

NOTE 2 CASH AND POOLED INVESTMENTS

The City's deposits in banks at June 30, 2020 were entirely covered by federal depository insurance or by the State Sinking Fund in accordance with Chapter 12C of the Code of Iowa. This chapter provides for additional assessments against the depositories to ensure there will be no loss of public funds.

The City is authorized by statute to invest public funds in obligations of the United States government, its agencies and instrumentalities; certificates of deposit or other evidences of deposit at federally insured depository institutions approved by the City Council; prime eligible bankers acceptances; certain high rated commercial paper; perfected repurchase agreements; certain registered open-end management investment companies; certain joint investment trusts; and warrants or improvement certificates of a drainage district.

City of Indianola
NOTES TO FINANCIAL STATEMENTS

NOTE 2 CASH AND POOLED INVESTMENTS (continued)

At June 30, 2020, the City had the following investments:

<u>Security Description</u>	<u>Fair Value</u>	<u>Carrying Amount</u>	<u>Investment Maturities (in Years)</u>			
			<u>Less Than 1</u>	<u>1 – 5</u>	<u>6 – 10</u>	<u>More Than 10</u>
Money markets	\$ 645,241	\$ 645,241	\$ 645,241	\$ –	\$ –	\$ –
Federal Farm Credit	821,214	823,493	300,303	523,190	–	–
FHLMC	129,072	127,040	44	19,211	99,802	7,983
FHLB	2,770,494	2,690,388	516,400	2,173,988	–	–
FNMA	3,526,287	3,399,537	1,403,038	845,991	512,014	638,494
GNMA	135,242	127,566	–	127,566	–	–
SBA asset backed securities	1,563,034	1,444,518	–	63,498	1,381,020	–
U.S. Treasury bills	<u>13,294,340</u>	<u>12,629,123</u>	<u>3,273,074</u>	<u>6,111,342</u>	<u>3,244,707</u>	<u>–</u>
	22,884,924	21,886,906	<u>\$6,138,100</u>	<u>\$9,864,786</u>	<u>\$5,237,543</u>	<u>\$ 646,477</u>
Less funds held by IMU	<u>(1,260,049)</u>	<u>(1,205,098)</u>				
Total	<u>\$21,624,875</u>	<u>\$20,681,808</u>				

The City uses the fair value hierarchy established by generally accepted accounting principles based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets, Level 2 inputs are significant other observable inputs, Level 3 inputs are significant unobservable inputs.

The recurring fair value of the City's investments were determined using quoted market prices (Level 1 inputs).

In addition, the City had investments in the Iowa Public Agency Investment Trust which are valued at an amortized cost of \$116,188. There were no limitations or restrictions on withdrawals for the IPAIT investments. The City's investment in the Iowa Public Agency Investment Trust is unrated.

Interest rate risk

The City's investment policy limits the investment of operating funds (funds expected to be expended in the current budget year or within 15 months of receipt) to instruments that mature within 397 days. Funds not identified as operating funds may be invested in investments with maturities longer than 397 days, but the maturities shall be consistent with the needs and use of the City.

Credit risk

Generally, credit risk is the risk that the issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. As of June 30, 2020, all of the City's investments rated by Moody's Investment Services carried an Aaa rating.

City of Indianola
NOTES TO FINANCIAL STATEMENTS

NOTE 3 BONDS AND NOTES PAYABLE

A summary of changes in bonds and notes payable for the year ended June 30, 2020 is as follows:

	<u>Balance June 30, 2019</u>	<u>Increases</u>	<u>Decreases</u>	<u>Balance June 30, 2020</u>	<u>Range of interest rates</u>
Governmental activities					
General obligation bonds	\$11,580,000	\$4,450,000	\$6,470,000	\$ 9,560,000	1.25 – 4.00%
Iowa Economic Development Authority Loan	100,497	–	24,749	75,748	1.00%
Business type activities					
Revenue bonds	<u>11,862,702</u>	<u>857,461</u>	<u>498,000</u>	<u>12,222,163</u>	1.75 – 2.75%
	<u>\$23,543,199</u>	<u>\$5,307,461</u>	<u>\$6,992,749</u>	<u>\$21,857,911</u>	

A summary of the bond/note principal and interest maturities by type of bond/note is as follows:

<u>Year ending June 30</u>	<u>Iowa Economic Development</u>			<u>Authority Loan</u>			<u>Revenue</u>		
	<u>Principal</u>	<u>Interest</u>	<u>Total</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2021	\$ 1,540,000	\$ 225,020	\$ 2,070,145	\$ 24,999	\$ 695	\$ 25,694	\$ 511,000	\$ 194,861	\$ 705,861
2022	1,445,000	194,238	1,639,238	25,249	445	25,694	525,000	188,065	713,065
2023	1,480,000	164,028	1,644,028	25,500	191	25,691	933,000	181,070	1,114,070
2024	1,240,000	131,740	1,374,740	–	–	–	959,000	162,992	1,121,992
2025	965,000	101,900	1,066,900	–	–	–	608,461	144,385	752,846
2026-2030	2,770,000	186,360	2,956,360	–	–	–	3,050,000	597,716	3,647,716
2031-2035	120,000	2,400	122,400	–	–	–	3,093,000	381,008	3,474,008
2036-2040	–	–	–	–	–	–	2,115,702	148,352	2,264,054
2041	–	–	–	–	–	–	427,000	7,472	434,472
Totals	<u>\$ 9,560,000</u>	<u>\$1,005,686</u>	<u>\$10,870,811</u>	<u>\$ 75,748</u>	<u>\$ 1,331</u>	<u>\$ 77,079</u>	<u>\$12,222,163</u>	<u>\$2,005,921</u>	<u>\$14,228,084</u>

The resolutions providing for the issuance of the revenue bonds include the following provisions:

- (1) The bonds will only be redeemed from the future earnings of the enterprise activity and the bondholders hold a lien on the future earnings of the funds.
- (2) Sufficient monthly transfers shall be made to a sewer bond and interest sinking fund for the purpose of making the bond principal and interest payments when due.
- (3) A separate sewer operations and maintenance fund shall maintain specific minimum balances.

The City has pledged future sewer customer revenues, net of specified operating expenses, to repay \$33,452,000 in revenue notes issued from 2009 to 2020. Proceeds from the notes provided financing for the costs of acquisition, construction, improving, extending, and equipping of the municipal sewer system utility. The notes are payable solely from customer net receipts and are payable through 2041. Annual principal and interest payments on the notes are expected to require less than net revenues. The total principal and interest remaining to be paid on the notes is \$14,228,084. For the current year, principal and interest paid and total customer net revenues were \$709,377 and \$1,160,214, respectively.

In March, 2018 the City entered into a nuisance property and abandoned building remediation loan with the Iowa Economic Development Authority (IEDA) for \$125,000 bearing interest at 1%. The proceeds from the loan were used to repair buildings owned by private developers. The City has entered into corresponding developer agreements and promissory notes with the developers which provide for the City to be repaid for the cost of the building repairs with terms consistent with those the City received from IEDA.

City of Indianola
NOTES TO FINANCIAL STATEMENTS

NOTE 4 PENSION PLANS

Iowa Public Employees' Retirement System (IPERS)

Plan Description

IPERS is a cost-sharing multiple employer defined benefit pension plan administered by Iowa Public Employees' Retirement System. Membership is mandatory for employees of the City, except for those covered by another retirement system. IPERS issues a stand-alone financial report which is available to the public by mail at P.O. Box 9117, Des Moines, Iowa 50306-9117 or at www.ipers.org.

IPERS benefits are established under Iowa Code Chapter 97B and the administrative rules thereunder. Chapter 97B and the administrative rules are the official plan documents. The following brief description is provided for general informational purposes only. Refer to the plan documents for more information.

Pension Benefits

A regular member may retire at normal retirement age and receive monthly benefits without an early-retirement reduction. Normal retirement age is age 65, any time after reaching age 62 with 20 or more years of covered employment or when the member's years of service plus the member's age at the last birthday equals or exceeds 88, whichever comes first. These qualifications must be met on the member's first month of entitlement to benefits. Members cannot begin receiving retirement benefits before age 55. The formula used to calculate a regular member's monthly IPERS benefit includes:

- A multiplier based on years of service.
- The member's highest five-year average salary. For members with service before June 30, 2012, the highest three-year average salary as of that date will be used if it is greater than the highest five-year average salary.

Protection occupation members may retire at normal retirement age, which is generally at age 55 and may retire any time after reaching age 50 with 22 or more years of covered employment. The formula used to calculate a protection occupation member's monthly IPERS benefit includes:

- 60% of average salary after completion of 22 years of service, plus an additional 1.5% of average salary for years of service greater than 22 but not more than 30 years of service.
- The member's highest three-year average salary.

If a member retires before normal retirement age, the member's monthly retirement benefit will be permanently reduced by an early-retirement reduction. The early-retirement reduction is calculated differently for service earned before and after July 1, 2012. For service earned before July 1, 2012, the reduction is 0.25% for each month the member receives benefits before the member's earliest normal retirement age. For service earned starting July 1, 2012, the reduction is 0.50% for each month the member receives benefits before age 65.

Generally, once a member selects a benefit option, a monthly benefit is calculated and remains the same for the rest of the member's lifetime. However, to combat the effects of inflation, retirees who began receiving benefits prior to July 1990 receive a guaranteed dividend with their regular November benefit payments.

Disability and Death Benefits

A vested member who is awarded federal Social Security disability or Railroad Retirement disability benefits is eligible to claim IPERS benefits regardless of age. Disability benefits are not reduced for early retirement. If a member dies before retirement, the member's beneficiary will receive a lifetime annuity or a lump-sum payment equal to the present actuarial value of the member's accrued benefit or calculated with a set formula, whichever is greater. When a member dies after retirement, death benefits depend on the benefit option the member selected at retirement.

City of Indianola
NOTES TO FINANCIAL STATEMENTS

NOTE 4 PENSION PLANS (continued)

Iowa Public Employees' Retirement System (IPERS) (continued)

Contributions

The contribution rates are established by IPERS following the annual actuarial valuation which applies IPERS' Contribution Rate Funding Policy and Actuarial Amortization Method. State statute limits the amount rates can increase or decrease each year to 1 percentage point. IPERS Contribution Rate Funding Policy requires the actuarial contribution rate be determined using the "entry age normal" actuarial cost method and the actuarial assumptions and methods approved by the IPERS Investment Board. The actuarial contribution rate covers normal cost plus the unfunded actuarial liability payment based on a 30-year amortization period. The payment to amortize the unfunded actuarial liability is determined as a level percentage of payroll based on the Actuarial Amortization Method adopted by the Investment Board.

In fiscal year 2020, pursuant to the required rate, regular members contributed 6.29% of covered payroll and the City contributed 9.44% of covered payroll for a total rate of 15.73%. Protection occupation members contributed 6.61% of covered payroll and the City contributed 9.91% of covered payroll, for a total rate of 16.52%.

The City's total contributions to IPERS for the year ended June 30, 2020 were \$379,643.

Net Pension Liability, Pension Expense, Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

At June 30, 2020, the City reported a liability of \$1,833,234 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2019, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The City's proportion of the net pension liability was based on the City's share of contributions to IPERS relative to the contributions of all IPERS participating employers. The following table summarizes the change in the City's proportionate share:

	<u>June 30</u>		
	<u>2019</u>	<u>2018</u>	<u>Change</u>
City's proportionate share	0.031658%	0.031366%	0.000292%

For the year ended June 30, 2020, the City pension expense, deferred outflows of resources and deferred inflows of resources totaled \$505,672, \$807,258 and \$431,849, respectively.

There were no nonemployer contributing entities to IPERS.

Actuarial Assumptions

The total pension liability in the June 30, 2019 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Rate of inflation (effective June 30, 2017)	2.60% per annum
Rates of salary increase (effective June 30, 2017)	3.25 to 16.25% average, including inflation. Rates vary by membership group.
Long-term investment rate of return (effective June 30, 2017)	7.00% compounded annually, net of investment expense, including inflation
Wage growth (effective June 30, 2017)	3.25% per annum, based on 2.60% inflation and 0.65% real wage inflation

City of Indianola
NOTES TO FINANCIAL STATEMENTS

NOTE 4 PENSION PLANS (continued)

Iowa Public Employees' Retirement System (IPERS) (continued)

Actuarial Assumptions (continued)

The actuarial assumptions used in the June 30, 2019 valuation were based on the results of an economic assumption study dated March 24, 2017 and a demographic assumption study dated June 28, 2018.

Mortality rates used in the 2019 valuation were based on the RP-2014 Employee and Healthy Annuitant Tables with MP-2017 generational adjustments.

The long-term expected rate of return on IPERS' investments was determined using a building-block method in which best-estimate ranges of expected future real rates (expected returns, net of investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target allocation and best estimates of arithmetic real rates of return for each major asset class are summarized in the following table:

<u>Asset Class</u>	<u>Asset Allocation</u>	<u>Long-Term Expected Real Rate of Return</u>
Core Plus Fixed Income	27.0%	1.71%
Domestic Equity	22.0	5.60
International Equity	15.0	6.08
Private Equity	11.0	10.13
Private Real Assets	7.5	4.76
Public Real Assets	7.0	2.81
Public Credit	3.5	3.32
Private Credit	3.0	3.01
Global Smart Beta Equity	3.0	5.82
Cash	<u>1.0</u>	(0.21)
Total	<u>100.0%</u>	

Discount Rate

The discount rate used to measure the total pension liability was 7.0%. The projection of cash flows used to determine the discount rate assumed employee contributions will be made at the contractually required rate and contributions from the City will be made at contractually required rates, actuarially determined. Based on those assumptions, IPERS' fiduciary net position was projected to be available to make all projected future benefit payments of current active and inactive employees. Therefore, the long-term expected rate of return on IPERS' investments was applied to all periods of projected benefit payments to determine the total pension liability.

Sensitivity of the City's Proportionate Share of the Net Pension Liability to Changes in the Discount Rate

The following presents the City's proportionate share of the net pension liability calculated using the discount rate of 7.0%, as well as what the City's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1% lower (6.0%) or 1% higher (8.0%) than the current rate.

	<u>1% Decrease (6.0%)</u>	<u>Discount Rate (7.0%)</u>	<u>1% Increase (8.0%)</u>
City's proportionate share of the net pension liability	<u>\$3,973,605</u>	<u>\$1,833,234</u>	<u>\$ 38,809</u>

City of Indianola
NOTES TO FINANCIAL STATEMENTS

NOTE 4 PENSION PLANS (continued)

Iowa Public Employees' Retirement System (IPERS) (continued)

IPERS' Fiduciary Net Position

Detailed information about IPERS' fiduciary net position is available in the separately issued IPERS financial report which is available on IPERS' website at www.ipers.org.

Municipal Fire and Police Retirement System of Iowa (MFPRSI)

Plan Description

MFPRSI membership is mandatory for fire fighters and police officers covered by the provisions of Chapter 411 of the Code of Iowa. Employees of the City are provided with pensions through a cost-sharing multiple employer defined benefit pension plan administered by MFPRSI. MFPRSI issues a stand-alone financial report which is available to the public by mail at 7155 Lake Drive, Suite #201, West Des Moines, Iowa 50266 or at www.mfprsi.org.

MFPRSI benefits are established under Chapter 411 of the Code of Iowa and the administrative rules thereunder. Chapter 411 of the Code of Iowa and the administrative rules are the official plan documents. The following brief description is provided for general informational purposes only. Refer to the plan documents for more information.

Pension Benefits

Members with 4 or more years of service are entitled to pension benefits beginning at age 55. Full service retirement benefits are granted to members with 22 years of service, while partial benefits are available to those members with 4 to 22 years of service based on the ratio of years completed to years required (i.e., 22 years). Members with less than 4 years of service are entitled to a refund of their contribution only, with interest, for the period of employment.

Benefits are calculated based upon the member's highest 3 years of compensation. The average of these 3 years becomes the member's average final compensation. The base benefit is 66% of the member's average final compensation. Members who perform more than 22 years of service receive an additional 2% of the member's average final compensation for each additional year of service, up to a maximum of 8 years. Survivor benefits are available to the beneficiary of a retired member according to the provisions of the benefit option chosen, plus an additional benefit for each child. Survivor benefits are subject to a minimum benefit for those members who chose the basic benefit with a 50% surviving spouse benefit.

Active members at least 55 years of age with 22 or more years of service have the option to participate in the Deferred Retirement Option Program (DROP). The DROP is an arrangement whereby a member who is otherwise eligible to retire and commence benefits opts to continue to work. A member can elect a 3, 4, or 5 year DROP period. When electing to participate in DROP, the member signs a contract stating the member will retire at the end of the selected DROP period. During the DROP period, the member's retirement benefit is frozen and a DROP benefit is credited to a DROP account established for the member. Assuming the member completes the DROP period, the DROP benefit is equal to 52% of the member's retirement benefit at the member's earliest date eligible and 100% if the member delays enrollment for 24 month. At the member's actual date of retirement, the member's DROP account will be distributed to the member in the form of a lump sum or rollover to an eligible plan.

City of Indianola
NOTES TO FINANCIAL STATEMENTS

NOTE 4 PENSION PLANS (continued)

Municipal Fire and Police Retirement System of Iowa (MFPRSI) (continued)

Disability and Death Benefits

Disability benefits may be either accidental or ordinary. Accidental disability is defined as a permanent disability incurred in the line of duty, with benefits equivalent to the greater of 60% of the member's average final compensation or the member's service retirement benefit calculation amount. Ordinary disability occurs outside the call of duty and pays benefits equivalent to the greater of 50% of the member's average final compensation for those with 5 or more years of service or the member's service retirement benefit calculation amount and 25% of average final compensation for those with less than 5 years of service.

Death benefits are similar to disability benefits. Benefits for accidental death are 50% of the average final compensation of the member plus an additional amount for each child, or the provisions for ordinary death. Ordinary death benefits consist of a pension equal to 40% of the average final compensation of the member plus an additional amount for each child, or a lump-sum distribution to the designated beneficiary equal to 50% of the previous year's earnable compensation of the member or equal to the amount of the member's total contributions plus interest.

Benefits are increased annually in accordance with Chapter 411.6 of the Code of Iowa, which provides a standard formula for the increases.

The surviving spouse or dependents of an active member who dies due to a traumatic personal injury incurred in the line of duty receives a \$100,000 lump-sum payment.

Contributions

Member contribution rates are set by state statute. In accordance with Chapter 411 of the Code of Iowa, the contribution rate was 9.40% of earnable compensation for the year ended June 30, 2020.

Employer contribution rates are based upon an actuarially determined normal contribution rate and set by state statute. The required actuarially determined contributions are calculated on the basis of the entry age normal method as adopted by the Board of Trustees as permitted under Chapter 411 of the Code of Iowa. The normal contribution rate is provided by state statute to be the actuarial liabilities of the plan less current plan assets, with such total divided by 1% of the actuarially determined present value of prospective future compensation of all members, further reduced by member contributions and state appropriations. Under the Code of Iowa, the City's contribution rate cannot be less than 17.00% of earnable compensation. The contribution rate was 24.41% for the year ended June 30, 2020.

The City's contributions to MFPRSI for the year ended June 30, 2020 was \$372,707.

If approved by the State Legislature, state appropriations may further reduce the City's contribution rate, but not below the minimum statutory contribution rate of 17.00% of earnable compensation. The State of Iowa, therefore, is considered to be a nonemployer contributing entity in accordance with the provisions of the Governmental Accounting Standards Board Statement No. 67 – *Financial Reporting for Pension Plans*.

There were no state appropriations to MFPRSI during the fiscal year ended June 30, 2020.

Net Pension Liability, Pension Expense, Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

At June 30, 2020, the City reported a liability of \$3,035,117 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2019, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The City's proportion of the net pension liability was based on the City's share of contributions to MFPRSI relative to the contributions of all MFPRSI participating employers.

City of Indianola
NOTES TO FINANCIAL STATEMENTS

NOTE 4 PENSION PLANS (continued)

Municipal Fire and Police Retirement System of Iowa (MFPRSI) (continued)

The following table summarizes the change in the City's proportionate share:

	June 30		
	<u>2019</u>	<u>2018</u>	<u>Change</u>
City's proportionate share	0.462722%	0.420900%	0.041822%

For the year ended June 30, 2020, the City's pension expense, deferred outflows of resources and deferred inflows of resources totaled \$646,650, \$606,521, and \$224,008, respectively.

Actuarial Assumptions

The total pension liability in the June 30, 2019 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Rate of inflation	3.00% per annum
Rates of salary increase	3.75 to 15.11%, including inflation.
Investment rate of return	7.50%, net of investment expense, including inflation

The actuarial assumptions used in the June 30, 2019 valuation were based on the results of an actuarial experience study for the period from July 1, 2007 to June 30, 2017.

Postretirement mortality rates were based on the RP-2014 Blue Collar Combined Healthy Annuitant Table with males set-forward zero years, females set-forward two years and disabled individuals set-forward three years (male only rates), with generational projection of future mortality improvement with 50% of Scale BB beginning in 2017.

The long-term expected rate of return on MFPRSI investments was determined using a building-block method in which best-estimate ranges of expected future real rates (i.e., expected returns, net of investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The best estimates of arithmetic real rates of return for each major asset class are summarized in the following table:

<u>Asset Class</u>	<u>Long-Term Expected Real Rate of Return</u>
Large Cap	5.5%
Small Cap	5.8
International Large Cap	7.3
Emerging Markets	9.0
Emerging Markets Debt	6.3
Private Non-Core Real Estate	8.0
Master Limited Partnerships	9.0
Private Equity	9.0
Core Plus Fixed Income	3.3
Private Core Real Estate	6.0
Tactical Asset Allocation	6.4

City of Indianola
NOTES TO FINANCIAL STATEMENTS

NOTE 4 PENSION PLANS (continued)

Municipal Fire and Police Retirement System of Iowa (MFPRSI) (continued)

Discount Rate

The discount rate used to measure the total pension liability was 7.5%. The projection of cash flows used to determine the discount rate assumed contributions will be made at 9.4% of covered payroll and the City contributions will be made at rates equal to the difference between actuarially determined rates and the member rate. Based on those assumptions, the MFPRSI's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on MFPRSI's investments was applied to all periods of projected benefit payments to determine the total pension liability.

Sensitivity of the City's Proportionate Share of the Net Pension Liability to Changes in the Discount Rate

The following presents the City's proportionate share of the net pension liability calculated using the discount rate of 7.5%, as well as what the City's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1% lower (6.5%) or 1% higher (8.5%) than the current rate.

	<u>1% Decrease (6.5%)</u>	<u>Discount Rate (7.5%)</u>	<u>1% Increase (8.5%)</u>
City's proportionate share of the net pension liability	\$4,941,702	\$3,035,117	\$1,456,091

MFPRSI's Fiduciary Net Position

Detailed information about the MFPRSI's fiduciary net position is available in the separately issued MFPRSI financial report which is available on MFPRSI's website at www.mfprsi.org.

NOTE 5 COMPENSATED ABSENCES

City employees accumulate vacation and compensatory time for subsequent use or payment upon termination, retirement, or death. Sick leave hours are payable only when used and not upon separation of service. These accumulations are not recognized as disbursements by the City until used or paid. The City's approximate maximum liability for unrecognized accrued employee benefits as of June 30, 2020, primarily relating to the General Fund, was as follows:

<u>Type of benefit</u>	<u>Amount</u>
Vacation	\$ 400,213
Compensatory time	51,681
Sick leave	<u>887,382</u>
Total	<u>\$1,339,276</u>

This liability has been computed based on rates of pay in effect at June 30, 2020.

City of Indianola
NOTES TO FINANCIAL STATEMENTS

NOTE 6 HEALTH INSURANCE AND HEALTH REIMBURSEMENT ARRANGEMENT

The City self-funds its health insurance plan as permitted by Iowa Code Section 509A using an internal service fund. Transfers to the fund are made at pre-established rates for single or family coverage by each city department on a monthly basis. Disbursements from the fund are made to pay administrative fees, stop loss insurance premiums and payment of claims. As of June 30, 2020, the actuarially determined reserve necessary for claims incurred but not yet paid was \$211,818 and the internal service fund balance was \$1,500,464.

The City also maintains a health reimbursement arrangement (HRA) for the benefit of employees. The City makes a fixed annual commitment that employees may use to offset premium contributions or cash payments for any medical expense allowed under current income tax provisions. If the employee does not utilize the full amount provided in the fiscal year, the balance is carried forward to the following year and is available in any future period, including after retirement. Disbursements are paid out of operating funds and not held in trust. They are, however, accounted for in an internal service fund that is separate from other operating funds for budgetary control. Unpaid HRA balances totaled \$18,766 as of June 30, 2020.

NOTE 7 OTHER POST-EMPLOYMENT BENEFITS

Plan Description

The City administers a single-employer benefit plan which provides medical, prescription drug and dental benefits to retired employees and their dependents under certain conditions. Group insurance benefits are established under Iowa Code Chapter 509A.13. No assets are accumulated in a trust that meets the criteria in paragraph 4 of GASB Statement No 75.

OPEB Benefits

Individuals who are employed by the City and are eligible to participate in the group health plan are eligible to continue healthcare benefits upon retirement. Retirees under age 65 pay the same premium for the medical, prescription drug and dental benefits as active employees, which results in an implicit rate subsidy.

Retired participants must be age 55 or older at retirement, with the exception of special service participants who must be age 50 with 22 years of service. At June 30, 2020, the following employees were covered by the benefit terms:

Inactive employees or beneficiaries currently receiving benefits	3
Active employees	<u>67</u>
Total	<u>70</u>

City of Indianola
NOTES TO FINANCIAL STATEMENTS

NOTE 8 INTERFUND TRANSFERS

The detail of interfund transfers for the year ended June 30, 2020 is as follows:

<u>Transfer to</u>	<u>Transfer from</u>	<u>Amount</u>
General fund	Special revenue	
	Road use tax fund	\$ 343,999
	Employee benefits fund	2,315,257
	Nonmajor special revenue	24,999
	Enterprise	
	Sewer fund	<u>195,631</u>
		<u>2,879,886</u>
Capital projects fund	General fund	443,813
	Special revenue	
	Road use tax fund	<u>262,000</u>
		<u>705,813</u>
Debt service	Urban renewal tax increment fund	1,009,587
	Enterprise	
	Sewer	29,199
	Nonmajor enterprise	<u>63,900</u>
		<u>1,102,686</u>
Sewer	Special revenue	
	Local option sales tax	<u>1,100,000</u>
Total		<u>\$5,788,385</u>

Transfers generally move resources from the fund statutorily required to collect the resources to the fund statutorily required to disburse the resources.

NOTE 9 RISK MANAGEMENT

The City is a member in the Iowa Communities Assurance Pool, as allowed by Chapter 670.7 of the Code of Iowa. The Iowa Communities Assurance Pool (Pool) is a local government risk-sharing pool whose 779 members include various governmental entities throughout the State of Iowa. The Pool was formed in August 1986 for the purpose of managing and funding third-party liability claims against its members. The Pool provides coverage and protection in the following categories: general liability, automobile liability, automobile physical damage, public officials' liability, police professional liability, property, inland marine, and boiler/machinery. There have been no reductions in insurance coverage from prior years.

Each member's annual casualty contributions to the Pool fund current operations and provide capital. Annual casualty operating contributions are those amounts necessary to fund, on a cash basis, the Pool's general and administrative expenses, claims, claims expenses and reinsurance expenses estimated for the fiscal year, plus all or any portion of any deficiency in capital. Capital contributions are made during the first six years of membership and are maintained at a level determined by the Board not to exceed 300% of basis rate.

The Pool also provides property coverage. Members who elect such coverage make annual property operating contributions which are necessary to fund, on a cash basis, the Pool's general and administrative expenses, reinsurance premiums, losses and loss expenses for property risks estimated for the fiscal year, plus all or any portion of any deficiency in capital. Any year end operating surplus is transferred to capital. Deficiencies in operations are offset by transfers from capital and, if insufficient, by the subsequent year's member contributions.

City of Indianola
NOTES TO FINANCIAL STATEMENTS

NOTE 9 RISK MANAGEMENT (continued)

The City's property and casualty contributions to the Pool are recorded as disbursements from its operating funds at the time of payment to the Pool. The City's contributions to the Pool for the year ended June 30, 2020 were \$131,460.

The Pool uses reinsurance and excess risk-sharing agreements to reduce its exposure to large losses. The Pool retains general, automobile, police professional, and public officials' liability risks up to \$500,000 per claim. Claims exceeding \$500,000 are reinsured through reinsurance and excess risk-sharing agreements up to the amount of risk-sharing protection provided by the City's risk-sharing certificate. Property and automobile physical damage risks are retained by the Pool up to \$250,000 each occurrence, each location. Property risks exceeding \$250,000 are reinsured through reinsurance and excess risk-sharing agreements up to the amount of risk-sharing protection provided by the City's risk-sharing certificate.

The Pool's intergovernmental contract with its members provides that in the event a casualty claim, property loss or series of claims or losses exceeds the amount of risk-sharing protection provided by the City's risk-sharing certificate, or in the event a casualty claim, property loss or series of claims or losses exhausts the Pool's funds and any excess risk-sharing recoveries, then payment of such claims or losses shall be the obligation of the respective individual member against whom the claim was made or the loss was incurred. As of June 30, 2020, settled claims have not exceeded the risk Pool or reinsurance coverage since the Pool's inception.

Members agree to continue membership in the Pool for a period of not less than one full year. After such period, a member who has given 60 days prior written notice may withdraw from the Pool. Upon withdrawal, payments for all casualty claims and claims expenses become the sole responsibility of the withdrawing member, regardless of whether a claim was incurred or reported prior to the member's withdrawal. Upon withdrawal, a formula set forth in the Pool's intergovernmental contract with its members is applied to determine the amount (if any) to be refunded to the withdrawing member.

The City is a member of the Iowa Municipalities Workers' Compensation Association (the Association). The Association is governed by a board of directors elected by representatives of the governing bodies of each participating governmental jurisdiction. The City has executed a Worker's Compensation Coverage Agreement with the Association which extends through June 30, 2020 and has authorized the Association to issue general obligation bonds to provide funds with which to pay claims. During the year ended June 30, 2020, the City paid workers' compensation insurance premiums of \$144,141 to the Association.

NOTE 10 DOWNTOWN BUSINESS INCENTIVE PROGRAM

The City offers an incentive program for renovation and repair of existing commercial building structures and facades in certain blocks of the Original Town Plat. Property owners in the program are eligible for grants for a portion of the costs incurred and obtain a loan from a local lender for the balance of the costs. In order to provide the loans to property owners at 3% interest, the City places a noninterest bearing deposit with the lender. As property owners pay down the loans, the noninterest bearing funds are released. As of June 30, 2020 the outstanding balance of the loans and noninterest bearing deposit accounts was \$89,318 and \$101,083, respectively.

NOTE 11 COMMITMENTS

The City has entered into contracts for street and highway improvements, trail improvements, sanitary sewer infrastructure improvements, and other projects totaling approximately \$52,962,823. The remaining commitment on these contracts at June 30, 2020 is approximately \$48,488,830, a majority of which pertains to the City's Water Resource Recovery Facility project. These contractual commitments will be funded through the City's local option sales tax and debt proceeds.

City of Indianola
NOTES TO FINANCIAL STATEMENTS

NOTE 12 LEASING ACTIVITIES

In 2011 the City entered into a 28E Agreement with the Young Men's Christian Association of Greater Des Moines, Iowa (YMCA) for the construction and subsequent lease of Indianola's YMCA branch facility. Under the terms of the agreement, the City constructed and owns the land and facility and the YMCA leases the facility from the City for a 25 year period, terminating in 2037. The lease agreement was amended, effective September 1, 2020, to reduce the YMCA's annual lease payment to the City.

The total minimum future lease payments under the lease at June 30, 2020, as amended, are as follows:

Year ending June 30

2021	\$ 70,000
2022	70,000
2023	70,000
2024	70,000
2025	70,000
Thereafter	<u>840,000</u>
Total	<u>\$1,190,000</u>

Receipts on the lease totaled \$266,067 during the year ended June 30, 2020.

NOTE 13 SUBSEQUENT EVENTS

In December 2020, City Council approved the issuance of General Obligation Capital Loan Notes Series 2020A and 2020B in the amount of \$6,605,000 and \$2,925,000, respectively.

OTHER INFORMATION

City of Indianola
BUDGETARY COMPARISON SCHEDULE
OF RECEIPTS, DISBURSEMENTS, AND CHANGES IN BALANCES -
BUDGET AND ACTUAL (CASH BASIS) - ALL GOVERNMENTAL FUNDS
AND PROPRIETARY FUNDS
Other Information
Year ended June 30, 2020

	Governmental funds actual	Proprietary funds actual	Adjustments to budget basis	Total
RECEIPTS				
Property tax	\$ 7,160,833	\$ —	\$ —	\$ 7,160,833
Tax increment financing	2,505,996	—	—	2,505,996
Other city tax	1,859,878	—	—	1,859,878
Licenses and permits	258,982	—	—	258,982
Use of money and property	689,356	93,519	—	782,875
Intergovernmental	4,073,043	—	—	4,073,043
Charges for service	945,567	3,038,062	—	3,983,629
Special assessments	18,166	7,907	—	26,073
Miscellaneous	<u>473,068</u>	<u>82,726</u>	<u>—</u>	<u>555,794</u>
Total receipts	<u>17,984,889</u>	<u>3,222,214</u>	<u>—</u>	<u>21,207,103</u>
DISBURSEMENTS				
Public safety	5,473,023	—	—	5,473,023
Public works	1,573,045	—	—	1,573,045
Culture and recreation	2,173,363	—	—	2,173,363
Community and economic development	272,714	—	25,692	298,406
General government	986,959	—	—	986,959
Debt service	6,836,867	—	(84,892)	6,751,975
Capital projects	1,834,553	—	—	1,834,553
Business type activities	<u>—</u>	<u>6,843,042</u>	<u>—</u>	<u>6,843,042</u>
Total disbursements	<u>19,150,524</u>	<u>6,843,042</u>	<u>(59,200)</u>	<u>25,934,366</u>
Excess (deficiency) of receipts over (under) disbursements	<u>(1,165,635)</u>	<u>(3,620,828)</u>	<u>59,200</u>	<u>(4,727,263)</u>
OTHER FINANCING SOURCES, net	<u>4,042,013</u>	<u>1,669,467</u>	<u>—</u>	<u>5,711,480</u>
Excess (deficiency) of receipts and other financing sources over (under) disbursements	2,876,378	(1,951,361)	59,200	984,217
BALANCES, beginning of year	<u>19,442,138</u>	<u>3,540,981</u>	<u>—</u>	<u>22,983,119</u>
BALANCES, end of year	<u>\$22,318,516</u>	<u>\$1,589,620</u>	<u>\$ 59,200</u>	<u>\$23,967,336</u>

See accompanying independent auditor's report.

Budgeted amounts		Final to actual variance- positive (negative)
Original	Final	
\$ 7,242,593	\$ 7,242,593	\$ (81,760)
2,502,609	2,502,609	3,387
1,067,478	1,494,456	365,422
222,880	222,880	36,102
495,114	495,114	287,761
3,569,769	4,678,607	(605,564)
4,674,507	4,691,507	(707,878)
—	—	26,073
<u>1,278,865</u>	<u>1,663,205</u>	<u>(1,107,411)</u>
<u>21,053,815</u>	<u>22,990,971</u>	<u>(1,783,868)</u>
6,080,363	6,153,063	680,040
1,638,514	1,638,514	65,469
2,310,897	2,442,947	269,584
234,273	609,273	310,867
1,493,937	1,502,937	515,978
2,074,045	6,770,143	18,168
1,366,216	4,075,162	2,240,609
<u>13,396,429</u>	<u>14,429,429</u>	<u>7,586,387</u>
<u>28,594,674</u>	<u>37,621,468</u>	<u>11,687,102</u>
<u>(7,540,859)</u>	<u>(14,630,497)</u>	<u>9,903,234</u>
<u>3,272,292</u>	<u>3,392,292</u>	<u>2,319,188</u>
(4,268,567)	(11,238,205)	12,222,422
<u>18,558,175</u>	<u>18,558,175</u>	<u>4,424,944</u>
<u>\$14,289,608</u>	<u>\$ 7,319,970</u>	<u>\$16,647,366</u>

City of Indianola
NOTE TO OTHER INFORMATION - BUDGETARY REPORTING
June 30, 2020

The budgetary comparison is presented in accordance with Governmental Accounting Standards Board Statement No. 41 for governments with significant budgetary perspective differences resulting from not being able to present budgetary comparisons for the General Fund and each major Special Revenue Fund.

In accordance with the Code of Iowa, the City Council annually adopts a budget on the cash basis following required public notice and hearing for all funds except the discretely presented component unit. The annual budget may be amended during the year utilizing similar statutorily prescribed procedures.

Formal and legal budgetary control is based upon nine major classes of disbursements known as functions, not by fund. These nine functions are: public safety, public works, health and social services, culture and recreation, community and economic development, general government, debt service, capital projects and business type activities. Function disbursements required to be budgeted include disbursements for the General Fund, Special Revenue Funds, Debt Service Fund, Capital Projects Fund, and Enterprise Funds. Although the budget document presents function disbursements by fund, the legal level of control is at the aggregated function level, not by fund. During the year, two budget amendments increased budgeted disbursements by \$9,026,794. The budget amendments are reflected in the final budgeted amounts.

City of Indianola, Iowa
SCHEDULE OF THE CITY'S PROPORTIONATE SHARE OF THE NET PENSION LIABILITY
Iowa Public Employees' Retirement System and
Municipal Fire and Police Retirement System of Iowa
For the Last Six Years*
(In Thousands)
Other Information

<u>Iowa Public Employees' Retirement System</u>	June 30					
	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>
City's proportion of the net pension liability	0.031658%	0.031366%	0.031734%	0.029023%	0.037810%	0.038029%
City's proportionate share of the net pension liability	\$1,833	\$1,985	\$2,114	\$1,827	\$1,868	\$1,508
City's covered payroll	\$3,961	\$3,689	\$3,312	\$3,357	\$3,142	\$3,211
City's proportionate share of the net pension liability as a percentage of its covered payroll	46.28%	53.81%	63.82%	54.42%	59.45%	46.96%
IPERS' net position as a percentage of the total pension liability	85.45%	83.62%	82.21%	81.82%	85.19%	87.61%

<u>Municipal Fire and Police Retirement System of Iowa</u>	June 30					
	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>
City's proportion of the net pension liability	0.462722%	0.420900%	0.455810%	0.446484%	0.450375%	0.467820%
City's proportionate share of the net pension liability	\$3,035	\$2,506	\$2,673	\$2,792	\$2,116	\$1,696
City's covered payroll	\$1,527	\$1,399	\$1,223	\$1,291	\$1,210	\$1,181
City's proportionate share of the net pension liability as a percentage of its covered payroll	198.76%	179.13%	218.56%	216.25%	174.88%	143.58%
MFPRSI's net position as a percentage of the total pension liability	79.94%	81.07%	80.60%	78.20%	83.04%	86.27%

Note: GASB Statement No. 68 requires ten years of information to be presented in this table. However, until a full-ten year trend is compiled, the City will present information for those years for which information is available.

* In accordance with GASB Statement No. 68, the amounts presented for each fiscal year were determined as of June 30 of the preceding fiscal year.

City of Indianola, Iowa
SCHEDULE OF CITY CONTRIBUTIONS
Iowa Public Employees' Retirement System and
Municipal Fire and Police Retirement System of Iowa
For the Last Ten Years
(In Thousands)
Other Information

	June 30			
<u>Iowa Public Employees' Retirement System</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>
Statutorily required contribution	\$ 380	\$ 356	\$ 304	\$ 306
Contributions in relation to the statutorily required contribution	<u>380</u>	<u>356</u>	<u>304</u>	<u>306</u>
Contribution deficiency (excess)	\$ <u>—</u>	\$ <u>—</u>	\$ <u>—</u>	\$ <u>—</u>
City's covered payroll	<u>\$ 3,961</u>	<u>\$ 3,689</u>	<u>\$ 3,312</u>	<u>\$ 3,357</u>
Contributions as a percentage of covered payroll	9.59%	9.65%	9.18%	9.12%

	June 30			
<u>Municipal Fire and Police Retirement System of Iowa</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>
Statutorily required contribution	\$ 372	\$ 364	\$ 314	\$ 334
Contributions in relation to the statutorily required contribution	<u>372</u>	<u>364</u>	<u>314</u>	<u>334</u>
Contribution deficiency (excess)	\$ <u>—</u>	\$ <u>—</u>	\$ <u>—</u>	\$ <u>—</u>
City's covered payroll	<u>\$ 1,527</u>	<u>\$ 1,399</u>	<u>\$ 1,223</u>	<u>\$ 1,291</u>
Contributions as a percentage of covered payroll	24.36%	26.02%	25.67%	25.92%

See accompanying independent auditor's report.

Year ended June 30					
<u>2016</u>	<u>2015</u>	<u>2014</u>	<u>2013</u>	<u>2012</u>	<u>2011</u>
\$ 288	\$ 295	\$ 306	\$ 288	\$ 254	\$ 216
<u>288</u>	<u>295</u>	<u>306</u>	<u>288</u>	<u>254</u>	<u>216</u>
\$ <u>—</u>	\$ <u>—</u>	\$ <u>—</u>	\$ <u>—</u>	\$ <u>—</u>	\$ <u>—</u>
<u>\$ 3,142</u>	<u>\$ 3,211</u>	<u>\$ 3,324</u>	<u>\$ 3,185</u>	<u>\$ 2,987</u>	<u>\$ 2,838</u>
9.17%	9.19%	9.21%	9.04%	8.50%	7.61%

Year ended June 30					
<u>2016</u>	<u>2015</u>	<u>2014</u>	<u>2013</u>	<u>2012</u>	<u>2011</u>
\$ 336	\$ 359	\$ 359	\$ 292	\$ 275	\$ 205
<u>336</u>	<u>359</u>	<u>359</u>	<u>292</u>	<u>275</u>	<u>205</u>
\$ <u>—</u>	\$ <u>—</u>	\$ <u>—</u>	\$ <u>—</u>	\$ <u>—</u>	\$ <u>—</u>
<u>\$ 1,210</u>	<u>\$ 1,181</u>	<u>\$ 1,194</u>	<u>\$ 1,119</u>	<u>\$ 1,111</u>	<u>\$ 1,032</u>
27.77%	30.41%	30.12%	26.11%	24.76%	19.90%

See accompanying independent auditor's report.

City of Indianola, Iowa
NOTES TO OTHER INFORMATION – PENSION LIABILITY
Year ended June 30, 2020

Iowa Public Employees' Retirement System

Changes of benefit terms

There are no significant changes in benefit terms.

Changes of assumptions

The 2018 valuation implemented the following refinements as a result of a demographic assumption study dated June 28, 2018:

- Changed mortality assumptions to the RP-2014 mortality tables with mortality improvements modeled using Scale MP-2017.
- Adjusted retirement rates.
- Lowered disability rates.
- Adjusted the probability of a vested regular member electing to receive a deferred benefit.
- Adjusted the merit component of the salary increase assumption.

The 2017 valuation implemented the following refinements as a result of an experience study dated March 24, 2017:

- Decreased the inflation assumption from 3.00% to 2.60%.
- Decreased the assumed rate of interest on member accounts from 3.75% to 3.50% per year.
- Decreased the discount rate from 7.50% to 7.00%.
- Decreased the wage growth assumption from 4.00% to 3.25%.
- Decreased the payroll growth assumption from 4.00% to 3.25%.

The 2014 valuation implemented the following refinements as a result of a quadrennial experience study:

- Decreased the inflation assumption from 3.25% to 3.00%.
- Decreased the assumed rate of interest on member accounts from 4.00% to 3.75% per year.
- Adjusted male mortality rates for retirees in the regular membership group.
- Moved from an open 30 year amortization period to a closed 30 year amortization period for the UAL (unfunded actuarial liability) beginning June 30, 2014. Each year thereafter, changes in the UAL from plan experience will be amortized on a separate closed 20 year period.

City of Indianola, Iowa
NOTES TO OTHER INFORMATION – PENSION LIABILITY (continued)
Year ended June 30, 2020

Municipal Fire and Police Retirement System of Iowa

Changes of benefit terms

There are no significant changes of benefit terms.

Changes of assumptions

The 2018 valuation changed postretirement mortality rates to the RP-2014 Blue Collar Healthy Annuitant Table with males set-forward zero years, females set-forward two years and disabled individuals set-forward three years (male only rates), with generational projection of future mortality improvement with 50% of Scale BB beginning in 2017.

The 2017 valuation added five years projection of future mortality improvement with Scale BB.

The 2016 valuation changed postretirement mortality rates to the RP-2000 Blue Collar Combined Healthy Mortality Table with males set-back two years, females set-forward one year and disabled individuals set-forward one year (male only rates), with no projection of future mortality improvement.

The 2015 valuation phased in the 1994 Group Annuity Mortality Table for postretirement mortality. This resulted in a weighting of 1/12 of the 1971 Group Annuity Mortality Table and 11/12 of the 1994 Group Annuity Mortality Table.

The 2014 valuation phased in the 1994 Group Annuity Mortality Table for postretirement mortality. This resulted in a weighting of 2/12 of the 1971 Group Annuity Mortality Table and 10/12 of the 1994 Group Annuity Mortality Table.

SUPPLEMENTARY INFORMATION

City of Indianola
SCHEDULE OF CASH RECEIPTS, DISBURSEMENTS AND CHANGES IN CASH BALANCES
Nonmajor Governmental Funds
As of and for the year ended June 30, 2020

	Special revenue		
	Police Retirement	Police Seizures	Total
RECEIPTS			
Use of money and property	\$ 610	\$ —	\$ 610
Excess of receipts over disbursements	<u>610</u>	<u>—</u>	<u>610</u>
OTHER FINANCING (USES)			
Operating transfers (out)	<u>(24,999)</u>	<u>—</u>	<u>(24,999)</u>
Total other financing (uses)	<u>(24,999)</u>	<u>—</u>	<u>(24,999)</u>
Net change in cash balances	(24,389)	—	(24,389)
CASH BALANCES, beginning of year	<u>43,384</u>	<u>19,830</u>	<u>63,214</u>
CASH BALANCES, end of year	<u>\$ 18,995</u>	<u>\$ 19,830</u>	<u>\$ 38,825</u>
CASH BASIS FUND BALANCES			
Restricted for other purposes	<u>\$ 18,995</u>	<u>\$ 19,830</u>	<u>\$ 38,825</u>

City of Indianola
**SCHEDULE OF CASH RECEIPTS, DISBURSEMENTS AND
 CHANGES IN CASH BALANCES**
Nonmajor Proprietary Funds
 As of and for the year ended June 30, 2020

		Enterprise	
	Recycling	Storm Water	Total
OPERATING RECEIPTS			
Charges for services	\$ 254,445	\$ 180,855	\$ 435,300
OPERATING DISBURSEMENTS			
Business type activities	289,475	119,063	408,538
Total operating disbursements	289,475	119,063	408,538
Excess (deficiency) of operating receipts over (under) operating disbursements	(35,030)	61,792	26,762
NONOPERATING (DISBURSEMENTS)			
Capital projects	—	(213,366)	(213,366)
Net nonoperating (disbursements)	—	(213,366)	(213,366)
Deficiency of receipts under disbursements	(35,030)	(151,574)	(186,604)
TRANSFERS (OUT)	—	(63,900)	(63,900)
Net change in cash balances	(35,030)	(215,474)	(250,504)
CASH BALANCES , beginning of year	132,031	548,629	680,660
CASH BALANCES , end of year	\$ 97,001	\$ 333,155	\$ 430,156
CASH BASIS FUND BALANCES			
Unrestricted	\$ 97,001	\$ 333,155	\$ 430,156

City of Indianola
**SCHEDULE OF CASH RECEIPTS, DISBURSEMENTS AND
 CHANGES IN CASH BALANCES**
Internal Service Funds
As of and for the year ended June 30, 2020

	Internal Service				
	Health Insurance Reserve	Property Insurance Council	Health Pool	Health Reimbursement Arrangement	Total
OPERATING RECEIPTS					
Charges for services	\$ —	\$ —	\$1,468,245	\$ —	\$1,468,245
Miscellaneous	4,650	16,648	40,286	—	61,584
Total operating receipts	<u>4,650</u>	<u>16,648</u>	<u>1,508,531</u>	<u>—</u>	<u>1,529,829</u>
OPERATING DISBURSEMENTS					
Governmental activities					
Public safety	1,808	—	434,304	12,225	448,337
Public works	468	—	98,145	1,811	100,424
Culture and recreation	669	3,942	166,359	7,823	178,793
General government	482	13,415	105,661	4,940	124,498
Business type activities	388	8,785	73,296	3,196	85,665
Component unit					
Municipal Utility	<u>1,289</u>	<u>—</u>	<u>461,750</u>	<u>10,112</u>	<u>473,151</u>
Total operating disbursements	<u>5,104</u>	<u>26,142</u>	<u>1,339,515</u>	<u>40,107</u>	<u>1,410,868</u>
Excess (deficiency) of operating receipts over (under) operating disbursements	<u>(454)</u>	<u>(9,494)</u>	<u>169,016</u>	<u>(40,107)</u>	<u>118,961</u>
NONOPERATING RECEIPTS					
Interest on investments	<u>—</u>	<u>335</u>	<u>—</u>	<u>—</u>	<u>335</u>
Net nonoperating receipts	<u>—</u>	<u>335</u>	<u>—</u>	<u>—</u>	<u>335</u>
Net change in cash balances	(454)	(9,159)	169,016	(40,107)	119,296
CASH BALANCES , beginning of year	<u>186,822</u>	<u>18,176</u>	<u>1,331,448</u>	<u>58,873</u>	<u>1,595,319</u>
CASH BALANCES , end of year	\$ <u>186,368</u>	\$ <u>9,017</u>	\$ <u>1,500,464</u>	\$ <u>18,766</u>	\$ <u>1,714,615</u>
CASH BASIS FUND BALANCES					
Unrestricted	\$ <u>186,368</u>	\$ <u>9,017</u>	\$ <u>1,500,464</u>	\$ <u>18,766</u>	\$ <u>1,714,615</u>

City of Indianola
SCHEDULE OF INDEBTEDNESS
For the year ended June 30, 2020

<u>Obligation</u>	<u>Date of issue</u>	<u>Interest rate</u>	<u>Amount of original issue</u>
General Obligation Bonds			
General Obligation, Series 2011C	October 19, 2011	2.25%	\$ 850,000
General Obligation Urban Renewal, Series 2011E	December 28, 2011	1.90	2,410,000
General Obligation Urban Renewal, Series 2012A	May 1, 2012	2.00	4,580,000
General Obligation, Series 2012B	May 1, 2012	1.90 to 2.40%	3,875,000
General Obligation, Series 2013A	January 9, 2013	1.25 to 1.55%	1,865,000
General Obligation, Series 2013B	January 9, 2013	1.25 to 2.00%	5,510,000
General Obligation Refunding, Series 2013C	July 13, 2013	1.50%	2,070,000
General Obligation Refunding, Series 2019	October 31, 2019	2.00 to 4.00%	4,450,000
Capital Loan Note			
IEDA Nuisance Property Loan	March 1, 2018	1.00%	125,000
Revenue Bonds			
Sewer Revenue Bonds, Series 2009	May 20, 2009	1.75%	9,090,000
Sewer Revenue Bonds, Series 2013	April 19, 2013	1.75%	4,036,000
Sewer Revenue Bonds Series 2017A	December 1, 2017	1.75%	3,267,000
Sewer Revenue Bonds Series 2020	April 17, 2020	2.75%	17,059,000
Total			

See accompanying independent auditor's report.

Schedule 4

<u>Balance beginning of year</u>	<u>Issued during year</u>	<u>Redeemed during year</u>	<u>Balance end of year</u>	<u>Interest paid</u>
\$ 245,000	\$ —	\$ 120,000	\$ 125,000	\$ 5,333
1,810,000	—	1,810,000	—	19,854
2,845,000	—	2,845,000	—	28,029
1,945,000	—	325,000	1,620,000	40,690
1,075,000	—	265,000	810,000	14,270
3,380,000	—	345,000	3,035,000	55,733
280,000	—	280,000	—	4,200
—	4,450,000	480,000	3,970,000	80,971
<u>11,580,000</u>	<u>4,450,000</u>	<u>6,470,000</u>	<u>9,560,000</u>	<u>249,080</u>
<u>100,497</u>	<u>—</u>	<u>24,749</u>	<u>75,748</u>	<u>943</u>
<u>100,497</u>	<u>—</u>	<u>24,749</u>	<u>75,748</u>	<u>943</u>
6,859,000	—	218,000	6,641,000	120,033
2,228,000	—	140,000	2,088,000	38,990
2,775,702	5,000	140,000	2,640,702	52,067
—	852,461	—	852,461	287
<u>11,862,702</u>	<u>857,461</u>	<u>498,000</u>	<u>12,222,163</u>	<u>211,377</u>
<u>\$23,543,199</u>	<u>\$5,307,461</u>	<u>\$6,992,749</u>	<u>\$21,857,911</u>	<u>\$ 461,400</u>

City of Indianola
BOND MATURITIES
June 30, 2020

General Obligation Bonds								
Year ending June 30	Series 2011C Issued October 19, 2011		Series 2012B Issued May 1, 2012		Series 2013A Issued January 9, 2013		Series 2013B Issued January 9, 2013	
	Interest Rates	Amount	Interest Rates	Amount	Interest Rates	Amount	Interest Rates	Amount
2021	2.25%	\$ 125,000	1.90%	\$ 330,000	1.25%	\$ 265,000	1.25%	\$ 355,000
2022		—	2.10%	340,000	1.40%	270,000	1.40%	360,000
2023		—	2.20%	345,000	1.55%	275,000	1.55%	370,000
2024		—	2.30%	355,000		—	1.70%	375,000
2025		—	2.40%	250,000		—	1.80%	380,000
2026		—		—		—	1.90%	390,000
2027		—		—		—	2.00%	400,000
2028		—		—		—	2.00%	405,000
2029		—		—		—		—
2030		—		—		—		—
2031		—		—		—		—
Totals		<u>\$ 125,000</u>		<u>\$1,620,000</u>		<u>\$ 810,000</u>		<u>\$3,035,000</u>

General Obligation Bonds			
Refunding Series 2019 Issued October 31, 2019			
Year ending June 30	Interest Rates	Amount	Total
2021	3.00%	\$ 465,000	\$1,540,000
2022	3.00%	475,000	1,445,000
2023	3.00%	490,000	1,480,000
2024	3.00%	510,000	1,240,000
2025	4.00%	335,000	965,000
2026	3.00%	345,000	735,000
2027	4.00%	365,000	765,000
2028	4.00%	375,000	780,000
2029	2.00%	345,000	345,000
2030	2.00%	145,000	145,000
2031	2.00%	<u>120,000</u>	<u>120,000</u>
Totals		<u>\$3,970,000</u>	<u>\$9,560,000</u>

City of Indianola
BOND MATURITIES (continued)
June 30, 2020

Year ending June 30	Revenue Bonds					
	Sewer Revenue Bond Series 2009		Sewer Revenue Bond Series 2013		Sewer Revenue Bond Series 2017A	
	Issued May 20, 2009		Issued April 19, 2013		Issued December 1, 2017	
	Interest Rates	Amount	Interest Rates	Amount	Interest Rates	Amount
2021	1.75%	\$ 225,000	1.75%	\$ 142,000	1.75%	\$ 143,000
2022	1.75%	233,000	1.75%	145,000	1.75%	146,000
2023	1.75%	240,000	1.75%	148,000	1.75%	148,000
2024	1.75%	248,000	1.75%	151,000	1.75%	151,000
2025	1.75%	256,000	1.75%	154,000	1.75%	154,000
2026	1.75%	265,000	1.75%	157,000	1.75%	158,000
2027	1.75%	273,000	1.75%	160,000	1.75%	161,000
2028	1.75%	282,000	1.75%	163,000	1.75%	164,000
2029	1.75%	291,000	1.75%	167,000	1.75%	167,000
2030	1.75%	301,000	1.75%	170,000	1.75%	171,000
2031	1.75%	310,000	1.75%	173,000	1.75%	174,000
2032	1.75%	321,000	1.75%	177,000	1.75%	177,000
2033	1.75%	331,000	1.75%	181,000	1.75%	181,000
2034	1.75%	342,000		—	1.75%	185,000
2035	1.75%	353,000		—	1.75%	188,000
2036	1.75%	364,000		—	1.75%	172,702
2037	1.75%	376,000		—		—
2038	1.75%	388,000		—		—
2039	1.75%	401,000		—		—
2040	1.75%	414,000		—		—
2041	1.75%	<u>427,000</u>		<u>—</u>		<u>—</u>
Totals		<u>\$6,641,000</u>		<u>\$2,088,000</u>		<u>\$2,640,702</u>

City of Indianola
BOND MATURITIES (continued)
June 30, 2020

Revenue Bonds			
Sewer Revenue Bond			
Series 2020			
Issued April 17, 2020			
Year ending June 30	Interest Rates	Amount	Total
2021	2.75%	\$ 1,000	\$ 511,000
2022	2.75%	1,000	525,000
2023	2.75%	397,000	933,000
2024	2.75%	409,000	959,000
2025	2.75%	44,461	608,461
2026		—	580,000
2027		—	594,000
2028		—	609,000
2029		—	625,000
2030		—	642,000
2031		—	657,000
2032		—	675,000
2033		—	693,000
2034		—	527,000
2035		—	541,000
2036		—	536,702
2037		—	376,000
2038		—	388,000
2039		—	401,000
2040		—	414,000
2041		—	427,000
Totals		\$ <u>852,461</u>	<u>\$12,222,163</u>

Capital Loan Note		
Iowa Economic		
Development Authority		
Nuisance Property Loan		
Issued March 1, 2018		
Year ending June 30	Interest Rates	Amount
2021	1.00%	\$ 24,999
2022	1.00%	25,249
2023	1.00%	<u>25,500</u>
Totals		\$ <u>75,748</u>

City of Indianola
SCHEDULE OF RECEIPTS BY SOURCE AND DISBURSEMENTS BY FUNCTION -
ALL GOVERNMENTAL FUNDS
For the last ten years

	Year ended June 30			
	2020	2019	2018	2017
RECEIPTS				
Property tax	\$ 7,160,833	\$ 6,731,187	\$ 6,365,347	\$ 6,392,934
Tax increment financing	2,505,996	2,302,131	2,112,030	1,955,534
Other city tax	1,859,878	2,061,799	2,068,943	1,965,822
Licenses and permits	258,982	217,685	232,440	154,991
Use of money and property	689,356	685,219	576,571	504,619
Intergovernmental	4,073,043	3,758,442	2,533,521	2,109,788
Charges for service	945,567	959,881	537,629	1,066,626
Special assessments	18,166	23,263	26,708	163,044
Miscellaneous	<u>473,068</u>	<u>528,649</u>	<u>458,805</u>	<u>603,705</u>
Total receipts	<u>\$17,984,889</u>	<u>\$17,268,256</u>	<u>\$14,911,994</u>	<u>\$14,917,063</u>
DISBURSEMENTS				
Operating				
Public safety	\$ 5,473,023	\$ 5,067,392	\$ 5,198,541	\$ 5,014,894
Public works	1,573,045	1,648,680	1,656,141	1,483,031
Culture and recreation	2,173,363	2,162,189	2,087,835	2,137,909
Community and economic development	272,714	516,009	487,893	935,587
General government	986,959	828,581	1,087,246	1,461,226
Debt service	6,836,867	2,091,736	2,419,852	2,655,684
Capital projects	<u>1,834,553</u>	<u>1,699,177</u>	<u>1,030,964</u>	<u>400,336</u>
Total disbursements	<u>\$19,150,524</u>	<u>\$14,013,764</u>	<u>\$13,968,472</u>	<u>\$14,088,667</u>

Schedule 6

Year ended June 30					
2016	2015	2014	2013	2012	2011
\$ 6,122,001	\$ 6,155,219	\$ 5,472,196	\$ 5,163,959	\$ 4,929,375	\$ 4,836,322
1,542,524	1,365,455	1,383,060	1,368,810	1,146,801	865,761
265,487	298,515	294,866	205,910	152,908	137,481
192,408	132,554	164,365	117,693	144,940	197,339
469,188	400,099	335,498	326,083	298,072	318,803
2,384,472	4,575,268	1,692,398	2,060,498	1,651,642	1,825,569
949,420	1,024,782	1,024,228	993,286	983,827	982,632
112,573	118,173	109,522	144,055	139,226	92,034
<u>541,806</u>	<u>477,149</u>	<u>1,980,786</u>	<u>353,921</u>	<u>416,059</u>	<u>623,383</u>
<u>\$12,579,879</u>	<u>\$14,547,214</u>	<u>\$12,456,918</u>	<u>\$10,733,310</u>	<u>\$ 9,862,850</u>	<u>\$ 9,879,324</u>
\$ 4,095,846	\$ 4,018,718	\$ 4,257,526	\$ 3,902,002	\$ 3,953,821	\$ 3,574,355
1,600,292	1,293,247	1,336,452	1,416,552	1,329,010	1,185,798
2,037,571	2,009,849	2,085,707	2,130,514	2,113,184	1,992,708
165,075	557,205	430,585	704,168	1,293,997	123,554
1,401,940	1,394,110	1,505,152	1,411,552	1,303,284	1,196,933
2,838,250	3,003,458	3,000,167	2,622,940	3,368,178	5,718,378
<u>249,880</u>	<u>5,220,131</u>	<u>2,860,272</u>	<u>16,012,963</u>	<u>2,778,034</u>	<u>1,904,710</u>
<u>\$12,388,854</u>	<u>\$17,496,718</u>	<u>\$15,475,861</u>	<u>\$28,200,691</u>	<u>\$16,141,508</u>	<u>\$15,696,436</u>

See accompanying independent auditor's report.



**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL
OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER
MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED
IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

Honorable Mayor and
Members of the City Council
City of Indianola
Indianola, Iowa

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business type activities, the discretely presented component unit, each major fund and the aggregate remaining fund information of the City of Indianola, Iowa (the City) as of and for the year ended June 30, 2020, and the related notes to financial statements, which collectively comprise the City's basic financial statements, and have issued our report thereon dated January 21, 2021. Our report expressed unmodified opinions on the financial statements which were prepared on the basis of cash receipts and disbursements, a basis of accounting other than accounting principles generally accepted in the United States of America.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the City's internal control over financial reporting (internal control) to determine the audit procedures appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

A deficiency in internal control exists when the design or operation of the control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the City's financial statements will not be prevented or detected and corrected on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control which is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that have not been identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. We did identify certain deficiencies in internal control, described in Section I of the accompanying schedule of findings as items 2020-001 and 2020-002 that we consider to be significant deficiencies.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the City's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Comments involving statutory and other legal matters about the City's operations for the year ended June 30, 2020 are based exclusively on knowledge obtained from procedures performed during our audit of the financial statements of the City. Since our audit was based on tests and samples, not all transactions that might have had an impact on the comments were necessarily audited. The comments involving statutory and other legal matters are not intended to constitute legal interpretations of those statutes.

City's Responses to the Findings

The City's responses to the findings identified in our audit are described in the accompanying schedule of findings. The City's responses were not subject to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on them.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing and not to provide an opinion on the effectiveness of the City's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.


DENMAN & COMPANY, LLP

West Des Moines, Iowa
January 21, 2021

**City of Indianola
SCHEDULE OF FINDINGS
Year ended June 30, 2020**

SECTION I – FINANCIAL STATEMENT FINDINGS

INTERNAL CONTROL DEFICIENCIES

2020-001

SEGREGATION OF DUTIES

Criteria:	Management is responsible for establishing and maintaining internal control. A good system of internal control provides for adequate segregation of duties so no one individual handles a transaction from its inception to completion. In order to maintain proper internal control, duties should be segregated so the authorization, custody and recording of transactions are not under the control of the same employee. This segregation of duties helps prevent losses from employee error or dishonesty and maximizes the accuracy of the City's financial statements.
Condition:	The City does not have sufficient segregation of duties to prevent one individual from having control over for following functions: 1) Cash receipts – one individual is responsible for collection, deposit preparation and posting to the general ledger. There is no review and reconciliation of collection records to the general ledger and deposit by an independent person. 2) Payroll – one individual is responsible for the preparation and posting to the general ledger of payroll. The payroll register is not reviewed by an independent person.
Cause:	The City has a limited number of employees and procedures have not been designed to adequately segregate duties or provide compensating controls through additional oversight of transactions and processes.
Effect:	Inadequate segregation of duties could adversely affect the City's ability to prevent or detect and correct misstatements, errors or misappropriation on a timely basis by employees in the normal course of performing their assigned functions.
Recommendation:	The City should review its control activities to obtain the maximum internal control possible under the circumstances utilizing currently available staff.
Response:	The City has reviewed its control procedures and plans to make the necessary changes to mitigate these control risks.
Conclusion:	Response accepted.

City of Indianola
SCHEDULE OF FINDINGS (continued)
Year ended June 30, 2020

SECTION I – FINANCIAL STATEMENT FINDINGS

INTERNAL CONTROL DEFICIENCIES

2020-002

CREDIT CARDS

Criteria:	Internal controls over safeguarding assets constitute a process, effected by an entity's governing body, management and other personnel designed to provide reasonable assurance regarding prevention or timely detection of unauthorized transactions and safeguarding assets from error or misappropriation. Such processes include establishing policies addressing proper asset use and proper supporting documentation.
Condition:	The City has credit cards for use by various employees while on City business. During our audit procedures, we performed analytical procedures over credit card usage and selected 25 credit card transactions for substantive testing. Our procedures identified nine instances in which sales tax was charged on the purchase. In addition, the City's finance department does not review supporting documentation and approvals to determine whether all support has been retained, transactions have been approved by an appropriate supervisor, and that account coding is correct.
Cause:	City staff are not trained on circumstances in which sales tax is chargeable to the City. The City has historically relied upon departmental oversight of the procurement card systems, rather than centralizing that oversight with the finance department.
Effect:	Lack of adequate control procedures over credit card usage may result in unauthorized and unsupported transactions and the opportunity for misappropriation.
Recommendation:	The City should provide additional training to staff regarding the circumstances in which sales tax can be appropriately charged. Additionally the City should continue to evaluate which staff members have a business purpose for carrying a credit card. Additional oversight should be provided by the finance department to ensure all disbursements are approved and supported.
Response:	We will provide additional training to staff regarding instances in which sales tax may be charged and implement additional procedures to increase oversight by the finance department.
Conclusion:	Response accepted.

**City of Indianola
SCHEDULE OF FINDINGS (continued)
Year ended June 30, 2020**

SECTION I – FINANCIAL STATEMENT FINDINGS

SECTION II – OTHER FINDINGS RELATED TO REQUIRED STATUTORY REPORTING

II-A-20 CERTIFIED BUDGET

Disbursements during the year ended June 30, 2020 did not exceed budgeted amounts, as amended.

II-B-20 QUESTIONABLE EXPENDITURES

No disbursements that may not meet the requirements of public purpose as defined in an Attorney General's opinion dated April 25, 1979 were noted.

II-C-20 TRAVEL EXPENSE

No expenditures of City money for travel expenses of spouses of City officials and/or employees were noted.

II-D-20 BUSINESS TRANSACTIONS

We noted no business transactions between the City and City officials or employees in excess of \$1,500.

II-E-20 RESTRICTED DONOR ACTIVITY

No transactions were noted between the City, City officials, City employees and restricted donors in compliance with Chapter 68B of the Code of Iowa.

II-F-20 BOND COVERAGE

Surety bond coverage of City officials and employees is in accordance with statutory provisions. The amount of coverage should be reviewed annually to ensure that the coverage is adequate for current operations.

II-G-20 COUNCIL MINUTES

No transactions were found that we believe should have been approved in the Council minutes but were not.

II-H-20 DEPOSITS AND INVESTMENTS

No instances of noncompliance with the deposit and investment provisions of Chapters 12B and 12C of the Code of Iowa and the City's investment policy were noted.

II-I-20 REVENUE BONDS AND NOTES

No instances of noncompliance with the revenue bond and note resolutions were noted.

II-J-20 ANNUAL URBAN RENEWAL REPORT

The Annual Urban Renewal Report was properly approved and certified to the Iowa Department of Management on or before December 1 and no exceptions were noted.

Meeting Date: 03/01/2021

Subject

Treasurer's Report - Doug Shull

Information

Receive and file the Treasurer's Reports for October, November and December 2020.
Simple motion is in order.

Fiscal Impact

Attachments

October
November
December

Page 1

BANK BALANCE	30,664,024.09	30,664,024.09
--------------	---------------	---------------

Fund	Beginning Balance	Revenue	Expense	Transfers In	Transfers Out	Fund Balance
IMU Funds from FY2020	1,475,016.63	-	-	-	-	1,475,016.63
600 Water	18,415.81	87,198.73	84,913.73	-	-	20,700.81
620 IMU Administration	2,084.40	75,743.15	75,743.15	-	-	2,084.40
630 Electric	815.93	166,809.85	166,209.85	-	-	1,415.93
640 Fiber/Communications	3,229.27	78,056.95	78,056.95	-	-	3,229.27
700 Water Capital Projects	-	-	-	-	-	-
730 Electric Capital Projects	(65.41)	-	-	-	-	(65.41)
740 Fiber/Comm Capital Projects	-	723.32	723.32	-	-	-
IMU SUB-TOTAL	1,499,496.63	408,532.00	405,647.00	0.00	0.00	1,502,381.63

INTEREST DISTRIBUTION	INTEREST		FYTD
	INCOME	% OF TOTAL	
General Fund (Non-Program 9500)	\$ 4,153.60	39.11%	\$ 54,435.04
Library Special Revenue (Fund 141)	\$ 73.28	0.69%	\$ 841.45
TIF (Fund 125)	\$ 3,462.22	32.60%	\$ 41,034.76
Sewer (Fund 710)	\$ 1,676.95	15.79%	\$ 13,978.37
Health Insurance (Fund 820)	\$ 1,254.25	11.81%	\$ 14,506.25
TOTAL	\$ 10,620.30	100.00%	\$ 124,795.87

FINANCIAL REPORT
MONTH OF NOVEMBER, 2020

Page 1

Fund	Beginning Balance	Revenue	Expense	Transfers In	Transfers Out	Fund Balance
001 General Government	3,082,264.67	187,165.76	220,950.20	102,575.45	5,564.83	3,145,490.85
011 Police	2,195,338.18	244,953.95	238,309.51	137,778.09	5,469.17	2,334,291.54
015 Fire	390,148.35	60,230.20	85,214.02	19,392.23	1,089.92	383,466.84
016 Ambulance	297,472.63	129,435.53	131,351.92	44,398.00	6,176.25	333,777.99
041 Library	423,644.97	54,945.97	53,880.18	19,902.55	3,525.83	441,087.48
042 Park & Recreation	675,802.86	110,101.62	99,768.82	30,136.95	3,957.75	712,314.86
045 Memorial Pool	143,176.55	9,325.31	2,426.83	-	-	150,075.03
099 Franchise Fee-MEC	787,434.81	-	-	-	-	787,434.81
GENERAL FUND SUB-TOTAL	7,995,283.02	796,158.34	831,901.48	354,183.27	25,783.75	8,287,939.40
110 Road Use Tax (Streets)	2,192,059.21	184,123.19	106,183.80	-	33,773.91	2,236,224.69
112 Trust & Agency	36,668.20	257,905.93	-	-	257,905.93	36,668.20
115 YMCA Maintenance Obligations	411,084.84	-	19,570.00	-	-	391,514.84
121 Local Option sales Tax	6,134,274.15	827,978.88	-	-	-	6,962,253.03
125 TIF	5,354,600.06	388,580.43	-	-	-	5,743,180.49
141 Library Special Revenue	96,446.07	2,997.87	577.81	-	35,239.41	63,626.72
142 Park & Rec Special Revenue	105,858.59	-	-	-	-	105,858.59
160 Downtown Revolving Loan	144,602.47	-	-	-	-	144,602.47
161 Downtown BIZ Program	97,360.83	2,177.14	196.02	-	-	99,341.95
177 Police Forfeiture	19,830.07	-	-	-	-	19,830.07
190 Vehicle Reserve	677,682.60	-	106,006.75	-	-	571,675.85
199 Police Retirement	18,994.69	-	-	-	-	18,994.69
SPECIAL REVENUE SUB-TOTAL	15,289,461.78	1,663,763.44	232,534.38	-	326,919.25	16,393,771.59
200 G.O. DEBT SERVICE	933,897.25	73,318.63	-	-	-	1,007,215.88
301 Capital Projects (General)	619,580.63	-	-	-	-	619,580.63
321 Capital Projects (Streets)	(170,328.02)	3,856.00	8,200.87	-	-	(174,672.89)
322 Downtown Sqaure Streetscape	(71,632.50)	-	26,300.50	-	-	(97,933.00)
323 Hillcrest Ave Improvements	-	-	-	-	-	-
324 K Street Improvements	-	-	-	-	-	-
353 Community Redevelopment (D&D)	88,659.03	-	-	-	-	88,659.03
CAPITAL PROJECTS SUB-TOTAL	466,279.14	3,856.00	34,501.37	-	-	435,633.77
541 LIBRARY ENDOWMENT FUND	-	-	-	35,239.41	-	35,239.41
610 Sewer	945,488.06	-	89,110.64	158,333.33	35,185.84	979,524.91
650 Stormwater Utility	380,375.50	17,587.57	32,779.06	-	766.92	364,417.09
670 Recycling	126,435.26	26,606.31	24,699.21	-	766.92	127,575.44
710 Sewer Capital Projects	756,726.00	362,527.38	21,113.70	-	158,333.33	939,806.35
771 Sewer Reserve	114,238.70	-	-	-	-	114,238.70
781 WRRF Construction	(524,055.34)	-	1,898,725.77	-	-	(2,422,781.11)
791 Sewer Revenue Bonds	322,489.35	-	-	-	-	322,489.35
820 Health Insurance	1,698,287.09	145,653.74	85,305.77	-	-	1,758,635.06
830 Health Reimbursement Accounts	5,607.71	-	-	-	-	5,607.71
840 Flex/STD	186,240.93	-	25.50	-	-	186,215.43
850 Liability Insurance Reserve-City	1,370.24	-	-	-	-	1,370.24
CITY UTILITY & ISF SUB-TOTAL	4,013,203.50	552,375.00	2,151,759.65	158,333.33	195,053.01	2,377,099.17
City Funds Subtotal	28,698,124.69	3,089,471.41	3,250,696.88	547,756.01	547,756.01	28,536,899.22
IMU Funds in Casselle	1,502,381.63	276,172.63	274,602.63	-	-	1,503,951.63
GRAND TOTAL CITY FUNDS	30,200,506.32	3,365,644.04	3,525,299.51	547,756.01	547,756.01	30,040,850.85
Cross Check Total						30,040,850.85

Investments				Clerk's Balance		30,040,850.85
Bankers Trust	\$	22,069,924.50	1.80%			
Iowa Public Agency Inv. Trust	\$	116,197.89	0.02%			
Payroll Account, TruBank	\$	-				
Checking Account, TruBank	\$	110,018.09	0.20%			
Sweep Account, TruBank	\$	7,530,046.53	0.40%	Plus Outstanding Checks	\$	286,205.84
Indianola Hometown Pride, TruBank	\$	353.58		Minus Outstanding Deposits	\$	(42.48)
Indianola EMS - TruBank	\$	500,457.73		Bank Adjustment	\$	397.01
Wells Fargo	\$	412.90				
BANK BALANCE		30,327,411.22				30,327,411.22

Fund	Beginning Balance	Revenue	Expense	Transfers In	Transfers Out	Fund Balance
IMU Funds from FY2020	1,475,016.63	-	-	-	-	1,475,016.63
600 Water	20,700.81	53,862.04	52,692.04	-	-	21,870.81
620 IMU Administration	2,084.40	48,209.44	48,209.44	-	-	2,084.40
630 Electric	1,415.93	118,397.56	117,997.56	-	-	1,815.93
640 Fiber/Communications	3,229.27	54,320.59	54,320.59	-	-	3,229.27
730 Electric Capital Projects	(65.41)	-	-	-	-	(65.41)
740 Fiber/Comm Capital Projects	-	1,383.00	1,383.00	-	-	-
IMU SUB-TOTAL	1,502,381.63	276,172.63	274,602.63	0.00	0.00	1,503,951.63

INTEREST DISTRIBUTION	INTEREST		FYTD
	INCOME	% OF TOTAL	
General Fund (Non-Program 9500)	\$ 31,179.48	46.25%	\$ 85,614.52
Library Special Revenue (Fund 141)	\$ 377.52	0.56%	\$ 1,218.97
TIF (Fund 125)	\$ 20,885.20	30.98%	\$ 61,919.96
Sewer (Fund 710)	\$ 8,345.99	12.38%	\$ 22,324.36
Health Insurance (Fund 820)	\$ 6,626.91	9.83%	\$ 21,133.16
TOTAL	\$ 67,415.10	100.00%	\$ 192,210.97

**FINANCIAL REPORT
MONTH OF DECEMBER, 2020**

Page 1

	Fund	Beginning Balance	Revenue	Expense	Transfers In	Transfers Out	Fund Balance
001	General Government	3,145,490.85	216,230.33	176,131.41	92,134.84	5,564.83	3,272,159.78
011	Police	2,334,291.54	66,691.12	244,991.48	47,699.74	5,469.17	2,198,221.75
015	Fire	383,466.84	17,582.16	41,310.53	5,862.68	1,089.92	364,511.23
016	Ambulance	333,777.99	77,522.51	152,405.07	13,422.44	6,176.25	266,141.62
041	Library	441,087.48	16,561.83	42,194.76	6,016.96	3,525.83	417,945.68
042	Park & Recreation	712,314.86	31,786.69	71,531.91	9,111.03	3,957.75	677,722.92
045	Memorial Pool	150,075.03	2,819.24	396.55	-	-	152,497.72
099	Franchise Fee-MEC	787,434.81	-	-	-	-	787,434.81
GENERAL FUND SUB-TOTAL		8,287,939.40	429,193.88	728,961.71	174,247.69	25,783.75	8,136,635.51
110	Road Use Tax (Streets)	2,236,224.69	181,685.20	112,527.87	-	33,773.91	2,271,608.11
112	Trust & Agency	36,668.20	77,970.34	-	-	77,970.35	36,668.19
115	YMCA Maintenance Obligations	391,514.84	-	80,721.50	-	-	310,793.34
121	Local Option sales Tax	6,962,253.03	147,916.70	-	-	-	7,110,169.73
125	TIF	5,743,180.49	83,137.07	-	-	-	5,826,317.56
141	Library Special Revenue	63,626.72	461.02	266.39	-	-	63,821.35
142	Park & Rec Special Revenue	105,858.59	-	-	-	-	105,858.59
160	Downtown Revolving Loan	144,602.47	-	-	-	-	144,602.47
161	Downtown BIZ Program	99,341.95	-	677.06	-	-	98,664.89
177	Police Forfeiture	19,830.07	-	-	-	-	19,830.07
190	Vehicle Reserve	571,675.85	401,914.14	29,797.04	-	-	943,792.95
199	Police Retirement	18,994.69	-	-	-	-	18,994.69
SPECIAL REVENUE SUB-TOTAL		16,393,771.59	893,084.47	223,989.86	-	111,744.26	16,951,121.94
200	G.O. DEBT SERVICE	1,007,215.88	101,845.44	131,656.40	-	-	977,404.92
301	Capital Projects (General)	619,580.63	7,073.00	22,847.48	-	-	603,806.15
321	Capital Projects (Streets)	(174,672.89)	-	7,322.00	-	-	(181,994.89)
322	Downtown Sqaure Streetscape	(97,933.00)	4,700,000.00	96,761.50	-	-	4,505,305.50
323	Hillcrest Ave Improvements	-	-	-	-	-	-
324	K Street Improvements	-	-	-	-	-	-
353	Community Redevelopment (D&D)	88,659.03	-	-	-	-	88,659.03
CAPITAL PROJECTS SUB-TOTAL		435,633.77	4,707,073.00	126,930.98	-	-	5,015,775.79
541	LIBRARY ENDOWMENT FUND	35,239.41	8,670.58	-	-	-	43,909.99
610	Sewer	979,524.91	-	178,206.00	158,333.33	35,185.84	924,466.40
650	Stormwater Utility	364,417.09	18,744.73	5,516.75	-	766.92	376,878.15
670	Recycling	127,575.44	27,177.56	25,011.68	-	766.92	128,974.40
710	Sewer Capital Projects	939,806.35	440,296.70	119,315.73	-	158,333.33	1,102,453.99
771	Sewer Reserve	114,238.70	-	-	-	-	114,238.70
781	WRRF Construction	(2,422,781.11)	1,898,725.77	2,434,200.12	-	-	(2,958,255.46)
791	Sewer Revenue Bonds	322,489.35	-	165,216.14	-	-	157,273.21
820	Health Insurance	1,758,635.06	150,879.58	106,487.00	-	-	1,803,027.64
830	Health Reimbursement Accounts	5,607.71	-	-	-	-	5,607.71
840	Flex/STD	186,215.43	-	25.50	-	-	186,189.93
850	Liability Insurance Reserve-City	1,370.24	6,993.07	269.93	-	-	8,093.38
CITY UTILITY & ISF SUB-TOTAL		2,377,099.17	2,542,817.41	3,034,248.85	158,333.33	195,053.01	1,848,948.05
City Funds Subtotal		28,536,899.22	8,682,684.78	4,245,787.80	332,581.02	332,581.02	32,973,796.20
IMU Funds in Casselle		1,503,951.63	299,134.03	291,669.03	-	-	1,511,416.63
GRAND TOTAL CITY FUNDS		30,040,850.85	8,981,818.81	4,537,456.83	332,581.02	332,581.02	34,485,212.83
Cross Check Total							34,485,212.83

Investments			Clerk's Balance			34,485,212.83
Bankers Trust	\$	22,100,054.01 1.82%				
Iowa Public Agency Inv. Trust	\$	116,199.80 0.02%				
Payroll Account, TruBank	\$	-				
Checking Account, TruBank	\$	2,033,140.11 0.20%	Plus Outstanding Checks			\$ 330,250.85
Sweep Account, TruBank	\$	10,003,152.02 0.40%	Minus Outstanding Deposits			\$ -
Indianola Hometown Pride, TruBank	\$	353.58	Bank Adjustment			\$ (215.70)
Indianola EMS - TruBank	\$	562,016.06				
Wells Fargo	\$	332.40				
BANK BALANCE		34,815,247.98				34,815,247.98

	Fund	Beginning Balance	Revenue	Expense	Transfers In	Transfers Out	Fund Balance
IMU Funds from FY2020		1,475,016.63		-	-	-	1,475,016.63
600	Water	21,870.81	64,404.41	58,739.41	-	-	27,535.81
620	IMU Administration	2,084.40	52,024.43	52,024.43	-	-	2,084.40
630	Electric	1,815.93	124,156.46	122,356.46	-	-	3,615.93
640	Fiber/Communications	3,229.27	57,932.69	57,932.69	-	-	3,229.27
700	Water Capital Projects	-	-	-	-	-	-
730	Electric Capital Projects	(65.41)	-	-	-	-	(65.41)
740	Fiber/Comm Capital Projects	-	616.04	616.04	-	-	-
IMU SUB-TOTAL		1,503,951.63	299,134.03	291,669.03	0.00	0.00	1,511,416.63

INTEREST DISTRIBUTION	INTEREST		FYTD
	INCOME	% OF TOTAL	
General Fund (Non-Program 9500)	\$ 15,364.10	45.51%	\$ 100,978.62
Library Special Revenue (Fund 141)	\$ 118.16	0.35%	\$ 1,337.13
TIF (Fund 125)	\$ 10,647.85	31.54%	\$ 72,567.81
Library Endowment Fund (Fund 541)			
Sewer (Fund 710)	\$ 4,368.53	12.94%	\$ 26,692.89
Health Insurance (Fund 820)	\$ 3,261.20	9.66%	\$ 24,394.36
TOTAL	\$ 33,759.84	100.00%	\$ 225,970.81

Meeting Date: 03/01/2021

Subject

Receive and file the EMS billing activity reports for October, November and December 2020.

Information

Simple motion is in order.

Fiscal Impact

Attachments

October

November

December



FIRE DEPARTMENT

TO: Mayor Pam Pepper and City Council Members
CC: City Manager Ryan Waller, Finance Director Andy Lent
FROM: Fire Chief Gregory M. Chia
DATE: 12-04-2020
RE: October 2020 EMS Billing Activity

October 2020 EMS billing activity from Digitech Company is posted below. Digitech has posted financial activity for Indianola Fire Department EMS section. The information shown is the fire department and Digitech activity for the month of October 2020.

Details for the month of October 2020 EMS Billing activity.

For the period: 10/01/2020 to 10/31/2020

New Charges: \$147,934.00	All Accounts Collected Old / New: \$53,052.61
Billable Transports: \$146,734.00.00	Non-Transports Collected: \$1200.00
Non-Transports Billable: \$1200.00	Unidentified Payments Collected: \$0
Total Non-Billable: (\$14,388.00)	Refunds: (\$500.31)
ALS Tier: 0	
Total Accounts Created: \$133,546.00	Net Total Collected: \$52,552.30

With the above activity the TruBank Account Balance now stands at \$448,073.27 as reflected on October 31, 2020.





FIRE DEPARTMENT

TO: Mayor Pam Pepper and City Council Members
CC: City Manager Ryan Waller, Finance Director Andy Lent
FROM: Fire Chief Gregory M. Chia
DATE: 12-28-2020
RE: November 2020 EMS Billing Activity

November 2020 EMS billing activity from Digitech Company is posted below. Digitech has posted financial activity for Indianola Fire Department EMS section. The information shown is the fire department and Digitech activity for the month of November 2020.

Details for the month of November 2020 EMS Billing activity.

For the period: 11/01/2020 to 11/30/2020

New Charges: \$118,500.00	All Accounts Collected Old / New: \$55,766.22
Billable Transports: \$117,500.00	Non-Transports Collected: \$1000.00
Non-Transports Billable: \$1000.00	Unidentified Payments Collected: \$0
Total Non-Billable: (\$13,995.00)	Refunds: (\$1,337.53)
ALS Tier: 0	
Total Accounts Created: \$104,505.00	Net Total Collected: \$54,428.69

With the above activity the TruBank Account Balance now stands at \$500,457.73 as reflected on November 30, 2020.





FIRE DEPARTMENT

TO: Mayor Pam Pepper and City Council Members
CC: City Manager Ryan Waller, Finance Director Andy Lent
FROM: Fire Chief Gregory M. Chia
DATE: 01-12-2021
RE: December 2020 EMS Billing Activity

December 2020 EMS billing activity from Digitech Company is posted below. Digitech has posted financial activity for Indianola Fire Department EMS section. The information shown is the fire department and Digitech activity for the month of December 2020.

Details for the month of December 2020 EMS Billing activity.

For the period: 12/01/2020 to 12/31/2020

New Charges: \$135,580.00	All Accounts Collected Old / New: \$60,734.76
Billable Transports: \$133,980.00	Non-Transports Collected: \$1600.00
Non-Transports Billable: \$1600.00	Unidentified Payments Collected: \$0
Total Non-Billable: (\$20,838.00)	Refunds: (\$432.22)
ALS Tier: 0	
Total Accounts Created: \$114,742.00	Net Total Collected: \$60,302.54

With the above activity the TruBank Account Balance now stands at \$562,016.06 as reflected on December 31, 2020.



Meeting Date: 03/01/2021

Subject

Consideration of a request from the Fine Arts and Beautification Commission for \$5250 to participate in a strategic plan study.

Information

A representative from the Indianola Fine Arts and Beautification Commission will present a request for Council consideration. The Commission is seeking funds to participate in the creation of a strategic plan for the North River Arts Council. This plan will help guide the Commission as they prepare to enhance the level of the arts in our community.

Fiscal Impact

Attachments

No file(s) attached.

Meeting Date: 03/01/2021

Subject

Water Resource Recovery Facility

Information

Fiscal Impact

Attachments

No file(s) attached.

Meeting Date: 03/01/2021

Subject

Public Hearing on the plans, specifications, form of contract and estimate of costs on the Water Resource Recovery Facility trunk sewer and south plant lift station projects.

Information

Roll call to open and close the Public Hearing is in order.

Fiscal Impact

Attachments

No file(s) attached.

Meeting Date: 03/01/2021

Subject

Resolution awarding a construction contract for the Water Resource Recovery Facility trunk sewer and outfall sewer improvement project.

Information

Roll call is in order.

Fiscal Impact

Attachments

Sewer Improvements Memorandum
Resolution Awarding Contract



— WATER RESOURCE RECOVERY FACILITY —

March 1, 2021

To: Honorable Mayor and City Council

CC: Ryan J. Waller, City Manager

From: Rick Graves, WRRF Supt.

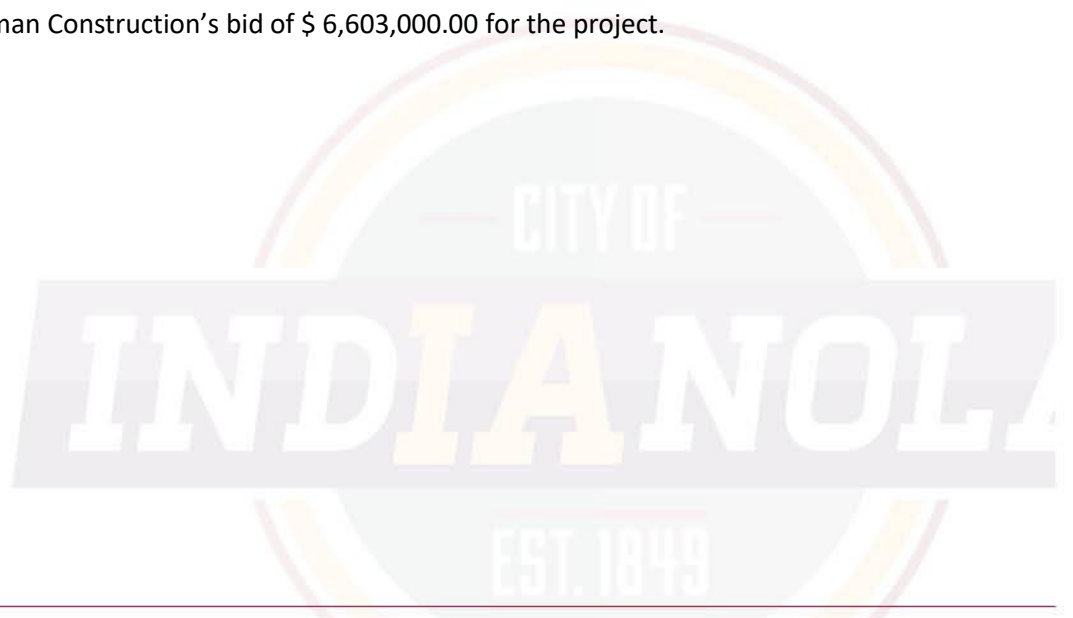
re: WRRF Influent Trunk Sewer and Outfall Sewer Improvements

On February 16th bids were opened for the WRRF Influent Trunk Sewer and Outfall Sewer Improvement project. We received six bids for the project that are summarized below along with the Engineers Opinion of Probable Construction Cost. Two of the bids are not listed due to one of them being rejected and the other one did not turn in a complete bid by the deadline.

Langman Construction	\$ 6,603,000.00
Rognes Corporation	\$ 6,931,950.00
Vanderpool Construction	\$ 7,533,909.00
Kissick Construction	\$ 9,980,087.00
EOPC Cost	\$ 6,500,000.00

The Influent Trunk Sewer will convey the wastewater from the current plant on Hoover Street to the new plant on Grimes Street. The Outfall Sewer will convey the treated water from the new plant to the Middle River.

I recommend accepting Langman Construction's bid of \$ 6,603,000.00 for the project.





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

▷ HRRGREEN.COM

February 18, 2021

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

Re: BID OPENING – WRRF INFLUENT TRUNK SEWER AND OUTFALL SEWER IMPROVEMENTS

Dear Rick:

Bids were received on Tuesday, February 16 for the WRRF Influent Trunk Sewer and Outfall Sewer Improvements project. Five bids were received for the project. The bids received, as well as Engineer's Opinion of Probable Cost, are summarized below. A complete Bid Tabulation for the project is enclosed.

Langman Construction	\$ 6,603,000.00
Rognes Corporation	\$ 6,931,950.00*
Vanderpool Construction	\$ 7,533,909.00
Kissick Construction	\$ 9,980,087.00
S.M. Hentges & Sons Inc.	Addendum not acknowledged. Bid rejected in accordance with SUDAS and project Specifications.
S.J. Louis Construction	Bid was not read due to complete bid not being submitted by 10:00 AM.

**Denotes corrected Total Bid amount. Math error on Item #23.*

Engineers Opinion of Probable Construction Cost \$ 6,500,000.00

Langman Construction's bid has been reviewed for completeness and accuracy, and the bidder submitted a completed Bid Form, Bid Bond, and appropriate attachments.

As a result of our review, the following determinations have been made:

- A good number of bids were received indicating competitiveness. Six bids received. Two bidders submitting bids within 7% of the Engineer's Opinion of Probable Construction Cost. One of the bids had to be rejected in accordance with SUDAS and the project Specifications because the addendum was not acknowledged in the proposal. Another bid was not read because the complete bid had not been submitted by the 10:00 AM deadline.*
- The low bid received was approximately equal (1.5% higher) to the Engineers Opinion of Probable Construction Cost.*
- Schedule for completion allowed for work to be completed as required within the completion dates. No issues were brought up about schedule problems during the bid advertisement period.*
- Langman Construction has the staff available to complete the work with an experienced Project Manager and Superintendent that have worked on similar projects. HR Green has worked with Langman Construction on similar projects in the past.*

We believe the bids received for the project accurately reflect a fair cost to do the work in Indianola. Therefore, we recommend Award of the contract for the base bid of \$ 6,603,000.00 to Langman Construction. Please review this recommendation and let us know how you wish to proceed. We will forward contract documents to Langman Construction for their execution and processing after we hear from you.



If you have questions, or need further information, please let me know.

Sincerely,
HR Green, Inc.

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

Joseph Frankl, P.E.
Project Manager

Cc: Jackie Rafferty, Deputy City Clerk
Andrew Lent, CFO/City Clerk
Ryan Waller, City Manager
File

Enclosures

J:\2018\181556\Corr\ltr-021721-Indianola Trunk Sewer Bid Recommendation.docx

HR GREEN, INC.
5525 MERLE HAY RD., STE. 200
JOHNSTON, IOWA 50131
PH: 515-278-2913
FAX: 515-278-1846



BID TABULATION
WATER RESOURCE RECOVERY FACILITY INFLUENT TRUNK SEWER
AND OUTFALL SEWER IMPROVEMENTS
INDIANOLA, IOWA



Bid Date: February 16, 2021 - 10:00 A.M.
HR Green Project No. 181556

Bid Date: February 16, 2021 - 10:00 A.M. HR Green Project No. 181556							Engineer's Opinion of Probable Cost		Langman Construction, Inc. 220 34th Avenue Rock Island, IL 61201		Rognes Corp. 720 SW Goodwin Ankeny, IA 50023		Vanderpool Construction, Inc. 1100 North 14th St. Indianola, IA 50125		Kissick Construction Co., Inc. 8131 Indiana Ave. Kansas City, MO 64132		SM Hentges & Sons, Inc. 3230 99th St Urbandale, IA 50322		SJ Louis Construction Inc. 1351 Broadway St. W Rockville, MN 56369	
		Unit	Qty (D.1)	Qty (D.2)	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
1	Mobilization	LS	1		\$ 454,000.00	\$ 454,000.00	\$ 849,000.00	\$ 849,000.00	\$ 425,000.00	\$ 425,000.00	\$ 280,000.00	\$ 280,000.00	\$ 75,000.00	\$ 75,000.00						
2	Construction Survey	LS	1		\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 34,352.00	\$ 34,352.00	\$ 30,000.00	\$ 30,000.00	\$ 45,000.00	\$ 45,000.00						
3	Clearing and Grubbing	LS	1		\$ 50,000.00	\$ 50,000.00	\$ 100,000.00	\$ 100,000.00	\$ 985,000.00	\$ 985,000.00	\$ 127,000.00	\$ 127,000.00	\$ 82,000.00	\$ 82,000.00						
4	Topoil, Onsite	CY	34.046		\$ 8.50	\$ 289,391.00	\$ 2.00	\$ 68,092.00	\$ 3.00	\$ 102,138.00	\$ 6.00	\$ 204,276.00	\$ 5.00	\$ 170,230.00						
5	Subgrade Preparation	SY	4520		\$ 5.00	\$ 22,600.00	\$ 1.35	\$ 6,102.00	\$ 2.00	\$ 9,040.00	\$ 3.60	\$ 16,272.00	\$ 10.00	\$ 45,200.00						
6	Subbase, Modified, 6"	TON	3010		\$ 40.00	\$ 120,400.00	\$ 25.50	\$ 76,755.00	\$ 24.00	\$ 72,240.00	\$ 24.00	\$ 72,240.00	\$ 45.00	\$ 135,450.00						
7	Removal of Known Box Culvert, 4x5 RCB	LF	30		\$ 150.00	\$ 4,500.00	\$ 65.00	\$ 1,950.00	\$ 45.00	\$ 1,350.00	\$ 275.00	\$ 8,250.00	\$ 110.00	\$ 3,300.00						
8	Removal of Known CMP Culvert, 24"	LF	56		\$ 25.00	\$ 1,400.00	\$ 10.00	\$ 560.00	\$ 20.00	\$ 1,120.00	\$ 18.00	\$ 1,008.00	\$ 107.00	\$ 5,992.00						
9	Rock Removal	CY	500		\$ 150.00	\$ 75,000.00	\$ 0.01	\$ 5.00	\$ 100.00	\$ 50,000.00	\$ 60.00	\$ 30,000.00	\$ 125.00	\$ 62,500.00						
10	Trench Foundation	TON	1000		\$ 45.00	\$ 45,000.00	\$ 21.00	\$ 21,000.00	\$ 50.00	\$ 50,000.00	\$ 30.00	\$ 30,000.00	\$ 85.00	\$ 85,000.00						
11	Concrete Encasement	LF	100		\$ 500.00	\$ 50,000.00	\$ 400.00	\$ 40,000.00	\$ 1,000.00	\$ 100,000.00	\$ 1,100.00	\$ 110,000.00	\$ 980.00	\$ 98,000.00						
12	Construction Testing	LS	1		\$ 10,000.00	\$ 10,000.00	\$ 3,000.00	\$ 3,000.00	\$ 15,000.00	\$ 15,000.00	\$ 20,000.00	\$ 20,000.00	\$ 165,000.00	\$ 165,000.00						
13	Gravity Outfall Sewer, Trenched, PVC, 30" Diameter	LF	30		\$ 155.00	\$ 4,650.00	\$ 263.00	\$ 7,890.00	\$ 200.00	\$ 6,000.00	\$ 392.00	\$ 11,760.00	\$ 375.00	\$ 11,250.00						
14	Gravity Outfall Sewer, Trenched, PVC, 42" Diameter	LF	2942		\$ 210.00	\$ 617,820.00	\$ 271.00	\$ 797,282.00	\$ 250.00	\$ 735,500.00	\$ 277.00	\$ 814,934.00	\$ 425.00	\$ 1,250,350.00						
15	Gravity Trunk Sewer, Trenched, PVC, 36" Diameter, Normal Bury	LF	1969		\$ 203.00	\$ 399,707.00	\$ 238.00	\$ 468,622.00	\$ 210.00	\$ 413,490.00	\$ 267.00	\$ 525,723.00	\$ 380.00	\$ 748,220.00						
16	Gravity Trunk Sewer, Trenched, PVC, 36" Diameter, Deep Bury, Structure 1259-Structure 1262	LF	766		\$ 370.00	\$ 283,420.00	\$ 330.00	\$ 252,780.00	\$ 295.00	\$ 225,970.00	\$ 352.00	\$ 269,632.00	\$ 500.00	\$ 383,000.00						
17	Gravity Trunk Sewer, Trenched, PVC, 36" Diameter, Deep Bury, Station 20+50-Structure 1265	LF	379		\$ 370.00	\$ 140,230.00	\$ 295.00	\$ 111,805.00	\$ 295.00	\$ 111,805.00	\$ 328.00	\$ 124,312.00	\$ 475.00	\$ 180,025.00						
18	Gravity Trunk Sewer, Trenched, PVC, 42" Diameter, Normal Bury	LF	5963		\$ 233.00	\$ 1,389,379.00	\$ 271.00	\$ 1,615,973.00	\$ 235.00	\$ 1,401,305.00	\$ 292.00	\$ 1,741,196.00	\$ 425.00	\$ 2,534,275.00						
19	Gravity Trunk Sewer, Trenched, PVC, 42" Diameter, Deep Bury, Structure 1273-1275	LF	644		\$ 561.00	\$ 361,284.00	\$ 383.00	\$ 246,652.00	\$ 325.00	\$ 209,300.00	\$ 406.00	\$ 261,484.00	\$ 550.00	\$ 354,200.00						
20	Gravity Trunk Sewer, Trenched, PVC, 42" Diameter, Deep Bury, Structure 1283-1285	LF	977		\$ 500.00	\$ 488,500.00	\$ 304.00	\$ 297,008.00	\$ 325.00	\$ 317,525.00	\$ 394.00	\$ 384,938.00	\$ 550.00	\$ 537,350.00						
21	Gravity Outfall Sewer, Trenched, DIP, 42" Diameter	LF	76		\$ 420.00	\$ 31,920.00	\$ 600.00	\$ 45,600.00	\$ 500.00	\$ 38,000.00	\$ 636.00	\$ 48,336.00	\$ 700.00	\$ 53,200.00						
22	Gravity Trunk Sewer, Trenched, DIP, 36" Diameter	LF	143		\$ 330.00	\$ 47,190.00	\$ 530.00	\$ 75,790.00	\$ 450.00	\$ 64,350.00	\$ 381.00	\$ 54,483.00	\$ 600.00	\$ 85,800.00						
23	Gravity Trunk Sewer, Trenched, DIP, 42" Diameter	LF	101		\$ 420.00	\$ 42,420.00	\$ 600.00	\$ 60,600.00	\$ 450.00	\$ 45,450.00	\$ 598.00	\$ 60,398.00	\$ 700.00	\$ 70,700.00						
24	Irrigation Force Main, Trenched, Unrestrained PVC, 6"	LF	10423		\$ 7.50	\$ 78,172.50	\$ 20.00	\$ 208,460.00	\$ 18.00	\$ 187,614.00	\$ 22.00	\$ 229,306.00	\$ 40.00	\$ 416,920.00						
25	Irrigation Force Main, Trenched, Restrained PVC, 6"	LF	392		\$ 7.50	\$ 2,940.00	\$ 45.00	\$ 17,640.00	\$ 70.00	\$ 27,440.00	\$ 33.00	\$ 12,936.00	\$ 42.00	\$ 16,464.00						
26	Irrigation Force Main, Trenched, Restrained PVC, 6"	LF	284		\$ 4.50	\$ 1,278.00	\$ 40.00	\$ 11,360.00	\$ 65.00	\$ 18,460.00	\$ 32.00	\$ 9,088.00	\$ 40.00	\$ 11,360.00						
27	Irrigation Force Main, Trenched, Restrained DIP, 6"	LF	107		\$ 33.00	\$ 3,531.00	\$ 100.00	\$ 10,700.00	\$ 100.00	\$ 10,700.00	\$ 72.00	\$ 7,704.00	\$ 100.00	\$ 10,700.00						
28	Storm Sewer, Trenched, RCP, 30"	LF	83		\$ 110.00	\$ 9,130.00	\$ 135.00	\$ 11,205.00	\$ 126.00	\$ 10,458.00	\$ 104.00	\$ 8,632.00	\$ 265.00	\$ 21,995.00						
29	Storm Sewer, Trenched, RCP, 36"	LF	39		\$ 150.00	\$ 5,850.00	\$ 170.00	\$ 6,630.00	\$ 148.00	\$ 5,772.00	\$ 168.00	\$ 6,552.00	\$ 300.00	\$ 11,700.00						
30	Storm Sewer, Trenched, RCP, 42" (53" X 32") ARCH	LF	20		\$ 190.00	\$ 3,800.00	\$ 245.00	\$ 4,900.00	\$ 375.00	\$ 7,500.00	\$ 249.00	\$ 4,980.00	\$ 600.00	\$ 12,000.00						
31	Pipe Culvert, Trenched, RCP, 72" (88" X 54") ARCH	LF	29		\$ 800.00	\$ 23,200.00	\$ 510.00	\$ 14,790.00	\$ 680.00	\$ 19,720.00	\$ 552.00	\$ 16,008.00	\$ 925.00	\$ 26,825.00						
32	Pipe Culvert, Trenched, RCP, 24"	LF	50		\$ 50.00	\$ 2,500.00	\$ 120.00	\$ 6,000.00	\$ 115.00	\$ 5,750.00	\$ 81.00	\$ 4,050.00	\$ 200.00	\$ 10,000.00						
33	RCP Apron, Type II, 24"	EA	2		\$ 1,500.00	\$ 3,000.00	\$ 900.00	\$ 1,800.00	\$ 2,500.00	\$ 5,000.00	\$ 2,800.00	\$ 5,600.00	\$ 3,600.00	\$ 7,200.00						
34	RCP Apron, Type II, 36"	EA	2		\$ 2,400.00	\$ 4,800.00	\$ 1,300.00	\$ 2,600.00	\$ 4,000.00	\$ 8,000.00	\$ 3,400.00	\$ 6,800.00	\$ 3,800.00	\$ 7,600.00						
35	RCP Apron, 4030-223, 42" ARCH	EA	2		\$ 3,000.00	\$ 6,000.00	\$ 2,000.00	\$ 4,000.00	\$ 5,300.00	\$ 10,600.00	\$ 4,600.00	\$ 9,200.00	\$ 6,000.00	\$ 12,000.00						
36	RCP Apron, Iowa DOT DR-202, 72" ARCH	EA	2		\$ 5,000.00	\$ 10,000.00	\$ 3,800.00	\$ 7,600.00	\$ 12,500.00	\$ 25,000.00	\$ 8,400.00	\$ 16,800.00	\$ 15,000.00	\$ 30,000.00						
37	RCP Apron Footing, 36"	EA	2		\$ 1,500.00	\$ 3,000.00	\$ 500.00	\$ 1,000.00	\$ 1,500.00	\$ 3,000.00	\$ 665.00	\$ 1,330.00	\$ 9,500.00	\$ 19,000.00						
38	RCP Apron Footing, 42"	EA	2		\$ 2,000.00	\$ 4,000.00	\$ 2,000.00	\$ 4,000.00	\$ 2,000.00	\$ 4,000.00	\$ 1,150.00	\$ 2,300.00	\$ 11,000.00	\$ 22,000.00						
39	6" 11.25' DI MJ Bend	EA	18		\$ 250.00	\$ 4,500.00	\$ 375.00	\$ 6,750.00	\$ 800.00	\$ 14,400.00	\$ 800.00	\$ 14,400.00	\$ 215.00	\$ 3,870.00						
40	6" 22.5' DI MJ Bend	EA	9		\$ 250.00	\$ 2,250.00	\$ 370.00	\$ 3,330.00	\$ 800.00	\$ 7,200.00	\$ 700.00	\$ 6,300.00	\$ 135.00	\$ 1,215.00						
41	6" 45' DI MJ Bend	EA	12		\$ 250.00	\$ 3,000.00	\$ 382.00	\$ 4,584.00	\$ 500.00	\$ 6,000.00	\$ 960.00	\$ 9,600.00	\$ 220.00	\$ 2,640.00						
42	6"x4" DI MJ TEE	EA	1		\$ 600.00	\$ 600.00	\$ 500.00	\$ 500.00	\$ 950.00	\$ 950.00	\$ 1,000.00	\$ 1,000.00	\$ 310.00	\$ 310.00						
43	6" DI MJ Sleeve, Connect to Existing Force Main	EA	1		\$ 250.00	\$ 250.00	\$ 1,000.00	\$ 1,000.00	\$ 800.00	\$ 800.00	\$ 700.00	\$ 700.00	\$ 230.00	\$ 230.00						
44	4" DI MJ Sleeve, Connect to Existing Force Main	EA	1		\$ 250.00	\$ 250.00	\$ 900.00	\$ 900.00	\$ 775.00	\$ 775.00	\$ 600.00	\$ 600.00	\$ 175.00	\$ 175.00						
45	6" DI MJ CAP	EA	1		\$ 150.00	\$ 150.00	\$ 375.00	\$ 375.00	\$ 700.00	\$ 700.00	\$ 700.00	\$ 700.00	\$ 135.00	\$ 135.00						
46	Tracer System	LS	1		\$ 5,000.00	\$ 5,000.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 6,500.00	\$ 6,500.00	\$ 17,000.00	\$ 17,000.00						
47	6" Gate Valve with Valve Box	EA	1		\$ 1,000.00	\$ 1,000.00	\$ 850.00	\$ 850.00	\$ 1,350.00	\$ 1,350.00	\$ 1,400.00	\$ 1,400.00	\$ 920.00	\$ 920.00						
48	4" Gate Valve with Valve Box	EA	1		\$ 1,000.00	\$ 1,000.00	\$ 710.00	\$ 710.00	\$ 1,300.00	\$ 1,300.00	\$ 1,300.00	\$ 1,300.00	\$ 750.00	\$ 750.00						
49	Connection to Existing Manhole	EA	1		\$ 10,000.00	\$ 10,000.00	\$ 7,000.00	\$ 7,000.00	\$ 20,000.00	\$ 20,000.00	\$ 19,000.00	\$ 19,000.00	\$ 7,500.00	\$ 7,500.00						

Council Member _____ introduced the following resolution entitled "RESOLUTION AWARDDING CONTRACT FOR THE WATER RESOURCE RECOVERY FACILITY TRUNK SEWER AND OUTFALL SEWER IMPROVEMENT PROJECT" and moved for its adoption. Council Member _____ seconded the motion to adopt. The roll was called, and the vote was:

AYES:

NAYS:

Whereupon, the Mayor declared the following Resolution duly adopted:

RESOLUTION NO. 2021-_____
RESOLUTION AWARDDING CONTRACT FOR THE WATER RESOURCE RECOVERY
FACILITY TRUNK SEWER AND OUTFALL SEWER IMPROVEMENT PROJECT

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

Section 1. The bid of Langman Construction in the amount of \$6,603,000 for the Water Resource Recovery Facility trunk sewer and outfall sewer improvement project for the City of Indianola described in the plans and specifications previously adopted by the City Council on the 19th day of January 2021, is accepted, it being the lowest responsible bid for the work and materials.

Section 2. The Mayor and the City Clerk are hereby authorized and directed to execute a contract with the contractor for the construction of the public improvement subject to receipt of the contract and bond approved as to form by the City Attorney and certificate of insurance acceptable to City staff.

PASSED AND APPROVED this 1st day of March 2021.

Pam Pepper, Mayor

ATTEST:

Andrew J. Lent, City Clerk/CFO

Meeting Date: 03/01/2021

Subject

Resolution awarding a construction contract for the Water Resource Recovery Facility south plant lift station project.

Information

Roll call is in order.

Fiscal Impact

Attachments

Memorandum for Lift Station
Resolution Awarding Contract



— WATER RESOURCE RECOVERY FACILITY —

March 1, 2021

To: Honorable Mayor and City Council

CC: Ryan J. Waller, City Manager

From: Rick Graves, WRRF Supt.

re: South Plant Lift Station Improvement

On February 16th bids were opened for the South Plant Lift Station Improvement projects. We received four bids for the project that are summarized below along with the amount I had budgeted in my CIP.

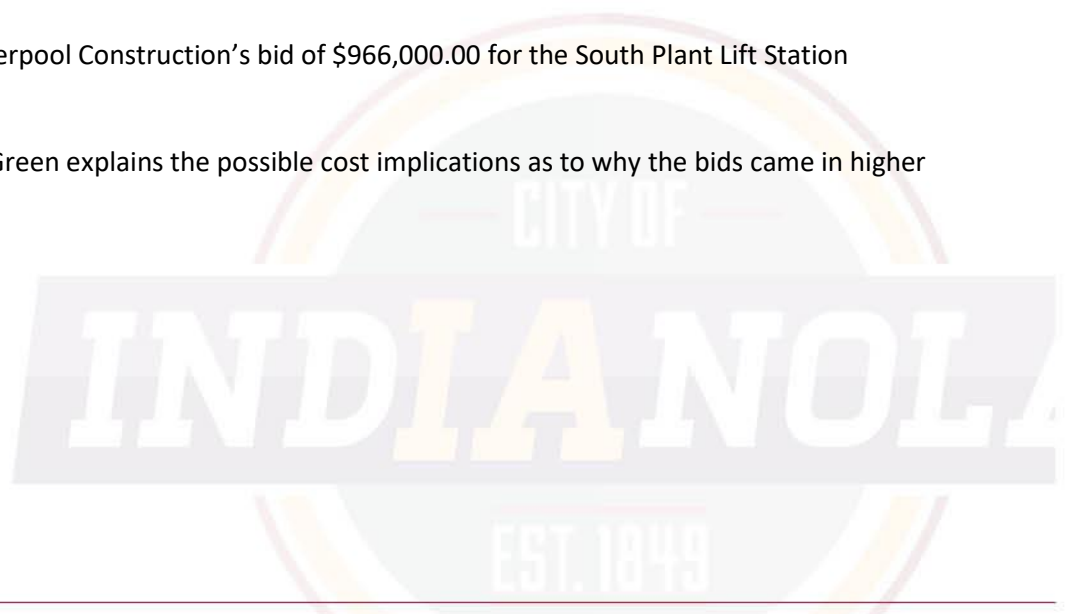
Vanderpool Construction	\$ 966,000.00
Story Construction	\$ 982,450.00
Joiner Construction	\$ 1,029,250.00
Synergy Contracting	\$ 1,136,000.00
CIP Budgeted Amount	\$ 850,000.00

The improvements will consist of a new wet well, dry well, flow measurement flume, three chopper pumps to eliminate daily site visits to clean the manual bar screen, relocation of the generator and new controls to be able to communicate with the new wastewater plant when it is operational.

Once this project is completed, all seven lift stations will have the upgraded controls and will be able to communicate with the new wastewater plant.

I recommend accepting Vanderpool Construction's bid of \$966,000.00 for the South Plant Lift Station Improvements project.

The attached letter from HR Green explains the possible cost implications as to why the bids came in higher than the budgeted amount.





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

▷ Hrgreen.com

February 18, 2021

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

Re: BID OPENING – INDIANOLA SOUTH PLANT LIFT STATION IMPROVEMENTS

Dear Rick:

Bids were received on Tuesday, February 16 for the South Plant Lift Station Improvements project. Four bids were received for the project. The bids received, as well as City's project budget, are summarized below. A complete Bid Tabulation for the project is enclosed.

Vanderpool Construction Inc.	\$ 966,000.00
Story Construction Co.	\$ 982,450.00
Joiner Construction Co. Inc.	\$1,029,250.00
Synergy Contracting LLC.	\$1,136,000.00
<i>City's Budget for project</i>	<i>\$ 850,000.00</i>

Vanderpool Construction's bid has been reviewed for completeness and accuracy, and the bidder submitted a completed Bid Form, Bid Bond, and appropriate attachments.

As a result of our review, the following determinations have been made:

- The low bid received was approximately 13% higher than the City's project budget. We believe that the site logistics due to an entrance bridge from the highway had a significant effect on the cost overage. The bridge had been missing a maximum load posting sign for many years and the weight limit of the bridge was unknown. Recent maintenance activity at the bridge had triggered an inspection and evaluation of the bridge's condition. The bridge was found to have limited capacity which creates additional construction costs due to restrictive material deliveries, smaller equipment available, etc. The load restrictions of the bridge were not known until late in the design process and the cost implications were not included when the City budgeted for this project.*
- There is relatively little difference between bids, particularly three of the low bids, indicating that the documents were clear and it is not likely that the apparent low bidder missed part of the project.*
- Vanderpool Construction is from Indianola and familiar with City of Indianola projects. Vanderpool just finished a similar lift station project for the City at the new Quail Meadows development.*

We believe that rebidding the project at this time to get more bidding competition would not likely result in lower bids for the City. Additionally, we understand the City would like to complete this project within the current timeframe specified in the contract documents. Therefore, we recommend award of the Contract for the base bid of \$966,000.00 to Vanderpool Construction Inc. Please review this recommendation and let us know how you wish to proceed. We will forward contract documents to Vanderpool for their execution and processing after we hear from you.



If you have questions, or need further information, please let me know.

Sincerely,

HR Green, Inc.

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

Joseph Frankl, P.E.
Project Manager

Cc: Jackie Rafferty, Deputy City Clerk
Andrew Lent, CFO/City Clerk
Ryan Waller, City Manager
File

Enclosures

J:\2020\201161\Corr\ltr-021721-Indianola S. Plant LS Bid Recommendation.docx

HR GREEN, INC.
 5525 MERLE HAY RD., STE. 200
 JOHNSTON, IOWA 50131
 PH: 515-278-2913
 FAX: 515-278-1846

City's Budget = \$850,000.00
 Bid Date: February 16, 2021 - 2:00 P.M.
 HRG Job #201161



BID RESULTS
SOUTH PLANT LIFT STATION IMPROVEMENTS
INDIANOLA, IOWA

		Bid Bond	Bidder Status	Addendum #1	Lump Sum
1	Vanderpool Construction Inc.	X	X	X	\$966,000.00
2	Story Construction Co.	X	X	X	\$982,450.00
3	Synergy Contracting LLC.	X	X	X	\$1,136,000.00
4	Joiner Construction Co. Inc.	X	X	X	\$1,029,250.00
5					
6					
7					
8					
9					
10					

Council Member _____ introduced the following resolution entitled "RESOLUTION AWARDING CONTRACT FOR THE WATER RESOURCE RECOVERY FACILITY SOUTH PLANT LIFT STATION PROJECT" and moved for its adoption. Council Member _____ seconded the motion to adopt. The roll was called, and the vote was:

AYES:

NAYS:

Whereupon, the Mayor declared the following Resolution duly adopted:

RESOLUTION NO. 2021-_____
RESOLUTION AWARDING CONTRACT FOR THE WATER RESOURCE RECOVERY
FACILITY SOUTH PLANT LIFT STATION PROJECT

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

Section 1. The bid of Vanderpool Construction in the amount of \$966,000 for the Water Resource Recovery Facility south plant lift station project for the City of Indianola described in the plans and specifications previously adopted by the City Council on the 19th day of January 2021, is accepted, it being the lowest responsible bid for the work and materials.

Section 2. The Mayor and the City Clerk are hereby authorized and directed to execute a contract with the contractor for the construction of the public improvement subject to receipt of the contract and bond approved as to form by the City Attorney and certificate of insurance acceptable to City staff.

PASSED AND APPROVED this 1st day of March 2021.

Pam Pepper, Mayor

ATTEST:

Andrew J. Lent, City Clerk/CFO

Meeting Date: 03/01/2021

Subject

Resolution approving a Professional Services Agreement with HR Green for Phase 2 Construction Services for the Influent Trunk Sewer and Outfall Sewer Improvements Project in an amount not to exceed \$300,000.

Information

Roll call is in order.

Fiscal Impact

Attachments

Phase 2 Memorandum
Resolution Approving Agreement
Professional Services Agreement



— WATER RESOURCE RECOVERY FACILITY —

March 1, 2021

To: Honorable Mayor and City Council

CC: Ryan J. Waller, City Manager

From: Rick Graves, WRRF Supt.

re: Construction Phase Services for Phase 2 Sewer Construction

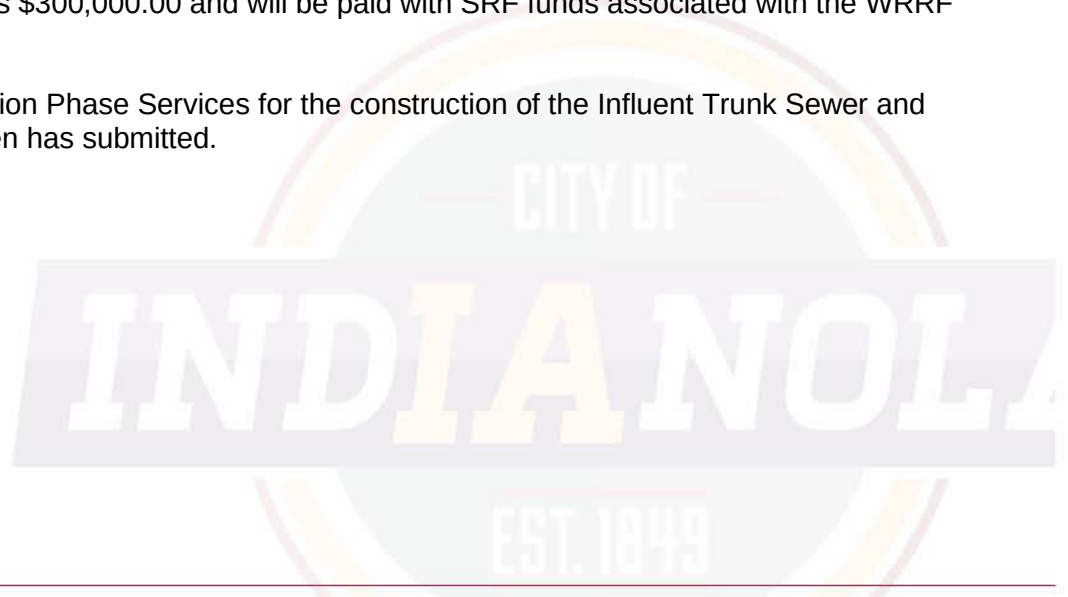
HR Green has submitted their scope for Phase 2 Construction Services for the Influent Trunk Sewer and Outfall Sewer Improvements for the new wastewater plant. Below is the Scope of Services for Phase 2:

- Construction Phase Services including office engineering and resident observation for the sewer project as designed by the COMPANY. The project consists of installation of a 36-inch and 42-inch influent trunk sewer along with a 6-inch irrigation force main from the existing Water Pollution Control Facility (WPCF) to the new Water Resource Recovery Facility (WRRF), installation of a 30-inch and 42-inch outfall sewer from the new WRRF to the Middle River, storm sewer installation, gravel road replacement, culvert replacement, and all construction work associated with the aforementioned items as described in the contract documents including but not limited to stream bank restoration, seeding, excavation, stream crossings, and outfall construction.

I had the city attorney review the PSA and they did not have any issues as written.

The cost for their services is \$300,000.00 and will be paid with SRF funds associated with the WRRF project.

I recommend the Construction Phase Services for the construction of the Influent Trunk Sewer and Outfall Sewer that HR Green has submitted.



City of Indianola
**RESOLUTION NO 2021-
RESOLUTION APPROVING AN AGREEMENT WITH HR GREEN
FOR CONSTRUCTION PHASE SERVICES FOR PHASE 2 SEWER CONSTRUCTION**

WHEREAS, Resolution 2020-42 authorized a Professional Services Agreement with HR Green for the Construction Phase Services for the Indianola Water Resource Recovery Facility project; and

WHEREAS, HR Green has submitted their scope for Phase 2 Construction Services for the Influent Trunk Sewer and Outfall Sewer Improvements for the new wastewater plant; and

WHEREAS, the scope of services includes construction Phase Services including office engineering and resident observation for the sewer project as designed by the COMPANY. The project consists of installation of a 36-inch and 42-inch influent trunk sewer along with a 6-inch irrigation force main from the existing Water Pollution Control Facility (WPCF) to the new Water Resource Recovery Facility (WRRF), installation of a 30-inch and 42-inch outfall sewer from the new WRRF to the Middle River, storm sewer installation, gravel road replacement, culvert replacement, and all construction work associated with the aforementioned items as described in the contract documents including but not limited to stream bank restoration, seeding, excavation, stream crossings, and outfall construction; and

WHEREAS, the cost of the services is \$300,000 and will be paid with SRF funds associated with the WRRF Project; and

WHEREAS, it is the determination of the City Council that the City should enter into a Professional Services Agreement with HR Green of Johnston, Iowa 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 HR Green of Johnston, Iowa is in the public interest of the citizens of the City of Indianola and is hereby approved.
2. The Mayor and/or City Manager 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.

Pamela Pepper, Mayor

ATTEST:

Andrew J. Lent, City Clerk/CFO



February 19, 2021

Rick Graves
City of Indianola, WRRF Superintendent
110 N 1st Street
Indianola, IA 50125

Re: Influent Trunk Sewer & Outfall Sewer Improvements | Construction Phase Services

Dear Rick:

Enclosed is an electronic copy of our Professional Services Agreement for the Construction Phase Services for the Indianola WRRF Influent Trunk Sewer and Outfall Sewer Improvements.

The overall construction phase fee for professional services for the proposed project is \$300,000 and represents approximately 2,380 hours of professional services including 1,668 hours planned for Resident Observation over the project duration of 14 months. The not-to-exceed engineering fee is approximately broken down as follows:

Project Management & Progress Meetings.....	\$ 29,700
Construction Administration	\$ 66,600
Resident Observation	\$ 203,700

Total Professional Fee..... \$300,000

Please review the proposed scope and fees for this project. If you have questions or need additional information, please don't hesitate to contact me. We are ready to start work on the construction phase services of this project as the Contractor commences.

Sincerely,
HR Green, Inc.

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

Joseph Frankl, P.E.
Project Manager

Cc: Ryan Waller, City Manager
Jim Rasmussen, HR Green

Enclosures

J:\2020\201161\Corr\Ltr-110420-Scope Fee Transmittal.docx

HRGreen.com

Phone 515.278.2913 Fax 515.278.1846 Toll Free 800.728.7805
5525 Merle Hay Road, Suite 200. Johnston, Iowa 50131
142



PROFESSIONAL SERVICES AGREEMENT

For

**Indianola Water Resource Recovery Facility
Influent Trunk Sewer & Outfall Sewer Improvements
Phase 2 – Construction Phase Services**

Ryan Waller, City Manager
City of Indianola, IA
110 N. 1st Street
Indianola, Iowa, 50125
(515) 961-9410

Joe Frankl, Project Manager
HR Green, Inc.
5525 Merle Hay Rd, Suite 200
Johnston, IA, 50131
Project No.201161

February 19, 2020

TABLE OF CONTENTS

1.0	PROJECT UNDERSTANDING
2.0	SCOPE OF SERVICES
3.0	DELIVERABLES AND SCHEDULES INCLUDED IN THIS AGREEMENT
4.0	ITEMS NOT INCLUDED IN AGREEMENT/SUPPLEMENTAL SERVICES
5.0	SERVICES BY OTHERS
6.0	CLIENT RESPONSIBILITIES
7.0	PROFESSIONAL SERVICES FEE
8.0	TERMS AND CONDITIONS



THIS **AGREEMENT** is between CITY OF INDIANOLA (hereafter "CLIENT") and HR GREEN, INC. (hereafter "COMPANY").

1.0 Project Understanding

1.1 General Understanding

COMPANY has completed Phase 1 – Preliminary and Final Design, and Bidding Services for the Indianola Water Resource Recovery Facility (WRRF) Influent Trunk Sewer and Outfall Sewer Improvements project. The project is proceeding into construction and the CLIENT wishes for the COMPANY to provide office construction phase administration and resident observation for the project during construction. This Phase 2 – Construction Phase Services includes the scope of services as identified herein.

The City of Indianola is currently under contract with a contractor to build the new WRRF project. The new WRRF was designed to treat a peak flow of 16 mgd (expandable up to 19 mgd) and discharge treated effluent to the Middle River. Related to this project, the City intends to construct an influent trunk sewer that conveys sewage from the NWWTF to the new WRRF. Additionally, the City intends construct an outfall sewer that conveys treated effluent from the new WRRF to the Middle River. Finally, the City intends to construct a new irrigation pipeline that conveys treated effluent from the new WRRF to a different pond at the Indianola Country Club golf course to be used as irrigation water.

1.2 Design Criteria/Assumptions

The project will need to comply with the requirements of the State Revolving Loan Fund (SRF) program.

Project will be completed in one construction contract.

Construction will be limited to right-of-way and easements obtained during the design phase of the project.

CLIENT is requesting part to full time resident observation during the duration of the project. Resident observation will be arranged to be available during critical construction (e.g. pipe bedding, creek crossing, testing, etc.) and will be coordinated with CLIENT's project requirements.

Construction duration from start to Substantial Completion is approximately 13 months, and construction duration from start to Final Completion is approximately 14 months.

2.0 Scope of Services

The CLIENT agrees to employ COMPANY to perform the following services:

GENERAL

COMPANY recently completed the Phase 1 – Preliminary and Final Design, and Bidding Services for the Indianola WRRF Influent Trunk Sewer and Outfall Sewer Improvements for the CLIENT. Generally, the Phase 2 portion of the project will include the following items:

- Construction Phase Services including office engineering and resident observation for the sewer project as designed by the COMPANY. The project consists of installation of a 36-inch and 42-inch influent trunk sewer along with a 6-inch irrigation force main from the existing Water Pollution Control Facility (WPCF) to the new Water Resource Recovery Facility (WRRF), installation of a 30-inch and 42-inch outfall sewer from the new WRRF to the Middle River, storm sewer installation, gravel road replacement, culvert replacement, and all construction work associated with the aforementioned items as described in the contract documents including but not limited to stream bank restoration, seeding, excavation, stream crossings, and outfall construction.
- COMPANY has been retained by the CLIENT to provide engineering assistance during construction for the Indianola WRRF Influent Trunk Sewer and Outfall Sewer project.

PHASE 2 – CONSTRUCTION PHASE SERVICES

A. Preliminary and General Work

1. **Project Management.** Provide on-going project management for the construction phase of the project during its duration. The construction phase of the project is expected to be complete within 14 months (excluding Warranty assistance). This task shall include issuance of Notice to Proceed, review of Contractor's certificate of insurance, and monitoring project budget and schedule through weekly reviews of project status.
2. **Certified Payrolls.** Provide administrative review and certification of Contractor's payroll to meet the Davis Bacon Wage Rate requirements.

B. Construction Contract Administration (for each construction contract).

1. Attend a preconstruction meeting after award of construction contract for the CLIENT, Contractor, subcontractors and utility companies. Participate in monthly progress meetings. Up to twelve (12) progress meetings are expected. COMPANY will review Contractor's construction schedule and verify that it is up-to-date.
2. Review shop drawings, samples, and other data which the Contractor is required to submit, but only for conformance with design concept of the Project and conformance with the information given in the contract documents. Such review shall not extend to means, methods, techniques, sequences, or procedures of construction or to safety precautions and programs incident thereto.
3. Consult with and advise CLIENT and act as CLIENT'S representative. All of CLIENT'S instructions to the Contractor will be issued through COMPANY, who will have the authority to act on behalf of CLIENT. The COMPANY shall not act on the CLIENT'S behalf without securing actual authority from the CLIENT'S representative prior to taking such action.
4. During the period of construction, COMPANY shall make periodic visits to the site at intervals appropriate to the various stages of construction as COMPANY deems appropriate. A total of twelve (12) site visits while construction is in progress are anticipated and budgeted. The purpose of these visits shall be to observe the site and work, to familiarize COMPANY with the progress and quality of the work, and to determine for the CLIENT'S benefit and protection if the work is proceeding in accordance with the intent of the contract documents and construction schedule. On the basis of his on-site observations as a professional

engineer, the COMPANY shall keep the CLIENT informed of the progress and quality of the work and he shall use reasonable care to inform the CLIENT of defects and deficiencies in the Contractor's work and of the Contractor's failure to carry out the work in accordance with the intent of the construction documents and the construction schedule. The COMPANY shall not, during such visits supervise, direct or have control over the Contractor's work nor shall COMPANY have authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected by the Contractor, for safety precautions and programs incident to the work or for any failure of the Contractor to comply with laws, rules, regulations, ordinances, codes or orders applicable to the Contractor furnishing and performing his work. Accordingly, COMPANY can neither guarantee the performance of the construction contract by the Contractor nor assume responsibility for the Contractor's failure to furnish and perform his work in accordance with the contract documents. During such visits COMPANY may disapprove of or reject the Contractor's work while it is in progress if COMPANY believes that such work will not produce a completed Project that conforms generally to the contract documents or that it will prejudice the integrity of the design concept of the Project as reflected in the contract documents.

5. Consult with CLIENT regarding the status of the work and partial payments due to the Contractor. Such recommendations of payment will constitute a representation to CLIENT, based on such observations and review, that the work has progressed to the point indicated, and that, to the best of COMPANY'S knowledge, information and belief, quality of such work is generally in accordance with the contract documents. In the case of unit price work, COMPANY'S recommendation of payment will include determinations of quantities and classifications of such work. COMPANY'S review of the Contractor's work for the purpose of recommending payments shall not impose on COMPANY the responsibility to supervise, direct or control such work. It shall also not impose responsibility on COMPANY to make any examination to ascertain how or for what purposes the Contractor has used the monies paid on account of the contract price.
6. Issue necessary interpretations and clarifications of the contract documents, and in connection therewith, prepare change orders as required. Evaluate and determine the acceptability of substitute materials and equipment proposed by the Contractor. Any substitutions shall first be approved by the CLIENT.
7. Conduct an observation to determine if the work is substantially complete and a final observation to determine if the completed work is acceptable so that COMPANY may recommend, in writing, final payment to the Contractor and may give written notice to CLIENT and the Contractor that the work is acceptable, but any such recommendation and notice will be subject to the limitations expressed in item 3, and the duties imposed under item 4. COMPANY will provide a punchlist for the contractor.
8. Review and assemble the operating and maintenance information supplied by the manufacturers of the equipment into a Manufacturers Operations and Maintenance Manual. This task to include both hardcopy and electronic versions.
9. Prepare record drawings showing those changes made during construction, based on the marked-up drawings and other data furnished by the Contractor to

COMPANY and which COMPANY considers significant. Provide the CLIENT with one paper copy and an electronic copy of the record drawings.

10. Warrantee Assistance. Work includes addressing with Contractor/CLIENT initiated issues during the project warranty period. COMPANY will provide up to 20 hours of warrantee assistance. No trips are included for warrantee assistance.

C. RESIDENT OBSERVATION.

1. Provide project representative for on-site resident observation of the work in addition to that included in Task A, Item 4. COMPANY will provide up to 1,668 hours of resident observation time for this work. Nothing in this Agreement shall be construed to mean COMPANY will guarantee any Contractor's faithful performance of his/her contract with CLIENT.
2. Resident shall compile contractor's as-built markups to prepare record drawings.

3.0 Deliverables and Schedules Included in this Agreement

Notice to Proceed	March 8, 2021
Preconstruction Meeting	March 16, 2021 (tentative)
Substantial Completion	April 1, 2022
Construction Completion	May 1, 2022

This schedule was prepared to include reasonable allowances for review and approval times required by the CLIENT and public authorities having jurisdiction over the project. This schedule shall be equitably adjusted as the project progresses, allowing for changes in the scope of the project requested by the CLIENT or for delays or other causes beyond the control of COMPANY.

4.0 Items not included in Agreement/Supplemental Services

The following items are not included as part of this AGREEMENT:

- Additional or extended services during construction made necessary by:
 - Significant amount of defective or neglected work by any Contractor.
 - Acceleration of the progress schedule involving service beyond normal working hours.
 - Default by any Contractor.
 - Failure of the Contractor to complete the work within the construction contract time.
- Evaluation of unusually complex or unreasonably numerous claims submitted by Contractor or others in connection with the work.
- Changes to project scope as requested by Indianola Country Club in conjunction with Irrigation Force Main.
- Land acquisition services beyond what was provide in Phase 1.

Supplemental services not included in the AGREEMENT can be provided by COMPANY under separate agreement, if desired.

5.0 Services by Others

Services by others provided for the COMPANY to complete the above work are not anticipated.

6.0 Client Responsibilities

- Meet with COMPANY regularly to review project status.
- Identify any preferences for materials.
- Work closely with COMPANY to provide direction relative to system requirements.
- Participate in site visits and progress meetings as necessary.
- Review and process pay claim requests.
- Identify potential activities likely to interfere with ongoing operations and suggest construction sequencing.
- Prompt review of drawings, specifications, sketches, technical memos, and information submitted by the COMPANY.
- Provide legal review of information as needed by the project.
- Designate a person to act as CLIENT's representative with respect to the services to be rendered under this Agreement. Such person shall have authority to transmit instructions, receive information, and interpret and define CLIENT's policies and decisions with respect to COMPANY's services for the Project.

7.0 Professional Services Fee

7.1 Fees

The fee for services will be based on COMPANY standard hourly rates current at the time the AGREEMENT is signed. These standard hourly rates are subject to change upon 30 days' written notice. Non-salary expenses directly attributable to the project such as: (1) living and traveling expenses of employees when away from the home office on business connected with the project; (2) identifiable communication expenses; (3) identifiable reproduction costs applicable to the work; and (4) outside services will be charged in accordance with the rates current at the time the service is done.

7.2 Invoices

Invoices for COMPANY's services shall be submitted, on a monthly basis. Invoices shall be due and payable upon receipt. If any invoice is not paid within 30 days, COMPANY may, without waiving any claim or right against the CLIENT, and without liability whatsoever to the CLIENT, suspend or terminate the performance of services. The retainer shall be credited on the final invoice. Accounts unpaid 30 days after the invoice date may be subject to a monthly service charge of 1.5% (or the maximum legal rate) on the unpaid balance. In the event that any portion of an account remains unpaid 60 days after the billing, COMPANY may institute collection action and the CLIENT shall pay all costs of collection, including reasonable attorneys' fees.



7.3 Extra Services

Any service required but not included as part of this AGREEMENT shall be considered extra services. Extra services will be billed on a Time and Material basis with prior approval of the CLIENT.

7.4 Exclusion

This fee does not include attendance at any meetings or public hearings other than those specifically listed in the Scope of Services. These service items are considered extra and are billed separately on an hourly basis.

7.5 Payment

The CLIENT AGREES to pay COMPANY on the following basis:

Per current Rate Schedule with an estimated fee of \$300,000.00.



8.0 Terms and Conditions

The following Terms and Conditions are incorporated into this AGREEMENT and made a part of it.

8.1 Standard of Care

Services provided by COMPANY under this AGREEMENT will be performed in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing at the same time and in the same or similar locality.

8.2 Entire Agreement

This AGREEMENT and its attachments constitute the entire understanding between CLIENT and COMPANY relating to COMPANY's services. Any prior or contemporaneous agreements, promises, negotiations, or representations not expressly set forth herein are of no effect. Subsequent modifications or amendments to this AGREEMENT shall be in writing and signed by the parties to this AGREEMENT. If the CLIENT, its officers, agents, or employees request COMPANY to perform extra services pursuant to this AGREEMENT, CLIENT will pay for the additional services even though an additional written agreement is not issued or signed.

8.3 Time Limit and Commencement of Services

This AGREEMENT must be executed within ninety (90) days to be accepted under the terms set forth herein. The services will be commenced immediately upon receipt of this signed AGREEMENT.

8.4 Suspension of Services

If the Project or the COMPANY'S services are suspended by the CLIENT for more than thirty (30) calendar days, consecutive or in the aggregate, over the term of this AGREEMENT, the COMPANY shall be compensated for all services performed and reimbursable expenses incurred prior to the receipt of notice of suspension. In addition, upon resumption of services, the CLIENT shall compensate the COMPANY for expenses incurred as a result of the suspension and resumption of its services, and the COMPANY'S schedule and fees for the remainder of the Project shall be equitably adjusted.

If the COMPANY'S services are suspended for more than ninety (90) days, consecutive or in the aggregate, the COMPANY may terminate this AGREEMENT upon giving not less than five (5) calendar days' written notice to the CLIENT.

If the CLIENT is in breach of this AGREEMENT, the COMPANY may suspend performance of services upon five (5) calendar days' notice to the CLIENT. The COMPANY shall have no liability to the CLIENT, and the CLIENT agrees to make no claim for any delay or damage as a result of such suspension caused by any breach of this AGREEMENT by the CLIENT. Upon receipt of payment in full of all outstanding sums due from the CLIENT, or curing of such other breach which caused the COMPANY to suspend services, the COMPANY shall resume services and there shall be an equitable adjustment to the remaining project schedule and fees as a result of the suspension.

8.5 Books and Accounts

COMPANY will maintain books and accounts of payroll costs, travel, subsistence, field, and incidental expenses for a period of five (5) years. Said books and accounts will be available at all reasonable times for examination by CLIENT at the corporate office of COMPANY during that time.

8.6 Insurance

COMPANY will maintain insurance for claims under the Worker's Compensation Laws, and from General Liability and Automobile claims for bodily injury, death, or property damage, and Professional Liability insurance caused by the negligent performance by COMPANY's employees of the functions and services required under this AGREEMENT.

8.7 Termination or Abandonment

Either party has the option to terminate this AGREEMENT. In the event of failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party, then the obligation to provide further services under this AGREEMENT may be terminated upon seven (7) days' written notice. If any portion of the services is terminated or abandoned by CLIENT, the provisions of this Schedule of Fees and Conditions in regard to compensation and payment shall apply insofar as possible to that portion of the services not terminated or abandoned. If said termination occurs prior to completion of any phase of the project, the fee for

services performed during such phase shall be based on COMPANY's reasonable estimate of the portion of such phase completed prior to said termination, plus a reasonable amount to reimburse COMPANY for termination costs.

8.8 Waiver

COMPANY's waiver of any term, condition, or covenant or breach of any term, condition, or covenant, shall not constitute a waiver of any other term, condition, or covenant, or the breach thereof.

8.9 Severability

If any provision of this AGREEMENT is declared invalid, illegal, or incapable of being enforced by any Court of competent jurisdiction, all of the remaining provisions of this AGREEMENT shall nevertheless continue in full force and effect, and no provision shall be deemed dependent upon any other provision unless so expressed herein.

8.10 Successors and Assigns

All of the terms, conditions, and provisions hereof shall inure to the benefit of and are binding upon the parties hereto, and their respective successors and assigns, provided, however, that no assignment of this AGREEMENT shall be made without written consent of the parties to this AGREEMENT.

8.11 Third-Party Beneficiaries

Nothing contained in this AGREEMENT shall create a contractual relationship with or a cause of action in favor of a third party against either the CLIENT or the COMPANY. The COMPANY's services under this AGREEMENT are being performed solely for the CLIENT's benefit, and no other party or entity shall have any claim against the COMPANY because of this AGREEMENT or the performance or nonperformance of services hereunder. The CLIENT and COMPANY agree to require a similar provision in all contracts with contractors, subcontractors, sub-consultants, vendors and other entities involved in this project to carry out the intent of this provision.

8.12 Governing Law and Jurisdiction

The CLIENT and the COMPANY agree that this AGREEMENT and any legal actions concerning its validity, interpretation and performance shall be governed by the laws of the State of Iowa without regard to any conflict of law provisions, which may apply the laws of other jurisdictions.

It is further agreed that any legal action between the CLIENT and the COMPANY arising out of this AGREEMENT or the performance of the services shall be brought in a court of competent jurisdiction in the State of Iowa.

8.13 Dispute Resolution

Mediation. In an effort to resolve any conflicts that arise during the design or construction of the project or following the completion of the project, the CLIENT and COMPANY agree that all disputes between them arising out of or relating to this AGREEMENT shall be submitted to non-binding mediation unless the parties mutually agree otherwise. The CLIENT and COMPANY further agree to include a similar mediation provision in all agreements with independent contractors and consultants retained for the project and to require all independent contractors and consultants also to include a similar mediation provision in all agreements with subcontractors, sub-consultants, suppliers or fabricators so retained, thereby providing for mediation as the primary method for dispute resolution between the parties to those agreements.

8.14 Attorney's Fees

If litigation arises for purposes of collecting fees or expenses due under this AGREEMENT, the Court in such litigation shall award reasonable costs and expenses, including attorney fees, to the party justly entitled thereto. In awarding attorney fees, the Court shall not be bound by any Court fee schedule, but shall, in the interest of justice, award the full amount of costs, expenses, and attorney fees paid or incurred in good faith.

8.15 Ownership of Instruments of Service

All reports, plans, specifications, field data, field notes, laboratory test data, calculations, estimates and other documents including all documents on electronic media prepared by COMPANY as instruments of service shall remain the property of COMPANY. COMPANY shall retain these records for a period of five (5) years following completion/submission of the records, during which period they will be made available to the CLIENT at all reasonable times.

8.16 Reuse of Documents

All project documents including, but not limited to, plans and specifications furnished by COMPANY under this project are intended for use on this project only. Any reuse, without specific written verification or adoption by COMPANY, shall be at the CLIENT's sole risk, and CLIENT shall defend, indemnify and hold harmless COMPANY from all claims, damages and expenses including attorneys' fees arising out of or resulting therefrom.

Under no circumstances shall delivery of electronic files for use by the CLIENT be deemed a sale by the COMPANY, and the COMPANY makes no warranties, either express or implied, of merchantability and fitness for any particular purpose. In no event shall the COMPANY be liable for indirect or consequential damages as a result of the CLIENT's use or reuse of the electronic files.

8.17 Failure to Abide by Design Documents or To Obtain Guidance

The CLIENT agrees that it would be unfair to hold COMPANY liable for problems that might occur should COMPANY'S plans, specifications or design intents not be followed, or for problems resulting from others' failure to obtain and/or follow COMPANY'S guidance with respect to any errors, omissions, inconsistencies, ambiguities or conflicts which are detected or alleged to exist in or as a consequence of implementing COMPANY'S plans, specifications or other instruments of service. Accordingly, the CLIENT waives any claim against COMPANY, and agrees to defend, indemnify and hold COMPANY harmless from any claim for injury or losses that results from failure to follow COMPANY'S plans, specifications or design intent, or for failure to obtain and/or follow COMPANY'S guidance with respect to any alleged errors, omissions, inconsistencies, ambiguities or conflicts contained within or arising as a result of implementing COMPANY'S plans, specifications or other instruments of service. The CLIENT also agrees to compensate COMPANY for any time spent and expenses incurred remedying CLIENT's failures according to COMPANY'S prevailing fee schedule and expense reimbursement policy.

8.18 Opinion of Probable Construction Cost

As part of the Deliverables, COMPANY may submit to the CLIENT an opinion of probable cost required to construct work recommended, designed, or specified by COMPANY, if required by CLIENT. COMPANY is not a construction cost estimator or construction contractor, nor should COMPANY'S rendering an opinion of probable construction costs be considered equivalent to the nature and extent of service a construction cost estimator or construction contractor would provide. This requires COMPANY to make a number of assumptions as to actual conditions that will be encountered on site; the specific decisions of other design professionals engaged; the means and methods of construction the contractor will employ; the cost and extent of labor, equipment and materials the contractor will employ; contractor's techniques in determining prices and market conditions at the time, and other factors over which COMPANY has no control. Given the assumptions which must be made, COMPANY cannot guarantee the accuracy of its opinions of cost, and in recognition of that fact, the CLIENT waives any claim against COMPANY relative to the accuracy of COMPANY'S opinion of probable construction cost.

8.19 Design Information in Electronic Form

Because electronic file information can be easily altered, corrupted, or modified by other parties, either intentionally or inadvertently, without notice or indication, COMPANY reserves the right to remove itself from its ownership and/or involvement in the material from each electronic medium not held in its possession. CLIENT shall retain copies of the work performed by COMPANY in electronic form only for information and use by CLIENT for the specific purpose for which COMPANY was engaged. Said material shall not be used by CLIENT or transferred to any other party, for use in other projects, additions to this project, or any other purpose for which the material was not strictly intended by COMPANY without COMPANY's express written permission. Any unauthorized use or reuse or modifications of this material shall be at CLIENT'S sole risk. Furthermore, the CLIENT agrees to defend, indemnify, and hold COMPANY harmless from all claims, injuries, damages, losses, expenses, and attorneys' fees arising out of the modification or reuse of these materials.

The CLIENT recognizes that designs, plans, and data stored on electronic media including, but not limited to computer disk, magnetic tape, or files transferred via email, may be subject to undetectable alteration and/or uncontrollable deterioration. The CLIENT, therefore, agrees that COMPANY shall not be liable for the completeness or accuracy of any materials provided on electronic media after a 30-day inspection period, during which time COMPANY shall correct any errors detected by the CLIENT to complete the design in accordance with the intent of the contract and specifications. After 40 days, at the request of the CLIENT, COMPANY shall submit a final set of sealed drawings, and any additional services to be performed by COMPANY relative to the

submitted electronic materials shall be subject to separate agreement. The CLIENT is aware that differences may exist between the electronic files delivered and the printed hard-copy construction documents. In the event of a conflict between the signed construction documents prepared by the COMPANY and electronic files, the signed or sealed hard-copy construction documents shall govern.

8.20 Information Provided by Others

The CLIENT shall furnish, at the CLIENT's expense, all information, requirements, reports, data, surveys and instructions required by this AGREEMENT. The COMPANY may use such information, requirements, reports, data, surveys and instructions in performing its services and is entitled to rely upon the accuracy and completeness thereof. The COMPANY shall not be held responsible for any errors or omissions that may arise as a result of erroneous or incomplete information provided by the CLIENT and/or the CLIENT's consultants and contractors.

COMPANY is not responsible for accuracy of any plans, surveys or information of any type including electronic media prepared by any other consultants, etc. provided to COMPANY for use in preparation of plans. The CLIENT agrees, to the fullest extent permitted by law, to indemnify and hold harmless the COMPANY from any damages, liabilities, or costs, including reasonable attorneys' fees and defense costs, arising out of or connected in any way with the services performed by other consultants engaged by the CLIENT.

COMPANY is not responsible for accuracy of topographic surveys provided by others. A field check of a topographic survey provided by others will not be done under this AGREEMENT unless indicated in the Scope of Services.

8.21 Force Majeure

The CLIENT agrees that the COMPANY is not responsible for damages arising directly or indirectly from any delays for causes beyond the COMPANY's control. CLIENT agrees to defend, indemnify, and hold COMPANY, its consultants, agents, and employees harmless from any and all liability, other than that caused by the negligent acts, errors, or omissions of COMPANY, arising out of or resulting from the same. For purposes of this AGREEMENT, such causes include, but are not limited to, strikes or other labor disputes; severe weather disruptions or other natural disasters or acts of God; fires, riots, war or other emergencies; disease epidemic or pandemic; failure of any government agency to act in a timely manner; failure of performance by the CLIENT or the CLIENT'S contractors or consultants; or discovery of any hazardous substances or differing site conditions. Severe weather disruptions include but are not limited to extensive rain, high winds, snow greater than two (2) inches and ice. In addition, if the delays resulting from any such causes increase the cost or time required by the COMPANY to perform its services in an orderly and efficient manner, the COMPANY shall be entitled to a reasonable adjustment in schedule and compensation.

8.22 Job Site Visits and Safety

Neither the professional activities of COMPANY, nor the presence of COMPANY'S employees and sub-consultants at a construction site, shall relieve the general contractor and any other entity of their obligations, duties and responsibilities including, but not limited to, construction means, methods, sequence, techniques or procedures necessary for performing, superintending or coordinating all portions of the work of construction in accordance with the contract documents and any health or safety precautions required by any regulatory agencies. COMPANY and its personnel have no authority to exercise any control over any construction contractor or other entity or their employees in connection with their work or any health or safety precautions. The CLIENT agrees that the general contractor is solely responsible for job site safety, and warrants that this intent shall be made evident in the CLIENT's AGREEMENT with the general contractor. The CLIENT also agrees that the CLIENT, COMPANY and COMPANY'S consultants shall be indemnified and shall be made additional insureds on the general contractor's and all subcontractor's general liability policies on a primary and non-contributory basis.

8.23 Hazardous Materials

CLIENT hereby understands and agrees that COMPANY has not created nor contributed to the creation or existence of any or all types of hazardous or toxic wastes, materials, chemical compounds, or substances, or any other type of environmental hazard or pollution, whether latent or patent, at CLIENT's premises, or in connection with or related to this project with respect to which COMPANY has been retained to provide professional services. The compensation to be paid COMPANY for said professional services is in no way commensurate with, and has not been calculated with reference to, the potential risk of injury or loss which may be caused by the exposure of persons or property to such substances or conditions. Therefore, to the fullest extent permitted by law, CLIENT agrees to defend, indemnify, and hold COMPANY, its officers, directors,

employees, and consultants, harmless from and against any and all claims, damages, and expenses, whether direct, indirect, or consequential, including, but not limited to, attorney fees and Court costs, arising out of, or resulting from the discharge, escape, release, or saturation of smoke, vapors, soot, fumes, acid, alkalis, toxic chemicals, liquids gases, or any other materials, irritants, contaminants, or pollutants in or into the atmosphere, or on, onto, upon, in, or into the surface or subsurface of soil, water, or watercourses, objects, or any tangible or intangible matter, whether sudden or not.

It is acknowledged by both parties that COMPANY'S Scope of Services does not include any services related to asbestos or hazardous or toxic materials. In the event COMPANY or any other party encounters asbestos or hazardous or toxic materials at the job site, or should it become known in any way that such materials may be present at the job site or any adjacent areas that may affect the performance of COMPANY'S services, COMPANY may, at its option and without liability for consequential or any other damages, suspend performance of services on the project until the CLIENT retains appropriate specialist consultant(s) or contractor(s) to identify, abate and/or remove the asbestos or hazardous or toxic materials, and warrants that the job site is in full compliance with applicable laws and regulations.

Nothing contained within this AGREEMENT shall be construed or interpreted as requiring COMPANY to assume the status of a generator, storer, transporter, treater, or disposal facility as those terms appear within the Resource Conservation and Recovery Act, 42 U.S.C.A., §6901 et seq., as amended, or within any State statute governing the generation, treatment, storage, and disposal of waste.

8.24 Certificate of Merit

The CLIENT shall make no claim for professional negligence, either directly or in a third party claim, against COMPANY unless the CLIENT has first provided COMPANY with a written certification executed by an independent design professional currently practicing in the same discipline as COMPANY and licensed in the State in which the claim arises. This certification shall: a) contain the name and license number of the certifier; b) specify each and every act or omission that the certifier contends is a violation of the standard of care expected of a design professional performing professional services under similar circumstances; and c) state in complete detail the basis for the certifier's opinion that each such act or omission constitutes such a violation. This certificate shall be provided to COMPANY not less than thirty (30) calendar days prior to the presentation of any claim or the institution of any judicial proceeding.

8.25 Limitation of Liability

In recognition of the relative risks and benefits of the Project to both the CLIENT and the COMPANY, the risks have been allocated such that the CLIENT agrees, to the fullest extent permitted by law, to limit the liability of the COMPANY and COMPANY'S officers, directors, partners, employees, shareholders, owners and sub-consultants for any and all claims, losses, costs, damages of any nature whatsoever or claims expenses from any cause or causes, including attorneys' fees and costs and expert witness fees and costs, so that the total aggregate liability of the COMPANY and COMPANY'S officers, directors, partners, employees, shareholders, owners and sub-consultants shall not exceed \$1,000,000.00, or the COMPANY'S total fee for services rendered on this Project, whichever is greater. It is intended that this limitation apply to any and all liability or cause of action however alleged or arising, unless otherwise prohibited by law.

8.30 Construction Observation

COMPANY shall visit the project at appropriate intervals (as described in the scope of services) during construction to become generally familiar with the progress and quality of the contractors' work and to determine if the work is proceeding in general accordance with the Contract Documents. The CLIENT has not retained COMPANY to make detailed inspections or to provide exhaustive or continuous project review and observation services. COMPANY does not guarantee the performance of, and shall have no responsibility for, the acts or omissions of any contractor, subcontractor, supplier or any other entity furnishing materials or performing any work on the project.

If the CLIENT desires more extensive project observation or full-time project representation, the CLIENT shall request in writing such services be provided by COMPANY as Additional Services in accordance with the terms of the AGREEMENT.

8.37 Municipal Advisor

The COMPANY is not a Municipal Advisor registered with the Security and Exchange Commission (SEC) as defined in the Dodd-Frank Wall Street Reform and Consumer Protection Act. When the CLIENT is a municipal



entity as defined by said Act, and the CLIENT requires project financing information for the services performed under this AGREEMENT, the CLIENT will provide the COMPANY with a letter detailing who their independent registered municipal advisor is and that the CLIENT will rely on the advice of such advisor. A sample letter can be provided to the CLIENT upon request.

This AGREEMENT is approved and accepted by the CLIENT and COMPANY upon both parties signing and dating the AGREEMENT. Services will not begin until COMPANY receives a signed agreement. COMPANY's services shall be limited to those expressly set forth in this AGREEMENT and COMPANY shall have no other obligations or responsibilities for the Project except as agreed to in writing. The effective date of the AGREEMENT shall be the last date entered below.

Sincerely,

HR GREEN, INC.

Approved by:

A handwritten signature in black ink, reading 'James R. Rasmussen', written over a horizontal line.

Printed/Typed Name: James R. Rasmussen

Title: Vice-President

Date:

2/19/2021

City of Indianola

Accepted by:

Printed/Typed Name:

Title:

Date:

Subject
Fiscal Year 22 Budget

Information

Fiscal Impact

Attachments

No file(s) attached.

Meeting Date: 03/01/2021

Subject

Public Hearing on the maximum property tax dollars for the Fiscal Year 22 budget.

Information

Roll call to open and close the Public Hearing is in order.

Fiscal Impact

Attachments

No file(s) attached.

Meeting Date: 03/01/2021

Subject

Resolution approving the maximum property tax dollars for the Fiscal Year 22 budget.

Information

Roll call is in order.

Fiscal Impact

Attachments

Resolution Approving Maximum Tax
Max Property Dollars

CITY OF INDIANOLA
RESOLUTION NO. 2021-

**RESOLUTION APPROVING
MAXIMUM PROPERTY TAX DOLLARS FOR
CITY OF INDIANOLA FY2022 BUDGET**

WHEREAS, the City Council of the City of Indianola has considered the proposed FY22 City maximum property tax dollars for the affected levy total; and

WHEREAS, a notice concerning the proposed City maximum property tax dollars was published as required and posted on city web site and/or social media accounts if applicable; and

WHEREAS, under state law, the maximum property tax dollars under this requirement, does not include the debt service levy; and

WHEREAS, a public hearing concerning the proposed city maximum property tax dollars was held on February 16, and March 1, 2021.

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Indianola that the maximum property tax dollars for the affected tax levies for FY22 shall not exceed the following total:

(1) Total maximum levy for affected property tax levies - \$7,485,839.

(2) The Maximum Property Tax dollars requested in the total maximum levy for affected property tax levies for FY22 represents an increase of greater than 102% from the Maximum Property Tax dollars requested for FY21.

Passed and adopted this 1st day of March 2021.

Pam Pepper, Mayor

ATTEST:

Andrew J. Lent, City Clerk/CFO

Roll Call Vote:

Heather Hulen -

John Parker, Jr.-

Bob Kling -

Greta Southall -

Gwen Schroder -

Greg Marchant -

NOTICE OF PUBLIC HEARING - CITY OF INDIANOLA - PROPOSED PROPERTY TAX LEVY

Fiscal Year July 1, 2021 - June 30, 2022

The City Council will conduct a public hearing on the proposed Fiscal Year City property tax levy as follows:

Meeting Date: 3/1/2021 **Meeting Time:** 06:00 PM **Meeting Location:** Indianola City Hall, 110 N 1st Street, Indianola, IA 50125

At the public hearing any resident or taxpayer may present objections to, or arguments in favor of the proposed tax levy. After adoption of the proposed tax levy, the City Council will publish notice and hold a hearing on the proposed city budget.

City Website (if available)
www.indianolaiaowa.gov

City Telephone Number
(515) 961-9410

	Current Year Certified Property Tax 2020 - 2021	Budget Year Effective Property Tax 2021 - 2022	Budget Year Proposed Maximum Property Tax 2021 - 2022	Annual % CHG
Regular Taxable Valuation	566,827,938	612,089,772	612,089,772	
Tax Levies:				
Regular General	4,591,306	4,591,306	4,957,927	
Contract for Use of Bridge	0	0	0	
Opr & Maint Publicly Owned Transit	0	0	0	
Rent, Ins. Maint. Of Non-Owned Civ. Ctr.	0	0	0	
Opr & Maint of City-Owned Civic Center	0	0	0	
Planning a Sanitary Disposal Project	0	0	0	
Liability, Property & Self-Insurance Costs	112,000	112,000	0	
Support of Local Emer. Mgmt. Commission	0	0	0	
Emergency	0	0	0	
Police & Fire Retirement	444,997	444,997	495,066	
FICA & IPERS	508,775	508,775	832,846	
Other Employee Benefits	1,573,123	1,573,123	1,200,000	
Total Tax Levy	7,230,201	7,230,201	7,485,839	3.53
Tax Rate	12.75555	11.81232	12.22997	

Explanation of significant increases in the budget:

Hiring new rental inspector and three additional firefighter/paramedics. Forecasting a ten percent increase in health insurance.

If applicable, the above notice also available online at:

<http://www.indianolaiaowa.gov/512/City-Clerk-Finance-Department>; <https://www.facebook.com/CityofIndianola>; <https://twitter.com/cityofindianola>

*Total city tax rate will also include voted general fund levy, debt service levy, and capital improvement reserve levy.

**Budget year effective property tax rate is the rate that would be assessed for these levies if the dollars requested is not changed in the coming budget year

Meeting Date: 03/01/2021

Subject

Resolution setting a Public Hearing for the Fiscal Year 22 budget.

Information

Roll call is in order.

Fiscal Impact

Attachments

Resolution Setting Hearing

Budget Hearing Notice

CITY OF INDIANOLA
RESOLUTION NO. 2021-

**RESOLUTION SETTING DATE FOR HEARING ON
FY22 ANNUAL BUDGET**

WHEREAS, under state law, the City of Indianola must hold a public hearing on the annual fiscal budget;
and

WHEREAS, under state law, the hearing date must be set by resolution of the Council; and

WHEREAS, a notice concerning the proposed annual fiscal budget must be published between 10 and 20 days prior to the date said hearing.

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

(1) The date and time for the public hearing for the City of Indianola FY22 Annual Budget is set for 6:00 PM on March 15, 2021 at Indianola City Hall, 110 N 1st Street.

(2) the City Clerk is directed to publish the attached notice between 10 and 20 days prior to the date of said hearing.

Passed and adopted this 1st day of March 2021.

Pam Pepper, Mayor

ATTEST:

Andrew J. Lent, City Clerk/CFO

NOTICE OF PUBLIC HEARING -- PROPOSED BUDGET

Fiscal Year July 1, 2021 - June 30, 2022

The City of INDIANOLA

The City Council will conduct a public hearing on the proposed budget as follows:

Location: Indianola City Hall, 110 N 1st Street, Indianola, IA 50125 Meeting Date: 3/15/2021 Meeting Time: 06:00 PM

The Budget Estimate Summary of proposed receipts and expenditures is shown below. Copies of the the detailed proposed Budget may be obtained or viewed at the offices of the Mayor, City Clerk, and at the Library.

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

13.63178

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

3.00374

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

Phone Number

City Clerk/Finance Officer's NAME

(515) 961-9410

Andrew Lent

		Budget FY 2022	Re-estimated FY 2021	Actual FY 2020
Revenues & Other Financing Sources				
Taxes Levied on Property	1	8,396,848	7,743,604	7,160,833
Less: Uncollected Property Taxes--Levy Year	2	0	0	0
Net Current Property Taxes	3	8,396,848	7,743,604	7,160,833
Delinquent Property Taxes	4	0	0	0
TIF Revenues	5	1,500,000	2,500,000	2,505,996
Other City Taxes	6	1,509,266	2,459,352	1,859,878
Licenses & Permits	7	522,200	251,200	258,982
Use of Money and Property	8	357,709	556,007	783,210
Intergovernmental	9	3,697,543	3,786,552	4,073,043
Charges for Fees & Service	10	29,637,968	28,356,927	29,168,865
Special Assessments	11	0	0	26,073
Miscellaneous	12	929,035	1,525,135	1,297,656
Other Financing Sources	13	27,500,000	21,914,000	6,960,483
Transfers In	14	14,994,104	11,080,697	
Total Revenues and Other Sources	15	89,044,673	80,173,474	60,009,871
Expenditures & Other Financing Uses				
Public Safety	16	7,292,720	6,372,984	5,473,023
Public Works	17	1,733,270	1,596,488	1,573,045
Health and Social Services	18	0	0	0
Culture and Recreation	19	2,618,853	2,393,237	2,173,363
Community and Economic Development	20	217,659	234,786	272,714
General Government	21	1,746,039	1,658,818	986,959
Debt Service	22	2,534,417	1,948,489	6,836,867
Capital Projects	23	7,059,069	5,164,315	1,834,553
Total Government Activities Expenditures	24	23,202,027	19,369,117	19,150,524
Business Type / Enterprises	25	56,523,109	55,887,752	30,536,129
Total ALL Expenditures	26	79,725,136	75,256,869	49,686,653
Transfers Out	27	14,994,104	11,080,697	5,788,385
Total ALL Expenditures/Transfers Out	28	94,719,240	164,337,566	55,475,038
Excess Revenues & Other Sources Over (Under) Expenditures/Transfers Out	29	-5,674,567	-6,164,092	4,534,833
Beginning Fund Balance July 1	30	34,280,171	40,444,263	38,013,530
Ending Fund Balance June 30	31	28,605,604	34,280,171	42,548,363

13.63178
3.00374

Meeting Date: 03/01/2021

Subject

Resolution adopting the 2021 City of Indianola Supplement to the Statewide Urban Design and Specifications (SUDAS).

Information

Roll call is in order.

Fiscal Impact

Attachments

SUDAS Memorandum

Indianola SUDAS

Resolution Adopting SUDAS

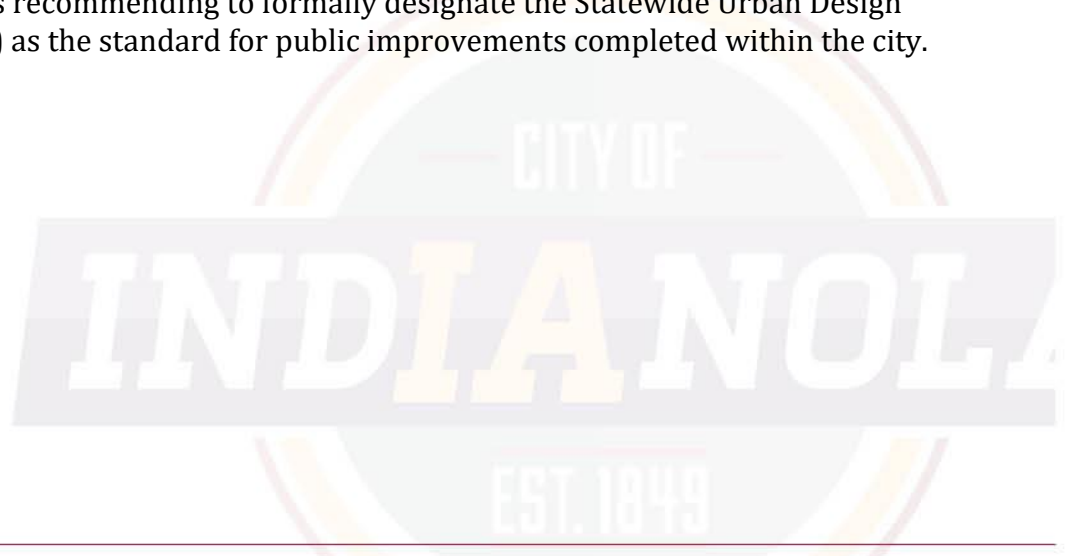


— PUBLIC WORKS —

To: Mayor and City Council
CC: Ryan Waller, City Manager
From: Akhilesh Pal, Public Works Director
Date: March 1, 2021
Re: Resolution adopting Statewide Urban Design and Specifications (SUDAS)

Currently, the City of Indianola has adopted no standards for public improvements. Frequent maintenance problems are being encountered on public improvements due to lack of uniformity in construction materials, techniques, and design. This is also resulting in inconsistent construction standards for developers and contractors. Adopting the Iowa Statewide Urban Design and Specifications (SUDAS) should address some the above-mentioned concerns.

The standards for SUDAS is developed around Iowa's laws and brings uniformity of design and specifications across the state. SUDAS provides statewide design and construction standards for urban public improvements in Iowa that is prepared by a joint effort by many local jurisdictions, consultants, Iowa DOT, and Iowa State University. The City of Indianola has previously used the Statewide Urban Design and Specification (SUDAS) as the standard for public improvements completed by the City. Adopting the SUDAS should help in reducing the maintenance problems due to the standard construction practices with quality control requirements. SUDAS should also help improving the economic development and customer service. Therefore, Staff is recommending to formally designate the Statewide Urban Design and Specification (SUDAS) as the standard for public improvements completed within the city.





CITY OF INDIANOLA

General Supplemental Specifications to SUDAS Standard Specifications

Statewide Urban Design and Specifications Program (SUDAS), 2021 Edition,
adopted by the City of Indianola on _____, Resolution No. _____,
as amended by these City of Indianola General Supplemental Specifications.

The SUDAS design and standard specifications, 2021 Edition, may be viewed at the Iowa SUDAS website
<https://iowasudas.org/>

General Supplemental Specifications to SUDAS Standard Specifications

(Statewide Urban Design and Specifications Program)

2021 EDITION

Effective Date: _____

TABLE OF CONTENTS

DIVISION 1 – GENERAL PROVISIONS AND COVENANTS	1
Section 1010 – Definitions	1
1.03 Definitions and Terms	1
Section 1020 – Proposal Requirements and Conditions.....	1
1.03 Quantities and Unit Prices.....	1
1.09 Preparation of the Proposal	2
Section 1040 – Scope of Work.....	2
1.07 Change Orders.....	2
1.09 Changed Site Conditions.....	2
1.10 Disputed Claims for Extra Compensation.....	3
1.11 Delays Caused by the Jurisdiction	4
Section 1050 – Control of Work	4
1.10 Line and Grade Stakes	4
Section 1070 – Legal Relations and Responsibility to the Public.....	4
1.03 Permits and Licenses	4
2.06 Traffic Control.....	4
2.10 Dust Control	4
2.16 Garbage Services	4
Section 1080 – Prosecution and Progress	5
1.03 Work Progress and Schedule.....	5
1.04 Preconstruction Conference.....	5
DIVISION 2 – EARTHWORK	5
Section 2010 – Earthwork, Subgrade, and Subbase	5
1.08 Measurement and Payment.....	5
2.04 Foundation Materials	6
3.04 Embankment Construction.....	6
3.06 Subgrade Preparation.....	6

3.08 Subbase	6
DIVISION 3 – TRENCH EXCAVATION AND BACKFILL.....	7
Section 3010 – Trench Excavation and Backfill.....	7
1.08 Measurement and Payment.....	7
3.05 Pipe Bedding and Backfill	7
Section 3020 – Trenchless Construction.....	7
3.04 Trenchless Installation.....	7
DIVISION 4: SEWERS AND DRAINS.....	8
Section 4010 – Sanitary Sewers.....	8
2.01 Sanitary Sewer (Gravity Mains)	8
3.02 Gravity Sewer Installation	8
3.06 Sanitary Sewer Service Stubs.....	8
3.08 Sanitary Sewer Abandonment.....	8
Section 4020 – Storm Sewers	8
2.01 Storm Sewers	8
Section 4030 – Pipe Culverts	8
2.01 Pipe Culverts.....	8
3.01 Pipe Culvert Installation	9
Section 4040 – Subdrains and Footing Drain Collectors.....	9
2.01 Footing Drain Collectors.....	9
2.02 Type 1 Subdrains (Longitudinal Subdrain).....	9
2.03 Type 2 Subdrains (Combination Subdrain/Footing Drain Collector)	9
2.05 Subdrain Outlets.....	9
2.08 Storm Sewer Service Stubs.....	9
Section 4060 – Cleaning, Inspection, and Testing of Sewers.....	9
3.03 Video Inspection.....	9
3.04 Sanitary Sewer Leakage Testing	10
3.05 Deflection Testing.....	10
DIVISION 5 - WATER MAINS AND APPURTENANCES	10
5.1 General	10
5.2 Plan Submittal Required	10
5.3 Water Main Specifications.....	10
5.4 Service Line Specifications	23
5.5 Backflow Prevention	25
5.6 Standard Drawings.....	27

DIVISION 6: STRUCTURES FOR SANITARY AND STORM SEWERS	32
Section 6010: Structures for Sanitary and Storm Sewers	32
2.03, Cast-in-Place	32
2.09, Manhole or Intake Adjustment Rings (Grade Rings)	32
2.10, Castings (Ring, Cover, Grate, and Extensions)	32
2.11 Additional Materials for Sanitary Sewer Manholes	33
2.13 Steps	33
3.01 General Requirements for Installation of Manholes and Intakes	33
3.05 Connection to Existing Manhole or Intake	34
DIVISION 7: STREETS AND RELATED WORK	34
Section 7010 – Portland Cement Concrete Pavement	34
1.07 Special Requirements	34
1.08 Measurement and Payment:	35
3.02 Pavement Construction	35
3.03 Curb and Gutter Construction (See Figure 7010.102)	35
3.07 Quality Control	35
Section 7030 – Sidewalks, Shared Use Paths, and Driveways	35
2.07 Detectable Warnings	35
3.04 PCC Sidewalks, Shared Use Paths, and Driveways	36
3.10 Cleaning	36
3.12 Sidewalk and Curb Ramp Compliance	36
DIVISION 8: TRAFFIC CONTROL	36
Section 8010 – Traffic Signals	36
2.02 Detection	36
2.04 Cabinet and Controller	36
Section 8020: Pavement Markings	37
3.02 Construction	37
Section 8030 – Temporary Traffic Control	37
1.07 Special Requirements	37
DIVISION 9: SITE WORK AND LANDSCAPING	38
Section 9010: Seeding	38
3.02 – Area of Seeding:	38
Section 9040 - Erosion and Sediment Control	38
3.07 Filter Socks (Figure 9040.102)	38

DIVISION 1 – GENERAL PROVISIONS AND COVENANTS

Section 1010 – Definitions

1.03 Definitions and Terms

(ADD) CITY. The City of Indianola, Iowa.

(REPLACE) ENGINEER. For publicly owned projects, the Engineer is a Professional Engineer licensed in the State of Iowa and is the authorized representative of the Contracting Authority, unless otherwise designated by the Contracting Authority. For privately contracted projects, with improvements that are to become publicly owned, the Engineer is the Professional Engineer licensed in the State of Iowa and is the authorized representative of the Jurisdiction ultimately accepting ownership of the improvement, unless otherwise designated by the Jurisdiction. For all other projects, the Engineer is the Professional Engineer licensed in the State of Iowa and is the owner's authorized representative. The Engineer may act directly or through duly authorized representatives.

(ADD) PRIVATE CONSTRUCTION CONTRACT. A contract awarded by a private agency or individual for construction of a publicly owned or privately owned improvement, which by agreement of the parties is subject to these specifications.

(ADD) SUBSTANTIAL COMPLETION. The complete furnishing of work (labor, materials, equipment, and other incidentals) necessary for construction of the improvement and obligations imposed by the Contract except for cleanup of the project site, minor work items or submittal of required paperwork.

(REPLACE) JURISDICTIONAL ENGINEER. See Jurisdictional Representative.

(ADD) JURISDICTIONAL REPRESENTATIVE. The Jurisdictional Representative is the authorized representative of the City of Indianola.

Section 1020 – Proposal Requirements and Conditions

1.03 Quantities and Unit Prices

B. (REPLACE) When unit prices are requested in the proposal form, the quantities indicated on the proposal form are approximate only, and do not constitute a warranty or guarantee by the Jurisdiction as to the actual quantities involved in the work. Such quantities are to be used for the purpose of comparison of bids and determining the amount of bid security, contract, and performance, payment, and maintenance bond. In the event of discrepancies between unit prices and unit price extensions listed in a bidder's proposal, unit prices shall govern and unit price extensions shall be corrected, as necessary, for agreement with unit prices; except in the case of an obvious, serious, clerical error where the Engineer is able to determine the bidder's intent from the proposal; in which case, the Jurisdiction may waive irregularities that are in best interest of the Jurisdiction, as long as the integrity of the bid process can be maintained. The Jurisdiction expressly reserves the right to increase or decrease the quantities during construction as outlined in Section 1040, 1.06 - Increase or Decrease of Work, and to make reasonable changes in design, provided such changes do not materially change the intent of the contract. The amount of work to be paid for shall be based upon the actual quantities performed.

D. (REPLACE) When unit prices are requested, they shall be submitted on each and every item of work included for which bids are requested. The format for unit prices will be in dollars and whole cents only.

In the case of discrepancy, the unit price shall govern; except in the case of an obvious, serious, clerical error where the Engineer is able to determine the bidder's intent from the proposal; in which case, the Jurisdiction may waive irregularities that are in best interest of the Jurisdiction, as long as the integrity of the bid process can be maintained.

1.09 Preparation of the Proposal

D. (REPLACE) When unit prices are requested, they shall be submitted on each and every item of work included for which bids are requested. The format for unit prices will be in dollars and whole cents only. In the case of discrepancy, the unit price shall govern; except in the case of an obvious, serious, clerical error where the Engineer is able to determine the bidder's intent from the proposal; in which case, the Jurisdiction may waive irregularities that are in best interest of the Jurisdiction, as long as the integrity of the bid process can be maintained.

Section 1040 – Scope of Work

1.07 Change Orders

B. Written Orders:

(ADD) The authority of the Indianola City Manager, or his designee, and the Engineer to approve change orders shall be limited to those change orders which will cost \$50,000 or less. Change orders for work to cost more than \$50,000 shall be approved by the City Council prior to the payment of the work provided for under the change order.

1.09 Changed Site Conditions

A. Latent or Subsurface Conditions:

1. (REPLACE) If the Contractor encounters latent or subsurface conditions differing materially from those indicated in the contract documents which the Contractor could not have discovered by a reasonable site investigation and examination of the type customarily undertaken by prudent and competent contractors, and if these changed conditions are considered by the Contractor as a basis for compensation in addition to the contract price, the Contractor shall within three (3) working days after discovery thereof notify the Engineer of its claim by written notice as set forth herein. Before disturbing the site at which the latent or subsurface condition is alleged to exist, the Contractor shall give the Engineer the opportunity to inspect the same.
 - a. For claims greater than \$50,000 the Contractor shall notify the Engineer by written notice either (i) personally delivered, (ii) sent by certified mail, return receipt requested, or (iii) delivered by a nationally recognized prepaid overnight courier service (receipt requested). Under no circumstance will an email, text message, verbal communication or any other informal communication, be considered acceptable or satisfactory written notice required by this section. The written notice shall:
 - 1) Expressly state that it is a request for a contract change under Section 1040, 1.09;
 - 2) Expressly identify the latent or subsurface conditions that the Contractor alleges differ materially from those indicated in the contract documents which the Contractor could not have discovered by a reasonable site investigation and examination of the type customarily undertaken by prudent and competent contractors;
 - 3) Expressly state the reason the Contractor believes extra compensation is due;
 - 4) Identify work that Contractor alleges will be impacted.

- b. For claims less than \$50,000 the Contractor shall notify the Project Engineer by written notice sent as set forth above or sent by email providing the same detail as identified in a.1) through 4) above. Under no circumstances will a text message, verbal communication or any other informal communication be considered acceptable or satisfactory written notice required by this section.
2. (REPLACE) After inspection by the Engineer, the Jurisdiction may, in its discretion, authorize the Contractor to proceed with or abandon the work. The Contractor shall resume construction operations pending a decision regarding its claim by the Jurisdiction. Failure of the Contractor to give written notice within three working days of discovering the conditions and to give the Engineer full opportunity to inspect the condition before disturbing the site shall be deemed a waiver by the Contractor of all claims for extra compensation arising out of the alleged condition.
3. (ADD) Latent or subsurface conditions that do not materially differ from those shown on the plans shall not form the basis for additional compensation. No additional compensation or extension of time shall be provided for conditions that do not materially differ, regardless of the nature of the condition encountered.

1.10 Disputed Claims for Extra Compensation

A. Basis of Claim for Extra Compensation:

1. (REPLACE) In any case where the Contractor believes extra compensation is due for work or material beyond the scope of the Work under the contract and not ordered by the Engineer as Extra Work as defined in Section 1010, 1.03, the Contractor shall provide written notice to the Engineer, as set forth herein, of its intention to make claim for such extra compensation within fifteen (15) days of discovering the circumstances regarding the claim and before beginning the work on which the claim is based (hereinafter referred to as a "Claim").
 - a. For claims greater than \$50,000 the Contractor shall notify the Engineer by written notice either (i) personally delivered, (ii) sent by certified mail, return receipt requested, or (iii) delivered by a nationally recognized prepaid overnight courier service (receipt requested). Under no circumstance will an email, text message, verbal communication or any other informal communication, be considered acceptable or satisfactory written notice required by this section. The written notice shall:
 - 1) Expressly state that it is a request for a contract change under Section 1040, 1.10;
 - 2) Expressly identify the underlying work or material that Contractor claims is beyond the scope of the Work under the contract and not ordered by the Engineer as Extra Work as defined in Section 1010, 1.03;
 - 3) Expressly state the reason the Contractor believes extra compensation is due;
 - 4) Identify any work that will be impacted.
 - b. For claims less than \$50,000 the Contractor shall notify the Project Engineer by written notice sent as set forth above or sent by email providing the same detail as identified in a.1) through 4) above. Under no circumstances will a text message, verbal communication or any other informal communication be considered acceptable or satisfactory written notice required by this section.

The Contractor shall not proceed with that work until the Contractor and the Jurisdiction have executed a change order with respect to the Claim. The Contractor shall have no right to submit a Claim for any matter which is exclusively reserved to authority of the Engineer under the Contract Documents.

6. (ADD) Under no circumstances will monetary compensation be made for time necessary by the Jurisdiction to resolve disputed claims issues.

1.11 Delays Caused by the Jurisdiction

(ADD) The Engineer shall have a minimum of 2 working days upon receipt of written request by the Contractor to respond to issues or claims for extra compensation. The Contractor shall not be entitled to delay claims during this period.

Section 1050 – Control of Work

1.10 Line and Grade Stakes

A. (ADD) On Private Construction Contracts, the Owner, in accordance with the Private Construction Contract, shall hire a Licensed Surveyor for all survey work.

Section 1070 – Legal Relations and Responsibility to the Public

1.03 Permits and Licenses

(REPLACE) The Contractor shall procure all necessary permits for the construction of the work and for temporary excavations, obstruction, enclosures, and street openings arising from the construction and completion of the work described in the contract documents. The cost for all required Jurisdictional permits shall be paid by the Contractor unless otherwise provided in the contract documents. The Contractor shall be responsible for all violations of the law for any cause in connection with the construction of the work or caused by the obstruction of roads, streets, highways, or sidewalks and shall give all requisite notices to the Jurisdiction or other public authorities in connection therewith.

2.06 Traffic Control

B. Closing Streets to Traffic:

2. (REPLACE) The Contractor shall notify the Engineer a minimum of seven (7) calendar days in advance of closing any roads, streets, or public thoroughfares. No road or street shall be closed without prior approval from the City.

2.10 Dust Control

(ADD) The Contractor shall be responsible to remove any project-related construction materials deposited on a public street as well as related dust control measures. The Contractor shall employ all means necessary to prevent tracking soil, or loss of material, onto public streets; including but not limited to, rocking private access roads and removing excess material from equipment before leaving the construction site. The Contractor shall promptly remove any material deposited on a public street utilizing mechanical scraping and street sweeping, or other means as required by the Jurisdictional Engineer.

2.16 Garbage Services

(ADD) The contractor shall coordinate with local trash services for trash collection during the project with notification of project impacts to trash collection. No additional payment will be made.

Section 1080 – Prosecution and Progress

1.03 Work Progress and Schedule

B. (REPLACE) After being awarded the contact, the Contractor shall immediately prepare and submit to the Engineer for review and approval a progress schedule that will ensure the completion of the project within the time specified. Said schedule shall include anticipated controlling items of work, contract specified milestones, and days and/or dates for starting and completing each stage of the work. The schedule shall be submitted to the Engineer prior to scheduling the preconstruction conference. Adequate equipment and forces shall be made available the Contractor to start work immediately upon the Notice to Proceed and to prosecute work to completion according to the schedule and within the time specified.

D. (ADD) No person shall operate or permit the operation of any tools or equipment in construction, drilling or demolition work or in preventive maintenance work for public service utilities between the hours of 9:00 p.m. and 7:00 a.m. without the written permission from the Jurisdiction.

1.04 Preconstruction Conference

B. (REPLACE) A preconstruction conference shall be scheduled upon receipt of the work progress schedule from the Contractor. The contractor shall provide a minimum of 5 business days to schedule a preconstruction meeting. No work shall take place until the preconstruction conference has been held. The Contractor and intended subcontractors shall attend and participate in this conference. The Engineer will invite representatives of railroads, utilities and others having responsibilities or interests in the work.”

DIVISION 2 – EARTHWORK

Section 2010 – Earthwork, Subgrade, and Subbase

1.08 Measurement and Payment

D. Topsoil

1. On-site Topsoil, 2. Compost-amended Topsoil, 3. Off-Site Topsoil:

b. (REPLACE) Payment: Payment will be at the unit price per cubic yard.

c. (ADD/REPLACE) Includes: Work includes but is not limited to, stripping, excavating, furnishing, hauling, placing and incorporating materials. Overhaul will not be paid.

L. Compaction Testing:

1. (REPLACE) The Contractor will be responsible for the payment of compaction testing unless otherwise approved by the City and specified in the contract documents.

All pavement designs shall be based upon an in-situ subgrade soils investigation hired by the City and performed by a qualified Geotechnical Engineering consulting firm and licensed professional engineer in the State of Iowa.

When the soils report indicates a subbase area below the water table or having poor drainage characteristics, the pavement design must provide additional subbase drainage which will allow the new subgrade to be drained into the storm sewer or roadside ditch system.

2.04 Foundation Materials

D. Subbase:

1. Special Backfill:

- b. (ADD) Only crushed stone or crushed PCC shall be used. Crushed PCC shall be from a single documented source and shall be approved by the Engineer prior to use.

3.04 Embankment Construction

C. Depositing Embankment Material:

- 1. (ADD) No embankments shall be built on frozen earth.

D. Compaction with Moisture and Density Control

(ADD) Density reports shall be submitted to the contractor and to the City within 3 days of the test being performed. No paving activities, including placement of curb and gutter, will be allowed until reports have been submitted, approved and/or corrective action taken on deficient test results.

3.06 Subgrade Preparation

A. Uniform Composition:

(ADD) A disk or plow shall be used for scarification of materials for drying. If conditions do not allow enough space for a disk or plow, the material shall be scarified by other methods as approved by the Engineer.

1. Subgrade Compaction in Cut Sections:

- b. (REPLACE) Disk, scarify, mix and re-compact the next 6 inches of subgrade.
- c. (REPLACE) Replace, disk, mix and compact the top 6 inches of subgrade.

B. Subgrade Stability:

- 2. (ADD) Should the area fail the second proof rolling operations, the method of stabilization will be determined and agreed to jointly by the Engineer and the Contractor. Agreed stabilization will be paid for utilizing existing contract items or if it is not listed in contract items then the stabilization will be paid for by extra work order.
- 3. (ADD) The contractor, the Engineer, and the Jurisdiction shall jointly verify subgrade stability via proof rolling operations.

F. (ADD) **Protecting Subgrade from Water:** The Contractor shall protect the subgrade through shaping and smoothing of the subgrade prior to forecasted rainfall events. The Contractor shall also remove standing water from the top of the excavated streets within 24 hours of a rain event.

3.08 Subbase

D. Final Elevation:

- 4. (REPLACE) The Contractor shall limit hauling and other traffic on the completed subbase to only that which is necessary to complete the construction such as concrete mixer trucks and small equipment required for steel and expansion materials.

DIVISION 3 – TRENCH EXCAVATION AND BACKFILL

Section 3010 – Trench Excavation and Backfill

1.08 Measurement and Payment

F. Trench Compaction Testing:

1. (REPLACE) The contractor will be responsible for compaction testing and payment for testing unless otherwise approved by City and specified in the Contract Documents. Density reports shall be submitted to the contractor and to the City within 3 days of the test being performed. No paving activities, including placement of curb and gutter, will be allowed until reports have been submitted, approved and/or corrective action taken on deficient test results.
2. (DELETE)

3.05 Pipe Bedding and Backfill

D. Primary and Secondary Backfill:

2. Granular Material:

- b. (ADD) Compact Class II backfill material to at least 95% Standard Proctor Density.
3. Suitable Backfill Material:
 - b. (REPLACE) Under and within five feet of paved surfaces, including streets, sidewalks and driveways, backfill material shall be Class II backfill material compacted to 95% Standard Proctor Density.

E. Final Trench Backfill:

3. Class I and II Backfill Material:

- a. (Replace) Compact to at least 95% of standard proctor density within right-of-way or under any paved surface or within two feet thereof.

4. Class III and IVA Backfill Material:

- a. (Replace) Compact to at least 95% of standard proctor density within right-of-way or under any paved surface or within two feet thereof.

Section 3020 – Trenchless Construction

3.04 Trenchless Installation

A. General:

(ADD) Any installation by trenchless construction the contractor shall verify that sanitary and storm sewer main, including residential services have not been impacted by the installation. The method of verification shall be either by visual inspection at critical crossings jointly with City staff or by televising. If televising is used the report shall be submitted to the City for review prior to acceptance/payment for the work and/or closure of the right of way permit. Any locations discovered to be in conflict shall be repaired immediately at no cost to the City.

DIVISION 4: SEWERS AND DRAINS

Section 4010 – Sanitary Sewers

2.01 Sanitary Sewer (Gravity Mains)

C. (DELETE) Corrugated Polyvinyl Chloride Pipe (PVC) 8 inch to 36 inch: and all sub-sections.

H. (DELETE) Vitrified Clay Pipe (VCP) 8 inch to 42 inch: and all sub-sections.

3.02 Gravity Sewer Installation

A. General

7. (REPLACE) Use watertight stopper, plug, or other approved means to protect the exposed upstream ends of the pipe and prevent soil sediment from entering the sewer system.

8. (ADD) Sanitary Sewer Main – If an adaptor or coupling is required to connect to the sewer main you will need to use a Max-Adaptor for connection between 2 (two) pipes if a bell is not present.

3.06 Sanitary Sewer Service Stubs

C.

5. (ADD) Mark sanitary sewer manholes and sanitary sewer services with 7-foot tall steel fence posts. For sanitary sewer services, the top one foot of post will be painted green. For sanitary sewer manholes, the posts will be painted green from the top of the post to the grade level.

3.08 Sanitary Sewer Abandonment

(ADD) C. Service Lateral – When abandoning a service lateral, it must be capped at the sanitary sewer main by removing the connection from the outside and sealing the main or from the inside by installing a CIPP Point Repair or Approved Equal, to cover the lateral connection.

Section 4020 – Storm Sewers

2.01 Storm Sewers

E. Polyvinyl Chloride Pipe (PVC):

1. Use pipe complying with the following:

c. (REPLACE) Minimum pipe stiffness of 115 psi.

e. (ADD) Only use when justified with a maximum pipe diameter of 12 inches and only when approved by the City's Public Works Department.

DELETE items F. through L. in their entirety, where High Density Polyethylene Pipe (HDPE), Corrugated Metal Pipe (CMP), Spiral Rib, Coated Corrugated Metal, Corrugated Metal Arch Pipe (CMAP), Spiral Rib Arch, and Polypropylene pipes shall NOT be allowed for storm sewer construction in the Public Right-Of-Way or Public Easement areas, unless approved by the City's Public Works Department.

Section 4030 – Pipe Culverts

2.01 Pipe Culverts

A. Roadway Pipe Culverts:

(REPLACE) All storm sewer pipe materials specified for use in public right-of-way in Section 4020 may be used within public right-of-way as a roadway pipe culvert, unless approved by the City's Public Works Department.

B. Entrance Pipe Culverts:

(REPLACE) All storm sewer pipe materials specified for use in the right-of-way in Section 4020 may be used within the right-of-way as entrance pipe culvert.

C. (DELETE) Structural Plate Culverts.

D. (DELETE) Aluminum Structural Plate Culverts.

3.01 Pipe Culvert Installation

A. Trenched

2. (REPLACE) Culvert pipe installed in the embankment shall be Reinforced Concrete Pipe (circular, arched and elliptical) meeting the specifications of Iowa DOT Specification Section 2416.

Section 4040 – Subdrains and Footing Drain Collectors

2.01 Footing Drain Collectors

C. (DELETE) High Density Polyethylene Pipe and Fittings (HDPE): Delete this section in its entirety.

D. (DELETE) Reinforced Concrete Pipe (RCP): Delete this section in its entirety.

2.02 Type 1 Subdrains (Longitudinal Subdrain)

D. (DELETE) Corrugated Polyethylene Tubing and Fittings (Corrugated PE): Delete this section in its entirety.

2.03 Type 2 Subdrains (Combination Subdrain/Footing Drain Collector)

B. Perforate all pipe per the following requirements:

3. (DELETE) HDPE Pipe: Delete this section in its entirety.

2.05 Subdrain Outlets

B. (DELETE) Corrugated HDPE: Delete this section in its entirety.

2.08 Storm Sewer Service Stubs

(REPLACE) Use materials complying with Section 4040, 2.01.A.

Section 4060 – Cleaning, Inspection, and Testing of Sewers

3.03 Video Inspection

B. Inspection Procedure:

1. (REPLACE) After cleaning and prior to video inspection, run enough dyed water through the pipe to saturate potential low spots so they may be detected during inspection. Allow excess dyed water to drain before starting inspection.

C. Inspection Reporting:

3. (ADD) Provide the inspection report, video and written report, to the City in Pipeline Assessment Certification Program (PACP) format.

3.04 Sanitary Sewer Leakage Testing

C. Sanitary Sewer Low Pressure Air Testing

(ADD) All sanitary sewer manholes shall be air tested at the contractor's expense prior to final approval. A City representative shall be onsite when air testing is performed.

3.05 Deflection Testing

Mandrel Testing

(ADD) All sanitary sewers shall be mandrel tested at the contractor's expense prior to final approval. A City representative shall be onsite when air testing is performed.

DIVISION 5 - WATER MAINS AND APPURTENANCES

5.1. General

- 5.1.1. The purpose of this Procedural Manual is so, as much as possible, describe the materials and construction methods allowed by Indianola Municipal Utilities (the "Utility") for connections to the water distribution system as described in Section 2.3 of the Utility's Water Utility Service Plan.
- 5.1.2. All definitions contained in the Water Utility Service Plan shall apply to this Procedural Manual.

5.2. Plan Submittal Required

- 5.2.1. Combining sanitary sewer plans with water plans is encouraged.
- 5.2.2. It is the responsibility of the person or entity, as appropriate, filing plans to identify contaminated or corrosive soil and use the appropriate materials specified.
- 5.2.3. Drawings shall be complete showing locations of water mains, hydrants, valves and miscellaneous appurtenances for the proposed construction.
- 5.2.4. All plans must be certified by an Iowa registered, licensed professional civil or sanitary engineer showing water mains to be constructed and appurtenances connected thereto.
- 5.2.5. Submit the required number of final plans to Indianola Planning and Zoning Department and two (2) sets to the IMU Administrative Office for review. Include product information sheet for joint restraint system to be used.
- 5.2.6. Application forms required by the Water Supply Section of the Environmental Protection Division of the Department of Natural Resources shall be submitted along with the plans for review and approval. The Water Supply Section of the Environmental Protection Division of the Department of Natural Resources shall not approve plans without approval by the City of Indianola and IMU.
- 5.2.7. Special Provisions: All material and construction methods to be used which are not in accordance with or in addition to these specifications shall have Special Provisions prepared and certified by the Project Engineer and approval of the Utility.

5.3. Water Main Specifications

- 5.3.1. General Design Characteristics
 - 5.3.1.1. Minimum water main diameter is 8" unless otherwise allowed by the Utility.
 - 5.3.1.2. Location tracer wire must be buried with all water main pipes.
 - 5.3.1.3. Private water mains 4" and larger shall conform to the Utility's standards.
 - 5.3.1.4. Dead ends shall be minimized by looping whenever possible.

- 5.3.1.5. Dead ends shall terminate with a hydrant or approved flushing device.
- 5.3.1.6. Extend water mains to the furthest boundary of the plat, site plan or property or as directed by the Utility.
- 5.3.1.7. Hydrants
- 5.3.1.7.1. In no case will a hydrant be placed on a main that has less than 500 GPM flow rate at 20 psi residual.
- 5.3.1.7.2. A hydrant shall be placed at each street intersection and equally spaced between intersections. Maximum hydrant spacing in residential areas shall be 500 linear feet; maximum hydrant spacing in industrial and commercial areas shall be 300 linear feet. A hydrant shall be placed at the end of each cul-de-sac. The spacing of the hydrants may require adjustment to meet fire flow requirements according to City of Indianola's Code.
- 5.3.1.7.3. Each hydrant must be independently valved and shall be on a connecting pipe between the main and the hydrant with a minimum of 6" in diameter.
- 5.3.1.8. Horizontal separation of water and gravity sewer
- 5.3.1.8.1. Maintain horizontal separation of 10' between water and gravity sewers.
- 5.3.1.8.2. Where conditions prevent 10' horizontal separation, minimum may be reduced by placing water main in a separate trench or in the same trench on a bench of undisturbed earth providing 1) the bottom of water main is at least 18" above the top of sewer pipe and 2) the minimum horizontal shall be no less than 3'.
- 5.3.1.8.3. Whenever it is impossible to obtain the required minimum horizontal distance of 3' and vertical clearance of 18" between the sewer and water main, the sewer must be replaced with a full length of pipe or water main materials meeting the requirements of Section 3.2.1. of these procedures. However a linear separation of at least 2' shall be provided.
- 5.3.1.9. Separation of water and sewer force mains
- 5.3.1.9.1. Maintain horizontal separation of 10' between water main and sewer force main unless conditions prevent it.
- 5.3.1.9.2. Where 10' separation is prevented, construct force main of water main materials meeting a minimum pressure rating of 150 psi and the requirements of Section 3.2.1. of these procedures and maintain a minimum separation of 4 linear feet.
- 5.3.1.10. Separation of water main crossing sewer
- 5.3.1.10.1. The water main shall be installed over the sewer with a minimum vertical separation of 18" from top of sewer to bottom of water main. If conditions exist that prohibit this separation, the water main shall not be placed closer than 6" above or 18" below the sewer main. The water and sewer pipes shall be adequately supported and have watertight joints. Backfill material shall be a low permeability soil with 10' of the point of crossing.
- 5.3.1.10.2. Where the sanitary sewer crosses over or less than 18" below the water main, replace the sanitary sewer with one full length of pipe of water main materials meeting the requirements of Section 3.2.1 of these procedures so that the ends of the pipe joints are spaced equidistant from the crossing or centrally place water main in a steel casing pipe supported with casing spacers and having end seals extending at least 10' normal to each side of the crossing.
- 5.3.1.10.3. Where the storm sewer crosses over or less than 18" below the water main:
- 5.3.1.10.3.1. Replace the storm sewer with one full length of pipe of water main materials,
- 5.3.1.10.3.2. Or replace the storm sewer with reinforced concrete pipe (RCP) with flexible gasket joints meeting ASTM C443 so that the ends of the pipe joints are spaced equidistant from the crossing and extending at least 10' normal to each side of the crossing,

- 5.3.1.10.3.3. Or construct the water main with ductile iron pipe meeting the requirements of section 3.2.1. of these procedures using nitrile gaskets or centrally place water main in a steel casing pipe supported with casing spacers and having end seals and extending at least 10' normal to each side of the crossing.

5.3.1.11. Water Crossings

- 5.3.1.11.1. Water mains entering or crossing streams shall be of ductile iron pipe with flexible locking watertight joints or shall be installed in steel casing pipe.
- 5.3.1.11.2. Top of the water main shall be below the natural bottom of the streambed a minimum of 5'. Trench shall be backfilled with crushed rock or gravel.
- 5.3.1.11.3. Water mains shall be securely anchored to prevent movement or pipe.
- 5.3.1.11.4. Easily accessible shut off valves shall be located at each side of the water crossing, outside of the floodway.
- 5.3.1.11.5. Crossings wider than 15 feet shall have permanent taps or other provisions to allow insertion of a small meter to determine leakage and obtain water samples on each side of the valve closest to the supply source.

5.3.2. Component Materials

5.3.2.1. Pipe

5.3.2.1.1. General

- 5.3.2.1.1.1. Small pipe shall not be telescoped inside larger pipe.
- 5.3.2.1.1.2. All pipe is to be handled by use of slings, hoist, skids or other approved means.
- 5.3.2.1.1.3. Dropping or rolling of pipe materials is not permitted.
- 5.3.2.1.1.4. Remove pipe contaminated with mud and surface water from the site.
- 5.3.2.1.1.5. Defective or damaged pipe may be cause for rejection and removal from the site.

5.3.2.1.2. Ductile Iron Pipe (DI)

- 5.3.2.1.2.1. ANSI A21.50 manufactured in accordance with ANSI 21.51; minimum thickness, Class 52 according to AWWA C151 for 4" – 24" sizes. Standards for larger sizes as specified by the Utility.
- 5.3.2.1.2.2. Enameline pipe using standard cement lining; ANSI A21.51 (AWWA C104).
- 5.3.2.1.2.3. Coat outside of pipe with bituminous enamel.
- 5.3.2.1.2.4. Asphalt according to AWWA C151.
- 5.3.2.1.2.5. Push-on or mechanical joint: In accordance with ANSI A21.15 according to AWWA C111.
- 5.3.2.1.2.6. Restrained, buried joint: Pipe manufacturer's standard field removable system.
- 5.3.2.1.2.7. Restrained, in structure joint: Restraining gland, flanged or grooved.
- 5.3.2.1.2.8. Flanged Joint: According to AWWA C111.
- 5.3.2.1.2.9. Grooved Joint: According to AWWA C606.
- 5.3.2.1.2.10. Gasket Joint: According to AWWA C111.

5.3.2.1.3. Markings

- 5.3.2.1.3.1. Name of manufacturer.
- 5.3.2.1.3.2. Size and class.
- 5.3.2.1.3.3. Spigot insertion depth gauge.
- 5.3.2.1.3.4. Pipe with damage to cement mortar lining will be rejected. Field patching will not be permitted except at cut ends.
- 5.3.2.1.3.5. Use restrained or locked pipe joint on ductile iron pipe at stream crossings.

5.3.2.1.4. PVC (Poly Vinyl Chloride) Pipe

- 5.3.2.1.4.1. PVC pipe shall conform to AWWA C-900 specifications, Class 150 (DR 18) with cast iron diameters. AWWA C-905 for pipe larger than 12".
- 5.3.2.1.4.2. Joint type shall be electrometric gasket push-on type joints. Solvent cement joints are strictly prohibited.
- 5.3.2.1.4.3. Must Conform to AWWA C-900 or AWWA C905.
- 5.3.2.1.4.4. Restraining system manufactured integrally into pipe.
- 5.3.2.1.4.5. Ductile iron mechanical device designed for joint restraint complying with the requirements of ASTM F 1674.
- 5.3.2.1.5. Markings
 - 5.3.2.1.5.1. Name of manufacturer.
 - 5.3.2.1.5.2. Size and class.
 - 5.3.2.1.5.3. Spigot insertion depth gauge.
 - 5.3.2.1.5.4. National Sanitation Foundation (NSF) seal.
- 5.3.2.2. Fittings
 - 5.3.2.2.1. Fittings for PVC shall be as specified for ductile iron pipe.
 - 5.3.2.2.2. Fittings for 3" through 20" size ductile iron pipe and PVC shall be compact iron per ANSI/AWWA C153/A21.53 of gray cast iron or full sized ductile iron per ANSI/AWWA C110/A21.10. The pressure rating for gray cast iron fittings shall be 250 psi.
 - 5.3.2.2.3. Mechanical joint.
 - 5.3.2.2.4. Furnished with a cement mortar lining of standard thickness and given a seal coat of bituminous enamel per AWWA C104.
 - 5.3.2.2.5. Provide restrained or locking joints on downward or vertical bends.
 - 5.3.2.2.6. Remove fittings contaminated with mud and surface water from the site.
- 5.3.2.3. Valves
 - 5.3.2.3.1. General
 - 5.3.2.3.1.1. Open direction is counterclockwise.
 - 5.3.2.3.1.2. Rated to test pressure of 250 pounds per square inch.
 - 5.3.2.3.1.3. Type permitting repacking or replacement of 'O' rings, under pressure when wide open.
 - 5.3.2.3.1.4. Provide any non-standard special tools required for disassembling and repacking valves.
 - 5.3.2.3.1.5. Must be coated both inside and out with a protective coating that meets or exceeds AWWA C550.
 - 5.3.2.3.1.6. Each valve shall have the name of the manufacturer and the year when cast on the body with raised letters.
 - 5.3.2.3.1.7. Valves for buried service shall each be provided with an adjustable screw type valve box consisting of a base, a center section, a top section, and a cover. Provide slide-type valve box when installing in pavement. The cover shall be plainly marked on top "Water".
 - 5.3.2.3.1.8. Bolts and hex nuts used on bonnet of the valve shall be the manufacturer's standard, either fabricated from "cor-ten", stainless steel, or other alloy steel for corrosion resistance or electroplated with zinc or cadmium. The hot-dip process, in accordance with ASTM Standard Designation A-153, is not acceptable for the threaded portions of the bolts and nuts.
 - 5.3.2.3.1.9. For buried installations, use mechanical joints per AWWA C111. Comply with the Bolting Material specifications for joint nuts and bolts.
 - 5.3.2.3.1.10. For installation within structures, use flanged joints with dimensions and drillings according to AWWA C110 or ANSI B16.1 class 125.

5.3.2.3.2. Gate Valves

5.3.2.3.2.1. Standard requirement for valves less than or equal to 12".

5.3.2.3.2.2. Resilient wedge and conform to AWWA C509 (gray iron or ductile iron) or AWWA C515 (ductile iron) and NSF 61.

5.3.2.3.2.3. Non-rising stem with 2" square operating nut; open counter clockwise.

5.3.2.3.2.4. O-ring seals.

5.3.2.3.2.5. 200 psi working pressure.

5.3.2.3.2.6. Double O-rings permanently lubricated between seals.

5.3.2.3.2.7. Lubricant certified for use in potable water.

5.3.2.3.2.8. Epoxy Coated.

5.3.2.3.2.9. External bolts and hex nuts shall be stainless steel according to ASTM A 240, Type 304.

5.3.2.3.3. Butterfly Valves

5.3.2.3.3.1. Standard requirement for valves larger than 12".

5.3.2.3.3.2. Conform to AWWA C504, Class 150B and NSF 61.

5.3.2.3.3.3. Equipped with Ni-resist discs.

5.3.2.3.3.4. O-ring seals and stainless steel shaft will be required.

5.3.2.3.3.5. Valves and operators shall be for buried service.

5.3.2.3.3.6. Equipped with a 2" square operating nut and lifetime grease pack; open counter clockwise.

5.3.2.3.4. Tapping Valves

5.3.2.3.4.1. Gate valve complying with AWWA C509 or AWWA C515.

5.3.2.3.4.2. Sleeve.

5.3.2.3.4.2.1. Minimum 14 gauge.

5.3.2.3.4.2.2. Stainless steel according to ASTM A 240, Type 304.

5.3.2.3.4.2.3. Working pressure 150 psi.

5.3.2.3.4.2.4. Must fully surround pipe.

5.3.2.3.4.2.5. Flanged with dimensions and drillings according to AWWA C110 or ANSI B16.1 class 125.

5.3.2.3.4.3. Minimum Sleeve Length:

Outlet Flange Size	Minimum Sleeve Length
4"	15"
6"	15"
8"	20"
10"	25"
12"	25"
Over 12"	As Approved by the Utility

5.3.2.3.4.4. Gasket.

5.3.2.3.4.4.1. Completely surround pipe.

5.3.2.3.4.4.2. Minimum thickness 0.125".

5.3.2.3.4.4.3. Nitrile rubber.

5.3.2.3.4.5. Outlet flange to be stainless steel complying with ASTM A 240, Type 304; ANSI B16.1, 125 pound pattern.

5.3.2.3.4.6. Hex Nuts & Bolts to be stainless steel complying with ASTM A 240, Type 304.

5.3.2.3.4.7. Use tapping valve assemblies only where specified or required by the Utility.

5.3.2.3.5. Valve Boxes

- 5.3.2.3.5.1. Cast iron screw type adjustable with cast iron stay-put covers marked with "WATER".
Provide slide-type when installing in pavement. Inside diameter of valve box is to be a minimum of 5 1/8".
- 5.3.2.4. Blow Offs
 - 5.3.2.4.1. Assembly of minimum 1 1/2" curb stop, stop box and riser as required.
 - 5.3.2.4.2. Provide as necessary to raise 2 inch operating nut of curb stop to within 3 feet of the finished grade.
 - 5.3.2.4.3. Stem diameter according to valve manufacturer's recommendations, but not less than 1 inch.
- 5.3.2.5. Special gaskets for contaminated soils (as reported to the Utility)
 - 5.3.2.5.1. For soils contaminated with gasoline or volatile organic compounds, use nitrile gaskets.
 - 5.3.2.5.2. For other soil contaminants, special gaskets will be required as determined by the Utility upon consultation with appropriate engineering professionals.
- 5.3.2.6. Hydrants
 - 5.3.2.6.1. Test rated to 300 psi.
 - 5.3.2.6.2. Shall conform to AWWA C502, break-flange hydrant; breakaway items include stem coupling and flange.
 - 5.3.2.6.3. Shall be Mueller Centurion Model A-423, Clow Medallion Model 25244B, or Watrous Pacer Model WB-67. The Watrous Pacer WB-67 must have the following options; double top operating nut (top nut ductile iron, bottom nut bronze) with weather shield and oil reservoir.
 - 5.3.2.6.4. Coat interior and exterior of hydrant, except exterior above grade mark, with two coats of asphalt varnish per AWWA C502; paint exterior of hydrant above grade mark with one coat of primer and finish paint of highway yellow.
 - 5.3.2.6.5. Provide two (2) 2 1/2" hose nozzles on one factory installed 5" Storz quick connect coupling and cap, o-ring packing.
 - 5.3.2.6.6. Nozzles shall be threaded or pinned into barrel. No leaded connections will be allowed.
 - 5.3.2.6.7. Nozzle threads: National Standard.
 - 5.3.2.6.8. Provide 6" mechanical joint inlet and 5 1/4" main valve unless otherwise directed.
 - 5.3.2.6.9. Cap and operating nut shall be Type C. Open counter clockwise.
 - 5.3.2.6.10. Breakaway flange shall be 4" above grade.
 - 5.3.2.6.11. Auxiliary Valve: Use gate valve and valve box as specified for gate valves. Auxiliary valves are required for all hydrants.
 - 5.3.2.6.12. External bolts and hex nuts shall be stainless steel according to ASTM A 193, Grade B 8.
 - 5.3.2.6.13. Gate valve, pipe and fittings as specified by the Utility in this Procedure Manual.
- 5.3.2.7. Bolting Material: This section shall apply unless otherwise specified.
 - 5.3.2.7.1. All bolts and hex nuts used for mechanical and flanged joints shall be fabricated from a high strength "Cor-Ten", "Usalloy" or other approved high-strength, low-alloy steel that is corrosion resistant as manufactured according to AWWA C111. Stainless steel is strongly preferred.
 - 5.3.2.7.2. Provide ceramic-filled, baked-on, fluorocarbon resin coating for bolts and nuts.
 - 5.3.2.7.3. Include factory-applied lubricant that produces low coefficient of friction for ease of installation.
- 5.3.2.8. Polyethylene Wrap
 - 5.3.2.8.1. Comply with AWWA C105.
 - 5.3.2.8.2. Tubes or sheets shall have minimum thickness of 8 mil.

5.3.2.8.3. Use when placing main in contaminated or corrosive soils.

5.3.2.8.4. May be required under special circumstances determined applicable by the Utility.

5.3.2.9. Tracer System

5.3.2.9.1. A tracer wire will be installed with all new mains including both PVC and Ductile Iron mains. Refer to Standard Drawings WM-102 and, as appropriate, WM-201.

5.3.2.9.2. All tracer wire shall be solid, blue, single, insulated, direct-bury wire, AWG #12, type UF.

5.3.2.9.2.1. Linear low-density polyethylene (LLDPE) insulation suitable for direct burial applications.

5.3.2.9.2.2. Minimum insulation thickness of 0.045 inches.

5.3.2.9.2.3. Underground wire splices and wires terminated below ground level shall be protected against deterioration and/or corrosion using Scotch cast splicing kits as manufactured by 3M Company, or approved equal.

5.3.2.9.3. Ground rod 3/8" diameter, 60 inch steel rod uniformly coated with metallically bonded electrolytic copper. Install adjacent to connections to existing piping and at other locations determined by the Utility.

5.3.2.9.4. Ground rod clamp made of high-strength, corrosion-resistant copper alloy.

5.3.2.9.5. Splice kit made of inline resin with split bolt for 1kV and 5kV. Shall insulate and seal single conductor and unshielded cable splices for direct bury and submersible applications.

5.3.2.9.6. Tracer wire station at locations determined by the Utility in Section 3.4.5 of these procedures.

5.3.2.10. Thrust Blocks

5.3.2.10.1. Provide concrete thrust blocks where piping changes direction, dead-ends, and at hydrants.

5.3.2.10.2. Use Iowa DOT Class C concrete rated to 4,000 psi.

5.3.2.10.3. Carry thrust blocks to undisturbed edge of trench for bearing.

5.3.2.10.4. Minimum thickness of thrust blocks: 18".

5.3.2.10.5. Bearing area of thrust blocks, Square Feet:

Pipe Size	90° Bend	45° Bend	11 ¼, 22 ½ Bend	Tee, Dead End
4	3	1	2	1
6	6	3	2	4
8	11	6	3	8
10	17	9	5	12
12	6	13	7	17
14	33	18	9	23
16	43	23	12	31

5.3.2.10.6. Refer to Standard Drawing WM-101 for general arrangement of thrust blocks. No bolts shall come into contact with the concrete thrust block. A sheet of plastic shall be wrapped around the pipe including the bolt circle before the concrete is placed.

5.3.3. Excavating and Backfill

5.3.3.1. Trench Excavating

5.3.3.1.1. Keep trench width as narrow as possible and still provide adequate room for backfill and jointing. See Standard Drawing SW-104.

5.3.3.1.2. Maximum width of trench at top of the pipe shall be the outside diameter of pipe plus 12 inches each side of pipe.

5.3.3.1.3. Maintain vertical walls of excavation below the top of the pipe.

5.3.3.1.4. Provide sheeting, shoring and bracing where required to hold walls of excavation, to protect existing structures and utilities and provide safety for workers, and in accordance with OSHA standards.

5.3.3.1.5. Bottom of Trench

5.3.3.1.5.1. Hand shape to provide uniform bearing and support for full length of pipe barrel against undisturbed earth.

5.3.3.1.5.2. Provide suitable bell hole at each pipe joint after bottom of the trench has been graded.

5.3.3.1.5.3. Remove large clods, stones, and other foreign material from bottom of trench.

5.3.3.1.5.4. When unstable material is encountered, which may not provide a suitable foundation for pipe, remove the unsuitable material and replace with stabilizing material. Place pipe bedding on top of stabilizing material.

5.3.3.1.5.5. If trench bottom is extremely hard or is in rock or rubble where there is possibility of pipe being subject to point contact, over excavate trench bottom 6" minimum below grade and backfill with pipe bedding material.

5.3.3.1.5.6. Bedding Material.

5.3.3.1.5.6.1. Normal bedding for water main in dry trench conditions shall consist of natural soil found in the trench bottom. The contractor may elect to use sand or gravel.

5.3.3.1.5.6.2. In wet trench conditions, crushed stone or gravel not exceeding 1" diameter shall be used as normal bedding.

5.3.3.1.5.6.3. When in the opinion of the inspector, the trench bottom is such that 1" stone or gravel cannot provide a proper foundation for the pipe, the aggregate used shall be either crushed limestone or crushed gravel with a maximum size no greater than 2".

5.3.3.2. Trench Backfill

5.3.3.2.1. Backfill trench immediately after the location of connections and appurtenances have been made.

5.3.3.2.2. Use no large stones, large clods, organic matter, rubbish, frozen or unsuitable material in backfill.

5.3.3.2.3. Carefully hand-tamp selected material to 1' above top of pipe. Backfill remaining trench with excavated material to minimum 90% Standard Proctor density in accordance with ASTM D698.

5.3.3.2.4. Street crossings under existing pavement: Provide full depth of crushed rock bedding to the bottom of the pavement. Hand-tamp select material to 1' above top of pipe. Compact remaining trench to minimum 65% relative density in accordance with ASTM D4253 and ASTM D4254.

5.3.4. Design and Installation

5.3.4.1. Water Main Piping

5.3.4.1.1. Lay pipe on a dry trench with 5'6" earth cover except where otherwise directed by the Utility. Install water main and appurtenances in accordance with AWWA C-600 (ductile iron) or AWWA C-605 (PVC) as applicable. Locate water main 3' back of curb line of proposed pavement.

5.3.4.1.2. Clean pipe interior of foreign material before lowering into trench. Keep clean at all times by securely closing open ends of pipe and fittings. Use minimum amount of gasket lubricant, applying to gasket only. Do not apply to inside of bell. No pipe shall be laid in water, nor shall water be allowed to rise in the trench around the pipe.

- 5.3.4.1.3. Place in trench in sound, undamaged condition. Do not injure pipe coating or lining. Use web sings to install or move pipe. Use of end hooks or dropping of pipe is prohibited. No blocking of the pipe shall be allowed. Uniform bearing along the full length of the pipe barrel shall be maintained at all times.
- 5.3.4.1.4. Cut pipe in neat and in a workman like manner without damage to pipe. Smooth and bevel cut ends of push-on type pipe to prevent gasket damage. Completely coat damaged ends of cut ductile iron pipe with bituminous sealer. Do not install pipe fittings showing blisters or holes.
- 5.3.4.1.5. Before installing, tap pipe lightly with light hammer to detect cracks. Defective, damaged or unsound pipe shall be removed from the job site.
- 5.3.4.1.6. Deflect pipe joints as required in accordance with recommendations of pipe manufacturers, except pipe deflection shall not exceed three (3) degrees for ductile iron pipe and one and one-half (1 ½) degrees for PVC pipe. If deflection exceeds the maximum allowable, use suitable fittings with ductile iron retainer glands or thrust block to secure fittings. Use ductile iron retainer glands, all thread and/or thrust blocks as directed by the Utility.
- 5.3.4.1.7. Cover ends of pipe with watertight plug or cap when pipe lying is not in progress.
- 5.3.4.1.8. Plug or cap all pipe ends or fittings left for future connections; construct concrete thrust blocks as shown on Standards Drawings for dead ends (alternate method). Do not block end of pipe with concrete.
- 5.3.4.1.9. Provide concrete thrust blocks at all fittings, at dead ends and at alternate pipe joints where pipe joints are deflected to accommodate small changes in pipe directions.
- 5.3.4.1.10. Provide restrained or locked joints on fittings and pipe joints adjacent to downward, vertical bends; thrust blocks may be required; contact the Utility for further specifications.
- 5.3.4.2. Valves
 - 5.3.4.2.1. When water main is installed in proposed street right-of-way, install valves at street intersection as shown on Standard Drawings. Isolate pipe servicing each block.
 - 5.3.4.2.2. When water main is installed in other locations, install valves to isolate no more than 800 linear feet of water main in residential areas and 400 linear feet in industrial or commercial areas.
 - 5.3.4.2.3. Install valve with stems vertical and centered in valve box. Carefully compact backfill around valve box to required grade. Valves larger than 12" shall be butterfly valves.
 - 5.3.4.2.4. Where construction terminates, the main will be valved 20' before the terminating point. At the terminating point a plug, blow off valve and thrust block shall be installed.
 - 5.3.4.2.5. Operate to ensure proper working condition and that operator can be placed on valve nut.
- 5.3.4.3. Hydrants
 - 5.3.4.3.1. Install hydrants using tee (or anchoring tee), holding pipe or anchoring coupling and other appurtenances as required.
 - 5.3.4.3.2. Hydrant drains shall not be connected to or located within 10' of sanitary sewer and storm drains.
 - 5.3.4.3.3. Install plumb at 5' bury depth. Set at elevation required for flange to be 4" above finish grade lines.
 - 5.3.4.3.4. Set on concrete foundations. Provide one cubic yard of pea gravel or washed rock backfill at each hydrant.
 - 5.3.4.3.5. Tighten all valves and nuts and operate hydrant to assure all parts are in working condition.
 - 5.3.4.3.6. Hydrants shall be blocked. Carefully compact backfill around hydrant to required grade.
 - 5.3.4.3.7. Touch up paint as necessary to cover paint damaged during installation.

5.3.4.4. Boring Encasements

- 5.3.4.4.1. Required where IDOT has roadway jurisdiction.
- 5.3.4.4.2. Casing pipe shall be a minimum 4" in diameter greater than the largest outside diameter of the water main that is being installed.
- 5.3.4.4.3. Casing pipe thickness shall be determined by the conditions of the area or as required by IDOT.
- 5.3.4.4.4. All joints in the casing pipe shall be welded in an acceptable manner.
- 5.3.4.4.5. Each 20' section of water main shall be fitted with a minimum of two (2) supports per section throughout the casing.
- 5.3.4.4.6. Seal end of casing pipe with manufactured end seals.
- 5.3.4.4.7. Ductile iron water main shall be used when casing pipe is required.

5.3.4.5. Tracer System & Stations

- 5.3.4.5.1. Tracer wire shall be installed with pipe. Refer to Standard Drawings WM 102 and, as appropriate, WM-201.
- 5.3.4.5.2. Wire shall be laid along the bottom of the pipe at 5 or 7 o'clock on the pipe beginning with the first laid section and end at the connection to an existing main. The ends of the wire are to be protected using the material specified in Section 3.2.9.
- 5.3.4.5.3. Wire shall run continuously along the pipe and be attached to the bottom of the pipe at the midpoint of each pipe length, using two inch wide, ten mil thickness, polyethylene pressure sensitive tape.
- 5.3.4.5.4. No below grade splicing of the wire shall be permitted except as authorized by the Utility.
- 5.3.4.5.5. Tracer wire shall be exposed at each water main valve and hydrant.
 - 5.3.4.5.5.1. Hydrant: extend wire from the pipe connecting to the hydrant tee along the hydrant branch, and up to the ground surface where it shall be secured to a tracer terminal box.
 - 5.3.4.5.5.2. Main valve: extend wire up the exterior of the main valve box. Drill hole into the side of the valve box approximately 6" below the lid if the valve box is not in pavement or the 6" below the bottom of the pavement if the valve box is in pavement. Loop the tracer wire through the hole approximately 6" inside the valve box.

5.3.5. Testing and Disinfection

5.3.5.1. Methods

- 5.3.5.1.1. Perform operations according to AWWA C651 in the sequence below. Successfully complete each operation before continuing to the next operation. The Utility will provide reasonable quantities of water for flushing and testing.
 - 5.3.5.1.1.1. Required test(s) performed at Contractor's expense.
- 5.3.5.1.2. **Continuous-Feed or Slug Method (After Water Main Installation):** The sequence of testing and disinfection may be modified with approval of the Engineer and Utility.
 - 5.3.5.1.2.1. Perform initial flush.
 - 5.3.5.1.2.2. Perform disinfection.
 - 5.3.5.1.2.3. Flush after disinfection.
 - 5.3.5.1.2.4. Perform pressure and leak testing.
- 5.3.5.1.3. **Tablet Method (Concurrent with Water Main Installation):** Use this method only if approved by the Utility. Modify the procedure for flushing, disinfection, and pressure and leak testing as needed if tablet method is used.
 - 5.3.5.1.3.1. Perform disinfection.
 - 5.3.5.1.3.2. Flush after disinfection.

5.3.5.1.3.3. Perform pressure and leak testing.

5.3.5.2. Initial Flushing

5.3.5.2.1. Flushing.

5.3.5.2.1.1. Coordinate flushing with the Utility.

5.3.5.2.1.2. Flush pipe prior to disinfection using potable water to remove air. Insert taps to release trapped air.

5.3.5.2.1.3. Measure flushing velocity.

5.3.5.2.1.4. Obtain a minimum flushing velocity of 3 feet per second in the pipe to be disinfected.

5.3.5.2.2. Minimum Flushing Rate: According to AWWA C651, Table 3, based on 40 psi residual pressure (see table hereinafter).

Minimum Flushing Rate

Pipe Diameter (inches)	Flow Rate for Flushing (gpm)	Number of Taps**			Number of 2 1/2" Fire Hydrant Outlets*
		1"	1 1/2"	2"	
4	120	1	-	-	1
6	260	-	1	-	1
8	470	-	2	-	1
10	730	-	3	2	1
12	1,060	-	-	3	2
16	1,880	-	-	5	2

*With a 40 psi pressure in the main with the fire hydrant flowing to atmosphere, a 2 1/2 inch fire hydrant outlet will discharge approximately 1,000 gpm; and a 4 1/2 inch fire hydrant outlet will discharge approximately 2,500 gpm.

**Number of taps on pipe based on discharge through 5 feet of galvanized iron pipe with one 90° elbow.

5.3.5.2.3. Property Protection: Protect public and private property from damage during flushing operations.

5.3.5.3. Disinfection

5.3.5.3.1. General:

5.3.5.3.1.1. Disinfect according to AWWA C651. The tablet method contained in AWWA C651 is not to be used unless approved by the Utility.

5.3.5.3.1.2. Keep piping to be chlorinated isolated from lines in service and from points of use.

5.3.5.3.1.3. Coordinate disinfection and testing with the Utility.

5.3.5.3.1.4. Obtain and test water samples, unless otherwise provided by the Utility.

5.3.5.3.2. Disinfection Agent – Chlorine:

5.3.5.3.2.1. Liquid Chlorine complying with AWWA B300 and AWWA B301.

5.3.5.3.2.2. Sodium Hypochlorite complying with AWWA B300.

5.3.5.3.2.3. Calcium Hypochlorite complying with AWWA B300.

5.3.5.3.2.4. All disinfecting agents to be NSF 60 certified. Supply and store in the original container.

5.3.5.3.3. Procedure:

5.3.5.3.3.1. Induce a flow of potable water through the pipe.

5.3.5.3.3.2. Operate all valves and hydrants in new main to assure full disinfection. Repeat test procedure if necessary.

5.3.5.3.3.3. Introduce highly chlorinated water to the pipe at a point within 5 pipe diameters of the pipe's connection to an existing potable system, or within 5 pipe diameters of a closed end, if there is no connection to an existing system.

- 5.3.5.3.3.4. Introduce water containing a minimum of 25 mg/L free chlorine until the entire new pipe contains a minimum of 25 mg/L free chlorine.
- 5.3.5.3.3.5. Retain chlorinated water in the pipe for at least 24 hours and no more than 48 hours.
- 5.3.5.3.3.6. Minimum free chlorine residual at pipe extremities; 10 mg/l at end of test period. If requirement is not met, repeat disinfection procedure.
- 5.3.5.3.4. Final Flushing
 - 5.3.5.3.4.1. Flush pipe using potable water until chlorine residual equals that of the existing potable water system.
 - 5.3.5.3.4.2. Dispose of chlorinated water to prevent damage to the environment. Dechlorinate highly chlorinated water from testing before releasing into the ground or sewers. Obtain Utility approval prior to flushing activities.
 - 5.3.5.3.4.2.1. Check with the local sewer department for the conditions of disposal to the sanitary sewer.
 - 5.3.5.3.4.2.2. Chlorine residual of water being disposed will be neutralized by treating with one of the chemicals listed in the following table.

**Amounts of Chemicals Required to Neutralize Various Residual Chlorine Concentrations in
100,000 Gallons of Water**

Residual Chlorine Concentration mg/L	Sulfur Dioxide (SO ₂) lb	Sodium Bisulfite (NaHSO ₃) lb	Sodium Sulfite (Na ₂ SO ₃) lb	Sodium Thiosulfate (Na ₂ S ₂ O ₃ + 5H ₂ O) lb	Ascorbic Acid (C ₆ O ₈ H ₆) lb
1	0.8	1.2	1.4	1.2	2.1
2	1.7	2.5	2.9	2.4	4.2
10	8.3	12.5	14.6	12.0	20.9
50	41.7	62.6	73.0	60.0	104

- 5.3.5.3.5. Pressure and Leak Testing.
 - 5.3.5.3.5.1. Remove debris from within the pipe. Clean and swab out pipe, if required.
 - 5.3.5.3.5.2. Secure unrestrained pipe ends against uncontrolled movement.
 - 5.3.5.3.5.3. Isolate new piping from the existing water system.
 - 5.3.5.3.5.4. Fill and flush all new piping with potable water. Ensure all trapped air is removed. Insert taps to release trapped air.
 - 5.3.5.3.5.5. Pressurize the new pipe to the test pressure at the highest point in the isolated system. Do not pressurize to more than 5 psi over the test pressure at the highest point in the isolated system.
 - 5.3.5.3.5.6. Test and monitor the completed piping system at 1.5 times the system working pressure or 150 psi, whichever is greater, for 2 continuous hours.
 - 5.3.5.3.5.7. If at any time during the test the pressure drops to 5 psi below the test pressure, repressurize the pipe by pumping in potable water in sufficient quantity to bring the pressure back to the original test pressure.
 - 5.3.5.3.5.8. Accurately measure the amount of water required to repressurize the system to the test pressure.
 - 5.3.5.3.5.9. Maximum allowable leakage rate according to AWWA C600:

$$L = \frac{(S)(D)(P)^{1/2}}{148,000}$$

Where:

L = allowable leakage, in gallons per hour

S = length of pipe tested, in feet

D = nominal pipe diameter, in inches

P = average test pressure, in pounds per square inch

The following table assumes an average test pressure (P) of 150 psi and 1,000 feet of test section.

Maximum Allowable Leakage Rate

Pipe Diameter (inches)	Allowable Leakage Rate (gallons/hour/1,000 feet of pipe)
4	0.33
6	0.50
8	0.66
10	0.83
12	0.99
14	1.16
16	1.32
18	1.49
20	1.66
24	1.99
30	2.48
36	2.98

5.3.5.3.5.10. If the average measured leakage per hour exceeds the maximum allowable leakage rate, repair and retest the water main.

5.3.5.3.5.11. If the measured pressure loss does not exceed 5 psi, the test will be considered acceptable.

5.3.5.3.5.12. Examine trench for leakage during test. Repair all visible leaks regardless of the amount of leakage. Repeat test until requirements have been met and approved by the Utility.

5.3.5.3.5.13. After testing is completed, remove corporation cocks if not used for water service connections and install brass plugs.

5.3.5.3.6. Bacteria Sampling

5.3.5.3.6.1. Test water mains according to AWWA C651, including collection of two consecutive sets of acceptable bacteria samples 24 hours apart. If the initial disinfection procedure fails to produce satisfactory bacteriological results or if other water quality is affected, repeat the disinfection procedure.

5.3.5.3.6.2. Collect at least 1 set of samples from every 1,200 feet of the new water main plus 1 set from the end of the line and at least 1 set from each branch.

5.3.5.3.6.3. If test fails, the contractor shall pay for water used for additional testing and flushing.

5.3.5.3.6.4. After completion of disinfection, the Utility will collect bacteriological samples from new mains and the samples will be sent, by the contractor, to a certified, independent laboratory for testing. Samples must test "SAFE". If samples test "UNSATISFACTORY" or "UNSAFE", repeat disinfection procedures until sample tests "SAFE". Contractor will pay for all testing costs.

5.3.5.3.7. Putting Water Main in Service

5.3.5.3.7.1. Put the completed water system in service only after obtaining permission from the Utility.

5.4. Service Line Specifications

5.4.1. General Design Characteristics

- 5.4.1.1. Shall comply with local plumbing and fire codes in addition to the Utility's specifications contained in this Procedural Manual.
- 5.4.1.2. All service lines will be required to have a corporation cock, a curb stop valve, a curb stop box, an unrestrictive ball valve before the meter and an unrestrictive ball valve after the meter.
- 5.4.1.3. Tapping saddles will be required at all times.
- 5.4.1.4. Existing taps and service lines may be used if they meet current standards. If a tap or service line does not meet current standards it must be shut off at the corporation cock and the service line disconnected from the water main. Abandoned water service lines must be shut off at the corporation cock and disconnected from the water main.
- 5.4.1.5. When it is not economically feasible, as determined by the Utility, to place the required water meter inside the building it will be serving, a water meter pit can be installed in accordance with Sections 4.2.5. and 4.3.5. of these specifications.

5.4.2. Materials

5.4.2.1. Tapping Saddles

- 5.4.2.1.1. All services shall have saddles that are nylon coated with a double stainless steel strap.

5.4.2.2. Service Lines

- 5.4.2.2.1. Minimum size of a service line is three-fourths (3/4) inch.
- 5.4.2.2.2. Service lines three-fourths (3/4) inch through two (2) inches.
- 5.4.2.2.3. Type K (heavy) soft annealed and seamless copper that complies with ASTM B 88 or polyethylene, Class 200 that complies with AWWA C901.
- 5.4.2.2.4. Iron or lead service lines are strictly prohibited.
- 5.4.2.2.5. Use approved copper pipe with brass fittings or polyethylene pipe from the water main to the water meter.
- 5.4.2.2.6. PVC pipe is only allowed under roadways or as specifically authorized by the Utility. PVC shall meet standards of ASTM D 1785, Schedule 80, Type S joints. Copper pipe and polyethylene pipe also allowed under roadways.
- 5.4.2.2.7. Brass pipe not allowed unless specifically authorized by the Utility. When duly authorized, brass pipe shall be red, seamless, according to ASTM B 43.
- 5.4.2.2.8. Service lines larger than two (2) inches shall be ductile iron. The ductile iron will be cement-mortar lined, ANSI A21.50, class 52 mechanical or push joint pipe. C-900 PVC pipe will also be allowed and shall be installed to water main specifications using push joint pipe.
- 5.4.2.2.9. Install tracer wire with all polyethylene and pvc services meeting requirements in Sections 3.2.9. and 3.4.5.

5.4.2.3. Corporation Cocks

- 5.4.2.3.1. All three-fourths (3/4) inch through two (2) inch corporation cocks shall be made of brass and conform to AWWA C800 standard.
- 5.4.2.3.2. They shall be suitable for tapping PVC or iron pipe as applicable and use of flared copper pipe or polyethylene pipe.
- 5.4.2.3.3. All taps larger than two inches will be made with an approved tapping tee and valve.

5.4.2.4. Curb Stop Valves and Boxes

- 5.4.2.4.1. Curb stop valves shall be made of brass and conform to AWWA C800 standard.

- 5.4.2.4.2. They shall be a ninety (90) degree turn valve for flared copper or polyethylene service pipe.
- 5.4.2.4.3. A gate valve shall be used instead of curb box for service lines larger than two inches.
- 5.4.2.4.4. Curb stop boxes shall be metal with a sliding extension, arch pattern base, stationary rod and lid.
- 5.4.2.5. Water Meter Pits: All water meter pits shall be Mueller/McCullough pits.
Mueller/McCullough thermal coil meter box with insulating pad and locking lid may be used for five-eighths (5/8) inch to two (2) inch meters, or approved equal.

5.4.3. Design and Installation

5.4.3.1. Taps

- 5.4.3.1.1. All taps must be made using an approved tapping saddle.
- 5.4.3.1.2. All three-fourths (3/4) and one (1) inch taps will be made on the upper half of the water main at a forty-five (45) degree angle. Taps one and one-half (1 1/2) inch and larger can be made at a ninety (90) degree angle.
- 5.4.3.1.3. A four (4) inch main will not receive a tap larger than three-fourths (3/4) inch.
- 5.4.3.1.4. No multiple taps.

- 5.4.3.2. Service Line: All service lines will have at least five feet of ground cover to protect it from freezing.

5.4.3.3. Curb Stop Box

- 5.4.3.3.1. The curb stop will be located at least six (6) feet but not more than eight (8) feet from the property line, in the public right-of-way unless otherwise directed by IMU's water department.
- 5.4.3.3.2. The curb stop shall be marked with a wooden or steel post painted blue. The post shall extend at least three (3) feet above the ground. This post can be removed and the curb stop box brought to ground level at the time of final inspection.

5.4.3.4. Water Meters

- 5.4.3.4.1. All meters shall have a radio read attachment.
- 5.4.3.4.2. All meters shall have an unrestrictive ball valve before the meter and an unrestrictive ball valve after the meter with the following spacing of valves:

5/8" Meter	11-3/4"
3/4" Meter	13-3/4"
1" Meter	15-3/4"
1-1/2" Meter	13-1/4"
2" Meter	17-1/4"

- 5.4.3.4.3. The water meter shall be located so it will be accessible for meter readers and meter repair personnel. All meters shall be placed not more than six (6) feet from a floor drain.
- 5.4.3.4.4. All meters shall be installed in a horizontal position.
- 5.4.3.4.5. Water meters shall be installed by utility personnel.
- 5.4.3.4.6. Clearance Around Meter: Five-eighths (5/8) to one (1) inch meters must have an unobstructed accessibility of twenty-four (24) inches on one side (front only) and at least eight (8) inches of clearance on all other sides. Meters larger than one (1) inch must have an unobstructed accessibility of thirty-six (36) inches on one side (front only) and at least twelve (12) inches on all other sides.
- 5.4.3.5. Water Meter Pits
 - 5.4.3.5.1. All water meter pits are to be placed on private property.

- 5.4.3.5.2. The pit shall have a minimum depth of five (5) feet below grade.
- 5.4.3.5.3. The water meter will be installed so the meter is at least twelve (12) inches off the bottom of the meter pit.

5.5. Backflow Prevention

5.5.1. General

5.5.1.1. Hazard Definitions

5.5.1.1.1. Reduced Pressure Principal backflow preventer (RPP)

5.5.1.1.1.1. Generally used in high hazards or as otherwise required by the Utility. High hazards are those determined by the Utility to cause an impairment of the quality of potable water by creating an actual hazard to the public health through poisoning or through the spread of disease by sewage, industrial fluids, or waste.

5.5.1.1.1.2. A properly designed air gap at the water service entrance may be substituted for a RPP as specifically allowed by the Utility and only as installation as containment devices.

5.5.1.1.2. Double Check Valve Assembly (DCVA)

5.5.1.1.2.1. Generally used in low hazards or as otherwise required by the Utility. Low hazards are those determined by the Utility to cause an impairment of the quality of potable water to a degree which does not create a hazard to the public health, but which does adversely and unreasonably affect the aesthetic qualities of potable waters for domestic use.

5.5.1.1.2.2. Consists of two independently acting, internally loaded check valves, four properly located test cocks, and two isolation valves.

5.5.1.1.3. Other types of backflow prevention devices may be required by the Utility for isolation purposes.

5.5.1.2. RPP device specifically required for the following types of facilities and conditions:

- 5.5.1.2.1. Breweries, distilleries, bottling plants (health/containment hazard).
- 5.5.1.2.2. Car washes.
- 5.5.1.2.3. Chemical plants.
- 5.5.1.2.4. Dairies (health/containment hazard).
- 5.5.1.2.5. Dentist office.
- 5.5.1.2.6. Die works.
- 5.5.1.2.7. Fertilizer plants.
- 5.5.1.2.8. Film laboratories or processing plants.
- 5.5.1.2.9. Fire protection systems (subject to other sections of these Procedures).
- 5.5.1.2.10. Food and beverage plants (health/containment hazard).
- 5.5.1.2.11. Hospitals, clinics, and medical offices.
- 5.5.1.2.12. All irrigation systems (supersedes UPC provisions).
- 5.5.1.2.13. Laboratories.
- 5.5.1.2.14. Laundries and dry cleaning plants.
- 5.5.1.2.15. Machine tool plants (health/containment hazard).
- 5.5.1.2.16. Metal processing plants (health/containment hazard).
- 5.5.1.2.17. Morgues and mortuaries.
- 5.5.1.2.18. Nursing homes.
- 5.5.1.2.19. Packing houses and rendering plants.
- 5.5.1.2.20. Paper products plants.

- 5.5.1.2.21. Pesticide manufacturing or handling facilities (exterminators).
 - 5.5.1.2.22. Petroleum processing plants.
 - 5.5.1.2.23. Petroleum storage yard (health/containment hazard).
 - 5.5.1.2.24. Pharmaceutical or cosmetic plant.
 - 5.5.1.2.25. Piers, docks or waterfront facilities.
 - 5.5.1.2.26. Power plants.
 - 5.5.1.2.27. Radioactive materials plants.
 - 5.5.1.2.28. Restaurants with soap ejectors and/or industrial type disposal.
 - 5.5.1.2.29. Rubber plants.
 - 5.5.1.2.30. Sand and gravel plants.
 - 5.5.1.2.31. Schools.
 - 5.5.1.2.32. Swimming pools.
 - 5.5.1.2.33. Sewage treatment plants.
 - 5.5.1.2.34. Tall buildings (over 3 stories or with booster pump).
 - 5.5.1.2.35. Veterinary establishments.
 - 5.5.1.2.36. Premises having an auxiliary water system not connected to the public water system.
 - 5.5.1.2.37. Premises having a water storage tank, reservoir, pond, or similar source.
 - 5.5.1.2.38. Premises heated by steam or hot water, or cooling systems where chemical water conditions are or may be used.
 - 5.5.1.2.39. Premises having submerged inlets to equipment.
 - 5.5.1.2.40. Premises having self-draining yard hydrants, fountains, hose boxes, or similar devices.
 - 5.5.1.2.41. Others specified by the Utility.
- 5.5.2. Component Materials
- 5.5.2.1. Assemblies for containment
 - 5.5.2.1.1. Meets requirements of ANSI-AWWA Standard C510 or C511.
 - 5.5.2.1.2. Listed by the International Association of Plumbing and Mechanical officials.
 - 5.5.2.2. Assemblies for containment in a fire protection system
 - 5.5.2.2.1. Meets requirements of Factory Mutual Research Corporation (FM), Underwriters Laboratory (UL), Section 5.2.1. and other applicable city building and fire codes.
 - 5.5.2.2.2. Devices smaller than 2 ½" not listed by UL and tested by FM may be allowed upon approval by the Utility.
- 5.5.3. Design and Installation
- 5.5.3.1. Design
 - 5.5.3.1.1. Assemblies for containment – water services
 - 5.5.3.1.1.1. Air gap or approved reduced pressure principle backflow prevention assembly for water services having one or more cross connections which the Utility classifies as a high hazard.
 - 5.5.3.1.1.2. Approved double check valve assembly for water services having no high hazard cross connections but having one or more cross connection which the Utility classifies as a low hazard.
 - 5.5.3.1.2. Assemblies for containment – fire protection systems
 - 5.5.3.1.2.1. Submit plans, including backflow prevention devices, to the Indianola Fire Chief in addition to other applicable authorities.

5.5.3.1.2.2. Reduced pressure principle backflow prevention assembly on new and existing fire protection systems determined to have any of the following:

5.5.3.1.2.2.1. Direct connections from public water mains with an auxiliary water supply on or available to the premise for a pumper connection.

5.5.3.1.2.2.2. Interconnections with auxiliary supplies such as reservoirs, rivers, ponds, wells, mills, or other industrial water systems.

5.5.3.1.2.2.3. Use of antifreezes or other additives in the fire protection system.

5.5.3.1.2.2.4. Combined industrial or domestic with high hazard and fire protection systems supplied from the public water mains only, with or without gravity storage or pump suction tanks.

5.5.3.1.2.2.5. Any other facility, connection, or conditions which may cause contamination.

5.5.3.1.2.3. Double check valve assembly required for all other fire protection systems on new systems at the time of installation and on existing systems at the time they are upgraded.

5.5.3.2. Installation

5.5.3.2.1. The required assemblies for containment shall be installed in the horizontal plumbing immediately following the meter or as close to that location as deemed practical by the Utility. It shall be located upstream from any branch piping. This installation method does not eliminate the responsibility of the customer to protect the Utility's water distribution system from contamination or pollution between the backflow prevention assembly and the water main.

5.5.3.2.2. Reduced pressure principal backflow assemblies shall not be installed so as to be protected from flooding; nor in underground vaults or pits.

5.5.3.2.3. Thermal expansion shall be provided for when installing an assembly for containment where hot water is used within the water system.

5.5.3.2.4. Provisions shall be made to convey the discharge of water from reduced pressure principle backflow assemblies to a suitable drain.

5.5.3.2.5. No assemblies shall be installed in a place where it would create a safety hazard, such as, but not limited to, over an electrical panel or above ceiling level.

5.5.3.2.6. A second assembly, sized to handle temporary water flow needed during testing or repairs, may be installed in parallel piping.

5.5.3.2.7. All assemblies shall be installed so they are accessible for testing.

5.5.3.2.8. Shut-off valves shall be installed and meet the appropriate requirements contained in these Procedures.

5.6. Standard Drawings

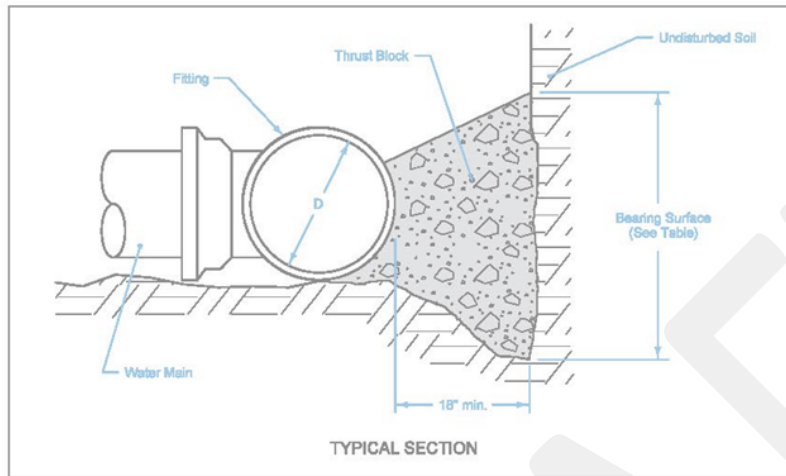
The following Standard Drawings are hereby incorporated by reference. The Utility may update these drawings as appropriate. Updates by parties issuing Standard Drawings must be approved by the Utility prior to being incorporated by reference.

SUDAS SW-104 Pressure Pipe Trench Bedding

SUDAS WM-101 Thrust Blocks (2 Sheets)

SUDAS WM-102 Tracer System

SUDAS WM-201 Fire Hydrant Assembly



Extend thrust blocks to undisturbed soil. Excavation into trench wall may be necessary.

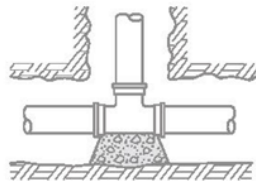
Form vertical surfaces of poured concrete thrust blocks except on bearing surface.

Encase all fittings in polyethylene wrap. Do not allow concrete to directly contact joints or fitting bolts.

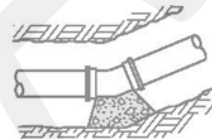
Diameter of Pipe, D (inches)	MINIMUM BEARING SURFACE (sf)				
	Bends				Tees and Dead Ends
	11 $\frac{1}{2}$ ^o	22 $\frac{1}{2}$ ^o	45 ^o	90 ^o	
4	1	1	2	4	3
6	1	2	4	8	6
8	2	4	7	14	10
10	3	6	11	21	15
12	4	8	18	29	21
14	5	11	21	39	28
16	7	14	27	50	36
18	9	17	34	63	45
20	11	21	42	78	55
24	15	31	60	111	78
30	24	47	92	171	120
36	34	67	132	244	173

Minimum surface area based on water pressure of 150 psi and allowable soil pressure of 1,000 psf.

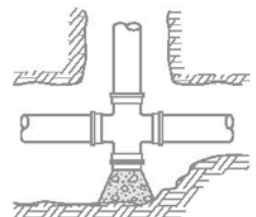
TEES



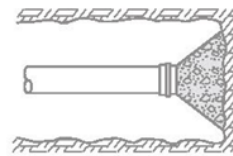
BENDS



CROSSES

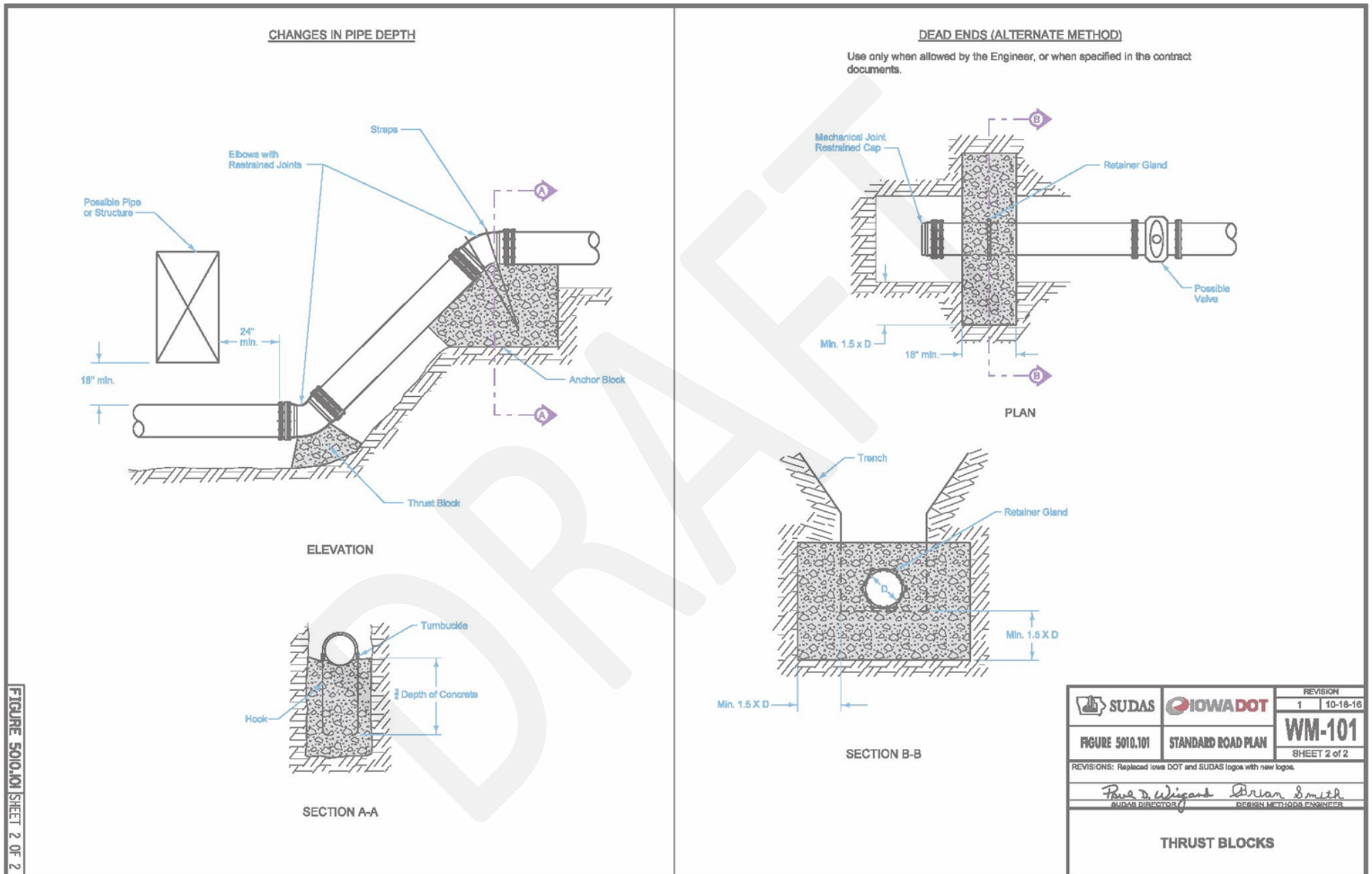


DEAD ENDS



TYPICAL PLAN

SUDAS	IOWA DOT	REVISION
		1 10-18-16
FIGURE 5010.101	STANDARD ROAD PLAN	WM-101
		SHEET 1 of 2
REVISIONS: Replaced Iowa DOT and SUDAS logos with new logos.		
Paul D. Wigard SUDAS DIRECTOR		Brian Smith DESIGN METHODS ENGINEER
THRUST BLOCKS		



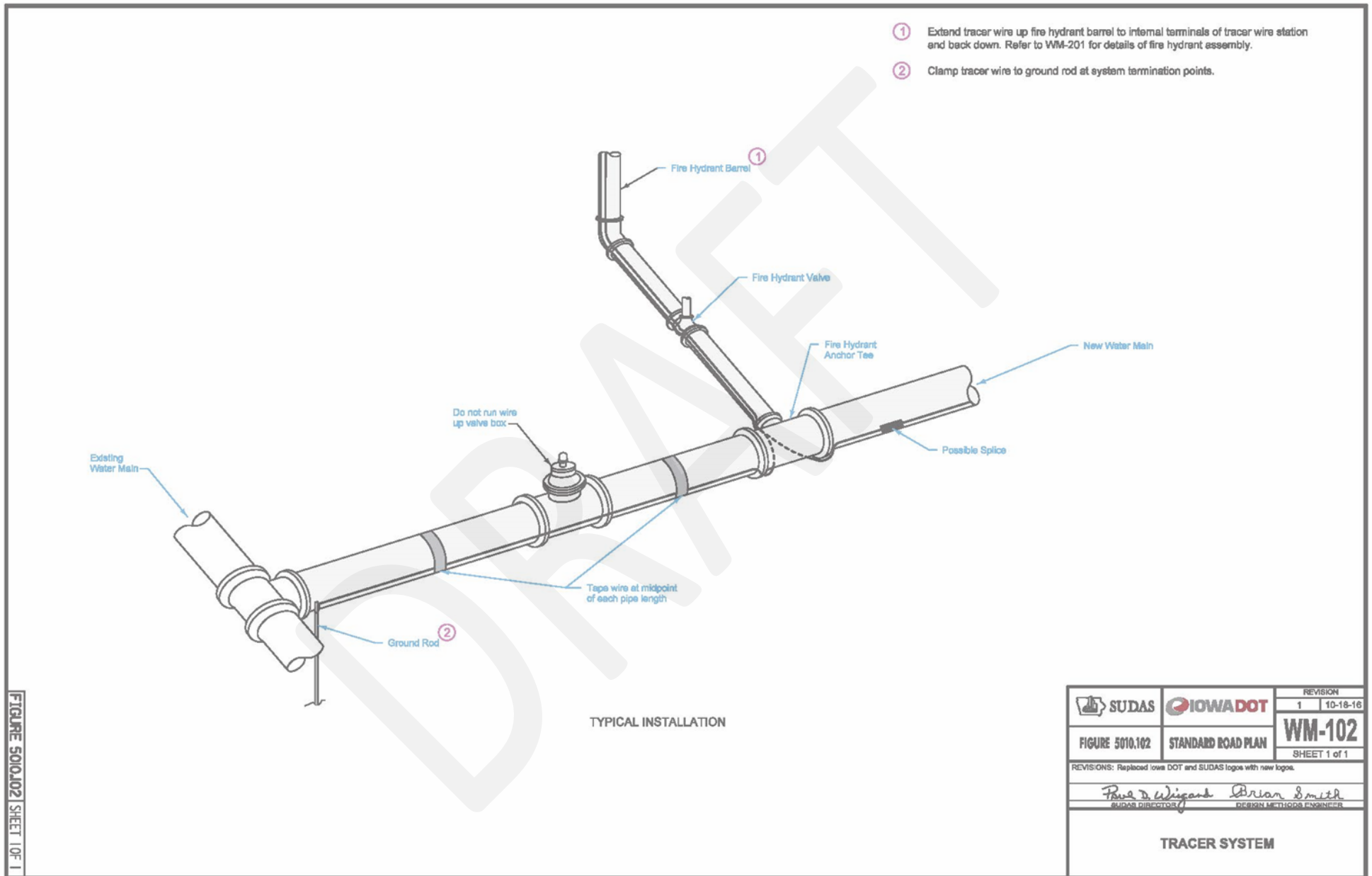
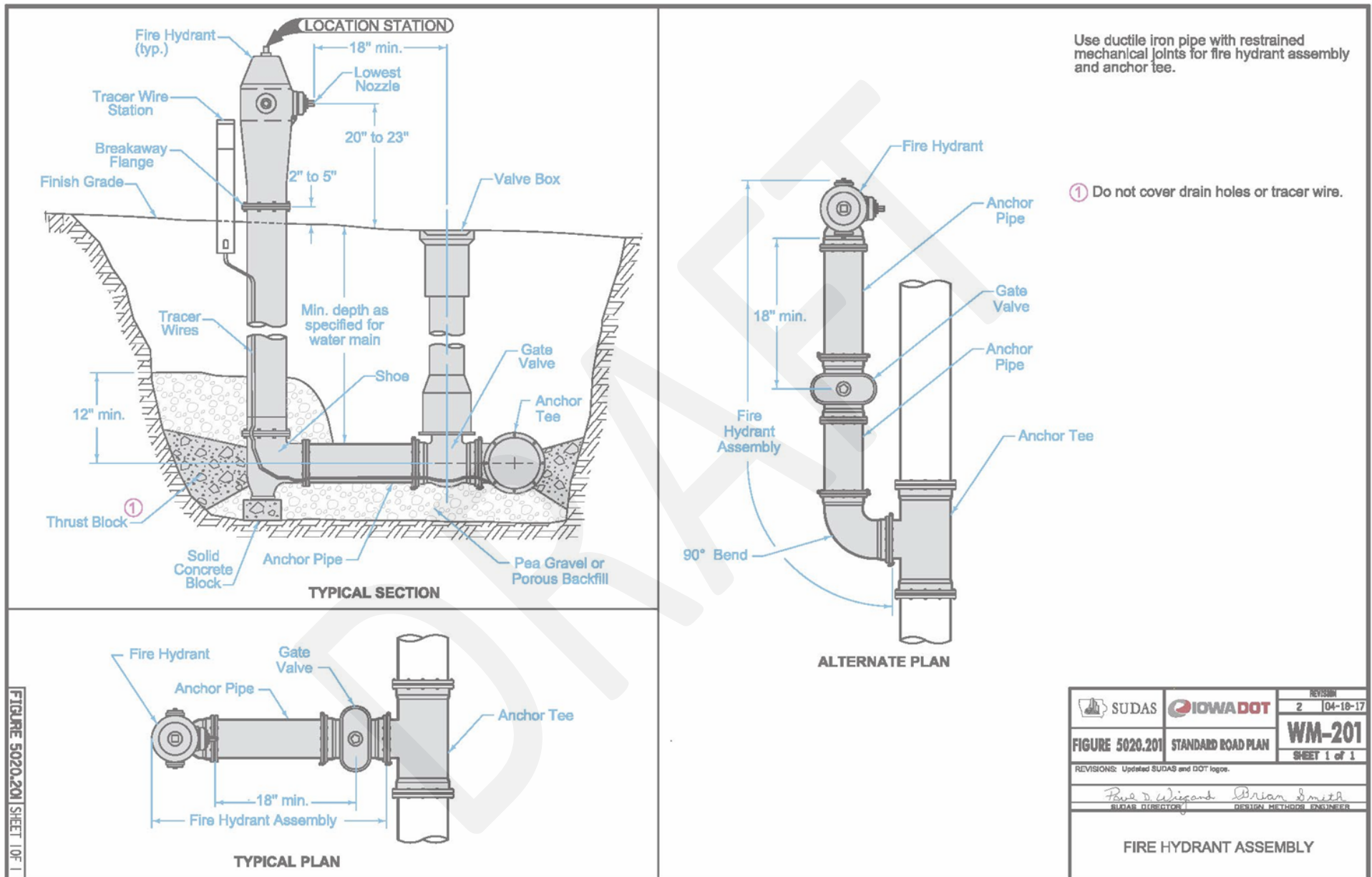


FIGURE 5010.102 SHEET 1 OF 1



DIVISION 6: STRUCTURES FOR SANITARY AND STORM SEWERS

Section 6010: Structures for Sanitary and Storm Sewers

2.03, Cast-in-Place

B. (ADD THE FOLLOWING 2ND SENTENCE) Reinforcement: All reinforcement for cast-in-place structures shall be epoxy coated.

2.09, Manhole or Intake Adjustment Rings (Grade Rings)

A.1: (ADD) for storm sewer structures only.

A.2. High Density Polyethylene Adjustment Rings:

e. (ADD) For storm sewer structures only.

f. (ADD) Do not use high density polyethylene (HDPE) adjustment rings in either PCC or HMA street pavement, either public or private.

A.3. Expanded Polypropylene Adjustment Rings:

d. (ADD) Cretex Pro-Rings shall be used for sanitary sewer manholes. At the contractor's option, may be used for storm sewer structures.

e. (ADD) No more than 12" of rings to be used. Contractor must contact City staff from Water Pollution Control Department for proper installation of rings.

B. (REPLACE) Ensure the inside diameter of the adjustment ring is not less than the inside diameter of the manhole frame or not less than the inside dimension of the intake grate opening. The maximum amount of horizontal adjustment allowed to be made with adjusting rings is 3 inches.

C. (ADD) Manhole adjustment rings are not required to have pre-formed or pre-drilled holes for the anchor bolts.

D. (ADD) Construct manholes with the following adjustment ring stack heights:

a. (REPLACE) Minimum: 4 inches for new manholes. No minimum for rehabilitation projects.

b. (REPLACE) Maximum: 12 inches or three courses of rings for new manholes; 16 inches or four courses of rings for existing manholes.

E. (ADD) Construct intakes with the following adjustment ring stack heights:

a. (REPLACE) Minimum: 2 inches for new manholes. No minimum for rehabilitation projects.

b. (REPLACE) Maximum: 8 inches or two courses of rings for new intakes.

2.10, Castings (Ring, Cover, Grate, and Extensions)

C. Casting Types

1. Manholes: (REPLACE) Unless otherwise specified in the contract documents, adjustable three-piece castings will not be allowed. All manhole castings situated in a floodplain shall have bolt-down covers. Concrete box outs for manholes in PCC paving shall comply with figure PV-103. Concrete box outs for manholes in HMA paving shall comply with figure PV-201. All manholes in paving shall be gasketed. The following table lists the manhole casting types.

a. Comply with Figures 6010.601, East Jordan 3025 and the contract documents.

1. (ADD) Sanitary manholes in paving shall be East Jordan 302511A01 or East Jordan 302514A01 bolt down for Flood Plain areas. Once casting is set to proper height, City staff needs to inspect them before paving can commence. No Boxouts are required when using East Jordan 3025 castings in pavement. If needed, contact City staff on proper installation. No Chimney Seals required.
 2. (ADD) Sanitary manholes outside of paving shall be SW-601, A or SW-601, C bolt down for Flood Plain areas.
 3. All sanitary sewer manhole lids shall be stamped to produce raised lettering with "Sanitary Sewer".
2. Intakes:
- a. Comply with Figures 6010.602, 6010.603, 6010.604, and the contract documents.
 1. (ADD) Driveway grates shall be Type Q per Figure 6010.603.
 2. (ADD) Curb inlet grates shall be Type R per Figure 6010.603.
 - b. (REPLACE) All storm sewer castings shall be stamped to produce raised lettering with "DUMP NO WASTE – DRAINS TO RIVER" or similar message assuring NPDES compliance.

2.11 Additional Materials for Sanitary Sewer Manholes

A. Infiltration Barrier

2. (Delete) Internal Chimney Seal: Delete this item in its entirety.

B. Riser Section Coating

1. (REPLACE) Exterior: All exterior concrete surfaces shall have bituminous waterproofing on all sanitary sewer manhole sections.

C. Internal Lifting Rings: Any Internal Lifting Rings must be filled in (Grouted) smooth with the interior wall of manhole.

D. Concrete Admixture: All Manholes shall contain a concrete admixture Con(MIC) Shield Anti Bacterial Admixture as manufactured by CONSHIELD TECHNOLOGIES, INC., or Approved Equal.

E. Manhole 15 feet or Deeper: Any manhole 15 feet or deeper will require a minimum of 1-foot extension outside the manhole walls. Unless noted otherwise on the contract documents.

2.13 Steps

Delete: Entire Section. Steps are not allowed.

3.01 General Requirements for Installation of Manholes and Intakes

J. Casting:

(REPLACE) Install the type of casting specified in the contract documents and adjust to proper grade. Where a manhole or intake is to be in a paved area, adjust the casting to match the slope of the finished surface. Attach a casting frame to the structure with two anchor bolts.

1. (ADD) Unless otherwise specified in the contract documents, adjustable three-piece castings will not be allowed.
2. (ADD) All manhole castings situated in a floodplain shall have bolt-down covers.

3. All sanitary sewer manhole castings must be bolted to the top of manhole using a minimum of two (2) half inch (1/2") steel anchor rods.

3.05 Connection to Existing Manhole or Intake

C. Sanitary Sewer

3. (DELETE) Cut and Chipped Opening (Knock-out): Delete Entire Section.

DIVISION 7: STREETS AND RELATED WORK

Section 7010 – Portland Cement Concrete Pavement

1.07 Special Requirements

A. (ADD) Pavement Thickness:

Minimum PCC Pavement Thickness			
Street Classification	Pavement Thickness		
	Commercial / Industrial	Residential	Rural
Local (on grade) *	8" (7" Reinforced)	8" (7" Reinforced)	8" (7" Reinforced)
Local (on minimum 6" subbase)	7"	7"	7"
Minor Collector (on minimum 6" subbase) *	8"	8"	8"
Major Collector (on minimum 6" subbase)	Special Design (See SUDAS Design Manual Section 5F)		
Minor/Major Arterial	Special Design (See SUDAS Design Manual Section 5F)		

Note: * Load Transfer Devices Required

Minimum HMA Pavement Thickness									
Street Classification	Surface Course Thickness			Intermediate/ Base Course Thickness			Total Pavement Thickness including Surface Course		
	C/I	Res	Rural	C/I	Res	Rural	C/I	Res	Rural
Local	2"	2"	2"	7"	6"	7"	9"	8"	9"
Minor Collector	2"	2"	2"	8"	7"	7"	10"	9"	9"
Major Collector	Special Design (See SUDAS Design Manual Section 5F)								
Minor / Major Arterial	Special Design (See SUDAS Design Manual Section 5F)								

Note:

C/I = Commercial/Industrial at 5% Trucks.

Intermediate/Base Course Thickness may be reduced 1" for every 6" of subbase material placed up to 12" of subbase material.

- B. (ADD) Contractor shall provide a minimum of 48-hour advance notice (excluding weekends and holidays) to the Engineer and the Jurisdiction for pavement pours.

- C. (ADD) Contractor shall notify Engineer of pavement joint sawing operations which must be performed during the Indianola Noise Ordinance between the hours of 9:00 pm and 6:00 am on weeknights and between the hours of 9:00 pm and 8:00 am on weekends. “
- D. (ADD) When placing PCC, the Contractor shall protect adjacent fixtures from concrete splatter or direct contact with the concrete. Fixtures include but are not limited to light poles, light pole bases, controller cabinets, hand holes, buildings, manhole lids, water valve lids, fire hydrants, intakes, castings, etc.

1.08 Measurement and Payment:

A. PCC Pavement:

2. Payment

- a. (ADD) No additional payment will be made when protection is necessary as described in Section 7010.3.05.A.1.

3.02 Pavement Construction

C. Surface Fixture Adjustment:

- 4. (ADD) Valve boxes and similar fixtures within areas to be paved without boxouts shall be adjusted to within 0.5 inches of the finished vertical grade prior to paving. Adjustments greater than 0.5 inches with the plastic concrete shall not be allowed.

F. Concrete Pavement Placement:

- 1. (REPLACE) Use a slip-form paving machine for all pavement 8.5 feet or more in width and 150 feet or more in length. For pavement sections less than 8.5 feet in width and/or less than 150 feet in length, screed finish methods may be used.

3.03 Curb and Gutter Construction (See Figure 7010.102)

- B. (REPLACE) Use a paving machine for curb and gutter sections 150 feet or more in length. For curb and gutter sections less than 150 feet in length, hand finish methods may be used.

3.07 Quality Control

D. Pavement Thickness

- 5. (ADD) Core samples will be required if deficiencies are determined in concrete yields or thickness deficiencies are suspected by the Engineer.

Section 7030 – Sidewalks, Shared Use Paths, and Driveways

2.07 Detectable Warnings

- A. (ADD) For 4' sidewalk and 5' sidewalk, detectable warning panels (truncated domes) shall be Cast In Place Replaceable in Clay Red (Federal Color No. 22144) manufactured by ADA Solutions, Inc. or an Engineer approved equivalent.
- B. (ADD) For sidewalk and shared use path more than 8' wide, detectable warning panels (truncated domes) shall be Duralast® cast iron in Natural finish (uncoated) manufactured by EJ Group, Inc. or an Engineer approved equivalent. Unless otherwise specified in the contract documents, the Contractor shall utilize radial plates when abutting intersection radii.

3.04 PCC Sidewalks, Shared Use Paths, and Driveways

A. Form Setting:

6. (ADD) The turning space for a sidewalk or shared use path shall be formed separately from the adjoining ramps and sidewalk or shared use path.

B. Concrete Pavement Placement:

2. Sidewalk:

- g. (ADD) The turning space for a sidewalk or shared use path shall be formed separately from the adjoining ramps and sidewalk or shared use path.

3.10 Cleaning

- D. (ADD) The Contractor shall clean the detectable warning panels of all superfluous concrete and plastic covering after the concrete is cured such that the panel surface is clean and the truncated surface is fully functional.

3.12 Sidewalk and Curb Ramp Compliance

(REPLACE) Compliance with cross slopes and grades, as well as all other elements, for sidewalks and curb ramps is crucial. If the construction cannot be completed as specified in the contract documents, it may be necessary to adjust slopes within the accepted legal limitations. Contact the Engineer prior to placement of the concrete if changes from the values specified in the contract documents are being made.

- A. The Contractor is responsible for constructing all new pedestrian facilities in accordance with the plans, specifications, and applicable standards. Pedestrian facilities include sidewalks, shared use paths, pedestrian ramps, and crosswalks.
 1. The Engineer can provide assistance and guidance on plan interpretation, upon request. However, the Contractor is solely responsible for implementing the plans.
 2. The design and construction parameters of pedestrian ramps are relatively narrow. Minor errors in formwork or pavement finishes can significantly affect the final results. Because of this, special care and attention shall be taken when setting formwork and/or finishing the various elements of pedestrian ramps including but not limited to adjacent curb and gutter, ramp lip, detectable warning placement, widths, running slopes, and cross slopes.
 3. The Contractor installing the pedestrian facilities shall have a set of the contract documents on site at all times.

DIVISION 8: TRAFFIC CONTROL

Section 8010 – Traffic Signals

2.02 Detection

B. Pedestrian Push Button Detectors

5. (ADD) Type and Model of push button shall be specified or approved by Jurisdictional.

2.04 Cabinet and Controller

A. NEMA Controller, Cabinet, and Auxiliary Equipment:

1. Controller: (REPLACE) Controller shall be Naztec.

C. Emergency Vehicle Preemption System: EVP System shall be Opticom®.

Section 8020: Pavement Markings

3.02 Construction

B. Surface Preparation:

5. (ADD) Contractor shall use a high-pressure water system (water blasting) for cleaning unless air temperature is 32 degrees (freezing point) or below. If air temperature is below the freezing point, then surface grooving per 8020.3.02.J may be allowed with approval of the Engineer. Payment shall be per station (100 lf) of finished markings.
6. (ADD) Removal of existing pavement markings may be by vacuum blasting, shot blasting, or high-pressure water blasting. Open abrasive blasting without containment will not be allowed. The equipment and method used shall be recommended by the manufacturer. Pavement grinding or grooving for removal of pavement markings, symbols or legends will not be allowed.

L. (ADD) Temporary Striping:

1. General:
 - a. Temporary pavement striping shall be utilized solely to provide striping over the winter months if permanent striping cannot be established prior to the winter shutdown.
 - b. Temporary pavement striping accomplished without the prior written permission of the engineer will not be eligible for payment. Any temporary striping work occurring after the expiration of the current contract time also will not be eligible for payment but will be required prior to the issuance of winter shutdown orders.
 - c. If portions of the project have been previously completed and can be striped, but have not been prior to the winter shut down, these areas shall receive temporary pavement striping at no cost to the City.

Section 8030 – Temporary Traffic Control

1.07 Special Requirements

- E. (ADD) The Contractor shall be responsible for necessary temporary traffic control placement unless otherwise shown on plans to accommodate their operations.

G. (ADD) Restricting Parking:

The Contractor is responsible for installing, maintaining, and removing temporary “No Parking” signage for the project at all locations where on-street parking needs to be restricted. This includes posting the temporary “No Parking” signs prior to beginning work on streets or rights-of-way within the construction zone. It also includes posting signage along all detour routes where on-street parking needs to be removed to allow a two-lane traffic facility.

These temporary “No Parking” signs shall be placed at least 48 hours prior to construction. The Contractor will be responsible for maintaining signage needed along the detour routes and construction zone for the duration of the project. The temporary “No Parking” signs shall be removed, by the Contractor, within 48 hours after all construction activities have been completed and equipment has been removed from the site. The Contractor shall replace any destroyed, damaged, or missing temporary “No Parking” signs as needed.

The temporary no parking signage shall be included in the general traffic control bid item. This signage shall be posted as needed on side streets during the appropriate construction phase.

1. If there is no traffic control bid item, the costs for all required temporary traffic control shall be incidental to the project costs.

DIVISION 9: SITE WORK AND LANDSCAPING

Section 9010: Seeding

3.02 – Area of Seeding:

- A. (ADD) Mobilize within 72 hours of a written order with sufficient labor, equipment, and materials to seeding work as ordered or approved by Engineer. Complete work within 7 calendar days of a written order.
- B. (ADD) Failure to mobilize and complete work within such time period, will result in a deduction of \$750.00 per calendar day from payment due under the contract, except when Engineer extends such time period.

Section 9040 - Erosion and Sediment Control

3.07 Filter Socks (Figure 9040.102)

A. Installation:

7. (ADD) Do not install filter socks on uneven ground where water can easily undermine the sock.

City of Indianola
RESOLUTION NO _____

**RESOLUTION ADOPTING THE IOWA STATEWIDE URBAN DESIGN AND STANDARD
SPECIFICATIONS, 2021 EDITION, FOR PUBLIC IMPROVEMENTS**

WHEREAS, the City of Indianola has not adopted any standards for public improvements completed within the City, and

WHEREAS, it is in the best interest of the City of Indianola to formally designate the Statewide Urban Design and Specification (SUDAS) as the standard for public improvements completed within the city.

WHEREAS, the City of Indianola has been an active member of the Committee that prepared and implemented said SUDAS specifications, and

WHEREAS, these standards and construction specifications, along with the supplemental specifications, will be used to design and construct public improvements within the City; and

WHEREAS, it is the opinion of this City Council that it would be in the best interest of the City of Indianola to adopt said design standards and construction specifications.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Indianola, Iowa that the SUDAS Design Manual, 2021 Edition, and the SUDAS Standard Specifications Manual, 2021 Edition, are hereby approved and adopted as the standard specification for public improvements completed within the City of Indianola, Iowa.

BE IT FURTHER RESOLVED that the 2021 City of Indianola General Supplemental Specifications to the SUDAS Standard Specifications Manual shall be further adopted as the addendum to the standard specification for public improvements completed within the City of Indianola, Iowa.

ADOPTED AND APPROVED this 1st day of March 2021.

Pam Pepper, Mayor

ATTEST:

Andrew J. Lent, City Clerk/CFO

Meeting Date: 03/01/2021

Subject

Resolution concerning duties and responsibilities associated with the integration of construction projects between Warren County, Iowa and the City of Indianola, Warren County, Iowa.

Information

Roll call is in order.

Fiscal Impact

Attachments

Memorandum

Attorney Correspondence

Resolution Concerning Duties

Exhibit A

Exhibit B



COMMUNITY DEVELOPMENT

To: Mayor and City Council
From: Charlie E. Dissell, Community and Economic Development Director
CC: Ryan Waller, City Manager
Date: February 24, 2021
Re: Resolution Concerning Duties and Responsibilities Associated with the
Integration of Construction Projects between Warren County, Iowa and the City
of Indianola, Warren County, Iowa

As the Council is aware, the City of Indianola is in the process of designing a capital project that will enhance the streetscape elements in and around the Downtown Square. This Streetscape project is a product of the Downtown Square Master Plan, which is a plan that was adopted based on the recommendations of a 24-member citizen lead Steering Committee comprised of mainly business owners and event organizers around the Square, but also included Simpson College, Warren County Economic Development, and the Indianola Chamber.

Over the past three weeks, the City has been made aware of various concerns from the County and the County's contractors on the Warren County Justice Center as to the coordination and integration of the City's Streetscape Project and the County's Justice Center Project. The City has worked to respond to the questions, comments and concerns received, and that is reflected in the two exhibits attached to the proposed resolution.

Attached to this memo is a letter from Warren County Attorney Douglas A. Eichholz requesting the City Council adopt a resolution "to avoid ambiguity between the parties (City and County)". Staff, as well as Legal Counsel, have reviewed the request and offer the proposed resolution expressing the City's commitment that the Streetscape Project is being designed to operate within the parameters of the existing Justice Center design, that the City is committed to being responsible for preparing all legal documents associated with the right-of-way transfer for the Square, that the City intends to be responsible for all maintenance within the proposed right-of-way sans sidewalk maintenance on the Justice Center side of the Square that would fall on the County, and that the City is committed to working/coordination the Streetscape project with the County and it's Justice Center project to ensure that there are no delays to either project because of the other's project.

I will attend the March 1st Council meeting if you have any questions.



OFFICE OF THE WARREN COUNTY ATTORNEY
DOUGLAS A. EICHHOLZ, COUNTY ATTORNEY

- R. Alex Crabb, First Assistant
- Tracie Sehnert
- Eric Anderson
- Dawn Bowman
- Brianna Hardman
- John Judisch

- Jamie Morawski, Office Manager
- Sundi Smith, Director of Victim Services

February 11, 2021

To: Ryan Waller, Indianola City Manager
From: Douglas A. Eichholz

Re: Indianola Streetscape Project

Mr. Waller,

This letter serves as a follow-up from our meetings on February 9, 2021 and February 10, 2021 regarding the Indianola Streetscape Project. As I have previously stated, my concerns regarding the property lines/right-of-way center on the oral nature of the agreements surrounding the entirety of your project. I hear city officials say this, that, or the other thing, but I haven't seen a resolution from the City Council that confirms what we are being told. As we both know these oral statements are not binding on either party. To avoid any ambiguity between the parties, the County would like the following from the Indianola City Council (Council):

- The Council will adopt a resolution that binds them to paying for all portions of the City's Streetscape Project that impact Warren County. The resolution will clearly state that all portions of the Streetscape Project will operate within the parameters of the existing Justice Center design. For example, if the design of the Justice Center causes an impact to the Streetscape Project, the City will bear the costs to alter its project to conform to the Justice Center project and the County will not be told to alter its design or bear the alteration costs.
- The Council will adopt a resolution that states it will prepare the legal documents necessary to establish the Square's property lines and right-of-way. The County will have an opportunity to review these documents and offer objections. The County and City will work collaboratively to resolve any objections.
- The Council will adopt a resolution that memorializes that the City will be responsible for all maintenance on the Square outside of the County's property lines. The final agreement between the parties should state that the City's actions on the sidewalks and streets surrounding the Justice

Center will not interfere with the normal operations of the building.¹ The County will agree to be responsible for snow removal from the sidewalks adjacent to our property.

- d. The City will adopt a resolution that states that any delay costs incurred by the County to the construction of the Justice Center directly attributable to the Streetscape Project will be borne by the City. The Justice Center Project supersedes the City's Streetscape Project. The City shall not impede the completion and occupation of our structure due to its project. The County appreciates the desire of the City to have both projects completed simultaneously; however, our construction management firm has expressed a concern about the nature of these projects being completed simultaneously (see attachment). I would give the following as an example: The cells in the new jail are prefabricated. They will come from the factory on flatbed semitrailers and will be hoisted to the second floor of the Justice Center through an opening in the building. If for some reason the access street necessary for the semitrailers to come to the Center is torn up or your contractor is behind on his or her, work then that severely impacts the timely completion of our building. There would be quantifiable costs in that situation that the County would say are directly attributable to the Streetscape Project. No one wants that to happen. The County wants both projects completed without interference from one another. That being said, we do not have the financial means to bear the costs of delay attributable to forces outside of our control in dealing with the Streetscape Project.

I look forward to working with you to draft language that is mutually agreeable.

Sincerely,

A handwritten signature in blue ink, reading "Douglas A. Eichler". The signature is fluid and cursive, with the first name "Douglas" being more prominent and the last name "Eichler" following in a similar style.

¹ Access to the entrance and exit of the Sally Port will not be interfered with by activities sanctioned by the City.



December 22, 2020

Warren County Board of Supervisors
301 N. Buxton, Suite 202
Indianola, IA 50125

**Re: Warren County Justice Center
Sitework Activities
Coordination with Proposed City Project**

Dear Board of Supervisors:

As Warren County is aware the City of Indianola is preparing bid documents for its Square Streetscape project. The timeline that has been communicated to DCI Group is a February 25th, 2021 bid date with construction starting soon after. The phasing of the City's project (as related to dates) and the project completion date are undetermined to the best of our knowledge. The scope of the City's project based on our review of the City's 60% design development drawings depict extensive work within the limits of the Justice Center project and depict variances with the scope of the Justice Center project.

The purpose of this letter is to inform Warren County that the impending improvements planned by the City have the potential to impact the cost and completion schedule for the Justice Center project. DCI Group and the Contractors are scheduled to finalize the site schedule in mid-January and commence sitework as soon as weather permits. Once the site activities start it will become challenging to coordinate with the City and not see an impact to the Justice Center project without a change document in place prior to. The work will continue as planned with the Justice Center project until notification from Warren County is issued stating otherwise.

Should the Board of Supervisors have any questions please do not hesitate to contact me.

Respectfully,

Nick Bruck
Senior Project Manager

Cc: Brandon Schulte/DCI Group
Mike Lewis/Shive Hattery

City of Indianola
RESOLUTION NO. 2021-_____

**RESOLUTION CONCERNING DUTIES AND RESPONSIBILITIES ASSOCIATED WITH THE INTEGRATION OF
CONSTRUCTION PROJECTS BETWEEN WARREN COUNTY, IOWA AND THE CITY OF INDIANOLA, WARREN
COUNTY, IOWA**

WHEREAS, Warren County Iowa (“County”) is in the process of constructing the Warren County Justice Center (“Courthouse”) in the City Square located within the City of Indianola (“City”); and

WHEREAS, the City of Indianola has embarked upon the Indianola Street Scape Project (“Street Scape”) wherein the City is renovating and updating City streets throughout the Indianola Square; and

WHEREAS, there is a need for the City and the County to coordinate construction activities and to agree as to the allocation of duties and responsibilities concerning integration of construction for the Courthouse and street scape; and

WHEREAS, City staff has continued to coordinate with County and its advisors and agents to facilitate and coordinate all details of both construction projects for the betterment and the benefit of the citizens of Indianola, the citizens of Warren County and the public in general and to ensure that there are no unnecessary or added costs to either County or the City from the construction activities of the other; and

WHEREAS, City has addressed concerns raised by the County regarding cooperation and coordination as reflected in Exhibits “A” and “B” attached hereto and incorporated herein by this reference; and

WHEREAS, Council desires that City staff continue to work with County to alleviate any concerns and to ensure that such added costs are no incurred by either party; and

WHEREAS, the County has asked for a resolution from the City Council outlining the City Council’s position on certain matters and willingness to coordinate said projects.

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

1. All portions of the Indianola Street Scape Project are designed to operate within the perimeters of the existing Justice Center design. The City and County will coordinate with regard to the plans to ensure the integration of those projects.
2. The Council is in the process of preparing the legal documents necessary to establish the City Square’s property lines and right-of-way. This document will be reviewed with the County and the City and County will work collaboratively to resolve any objections on the part of either party.
3. The City intends to be and will be responsible for all maintenance on the City Square outside of the County’s property lines. The County will agree to be responsible for snow removal from sidewalks adjacent to the County project and all other maintenance within the County’s property lines.
4. The City Council of Indianola restates its commitment to work with the County to coordinate construction projects to ensure that there are no delays to either project because of the other’s project. The City commits to providing County reasonable access to the Justice Center construction location and will continue to alert the County to its schedule of construction activities so that the County has reasonable notice of where

that access will be. Likewise, the County should express its desire to coordinate with the City and to keep the City apprised of its construction schedule, and the needs for access to the construction site for large pieces of construction and/or materials. Notice should be given in ample time for the City to provide such access.

5. The City Council directs City staff to continue to work with County and its advisors and agents to coordinate the construction activities of the Street Scape Project and the Courthouse to eliminate any increased costs to either party due to the activities of either of the construction projects.

PASSED this 1st day of March 2021.

Pam Pepper, Mayor

Attest:

Andrew J. Lent
City Clerk/Chief Finance Director



COMMUNITY DEVELOPMENT

To: Warren County Board of Supervisors
From: Charlie E. Dissell, Community and Economic Development Director
CC: Megan Andrew, Assistant to the Board of Supervisors
Ryan Waller, City Manager
Chadd Kahlsdorf PE, Bolton and Menk
Jim Harbaugh, PLA, Bolton and Menk
Date: February 9, 2021
Re: Response to 60% Design Review Comments

As you are aware, the City of Indianola is in the process of designing a capital project that will enhance the streetscape elements in and around the Downtown Square. This Streetscape project is a product of the Downtown Square Master Plan, which is a plan that was adopted based on the recommendations of a 25-member, citizen-led steering committee that was primarily composed of business owners in and around the Downtown Square.

On February 9, 2021, the City received the attached memo, dated January 15, 2021, from Chris Bauer, PE, with Shive-Hattery, who completed a cursory design review of the provided 60% design review documents for the City Square Reconstruction in relation to design coordination items with the ongoing Warren County Justice Center. With the assistance of the City's engineer on the Streetscape project, Bolton and Menk, the City offers the following responses:

Geometric Layout

1. In general, the proposed sidewalks around the perimeter of the justice center site are located further away from the building. Due to this we do not anticipate any impacts to the proposed site improvements.
 - a. The justice center proposed perimeter sidewalks and sidewalk connections to the site will require modifications and extensions to align with the proposed sidewalk layout and street grading design.

City Response: This is correct. We will coordinate the extension of the County walks, which appear to be a panel or less, as part of our final design and during construction. City staff will work with County staff to effectuate a written agreement on which party is responsible for the proposed improvements as part of the Streetscape project on the Justice Center side. This is expected at 90% design unless preferred earlier by the County.

2. In general, the proposed driveways and truck dock areas are all maintained with some modifications being completed to tie in proposed street geometry and grading.
 - a. The justice center proposed driveway and truck dock paving connections will require modifications and extensions to align with the proposed street grading design.

City Response: Can the County request that Shive Hattery provide requirements for inclusion into the plans? We will adjust our design to match the noted requirements once received.

3. Note that four (4) accessible parking stalls are proposed on the interior of the Square which matches the proposed quantity on the justice center design. Two are proposed on the south side and two proposed on the east side. Both locations would provide direct routes to the justice center via the accessible ramp on the south side of the main public entrance.
 - a. We would recommend adding an accessible ramp at the location of the two south accessible stalls. We would also recommend moving these stalls to the west to avoid the ramp being located on top of the existing manhole.
 - b. The accessible parking stalls are shown as being permeable pavers. Designer should verify that the specified pavers meet accessibility requirements for the designated parking stalls and accessible routes.

City Response: We will coordinate and incorporate these changes into our plans.

4. The proposed design includes permeable pavers, rain gardens, pre-treatment structures, planter curbs, monuments, and other amenities around the perimeter of the Square. We recommend that the County and City have a detailed maintenance and repair agreement that details responsibilities and maintenance expectations with these items.

City Response: We will have a maintenance plan developed as part of our project. The intent of the ROW modification that was presented to the Board of Supervisors on December 15, 2020 was to remove any confusion on maintenance and to ensure the City was responsible for these improvements. The City is taking the lead in all maintenance activities inside the proposed new ROW, except for the snow removal off the sidewalk around the justice center.

5. Note that all mid-block pedestrian crossings are being removed with only designated pedestrian crossing located at the corners of the Square. Note that this may impact the pedestrian routes utilizing adjacent alleyways to existing or future offsite parking locations.

City Response: This is understood. This was done to meet current safety recommendations for pedestrian circulation and eliminate pedestrian crossing into non-public areas of the Justice Center. One mid-block crossing will remain on the south-side of the Square, and the west emergency driveway will also remain.

6. Note that the justice center design included a total of 61 parking stalls adjacent to the perimeter of the Square. The proposed design includes 53 spaces, a reduction of 8 spaces.

City Response: The reduction of the spaces is due to the bump outs to improve pedestrian & traffic safety. The County's loading dock location also reduces the number of parking spaces on the City's Square. Based on the master planning for the Square, there is significant available parking around the Square to accommodate this parking reduction.

Stormwater Design

7. In general, all stormwater intakes for the surrounding streets will be replaced with new storm sewer being proposed to convey all street runoff around the Square. This will reduce flow into the justice center storm sewer system so there are no anticipated capacity issues with the justice center pipes.

City Response: This is correct. The County storm system will only be used for runoff from the County property.

8. The justice center storm sewer system is being proposed to be connected to the new street system at two locations in the southwest corner of the Square with two (2) 15" connections.
 - a. We would recommend that the County has an opportunity to complete a review of the final stormwater management plan for the project.

City Response: Can you please provide the approved stormwater report for the Justice Center project so we can ensure there is capacity for the County's stormwater runoff? As no report has been reviewed to date, we are estimating capacity based on the pipe sizes provided. The City will provide the stormwater management plan to the County once the final design is complete so you're able to confirm that the Streetscape project is meeting inflow requirements. However, if the County would rather, the City can provide the review of the stormwater management plan from the City's Engineers.

9. We recommend that the plans label which storm structures and pipes will be considered City and County owned and associated agreements or easements are completed as required to document maintenance and repair responsibilities.

City Response: We don't believe this is needed if the new ROW is adopted. The storm sewer is in the new ROW will be owned and maintained by the City. Everything in the County property will be owned and maintained by the County.

Grading/Elevations

10. The provided 60% design review documents do not include detailed grading information or spot elevations as would be expected at this level of design. Depending on the extent of any proposed grade changes of the surrounding streets and perimeter sidewalks adjustments to the justice center sidewalk and driveway areas will likely be required to properly connect and maintain accessible grades throughout.
- a. This should be further coordinated as part of the final design of the street improvements and prior to construction of any site sidewalks and driveways.

City Response: Additional spot elevations will be provided on the final design set, but alignment profiles and cross-sections were provided for general reference. These elevations will be coordinated as part of the 90% design set and during construction. We request that the County provides their grading plans with spot elevations for reference.

11. The justice center includes a lower level parking area which includes vehicular ramps on the west and north sides of the building. As part of the justice center design the site included break over elevations into these vehicular ramps a minimum of 1' higher in elevation than the highpoint of the existing street overtop elevations to serve as an emergency overtop route. The 60% design drawings were not detailed enough to verify this is being maintained. We would recommend that the final design incorporate an emergency overtop location in the northwest and southwest sides of the Square at or lower than the existing elevations which are documented at 969.25 at the SW corner and 969.55 at the NW corner. This will prevent any flooding of the justice center lower level in the event of street flooding surrounding the Square.

City Response: Please provide plans showing the break over point. According to the surface provide by Shive-Hattery, this is not included, and it is not shown on the plans provided to BMI. We can adjust design to accommodate this if the information is provided

Please note, it has been the City's intention all along to coordinate our design of the Streetscape project to match the design of the Justice Center project. We are committed to ensuring our Streetscape project does not interfere with or delay the Justice Center project. Please reach out if you have any questions.



COMMUNITY DEVELOPMENT

To: Warren County Board of Supervisors
From: Charlie E. Dissell, Community and Economic Development Director
CC: Megan Andrew, Assistant to the Board of Supervisors
Douglas Eichholz, Warren County Attorney
Nick Bruck, Senior Project Manager, DCI Group
Pam Pepper, Indianola Mayor
Indianola City Council
Ryan Waller, City Manager
Doug Fulton, Indianola City Attorney
Chadd Kahlsdorf PE, Bolton and Menk
Date: February 24, 2021
Re: Response to December 1, 2020 Comments from Nick Bruck Regarding Streetscape Project

As you are aware, the City of Indianola is in the process of designing a capital project that will enhance the streetscape elements in and around the Downtown Square. This Streetscape project is a product of the Downtown Square Master Plan, which is a plan that was adopted based on the recommendations of a 25-member, citizen-led steering committee that was primarily composed of business owners in and around the Downtown Square.

During a meeting with Warren County Supervisor Darren Heater on February 20, 2021, we were made aware of an e-mail from Nick Bruck, dated December 1, 2020, expressing questions and concerns regarding the Streetscape project. With the assistance of the City's engineer on the Streetscape project, Bolton and Menk, the city provides you with responses to those questions and concerns.

Additionally, as the City nears its 90% construction drawings for the Streetscape project and as identified a preliminary phasing plan for the project, the City would request a formal coordination meeting with the County's construction team to go over any additional concerns regarding the Streetscape project.

DCI Question: What level of involvement does the County want DCI Group to participate with? Improvements and modifications beyond the Justice Center documents are not part of DCI Group's responsibility.

City Response: County response required.

DCI Question: If changes are made to the Justice Center project Shive Hattery will need to issue those changes in writing as a proposal request or other. Has the County asked Shive Hattery to issue an additional service request to address the pending changes?

City Response: County response required.

DCI Question: Has the County been provided easement descriptions from the City yet?

City Response: The City proposes to modify the existing right-of-way lines within the Square to assure all improvements as part of the Streetscape project are within City right-of-way. Warren County will be receiving a Plat of Retracement and an Acquisition Plat later today (February 24).

DCI Question: What is the process the County will go through to review the City's easements? How long will that process take?

City Response: County response required.

DCI Question: Would the City's project receive any federal funds (or other) that would require the project to have Davis Bacon wages?

City Response: No federal funds are being used for the Streetscape project. The City is using state SRF funds, but they do not require Davis Bacon wages.

DCI Question: Has the timing of when the "one way streets" become "two way streets" been identified? This may impact site logistic decisions.

City Response: The City is tentatively planning on a conversion of roads around the Square, and Howard and Buxton Streets. from one-way traffic to two-way traffic on May 17, 2021.

DCI Question: What is the City proposing to do to maintain access to the JC project?

City Response: The City is proposing to phase the Streetscape project to limit disruption and maintain access to the Justice Center project at all time. The phasing schedule has yet to be finalized, but the preliminary schedule is attached for your reference/review.

DCI Concern: DNR erosion control responsibility and liability needs to be clear.

City Response: The County will be responsible for their site, and the City will be responsible for the right-of-way. This is another reason for proposed modification of right-of-way boundaries. The County will have to meet the standard requirements for their permit, maintain measures on their property and have liability for anything that runs off their property. The same applies to the City.

DCI Concern: Street closures and street detour routes need to be coordinated with the JC project.

City Response: The City fully intends to coordinate closures with the County. Furthermore, we will require coordination of all closures with citizens, businesses, and the Indianola Chamber. To ensure proper coordination, the City asks for notification of any special deliveries to the Justice Center site. Please note, as to limit disruptions, the City plans to phase the Streetscape project. The phasing schedule has yet to be finalized, but the preliminary schedule is attached for your reference/review

DCI Concern: If the City replaces any water mains how does that impact the water service already installed to the JC Project?

City Response: The County service is on Ashland between Buxton & Howard, and this water main is not scheduled to be replaced, so there will be no impact.

DCI Concern: If the City replaces any water mains how does that impact the fire protection/fire sprinkler design for the JC project?

City Response: Again, the 8" water main on Ashland will not be replaced, so there would be no impact to the County fire protection design.

DCI Concern: What is the City proposing to do with the cisterns located in the drive lanes on the four intersections of the square?

City Response: We are planning to fill these with sand or flowable fill as part of the project.

DCI Concern: Could the City improve the square from the centerline out next summer, 2021, and follow the interior portion the summer of 2022 after the JC project is completed?

City Response: This was discussed and still maybe viable if the City's contractor feels that they would be best way to execute their work. However, the issue is we have storm sewer that needs to be installed on the inside of the Square. If we did do this it would more than likely be that we would go to the edge of pavement on the County's side, leaving all the paver parking, curbs, and sidewalks to be finished later.

DCI Concern: Would any of the City's proposed improvements require modifications to any of the storm drain structures currently installed onsite?

City Response: There are no proposed changes to the County's internal storm sewer. The only changes are to the City's storm sewer mains, and we will make sure that the County's system is connected into it.

DCI Concern: Would any of the City's proposed improvements require the current project fencing to be relocated?

City Response: This will need to be confirmed as we do not have the temporary fence located. If it needs to be moved, we will coordinate with the County to relocate it.

DCI Concern: Would any of the City's proposed improvements require the trailers staged on the street to be relocated?

City Response: At this point, our phasing shows we are planning to work around the trailers as they are currently located. The phasing schedule has yet to be finalized, but the preliminary schedule is attached for your reference/review. If there is desire from the City and County to speed the finish of the streetscape, the trailers would have to be relocated.

DCI Concern: Would any of the City's proposed improvements require the overhead temporary electric service to be relocated?

City Response: This will need to be confirmed with IMU, but the temporary service should remain in place until the permanent service is active. We will work around the temporary service as needed so the service is not interrupted.

DCI Concern: If the County allows the City to make improvements on County property how will liability issues be handled such as damages to work and injuries?

City Response: It is the City's desire to modify the right-of-way lines, so no City improvements are done on County property. However, a party that causes harm would be responsible/liable whether it is property damage or physical harm.

DCI Concern: If the County allows the City to make improvements on County property how will insurance claim issues be handled?

City Response: Again, this reiterates the need to transfer property to have a clean separation of the work performed and the liability issues. In lieu of that, it would revert to the responsibilities outlined in the previous response.

DCI Concern: If the County allows the City to make improvements on County property how will delays in the work be handled?

City Response: The City has designed the streetscape project and proposes phasing which will create minimal interface between the projects. The phasing schedule has yet to be finalized, but the preliminary schedule is attached for your reference/review. We will work to coordinate our schedule with the County, but we will need the County to coordinate their schedule with us, especially when they are planning to open portions of their site. If we do this there should not be significant delays.

Meeting Date: 03/01/2021

Subject

Resolution accepting public improvements and four-year maintenance bonds for storm sewer and streets for North 17th Street.

Information

Roll call is in order.

Fiscal Impact

Attachments

N 17th Street Memorandum

Site Plan

Resolution Accepting Improvements



COMMUNITY DEVELOPMENT

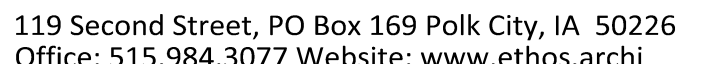
To: Mayor and City Council
From: Charlie E. Dissell, Community and Economic Development Director
CC: Ryan Waller, City Manager
Date: February 24, 2021
Re: Resolution Accepting Public Improvements and Four-Year Maintenance Bonds
for Storm Sewer and Streets for North 17th Street.

As the City Council is aware, a site plan for the Missouri Valley JATC Regional Training Center was submitted to the City of Indianola in the summer of 2019 that included a new road for North 17th Street starting at East Iowa Avenue and going about 290' north. The site plan also included storm sewer along North 17th Street. A copy of the site plan is attached.

On October 19th, 2020, a certificate of occupancy was issued to Missouri Valley as the construction of the new facility, as well as North 17th Street, is completed. Staff has inspected the infrastructure improvements as part of this project and has approved its construction. Staff is recommending that the City Council approve and accept the public improvements, including all streets and storm sewer infrastructure. The City Clerk is in receipt of four (4) year maintenance bonds for the street and storm sewer infrastructure that has been installed. Staff recommends the Council accept those maintenance bonds.

I will attend the March 1st Council meeting if you have any questions.





ARCHITECT AND INTERIOR DESIGNER
ETHOS DESIGN GROUP, INC.
119 SECOND STREET, PO BOX 169
POLK CITY, IA 50226
Tel. 515.984.3077

MECHANICAL AND ELECTRICAL ENGINEER
KCL ENGINEERING
300 4TH ST.
WEST DES MOINES, IA 50265
Tel. 515.724.7938



OWNER .
MISSOURI VALLEY JATC
1707 N 14TH ST
INDIANOLA, IA 50125

DRAWING ISSUE INFORMATION.
ISSUE FOR : 100% CONSTRUCTION DOCUMENT
ISSUE DATE : 05.31.2019

[illegible]

MAR K	DATE	DESCRIPTION
----------	------	-------------

MANAGEMENT INFORMATION.

PROJECT NO : 2018.188

PRINCIPAL PROJECT
IN CHARGE : TIM OLSON ARCHITECT : CXH

DRAWN BY : KMS CHECKED BY : TO

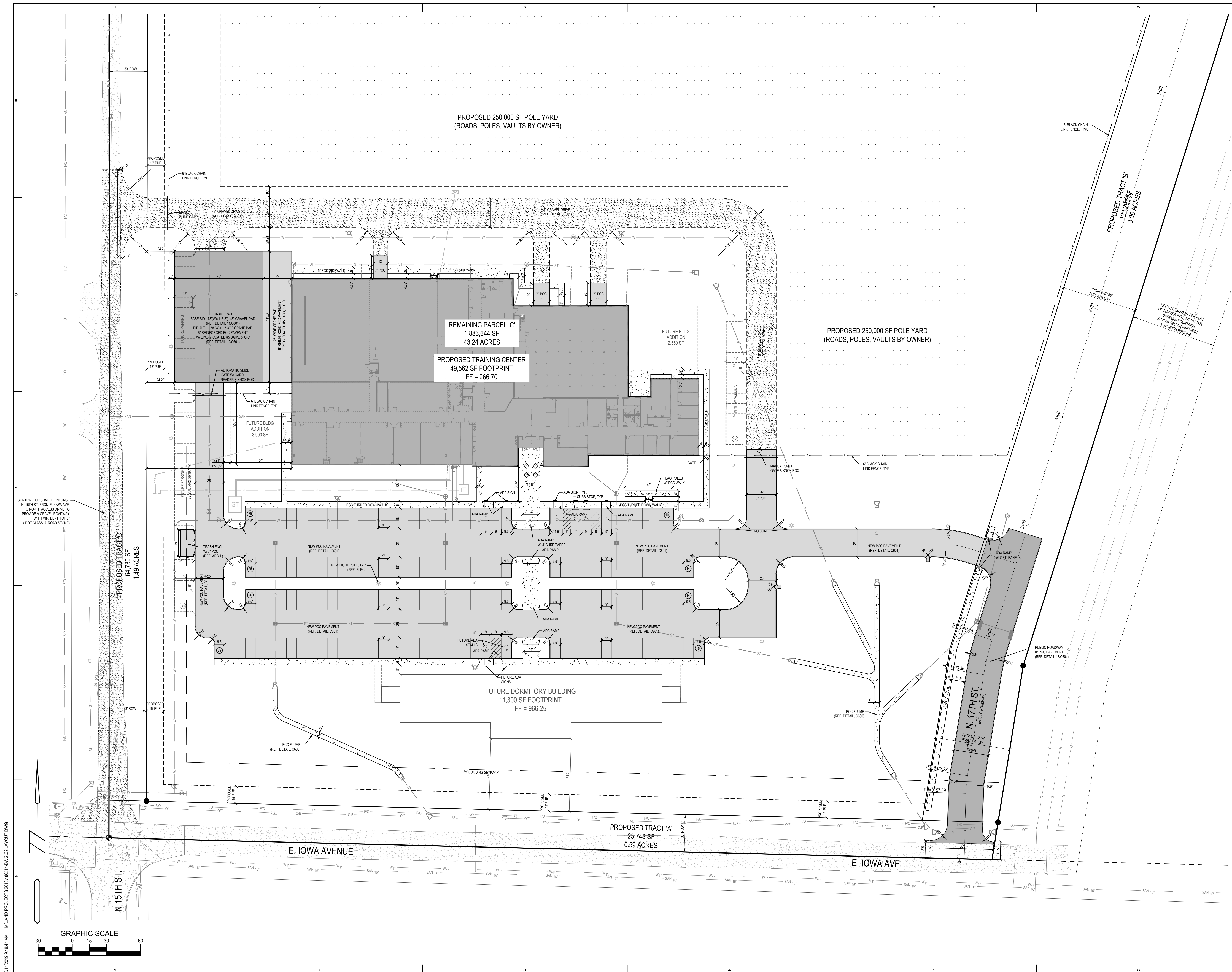
© 2018 ETHOS DESIGN GROUP, INC.
THESE DOCUMENTS HAVE BEEN PREPARED SPECIFICALLY
FOR THE PROJECT REFERENCED ABOVE. THEY ARE NOT TO
BE USED FOR OTHER PROJECTS OR IN LOCATIONS OTHER
THAN SPECIFIED WITHOUT THE WRITTEN APPROVAL AND
PARTICIPATION OF ETHOS DESIGN GROUP, INC.

SHEET TITLE

SITE LAYOUT PLAN

SHEET NO.

C201



City of Indianola
RESOLUTION NO. 2021-_____

**RESOLUTION ACCEPTING PUBLIC IMPROVEMENTS AND FOUR-YEAR MAINTENANCE BONDS FOR
STORM SEWER AND STREETS FOR NORTH 17TH STREET**

WHEREAS, a site plan for the Missouri Valley JATC Regional Training Center was submitted to the City of Indianola on June 13, 2019; and,

WHEREAS, the site plan included a new road for North 17th Street starting at East Iowa Avenue and going about 290' north to be constructed as part of this project; and,

WHEREAS, the site plan included a storm sewer on North 17th Street; and,

WHEREAS, the Council finds that all the requirements of the Code of Ordinances, Indianola, Iowa have been met.

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

1. All public improvements, including all streets and storm sewer installed as part of the approved site plan for Missouri Valley JATC are hereby approved and accepted.
2. All applicable maintenance bonds have been received and are hereby accepted.

APPROVED this 1st day of March 2021.

Pam Pepper, Mayor

ATTEST:

Andrew J. Lent, City Clerk

Meeting Date: 03/01/2021

Subject

Discussion and direction on patio and sidewalk agreements for 2021.

Information

The City of Indianola enters into an annual sidewalk agreement with Groggy Dog, The Local Vine, West Hill Brewery, and On the Rocks and a patio agreement with The Brickhouse where the lessee pays a monthly rental fee. Due to the Square Streetscape project causing disruption to the businesses and limited use of the leased space, staff is recommending waiving the fee for 2021.

Fiscal Impact

Attachments

No file(s) attached.

Meeting Date: 03/01/2021

Subject

Consideration of a request from The Brickhouse to allow for additional outdoor dining usage.

Information

A multi-year lease agreement with The Brickhouse was approved by the City Council. As part of the lease, The Brickhouse is allowed to set up the outdoor dining from April 1 - September 30. The owners of The Brickhouse have requested permission to put the structure up early if the weather allows. Staff recommends approval of the request.

Fiscal Impact

Attachments

No file(s) attached.

Meeting Date: 03/01/2021

Subject

Receive and file correspondence from February 12 and 19, 2021 weekly updates from City Manager, Ryan Waller.

Information

Simple motion is in order.

Fiscal Impact

Attachments

Weekly Update 0212
Waller's Weekly 0219

Jackie Raffety

From: Ryan Waller
Sent: Friday, February 12, 2021 3:56 PM
To: Ryan Waller
Subject: Waller's Weekly 2.12.2021

Good afternoon, all.

I hope this finds you well. Below, please find this week's update email. My apologies on the length of the update, but as you can see, there is a lot happening and a lot to share. As always, if there are any questions on the items below, or any other city-related matter, please let me know.

Please stay warm and have a great weekend!

Ryan



Ryan J. Waller

City Manager

rwaller@indianolaiowa.gov

p: 515.962.5274

110 N. 1st Street – Indianola, Iowa 50125

Library-City Hall & Fire - Police Buildings Visioning Surveys

Residents are invited to participate in two surveys regarding the future of a new Fire and Police (Public Safety) building and a joint Library/City Hall building. Responses will help inform the vision for these important community facilities. The surveys, which may be accessed via the link below, will be available until end of day **Sunday February 21** and are estimated to take approximately 10 minutes per survey. Prior to taking the survey(s), residents may take a virtual tour of each building, which may also be accessed via a link below.

This visioning exercise is part of the third phase in a multi-year project that began in 2017 involving the evaluation of Fire and Police staffing levels and buildings to ensure proper service to our community now and into the future. As publicized over the last few years, the results of the studies revealed shortages in staffing levels and significant/costly problems with current space for the City's Fire and Police departments that interfere with their ability to quickly respond to emergencies. The City has worked to address the staffing levels and after considering

several options provided by outside experts, is now pursuing a new Fire and Police (Public Safety) building and a joint Library/City Hall building, both on existing City property.

Library-City Hall Visioning Survey (LINK)

Police and Fire Visioning Survey (LINK)

Virtual Tour (LINK)

February 16 (Tuesday) City Council Meetings

The City Council will meet on Tuesday, February 16 for its regular meeting and study session (immediately follows regular meeting). The agendas and comprehensive meeting materials are available on the City's website (linked below). The meetings are aired live via the City's YouTube Channel and a Zoom Webinar (links and login information may be found in the meeting packet).

Agenda Center (LINK)

Developers/Contractors Breakfast

The 3rd Annual Indianola Contractors and Developers Breakfast will be held on Thursday, February 18, 2021, from 7:00 a.m. to 8:00 a.m. Due to the ongoing COVID-19 pandemic, this meeting will take place virtually. To RSVP and receive a link to this meeting, please contact the Community Development Department at (515) 961-9430 or by e-mail at comdev@indianolaiowa.gov.

Service Line Warranty Program

As you may recall, the City entered into an agreement with a National League of Cities sponsored program. The company that runs this program is known as Service Line Warranties, a Home Serve USA Company. The program offers warranty service for water and sewer service lines as well as indoor plumbing for properties. Residents will be receiving a letter in the spring about this voluntary program.

The City has heard that some property owners are receiving letters now about a service line warranty program. This is **not** the company that is working with the City. Residents may decide to respond to this letter, but the City wanted to notify residents that the company sending out the letters now is not affiliated with the City of Indianola. For more information, please call (515) 961-9410.

Holiday Hours

Non-emergency City offices will be closed on February 15 (Monday) in observance of the Presidents' Day holiday.

Snow Removal Operations

The snow events from last week required 178 hours of labor, 60 tons of salt-sand mix (30 tons of salt and 30 tons of sand), 7 tons of straight salt, seven plow trucks, one road grader, one

snowblower mounted on a front-end loader, and two pickup trucks. As a result of our crew's efforts, 1,129 lane miles of road were plowed and 112 truckloads of snow were hauled off/away from the Square and the public parking lots. Additionally, the City's Police Department impounded twelve vehicles, issued 73 tickets, towed 12 vehicles, and responded to two weather-related accidents.

Community Development Reports

Attached are the following reports provided by the Community Development Department:

2021 Building Permits (PDF)

This week, two building permits for commercial projects were issued. There are currently two building permit applications in review and nine building permits have been issued year to date.

Code Enforcement (PDF)

This week, one case was closed and two were opened. There are currently 18 open code enforcement cases (five code enforcement cases have been opened for the year).

City Council Anticipated Agendas

Below please find links to the documents containing anticipated agenda items for upcoming City Council meetings. These are working drafts. Agendas are published on the City's website the Thursday prior to a scheduled City Council meeting.

Anticipated Draft Agenda – March 1, 2021 (PDF)

Anticipated Draft Agenda – March 10, 2021 (PDF)

Anticipated Draft Agenda – March 23, 2021 (PDF)

Jackie Raffety

From: Ryan Waller
Sent: Friday, February 19, 2021 4:39 PM
To: Ryan Waller
Subject: Waller's Weekly 2.19.21

Good afternoon, all.

I hope everyone had a great week. Below, please find this week's update email. As always, if there are any questions regarding these or any city-related matters, please let me know. Have a great weekend!

Ryan



Ryan J. Waller

City Manager

rwaller@indianolaiowa.gov

p: 515.962.5274

110 N. 1st Street – Indianola, Iowa 50125

Contractors and Developers Meeting

On Thursday, the City hosted its Third Annual Developers and Contractors Breakfast Meeting. Due to the ongoing COVID-19 pandemic, the meeting took place virtually this year. During the meeting, Mayor Pam Pepper delivered a State of the City address, and staff provided updates on various current and future projects and developments. The video of the entire meeting, as well as the Mayor's State of the City, are linked below and may also be found on the City's website and YouTube page.

[State of the City Address \(LINK\)](#)

[Entire Contractors and Developers Meeting \(LINK\)](#)

Budget Presentation

Linked below is the most recent budget presentation provided during the February 16 City Council meeting. As noted during the presentation, the property tax levy will remain flat for the upcoming fiscal year (at \$13.63/\$1,000 of valuation) even with adding three new fire

fighters/paramedics to help with increased calls and the creation of a rental inspection program mandated by the State of Iowa. Also noted in this and prior presentations, Indianola continues to achieve one of the lowest property tax rates in the Metro, which is largely due to the economic growth of our community (~\$200 Million over the last 5 years).

[Budget Presentation \(LINK\)](#)

Library-City Hall & Public Safety Center Surveys

Residents are invited to participate in two surveys regarding the future of a new Fire and Police (Public Safety) building and a joint Library/City Hall building. Responses will help inform the vision for these important community facilities. The surveys, which may be accessed via the link below, will be available until end of day **Sunday February 21** and are estimated to take approximately 10 minutes per survey. Prior to taking the survey(s), residents may take a virtual tour of each building, which may also be accessed via a link below. Additional details may be found in last week's update email, as well as via the Government > Project Updates tab on the City's website.

[Library-City Hall Visioning Survey \(LINK\)](#)

[Police and Fire Visioning Survey \(LINK\)](#)

[Virtual Tour \(LINK\)](#)

Road Use Tax Funding

Staff recently received notice from the Iowa Department of Transportation that the City may receive an additional ~\$140,000 in road use tax revenue because of COVID relief funding. The Iowa Transportation Commission will vote in March on this proposal. The road use tax is levied/collected by the State of Iowa and then distributed to Iowa communities based on population. This revenue stream, which may only be used for limited purposes tied to roads, is what funds the City's Streets Division.

Another Grant

The City recently received notice that our Fire Department was awarded a \$3,800 grant to be used towards the purchase of two disinfectant sprayers. Congratulations and thank you to Eric Wallace and Aaron Hurt for their work on this grant application.

City Hall

As you may recall, because of the COVID pandemic, walk-in traffic to City Hall was limited to the south entrance. Due to reduced positivity rates in our community, beginning Monday, February 22, both public entrances (north and south) to City Hall will be opened and accessible to visitors. Masks are required for visitors to all City facilities, including the Library and Activity Center, which resumed limited walk-in services earlier this month.

Community Development Reports

Attached are the following reports provided by the Community Development Department:

[Current Projects Update \(PDF\)](#)

This week, a site plan for an addition to DeYarman Ford was submitted, a temporary certificate of occupancy was issued for Dollar Tree, and a final plat for Ashton park Plat 7 was submitted. Of the 14 projects listed, two are awaiting a submittal from the developer, three are in review and nine have been approved and are in construction.

[2021 Building Permits \(PDF\)](#)

There is currently one building permit application in review and ten building permits that have been issued year to date.

[Code Enforcement \(PDF\)](#)

There are currently 18 open code enforcement cases (five code enforcement cases have been opened for the year).

[Des Moines Home Builders Association \(PDF\)](#)

The Des Moines Home Builders Association issued its January 2021 building permit report. The Des Moines Metro area reported three more permits for dwellings, and 131 more permits for single-family dwellings, in January 2021 compared to 2020. Indianola issued six more building permits for residential dwellings for the month of January 2021 compared to 2020.

City Council Anticipated Agendas

Below please find links to the documents containing anticipated agenda items for upcoming City Council meetings. These are working drafts. Agendas are published on the City's website the Thursday prior to a scheduled City Council meeting.

[Anticipated Draft Agenda – March 1, 2021 \(PDF\)](#)

[Anticipated Draft Agenda – March 10, 2021 \(PDF\)](#)

[Anticipated Draft Agenda – March 15, 2021 \(PDF\)](#)

[Anticipated Draft Agenda – March 23, 2021 \(PDF\)](#)

Meeting Date: 03/01/2021

Subject

Enter into closed session in accordance with Iowa Code Section 21.5 (1)(c) to discuss strategy with legal counsel in matters that are presently in litigation or where litigation is imminent and where its disclosure would be likely to prejudice or disadvantage the government.

Information

Roll call to enter into and exit the closed session is in order.

Fiscal Impact

Attachments

No file(s) attached.
