



CITY OF INDIANOLA COUNCIL MEETING

March 4, 2019

6:00 p.m.

City Council Chambers

Agenda

1. Call to order
2. Pledge of allegiance
3. Roll call
4. Public Comment
5. Consent
 - A. Approval of agenda
 - B. **Page 4** February 19, 2019 Minutes
 - C. Applications
 1. **Page 8** A renewal Class "B" Native Wine, Class "C" Beer, Class "E" Liquor and Sunday Sales Privilege for Casey's - 1006 W. 2nd
 2. **Page 9** A new (5 day) Special Class "C" Liquor License and Sunday Sales Privilege for Sagewood Homes, LLC - 117 E. Salem Avenue
 - D. **Page 10** Resolution determining property to be surplus, authorizing sale of property and approving the purchase of a vehicle for the Parks Department
 - E. **Page 14** Resolution determining property to be surplus, authorizing sale of property and approving the purchase of a vehicle for the Street Department
 - F. **Page 19** Resolution determining property to be surplus, authorizing the sale of property and approving the purchase of a street sweeper for the Street Department
 - G. **Page 45** Resolution approving a professional services agreement with Oxford Tree Service for the tree maintenance
 - H. **Page 53** Resolution approving a professional services agreement with Jerico Services, Inc. for dust control

- I. **Page 61** Resolution approving a 28E Agreement for mutual assistance for Warren County Area Fire/Rescue Services
- J. **Page 70** Resolution approving salaries
- K. **Page 72** Resolution setting April 1, 2019 as a public hearing for complaints filed on tobacco sales permit violations
- L. **Page 79** Scheduling of the City's annual fall cleanup for October 19, 2019 and October 17, 2020
- M. **Page 80** Receive and file the Safety Report
- N. **Page 83** Proclamation declaring Iowa Honey Bee Day
- O. **Page 85** Claims on the computer printout for March 4, 2019
- 6. Council Reports
 - A. **Page 95** Receive and file BRAVO annual audit report
- 7. Mayor's Report - Kelly B. Shaw
 - A. Community Update
 - 1. **Page 113** Proclamation declaring FFA Week
 - 2. **Page 115** Presentation by FFA Participants
- 8. Public Consideration
 - A. Old Business
 - 1. 2019/20 Budget
 - a. **Page 117** Public hearing for the 2019/20 Budget
 - b. **Page 118** Resolution adopting the City's FY 19/20 fee schedule
 - c. **Page 128** Resolution approving the FY 2019/20 budget with a proposed tax rate of \$13.27
 - 2. **Page 133** Resolution approving the updated Employee Handbook
 - 3. **Page 263** Resolution setting the salaries and benefits for appointed officers and employees of the City of Indianola for the period beginning June 23, 2019
 - 4. **Page 267** Resolution to accept final completion of the Morlock Lift Station Downstream Gravity Sewer Improvements Project and release retained funds
 - B. New Business

1. **Page 273** Resolution suspending enforcement of Indianola Code Section 47.01(11) regarding the consumption of wine in City Parks for the Indianola Park Friends Member Plant Sale
 2. **Page 275** Resolution approving the professional service agreement with HR Green for the West 3rd Avenue Sewer Project
9. Other Business
- A. **Page 291** City Manager's Report - Ryan Waller
* Receive and file correspondence from February 15 and 22, 2019
10. Adjourn

Meeting Date: 03/04/2019

Subject

February 19, 2019 Minutes

Information

Fiscal Impact

Attachments

Minutes

REGULAR SESSION – FEBRUARY 19, 2019

The City Council met in regular session at 6:00 p.m. on February 19, 2019 in the City Hall Council Chambers. Mayor Kelly B. Shaw called the meeting to order and on roll call the following members were present: Shirley Clark, Joe Gezel, Bob Kling and Greg Marchant. Absent: John Parker and Greta Southall.

There was no public comment.

Item L – Claims on the computer printout for February 19, 2019 and the December 2018 and January 2019 receipts report were pulled from the consent agenda.

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

Approval of agenda

February 4, 2019 minutes

Applications:

- A renewal refuse permit for Waste Management of Iowa
- A renewal Class “C” Liquor License and Sunday Sales Privilege for Deng’s Garden of Indianola – 312 N. Jefferson Way
- A renewal Class “C” Liquor License, Outdoor Area and Sunday Sales Privilege for Deer Run Golf Club – 2305 W. 2nd Avenue

Final consideration for a vacation and conveyance of the north and south alley lying between 203 and 209 W. 2nd Avenue and adoption of ORDINANCE NO. 1609 entitled, AN ORDINANCE VACATING A PORTION OF REAL ESTATE DESCRIBED AS THE NORTH NINETY-FIVE (95) FEET OF LOTS ONE (1) AND TWO (2) IN BLOCK FOUR (4), CROSTHWAIT AND COMPANY’S ADDITION TO INDIANOLA, IOWA; AND LOT 3 IN BLOCK 4 IN CROSTHWAIT AND COMPANY’S ADDITION TO INDIANOLA, IOWA AND THE EAST AND WEST ALLEY LYING SOUTH OF LOT 3, BLOCK 4 CROSTHWAIT AND COMPANY’S ADDITION TO INDIANOLA, IOWA TO ADJACENT PROPERTY OWNER GIL AND BECKY WIGELAND – (The ordinance to be effective upon publication) and the following resolution entitled, “RESOLUTION NO. 2019-25 APPROVING SALE OF AN ALLEY DESCRIBED AS THE NORTH NINETY-FIVE (95) FEET OF LOTS ONE (1) AND TWO (2) IN BLOCK FOUR (4), CROSTHWAIT AND COMPANY’S ADDITION TO INDIANOLA, IOWA; AND LOT 3 IN BLOCK 4 IN CROSTHWAIT AND COMPANY’S ADDITION TO INDIANOLA, IOWA AND THE EAST AND WEST ALLEY LYING SOUTH OF LOT 3, BLOCK 4 CROSTHWAIT AND COMPANY’S ADDITION TO INDIANOLA, IOWA TO ADJACENT PROPERTY OWNER GIL AND BECKY WIGELAND” (The complete resolution may be viewed at the City Clerk’s Office)

Resolution No. 2019-26 approving the transfer of property and assignment of development agreement by and between the City of Indianola and Kenneth McCoy (The complete resolution may be viewed at the City Clerk’s Office)

Resolution No. 2019-27 authorizing the submission of a SAFER Grant for the Fire Department (The complete resolution may be viewed at the City Clerk’s Office)

Resolution No. 2019-28 approving salaries (The complete resolution may be viewed at the City Clerk's Office)

Change order number five for the Indianola Morlock Downstream Gravity Sewer Improvement Projects in an amount of (-\$24,500.00)

Certification of the Civil Service Commission list of applicants for the position of Police Officer in the Police Department, subject to passing all other requirements

Receive and file an updated report on the HRA budget

Receive and file the Police Department's annual report

After discussion regarding the Snyder and Associated claim, Clark moved and Gezel seconded to approve the claims on the computer printout for February 19, 2019 and the December 2018 and January 2019 receipts report. On roll call the vote was, AYES: Marchant, Gezel, Kling and Clark. NAYS: None. ABSENT: Parker and Southall. Whereupon the Mayor declared the motion carried unanimously.

The December 2018 and the January 2019 Treasurer report was approved on a motion by Marchant and seconded by Kling. On roll call the vote was, AYES: Gezel, Kling, Clark and Marchant. NAYS: None. ABSENT: Parker and Southall. Whereupon the Mayor declared the motion carried unanimously.

It was moved by Clark and seconded by Kling to approve the Mayor's nomination of Christopher Goodale to the Park and Recreation Commission – a term to begin immediately and expire January 1, 2022. On roll call the vote was, AYES: Marchant, Gezel, Kling and Clark. NAYS: None. ABSENT: Parker and Southall. Whereupon the Mayor declared the motion carried unanimously.

Council member Kling moved to approve the following resolution entitled, "RESOLUTION APPROVING TERMINATION OF TRANSACTION AND AGREEMENTS BY AND BETWEEN THE CITY OF INDIANOLA AND JK MANAGEMENT LLC D/B/A KAPPELMAN APPLIANCE." Council member Marchant seconded the motion to adopt. On roll call the vote was, AYES: Clark, Marchant, Gezel and Kling. NAYS: None. ABSENT: Parker and Southall. Whereupon the Mayor declared the motion carried unanimously and the following resolution duly adopted.

RESOLUTION NO. 2019-29
RESOLUTION APPROVING TERMINATION OF TRANSACTION AND AGREEMENTS BY AND
BETWEEN THE CITY OF INDIANOLA AND JK MANAGEMENT LLC
D/B/A KAPPELMAN APPLIANCE

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

The Mayor and Council received an update regarding the City of Indianola Codification Project. The update included cleaning up of items, legislative changes, adopted ordinances, remove outdated material and to reopen up space between chapters and sections for future growth. It was the consensus of the Council to send the code updates to Iowa Codification.

A motion was made by Kling and seconded by Gezel to approve the following resolution entitled, "RESOLUTION APPROVING A PLAT OF SURVEY FROM WILLIAM AND KATHRYN THAYER IN WARREN COUNTY AND WITHIN TWO MILES OF INDIANOLA." On roll call the vote was, AYES: Clark, Marchant, Gezel and Kling. NAYS: None. ABSENT: Parker and Southall. Whereupon the Mayor declared the motion carried unanimously and the following resolution duly adopted.

RESOLUTION NO. 2019-30

RESOLUTION APPROVING A PLAT OF SURVEY FROM WILLIAM AND KATHRYN THAYER
IN WARREN COUNTY AND WITHIN TWO MILES OF INDIANOLA

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

Charlie Dissell, Community and Economic Development Director presented the Community Development Department update.

Clark moved, and Marchant seconded to receive and file the Planning and Zoning Annual Report. On roll call the vote was, AYES: Marchant, Gezel, Kling and Clark. NAYS: None. ABSENT: Parker and Southall. Whereupon the Mayor declared the motion carried unanimously.

A motion was made by Marchant and seconded by Kling to receive and file correspondence of the weekly updates dated February 1 and 8, 2019 from Ryan Waller, City Manager. On roll call the vote was, AYES: Gezel, Kling, Clark and Marchant. NAYS: None. Absent: Parker and Southall. Whereupon the Mayor declared the motion carried unanimously.

Mayor Kelly B. Shaw was excused from the meeting.

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

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

Meeting adjourned at 6:45 p.m. on a motion by Marchant and seconded by Gezel.

Kelly B. Shaw, Mayor

Diana Bowlin, City Clerk

Meeting Date: 03/04/2019

Subject

A renewal Class "B" Native Wine, Class "C" Beer, Class "E" Liquor and Sunday Sales Privilege for Casey's - 1006 W. 2nd

Information

This is a renewal of Casey's liquor license located at 1006 W. 2nd. All of the paperwork is in order and staff has approved. Owners are Casey's General Store, Michael Richardson, John Soupene, Julia Jackowski and James Pistillo.

Fiscal Impact

Attachments

No file(s) attached.

Meeting Date: 03/04/2019

Subject

A new (5 day) Special Class "C" Liquor License and Sunday Sales Privilege for Sagewood Homes, LLC - 117 E. Salem Avenue

Information

This is a new five day liquor license for Sagewood Homes located at 117 E. Salem Avenue. All of the paperwork is in order, this will be approved subject to staff approval.

Fiscal Impact

Attachments

No file(s) attached.

Meeting Date: 03/04/2019

Subject

Resolution determining property to be surplus, authorizing sale of property and approving the purchase of a vehicle for the Parks Department

Information

In your packet is the resolution determining property to be surplus, authorizing the sale of property and approving the purchase of a four-wheel drive dump truck for the Parks Department. Replacement of this vehicle was included in the CIP budget in an amount of \$40,000. Bid proposals were solicited for a four-wheel drive dump truck and the RFP was posted on the City's web site, Iowa League of Cities web site and Facebook. Staff received the following proposals on February 21, 2019:

Company	4-Wheel Drive Truck	2 -Wheel Drive Truck	Trade-In	Net Cost 4WD
Shottenkirk Ford Indianola, Iowa	\$42,621.00	\$39,766.00	\$5,000	\$37,621
Dewey Ford Ankeny, Iowa	\$41,929.00	\$39,029.00	\$5,000	\$36,929
FleetSide Ford Osceola, Iowa	\$42,498.00	\$39,443.00	\$4,200	\$38,298

Option 1 - Purchase of the four-wheel drive truck from Dewey Ford in the amount of \$36,929.

Option 2 - Purchase the four-wheel drive truck from Shottenkirk Ford in an amount off \$37,621 according to the local purchasing policy. The price from Shottenkirk is \$692 more, which is less than 2% higher than Dewey Ford.

In consideration of the local purchasing policy and the amount difference in cost being less than 2%, staff recommends purchase of this vehicle from Shottenkirk Ford of Indianola.

Fiscal Impact**Attachments**

Memo
Photos
Resolution



PARKS AND RECREATION

February 26, 2019

To: Mayor and City Council
From: Doug Bylund, Parks and Recreation Director
Cc: Ryan Waller, City Manager, Andy Lent, Director of Finance
Re: Parks Dump Truck Purchase

Below are the bid results that were opened on February 21 for the replacement of the 1-ton Dump Truck for the Parks Department. Bids were sent out to all local dealers as well as listed on the city website. This would replace our current 2003 F350 Dump Truck that is used year-round for hauling, moving equipment and park maintenance. All bids received are Ford F-350 Trucks with the same equipment specifications including the dump box and hoist, towing package, underbody toolboxes, back-up alarm and LED warning light bar on the cab.

Summary of Bid Results

		4 Wheel Drive	2 Wheel Drive	Trade-in	Net Cost 4WD
Dewey Ford	Ankeny	\$41,929	\$39,029	\$5,000	\$36,929
Shottenkirk Ford	Indianola	\$42,621	\$39,766	\$5,000	\$37,621
FleetSide Ford	Osceola	\$42,498	\$39,443	\$4,200	\$38,298

The current dump truck is a 2WD drive model and staff received quotes for both 2WD and 4WD models. Staff recommendation is to move to a 4WD drive truck as this vehicle is often used to haul dirt, mulch, playground wood chips, trees and branches beyond hard surfaces and occasionally has been stuck. This truck would also be used to trim trees in the winter and would then be able to be used in areas closer to the trees, thus limiting the time needed for staff to remove the branches.

Replacement of this vehicle was included in the CIP budget at an amount of \$40,000.

Option 1: Purchase of the 4WD drive truck from Dewey Ford in the amount of \$36,929.

Option 2: Purchase the 4WD drive truck from Shottenkirk Ford in the amount of \$37,621 according to the local purchasing policy. The price from Shottenkirk is \$692 more, which is less than 2% higher than Dewey Ford. As a point of reference, in November 2017 a pickup was purchased for the parks department from Shottenkirk Indianola even with the price being 4% (\$771) higher than the lowest out-of-town bid.

In consideration of the local purchasing policy and the amount difference in cost being less than 2%, staff recommends purchase of this vehicle from Shottenkirk Ford in Indianola.

City Council will also need to pass a resolution to declare the current 2003 F350 Dump Truck as surplus.



RESOLUTION NO. 2019-_____

**RESOLUTION DETERMINING PROPERTY TO BE SURPLUS,
AUTHORIZING SALE OF PROPERTY AND APPROVING THE
PURCHASE OF A FOUR-WHEEL DRIVE DUMP TRUCK
FOR THE PARKS DEPARTMENT**

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

Park Department – 2003 F350 Dump Truck

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

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

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

WHEREAS, the FY 19 budget includes funding to replace the 2003 F350 Dump Truck; and

WHEREAS, the Park Department reviewed the bids, including the state bid, and recommends the bid from Shottenkirk Ford of Indianola, Iowa in an amount of \$42,621 with a trade in of \$5,000, net cost of \$37,621

WHEREAS, the Park Department is recommending awarding the purchase of the vehicle to Shottenkirk Ford of Indianola, Iowa at a cost of \$37,621, the budgeted figure was \$40,000; and

NOW THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Indianola, Iowa that the above-described property is determined to be surplus property and that the 2019 Four Wheel Drive Dump Truck shall be purchased from Shottenkirk of Indianola, Iowa in the amount of \$37,621 and the Mayor is authorized and directed to execute on behalf of the City and the City Clerk is authorized and directed to attest to said signature and to affix the seal of the City to the documents required to purchase the vehicle.

APPROVED this 4th day of March, 2019.

Kelly B. Shaw, Mayor

ATTEST:

Diana Bowlin, City Clerk

Meeting Date: 03/04/2019

Subject

Resolution determining property to be surplus, authorizing sale of property and approving the purchase of a vehicle for the Street Department

Information

In your packet is the resolution determining property to be surplus, authorizing the sale of property and approving the purchase of a one ton crew cab dually pickup. Five companies were sent the RFP. It was also posted on the City's and Iowa League of Cities Web Site and Facebook. Staff received the following proposals on February 19, 2019:

Company	One-Ton Crew Cab Dually Pickup	Trade-In	Total
Dewey Ford Ankeny, Iowa	\$51,884.24	\$3,750	\$48,134.24
Shottenkirk Ford Indianola, Iowa	\$52,104.00	\$8,500	\$43,604.00

Staff's recommendation is to purchase the one ton crew cab dually pickup truck from Shottenkirk Ford of Indianola, Iowa in an amount of \$43,604.00

Fiscal Impact**Attachments**

Resolution

Memo

Vehicle Pictures

RESOLUTION NO. 2019-_____

**RESOLUTION DETERMINING PROPERTY TO BE SURPLUS,
AUTHORIZING SALE OF PROPERTY AND APPROVING THE
PURCHASE OF A ONE TON CREW CAB DUALY PICKUP
FOR THE STREET DEPARTMENT**

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

Street Department – 2000 Ford F450 Dually Crew Cab Pickup

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

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

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

WHEREAS, the FY 19 budget includes funding to replace the 2000 Ford F450 Dually Crew Cab Pickup; and

WHEREAS, the Street Department reviewed the bids, including the state bid, and recommends the bid from Shottenkirk Ford of Indianola, Iowa in an amount of \$52,104 with a trade in of \$8,500, net cost of \$43,604

WHEREAS, the Street Department is recommending to award the purchase of the vehicle to Shottenkirk Ford of Indianola, Iowa at a cost of \$43,604, the budgeted figure was \$45,000; and

NOW THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Indianola, Iowa that the above-described property is determined to be surplus property and that the 2019 One Ton Crew Cab Dually Pickup Truck with Construction Body Outfittings shall be purchased from Shottenkirk of Indianola, Iowa in the amount of \$43,604 and the Mayor is authorized and directed to execute on behalf of the City and the City Clerk is authorized and directed to attest to said signature and to affix the seal of the City to the documents required to purchase the vehicle.

APPROVED this 4th day of March, 2019.

Kelly B. Shaw, Mayor

ATTEST:

Diana Bowlin, City Clerk



— STREETS DEPARTMENT —

Date: February 25, 2019

To: Mayor and City Council
From: Jason C. Etnyre, Street Superintendent
Cc: Ryan Waller, City Manager
Andy Lent, Finance Director
Subject: 2019 1 Ton Crew Cab Dually Pickup Truck w/Construction Body Outfitting RFP's

The FY19 Budget includes \$45,000 for the replacement of the 2000 Ford F450 crew cab pickup, with construction body, that is currently operated within the Street Department fleet. This unit is primarily used for operations involving concrete work and will be equipped accordingly.

Staff prepared a RFP for a replacement vehicle. Five companies were sent proposal forms directly and the RFP was also posted online to seek further potential companies. The City received two proposals for the outfitting of this unit.

The proposals received were as follows:

Dewey Ford of Ankeny:

Bid Item w/ body, towing package, and safety lighting options: \$51,884.24
Trade Allowance: \$3,750
Net Bid and Trade Allowance: \$48,134.24

Shottenkirk Ford of Indianola:

Bid Item w/ body, towing package, and safety lighting options: \$52,104
Trade Allowance: \$8,500
Net Bid and Trade Allowance: \$43,604

Recommendation of Purchase:

City staff recommends Council approve the proposal from Shottenkirk Ford of Indianola for the purchase of a 1 Ton Crew Cab Pickup and Trade Allowance for the amount of \$43,604.





Meeting Date: 03/04/2019

Subject

Resolution determining property to be surplus, authorizing the sale of property and approving the purchase of a street sweeper for the Street Department

Information

The FY 20 budget includes \$250,000 for the replacement of the 2014 Elgin Pelican Street Sweeper with approximately 7,000 hours. Staff evaluated four different manufacturers' products with six different models and would recommend Elgin Whirlwind Vacuum from MacQueen Equipment of Iowa (Tran-Iowa) since it best fits the needs of the department. Staff worked with MacQueen-Iowa to utilize multiple State Bid and other governmental contract sources. The following bids were provided to staff:

Company	Bid	Trade Allowance	Net Purchase Price
Sourcwell (NJPA)	\$301,329.90	\$45,000.00	\$256,329.90
GSA	\$311,271.00	\$45,000.00	\$266,271.00
HGAC	\$311,758.35	\$45,000.00	\$266,758.35
MNDOT State Bid	\$315,628.00	\$45,000.00	\$270,628.00

Staff's recommendation is to approve the proposal from MacQueen Group-Iowa utilizing the Sourcwell (NJPA) contract price of \$301,329.90 with a net after-trade price of \$256,329.90. This cost overage will be absorbed by the elimination of the purchase of a small trailer (\$5,000) due to its excellent operational condition and by moving the skid loader snow pusher into FY 21 (\$5,000).

Fiscal Impact**Attachments**

Memo
Resolution
Sourcwell Proposal
GSA Proposal
HGAC Proposal
MNDOT Proposal
Spec Sheet
Brochure



— STREETS DEPARTMENT —

Date: February 26, 2019

To: Mayor and City Council
From: Jason C. Etnyre, Street Superintendent
Cc: Ryan Waller, City Manager
Andy Lent, Finance Director
Subject: Street Sweeper Purchase for FY20

The FY20 Budget includes \$250,000 for the replacement of the 2014 Elgin Pelican Street Sweeper with approximately 7,000 hours. Staff has evaluated 4 different manufacturers' products with 6 different models and believes that the Elgin Whirlwind Vacuum from McQueen Equipment of Iowa (Trans-Iowa) best fits the needs of the Indianola Street Department. Staff demonstrated mechanical, vacuum, and regenerative air sweeper models and determined that a vacuum sweeper best fits the needs for both street and storm water usage. Due to the 20-22 week expected delivery period, staff is asking approval to purchase this vehicle early. Payment will not be due until the sweeper is delivered after July 1st, 2019.

Staff has worked with McQueen Equipment to custom outfit a machine that best serves the needs of the City. Highlights of these options include:

- Freightliner Conventional dual-steer chassis- similar to other fleet units
- Lifeline hopper liner w/lifetime warranty
- Rear wandering hose- used for cleaning storm sewer intakes and placing signs
- High pressure washdown- speeds hopper cleaning process
- Stainless steel hopper screens
- Hydro-excavation lance and nozzle- more efficiently installs signage
- 5 year parts/labor extended warranty- full sweeper warranty for expected ownership
- 5 year/5,000 hour sweeper engine warranty

Staff directed McQueen-Iowa to utilize multiple State Bid and other governmental contract sources to secure the lowest possible pricing for a unit equipped as specified. McQueen provided staff with the following four (4) bids:

Bid Provider	Contract Price	Trade Allowance	Net Purchase Price
Sourcewell (NJPA)	\$301,329.90	\$45,000	\$256,329.90
GSA	\$311,271.00	\$45,000	\$266,271.00
HGAC	\$311,758.35	\$45,000	\$266,758.35
MNDOT State Bid	\$315,628.00	\$45,000	\$270,628.00

Recommendation of Purchase:

City staff recommends Council approve the proposal from McQueen Group-Iowa utilizing the Sourcewell contract price of \$301,329.90 with a net after-trade price of \$256,329.90. This cost overage will be absorbed by the elimination of the purchase of a small trailer (\$5,000) in FY19 due to its excellent operational condition and by moving a skidloader snow pusher from FY20 into FY21 (\$4,000).

RESOLUTION NO. 2019-_____

**RESOLUTION DETERMINING PROPERTY TO BE SURPLUS,
AUTHORIZING SALE OF PROPERTY AND APPROVING THE
PURCHASE OF A STREET SWEEPER FOR THE STREET DEPARTMENT**

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

Street Department – 2014 Elgin Pelican Street Sweeper

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

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

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

WHEREAS, the FY 20 budget includes funding to replace the 2014 Elgin Pelican Street Sweeper; and

WHEREAS, the Street Department reviewed the bids, including the state bid, and recommends the bid from McQueen Group-Iowa utilizing the Sourcewell (NJPA) contract in an amount of \$301,329.90 with a trade in of \$45,000.00, net cost of \$256,329.90

WHEREAS, the Street Department is recommending to award the purchase of the street sweeper to McQueen Group-Iowa utilizing the Sourcewell (NJPA) contract at a cost of \$256,329.90, the budgeted figure was \$250,000.00; and

NOW THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Indianola, Iowa that the above-described property is determined to be surplus property and that the 2019 Street Sweeper shall be purchased from McQueen Group-Iowa utilizing the Sourcewell (NJPA) contract in the amount of \$256,329.90, with payment due after July 1, 2019, and the Mayor is authorized and directed to execute on behalf of the City and the City Clerk is authorized and directed to attest to said signature and to affix the seal of the City to the documents required to purchase the vehicle.

APPROVED this 4th day of March, 2019.

Kelly B. Shaw, Mayor

ATTEST:

Diana Bowlin, City Clerk

DISTRIBUTOR OF MUNICIPAL & CONTRACTOR EQUIPMENT

February 11th, 2019

Jason C. Etnyre
City of Indianola
Street Superintendent

Jason-



Per your request, a proposal has been generated based off of the Sourcewell (Formerly NJPA) Contract #: 122017-FSC Bid for an Elgin Whirlwind Street Sweeper with the enhancements that your street department has deemed necessary. As you know the City of Indianola is a member of the Sourcewell/NJPA, Membership #: 119316. For your information, Sourcewell is a government agency, member-driven service cooperative that serves over 50,000 members. Sourcewell offers members contract purchasing solutions that are leveraged nationally to enable contracted suppliers and member agencies to work smarter and more efficient as they do business with each other. Sourcewell provides equipment prices that are nationally bid that will meet/satisfy your city's bid process.

Included in below is a purchase proposal for (1) One New 2019 Elgin Whirlwind Street Sweeper per the Sourcewell Elgin Sweeper Contract #: 122017-FSC. Also attached following the proposal is a sample of the literature for your reference.

Description	Sourcewell Pricing
Elgin Whirlwind Dual Gutter 36" SB Sweeper	\$216,668.90
-Including the Following:	
-Dual Gutter Broom	-Right Hand Inspection Door w/ Step
-74 HP Tier 4 Engine	-Lifeline Spray-In Hopper Liner
-Whirlwind Service Manual	-Dual Strobes w/ Limb Guards
-John Deere Tech Manual	-LED Rear Bumper Strobes
-Dual High Back Air Ride Seats	-Dual Side/Rear LED Flood Worklights (4)
-Seat Arm Rests	-LED Stop/Tail/Turn Lights
-AM/FM/Bluetooth Radio	-Hydraulic Rear Wandering Hose
-LH & RH Side Broom Tilt	-4' Aluminum Pipe Extension Rear Mount
-LH & RH Nozzle Shutter	-Hopper Deluge
-Variable Speed Brooms	-High Pressure Washdown
-Nozzle Shutter Dual	-12" Convex Mirrors
-Aux Engine Pre-Cleaner	-Dual Fender Mounted Mirrors
-Auxiliary Hydraulic Pump	-5 Year Parts/Labor Warranty
-Factory Delivery	

Required Options and Dealer Services Added Not Included in Contract Pricing:

High Pressure Digging Lance & Nozzle: \$450.00
 Freightliner Chassis Service Manuals: \$350.00
 Machine Pre-Delivery Inspection: \$700.00
 Delivery to Indianola from MacQueen-Ankeny: \$85.00
 Training On-Site in Indianola: \$450.00
 2020 Freightliner M2 Dual Drive Chassis: \$82,626.00

Pricing Summary:

Sourcewell/NJPA Contract Purchase Price- 2019 Elgin Whirlwind: \$301,329.90
 DEDUCT Trade-In 2014 Elgin Pelican NP Serial #: NP30243: -\$45,000.00

NET Purchase Price: \$256,329.90

Price Includes: Delivery to city shop and on-site training. Delivery approximately 20-22 Weeks After Receipt of Order.
 Warranty: 5 Year Parts & Labor Elgin Warranty, 5 Year/5,000 Hour JD Engine Warranty

Thank you.


 Mike Osler
 MacQueen Equipment
 515-864-8171

www.macqueengroup.com

4607 SE Rio Ct, Ankeny, IA 50021 . Bus: 515.289.9994 . Fax: 515.289.9995
Formerly Trans Iowa Equipment Part of the MacQueen Group Since 2005



Elgin Whirlwind MV-

Tier III emissions, 8 cu. yd. hopper, 36 in. (711 mm) trailing arm side broom on both right and left hand sides (DUAL), ergonomic control console, sweeper is powder coated from powder coatings chart 2003/N with powder coated gray undercarriage and includes the standard features listed below:

STANDARD EQUIPMENT

Auxiliary Engine:

John Deere 4045TF150, 4 cylinder Turbocharged diesel

Alternator, 120 amp.

Horsepower: 115 HP (86 kW) at 2500 RPM

Displacement: 276 cu. in. (4.5 L)

Auto Shutdown Auxiliary Engine

Backup alarm, electric

Camera, Rear View

Control console, with rocker switches for all sweep functions, including memory sweep in an ergonomically designed console with full gauge package including diagnostic gauge, tachometer, engine hour meter, oil pressure indicator, coolant temperature, voltmeter and fuel level indicator, auxiliary engine RPM control, side broom down pressure controls, manual reset circuit breakers, water level gauge and warning lights for hopper "up", hopper rear door "open" and hopper "full"

Drive: Fluid coupling blower drive with power belt

Doors, fiberglass access doors provide easy service and maintenance on auxiliary engine, hydraulic and electrical system

Electronic Throttle

Fuel tank, 50 gallon (189 L)

Fuel water separator for auxiliary engine

Hose, hydrant fill, 16208" (5080 mm) with coupling

Hopper rear door, hydraulically opened/closed and locked/unlocked with external controls

Hydraulic oil cooler

In cab hopper dump

LED clearance lights

Sweep resume/sweep transport/reverse pick-up

Operators/Parts Manuals Elgin/JD

Standard Warranty:

Elgin: 5 year parts/labor warranty

John Deere Engine: 5 year/5,000 Hour parts/labor warranty (Exclusions Apply)

Training:

Upon Delivery: Trans Iowa will provide one (1) Day of Operator/Maintenance Training

Factory Mechanic Training: 3-Day Class- Hands On Mechanic Training for Multiple Mechanic(s)- Purchaser required to pay travel cost.

Spring Refresher: Annual One-Day Training in Metro Area.

A Closer Look



Need a powerful vacuum sweeper that not only cleans but is reliable, easy to operate and easy to maintain? The Elgin Whirlwind MV may be the answer. Suited for municipalities, contractors and general maintenance sweeping, the Whirlwind has evolved over three decades to bring out the best in vacuum street sweeping. From the high performance sweep system to the user-friendly controls, the Whirlwind has been designed and manufactured to the exacting quality standards that our customers have demanded. Customized with your choice of options, the Whirlwind can be equipped with one vacuum nozzle or two, 28" (711 mm) or 36" (914 mm) side brooms, cab-over or conventional chassis and more. This



flexibility allows you to configure a sweeper suitable to your unique applications. And thanks to our worldwide factory trained dealer network, you can be sure of satisfaction on delivery and far down the road.

Whirlwind MV® Vacuum Street Sweeper

DISTRIBUTOR OF MUNICIPAL & CONTRACTOR EQUIPMENT

February 11th, 2019

Jason C. Etnyre
City of Indianola
Street Superintendent

Jason-



Per your request, a proposal has been generated based per the GSA Contract #: 47QMCA18D000E for an Elgin Whirlwind Street Sweeper with the enhancements that your street department has deemed necessary. GSA (General Services Administration) acquisition solutions supply governmental purchasers with cost-effective high-quality products and services from commercial vendors. GSA helps government agencies build and acquire fleet equipment and other workplace services. GSA provides equipment prices that are nationally bid that will meet/satisfy your city's bid process.

Included in below is a purchase proposal for (1) One New 2019 Elgin Whirlwind Street Sweeper per the GSA Elgin Sweeper Contract #: 47QMCA18D000E. Also attached following the proposal is a sample of the literature for your reference.

Description

Elgin Whirlwind Sweeper Per Attached Specs (Following Pages)

-Per GSA Contract & Maryland Industrial Truck Contract Holder Quote (Included)

GSA Contract Pricing

\$307,901.00

Required Options and Dealer Services Added Not Included in GSA Contract Pricing:

High Pressure Digging Lance & Nozzle: \$450.00

Machine Pre-Delivery Inspection: \$700.00

Delivery to Indianola from MacQueen-Ankeny: \$85.00

Training On-Site in Indianola: \$450.00

Pricing Summary:

GSA Contract Purchase Price- 2019 Elgin Whirlwind: \$309,586.00

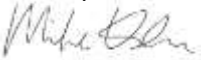
Non-Contract Items: \$1,685.00

DEDUCT Trade-In 2014 Elgin Pelican NP Serial #: NP30243: -\$45,000.00

NET GSA Purchase Price: \$266,271.00

Price Includes: Delivery to city shop and on-site training. Delivery approximately 20-22 Weeks After Receipt of Order.
Warranty: 5 Year Parts & Labor Elgin Warranty, 2 Year/2,000 Hour JD Engine Warranty

Thank you.



Mike Osler
MacQueen Equipment
515-864-8171



MARYLAND INDUSTRIAL TRUCKS, INC.

1330 West Nursery Road • Luthercum, Maryland 21090
Baltimore 410.598.1265 • Fax 410. 636.5794 • Toll Free 800.481.5439
www.mdindustrialtrucks.com

GSA
Contract Holder
AF000100000

City of Indianola IA

Maryland Industrial Trucks is pleased to offer you the following quote for your consideration.

WHIRLWIND MV DUAL mounted on M2 Chassis

Tier 4F emissions, 8 cu. yd. hopper, 28 in. (711 mm) trailing arm side broom on both right and left hand sides, ergonomic control console, sweeper is powder coated from powder coatings chart 2008/N with powder coated gray undercarriage and includes the standard features listed below.

STANDARD FEATURES

Auxiliary Engine:

John Deere 4045T, 4 cylinder Turbocharged diesel

Alternator, 120 amp.

Horsepower: 74 HP (55 kW) at 2400 RPM

Displacement: 276 cu. in. (4.5 L)

Auto Shutdown Auxiliary Engine

Backup alarm, electric

Camera, Rear View

Debris Hopper Volumetric Capacity 8.0 yd³ (6.0 m³)

Drive: Fluid coupler and S-groove banded power belt with adjustable idler pulley

Doors, fiberglass access doors provide easy service and maintenance on auxiliary engine, hydraulic and electrical system

Electronic Throttle

Fuel tank, 50 gallon (189 L)

Fuel water separator for auxiliary engine

Full Load Indicator Weight actuated with in-cab warning light

Hose, hydrant fill, 16208" (5080 mm) with coupling

Hopper rear door, hydraulically opened/closed and locked/unlocked with external controls

Hydraulic oil cooler

In cab hopper dump

Individual water switches

LED clearance lights

Manuals, operator and parts

Memory Sweep : Sweep resume feature

Rocker switches in central console gauges:

Tachometer, hour meter, oil pressure, fuel, voltmeter, coolant temperature,

spray water level gauge, hopper up,

hopper rear door open, full load indicator

hopper rear door open, full load indicator

Sidebroom work lights

Spray Nozzles (Quick Disconnect Type) :

(7) inside each suction nozzle

(4) at extension broom

(8) at each side broom (36" broom)

Water Tank Construction :

Dual polyethylene, removable

Water System Capacity 885 gal. (1268 L)

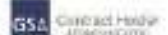
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MARYLAND INDUSTRIAL TRUCKS, INC.

1330 West Nursery Road • Linthicum, Maryland 21090
Baltimore 410.698.1255 • Fax 410.698.5734 • Toll Free 800.481.5436
www.mdindustrialtrucks.com



ADDITIONAL OPTIONS

L/H & RH Side Broom Tilt
12" Convex Mirrors
High Pressure Washdown
R/H Inspection Door & Step
Urethane Lined Hopper
6" Hopper Drain
Hopper Deluge
LED Stop/ Turn/ Tail Lights
(2) LED Rear Bumper Lights
SS Hopper Screen
High Pressure Washdown RL Insp
Hydraulic W/H Dual VRSPD
W/H 4 FT Aluminum Ext
5 Year Extended Warranty
Turbo II Pre-cleaner
Aux Hydraulic Pump w/ Dump
Auto Shutter Dual
LED Flood Lights
Whirlwind MV Service Manual
Freightliner M2 Service Manual
Freightliner Parts Manual
Variable Speed Broom Dual
SP-2 RR LED Strobes/ Arrowstick



TOTAL GSA DELIVERED PRICE

\$ 807,901.00

We appreciate the opportunity to quote you on your equipment requirements. If you have any questions regarding this quote or its contents, please do not hesitate to call or email.

Sincerely
Tom Rockstroh
GSA Contract Administrator
47QMCA18D000E

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DISTRIBUTOR OF MUNICIPAL & CONTRACTOR EQUIPMENT

February 11th, 2019

Jason C. Etnyre
City of Indianola
Street Superintendent

Jason-



Per your request for proposal, listed below is a purchase proposal for an Elgin Whirlwind Street Sweeper. Pricing is proposed per the HGAC Contract #: SW04-18 – STREET SWEEPERS- Elgin Whirlwind- Product Code B14. The HGAC Program is over 30 years old and specializes in high ticket, capital intensive products and services that require technical, detailed specifications and extensive professional skills to evaluate bid responses. All products offered through HGAC have been awarded by virtue of a public competitive process. The City of Indianola is a member of HGAC and has used HGAC to purchase vehicles and equipment in the past.

Elgin Whirlwind: Pricing including the city required enhancements listed below priced at the HGAC Bid Price:

Spec #	Description	Qty	Price	Subtotal
B14	Base- Whirlwind	1	175,490	\$175,490
	Dual Gutter Broom w/ 36" SB's			
1109607	Fender Mounted Mirrors 12"	1	329.60	\$329.60
1080756	Fender Mounted Left Hand Mirror	1	525.30	
1111175	Side Broom Tilt 36" LH w/ Display	1	1,045.45	\$1,045.45
1111176	Side Broom Tilt 36" RH w/ Display	1	1,045.45	\$1,045.45
1121517	Variable Speed Gutter Broom-Dual	1	1,302.95	\$1,302.95
1120104	Auto Shutter Leaf Gate Dual	1	1,426.55	\$1,426.55
1121842	Aux Engine Pre-Cleaner	1	618	\$618
1120393	Auxiliary Hydraulic Pump	1	1,405.95	\$1,405.95
1122155	LED Lights Stop/Turn/Tail	1	\$643.75	\$643.75
1121903	Dual LED Strobes w/ Guards w/ LED Arrowstick	1	3,986.10	\$3,986.10
1121789	Hydraulic Wandering Hose (Rear Vac)	1	4,892.50	\$4,892.50
1059263	4' Aluminum Pipe Extension Rear Mt.	1	782.80	\$782.80
1101937	Stainless Steel Hopper Inspection Door w/ Step	1	818.85	\$818.85
1085887	6" Hopper Drain w/ Lay Flat Hose	1	834.30	\$834.30
1071234	Stainless Steel Hopper Screens	1	1,591.35	\$1,591.35
1092627	Spray-In Hopper Liner- Lifeliner	1	8,131.85	\$8,131.85
1059209	Hopper Deluge	1	1,050.60	\$1,050.60
1121912	High Pressure Wash Down	1	4,094.25	\$4,094.25
1075400	AM/FM/Bluetooth Radio	1	927	\$927
1081747	Dual Air Ride Seats	1	2,090.90	\$2,090.90
1091366	High Pressure Washdown Hose Reel	1	1,179.35	\$1,179.35
1081912	Dual Arm Rests Both Seats	1	710.70	\$710.70
702448	Elgin Service Manual	1	97.85	97.85
704048	John Deere Tech Manual	1	195.70	\$195.70

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Spec #	Description	Qty	Price Each	SubTotal
704005	Freightliner M2 Parts Manual	1	422.30	\$422.30
704007	Freightliner M2 Service Manual	1	345.05	\$345.05
1121752	Rear Bumper Strokes	1	1,133	\$1,133
1120425	Dual LED ILO Standard	1	494.40	\$494.40
1120427	Dual LED Flood Lights	1	633.45	\$633.45
EW-AIR-NA-5PL	Whirlwind 5 Year Parts/Labor Extended Warranty	1	8,564.45	\$8,564.45
FRT-120-015	Factory Delivery Freight to Iowa	1	1,060.90	\$1,060.90

Non-Contract Items-

CHASSIS	2020 Freightliner M2 Chassis Dual Drive	1	82,626	\$82,626
HXX	High Pressure Digging Lance & Nozzle	1	450	\$450
PREP	Machine Pre-Delivery Inspection	1	700	\$700
DELIVERY	Delivery Charge to Indianola	34	5.5	\$187
TRAINING	Operation and Maintenance Training On-Site	1	450	\$450

Pricing Summary:

HGAC Bid Purchase Price- 2019 Elgin Whirlwind: \$311,758.35

DEDUCT Trade-In 2014 Elgin Pelican NP Serial #: NP30243: -\$45,000.00

NET Purchase Price 2019 Elgin Whirlwind MV: \$266,758.35

Terms of Sale:

Price Includes: Whirlwind Operators, Parts, and Service Manuals. Delivery to city shop and on-site operator/maintenance training.

Additional Training: Free Tuition for Multiple City Employees to Elgin Sweeper's 3-Day Mechanics Class at Elgin.

Services Offered by Trans Iowa: Ankeny Service Center, On-Site Service, On-Site Parts Sales

Availability: Approximately 20-22 Weeks From Receipt of Order Dependent Upon Factory Availability

Warranty: 5 Year Parts & Labor Elgin Warranty, 5 Year/5,000 Hour JD Engine Warranty (Additional Extended Warranties Available, Exclusions Apply). Lifetime Hopper Warranty against rust or wear through if Life-Liner Spray-In liner is purchased.

Payment Terms: Invoice Due 30 Days After Delivery or No Sooner Than July 15th, 2019.

If you should have any questions about this proposal, pricing, or equipment please call.

Thank you.

Mike Osler
MacQueen Equipment
515-864-8171

www.macqueengroup.com

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A Closer Look



Need a powerful vacuum sweeper that not only cleans but is reliable, easy to operate and easy to maintain? The Elgin Whirlwind MV may be the answer. Suited for municipalities, contractors and general maintenance sweeping, the Whirlwind has evolved over three decades to bring out the best in vacuum

street sweeping. From the high performance sweep system to the user-friendly controls, the Whirlwind has been designed and manufactured to the exacting quality standards that our customers have demanded. Customized with your choice of options, the Whirlwind can be equipped with one vacuum nozzle or two, 28"



(711 mm) or 36" (914 mm) side brooms, cab-over or conventional chassis and more. This



flexibility allows you to configure a sweeper suitable to your unique applications. And thanks to our worldwide factory trained dealer network, you can be sure of satisfaction on delivery and far down the road.

February 11th, 2019

Jason C. Etnyre
City of Indianola
Street Superintendent

Jason-



Per your request, a proposal has been generated based off of the MNDOT State Bid for an Elgin Whirlwind "Pure Vacuum" Street Sweeper mounted to a Freightliner Truck Chassis with the enhancements the street department has deemed necessary. As you know the State of Iowa does not have specialized equipment bid out and published, but the Iowa DOT as well as many other cities, INCLUDING INDIANOLA have purchased sweepers, sewer truck(s), etc. using the Minnesota Department of Transportation Contract, due to its ease of use, and capability of attaining competitively bid prices that satisfy and meet their bid processes. These prices have already went through a bid process and are listed are at a "wholesale" price.

Elgin Whirlwind MV: Unit Pricing including base machine standards and the city required enhancements listed below priced at the MNDOT State Bid Price Contract #: S-843(5):

<u>Spec #</u>	<u>Description</u>	<u>Qty</u>	<u>Price Each</u>	<u>SubTotal</u>
1.0	Base- Whirlwind w/ Freightliner Chassis	1	251,456	\$251,456
1.4	Remote Heated Mirrors (Std on FL M2)	1	STD	STD
1.6	Right/Left Hand Fender Mounted Mirrors 12"	1	580	580
1.8	Dual Gutter Broom w/ 36" SB's	1	14,294	\$14,294
2.3	Side Broom Tilt 36"	2	1,070	\$2,140
2.4	Variable Speed Gutter Broom	2	1,328	\$1,328
2.7	Auto Shutter Leaf Gate Dual	1	1,654	\$1,654
3.2	Aux Engine Pre-Cleaner	1	551	\$551
3.4	Auxiliary Hydraulic Pump	1	1,429	\$1,429
5.2	LED Lights Stop/Turn/Tail	1	STD	STD
5.3	Dual LED Strobes w/ Guards	1	2,135	\$2,135
5.4	LED Arrowstick	1	2,762	\$2,762
6.3	Hydraulic Wandering Hose (Rear Vac)	1	4,500	\$4,500
6.4	4' Aluminum Pipe Extension Rear Mt.	1	802	\$802
6.6	Hopper Inspection Door w/ Step	1	820	\$820
6.7	6" Hopper Drain w/ Lay Flat Hose	1	854	\$854
6.8	Stainless Steel Hopper Screens	1	1,625	\$1,625
6.9	Spray-In Hopper Liner	1	8,256	\$8,256
7.3	Hopper Deluge	1	1,070	\$1,070
7.6	High Pressure Wash Down	1	4,285	\$4,285
8.4	AM/FM Radio	1	935	\$935
8.3	Freightliner M2 Chassis Dual Drive	1	STD	STD
8.7	Air Ride Seats	2	STD	STD
3.2.9	Delivery Charge	34	5.5	\$187

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Non-Contract Items-

<u>Spec #</u>	<u>Description</u>	<u>Qty</u>	<u>Price Each</u>	<u>SubTotal</u>
9.1	High Pressure Washdown Hose Reel	1	1,190	\$1,190
9.2	High Pressure Digging Lance & Nozzle	1	450	\$450
9.3	Dual Arm Rests Both Seats	1	715	\$715
9.4	Elgin Service Manual	1	STD	STD
9.5	John Deere Tech Manual	1	190	\$190
9.6	Freightliner Service Manual	1	350	\$350
9.7	Rear Bumper Strokes	1	1,145	\$1,145
9.8	Side Broom and Rear LED Work Floodlights (4)	1	1,140	\$1,140
9.9	5-Year Extended Elgin Warranty Parts/Labor	1	8,785	\$8,785

Pricing Summary:

MNDOT State Bid Purchase Price- 2019 Elgin Whirlwind: \$315,628.00
DEDUCT Trade-In 2014 Elgin Pelican NP Serial #: NP30243: -\$45,000.00

NET Purchase Price 2019 Elgin Whirlwind MV: \$270,628.00

Terms of Sale:

Price Includes: Whirlwind Operators, Parts, and Service Manuals. Delivery to city shop and on-site operator/maintenance training.

Additional Training: Free Tuition for Multiple City Employees to Elgin Sweeper's 3-Day Mechanics Class at Elgin.

Services Offered by Trans Iowa: Ankeny Service Center, On-Site Service, On-Site Parts Sales

Availability: Approximately 20-22 Weeks From Receipt of Order Dependent Upon Factory Availability

Warranty: 5 Year Parts & Labor Elgin Warranty, 5 Year/5,000 Hour JD Engine Warranty (Additional Extended Warranties Available, Exclusions Apply). Lifetime Hopper Warranty against rust or wear through if #6.9 is Life-Liner Spray-In liner is purchased.

Payment Terms: Invoice Due 30 Days After Delivery or No Sooner Than July 15th, 2019.

If you should have any questions about this proposal, pricing, or equipment please call.

Thank you.

Mike Osler
MacQueen Equipment
515-864-8171

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A Closer Look



Need a powerful vacuum sweeper that not only cleans but is reliable, easy to operate and easy to maintain? The Elgin Whirlwind MV may be the answer. Suited for municipalities, contractors and general maintenance sweeping, the Whirlwind has evolved over three decades to bring out the best in vacuum

street sweeping. From the high performance sweep system to the user-friendly controls, the Whirlwind has been designed and manufactured to the exacting quality standards that our customers have demanded. Customized with your choice of options, the Whirlwind can be equipped with one vacuum nozzle or two, 28"



(711 mm) or 36" (914 mm) side brooms, cab-over or conventional chassis and more. This



flexibility allows you to configure a sweeper suitable to your unique applications. And thanks to our worldwide factory trained dealer network, you can be sure of satisfaction on delivery and far down the road.

Whirlwind MV® Vacuum Street Sweeper

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Sweep System – Shared Power

Shared Power System* (Patented Issued 4/21/2015 US# 9,010,467 B2)

Chassis power is used to boost system performance by providing power to the auxiliary engine; either through excess horsepower available from the chassis engine or by reclaiming energy from chassis regenerative braking.

Auxiliary Engine

Make John Deere 4045T Tier 4 Final
Type 4 cylinder, turbocharged diesel
Displacement 276 cu. in. (4.5 L)
Horsepower 74 (55 kW) @ 2400 RPM
Torque 224 ft-lbs (304 Nm) @ 1600 RPM
Oil Filter Spin-on full flow
Air Cleaner Dual safety element dry type
Auto Shutdown For Low Oil / High Temp
Electronic Throttle

Instrumentation / Controls

Rocker switches in central console gauges:
Tachometer, hour meter, oil pressure, fuel, voltmeter, coolant temperature, spray water level gauge, hopper up, hopper rear door open, full load indicator
Memory Sweep Sweep resume feature

Sweep System – Components

General Specifications

Measured sweeping path (with 36" side broom):

- Suction nozzle only
32 in. (813 mm)
- Suction nozzle and one side broom
52 in. (1320 mm)
- Suction nozzle and extension broom
78 in. (1981 mm)
- Suction nozzle, extension, and one side broom
95 in. (2413 mm)
- Dual suction nozzles, side brooms and extension broom
144 in. (3658 mm)

Blower

Drive Fluid coupler and 5-groove banded power belt with adjustable idler pulley
Blower Construction Hardox brand steel
Blower Housing 10 gauge (3.4 mm) steel, rubber-lined for extended wear

Vacuum Nozzle and Hoses

Nozzle Width 32 in. (813 mm)
Pickup Area 174 in² (1119 cm²)
Construction Abrasion resistant steel components
Hose Connection Quick disconnect type at lower area near vacuum nozzle
Hose Construction Flexible rubber, steel reinforced
Hose 11 in. (280 mm) inside diameter

Side Broom

Diameter
28 in (711 mm) WB Chassis Specific
36 in (914 mm) WB Chassis Specific
Construction Steel plate
Speed Constant
Drive Hydraulic motor, protected by relief valve
Mounting Free floating trailing arm

Side Broom Cont.

Motion Pneumatically inward/outward, raised/lowered
Tilt Adjustment Inward/outward, forward/backward
Digging Pressure/Wear Control
Pneumatic in cab
Type Segment set disposable
Material Tempered steel wire

Extension Broom

Diameter 16 in. (406 mm)
Length 54 in. (1372 mm)
Speed Constant
Drive Hydraulic motor, protected by relief valve
Digging Pressure/Wear Control Pneumatic outside cab
Lift Control Pneumatic from control panel
Type Polypropylene prefab, disposable
Location Center of sweeper

Debris Hopper

Volumetric Capacity 8.0 yd³ (6.0 m³)
Floor Angle 10°
Dump Angle 50°
Construction 10 gauge (3.4 mm) steel sides and top, 1/4" gauge (6.4 mm) steel floor
Lifting Double acting hydraulic cylinder
Hopper Dump Door Hydraulic open/close and lock/unlock
Full Load Indicator Weight actuated with in-cab warning light
Hopper Screens Hinged, quick release, steel
Safety Prop Steel bar under body and outside rear door
Hopper Dumping Controls Push button on right side of unit
In Cab Dumping Controls Standard

Spray Water System

Water Tank Construction Dual polyethylene, removable

Spray Water System Cont.

Water System Capacity 335 gal. (1268 L) standard
Pump Type Twin diaphragm with run-dry capability with HI and LO selectable pump speeds.
System Flow 8 GPM (30 LPM) (2 - 4 GPM Pumps)
System Pressure 40 PSI (2.8 bar)
Spray Nozzles (Quick Disconnect Type)
7 inside each suction nozzle
4 at extension broom
3 at each side broom (36" broom)
Controls On/off at control panel
Filter 100 mesh, cleanable
Anti-Siphon Fill Standard
Hydrant Fill Hose 16 ft. 8 in. (5080 mm) with coupling

Hydraulic System

Purpose: Powers hydraulic motors on side broom, extension broom, and hopper cycle Hydraulic Pump
Capacity 8.3 GPM (31 LPM)
@ 2500 RPM, each section (16.6 GPM Total)
Hydraulic Pump Direct gear driven, tandem type
Reservoir Capacity 23 gal (87 L)
Filter 10 micron, spin-on type with in-cab restriction indicator

Electrical System

Alternator 95 amperes
Battery 12 volt, 1000 CCA
Lights Side broom, rear clearance, rear identification
Reversing Safety Electric back-up alarm, sweep components raise automatically
Wiring Harnesses Color coded, function stamped and labeled every 4 in (100 mm)

Available Enhancements

- Front spray bar
- Aux. lighting packages
- In-cab side broom tilt
- Variable broom speed
- Auxiliary hydraulic system
- Wandering hose
8 in (203 mm) diameter
- Auto lubrication system
- LifeLiner® Hopper System
- Stainless steel hopper
- 10 yd³ hopper
- Hopper inspection door(s)
- Hopper deluge washout system
- Hopper drain
- Auto-shutter
- High/low pressure washdown
- Auxiliary water tank capacities
- PM-10 water system
- Extended warranty

Paint

Powder Coated,
Standard Elgin white
and gray

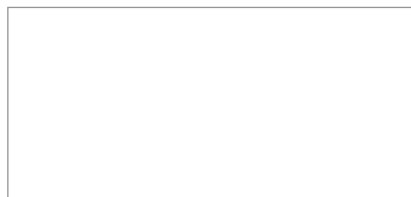
Chassis

Available on commercial
cabover and conventional
Consult factory.

Warranty

Sweeper
1 year parts and labor
Engine
Consult Factory

Your Elgin Dealer is:



ELGIN
Subsidiary of Federal Signal Corporation

Elgin Sweeper Company
1300 W. Bartlett Rd.
Elgin, Illinois, U.S.A. 60120-7529
847-741-5370 Phone
847-742-3035 Fax
www.elginsweeper.com

ELGIN®

Subsidiary of Federal Signal Corporation

Whirlwind®



WHIRLWIND® - POWERFUL, DURABLE VACUUM SWEEPER

Need a powerful vacuum sweeper that not only cleans but is durable, easy to operate and easy to maintain? The Elgin® Whirlwind is the answer. Suited for municipalities, contractors and general maintenance sweeping, the Whirlwind has evolved over four decades to bring out the best in vacuum street sweeping. The high performance sweep system, user-friendly controls, customizable suction nozzle and side broom configurations, and selection of cab-over or conventional chassis make the Whirlwind the obvious choice. Thanks to our worldwide factory-trained dealer network, you can be sure of satisfaction on delivery and far down the road.



APPLICATION SOLUTIONS

Elgin Sweeper doesn't offer just one sweeping technology — we take an application-based approach to solving our customers' sweeping needs. Our team works with each customer to ensure that you get a machine that fits your specifications, with the right truck, engine configuration, fuel requirements, and options.

POWERFUL SUPPORT

Elgin's sweepers are built for clean, backed for life. Throughout the life of the sweeper, we offer training to your team on proper use and maintenance. We have a world-wide network of experienced dealers with factory trained technicians and a local stock of OEM parts and accessories, to ensure total customer peace of mind.

UNMATCHED QUALITY

The Whirlwind was introduced over 40 years ago and has been continuously improved. Manufactured in an ISO:9001 certified plant, Elgin's are quality inspected and functionally tested prior to shipment. Paint prior to assembly ensures uniform, durable coverage. Whirlwinds are proudly assembled in the U.S.A.

POWERFUL CLEANING SYSTEM

How well a street sweeper picks up material is determined by its overall design. The air conveyance, sweeping and dust suppression systems, as well as ease of sweeper maintenance must all work together to achieve maximum sweeping performance.



HIGHLY EFFICIENT AIR CONVEYANCE SYSTEM

Efficient air flow, including a superior vacuum source and air routing path, is at the heart of the Whirlwind.

- High volume air flow at high velocity results in exceptional one-pass pickup while eliminating plugging that can occur in similar type sweepers.
- A nine-vane closed face turbine fan is powered by a turbo-charged diesel auxiliary engine for maximum airflow.

HIGH PRODUCTIVITY SWEEP SYSTEM

The Whirlwind's versatile sweep path picks up debris close to the curb and across the widest expanse of road in its class.

- The sweep system includes one or two suction nozzles, trailing arm side brooms, and a centrally-mounted extension broom.
- You can choose 28 in (711 mm) or 36 in (914 mm) diameter trailing arm side brooms that can be operated individually or simultaneously for a sweep path of up to 144 in (3658 mm)*.
- Simultaneous sweep is standard with the dual nozzle configuration. Choose between single or dual 32 in (813 mm) welded-steel suction nozzles that can be operated individually or simultaneously.
- The 11 in (279 mm) diameter suction hose accepts large debris. Quick disconnect allows an operator to inspect and clean the hose intake without raising the hopper.



ECOINFUSED® SHAREDPOWER TECHNOLOGY

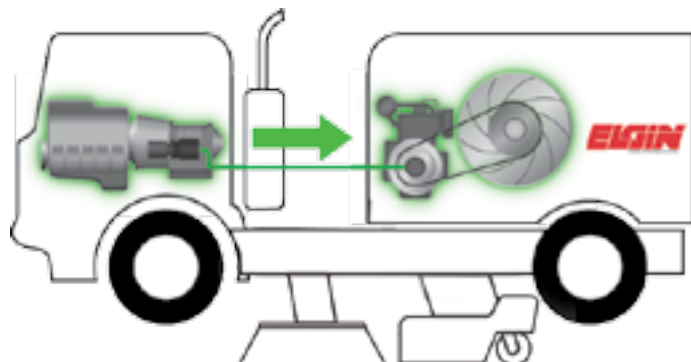
The Whirlwind's patented shared power system is a Tier 4F compliant solution that delivers proven performance, increased fuel efficiency, reduced emissions and lower noise levels at engine-rated speeds.

- The system was developed to share chassis power when using a 74 hp auxiliary engine to maintain outstanding sweep performance while providing a simple emission compliant solution that doesn't involve complex, higher maintenance, and expensive exhaust after treatment devices.
- Typically the chassis engine is underutilized while sweeping. EcoInfused SharedPower technology taps into that unused potential and allows power to be hydraulically transferred to, and shared with, the auxiliary engine.
- Power can also come from regenerative braking. Using a transmission mounted PTO, energy normally lost to vehicle momentum while sweeping on downhill grades or coasting can be reclaimed and immediately applied back into the sweeper system.



EcoInfused
Technology
SharedPower

To see an animation on how the SharedPower system works, scan the QR code or visit:
elginsweeper.com/Products/AirSweepers/Whirlwind



*With 36 in side brooms

THE ELGIN WHIRLWIND

HIGH PRODUCTIVITY SUCTION NOZZLE(S)

A single or dual 32 in (813 mm) abrasion-resistant suction nozzles are available. Each nozzle covers 174 in² (1123 cm²) and extends 15 in (381 mm) beyond the tire's track for increased performance closer to the curb. The 11 in (279 mm) diameter suction hose accepts large debris. The suction nozzle rides on two heavy-duty pivoting caster wheels allowing it to track, staying in the path of the debris and following road contours. The suction nozzles are equipped with a front-mounted shutter that allows easy entry of larger/bulky objects and large quantities of leaves.



HIGH-PERFORMANCE SWEEPER ENGINE

The heavy-duty John Deere 4045T diesel engine provides exceptional power and extended service life. Auto shut-down of engine functions comes standard. The latest EPA Tier 4F and CARB emission compliant packages are now standard.

POWERFUL BLOWER

The high velocity, 9-vane blower generates the necessary airflow to convey the debris from the suction nozzle into the hopper and vacuum needed to overcome any restrictions such as rocks or bulky debris. More power means one-pass pickup, increasing operator productivity. The vanes are constructed of Hardox® brand steel for durability and maximum service life.



HIGH CAPACITY/EFFICIENT LOADING

The 8 yd³ (6 m³) capacity hopper provides extended sweeping time. Abrasion-resistant steel inlet deflector(s) direct debris flow to the center of the hopper for even, efficient material loading and maximum capacity utilization.

COMPACT DESIGN

The sweeper mounts on conventional or cab-over chassis with short wheelbases, enabling a tight turn radius for better reach in cul-de-sac sweeping and greater maneuverability around corners. The standard auto-pickup in reverse allows for quick change of sweeping locations.

UNIQUE TRAILING ARM SIDE BROOMS

The trailing arm design provides special 4-way action to closely follow road contours, provide inward safety for obstacles, and maintain a consistent broom angle even as the broom starts to wear. Digging pressure is adjustable in-cab.

EFFECTIVE WINDROW EXTENSION BROOM

The 54 in (1372 mm) hydraulically-driven extension broom operates at an 18 degree windrow angle, directing the debris into the path of the nozzle. The broom can pivot for left or right side sweeping and is pivoted by a heavy duty pneumatic cylinder.



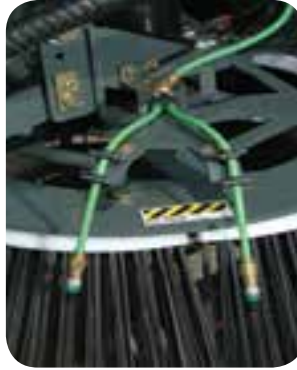
SIMPLE, EASY, ACCESS MAINTENANCE

The Whirlwind is designed so that systems are accessible and easy to service. Large access doors allow for quick inspection of the auxiliary engine, electrical, water and hydraulic systems without tilting the hopper. The engine oil and pneumatic pressure can be checked, hydraulic filter changed and the fan bearings greased. The hydraulic system with o-ring seal fittings is designed for long life and leak-free operation. Heavy-duty, waterproof electrical connectors and color-coded wires have stamped identification for quick location during trouble shooting.

SUPERIOR VACUUM SWEEPER DESIGN

COMPREHENSIVE WATER SYSTEM

Proper use of water is essential for dust suppression, sweeping performance and longevity of sweeper components. Up to 20 spray nozzles are located at the side brooms and inside the suction nozzles. The extension broom has 4 rubber mounted, quick-disconnect spray nozzles for easy cleaning and maintenance. The spray system is powered by two water pumps, one for each side of the sweeper. The pumps are controlled in-cab, with high/low settings to adjust for sweeping conditions. Two durable polyethylene water tanks provide 335 gal (1268 L) of water.



ERGONOMIC CONTROLS

All sweep and water functions use rocker switches located on a centrally-mounted console for easy operation from either operator position. Air regulators provide positive side broom down pressure and separate switches control the in/out and up/down function. Easy-to-read gauges provide quick assessment of all sweep and engine systems. Water level indicator is standard. A standard back-up camera and alarm enhance operator and sweeper safety.



Elgin's Memory Sweep® system allows the operator to resume all previous sweep settings, even broom tilt (if so equipped), with one-touch control to enhance productivity and reduce fatigue. It incorporates a multi-screen display that indicates system diagnostics, engine hours and broom hours.



QUICK COMPLETE DUMPING

The 8 cubic yard (6 cubic meter) hopper is constructed of 10 gauge steel walls, a 1/4 inch (6.35 mm) thick steel floor with easy drop-down screens for quick cleanup.

A 50 degree tilt angle ensures efficient dumping. Hopper controls are safely accessible on the curb side of the sweeper and conveniently located in-cab for quick unloading of the hopper.



APPLICATION-SPECIFIC CONFIGURATIONS



PERMEABLE PAVEMENT CLEANING & RESTORATION

Installation of permeable pavement has increased in recent years as a best management practice (BMP) to deal with storm water runoff. These surfaces effectively reduce the amount of untreated water and accompanying pollutants directed into waterways. Both regenerative air sweepers and high-power pure vacuum sweepers can be used as part of a practical maintenance program for permeable pavement. However, for restoration when the surface is blocked and water is no longer able to infiltrate the ground, pure vacuum sweepers, such as the Whirlwind, work better due to highly concentrated vacuum levels which exceed that of a regenerative air sweeper. The Whirlwind's incredible vacuum is able to pull out embedded debris that plugs drainage paths. Most permeable pavement periodically requires this degree of vacuum to restore infiltration of clogged areas.



CATCH BASIN CLEANING

Catch basins allow surface water runoff to enter the storm water conveyance system, while trapping solids and sediments that might otherwise end up polluting the receiving waters. Catch basin cleaning is an efficient and cost-effective method for preventing flooding as well as removing the sediment and pollutants before they can get into the waterways. A regular schedule of catch basin cleaning improves both aesthetics and local water quality.

A Whirlwind equipped with a heavy duty wandering hose becomes a versatile machine capable of street sweeping and catch basin cleaning.

- Multiple aluminum hose extensions can be added to the 4 ft long (1.2 m) catch basin nozzle for deep and thorough cleaning.
- Fingertip hydraulic controls on the handles easily adjust the height of the nozzle.
- The rear auxiliary engine throttle control improves operator productivity and adjustment of vacuum power.

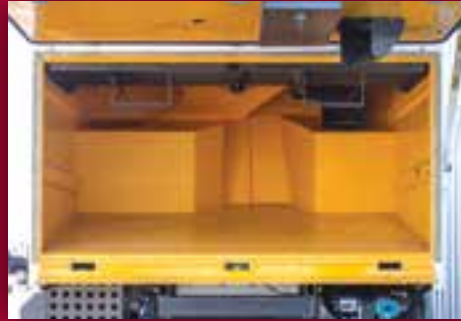
The combination Elgin Whirlwind sweeper with wandering hose option provides a cost-effective tool to facilitate storm water management.

OPTIONAL ENHANCEMENTS



WANDERING HOSE

The versatile, hydraulic-assist hose gets into hard-to-reach places and is effective in catch basin cleaning. It handles multiple tubes for especially deep catch basin cleaning.



LIFELINER® HOPPER SYSTEM

The LifeLiner® hopper liner and finish system greatly improves the life, durability, and dumping functionality of a sweeper hopper. It is backed by a lifetime warranty.**



STAINLESS STEEL HOPPER SYSTEM

This complete hopper body is constructed entirely of 304 grade stainless steel to provide maximum service life, even in the most corrosive applications.

ADDITIONAL OPTIONS:

- Variable broom speed
- Auto nozzle shutter
- Front spray bar
- Hopper inspection doors
- Rear flood light(s) LED
- Rotating beacon/strobe light LED
- Automatic lubrication system
- Hopper deluge
- Auxiliary hydraulic pump
- Additional water:
140 gal (530 L), 280 gal (1060 L), 360 gal (1363 L)
- High/low pressure washdown
- In-cab side broom tilt
- Utility cover lifter
- PM-10 compliant
- 10 yd³ (7.6 m³) hopper

SPECIFICATIONS:

SWEEP SYSTEM

High performance vacuum sweeper

SWEEP PATH*

One suction nozzle, one side broom, and extension broom: 95 in (2413 mm)

Dual suction nozzles, two sidebrooms and extension broom:
144 in (3658 mm)

NOZZLE

Single 32 in (813 mm) abrasion- resistant suction nozzle (dual nozzles available)
Pick-up area: 174 in² (1123 cm²)
Extension beyond tire track: 15 in (381 mm)

AUXILIARY ENGINE

John Deere 4045T

Tier 4F low emission diesel

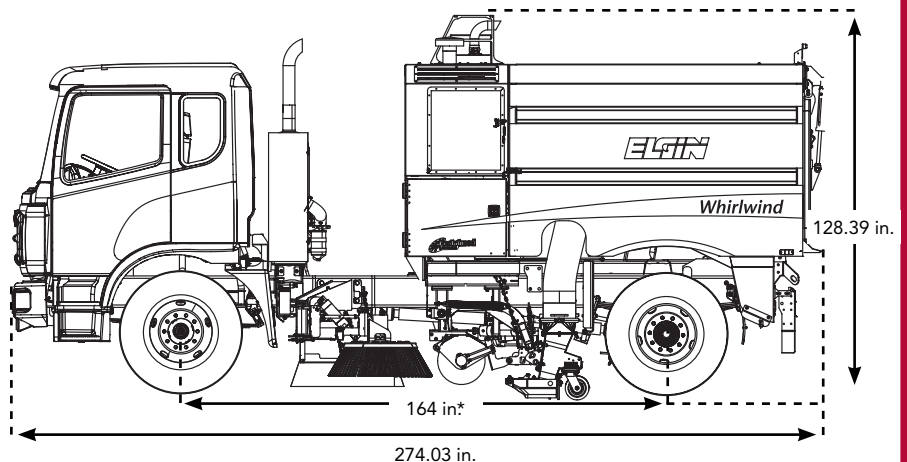
*Tier 3 and Tier 2 for export only

CHASSIS

Choice of conventional or cab-over chassis

TRAVEL SPEED

Highway speeds



*With 36 (914 mm) in side brooms. **Consult factory for warranty details

ELGIN SWEEPER IS YOUR PARTNER...

IN THE PLANNING

Instead of one-size-fits-all solutions, we'll work with you to select the sweeping technology that fits your specific needs.



IN THE STREETS

We're here to help you maintain your Elgin and train your operators to ensure the job is done right.



INTO THE FUTURE

Our dealers don't just sell you an Elgin; they're available to answer your questions and provide service for the life of the machine.



WARRANTY

Elgin Sweeper Company backs the Whirlwind sweeper with a one-year limited warranty. The Whirlwind is warranted against defects in material or workmanship for a period of 12 months from the date of delivery to the original purchaser. Optional extended warranty packages are available. Consult your Elgin dealer for complete warranty details.

Your Local Elgin Dealer Is:



elginsweeper.com

1300 W. Bartlett Road • Elgin, IL 60120 U.S.A.
(847) 741-5370 Phone • (847) 742-3035 Fax

Specifications subject to change without notice. Some items shown may be optional. Elgin® Whirlwind® LifeLiner® and Memory Sweep™ are registered trademarks of Federal Signal Corporation. Hardox® is a registered trademark of Hardox wear plate. Federal Signal Corporation is listed on the NYSE by the symbol FSS. ©2015 Elgin Sweeper Company. U.S. Patent #9,010,467 B2 Effective 9/15 P/N 0705312-F

Meeting Date: 03/04/2019

Subject

Resolution approving a professional services agreement with Oxford Tree Service for the tree maintenance

Information

Council will need to consider the resolution (packet) approving the professional service agreement for tree maintenance. Request for quotations (RFQ) were issued for tree maintenance services. This RFQ provides multiple departments with an hourly rate to be used when a tree removal and/or trimming need presents itself. Seven companies were sent quotations and it was also posted on the City's web site, Iowa League of Cities web site and on Facebook. The following quotes were received on February 19, 2019:

Company	Hourly Rate
Oxford Tree Services Indianola, Iowa	\$185/hour
Turnbull's Tree Service Norwalk, Iowa	\$250/hour
Marathon Resource Mgt Group LLC Ashland, Virginia	\$200/hour

This service is an annual operation and is accounted for within the budgets of the Street Department, Community Development and Parks Department. Oxford Tree Service has been providing this service for the Street and Community Development Departments for the past several years.

Staff recommends the quotation of Oxford Tree Service in the amount of \$185/hour.

Fiscal Impact**Attachments**

Resolution
Professional Service Agreement
Memo
Insurance

RESOLUTION NO. 2019-____

**RESOLUTION APPROVING A PROFESSIONAL SERVICES
AGREEMENT WITH OXFORD TREE SERVICES FOR THE
CITY OF INDIANOLA TREE MAINTENANCE**

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

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

WHEREAS, after review of the proposals the City Council believes it to be in the best interest of the City to engage Oxford Tree Services of Indianola, Iowa to perform the Services; and

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

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

1. The Professional Services Agreement with Oxford Tree Services in an amount of \$185.00/hour for the Services is in the public interest of the citizens of the City of Indianola and is hereby approved.

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

PASSED this 4th day of March, 2019.

Kelly B. Shaw, Mayor

ATTEST:

Diana Bowlin, City Clerk

PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT, made and entered this 4th day of March, 2019, by and between the **CITY OF INDIANOLA**, a municipal corporation of the State of Iowa, hereinafter referred to as "CITY," and Oxford Tree Services of Indianola, Iowa hereinafter referred to as "SERVICE PROVIDER" for the 2019 Tree Maintenance.

WHEREAS, the CITY is in need of a Tree Maintenance, hereinafter referred to as "Services"; and

WHEREAS, the CITY solicited proposals for said Services; and

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

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

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

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

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

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

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

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

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

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

"CITY":

CITY OF INDIANOLA

By: _____
Kelly B. Shaw, Mayor

Attest: _____
Diana Bowlin, City Clerk

"SERVICE PROVIDER":

By: _____
Name: _____
Title: _____



— STREETS DEPARTMENT —

Date: February 25, 2019

To: Mayor and City Council
 From: Jason C. Etnyre, Street Superintendent
 Cc: Ryan Waller, City Manager
 Andy Lent, Finance Director
 Subject: 2019 Tree Maintenance RFQ

City staff issued an RFQ requesting quotes for tree maintenance services. This RFQ provides multiple departments with an hourly rate to be used when a tree removal and/or trimming need presents itself. Seven companies were sent quotation forms directly and the RFQ was also posted online to seek further potential companies. On February 19th at the close of the RFQ submission period the City had received 3 quotations for tree maintenance services.

The quotes received were as follows:

Firm	Location	Hourly Rate
Oxford Tree Services	Indianola, Iowa	\$185
Turnbull's Tree Service	Norwalk, Iowa	\$250
Marathon Resource Mgt Group LLC	Ashland, Virginia	\$200

***Fenimore Brothers Tree Service from Des Moines submitted a quote that was received after the due date. This quote was not opened.

This service is an annual operation and is accounted for within the budgets of the Street Department, Community Development, and Parks Department. Oxford Tree Service has been providing this service for the Street Department and Community Development for the past several years.

Recommendation to Council:

City staff recommends Council approve the quotation of Oxford Tree Service for tree maintenance services in the amount of \$185/hr.

ATTACHMENT C

STANDARD INSURANCE REQUIREMENTS

1. GENERAL

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

2. INSURANCE REQUIREMENTS

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

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

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

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

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

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

3. WAIVER OF SUBROGATION

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

Meeting Date: 03/04/2019

Subject

Resolution approving a professional services agreement with Jerico Services, Inc. for dust control

Information

In your packet is the resolution approving the professional service agreement (packet) for dust control services. Request for quotations (RFQ) were issued for dust control services for the summers of 2019, 2020 and 2021. Three companies were sent quotations and it was also posted on the City's web site, Iowa League of Cities web site and on Facebook. The following quotes were received on February 19, 2019:

Company	2019 Pricing	2020 Pricing	2021 Pricing
Jerico Services, Inc. Indianola, Iowa	\$.54/running ft.	\$.55/running ft.	\$.56/running ft.
Heffron Services Inc. Windsor Heights, Iowa	\$.60/running ft.	\$.62/running ft.	\$.64/running ft.

Staff is recommending the quotation from Jerico Services, Inc. for the summers of 2019, 2020 and 2021. This service is an annual operation and is accounted for within the budget.

FYI - in calendar year 2018, three applications of calcium chloride were made to South "K" Street at a cost to the City of \$10,691. Calcium chloride applications in all other locations throughout the community cost an additional \$3,227.

Fiscal Impact**Attachments**

Resolution

Professional Service Agreement

Memo

Insurance Certificate

RESOLUTION NO. 2019-____

**RESOLUTION APPROVING A PROFESSIONAL SERVICES
AGREEMENT WITH JERICO SERVICES, INC. FOR THE
CITY OF INDIANOLA DUST CONTROL**

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

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

WHEREAS, after review of the proposals the City Council believes it to be in the best interest of the City to engage Jerico Services, Inc. of Indianola, Iowa to perform the Services; and

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

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

1. The Professional Services Agreement with Jerico Services, Inc. in an amount of \$.54/running foot for 2019, \$.55/running foot for 2020 and \$.56/running foot for 2021 for the Services is in the public interest of the citizens of the City of Indianola and is hereby approved.

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

PASSED this 4th day of March, 2019.

Kelly B. Shaw, Mayor

ATTEST:

Diana Bowlin, City Clerk

PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT, made and entered this 4th day of March, 2019, by and between the **CITY OF INDIANOLA**, a municipal corporation of the State of Iowa, hereinafter referred to as "CITY," and Jerico Services, Inc.. of Indianola, Iowa hereinafter referred to as "SERVICE PROVIDER" for the 2019, 2020 and 2021 Dust Control.

WHEREAS, the CITY is in need of a Dust Control, hereinafter referred to as "Services"; and

WHEREAS, the CITY solicited proposals for said Services; and

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

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

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

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

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

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

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

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

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

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

"CITY":

CITY OF INDIANOLA

By: _____
Kelly B. Shaw, Mayor

Attest: _____
Diana Bowlin, City Clerk

"SERVICE PROVIDER":

By: _____
Name: _____
Title: _____



— STREETS DEPARTMENT —

Date: February 25, 2019

To: Mayor and City Council
 From: Jason C. Etnyre, Street Superintendent
 CC: Ryan Waller, City Manager
 Andy Lent, Finance Director
 Subject: 2019 Dust Control Application RFQ

City staff issued an RFQ requesting quotes for dust control services for the summers of 2019, 2020, and 2021. This RFQ will be used to provide dust control services on South K Street and in partnership with homeowners who pay for their first seasonal application. Three companies were sent quotation forms directly and the RFQ was also posted online to seek further potential companies. On February 19th at the close of the RFQ submission period the City had received 2 quotations for dust control services.

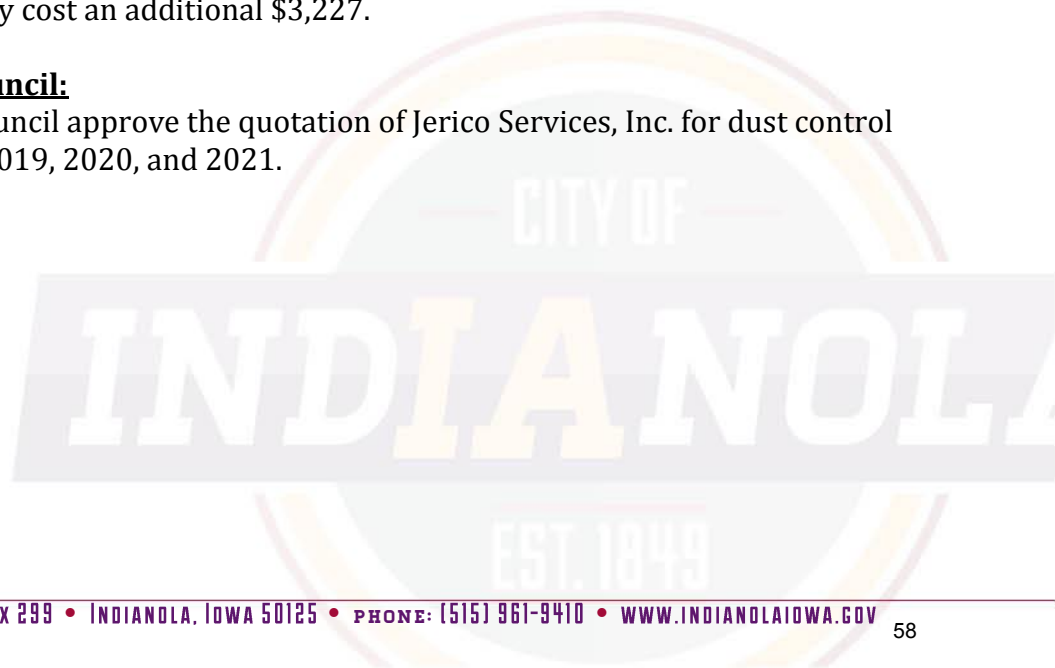
The quotes received were as follows:

Firm	Location	2019 Pricing	2020 Pricing	2021 Pricing
Jerico Services, Inc	Indianola, IA	\$.54/running ft	\$.55/running ft	\$.56/running ft
Heffron Services, Inc	Windsor Heights, IA	\$.60/running ft	\$.62/running ft	\$.64/running ft

City staff is recommending that Council approve the quotation of Jerico Services, Inc. for dust control services for summers of 2019, 2020, and 2021. This service is an annual operation and is accounted for within the budget. Jerico performed this same service for the City in both 2017 and 2018. In calendar year 2018, 3 applications of calcium chloride were made to South K Street at a cost to the City of \$10,691. Calcium chloride applications in all other locations throughout the community cost an additional \$3,227.

Recommendation to Council:

City staff recommends Council approve the quotation of Jerico Services, Inc. for dust control services for summers of 2019, 2020, and 2021.



ATTACHMENT C

STANDARD INSURANCE REQUIREMENTS

1. GENERAL

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

2. INSURANCE REQUIREMENTS

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

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

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

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

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

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

3. WAIVER OF SUBROGATION

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

Meeting Date: 03/04/2019

Subject

Resolution approving a 28E Agreement for mutual assistance for Warren County Area Fire/Rescue Services

Information

In your packet is the resolution and the 28E Agreement for Mutual Assistance for the Warren County Area Fire/Rescue Services. Highlights of the agreement include:

- The Parties each maintain adequate Emergency Services equipment and personnel to respond to normal emergencies occurring within their respective jurisdictions
- To combat emergency situations, it is desirable for Parties to render needed Emergency Services upon a reciprocal basis
- All request for Mutual aid in an Emergency shall be made by a Emergency Services director or designee of the Requesting Entity
- The Incident Commander of the Requesting Entity shall retain overall control of all Emergency response activities
- No Party shall be required to reimburse any other Party for the cost of providing the services set forth in this Agreement, unless the incident lasts twelve hours or longer
- The agreement will be effective March 1, 2019 and remain in full force and effect for an indefinite period of time from the effective date hereof until terminated with a sixty (60) day notification for any Party.

Fire Chief Greg Chia recommends approval.

Fiscal Impact

Attachments

Resolution

28E Agreement

RESOLUTION NO. 2019-_____

RESOLUTION APPROVING 28E AGREEMENT FOR MUTUAL
ASSISTANCE FOR WARREN COUNTY AREA FIRE/RESCUE SERVICES

WHEREAS, the City of Indianola (the “City”) desires to enter into this 28E Agreement (“Agreement”), with the agencies that provide fire/rescue services and/or emergency medical services in Warren County and/or the adjoining counties of Polk County, Dallas County, Marion County, Madison County, Lucas County, Clarke County and districts of Carlisle, Hartford, Northern Warren, Norwalk, Martensdale, Indianola, Melcher-Dallas, Pleasant Grove (Pleasantville), Jackson township (St. Mary’s, Virginia Township (New Virgin, Lacona, Milo, Truro, St. Charles, West Des Moines, Des Moines; and

WHEREAS, the Parties have a desire to assist each other in time of need; and

WHEREAS, the Parties each maintain adequate Emergency Services equipment and personnel to respond to the normal emergencies occurring within their respective jurisdictions; and

WHEREAS, situations may arise in regard to emergencies or circumstances which exhaust available personnel and equipment, or require additional or specialty personnel or additional and/or special equipment that the responsible jurisdiction may not have available at any given time; and

WHEREAS, to combat such emergency situations, it is desirable for the Parties to render needed Emergency Services upon a reciprocal basis; and

WHEREAS, the governing bodies of each party are desirous of entering into this 28E Agreement (“Agreement”), the purpose of which is to provide for the Emergency Services of one entity to the other in such emergency or needed situations requiring additional, special personnel, and/or equipment.

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

That the City approves the 28E Agreement for Mutual Assistance for Warren County Area Fire/Rescue Services and the Mayor, is hereby authorized and directed to execute said Agreement on behalf of the City.

PASSED AND APPROVED this 4thth day of March 2019.

Kelly B. Shaw, Mayor

ATTEST:

Diana Bowlin, City Clerk

28E AGREEMENT FOR MUTUAL ASSISTANCE

for Warren County Area Fire/Rescue Services

WHEREAS, the undersigned entities (“Party” or collectively “Parties”) provide fire/rescue services and/or emergency medical services (“Emergency Services”) in Warren County and/or the adjoining counties of Polk County, Dallas County, Marion County, Madison County, Lucas County, Clarke County and (“adjoining counties”), and districts of Carlisle, Hartford, Northern Warren, Norwalk, Martensdale, Indianola, Melcher-Dallas, Pleasant Grove (Pleasantville), Jackson Township (St. Mary’s), Virginia Township (New Virginia), Lacona, Milo, Truro, St. Charles, West Des Moines, Des Moines.

WHEREAS, there has been a long standing Mutual Aid Agreement among Warren County fire/rescue and emergency medical services and/or other entities to provide mutual aid in Warren County and adjoining counties in a time of need;

WHEREAS, the current Mutual Aid Agreement is entitled 28E Agreement for Mutual Assistance for Warren County Fire/Rescue Services and is filed with the Iowa Secretary of State

WHEREAS, any Prior Agreement has been in force for one year or longer and Parties desire to update;

WHEREAS, the Parties have a desire to assist each other in time of need; and

WHEREAS, the Parties each maintain adequate Emergency Services equipment and personnel to respond to the normal emergencies occurring within their respective jurisdictions; and

WHEREAS, situations may arise in regard to emergencies or circumstances which exhaust available personnel and equipment, or require additional or specialty personnel or additional and/or special equipment that the responsible jurisdiction may not have available at any given time; and

WHEREAS, to combat such emergency situations, it is desirable for the Parties to render needed Emergency Services upon a reciprocal basis; and

WHEREAS, the governing bodies of each party are desirous of entering into this 28E Agreement (“Agreement”), the purpose of which is to provide for the Emergency Services of one entity to the other in such emergency or needed situations requiring additional, special personnel, and/or equipment.

NOW, THEREFORE, BE IT AGREED AS FOLLOWS:

I. Incorporation of Recitals

The foregoing Recitals are incorporated herein as if fully set forth in this paragraph.

II. Definitions

- A. Mutual Aid. The assistance of Emergency Services personnel and equipment provided by one Party (“Providing Entity”) and requested by the other Party (“Requesting Entity”) to this Agreement.
- B. Incident Commander. The person who, by virtue of his/her position with the Requesting Entity, is responsible for the overall command and direction of the Emergency response activities.
- C. Emergency. Any situation where a Party, due to lack of personnel or training, special equipment needs or magnitude of event, and based upon actual circumstances, concludes that assistance is needed to protect life, stabilize the incident, and/or protect property within its jurisdiction.

III. Purpose

This Agreement is made pursuant to Chapter 28E, Code of Iowa. The purpose of this Agreement is to provide for Mutual Aid in case of an Emergency arising within the jurisdiction of the Parties to this Agreement.

IV. Request for Assistance

All requests for Mutual Aid in an Emergency shall be made by an Emergency Services director or designee of the Requesting Entity. Such requests shall state the exact nature of the Emergency and shall include the amount and type of equipment and the number and skills of personnel required, and shall specify the location where the personnel and equipment are needed. The final decision of type and amount of equipment and number of personnel to be provided by the Providing Entity to the Requesting Entity shall be at the sole discretion of the Providing Entity. Further, the Providing Entity shall be held harmless by the Requesting Entity from liability in connection with its final decision on type and amount of equipment and number of personnel to be provided to the Requesting Entity.

V. Authority over Joint Operations

The Incident Commander of the Requesting Entity shall retain overall control of all Emergency response activities. The ranking supervisor of the Providing Entity shall remain in command of his/her personnel and equipment subject, however, to the direction and control of the Incident Commander.

VI. Liability

Employees or volunteers of either Party acting pursuant to this Agreement shall be considered as acting under the lawful orders and instructions pertaining to their

employment or volunteer status with such Party. Under no circumstances are employees or volunteers of one Party to be considered employees or volunteers of the other Party.

Each Party waives all claims against the other for compensation for any property loss or damage and/or personal injury or death to its personnel as consequence of the performance of this Agreement. Each Party shall bear the liability and/or costs of damage to its equipment and facilities, and the compensation of its employees or volunteers, including injury or death of its personnel, occurring as a consequence of the performance of this Agreement, whether the damages, costs, injury or death occurs at an Emergency in the Party's own jurisdiction or in the jurisdiction of the other Party. Nothing in this agreement is intended nor does it waive any right to seek federal or other assistance provided for disaster relief.

Except as provided herein, each Party shall be responsible for the acts or omissions of its own employees, and shall indemnify, defend and hold harmless the Other Party, its officers, agents and employees from and against any and all suits, actions, debts, damages, costs, charges and expenses, including court costs and attorney's fees arising from loss of or damage to private property, and/or the death of or injury to private persons, arising from services of response rendered pursuant to this Agreement. Provided, however, the Requesting Entity shall indemnify, defend and hold harmless the Providing Entity where any suits, actions, debts, damages, costs, charges or expenses arise from execution of a specific command or order pursuant to paragraph V of this Agreement.

Nothing in this Agreement shall prevent or limit either Party to this Agreement from recovering or attempting to recover costs of services rendered to a third party where such recovery of costs is provided for by law.

The Parties to this Agreement do not waive any defenses, immunities or other limitations applicable to a respective party and nothing herein shall be so construed. Each Party to this Agreement reserves the right to fully defend all claims arising from loss of or damage to private property and/or death of or injury to private persons who are not parties to this Agreement including, but not limited to asserting defenses of immunities available under applicable law.

This article shall survive the termination of this Agreement where necessary to protect each Party to this Agreement.

VII. Compensation

- A. Emergency Services. For Emergency Services, no Party shall be required to reimburse any other Party for the cost of providing the services set forth in this Agreement, unless the incident lasts twelve hours or longer. If an incident lasts twelve hours or longer, the Providing Entity may seek compensation from the Requesting Entity for the cost of providing the services set forth in this Agreement.

All services are billable if the incident lasts a minimum of twelve consecutive hours. Services include, but are not limited to:

- a. Personnel (including backfill personnel)
- b. Equipment (at rates defined by FEMA)
- c. Supplies (actual cost incurred, including shipping of replacement supplies)

Documentation is required in the form of an incident report which clearly lists personnel, equipment and supplies used. Supply usage also requires an actual invoice copy.

- B. Emergency Medical Services. The Party transporting a patient from an emergency location to a medical facility will be responsible for billing the patient for services rendered.

If the Providing Entity provides supplemental services or a higher level of medical services than the Requesting Entity, such as paramedic services, the Requesting Entity may bill the patient for the supplemental services pursuant to accepted billing standards. In the event the Requesting Entity does not charge for ambulance services, the Providing Entity will bill the patient for services rendered and retain one hundred percent (100%) of fees collected.

- C. Hazardous Materials Services. The Providing Entity may bill the responsible person (as defined by Iowa Administrative Code Sections 133.2 and 133.3) at a hazardous substance or condition incident (as defined in Iowa Administrative Code Section 133.1(2)) to reclaim costs associated with responding to the incident.

VIII. Termination

This Agreement may be terminated with respect to that Party for any reason by any Party by giving written notice, by certified mail to the President of the Warren County Fire Chief's Association. This Agreement shall thereafter terminate, with respect to that Party only, sixty (60) days from the date of receipt of termination notice. Upon termination, said terminating Party shall have no further responsibility or obligation or benefits from the other Parties to the Agreement, under this Agreement, except as provided herein.

IX. Effective Date

This Agreement shall be in full force and effect at 12:01 a.m., March 1, 2019, by and between the Parties who have obtained approval hereof by their respective governing bodies. Prior to March 1, 2019, the President of the Warren County Fire Chief's Association shall have filed this Agreement with the Iowa Secretary of State as required by Iowa Code section 28E.9. This Agreement shall remain in full force and effect for an indefinite period of time from the effective date hereof until terminated as provided in paragraph VII.

X. Prior Mutual Assistance Agreements

This Agreement supersedes any prior Agreement in full.

XI. Amendments

This Agreement represents the entire Agreement of the Parties. Any amendments must be in writing, approved by the governing body of all Parties, and executed by the authorized representatives of all Parties. Any and all amendments must comply with the provisions of Iowa Code section 28E.8. Any and all such requirements shall be done by the then presiding President of the Warren County Fire Chief's Association or President's designee.

XII. Validity

In the event any part or paragraph of this Agreement is declared void as being contrary to Iowa law, the remaining portions of this Agreement that are valid shall continue in full force and effect.

XIII. No Separate Entity Created -- Administration

It is the Intent of the Parties not to create a separate legal entity or administrative agency under this Agreement. The then presiding President of the Warren County Fire Chief's Association shall serve as Administrator of this undertaking.

XIV. No Real or Personal Property

No real or personal property will be acquired, held or disposed of during this undertaking as no separate entity has been created.

XV. Applicable Law

This Agreement shall be governed by and construed in accordance with the laws of the State of Iowa (excluding conflicts of laws rules), and applicable federal law.

XVI. Counterparts

This Agreement may be executed in any number of counterparts, each of which shall be deemed to be an original, but all such counterparts shall together constitute but one and the same instrument.

28E AGREEMENT FOR MUTUAL ASSISTANCE
for Warren County Area Fire/Rescue
Services

By authorized signature of this Agreement, Parties agree to the 28E Agreement for Mutual Assistance for Warren County Area Fire/Rescue Services.

Effective Date: March 1, 2019

Legal Name of Jurisdiction: _____

Jurisdiction Official

Dated

Attest

Dated

Chief/Director

Dated

Warren County Firefighters Association President

Dated

Meeting Date: 03/04/2019

Subject

Resolution approving salaries

Information

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

Timothy Little, Building Official, CE 8-2 \$57,358.39/year effective March 18, 2019

Aiden Ruble, Seasonal Summer Street Labor, \$10.50/hour effective June 2019

Fiscal Impact

Attachments

Resolution

RESOLUTION 2019-____
APPROVING SALARIES

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

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

Timothy Little, Building Official, CE 8-2 \$57,358.39/year effective March 18, 2019

Aiden Ruble, Seasonal Summer Street Labor, \$10.50/hour effective June 2019

Passed and approved on the 4th day of March, 2019.

Kelly B. Shaw, Mayor

ATTEST:

Diana Bowlin, City Clerk

Meeting Date: 03/04/2019

Subject

Resolution setting April 1, 2019 as a public hearing for complaints filed on tobacco sales permit violations

Information

In your packet is the resolution setting April 1, 2019 at 6:00 p.m. as the hearing for complaints filed on tobacco sales permit violations for the following:

- Dollar General
- Wal Mart

According to Iowa Code Section 453A.22(2)(a) provides that if a Permit Holder or an employee of a Permit Holder has violated Iowa Code Section 453A.2(1), the Permit Holder shall be assessed a civil penalty of Three Hundred Dollars (\$300.00) for a first violation of Iowa Code Section 453.A.2(1) and \$1,500.00 for a second violation.

Letters have been sent to each permit holder informing them of the public hearing. If they wish to settle this case in lieu of the public hearing, they must complete the Acknowledgement/Settlement Agreement (packet) along with a check in an amount of \$300.00 and \$1,500 respectfully no later than 10 business days prior to the hearing date.

Fiscal Impact

Attachments

Dollar General

Wal Mart

February 21, 2019

Dollar General #6777
1803 West 2nd Avenue
Indianola, IA 50125

NOTICE OF HEARING

FIRST VIOLATION

Re: Permit Holder: Dollar General #6777, 1803 West 2nd Avenue, Indianola, IA

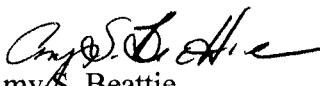
The City of Indianola has scheduled a hearing before the City Council at 6:00 p.m. on April 1, 2019, to be held in the City Council Chambers. The Hearing Complaint, which has been filed against you, is attached.

If you or your representative fail to appear at this hearing, a decision may be rendered against you. You have the opportunity to be heard at this hearing and to be represented by an attorney at your own expense regarding the mandatory \$300.00 civil penalty prescribed by 453A.22(2)(a) for the violation of Iowa Code Section 453A.2(1), selling, giving or otherwise supplying any tobacco, tobacco products, or cigarettes to any person under eighteen years of age.

If you wish to settle this case in lieu of the public hearing, you may complete the attached Acknowledgement/Settlement Agreement, returning the original copy, properly signed and dated, to: Amy S. Beattie, City Attorney, 6701 Westown Parkway, Suite 100, West Des Moines, Iowa 50266 no later than (10) business days prior to the hearing date. With this Acknowledgment/Settlement Agreement, you must include a check in the amount of \$300.00, made out to the "City of Indianola". This will satisfy the penalty for a first violation under Iowa Code Section 453A.22(2), and will conclude the matter.

Should you have any questions, you may reach me by phone at 515-965-6405, or if you have obtained representation by an attorney in this matter, he or she should contact me.

Attorney for the City of Indianola, Iowa


Amy S. Beattie

HEARING COMPLAINT

IN RE:

Permit Holder:

Dollar General #6777

1803 West 2nd Avenue

Indianola, IA 50125

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FIRST VIOLATION

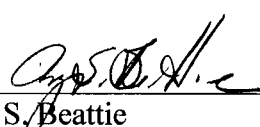
The City of Indianola hereby makes the following Complaint against the above-named Permit Holder:

1. Iowa Code Section 453A.2(1) provides that a person shall not “sell, give, or otherwise supply any tobacco, tobacco products, or cigarettes to any person under eighteen years of age”.

2. Iowa Code Section 453A.22(2)(a) provides that if a Permit Holder or an employee of a Permit Holder has violated Iowa Code Section 453A.2(1), the Permit Holder shall be assessed a civil penalty of Three Hundred Dollars (\$300.00) for a first violation of Iowa Code Section 453A.2(1).

3. On or about December 1, 2018, the Permit Holder or an employee of the Permit Holder sold cigarettes or tobacco products to a person under eighteen years of age. A copy of the Compliance Check is attached and incorporated herein.

WHEREFORE, in accordance with Iowa law, the City of Indianola respectfully requests the Indianola City Council find a violation of the above-referenced sections of Iowa Code Chapter 453A and assess a civil penalty in the amount of Three Hundred Dollars (\$300.00) against Dollar General #6777, the retail Permit Holder.



Amy S. Beattie AT0000737
BRICK, GENTRY, BOWERS, SWARTZ & LEVIS, P.C.
6701 Westown Parkway, Suite 100
West Des Moines, Iowa 50266
Telephone: (515) 274-1450
Fax: (515) 274-1488
E-mail: amy.beattie@brickgentrylaw.com
ATTORNEY FOR THE CITY OF INDIANOLA, IA

Original Filed with Indianola City Council

Copy to Permit Holder: Dollar General #6777
1803 West 2nd Avenue
Indianola, Iowa 50211

ACKNOWLEDGMENT/SETTLEMENT AGREEMENT

IN RE:

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Permit Holder:

**Dollar General #6777
1803 West 2nd Avenue
Indianola, IA 50125**

FIRST VIOLATION

We hereby knowingly and voluntarily acknowledge that we have received the Notice of Hearing and the Hearing Complaint filed against us in the above-captioned case. We hereby knowingly and voluntarily acknowledge the facts and allegations contained in the Hearing Complaint, attached hereto and incorporated herein by reference, and knowingly and voluntarily admit that the same are true and correct. We hereby knowingly and voluntarily waive hearing, and submit to the statutory penalties prescribed by Iowa law. We understand that this penalty will count as an official "First Violation" of Iowa Code Section 453A.2 pursuant to Iowa Code Section 453A.22. We have enclosed a check for the amount of \$300.00 made payable to the "City of Indianola" to settle the above-referenced Hearing Complaint. In signing below, I hereby certify that I have the authority to bind the above-named Permit Holder.

By: _____
Title: _____

On behalf of Permit Holder: Dollar General #6777
1803 West 2nd Avenue
Indianola, Iowa 50125

If you decide to sign this Acknowledgment/Settlement Agreement and waive your appearance at a hearing, this document, properly signed and dated, along with your \$300.00 check made payable to the "City of Indianola", must be returned to:

Amy S. Beattie
BRICK, GENTRY, BOWERS, SWARTZ & LEVIS, P.C.
6701 Westown Parkway, Suite 100
West Des Moines, Iowa 50266
Telephone: (515) 274-1450
Fax: (515) 274-1488
E-mail: amy.beattie@brickgentrylaw.com

ATTORNEY FOR THE CITY OF INDIANOLA, IA

February 21, 2019

Walmart Supercenter
1500 N. Jefferson Way
Indianola, IA 50125

Re: Permit Holder: Walmart Supercenter, 1500 N. Jefferson Way, Indianola, IA 50125

The City of Indianola has scheduled a hearing before the City Council at 6:00 p.m. on April 1, 2019, to be held in the City Council Chambers. The Hearing Complaint, which has been filed against you, is attached.

If you or your representative fail to appear at this hearing, a decision may be rendered against you. You have the opportunity to be heard at this hearing and to be represented by an attorney at your own expense regarding the mandatory \$1,500.00 civil penalty prescribed by 453A.22(2)(b) for the violation of Iowa Code Section 453A.2(1), selling, giving or otherwise supplying any tobacco, tobacco products, or cigarettes to any person under eighteen years of age.

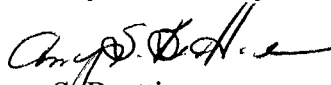
If you wish to settle this case in lieu of the public hearing, you may complete the attached Acknowledgement/Settlement Agreement, returning the original copy, properly signed and dated, to:

Amy S. Beattie, City Attorney
6701 Westown Parkway, Suite 100
West Des Moines, IA 50266

no later than (10) business days prior to the hearing date. With this Acknowledgment/Settlement Agreement, you must include a check in the amount of \$1,500.00, made out to the "City of Indianola". This will satisfy the penalty for a second violation under Iowa Code Section 453A.22(2)(b), and will conclude the matter.

Should you have any questions, you may reach me by phone at 515-274-1450, or if you have obtained representation by an attorney in this matter, he or she should contact me.

Attorney for the City of Indianola, Iowa


Amy S. Beattie

cc: Diana Bowlin

HEARING COMPLAINT

IN RE:

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Permit Holder:

Walmart Supercenter
1500 N. Jefferson Way
Indianola, IA 50125

SECOND VIOLATION

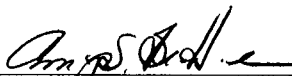
The City of Indianola hereby makes the following Complaint against the above-named Permit Holder:

1. Iowa Code Section 453A.2(1) provides that a person shall not “sell, give, or otherwise supply any tobacco, tobacco products, or cigarettes to any person under eighteen years of age”.

2. Iowa Code Section 453A.22(2)(b) provides that if a Permit Holder or an employee of a Permit Holder has violated Iowa Code Section 453A.2(1), the Permit Holder shall be assessed a civil penalty of Fifteen Hundred Dollars (\$1,500.00) for a second violation of Iowa Code Section 453A.2(1).

3. On or about December 1, 2018, the Permit Holder or an employee of the Permit Holder sold cigarettes or tobacco products to a person under eighteen years of age. A copy of the Compliance Check is attached and incorporated herein.

WHEREFORE, in accordance with Iowa law, the City of Indianola respectfully requests the Indianola City Council find a violation of the above-referenced sections of Iowa Code Chapter 453A and assess a civil penalty in the amount of Fifteen Hundred Dollars (\$1,500.00) against Walmart Supercenter, the retail Permit Holder.



Amy S. Beattie
BRICK, GENTRY, P.C.
6701 Westown Parkway, Suite 100
West Des Moines, Iowa 50266
Telephone: (515) 274-1450
Fax: (515) 274-1488
E-mail: amy.beattie@brickgentrylaw.com
ATTORNEY FOR THE CITY OF INDIANOLA, IA

Original Filed with Indianola City Council

Copy to Permit Holder: Walmart Supercenter
1500 N. Jefferson Way
Indianola, IA 50125

ACKNOWLEDGMENT/SETTLEMENT AGREEMENT

IN RE:	:	
	:	
Permit Holder:	:	
Walmart Supercenter	:	SECOND VIOLATION
1500 N. Jefferson Way	:	
Indianola, IA 50125	:	
	:	

We hereby knowingly and voluntarily acknowledge that we have received the Notice of Hearing and the Hearing Complaint filed against us in the above-captioned case. We hereby knowingly and voluntarily acknowledge the facts and allegations contained in the Hearing Complaint, attached hereto and incorporated herein by reference, and knowingly and voluntarily admit that the same are true and correct. We hereby knowingly and voluntarily waive hearing, and submit to the statutory penalties prescribed by Iowa law. We understand that this penalty will count as an official "Second Violation" of Iowa Code Section 453A.2 pursuant to Iowa Code Section 453A.22. We have enclosed a check for the amount of \$1,500.00 made payable to the "City of Indianola" to settle the above-referenced Hearing Complaint. In signing below, I hereby certify that I have the authority to bind the above-named Permit Holder.

By: _____
Title: _____

On behalf of Permit Holder: Walmart Supercenter
1500 N. Jefferson Way
Indianola, IA 50125

If you decide to sign this Acknowledgment/Settlement Agreement and waive your appearance at a hearing, this document, properly signed and dated, along with your \$1,500.00 check made payable to the "City of Indianola", must be returned to:

Amy S. Beattie
BRICK, GENTRY, BOWERS, SWARTZ & LEVIS, P.C.
6701 Westown Parkway, Suite 100
West Des Moines, Iowa 50266
Telephone: (515) 274-1450
Fax: (515) 274-1488
E-mail: amy.beattie@brickgentrylaw.com

Meeting Date: 03/04/2019

Subject

Scheduling of the City's annual fall cleanup for October 19, 2019 and October 17, 2020

Information

City Clerk Diana Bowlin is recommending to hold the annual Fall Clean-up/Drop off (large, bulky items) on Saturday, October 19, 2019 and October 17, 2020 - from 9:00 a.m. - 4:00 p.m. at the Brush Facility. H&W Recycling will accept appliances (stove, refrigerators, water heaters, etc) free of charge from 9:00 a.m. - 1:00 p.m. Waste Management will also have a dumpster for other items including furniture, etc. A Street employee and end loader will assist residents as necessary.

Free leave and garden waste will begin October 5, 2019 and continue through Sunday November 24, 2019 and October 31, 2020 and continue through Sunday November 22, 2020 at the Brush Facility (during the normal hours - Thursday noon to dusk, Saturdays 9:00 a.m. - 4:00 p.m. and Sundays noon to 4:00 p.m.).

Household Hazardous Waste Collection Event - As always, this facility will be open during the regular hours of 9:00 a.m. to 3:00 p.m.

The fall clean-up/drop off will be advertised in the I Magazine, local paper and web page in August, September, October and inserted in the utility bill.

Fiscal Impact

Attachments

No file(s) attached.

Meeting Date: 03/04/2019

Subject

Receive and file the Safety Report

Information

In your packet is the 2018 Annual Safety Report as prepared by Melissa McCoy, Human Resources Director. In 2018 changes were brought to our safety program. The City/IMU partners with a third-party vendor for safety program and training services. The first part of the year, the third-party vendor we partnered with was a partnership that had been in place many years and had become ineffective. The safety committee agreed changes needed to be made and in October 2018, we started with our new third-party vendor, TrueNorth.

In 2018 City Safety Incidents included:

- 5 OSHA recordables (employee injuries)
- 10 Non-OSHA recordables (property/auto damage/no treatment)
- 29 days away from work
- 375 days of job restriction

The Safety Committee meets once a month. Committee members include representatives from each City and IMU department as well as our TrueNorth representatives. During the meetings we discuss a variety of topics to include OSHA and non-OSHA recordable, findings from quarterly audits and updating important forms such as the quarterly audit form and implementing an OSHA Inspection process. We've also created a safety slogan to help employees remember safety and how important it is. Our safety slogan is: *"Avoid the worst, put safety first."*

The City of Indianola safety program consists of quarterly safety training. The City/IMU uses online safety training. When needed, onsite safety training is provided. Some of the training topics include bloodborne pathogens, workplace violence, unlawful harassment, fire safety, lock-out/tag-out and welding. Staff completed the first set of online safety training classes; it was a successful round with 96% completion. Employees and department heads feel the online training is productive and convenient.

Fiscal Impact

Attachments

Safety Report



HUMAN RESOURCES

Date: March 4, 2019

To: Mayor and Council

From: Melissa McCoy, Human Resources Director

CC: Ryan Waller, City Manager

RE: 2018 Annual Safety Report

The purpose of this memo is to provide an annual overview of the City of Indianola's/IMU's 2018 Safety program.

In 2018 changes were brought to our safety program. The City/IMU partners with a third-party vendor for safety program and training services. The first part of the year, the third-party vendor we partnered with was a partnership that had been in place many years and had become ineffective. The safety committee agreed changes needed to be made and in October 2018, we started with our new third-party vendor, TrueNorth.

The partnership with TrueNorth provides the City/IMU with a comprehensive safety program for our employees. TrueNorth provides the City/IMU with many different services. Those services include:

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

MOD Rate

Work comp premiums are determined by a modification "MOD" rate. The MOD rate is determined by industry classification and claims history. The City and IMU's MOD rate for FY 2018/19 is .78. The industry average is 1.0. For example, a company with a MOD rate of 1.25 will pay **25%** higher premiums than the average company does and a company with a MOD rate of 0.80 will pay **20%** less per dollar than average. For FY 2017-18 our MOD rate was .71 and FY 2016-17 our MOD rate was .80. While our MOD rate has increased a bit, the employees do a great job with keeping safety in mind during the work day.

2018 City Safety Incidents

- 5 OSHA recordables (employee injuries)
- 10 Non-OSHA recordables (property/auto damage/no treatment)
- 29 days away from work
- 375 days of job restriction

Below is a summary of the OSHA recordables as well as Non-OSHA recordables.

2018 OSHA Recordables

Department	Injury date	Location	Injury type	# Days missed work	# Days job restriction	Other recordable cases	Injury	Respiratory Condition	All other illnesses
Fire	5/8/18	Field	Twisted Knee	14	240		x		
Fire	6/12/18	Fire station	Rapid heart rate	13		x			x
Police	8/27/8	North Jefferson	Possible concussion	2		x	x		
Police	10/10/18	Hwy 65/69	Glass in both eyes			x	x		
Sewer	4/19/18	Ladder	Strained right knee		135		x		
				29	375	3	4	0	1
Totals:									

2018 Non-OSHA Recordables

Department	Incident date	Location	Damage
Streets	12/12/18	Kennedy Street	Chain saw struck left thigh; chaps stopped the saw
Streets	12/12/18	Kennedy Street	Branch broke, came through window breaking glass.
Fire	3/13/18	Firehouse	Garage door came down on ambulance when exiting garage; garage door weather seal strip damage; paint damage to ambulance.
Police	1/10/18	HyVee Parking Lot	Police vehicle struck light pole
Police	5/16/18	North Jefferson	Police vehicle hit deer
Police	8/27/18	Southbound Jefferson	Police vehicle hit by left turn driver; totaled vehicle
Police	9/30/18	W 2 nd Ave	Chasing suspect, twisted knee
Police	10/19/18	F Street and Ashland	Back strain from standoff position
Police	11/22/18	North Howard Street	Police vehicle hit when responding to call
Library	12/29/18	Library	Pushing book cart, tripped and fell

Safety Committee

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Safety Training

The City of Indianola safety program consists of quarterly safety training. The City/IMU uses online safety training. When needed, onsite safety training is provided. Some of the training topics include bloodborne pathogens, workplace violence, unlawful harassment, fire safety, lock-out/tag-out and welding. Staff completed the first set of online safety training classes; it was a successful round with 96% completion. Employees and department heads feel the online training is productive and convenient.

Meeting Date: 03/04/2019

Subject

Proclamation declaring Iowa Honey Bee Day

Information

In your packet is the proclamation declaring Iowa Honey Bee Day.

Fiscal Impact

Attachments

Proclamation



— Office of the Mayor —

PROCLAMATION

WHEREAS, honey bees and native insects are important as pollinators for a third of the food we eat and honey bees are vital in production of over 90 crops grown across the nation, many of which are in Iowa. Honey bees contribute to a healthy Iowa environment by assuring availability of fruits, vegetables, nuts, and flowers for wildlife and all Iowans.

WHEREAS, Iowa's 45,000 or more honey bee hives produce about 4 million pounds of honey valued at over \$8 million and honey bees provide an estimated \$92 million economic value to Iowa crops from their pollination.

WHEREAS, Iowa has over 4,500 beekeepers representing hobbyists, sideliners as part time businesses and full-time commercial beekeepers. Hobby beekeepers have as few as one hive to commercial operations with thousands of hives.

WHEREAS, traditionally beekeeping occurred in rural areas of Iowa. Now beekeeping increasingly occurs in urban areas with the rising interest of hobby beekeepers for keeping beehives in Iowa cities and towns.

WHEREAS, the State of Iowa has an active apiary inspection program to protect honey bees and beekeepers from introduction and spread of apiary diseases and pests.

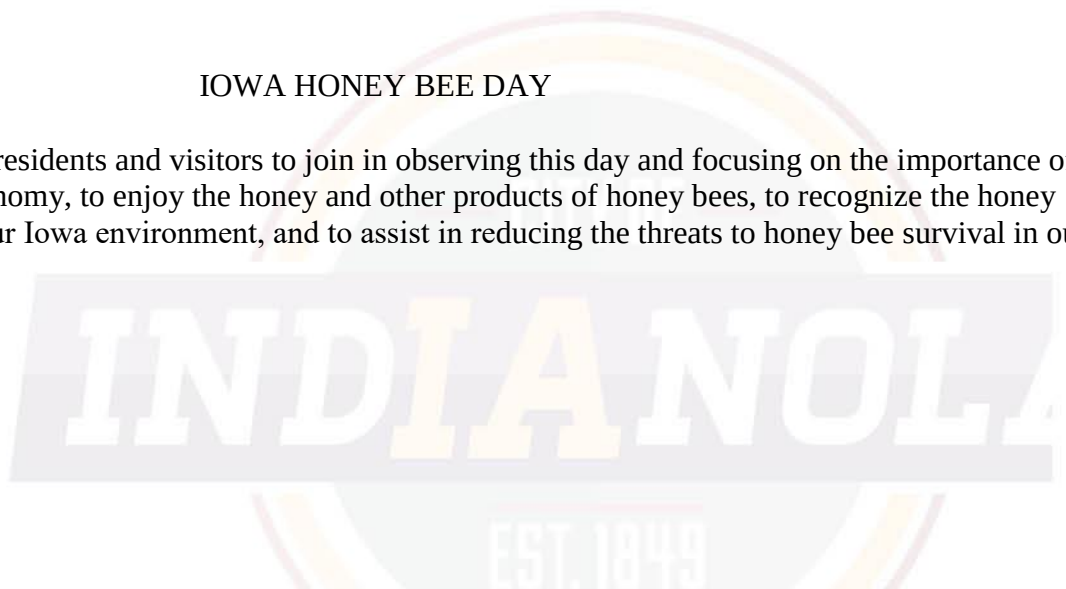
WHEREAS, honey bees face serious threats from invasive pests, decreasing bee friendly forage, variable climate and increasing pesticide and herbicide pressure.

THEREFORE, I, Kelly B. Shaw, Mayor of the City of Indianola, do hereby proclaim February 27, 2019 as:

IOWA HONEY BEE DAY

and encourage all citizens, residents and visitors to join in observing this day and focusing on the importance of honey bees to our state economy, to enjoy the honey and other products of honey bees, to recognize the honey bees' role in maintaining our Iowa environment, and to assist in reducing the threats to honey bee survival in our state.

Kelly B. Shaw, Mayor



Meeting Date: 03/04/2019

Subject

Claims on the computer printout for March 4, 2019

Information

Fiscal Impact

Attachments

Vendor Report

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
A-CHECK GLOBAL				
A-CHECK GLOBAL	BACKGROUND CHECK	01/31/2019	102.55	ROAD USE TAX FU
Total A-CHECK GLOBAL:			102.55	
ADENIYI, SAM				
ADENIYI, SAM	YOUTH BASKETBALL	02/19/2019	36.00	PARK & RECREATI
Total ADENIYI, SAM:			36.00	
AGRILAND FS INC				
AGRILAND FS INC	GREENHOUSE PROPANE - CREDIT FOR LP	10/25/2018	383.87-	PARK & RECREATI
AGRILAND FS INC	DIESEL FUEL FOR GENERATORS	01/01/2019	1,100.04	SEWER FUND
Total AGRILAND FS INC:			716.17	
ARDENT LIGHTING GROUP LLC				
ARDENT LIGHTING GROUP LLC	MCCORD/PLAINVIEW LIFT CONTROLS	02/27/2019	169,949.30	SEWER CAPITAL P
Total ARDENT LIGHTING GROUP LLC:			169,949.30	
AUBERT'S TOWING				
AUBERT'S TOWING	TOW - ABANDONED	01/18/2019	175.00	POLICE FUND
Total AUBERT'S TOWING:			175.00	
BARCO MUNICIPAL PROD INC				
BARCO MUNICIPAL PROD INC	CHANNELIZERS	02/15/2019	3,200.00	ROAD USE TAX FU
Total BARCO MUNICIPAL PROD INC:			3,200.00	
BINDING HEARTS QUILTING LLC				
BINDING HEARTS QUILTING LL	INSTRUCTION QUILTING CLASS	02/04/2019	210.00	PARK & RECREATI
Total BINDING HEARTS QUILTING LLC:			210.00	
BUHROW, LUKE				
BUHROW, LUKE	CELL PHONE 01/09/19 - 02/08/19	02/14/2019	50.00	POLICE FUND
Total BUHROW, LUKE:			50.00	
CDW GOVERNMENT INC				
CDW GOVERNMENT INC	SUPPORT CONTRACT	02/06/2019	1,350.00	GENERAL FUND
Total CDW GOVERNMENT INC:			1,350.00	
CELLEBRITE				
CELLEBRITE	CELLEBRITE LICENSE	02/21/2019	3,700.00	POLICE FUND
Total CELLEBRITE:			3,700.00	
CHAMBERS, CARRIE				
CHAMBERS, CARRIE	YOUTH BASKETBALL	02/21/2019	36.00	PARK & RECREATI
Total CHAMBERS, CARRIE:			36.00	
CHUMBLEY & JONES OIL				
CHUMBLEY & JONES OIL	KEROSENE	02/15/2019	21.90	SEWER FUND

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
CHUMBLEY & JONES OIL	KEROSENE	02/19/2019	71.80	SEWER FUND
CHUMBLEY & JONES OIL	KEROSENE	02/20/2019	43.12	SEWER FUND
CHUMBLEY & JONES OIL	KEROSENE	02/14/2019	49.10	SEWER FUND
Total CHUMBLEY & JONES OIL:			185.92	
CINTAS CORPORATION				
CINTAS CORPORATION	MED CABINET SUPPLIES/1ST AID	02/19/2019	88.20	ROAD USE TAX FU
Total CINTAS CORPORATION:			88.20	
DOWNEY TIRE PROS				
DOWNEY TIRE PROS	UNIT 28 TIRE	02/19/2019	14.00	ROAD USE TAX FU
DOWNEY TIRE PROS	UNIT 21 TIRES	02/21/2019	615.27	ROAD USE TAX FU
Total DOWNEY TIRE PROS:			629.27	
DUST PROS JANITORIAL				
DUST PROS JANITORIAL	MONTHLY CLEANING	02/22/2019	4,000.00	GENERAL FUND
DUST PROS JANITORIAL	MONTHLY SERVICE CHARGE	02/20/2019	1,462.00	PARK & RECREATI
DUST PROS JANITORIAL	SUPPLIES FOR ACTIVITY CENTER	02/20/2019	63.50	PARK & RECREATI
Total DUST PROS JANITORIAL:			5,525.50	
HALLETT MATERIALS				
HALLETT MATERIALS	SAND	02/09/2019	2,684.39	ROAD USE TAX FU
Total HALLETT MATERIALS:			2,684.39	
HART, NORMAN				
HART, NORMAN	WELLNESS - JAN & FEB	02/27/2019	50.00	SEWER FUND
Total HART, NORMAN:			50.00	
HAWKEYE TRUCK EQUIPMENT				
HAWKEYE TRUCK EQUIPMENT	UNIT 21 PLOW PARTS	02/18/2019	698.00	ROAD USE TAX FU
HAWKEYE TRUCK EQUIPMENT	UNIT 21 PLOW PARTS	02/21/2019	466.00	ROAD USE TAX FU
Total HAWKEYE TRUCK EQUIPMENT:			1,164.00	
HAWKINS, ROB				
HAWKINS, ROB	CELL PHONE 12/26/18 - 1/25/19	02/12/2019	50.00	POLICE FUND
Total HAWKINS, ROB:			50.00	
HENRY, D. LYNN				
HENRY, D. LYNN	YOUTH BASKETBALL	02/19/2019	75.00	PARK & RECREATI
Total HENRY, D. LYNN:			75.00	
HUTCHINSON SALT CO. INC.				
HUTCHINSON SALT CO. INC.	SALT	01/22/2019	2,996.74	ROAD USE TAX FU
HUTCHINSON SALT CO. INC.	SALT	01/24/2019	1,521.26	ROAD USE TAX FU
Total HUTCHINSON SALT CO. INC.:			4,518.00	
HY-VEE				
HY-VEE	DADDY DAUGHTER DANCE	02/16/2019	2,070.00	PARK & RECREATI

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
HY-VEE	MOTHER-SON DATE NIGHT	02/09/2019	1,205.00	PARK & RECREATI
Total HY-VEE:			3,275.00	
INDIANOLA COMM. SCHOOLS				
INDIANOLA COMM. SCHOOLS	DADDY DAUGHTER DANCE BLAKE FIELD H	02/25/2019	605.20	PARK & RECREATI
Total INDIANOLA COMM. SCHOOLS:			605.20	
INDIANOLA YMCA				
INDIANOLA YMCA	6-8 PM MOTHER-SON FACILITY RENTAL AG	02/15/2019	500.00	PARK & RECREATI
Total INDIANOLA YMCA:			500.00	
IOWA SIGNAL INC.				
IOWA SIGNAL INC.	69 & WILLOWCREST	02/08/2019	250.00	ROAD USE TAX FU
Total IOWA SIGNAL INC.:			250.00	
J & K CONTRACTING LLC				
J & K CONTRACTING LLC	MORLOCK LIFT STATION DOWNSTREAM G	02/26/2019	68,441.30	SEWER CAPITAL P
Total J & K CONTRACTING LLC:			68,441.30	
J PETTICORD				
J PETTICORD	ANNUAL BRUSH GRINDING	02/08/2019	9,000.00	GENERAL FUND
Total J PETTICORD:			9,000.00	
JAKES LAWN & LANDSCAPING LLC				
JAKES LAWN & LANDSCAPING	YMCA SNOW REMOVAL	02/19/2019	10,103.90	YMCA MAINTENAN
Total JAKES LAWN & LANDSCAPING LLC:			10,103.90	
KEEP INDIANOLA BEAUTIFUL COMM				
KEEP INDIANOLA BEAUTIFUL C	FY 19 CONTRIBUTION	01/22/2019	6,000.00	GENERAL FUND
Total KEEP INDIANOLA BEAUTIFUL COMM:			6,000.00	
KEYSTONE LABORATORIES INC				
KEYSTONE LABORATORIES IN	WEEKLY LAB TESTS	02/20/2019	145.00	SEWER FUND
KEYSTONE LABORATORIES IN	WEEKLY LAB TESTS	02/20/2019	230.00	SEWER FUND
Total KEYSTONE LABORATORIES INC:			375.00	
KIYA KODA HUMANE SOCIETY				
KIYA KODA HUMANE SOCIETY	HUMANE SOCIETY CONTRACT - MAR 2019	02/26/2019	2,787.00	POLICE FUND
Total KIYA KODA HUMANE SOCIETY:			2,787.00	
LOU'S GLOVES INC				
LOU'S GLOVES INC	LATEX GLOVES	02/15/2019	228.00	SEWER FUND
Total LOU'S GLOVES INC:			228.00	
MAHASKA COMMUNICATION GROUP				
MAHASKA COMMUNICATION G	MONTHLY PHONE SERVICES	02/01/2019	28.80	GENERAL FUND
MAHASKA COMMUNICATION G	MONTHLY INTERNET SERVICES	02/01/2019	7.60	GENERAL FUND

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
MAHASKA COMMUNICATION G	MONTHLY PHONE SERVICES	02/01/2019	95.15	GENERAL FUND
MAHASKA COMMUNICATION G	MONTHLY PHONE SERVICES	02/01/2019	970.04	GENERAL FUND
MAHASKA COMMUNICATION G	MONTHLY INTERNET SERVICES	02/01/2019	250.00	GENERAL FUND
MAHASKA COMMUNICATION G	MONTHLY PHONE SERVICES	02/01/2019	30.02	GENERAL FUND
Total MAHASKA COMMUNICATION GROUP:			1,381.61	
MATT PARROTT				
MATT PARROTT	A/P CHECKS	02/06/2019	464.61	GENERAL FUND
Total MATT PARROTT:			464.61	
MCCOY HARDWARE INC				
MCCOY HARDWARE INC	SHOVEL	02/13/2019	27.89	SEWER FUND
MCCOY HARDWARE INC	CLEANING SUPPLIES	02/13/2019	20.83	SEWER FUND
MCCOY HARDWARE INC	ANCHORS AND ADHESIVE	02/20/2019	14.43	SEWER FUND
MCCOY HARDWARE INC	HARDWARE - FLAG POLE	02/22/2019	6.28	GENERAL FUND
MCCOY HARDWARE INC	9V BATTERIES, STAPLES	02/14/2019	17.35	PARK & RECREATI
MCCOY HARDWARE INC	STAPLE GUN	02/14/2019	23.39	PARK & RECREATI
MCCOY HARDWARE INC	ANCHORS AND STEEL	02/20/2019	35.64	SEWER FUND
Total MCCOY HARDWARE INC:			145.81	
MCCOY, MELISSA				
MCCOY, MELISSA	MILEAGE FOR HR ROUNDTABLE MEETING I	02/21/2019	35.73	GENERAL FUND
Total MCCOY, MELISSA:			35.73	
MEDTRAK SERVICES				
MEDTRAK SERVICES	411 RX	01/31/2019	21.31	POLICE FUND
MEDTRAK SERVICES	411 RX	02/15/2019	48.42	POLICE FUND
Total MEDTRAK SERVICES:			69.73	
MENARDS				
MENARDS	ACTIVITY CENTER REFRIGERATOR REPLA	02/21/2019	495.99	PARK & RECREATI
Total MENARDS:			495.99	
MID AMERICAN ENERGY CO.				
MID AMERICAN ENERGY CO.	05931-25003 N HWY 65/69 ENTRANCE SIGN	02/22/2019	12.44	GENERAL FUND
MID AMERICAN ENERGY CO.	26321-30003 ST LIGHTING	02/22/2019	132.25	GENERAL FUND
MID AMERICAN ENERGY CO.	07741-48001 65/69 LIFT	02/18/2019	88.94	SEWER FUND
MID AMERICAN ENERGY CO.	09750-87035 WESLEY LIFT	02/18/2019	54.35	SEWER FUND
MID AMERICAN ENERGY CO.	08701-24006 QUAIL MDWS. LIFT	02/22/2019	69.39	SEWER FUND
Total MID AMERICAN ENERGY CO.:			357.37	
MILLER ELECTRIC SERVICES				
MILLER ELECTRIC SERVICES	BUILDING REPAIR - LIGHTS	02/14/2019	275.00	POLICE FUND
Total MILLER ELECTRIC SERVICES:			275.00	
O'KEEFE ELEVATOR CO.				
O'KEEFE ELEVATOR CO.	MAINTENANCE	02/26/2019	306.06	GENERAL FUND
Total O'KEEFE ELEVATOR CO.:			306.06	

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
O'REILLY AUTO PARTS				
O'REILLY AUTO PARTS	FILTERS	02/07/2019	57.17	ROAD USE TAX FU
O'REILLY AUTO PARTS	STRAIGHT KEY	01/22/2019	3.14	PARK & RECREATI
O'REILLY AUTO PARTS	FILTERS	02/14/2019	121.70	ROAD USE TAX FU
O'REILLY AUTO PARTS	LATEX GLOVES	02/15/2019	20.23	ROAD USE TAX FU
O'REILLY AUTO PARTS	OIL FILTERS	02/19/2019	21.20	PARK & RECREATI
Total O'REILLY AUTO PARTS:			223.44	
PIERCE BROTHERS REPAIR				
PIERCE BROTHERS REPAIR	BUILD SKID SHOE FOR SNOW PLOW	02/11/2019	46.00	PARK & RECREATI
Total PIERCE BROTHERS REPAIR:			46.00	
PINE VALLEY INSPECTIONS/CONSULTING LLC				
PINE VALLEY INSPECTIONS/CO	CONTRACTUAL PLAN REVIEW SERVICES	02/19/2019	700.00	GENERAL FUND
Total PINE VALLEY INSPECTIONS/CONSULTING LLC:			700.00	
PURCHASE POWER				
PURCHASE POWER	POSTAGE	02/21/2019	490.00	GENERAL FUND
Total PURCHASE POWER:			490.00	
REINERT, NICK				
REINERT, NICK	REPLACE SEWER	01/21/2019	437.50	SEWER FUND
Total REINERT, NICK:			437.50	
SHULL, DOUG				
SHULL, DOUG	TREASURER CONTRACT	02/26/2019	83.33	GENERAL FUND
Total SHULL, DOUG:			83.33	
SOUKUP, BOB				
SOUKUP, BOB	TUITION REIMBURSEMENT	02/22/2019	60.00	FIRE FUND
SOUKUP, BOB	TUITION REIMBURSEMENT	02/22/2019	340.00	AMBULANCE FUN
Total SOUKUP, BOB:			400.00	
THEISEN'S				
THEISEN'S	SHOVEL	01/31/2019	9.99	ROAD USE TAX FU
THEISEN'S	MOTOR OIL FOR VENTRAC	02/19/2019	23.96	PARK & RECREATI
THEISEN'S	21'S PLOW	02/21/2019	73.31	ROAD USE TAX FU
THEISEN'S	EXHAUST CAP FOR WESLEY GEN.	02/25/2019	14.48	SEWER FUND
THEISEN'S	PAINT BRUSHES	02/26/2019	3.02	SEWER FUND
Total THEISEN'S:			124.76	
T-MOBILE USA INC				
T-MOBILE USA INC	INVESTIGATION	02/12/2019	408.00	POLICE FUND
Total T-MOBILE USA INC:			408.00	
TRANS-IOWA EQUIPMENT INC				
TRANS-IOWA EQUIPMENT INC	BLOWER SHEAR PINS	02/15/2019	267.89	ROAD USE TAX FU

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
Total TRANS-IOWA EQUIPMENT INC:			267.89	
U.S. CELLULAR				
U.S. CELLULAR	CELL PHONES -3	02/12/2019	105.08	ROAD USE TAX FU
U.S. CELLULAR	CELL PHONES - 2	02/12/2019	56.32	PARK & RECREATI
U.S. CELLULAR	CELL PHONES - 2	02/12/2019	92.80	SEWER FUND
U.S. CELLULAR	CELL PHONE	02/12/2019	43.85	FIRE FUND
Total U.S. CELLULAR:			298.05	
WARREN COUNTY OIL				
WARREN COUNTY OIL	OIL	02/15/2019	558.00	ROAD USE TAX FU
Total WARREN COUNTY OIL:			558.00	
WARREN COUNTY TREASURER				
WARREN COUNTY TREASURE	PROPERTY TAXES	02/22/2019	161.00	SEWER CAPITAL P
WARREN COUNTY TREASURE	PROPERTY TAXES - 205 E BOSTON	02/22/2019	535.00	GENERAL FUND
WARREN COUNTY TREASURE	PROPERTY TAXES	02/22/2019	14.00	GENERAL FUND
WARREN COUNTY TREASURE	PROPERTY TAXES	02/22/2019	2.00	GENERAL FUND
WARREN COUNTY TREASURE	PROPERTY TAXES	02/22/2019	2.00	GENERAL FUND
WARREN COUNTY TREASURE	PROPERTY TAXES	02/22/2019	326.00	SEWER CAPITAL P
WARREN COUNTY TREASURE	PROPERTY TAXES	02/22/2019	239.00	SEWER CAPITAL P
WARREN COUNTY TREASURE	PROPERTY TAXES	02/22/2019	359.00	SEWER CAPITAL P
WARREN COUNTY TREASURE	PROPERTY TAXES	02/22/2019	110.00	SEWER CAPITAL P
WARREN COUNTY TREASURE	PROPERTY TAXES	02/22/2019	28.00	SEWER CAPITAL P
WARREN COUNTY TREASURE	PROPERTY TAXES	02/22/2019	462.00	SEWER CAPITAL P
WARREN COUNTY TREASURE	PROPERTY TAXES	02/22/2019	468.00	SEWER CAPITAL P
WARREN COUNTY TREASURE	PROPERTY TAXES	02/22/2019	451.00	SEWER CAPITAL P
WARREN COUNTY TREASURE	PROPERTY TAXES	02/22/2019	276.00	SEWER CAPITAL P
WARREN COUNTY TREASURE	PROPERTY TAXES	02/22/2019	306.00	SEWER CAPITAL P
WARREN COUNTY TREASURE	PROPERTY TAXES	02/22/2019	388.00	SEWER CAPITAL P
Total WARREN COUNTY TREASURER:			4,127.00	
WELLS FARGO CCER				
WELLS FARGO CCER	FACEBK LCKJAH422Wizardsing Weekend ex	01/02/2019	5.00	LIBRARY SPECIAL
WELLS FARGO CCER	WM SUPERCENTER #1491x1 pkg of yellow col	01/02/2019	6.44	AMBULANCE FUN
WELLS FARGO CCER	ADOBE CREATIVE CLOUDMonthly software s	01/02/2019	52.99	PARK & RECREATI
WELLS FARGO CCER	HARBOR FREIGHT TOOLS 88110-2100-65076	01/02/2019	228.80	ROAD USE TAX FU
WELLS FARGO CCER	USPS PO 1843650625Annual USPS Marketing	01/03/2019	225.00	GENERAL FUND
WELLS FARGO CCER	WAL-MART #1491Senior kitchen supplies	01/03/2019	13.13	PARK & RECREATI
WELLS FARGO CCER	AMZN MKTP US MB6IV4FS0Office supplies	01/04/2019	20.76	POLICE FUND
WELLS FARGO CCER	AMAZON.COM MB1833C01Office supplies	01/04/2019	21.35	POLICE FUND
WELLS FARGO CCER	DEMCO INC65023- SRP prizes- drawstring bag	01/04/2019	485.63	LIBRARY SPECIAL
WELLS FARGO CCER	AMAZON.COM MB9MT9O81AVerMedia Analo	01/04/2019	39.90	GENERAL FUND
WELLS FARGO CCER	BOUND TREE MEDICAL LLCMedical Supplies	01/07/2019	554.22	AMBULANCE FUN
WELLS FARGO CCER	AMAZON.COM MB7YV94A065020- Book	01/07/2019	15.17	LIBRARY FUND
WELLS FARGO CCER	HOMEDEPOT.COMCeiling Fan for Buxton Roo	01/07/2019	77.97	PARK & RECREATI
WELLS FARGO CCER	IRON SLEEK, INC.Tape for Ice Rink	01/07/2019	99.99	PARK & RECREATI
WELLS FARGO CCER	STAPLES DIRECTOffice Supplies	01/07/2019	27.23	SEWER FUND
WELLS FARGO CCER	AMZN MKTP US MB8UP1NQ0replacement batt	01/08/2019	63.29	POLICE FUND
WELLS FARGO CCER	WARREN COUNTY OILLP for North Plant	01/08/2019	1,534.00	SEWER FUND
WELLS FARGO CCER	ISU CPMSshade tree short course training	01/08/2019	205.00	PARK & RECREATI
WELLS FARGO CCER	SOUTHEASTERN EMERGENCY EQMedicatio	01/08/2019	413.08	AMBULANCE FUN
WELLS FARGO CCER	AMAZON.COM MB2DE6NV165020- Book	01/08/2019	13.00	LIBRARY FUND
WELLS FARGO CCER	SOUTHEASTERN EMERGENCY EQRefund on	01/09/2019	30.00-	AMBULANCE FUN

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
WELLS FARGO CCER	INDOFF INCORPORATED65060- Cardstock	01/09/2019	12.62	LIBRARY FUND
WELLS FARGO CCER	YA YA E FAVORMARTSpecial events banner	01/09/2019	129.99	PARK & RECREATI
WELLS FARGO CCER	AMZN MKTP US MB62V2N81desk calendar cle	01/09/2019	3.58	POLICE FUND
WELLS FARGO CCER	SOUTHEASTERN EMERGENCY EQRefund on	01/09/2019	63.33-	AMBULANCE FUN
WELLS FARGO CCER	ISU CPMRegistration for Shade Tree Short Cou	01/09/2019	170.00	PARK & RECREATI
WELLS FARGO CCER	IN VIKING COMPUTER PARTS67240	01/10/2019	65.00	GENERAL FUND
WELLS FARGO CCER	UPS 1ZKNT2400318304223stanard asso - test	01/10/2019	8.91	POLICE FUND
WELLS FARGO CCER	AMAZON.COM M228S5YL265021- Audio CD	01/10/2019	8.99	LIBRARY FUND
WELLS FARGO CCER	UPS 29807109BRQstanard asso - test books	01/10/2019	6.90	POLICE FUND
WELLS FARGO CCER	IOWA LIBRARY ASSOCIATIONIowa Library As	01/10/2019	125.00	LIBRARY FUND
WELLS FARGO CCER	HOMEDEPOT.COMCredit for Sales Tax Charg	01/10/2019	4.69-	PARK & RECREATI
WELLS FARGO CCER	DISPUTE-WALMART.COM 80096Fraudulent C	01/10/2019	13.53-	PARK & RECREATI
WELLS FARGO CCER	IN VIKING COMPUTER PARTS67240	01/10/2019	208.00	POLICE FUND
WELLS FARGO CCER	WAL-MART #1491Special Friends Dance	01/11/2019	56.26	PARK & RECREATI
WELLS FARGO CCER	USPS PO 184365062565080- Postage	01/11/2019	14.57	LIBRARY FUND
WELLS FARGO CCER	SOUTHEASTERN EMERGENCY EQRefund on	01/14/2019	3.95-	AMBULANCE FUN
WELLS FARGO CCER	AMAZON.COM MB0U53A10AVerMedia Analog	01/14/2019	39.90	VEHICLE RESERV
WELLS FARGO CCER	CROSSROADS MOBILE MAINTENAnnual Cra	01/14/2019	393.94	SEWER FUND
WELLS FARGO CCER	THE HOME DEPOT #2107Supplies for Camera	01/14/2019	47.45	SEWER FUND
WELLS FARGO CCER	GREATER DESMOINESLegislative - Partnershi	01/14/2019	15.00	GENERAL FUND
WELLS FARGO CCER	NAPA PARTS 0000514Fuel for small engines.	01/14/2019	318.34	FIRE FUND
WELLS FARGO CCER	QUILL CORPORATIONOffice supplies - Colore	01/14/2019	50.61	PARK & RECREATI
WELLS FARGO CCER	GRAPHIC CONTROLS/VERMedical Supplies f	01/14/2019	528.53	AMBULANCE FUN
WELLS FARGO CCER	STAPLES DIRECTSupplies for Camera Truck	01/14/2019	54.07	SEWER FUND
WELLS FARGO CCER	HY VEE 1271birthday cake for potluck	01/14/2019	21.99	PARK & RECREATI
WELLS FARGO CCER	CASCADE HEALTH CARE PRODUMedical Do	01/15/2019	418.65	AMBULANCE FUN
WELLS FARGO CCER	CIRCLE B CASHWAY OF INDIACarged tax wi	01/15/2019	26.74	FIRE FUND
WELLS FARGO CCER	AMZN MKTP US MB7C29111Special events ba	01/15/2019	31.69	PARK & RECREATI
WELLS FARGO CCER	CNM OUTDOOR EQUIPMENTChain sharpenin	01/15/2019	8.00	FIRE FUND
WELLS FARGO CCER	CIRCLE B CASHWAY OF INDIACredit from inc	01/15/2019	26.74-	FIRE FUND
WELLS FARGO CCER	CIRCLE B CASHWAY OF INDIADepartment gri	01/15/2019	24.99	FIRE FUND
WELLS FARGO CCER	IOWA WATER ENVIRONMENT ASClass for Ri	01/16/2019	380.00	SEWER FUND
WELLS FARGO CCER	WAL-MART #1491x3 Square Jar Containers for	01/16/2019	22.17	FIRE FUND
WELLS FARGO CCER	SIGNSDIRECTSpecial Events signage	01/17/2019	102.37	PARK & RECREATI
WELLS FARGO CCER	PHILLIPS 66 - FUEL EXPRESGas for travel to	01/17/2019	22.01	PARK & RECREATI
WELLS FARGO CCER	SMK SURVEYMONKEY.COM67245	01/17/2019	384.00	GENERAL FUND
WELLS FARGO CCER	JIMMY JOHNS - 2218Meal while at conference	01/18/2019	9.71	PARK & RECREATI
WELLS FARGO CCER	VISTAPR VISTAPRINT.COMPublicity - banner	01/18/2019	149.80	LIBRARY FUND
WELLS FARGO CCER	PARKING METERSParking for CIRTPA Meetin	01/18/2019	1.75	GENERAL FUND
WELLS FARGO CCER	JGS OLD FURNITURE SYSTEMx6 --Brayton c	01/18/2019	390.40	FIRE FUND
WELLS FARGO CCER	GRAPHIC CONTROLS/VERMedical Supplies f	01/18/2019	235.42	AMBULANCE FUN
WELLS FARGO CCER	CMNTY FOUNDATION OF GREABRAVO	01/18/2019	150.00	GENERAL FUND
WELLS FARGO CCER	CIRCLE B CASHWAY OF INDIAX2 40 pound	01/21/2019	49.98	FIRE FUND
WELLS FARGO CCER	WAL-MART #149165060- Supplies	01/21/2019	20.64	LIBRARY FUND
WELLS FARGO CCER	AMAZON.COM MB1Y55AF265020- Book	01/21/2019	21.41	LIBRARY FUND
WELLS FARGO CCER	AMZN MKTP US MB8CX1M21COMDEV laptop	01/21/2019	19.99	GENERAL FUND
WELLS FARGO CCER	WARREN COUNTY OILLP for North Plant	01/21/2019	1,195.60	SEWER FUND
WELLS FARGO CCER	THE HOME DEPOT #2107Bulbs for Fume Hoo	01/21/2019	15.94	SEWER FUND
WELLS FARGO CCER	SUBWAY 00584698Meal while at conferen	01/21/2019	6.75	PARK & RECREATI
WELLS FARGO CCER	JACK STACK BBQ FHMeal while at conference	01/21/2019	27.64	PARK & RECREATI
WELLS FARGO CCER	HY VEE 1271Medications Purchase	01/21/2019	105.16	AMBULANCE FUN
WELLS FARGO CCER	PARKING RAMPSParking for MPO Meeting	01/21/2019	1.00	GENERAL FUND
WELLS FARGO CCER	QUILL CORPORATIONSenior Center Supplies	01/21/2019	92.32	PARK & RECREATI
WELLS FARGO CCER	THE HOME DEPOT #2107Ballast for Fume Ho	01/21/2019	20.97	SEWER FUND
WELLS FARGO CCER	METAL PROMODepartment insignia logo for ac	01/21/2019	695.00	FIRE FUND
WELLS FARGO CCER	WAL-MART #1491x1-8 ft Folding table @ 65.00	01/21/2019	65.00	FIRE FUND
WELLS FARGO CCER	AMAZON.COM MB43N85A165022- DVD	01/21/2019	19.99	LIBRARY FUND
WELLS FARGO CCER	AMZN MKTP US MB9H76MU04 wireless mice	01/21/2019	59.76	GENERAL FUND

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
WELLS FARGO CCER	AMZN MKTP US MB5OP65F0Monitor cables	01/21/2019	21.98	VEHICLE RESERV
WELLS FARGO CCER	TIKLY.CO12th Annual Builder Developer Lunch	01/22/2019	22.00	GENERAL FUND
WELLS FARGO CCER	INDOFF INCORPORATEDSupplies/Materials	01/23/2019	26.85	GENERAL FUND
WELLS FARGO CCER	SOUTHEASTERN EMERGENCY EQMedical S	01/23/2019	1,788.79	AMBULANCE FUN
WELLS FARGO CCER	INDOFF INCORPORATEDMaterials/Supplies	01/23/2019	8.28	GENERAL FUND
WELLS FARGO CCER	GETMEREGISTERED.COM2019 IA Employme	01/23/2019	310.00	GENERAL FUND
WELLS FARGO CCER	WWW.NCHSOFTWARE.COMdetective file con	01/24/2019	30.06	POLICE FUND
WELLS FARGO CCER	AMAZON.COM65022- Price protection refund-	01/24/2019	2.00-	LIBRARY FUND
WELLS FARGO CCER	CROSS BORDER TRANS FEEdetective file co	01/24/2019	.30	POLICE FUND
WELLS FARGO CCER	BOUND TREE MEDICAL LLCMedical Supplies	01/24/2019	252.53	AMBULANCE FUN
WELLS FARGO CCER	OTC BRANDS, INC.Candy for Flashlight Easte	01/24/2019	97.22	PARK & RECREATI
WELLS FARGO CCER	WM SUPERCENTER #1491x4 Gal of Orange J	01/25/2019	58.72	FIRE FUND
WELLS FARGO CCER	BOUND TREE MEDICAL LLCMedical Supplies	01/25/2019	53.58	AMBULANCE FUN
WELLS FARGO CCER	P & P SMALL ENGINESSpiral Auger for Snow	01/25/2019	129.99	SEWER FUND
WELLS FARGO CCER	THE HOME DEPOT #2107Supplies for Camera	01/25/2019	9.96	SEWER FUND
WELLS FARGO CCER	HY VEE 1271Desserts for lunch and learn	01/25/2019	11.98	PARK & RECREATI
WELLS FARGO CCER	NATIONAL PEN CO LLC Pens for safety progra	01/25/2019	147.50	GENERAL FUND
WELLS FARGO CCER	SONIC DRIVE IN #6585Meal for Omaha trip to	01/25/2019	8.37	SEWER FUND
WELLS FARGO CCER	IOWA DNR SALES Lining Construction Permit	01/25/2019	100.00	SEWER FUND
WELLS FARGO CCER	KUM & GO #46Gas for pickup to get blower in	01/25/2019	30.00	SEWER FUND
WELLS FARGO CCER	WM SUPERCENTER #1491zone supplies and	01/25/2019	60.21	PARK & RECREATI
WELLS FARGO CCER	HY VEE 1271Refreshments for Multi-Agency Tr	01/28/2019	44.95	FIRE FUND
WELLS FARGO CCER	AMAZON.COM MB8TZ1M8265022- DVDs	01/28/2019	63.96	LIBRARY FUND
WELLS FARGO CCER	HY VEE 1271Refreshments for Multi-Agency Tr	01/28/2019	70.17	FIRE FUND
WELLS FARGO CCER	AMZN MKTP US MB4W71DK1Surface power s	01/28/2019	23.99	GENERAL FUND
WELLS FARGO CCER	AMZN MKTP US MB4W71DK1Surface power s	01/28/2019	23.99	AMBULANCE FUN
WELLS FARGO CCER	MACHINE SHED URBANDALE110-2100-6230	01/28/2019	12.00	ROAD USE TAX FU
WELLS FARGO CCER	MOOD PANDORA67245	01/28/2019	28.84	GENERAL FUND
WELLS FARGO CCER	EB 2019 ECONOMIC FOREBusiness Record 2	01/28/2019	49.37	GENERAL FUND
WELLS FARGO CCER	CIRCLE B CASHWAY OF INDIAx1 ACR303M	01/29/2019	402.99	FIRE FUND
WELLS FARGO CCER	FLORIDA BADGESStaff nametags	01/29/2019	48.50	LIBRARY FUND
WELLS FARGO CCER	ELEARNING AMERICAN HEARTOnline Educat	01/29/2019	34.00	AMBULANCE FUN
WELLS FARGO CCER	WALMART.COM 8009666546wall photos	01/31/2019	3.75	POLICE FUND
WELLS FARGO CCER	AMAZON.COM65022- Price protection refund-	01/31/2019	.03-	LIBRARY FUND
WELLS FARGO CCER	AMAZON.COM65022- Price protection refund-	01/31/2019	1.02-	LIBRARY FUND
WELLS FARGO CCER	AMAZON.COM MB1WZ888265022- DVDs	01/31/2019	41.62	LIBRARY FUND
WELLS FARGO CCER	AMAZON.COM MB1WZ888265021- Audio CDs	01/31/2019	13.95	LIBRARY FUND

Total WELLS FARGO CCER:

15,041.56

WINN'S PIZZA AND STEAK HOUSE

WINN'S PIZZA AND STEAK HOU PIZZA - JR. POLICE ACADEMY

08/27/2018

70.00

POLICE FUND

Total WINN'S PIZZA AND STEAK HOUSE:

70.00

Grand Totals:

322,868.14

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
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City Council: _____

Meeting Date: 03/04/2019

Subject

Receive and file BRAVO annual audit report

Information

Roll call receiving and filing the annual audit report (packet) is in order.

Fiscal Impact

Attachments

Audit

Bravo Greater Des Moines, Inc.

Financial Statements
With Independent Auditor's Report Thereon

June 30, 2018 and 2017

Bravo Greater Des Moines, Inc.

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Independent Auditor's Report

To the Board of Directors of
Bravo Greater Des Moines, Inc.

We have audited the accompanying financial statements of Bravo Greater Des Moines, Inc. (a nonprofit organization), which comprise the statements of financial position as of June 30, 2018 and 2017, the related statements of activities and cash flows for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

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

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

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

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Bravo Greater Des Moines as of June 30, 2018, and 2017 and the changes in its net assets and its cash flows for the years then ended in conformity with accounting principles generally accepted in the United States of America.

Independent Auditor's Report (continued)

Other Matters

We have previously audited Bravo Greater Des Moines, Inc. financial statements as of June 30, 2017, and we expressed an unmodified audit opinion on those financial statements in our report dated December 12, 2017. These financial statements have been restated as described in Note 2.

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

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

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

January 17, 2019

Bravo Greater Des Moines, Inc.
Statements of Financial Position
June 30, 2018 and 2017

Assets	2018	2017 - Restated (See Note 2)
Current Assets		
Beneficial interest in assets held by		
Community Foundation of Greater Des Moines	\$ 2,986,329	\$ 3,101,100
Government agency receivable	1,705,764	1,645,951
Contributions receivable	61,500	90,000
Investment - Endow Iowa	59,556	58,725
Prepaid expenses	34,375	32,438
Total Current Assets	4,847,524	4,928,214
 Total Assets	 \$ 4,847,524	 \$ 4,928,214
 Liabilities & Net Assets		
Current Liabilities		
Accounts payable	\$ 12,212	\$ 7,415
Grants payable	2,298,100	2,291,413
Programs payable	60,000	65,000
Accrued vacation	7,952	5,188
Accrued expenses	608	397
Total Current Liabilities	2,378,872	2,369,413
 Total Liabilities	 2,378,872	 2,369,413
 Net Assets		
Unrestricted	2,344,096	2,450,076
Temporarily restricted	65,000	50,000
Permanently restricted	59,556	58,725
Total Net Assets	2,468,652	2,558,801
 Total Liabilities & Net Assets	 \$ 4,847,524	 \$ 4,928,214

See accompanying notes to the financial statements.

Bravo Greater Des Moines, Inc.

Statements of Activities

For the Years Ended June 30, 2018 and 2017

	2018				2017 - Restated (See Note 2)			
	Temporarily Restricted		Permanently Restricted	Total	Temporarily Restricted		Permanently Restricted	Total
	Unrestricted	Restricted	Restricted		Unrestricted	Restricted	Restricted	
Public Support & Revenue:								
Contributions	\$ 111,242	\$ 15,000	\$ -	\$ 126,242	\$ 121,652	\$ 50,000	\$ -	\$ 171,652
Funding from government agencies	3,981,902	450,000	-	4,431,902	3,942,360	300,000	-	4,242,360
Gala, net of direct costs	170,798	-	-	170,798	169,094	-	-	169,094
Investment return	24,925	-	3,560	28,485	11,783	-	5,645	17,428
Net assets released from restrictions	452,729	(450,000)	(2,729)	-	542,321	(539,600)	(2,721)	-
Total Public Support & Revenue	4,741,596	15,000	831	4,757,427	4,787,210	(189,600)	2,924	4,600,534
Expenses								
Program service:								
Grants	3,848,243	-	-	3,848,243	3,600,675	(89,600)	-	3,511,075
Capital	450,000	-	-	450,000	539,600	-	-	539,600
Community impact	67,312	-	-	67,312	59,901	-	-	59,901
Other	27,570	-	-	27,570	82,501	-	-	82,501
Management & general:								
Salaries, payroll taxes, & benefits	267,962	-	-	267,962	205,827	-	-	205,827
Administrative services	18,000	-	-	18,000	18,000	-	-	18,000
Professional fees	9,500	-	-	9,500	9,500	-	-	9,500
Information technology support	10,772	-	-	10,772	12,822	-	-	12,822
Other expenses	148,217	-	-	148,217	135,789	-	-	135,789
Total Expenses	4,847,576	-	-	4,847,576	4,664,615	(89,600)	-	4,575,015
Change in Net Assets	(105,980)	15,000	831	(90,149)	122,595	(100,000)	2,924	25,519
Net Assets - Beginning	2,450,076	50,000	58,725	2,558,801	2,327,481	150,000	55,801	2,533,282
Net Assets - Ending	\$ 2,344,096	\$ 65,000	\$ 59,556	\$ 2,468,652	\$ 2,450,076	\$ 50,000	\$ 58,725	\$ 2,558,801

See accompanying notes to the financial statements.

Bravo Greater Des Moines, Inc.
Statements of Cash Flows
For the Years Ended June 30, 2018 and 2017

	<u>2018</u>	<u>2017</u>
Cash Flows from Operating Activities		
Change in net assets	\$ (90,149)	\$ 25,519
Adjustments to reconcile changes in net assets to net cash provided (used) by operating activities:		
(Increase)/Decrease in beneficial interest in assets held by Greater Des Moines Community Foundation	113,940	(1,109,583)
(Increase)/Decrease in receivables	(31,313)	330,184
(Increase)/Decrease in prepaid expenses	(1,937)	(11,575)
Increase/(Decrease) in accounts payable	4,797	3,367
Increase/(Decrease) in grants payable	6,687	768,664
Increase/(Decrease) in programs payable	(5,000)	-
Increase/(Decrease) in accrued vacation	2,764	(1,464)
Increase/(Decrease) in accrued expenses	211	(112)
Increase/(Decrease) in deferred revenue	-	(5,000)
Net Cash Provided/(Used) by Operating Activities	<u>-</u>	<u>-</u>
Net Increase/(Decrease) in Cash & Cash Equivalents	-	-
Cash & Cash Equivalents - Beginning	<u>-</u>	<u>-</u>
Cash & Cash Equivalents - Ending	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>

See accompanying notes to the financial statements.

Bravo Greater Des Moines
Notes to the Financial Statements
For the Years Ended June 30, 2018 and 2017

Note 1. The Organization and its Significant Accounting Policies

Nature of the Organization

Bravo Greater Des Moines, Inc. (Bravo), located in Des Moines, Iowa, began operations in July 2004 as a nonprofit organization assisting the cultural community of the Greater Des Moines area by increasing awareness, advocacy, and funding, as well as fostering collaboration among cultural organizations and the communities (See Note 4). Bravo's mission is to leverage community resources to maximize the impact of arts, culture, and heritage to advance regional priorities. On an annual basis Bravo, as directed by its Board of Directors, distributes available funds in support of various cultural organizations based on submitted grant applications.

Basis of Accounting

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

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

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

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

Beneficial Interest in Assets Held by Greater Des Moines Community Foundation

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

Government Agency Receivable

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

Bravo Greater Des Moines
Notes to the Financial Statements
For the Years Ended June 30, 2018 and 2017

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

Property, Equipment, & Depreciation

Property and equipment consists of computer equipment and a website and are stated at cost and depreciated using the straight-line method over an estimated useful life of three years. Property and equipment contributed to Bravo is recorded at the fair market value on the date of contribution. Maintenance costs are expensed when incurred. As of June 30, 2018 and 2017, all assets were fully depreciated.

Donated Assets & Services

Bravo receives donated services from volunteers who assist in fundraising and special projects. During the years ended June 30, 2018 and 2017, Bravo recorded \$51,650 and \$73,976, respectively, of in-kind contributions for entertainment, printing, and other costs related to the annual gala.

Income Taxes

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

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

Support & Expenses

Contributions received and unconditional promises to give are recognized when collection is probable and upon commitment and are reported as an increase in net assets. Bravo reports gifts of cash and other assets as temporarily restricted support if they are received with donor stipulations that limit the use of the donated assets, or if they are designated as support for future periods (See Note 5). When a donor restriction expires, that is, when a stipulated time restriction ends or purpose restriction is accomplished, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activity as net assets released from restrictions. All donor-restricted contributions are reported as temporarily restricted support. In addition, amounts allocated to the Capital Fund as required by the 28E agreements, are reported as temporarily restricted until such time they are paid or committed by approval of the Board of Directors.

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

Bravo Greater Des Moines
Notes to the Financial Statements
For the Years Ended June 30, 2018 and 2017

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

Allocation of Functional Expenses

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

Estimates

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

Note 2. Restatement of 2017 Financial Statements

In conjunction with changes to the timing of the organization's grant disbursements and the timing of approval by the Board of Directors, the organization identified certain errors in the recognition and presentation of accruals related to such grants. On the Statement of Financial Position, the errors identified for 2017 resulted in an increase to total liabilities of \$539,600 with a corresponding reduction of temporarily restricted net assets as well as the reclassification of \$50,000 from unrestricted to temporarily restricted to reflect funds received from third parties restricted to activity related to the activation of the Regional Cultural Assessment. On the Statement of Activities, the errors identified for 2017 resulted in a decrease of total revenues of \$529,473, a reduction of total expenses of \$1,515,122, and an adjustment to opening net assets of \$1,525,249. These adjustments did not impact total assets nor did they impact the amounts or timing of payments to recipient cultural partners and local arts programming participants or our ability to meet such obligations. In addition, certain amounts have been reclassified to conform to the 2018 presentation.

Note 3. Fair Value Measurements

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

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

Bravo Greater Des Moines
Notes to the Financial Statements
For the Years Ended June 30, 2018 and 2017

Note 3. Fair Value Measurements (continued)

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

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

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

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

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

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

The following table presents financial instruments that are measured at fair value on a recurring basis as of June 30, 2018:

	<u>Fair Value</u>	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>
Beneficial interest in Community Foundation & Indexed Growth Portfolio	<u>\$ 3,045,885</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 3,045,885</u>

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

	<u>Beneficial interest in Community Foundation</u>
Fair value - June 30, 2017	<u>\$ 3,159,825</u>
Interest, gains, losses, issuances, maturities, & fees - net	<u>(113,940)</u>
Fair value - June 30, 2018	<u>\$ 3,045,885</u>

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

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

Bravo Greater Des Moines
Notes to the Financial Statements
For the Years Ended June 30, 2018 and 2017

Note 3. Fair Value Measurements (continued)

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

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

Note 4. Funding Agreements and Commitments

Bravo receives its funding primarily from 16 municipalities and one county in the Greater Des Moines area through Iowa Code Chapter 28E agreements (Agreements) entered into with each local government agency. The Agreements primarily require two sevenths of the hotel/motel sales tax be provided to Bravo. The municipalities and county have renewed the Agreements, which continue in perpetuity unless terminated by delivery of notice to the other party not later than the first day of January of any given year after the year ending December 31, 2017 and shall be effective 18 months after receipt of the required notice. Bravo's ability to continue its sustained level of grant making is dependent upon continued support from these entities. Under the Agreements, Bravo recorded funding of \$4,431,902 and \$4,242,360 for the years ended June 30, 2018 and 2017, respectively, and receivables of \$1,705,764 and \$1,645,951 as of June 30, 2018 and 2017, respectively.

Note 5. Temporarily Restricted Net Assets

The Agreements require Bravo to restrict at least \$150,000 per year, and maintain a balance of at least \$150,000 at the commencement of each fiscal year, to maintain the Capital Campaign and Projects Fund. Eligible applicants may apply for grant funding as part of a cultural improvement capital campaign. The Agreements also require that the fund not exceed an end of fiscal year balance of \$450,000. During fiscal year 2017, Bravo had \$89,600 in funds returned by previous capital campaign recipients. Further, at the May 16, 2017 meeting of the Board of Directors, the Board approved a change in the timing of distributions of the capital campaign grants to July 1, 2017 in order to better align timing of distributions with operational priorities. As a result of this timing of distributions, temporarily restricted net assets at June 30, 2018 and 2017, amounts of \$450,000 and \$539,600, respectively have been released to unrestricted and are reflected as part of the grants payable balance as of those dates. The grants payable balance at June 30, 2017 includes approval for the \$89,600 in returned funds to be used for additional capital campaign grants. All amounts have since been distributed in accordance with the Board's approval. Amounts related to the Regional Cultural Assessment (RCA) include amounts received from third parties to support activation of the RCA and are reported as temporarily restricted until such time as the Board of Directors approves their use for such purposes.

Bravo Greater Des Moines
Notes to the Financial Statements
For the Years Ended June 30, 2018 and 2017

Note 5. Temporarily Restricted Net Assets (continued)

Temporarily restricted net assets consisted of the following at June 30, 2018:

	Balance 6/30/2017	Additional Revenue	Released from Restriction	Balance 6/30/2018
Capital Campaign & Projects Fund	\$ -	\$ 450,000	\$ 450,000	\$ -
Regional Cultural Assessment	50,000	15,000	-	65,000
	<u>\$ 50,000</u>	<u>\$ 465,000</u>	<u>\$ 450,000</u>	<u>\$ 65,000</u>

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

	Balance 6/30/2016	Additional Revenue	Released from Restriction	Balance 6/30/2017
Capital Campaign & Projects Fund	\$ 150,000	\$ 389,600	\$ 539,600	\$ -
Regional Cultural Assessment	-	50,000	-	50,000
	<u>\$ 150,000</u>	<u>\$ 439,600</u>	<u>\$ 539,600</u>	<u>\$ 50,000</u>

Note 6. Permanently Restricted Net Assets

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

In November 2012, Bravo contributed \$25,497 in funds to Endow Iowa; another \$25,000 was contributed in February 2014. These funds, by choice, were invested into an Indexed Growth Portfolio. Under the Endow Iowa program, up to 5% of the fund balance as of the preceding December 31st are available to Bravo each year. Net fund earnings in excess of 5% and administrative fees are added to the principal of the funds. At June 30, 2018 and 2017 the Indexed Growth Portfolio was valued at \$59,556 and \$58,725, respectively.

Permanently restricted net assets consisted of the following at June 30, 2018:

	Balance 6/30/2017	Investment Return	Released from Restriction	Balance 6/30/2018
Endow Iowa	<u>\$ 58,725</u>	<u>\$ 3,560</u>	<u>\$ 2,729</u>	<u>\$ 59,556</u>

Bravo Greater Des Moines, Inc.
Notes to the Financial Statements
For the Years Ended June 30, 2018 and 2017

Note 6. Permanently Restricted Net Assets (continued)

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

	Balance 6/30/2016	Investment Return	Released from Restriction	Balance 6/30/2017
Endow Iowa	\$ 55,801	\$ 5,645	\$ 2,721	\$ 58,725

Note 7. Related Party Transactions

Bravo receives administrative services from the Foundation. The Foundation administers Bravo's grant distribution, serves as a contact with the public, and performs various clerical and accounting duties, including producing annual reports required by government units. Payments to the Foundation for administrative services totaled \$18,000 for each of the years ended June 30, 2018 and 2017.

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

Note 8. Subsequent Events

Management has reviewed and evaluated material subsequent events from the balance sheet date of June 30, 2018 through the financial statements issue date of January 17, 2019. All appropriate subsequent event disclosures have been made to the financial statements.

Bravo Greater Des Moines, Inc.
Schedule of Program Services (Cash Basis) - Grants & Capital
For the Year Ended June 30, 2018

<u>Program Service Grants</u>	<u>2018</u>
6th Avenue Corridor, Inc	\$ 10,000
Altoona Public Library	2,000
Ankeny Area Historical Center	6,300
Ankeny Art Center	13,300
Ankeny Community Chorus	2,400
Ankeny Community Foundation	750
Ankeny Community Theatre	8,000
Ankeny Friends of the Arts	7,000
Area515 Des Moines Makerspace	800
Arts for the City, Inc	17,500
Ballet Des Moines	45,000
Blank Park Zoo Foundation	150,000
Brazilian Cultural Center	1,000
Carlisle Area Historical Society	800
Central Iowa Wind Ensemble	1,375
Chicken Tractor	(1,250)
City of Clive Public Arts Commission	9,500
City of Pleasant Hill	3,500
City of West Des Moines	9,300
City of West Des Moines Public Arts Advisory Commission	10,000
City Sounds: The Des Moines Public Piano Project	1,500
City Voices	3,625
Civic Music Association of Des Moines	32,500
Class Act Productions, Inc	8,500
Clive Historical Society	3,125
Clive Public Library	870
Community Housing Initiatives, Inc	10,000
Community Youth Concepts	4,000
Courage League Sports	10,000
CSA	10,000
CultureAll	23,000
Des Moines Arts Festival	83,000
Des Moines Bicycle Collective	1,500
Des Moines Chapter S.P.E.B.S.Q.S.A., Inc	4,350
Des Moines Children's Museum	1,250
Des Moines Choral Society	8,000
Des Moines Community Orchestra	2,500
Des Moines Community Playhouse	320,000
Des Moines Diversity Chorus	500
Des Moines European Heritage Association	5,000
Des Moines Film Society	2,500
Des Moines Gay Men's Chorus	7,500
Des Moines Metro Opera	340,000
Des Moines Performing Arts	734,000
Des Moines Public Library Foundation	7,500
Des Moines Social Club	105,000
Des Moines Symphony Association & Academy	175,000
Des Moines Vocal Arts Ensemble	6,700
Des Moines Young Artist' Theatre	8,000

Bravo Greater Des Moines, Inc.
Schedule of Program Services (Cash Basis) - Grants & Capital (continued)
For the Year Ended June 30, 2018

Program Service Grants	2018
Downtown Events Group (WOW Festival)	10,000
Edmundson Art Foundation	400,000
Flipped Art	(487)
Gateway Dance Theatre	4,500
Greater Des Moines Botanical Garden	345,000
Greater Des Moines Music Coalition	80,000
Greater Des Moines Public Art Foundation	30,000
Harmony Central Chorus	2,500
Heartland Youth Choir	20,000
Historical Valley Junction Foundation	17,260
Hoyt Sherman Place Foundation	152,600
I'll Make Me a World in Iowa	10,000
Iowa Architectural Foundation	7,500
Iowa Arts in Education - ArtForcelowa	10,000
Iowa Asian Alliance/Asian Heritage Festival	25,000
Iowa Hall of Pride	52,000
Iowa National Guard Memorial Association	30,000
Iowa Public Radio	2,000
Iowa Public Television Foundation	5,000
Iowa Shakespeare Experience	5,000
Iowa Stage Theatre Company	28,825
Iowa Youth Chorus	12,000
Italian-American Cultural Center of Iowa	13,250
Jewish Federation of Greater Des Moines	20,000
Latino Resources/Latino Heritage Festival	15,000
Living History Farms Foundation	170,000
Mainframe Studios	25,000
Music Under the Stars	3,500
Oakridge Neighborhood Services	2,500
Polk City Development Corporation	1,000
Polk County Conservation Board	10,000
Polk County Heritage Gallery	750
Pyramid Theatre Company	10,000
Salisbury House Foundation	60,000
Science Center of Iowa	390,000
State Historical Museum of Iowa	95,000
Station 1 Records	1,250
Tallgrass Theatre Company	13,025
The Des Moines Urban Experience	8,500
The Iowa Latino Center	2,000
The Opera Project DSM	1,175
Urbandale Community Theatre, LTD	2,500
Urbandale Public Library	1,500
West Des Moines Historical Society	24,000
World Food Prize Foundation	50,000
Young Women's Resource Center	2,500
	<u>\$ 4,387,843</u>

Bravo Greater Des Moines, Inc.
Schedule of Gala Revenue and Expenses
For the Year Ended June 30, 2018

	<u>2018</u>
Gala Revenue	
Table sales, sponsorships, & contributions	\$ 550,558
In-kind contributions	<u>51,650</u>
Total Gala Revenue	602,208
 Gala Expenses	
Administrative	43,087
Advertising	4,954
Decorations	41,429
Postage & Printing	284
Entertainment	111,950
Venue	<u>229,706</u>
Total Gala Expenses	431,410
 Revenue, net of direct costs	 <u><u>\$ 170,798</u></u>

Meeting Date: 03/04/2019

Subject

Proclamation declaring FFA Week

Information

Mayor Shaw will present the proclamation declaring FFA Week (packet).

Fiscal Impact

Attachments

Proclamation



— OFFICE OF THE MAYOR —

PROCLAMATION

WHEREAS, FFA and agricultural education provide a strong foundation for the youth of America and the future of the food, fiber and natural resources systems; and

WHEREAS, FFA promotes premier leadership, personal growth and career success among its members; and

WHEREAS, agricultural education and FFA ensure a steady supply of young professionals to meet the growing needs in the science, business and technology of agriculture; and

WHEREAS, the FFA motto —“Learning to Do, Doing to Learn, Earning to Live, Living to Serve”—gives direction and purpose to these students who take an active role in succeeding in agricultural education; and

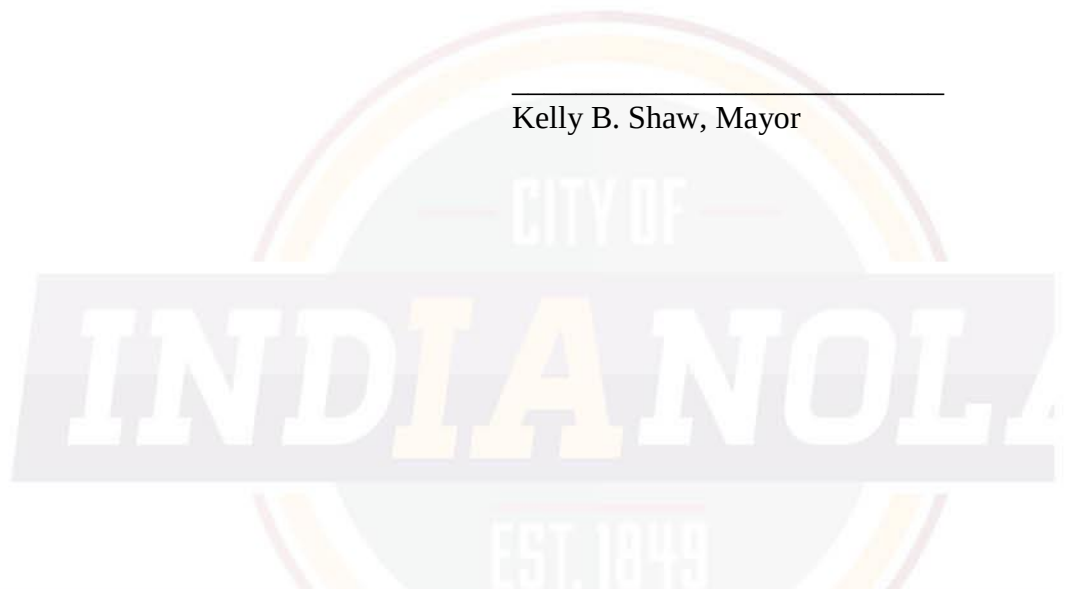
WHEREAS, FFA promotes citizenship, volunteerism, patriotism and cooperation.

Therefore, I, Kelly B. Shaw, Mayor of the City of Indianola do hereby proclaim the week of Feb. 16–23, 2019, as

NATIONAL FFA WEEK

In witness whereof, I have hereunto set my hand and cause the seal of the City of Indianola, Iowa, to be affixed this 4th day of March 2019.

Kelly B. Shaw, Mayor



Meeting Date: 03/04/2019

Subject

Presentation by FFA Participants

Information

Fiscal Impact

Attachments

No file(s) attached.

Meeting Date: 03/04/2019

Subject

2019/20 Budget

Information

Fiscal Impact

Attachments

No file(s) attached.

Meeting Date: 03/04/2019

Subject

Public hearing for the 2019/20 Budget

Information

The first order of business is to conduct a public hearing on the FY 2019/20 budget including the "advertised" \$13.27 tax rate. No comments have been received to date.

Fiscal Impact

Attachments

No file(s) attached.

Meeting Date: 03/04/2019

Subject

Resolution adopting the City's FY 19/20 fee schedule

Information

The next item to consider is the resolution and fee schedule (packet) for various municipal functions that are paid for by customers. The City's draft budget incorporates fees in the fee schedule.

Roll call is in order.

Fiscal Impact

Attachments

Resolution

Fee Schedule

RESOLUTION NO. 2019-____

RESOLUTION ADOPTING THE CITY'S FY 19/20 FEE SCHEDULE

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

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

WHEREAS, the City's draft budget incorporates the proposed fees in the fee schedule; and,

WHEREAS, the City Council of the City of Indianola, Iowa deems it in the best interest of the City of Indianola, Iowa to approve and adopt said Fee Schedule as attached; and,

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

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

PASSED AND APPROVED this 4th day of March, 2019.

Kelly B. Shaw, Mayor

ATTEST:

Diana Bowlin, City Clerk

City of Indianola Fee Schedule

Department	Fee Description	Cost	Cost Description	Additional Fees Description
City Clerk	Cigarette Permit	\$75.00	Per Year	
City Clerk	Refuse Hauling Permit	\$150.00	Per Packer	
City Clerk	Refuse Hauling Permit	\$100.00	Units Other than Packer	
City Clerk	Bike Night Fee	\$750.00	Per Event to Lease Squire (April-September)	
City Clerk	Bike Night Fee	\$80.00	Per Event to Sweep the Square	
City Clerk	Solicitors	\$100.00	Per Year	
City Clerk	Peddlers or Transient Merchant	\$50.00	For one day	
City Clerk	Peddlers or Transient Merchant	\$100.00	For one week	
City Clerk	Peddlers or Transient Merchant	\$200.00	For up to six (6) months	
City Clerk	Peddlers or Transient Merchant	\$300.00	For one year or any major part thereof	
City Clerk	Ice Cream Vendors	\$20.00	One Day	
City Clerk	Ice Cream Vendors	\$30.00	One Week	
City Clerk	Ice Cream Vendors	\$50.00	One Month	
City Clerk	Ice Cream Vendors	\$100.00	One Month to six months	
City Clerk	Mobile Food & Beverages Vendors	\$50.00	For one day	
City Clerk	Mobile Food & Beverages Vendors	\$100.00	For one week	
City Clerk	Mobile Food & Beverages Vendors	\$200.00	For up to six (6) months	
City Clerk	Mobile Food & Beverages Vendors	\$300.00	For over six (6) months to one year	
City Clerk	Deck Fees	\$0.50	Per square foot	
City Clerk	Brush Facility	\$5.00 Bundle; \$15 pickup; \$20 trailer; \$30 small truck; \$45 large truck	Anything that is 1/2" or more in diameter. Items may be loose or in paper bags only	
City Clerk	Brush Facility	\$15.00 monitors/televisions \$30 console/projection	Per item	
City Clerk	Miscellaneous Fees	\$30 return check fee, returned online check, debit/credit card	Per item	
Community Dev.	Electrical Permit Fee	\$80.00	Basic Overhead Fee with New Service Connection	Additional Fees based on # of meters, circuits, openings, fixed appliances, motors, etc.
Community Dev.	Electrical Permit Fee	\$120.00	Basic Underground Fee with New Service Connection	

City of Indianola Fee Schedule

Department	Fee Description	Cost	Cost Description	Additional Fees Description
Community Dev.	Mechanical Permit Fee	\$25.00	Basic Fee	Additional Fees based on installation, relocation or replacement of furnances, appliances, cooling units, boiler, air handling unit, ventilation fan, and gas piping
Community Dev.	Plumbing Permit Fee	\$25.00	Basic Fee	Additional Fees based on each plumbing fixture.
Community Dev.	Administration Fees - Nuisance Compliance	\$20.00-\$50.00		
Community Dev.	Banner Application	\$25.00	Additional \$2.00 per banner	
Community Dev.	Board of Adjustment Hearing	\$100.00		
Community Dev.	Driveway Permit	\$20.00		
Community Dev.	Final Plat Review	\$100.00	Additional \$10.00 for each lot in excess of 10	
Community Dev.	Planting in Parking Permit	\$5.00		
Community Dev.	Plat of Survey	\$25.00		
Community Dev.	Preliminary Plat Review	\$150.00	Additional \$10.00 for each lot in excess of 10	
Community Dev.	Property Pin Locate Fee	\$50.00		
Community Dev.	Rezoning Request	\$200.00		
Community Dev.	Sewer Permit	\$20.00		
Community Dev.	Sign Permit (24 sq. ft. or less)	\$25.00		
Community Dev.	Sign Permit (25-100 sq. ft.)	\$50.00		
Community Dev.	Sign Permit (100+ sq. ft.)	\$75.00	Additional \$0.20 per sq. ft. over 100	
Community Dev.	Sign Permit - Temporary Sign	\$25.00-\$30.00		
Community Dev.	Sign Fee Exemption Request	\$30.00		
Community Dev.	Sign Code Appeal Procedure	\$30.00		
Community Dev.	Site Plan Review (one acre or less)	\$50.00		
Community Dev.	Site Plan Review (more than one acre)	\$100.00		
Community Dev.	Site Plan Review (Fireworks)	\$100.00		
Community Dev.	Water Inspection	\$40.00		
Community Dev.	Water Permit	\$15.00		
Community Dev.	Water Insepction	\$15.00		
Community Dev.	Alley Closing Fee	\$200.00-\$400.00	Per 1/2 block	
Community Dev.	Complaint Abatement Fee Receipts	Contractor Fee		
Community Dev.	Street Bond Permit	\$10.00	Per square foot	
Community Dev.	Electric Service Fees	\$60.00	Overhead	
Community Dev.	Electric Service Fees	\$100.00	Underground	

City of Indianola Fee Schedule

Department	Fee Description	Cost	Cost Description	Additional Fees Description
Community Dev.	Electric Service Fees	\$35.00	Temporary Construction	
Community Dev.	Electric Meter	\$100.00		
Community Dev.	Water Connection	\$150.00		
Community Dev.	Meter Connection	\$50.00	Additional \$270.00 - 5/8 meter and \$360.00 - 3/4 meter	
Community Dev.	Construction Water	\$35.00		
Community Dev.	Sewer Inspection	\$100.00-\$200.00		
Community Dev.	Sewer Tap Fee	TBD	Dependent upon sewer connection fee	
Community Dev.	Building Permit Fees	\$30.00		Total valuation of \$1.00 - \$500.00
Community Dev.	Building Permit Fees	\$30.00	for the 1st \$500.00 plus \$1.75 for each additional \$100.00 or fraction thereof, to and including \$2000.00	Total valuation of \$501.00 - \$2,000.00
Community Dev.	Building Permit Fees	\$50.00	for the 1st \$2,000.00 plus \$9.00 for each additional \$1,000.00 or fraction thereof to and including \$25,000.00	Total valuation of \$2,001.00 - \$25,000.00
Community Dev.	Building Permit Fees	\$276.00	for the 1st \$25,000.00 plus \$8.00 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00	Total valuation of \$25,001.00 - \$50,000.00
Community Dev.	Building Permit Fees	\$457.00	for the 1st \$50,000.00 plus \$6.25 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00	Total valuation of \$50,001.00 - \$100,000.00
Community Dev.	Building Permit Fees	\$738.00	for the 1st \$100,000.00 plus \$5.25 for each additional \$1,000.00 or fraction thereof, to and including \$500,000.00	Total valuation of \$100,001.00 - \$500,000.00
Community Dev.	Building Permit Fees	\$2,703.00	for the 1st \$500,000.00 plus \$4.00 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000.00	Total valuation of \$500,001.00 - \$1,000,000.00
Community Dev.	Building Permit Fees	\$4,546.00	for the 1st \$1,000,000.00 plus \$3.00 for each additional \$1,000.00 or fraction thereof	Total valuation of \$1,000,001.00 and up
Community Dev.	Inspections outside of normal business hours (minus charge, two hours)	\$20.00	Per hour	
Community Dev.	Re-inspection fees assessed under provisions of Section 305(g)	\$20.00	Per hour	
Community Dev.	Inspections for which no fee is specifically indicated (minimum charge, one-half hour)	\$20.00	Per hour	

City of Indianola Fee Schedule

Department	Fee Description	Cost	Cost Description	Additional Fees Description
Community Dev.	Additional plan review required by changes, additions or revisions to approved plans (minimum charge, one-half hour)	\$20.00	Per hour	
Community Dev.	Temporary Sign Permit	\$25.00	For the first 10 day period, \$5.00 additional for 10 additional days (must be consecutive)	
Community Dev.	Temporary Sign Permit	\$25.00	For a 3 day period	
IT	Indianola Magazine Ad Rates	\$875/issue	8.75 w x 11.25 h - full page premium-4 issues	
IT	Indianola Magazine Ad Rates	\$1,025/issue	8.75 w x 11.25 h - full page premium-single issue	
IT	Indianola Magazine Ad Rates	\$750/issue	8.75 w x 11.25 h -full page - 4 issues	
IT	Indianola Magazine Ad Rates	\$900/issue	8.75 w x 11.25 h - full page -single issue	
IT	Indianola Magazine Ad Rates	\$400/issue	8.75 w x 5.75 h-half page-4 issues	
IT	Indianola Magazine Ad Rates	\$550/issue	8.75 w x 5.75 h-half page-single issue	
Police Department	Report Fee	\$5.00	Per copy	
Police Department	Trip Sheets	\$0.50	Per page	
Police Department	Color Photos	\$5.00	Per sheet	
Police Department	Color Photos on Compact Disc	\$20.00	Per disc	
Police Department	Videos & Recordings on CD	\$20.00	Per disc	
Fire Department	EMS Billing Fee	\$35.00/Report	(Billings for other agencies)	
Fire Department	Transport Fee	\$595.00	BLS Care	
Fire Department	Transport Fee	\$706.00	ALS Care	
Fire Department	Transport Fee	\$1,023.00	ALS 2 Care	
Fire Department	Treatment Fee	\$200.00	Does not include transport (treatment only)	
Fire Department	Treatment Fee	\$250.00	ALS Tier	
Fire Department	Loaded Mileage Transport Fee	\$13.00	Per loaded mile	
Fire Department	Burn Permit	\$35.00		
Fire Department	Construction Permit for Fire Alarm	\$35.00		
Fire Department	Construction Permit for Fire Pump	\$35.00		
Fire Department	Above Ground Installation of Flammable Liquids/Flammable Gas Tanks	\$50.00		
Fire Department	Firefighter/Paramedic	32.71/hour	Special Events	
Fire Department	Firefighter/EMT	28.26/hour	Special Events	
Fire Department	Firefighter/Paramedic/Full Time	\$45.05-\$54.97	Special Events	
Fire Department	Fire Works Display/Pyrotechnics Special Effects Permit	150/event		
Library	Lost or Damaged Materials	\$1.00	Missing barcode	

City of Indianola Fee Schedule

Department	Fee Description	Cost	Cost Description	Additional Fees Description
Library	Lost or Damaged Materials	\$2.50-\$9.00	Missing/Damaged cases for audio or audiobooks	
Library	Lost or Damaged Materials	\$1.50-\$3.00	DVD & music CD's	
Library	Lost or Damaged Materials	\$3.00	Lost inserts	
Library	Lost or Damaged Materials	TBD	Check with Library Director	
Library	Lost or Damaged Materials	\$2.00	Lost library card	
Library	Lost or Damaged Materials	\$2.00	Torn page	
Library	Photocopies	\$0.15	Per page	
Library	Computer Printouts	\$0.15	Per page	
Library	Processing Fee	\$7.50		
Library	Fines	\$0.15	Per day for printed materials - max of \$7.50	
Library	Fines	\$0.50	Per day for DVD's - max of \$7.50	
Library	Meeting room reservation	\$25.00	For 4 hours, \$5.00/hour thereafter	
Library	Used Books	\$2.00	Hardcover	
Library	Used Books	\$1.00	Paperback	
Memorial Pool	Daily Pool Admission (half off after 5pm)	\$5.00	All ages	Non-resident - \$10.00
Memorial Pool	Tot Splash Time	\$2.00	Per person	Non-resident - \$26.50
Memorial Pool	Adult Lap Swim	\$2.00	Per person or free w/season pass	Non-resident - \$40.00
Memorial Pool	Open Nigh Swim	\$2.00	Per person or free w/season pass	Non-resident - 10 swims - \$50.00
Memorial Pool	Doggie Dive	\$8.00	For residents	Non-resident - 20 swims - \$100.00
Memorial Pool	Mighty Minnows Swim Lessons (Ages 9 months - 5 years)	\$21.50	Per resident	\$88.00 - 1 person - non-resident (20% discount for early bird - April 4-29)
Memorial Pool	Red Cross Swim Lessons (Ages 5+)	\$35.00	Per resident	\$154 - 2 person - non-resident (20% discount for early bird - April 4-29)
Memorial Pool	Punch Card Passes	\$40.00	Per resident - 10 swims	\$166 - 3 person - non-resident (20% discount for early bird - April 4-29)
Memorial Pool	Punch Card Passes	\$80.00	Per resident - 20 swims	\$178 - 4 person - non-resident (20% discount for early bird - April 4-29)
Memorial Pool	Season Pool Passes	\$76.00	1 person - Indianola resident (20% discount for early bird - April 4-29)	\$190 - 5 person - non-resident (20% discount for early bird - April 4-29)
Memorial Pool	Season Pool Passes	\$134	2 person - Indianola resident (20% discount for early bird - April 4-29)	\$12.00 each additional non-resident

City of Indianola Fee Schedule

Department	Fee Description	Cost	Cost Description	Additional Fees Description
Memorial Pool	Season Pool Passes	\$144	3 person - Indianola resident (20% discount for early bird - April 4-29)	
Memorial Pool	Season Pool Passes	\$154	4 person - Indianola resident (20% discount for early bird - April 4-29)	
Memorial Pool	Season Pool Passes	\$164	5 person - Indianola resident (20% discount for early bird - April 4-29)	
Memorial Pool	Season Pool Passes	\$10.00	Each additional resident	
Memorial Pool	Pool Party Rental	\$325.00	Entire pool	
Memorial Pool	Pool Party Rental	\$240.00	Large pool only	
Memorial Pool	Pool Party Rental	\$150.00	Shallow pool only	
Memorial Pool	Mermaid, Princess & Superhero Pool Party	\$15.00	Includes 1 child & 1 adult	
Memorial Pool	Red Cross Basic Lifeguarding	\$150.00	Non-resident-\$172.50	
Parks & Recreation	Special Needs Dances	\$3.00		
Parks & Recreation	Daddy Daughter Date Night	\$10.00	Non-resident - \$12.50	
Parks & Recreation	Indoor Playdates	\$1.00		
Parks & Recreation	Flashlight Easter Egg Hunt	\$6.00	Non-resident - \$7.50	
Parks & Recreation	Mad Science Workshops	\$29.00	Non-resident - \$34.00	
Parks & Recreation	Mad Science Camps	\$79.00-\$139.00	Non-resident - \$84.00-\$144.00	
Parks & Recreation	Bricks 4 Kidz Workshops	\$18.00	Non-resident - \$22.50	
Parks & Recreation	Bricks 4 Kidz Academy	\$119.00	Non-resident - \$124.00	
Parks & Recreation	Lego Robotics Lab	\$36.00-\$40.00	Non-resident - \$41.00-\$45.00	
Parks & Recreation	Nature Explorers	\$35.00	Non-resident - \$40.00	
Parks & Recreation	Horseback Rides	\$26.50	Non-resident - \$31.50	
Parks & Recreation	Junior Police Academy	\$23.00	Non-resident - \$28.00	
Parks & Recreation	Junior Fire Academy	\$17.50	Non-resident - \$22.00	
Parks & Recreation	Go! For Launch Rocket Camp	\$99.00	Non-resident - \$104.00	
Parks & Recreation	Magicamp	\$30.00	Non-resident - \$35.00	
Parks & Recreation	Rounded Minds Art	\$70.00	Non-resident - \$75.00	
Parks & Recreation	Rounded Minds Soccer	\$40.00-\$65.00	Non-resident - \$45.00-\$70.00	
Parks & Recreation	Kids Cooking	\$15.00	Non-resident - \$18.75	
Parks & Recreation	Babysitting Clinic	\$26.00	Non-resident - \$31.00	
Parks & Recreation	Adult Dance Classes	\$44.00	Non-resident - \$49.00	
Parks & Recreation	Car Care Clinic	\$10.00	Non-resident - \$12.50	
Parks & Recreation	iPad Workshops	\$10.00	Non-resident - \$12.50	
Parks & Recreation	Adult Painting Workshop	\$20.00-\$30.00	Non-resident - \$25.00-\$35.00	
Parks & Recreation	Beginning Vegetable Gardening	\$9.00	Non-resident - \$11.25	
Parks & Recreation	Starting Plants from Seeds	\$5.00	Non-resident - \$6.25	
Parks & Recreation	Composting 101	\$5.00	Non-resident - \$6.25	
Parks & Recreation	Think Spring Garden Seminar	\$45.00		
Parks & Recreation	Garden Art	\$20.00-\$40.00		

City of Indianola Fee Schedule

Department	Fee Description	Cost	Cost Description	Additional Fees Description
Parks & Recreation	Senior Trips	\$8.00-\$25.00	Non-resident - \$10.00-\$30.00	
Parks & Recreation	Youth Softball Leagues	\$52.00-\$73.00	Non-resident - \$57.00-\$78.00	
Parks & Recreation	Adult Slowpitch Leagues	\$400-\$470/team		
Parks & Recreation	T-Ball Instruction	\$22.00	Non-resident - \$27.00	
Parks & Recreation	T-Ball League	\$33.00	Non-resident - \$38.00	
Parks & Recreation	British Soccer Camp	\$135.00		
Parks & Recreation	Youth Soccer Leagues	\$54.00-\$65.00	Non-resident - \$59.00-\$70.00	
Parks & Recreation	Youth Tennis Lessons	\$29.00	Non-resident - \$34.00	
Parks & Recreation	Youth Volleyball League	\$48.00	Non-resident - \$53.00	
Parks & Recreation	Pee Wee Nerf Football	\$23.00	Non-resident - \$28.00	
Parks & Recreation	Youth Flag Football League	\$44.00	Non-resident - \$49.00	
Parks & Recreation	Youth Basketball League	\$52.00	Non-resident - \$57.00	
Parks & Recreation	Adult Basketball League	\$165.00/team		
Parks & Recreation	Chicometrics	\$36.00	Non-resident - \$41.00	
Parks & Recreation	Tae Kwon Do	\$37.00-\$44.00	Non-resident - \$42.00-\$49.00	
Parks & Recreation	Little Dragons Tae Kwon Do	\$25.00	Non-resident - \$30.00	
Parks & Recreation	Buxton Room Rental - Weekend/Holiday	\$200.00/day		
Parks & Recreation	Buxton Room Rental - Weekday	\$30.00/hr		
Parks & Recreation	Conf & Arts/Craft Room - Non-Profits	\$5.50/hr	Non-resident - \$9.00/hr	
Parks & Recreation	Park Shelters	\$5.00/hr	Non-resident - \$6.00/hr	
Parks & Recreation	Pickard Camping	\$12.00/day		
Parks & Recreation	Buxton Gazebo	\$35.00/day		
Parks & Recreation	Amphitheater - General Public	\$65.00-\$100.00	Non-resident - \$95.00-\$130.00	
Parks & Recreation	Amphitheater - Church/Non-Profits	\$50.00-\$85.00	Non-resident - \$70.00-\$105.00	
Parks & Recreation	Softball Field Practice	\$10.00/75 minutes		
Parks & Recreation	Adult Softball Field	\$75.00/day		
Parks & Recreation	Youth Softball Field	\$60.00/day		
Parks & Recreation	Dog Park Pass	\$25.00/year		
Parks & Recreation	Recreation Equipment	\$0.50-\$10.00/day		
Parks & Recreation	Cross Country Course	\$100.00/day		
Sewer	Wastewater Sample	\$35.00/day		
Sewer	Normal Cleaning of Sewer Lines	\$1.25/foot		
Sewer	Televise Lines with DVD Report	\$1.25/foot		
Sewer	Jet/Vac Lines with 2 Laborers	\$225.00/hour	Minimum 1 hour per call	
Sewer	Jet/Vac Lines with 2 Laborers Overtime	\$260.00/hour	Minimum 1 hour per call	
Sewer	Camera Van	\$195.00/hour	Minimum 1 hour per call	
Sewer	Camera Van Overtime	\$230.00/hour	Minimum 1 hour per call	
Sewer	Service Truck	\$175.00/hour	Minimum 1 hour per call	
Sewer	Labor	\$40.00/hour	Minimum 1 hour per call	
Sewer	Labor Overtime	\$60.00/hour	Minimum 1 hour per call	

City of Indianola Fee Schedule

Department	Fee Description	Cost	Cost Description	Additional Fees Description
Sewer	Time of Sale Inspection Fee	\$50.00		
Sewer	Time of Sale Re-inspection Fee	\$25.00		
Sewer	Administration Fee	5%	A one time late payment penalty of 5% of the amount due shall be added to each delinquent bill	

Meeting Date: 03/04/2019

Subject

Resolution approving the FY 2019/20 budget with a proposed tax rate of \$13.27

Information

The final item to consider is the budget resolution (packet) adopting the FY 19/20 budget and the accompanying tax rate.

Roll call is in order.

Fiscal Impact

Attachments

Resolution

PH Notice Budget

State Budget Summary

RESOLUTION No. 2019-_____
RESOLUTION ADOPTING THE ANNUAL BUDGET
FOR FISCAL YEAR ENDING JUNE 30, 2020

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

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

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

WHEREAS, the Fiscal Year 20 budget maintains the property tax rate at \$13.27, and

WHEREAS, the Fiscal Year 20 budget is attached as Exhibit 1 in the form required by the State of Iowa, and

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

WHEREAS, the City Council finds that the Fiscal Year 20 City budget provides programs and services to continue to enhance the community's high quality of life, and

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Indianola, Iowa, that said Fiscal Year 20 City Budget is hereby approved and adopted; and,

BE IT FURTHER RESOLVED, that the Council approves and directs the Mayor and City Clerk to execute any all necessary forms for the submission of the FY 20 budget; and,

BE IT FURTHER RESOLVED, that the Council directs the City Manager or his designee to make the necessary filings as required by law and carry out necessary steps to enact the FY 20 budget.

Passed and approved this 4th day of March, 2019.

Kelly B. Shaw, Mayor

ATTEST:

Diana Bowlin, City Clerk

**NOTICE OF PUBLIC HEARING
BUDGET ESTIMATE**

FISCAL YEAR BEGINNING JULY 1, 2019 - ENDING JUNE 30, 2020
City of , Iowa **INDIANOLA**, Iowa

The City Council will conduct a public hearing on the proposed Budget at
110 N 1st St Indianola, IA 50125 on 3/4/2019 at 6:00 PM

The Budget Estimate Summary of proposed receipts and expenditures is shown below.
Copies of 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 . . . 13.27899

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

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

515-961-9410

phone number

Diana Bowlin

City Clerk/Finance Officer's NAME

		Budget FY 2020	Re-est. FY 2019	Actual FY 2018
		(a)	(b)	(c)
Revenues & Other Financing Sources				
Taxes Levied on Property	1	7,242,593	6,703,851	6,365,347
Less: Uncollected Property Taxes-Levy Year	2	0	0	0
Net Current Property Taxes	3	7,242,593	6,703,851	6,365,347
Delinquent Property Taxes	4	0	0	0
TIF Revenues	5	2,502,609	2,285,759	2,112,030
Other City Taxes	6	1,067,478	1,309,050	2,104,427
Licenses & Permits	7	222,880	222,905	232,440
Use of Money and Property	8	1,226,114	1,252,685	1,334,395
Intergovernmental	9	3,569,769	2,691,602	2,533,521
Charges for Services	10	25,828,607	25,519,365	22,339,144
Special Assessments	11	0	19,750	44,389
Miscellaneous	12	1,278,865	1,117,989	3,651,418
Other Financing Sources	13	8,657,000	3,632,370	11,616,214
Transfers In	14	9,302,402	12,557,908	5,821,438
Total Revenues and Other Sources	15	60,898,317	57,313,234	58,154,763
Expenditures & Other Financing Uses				
Public Safety	16	6,080,363	5,203,255	4,616,622
Public Works	17	1,638,514	1,540,576	1,418,014
Health and Social Services	18	0	0	0
Culture and Recreation	19	2,310,897	2,118,946	2,087,835
Community and Economic Development	20	234,273	477,537	487,893
General Government	21	1,493,937	1,446,845	1,087,246
Debt Service	22	2,074,045	2,076,545	2,419,852
Capital Projects	23	1,366,216	3,218,373	1,851,010
Total Government Activities Expenditures	24	15,198,245	16,082,077	13,968,472
Business Type / Enterprises	25	37,645,726	30,889,683	30,984,877
Total ALL Expenditures	26	52,843,971	46,971,760	44,953,349
Transfers Out	27	9,302,402	12,557,908	5,821,438
Total Expenditures/Transfers Out	28	62,146,373	59,529,668	50,774,787
Excess Revenues & Other Sources Over (Under) Expenditures/Transfers Out	29	-1,248,056	-2,216,434	7,379,976
Beginning Fund Balance July 1	30	31,993,267	34,209,701	26,829,725
Ending Fund Balance June 30	31	30,745,211	31,993,267	34,209,701

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CITY OF

INDIANOLA

Department of Management

ADOPTED BUDGET SUMMARY
YEAR ENDED JUNE 30, 2020

Fiscal Years

(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)
GENERAL REVENUES	SPECIAL REVENUES	TIF SPECIAL REVENUES	DEBT SERVICE	CAPITAL PROJECTS	PERMANENT	PROPRIETARY	BUDGET 2020	RE-ESTIMATED 2019	ACTUAL 2018		
Revenues & Other Financing Sources											
Taxes Levied on Property	4,376,782	2,311,302	554,509	0	0	0	7,242,593	6,703,851	6,365,347		
Less: Uncollected Property Taxes-Levy Year	0	0	0	0	0	0	0	0	0		
Net Current Property Taxes	4,376,782	2,311,302	554,509	0	0	0	7,242,593	6,703,851	6,365,347		
Delinquent Property Taxes	0	0	0	0	0	0	0	0	0		
TIF Revenues				2,502,609			2,502,609	2,285,759	2,112,030		
Other City Taxes	260,663	805,634	1,181	0	0	0	1,067,478	1,309,050	2,104,427		
Licenses & Permits	222,880	0	0	0	0	0	222,880	222,905	232,440		
Use of Money and Property	495,114	0	0	0	0	0	1,226,114	1,252,685	1,334,395		
Intergovernmental	1,611,528	1,861,357	96,884	0	0	0	3,569,769	2,691,602	2,533,521		
Charges for Fees & Service	991,645	0	0	0	0	0	25,828,607	25,519,365	22,339,144		
Special Assessments	0	0	0	0	0	0	0	19,750	44,389		
Miscellaneous	432,965	4,000	0	0	0	0	1,278,865	1,117,989	3,651,418		
Sub-Total Revenues	8,391,577	4,982,293	652,574	2,502,609	0	0	42,938,915	41,122,956	40,717,111		
Other Financing Sources:											
Total Transfers In	3,338,036	0	1,142,986	0	0	0	9,302,402	12,557,908	5,821,438		
Proceeds of Debt	0	0	0	0	0	0	8,657,000	3,611,700	11,546,132		
Proceeds of Capital Asset Sales	0	0	0	0	0	0	0	20,670	70,082		
Total Revenues and Other Sources	11,729,613	4,982,293	1,795,560	2,502,609	0	0	60,898,317	57,313,234	58,154,763		
Expenditures & Other Financing Uses											
Public Safety	6,080,363	0	0	0	0	0	6,080,363	5,203,255	4,616,622		
Public Works	442,177	1,196,337	0	0	0	0	1,638,514	1,540,576	1,418,014		
Health and Social Services	0	0	0	0	0	0	0	0	0		
Culture and Recreation	2,310,897	0	0	0	0	0	2,310,897	2,118,946	2,087,835		
Community and Economic Development	234,273	0	0	0	0	0	234,273	477,537	487,893		
General Government	1,493,937	0	0	0	0	0	1,493,937	1,446,845	1,087,246		
Debt Service	0	0	2,074,045	0	0	0	2,074,045	2,076,545	2,419,852		
Capital Projects	909,416	0	0	0	0	0	1,366,216	3,218,373	1,851,010		
Total Government Activities Expenditures	11,471,063	1,196,337	2,074,045	0	0	0	15,198,245	16,082,077	13,968,472		
Business Type Proprietary: Enterprise & ISF											
Total Gov & Bus Type Expenditures	11,471,063	1,196,337	2,074,045	0	0	0	37,645,726	30,889,683	30,984,877		
Total Transfers Out	345,579	4,226,916	0	1,079,086	0	0	52,843,971	46,971,760	44,953,349		
Total ALL Expenditures/Fund Transfers Out	11,816,642	5,423,253	2,074,045	1,079,086	0	0	9,302,402	12,557,908	5,821,438		
Excess Revenues & Other Sources Over (Under) Expenditures/Transfers Out	-87,029	-440,960	-278,485	1,423,523	0	0	62,146,373	59,529,668	50,774,787		
Beginning Fund Balance July 1	7,099,086	6,535,132	911,654	2,693,218	0	0	-1,248,056	-2,216,434	7,379,976		
Ending Fund Balance June 30	7,012,057	6,094,172	633,169	4,116,741	0	0	31,993,267	34,209,701	26,829,725		
							30,745,211	31,993,267	34,209,701		

Meeting Date: 03/04/2019

Subject

Resolution approving the updated Employee Handbook

Information

Melissa McCoy, Human Resource Director, is recommending updating the Employee Handbook (packet). In your packet is the resolution approving the updated Employee Handbook (packet). Below is a summary of the changes that were made:

- Updated the salary ranges to include a 3% across the board increase
- Updated the No Smoking Policy
- Added a Mandatory Rest Break for Snow Plowing Policy

Roll call is in order.

Fiscal Impact

Attachments

Memo

Resolution

Employee Handbook



— Human Resources —

Date: March 4, 2019

To: Mayor and Council

From: Melissa McCoy, Human Resources Director

CC: Ryan Waller, City Manager

RE: Employee Handbook Update

In January, the City Council approved the updated Employee Handbook. The Employee Handbook will be reviewed and updated on an annual basis, in March, with the budget, to ensure compliance with state and federal guidelines, memorialize updated policies and procedures and to reflect the new fiscal year salary ranges.

Below is a summary of the changes that were made.

- Updated the salary ranges to include a 3% across the board increase
- Updated the No Smoking policy
- Added a Mandatory Rest Break for Snow Plowing policy

It is recommended the City Council approve the proposed changes.



RESOLUTION NO. 2019-____

RESOLUTION APPROVING THE UPDATED EMPLOYEE HANDBOOK

WHEREAS, in January 2019 the City Council approved the updated Employee Handbook; and

WHEREAS, the Employee Handbook will be reviewed and updated on an annual basis, in March, with the budget, to ensure compliance with state and federal guidelines and update current processes and procedures; and

WHEREAS, the revisions include updating the salary ranges to include a 3% across the board increase effective June 23, 2019, the No Smoking Policy and added a mandatory rest break for snow plowing policy; and

WHEREAS, the purpose of these policies is to ensure the City's human resources functions continue to provide direction in making personnel management decisions and provides employees with established standards for conduct.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Indianola, Iowa, approved the updated Employee Handbook.

PASSED this 4th day of March 2019.

Kelly B. Shaw, Mayor

ATTEST:

Diana Bowlin, City Clerk



EMPLOYEE HANDBOOK

Updated: March 2019

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NOTE FROM THE CITY MANAGER

Dear Employees,

Thank you for your time, commitment and loyalty to the City of Indianola. Our employees are our most valuable resource and I am excited to have you here! I hope you will find your employment with us a rewarding experience.

This handbook was designed to provide you with policies, procedures and benefits information to help make your employment with the City of Indianola a smooth one. Please feel free to reach out to your Supervisor, Human Resources or myself with any questions or concerns you may have.

Ryan Waller
City Manager

INDIANOLA MISSION

The mission of the City of Indianola is to provide its citizens with quality and ample services at a fair and affordable price. We strive to improve the livability in our community through personal dedication, integrity, accountability, innovation and sensitivity to the needs of our citizens whom we serve. Livability will be improved through the provision of first rate public safety and public utilities, education and leisure programs and administrative services. Our goal is to make each and every citizen proud to be a part of the City of Indianola and to have those who visit, want to be a part of it.

INTRODUCTION

1.1 PURPOSE

These policies and procedures are designed to establish a fair and equitable system of personnel administration that will facilitate efficient and effective public service for the City. This handbook was written for all City of Indianola, "City", employees regardless of status. Employees are expected to read through this handbook and retain it for future reference. Should an employee have any questions regarding any policies, they should speak to their Department Head or Human Resources. If at any time there is a conflict between this manual and an applicable state or federal statute, or both, the terms of the actual manual or statute will govern in all cases.

1.2 ADOPTION AND POLICY AMENDMENT

These policies and procedures are adopted by resolution of the City Council. Policy amendments shall become effective upon consideration and adoption by the City Council. All parts of this manual are to be adhered to unless waived by City Council action.

1.3 ADMINISTRATIVE REGULATIONS

The City Manager may adopt, amend and rescind administrative policies and procedures not in conflict with these policies and procedures as necessary for the proper administration of the City. Department Heads may adopt, amend and rescind departmental administrative policies and procedures not in conflict with these policies and procedures, or the City Manager's directives, as necessary for proper departmental administration.

1.4 DEFINITIONS

- The term "employee" as used throughout this handbook means those employees employed by the City of Indianola.
- The term "employment" as used throughout this handbook means your employment with the City of Indianola.

Additional definitions can be found within the actual policy itself. Where a term is not defined in this handbook the common sense meaning shall apply.

1.5 AT-WILL EMPLOYMENT

Your employment with the City of Indianola is at-will and can be terminated at any time with or without cause without prior notice, except as otherwise provided by law or the terms of a collective bargaining agreement. This handbook is not a contract guaranteeing employment for any specific duration. Nothing in this handbook creates or is intended to create a promise or representation of continued employment. This handbook supersedes any and all prior handbooks, written documents (with the exception of duly authorized union contracts) or oral or implied representations that might otherwise contradict the at-will nature of your employment.

1.6 CHANGE IN POLICY

The policies in this handbook are subject to change at the sole discretion of the City of Indianola. We will notify you of these changes by appropriate means. Changes will be effective on dates determined by the City, and you may not rely on policies that have been superseded. No Supervisor or Manager has any authority to alter the foregoing.

If you are uncertain about any policy or procedure, please check with your Department Head or Human Resources.

EMPLOYMENT POLICIES

2.1 EQUAL EMPLOYMENT OPPORTUNITY

The City of Indianola is an equal opportunity employer (EOE). In accordance with anti-discrimination laws, it is the purpose of this policy to effectuate these principles and mandates. The City of Indianola prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, age, national origin, disability status, protected veteran status, or any other characteristic protected by law. The City of Indianola conforms to the spirit as well as to the letter of all applicable laws and regulations.

The policy of equal employment opportunity (EEO) and anti-discrimination applies to all aspects of the relationship between the City of Indianola and its employees, including:

- Recruitment
- Employment
- Promotion
- Transfer
- Training
- Working conditions
- Wages and salary administration
- Employee benefits and application of policies

The policies and principles of EEO also apply to the selection and treatment of independent contractors, personnel working on our premises who are employed by temporary agencies and any other persons or firms doing business for or with the City of Indianola.

Dissemination and Implementation of Policy

The City of Indianola Department Heads will be responsible for the dissemination of this policy. Directors, Managers and Supervisors are responsible for implementing equal employment practices within each department. The Human Resources department is responsible for overall compliance and will maintain personnel records in compliance with applicable laws and regulations.

Procedures

The City of Indianola administers our EEO policy fairly and consistently by:

- Posting all required notices regarding employee rights under EEO laws in areas highly visible to employees.
- Advertising for job openings with the statement "*We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.*"
- Posting all required job openings with the appropriate state agencies.

- Forbidding retaliation against any individual who files a charge of discrimination, opposes a practice believed to be unlawful discrimination, reports harassment, or assists, testifies or participates in an EEO agency proceeding.
- Requires employees to report to a member of management, a Human Resources representative or the City Attorney any apparent discrimination or harassment. The report should be made within 48 hours of the incident.
- Promptly notifies the City Attorney of all incidents or reports of discrimination or harassment and takes other appropriate measures to resolve the situation.

Remedies

Violations of this policy, regardless of whether an actual law has been violated, will not be tolerated. The City of Indianola will promptly, thoroughly and fairly investigate every issue that is brought to its attention in this area and will take disciplinary action, when appropriate, up to and including termination of employment.

2.2 AMERICAN'S WITH DISABILITIES ACT

Purpose

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act (ADAAA) are federal laws that require employers to not discriminate against applicants and individuals with disabilities and, when needed, to provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position.

It is the policy of the City of Indianola to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is the City policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

Procedures

When an individual with a disability requests accommodation and can be reasonably accommodated without creating an undue hardship or causing a direct threat to workplace safety, he or she will be given the same consideration for employment as any other applicant. Applicants who pose a direct threat to the health, safety and well-being of themselves or others in the workplace when the threat cannot be eliminated by reasonable accommodation will not be hired.

The City of Indianola will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation, or if the accommodation creates an undue hardship to the City of Indianola. Contact Human Resources with any questions or requests for accommodation.

All employees are required to comply with the City's safety standards. Current employees who pose a direct threat to the health or safety of themselves or other individuals in the workplace will be placed on leave until an organizational decision has been made in regard to the employee's immediate employment situation.

Individuals who are currently using illegal drugs are excluded from coverage under the City ADA policy.

The Human Resources department is responsible for implementing this policy, including the resolution of reasonable accommodation, safety/direct threat and undue hardship issues.

Terms Used in This Policy

As used in this ADA policy, the following terms are defined as:

1. Disability: A physical or mental impairment that substantially limits one or more major life activities of the individual, a record of such an impairment, or being regarded as having such an impairment.
2. Major life activities: Term includes caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working.
3. Major bodily functions: Term includes physical or mental impairment such as any physiological disorder or condition, cosmetic disfigurement or anatomical loss affecting one or more body systems, such as neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, immune, circulatory, hemic, lymphatic, skin and endocrine. Also covered are any mental or psychological disorders, such as intellectual disability (formerly termed "mental retardation"), organic brain syndrome, emotional or mental illness and specific learning disabilities.
4. Substantially limiting: In accordance with the ADAAA final regulations, the determination of whether an impairment substantially limits a major life activity requires an individualized assessment, and an impairment that is episodic or in remission may also meet the definition of disability if it would substantially limit a major life activity when active. Some examples of these types of impairments may include epilepsy, hypertension, asthma, diabetes, major depressive disorder, bipolar disorder and schizophrenia. An impairment, such as cancer that is in remission but that may possibly return in a substantially limiting form, is also considered a disability under EEOC final ADAAA regulations.
5. Direct threat: A significant risk to the health, safety or well-being of individuals with disabilities or others when this risk cannot be eliminated by reasonable accommodation.
6. Qualified individual: An individual who, with or without reasonable accommodation, can perform the essential functions of the employment position that such individual holds or desires.

7. Reasonable accommodation: Includes any changes to the work environment and may include making existing facilities readily accessible to and usable by individuals with disabilities, job restructuring, part-time or modified work schedules, telecommuting, reassignment to a vacant position, acquisition or modification of equipment or devices, appropriate adjustment or modifications of examinations, training materials or policies, the provision of qualified readers or interpreters, and other similar accommodations for individuals with disabilities.
8. Undue hardship: An action requiring significant difficulty or expense by the employer. In determining whether an accommodation would impose an undue hardship on a covered entity, factors to be considered include:
 - The nature and cost of the accommodation.
 - The overall financial resources of the facility or facilities involved in the provision of the reasonable accommodation, the number of persons employed at such facility, the effect on expenses and resources, or the impact of such accommodation on the operation of the facility.
 - The overall financial resources of the employer; the size, number, type and location of facilities.
 - The type of operations of the City, including the composition, structure and functions of the workforce; administrative or fiscal relationship of the particular facility involved in making the accommodation to the employer.
- Essential functions of the job: Term refers to those job activities that are determined by the employer to be essential or core to performing the job; these functions cannot be modified.

The examples provided in the above terms are not meant to be all-inclusive and should not be construed as such. They are not the only conditions that are considered to be disabilities, impairments or reasonable accommodations covered by the ADA/ADAAA policy.

2.3 ANTI-HARASSMENT AND DISCRIMINATION

Policy Statement

The City of Indianola strives to create and maintain a work environment in which people are treated with dignity, decency and respect. Our environment should be characterized by mutual trust and the absence of intimidation, oppression and exploitation. Employees should be able to work and learn in a safe yet stimulating atmosphere. The accomplishment of this goal is essential to our mission. For that reason, the City of Indianola will not tolerate unlawful discrimination or harassment of any kind. Through enforcement of this policy and by education of employees, the City will seek to prevent, correct, and discipline behavior that violates this Policy.

All employees, regardless of their position, are covered by and are expected to comply with this policy, and to take appropriate measures to ensure that prohibited conduct does not occur. Appropriate disciplinary action will be taken against any employee who violates this policy. Based upon the

seriousness of the offense, disciplinary action may include verbal or written reprimand, suspension, or termination of employment.

Prohibited Conduct Under This Policy

Discrimination

a) It is a violation of this Policy to discriminate in the provision of employment opportunities, benefits or privileges, to create discriminatory work conditions, or to use discriminatory evaluative standards in employment if the basis of that discriminatory treatment is, in whole or in part, the person's race, color, national origin, age, religion, disability status, gender, sexual orientation, military status, or marital status.

b) Discrimination of this kind may also be strictly prohibited by a variety of federal, state and local laws, including Title VII of the Civil Rights Act 1964; the Age Discrimination Act of 1975; and the Americans with Disabilities Act of 1990. This Policy is intended to comply with the prohibitions stated in these anti-discrimination laws.

c) Discrimination in violation of this Policy will be subject to severe sanctions up to and including termination.

Harassment

Harassment, including sexual harassment, is prohibited by federal and state laws. This Policy prohibits harassment of any kind; the City will take appropriate action swiftly to address any violations of this policy. The definition of harassment is verbal or physical conduct designed to threaten, intimidate, or coerce. This includes verbal taunting (including racial and ethnic slurs) which, in the employee's opinion, impairs their ability to perform their job.

Examples of harassment are:

- Verbal: Comments which are not flattering regarding a person's nationality, origin, race, color, religion, gender, sexual orientation, age, body disability, or appearance. This includes epithets, slurs, and negative stereotyping.
- Non-verbal: Distribution, display, or discussion of any written or graphic material that ridicules, denigrates insults, belittles, or shows hostility or aversion toward an individual or group because of national origin, race, color, religion, age, gender, sexual orientation, pregnancy, and disability, marital, military, or other protected status.

Sexual Harassment

Sexual harassment in any form is prohibited under this policy. Sexual harassment is a form of discrimination and is unlawful under Title VII of the Civil Rights Act of 1964. According to the Equal Employment Opportunity Commission (EEOC), sexual harassment is defined as "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature... when...

submission to or rejection of such conduct is used as the basis for employment decisions... or such conduct has the purpose or effect of... creating an intimidating, hostile, or offensive working environment."

Sexual harassment includes unsolicited and unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, when such conduct:

- Is made explicitly or implicitly a term or condition of employment, or
- Is used as a basis for an employment decision, or
- Unreasonably interferes with an employee's work performance or creates an intimidating, hostile, or otherwise offensive environment.

Examples of conduct that may constitute sexual harassment are:

- **Verbal:** Sexual innuendoes, suggestive comments, jokes of a sexual nature, comments, rumors or questions about a person's body, dress, personal life or sexual activities, using demeaning or inappropriate terms, using crude or offensive language including 3rd person (ie. I tell you a joke and someone else hears it), sexual propositions, lewd remarks, or threats. Requests for any type of sexual favor including repeated, unwelcome requests for dates. Verbal abuse or "kidding" which is oriented towards a prohibitive form of harassment, including that which is sex oriented and considered unwelcome.
- **Non-verbal:** The distribution, display, or discussion of any written or graphic material, including calendars, posters, and cartoons that are sexually suggestive, or shows hostility toward an individual or group because of sex; suggestive or insulting sounds; leering; staring; whistling; obscene gestures; content in letters and notes, facsimiles, e-mail, that is sexual in nature.
- **Physical:** Unwelcome, unwanted physical contact, including but not limited to, touching, tickling, pinching, patting, brushing up against, hugging, cornering, kissing, fondling, forced sexual intercourse, or assault.

There are two types of sexual harassment

- "Quid pro quo" harassment, where submission to harassment is used as the basis for employment decisions.
 - This includes employee benefits, such as raises, promotions, better working hours that are directly linked to compliance with sexual advances. Therefore, only someone in a supervisory capacity, this includes the authority to grant such benefits, can engage in quid pro quo harassment. Example: A Supervisor promising an employee a raise if she goes on a date with him; a manager telling an employee she will fire him if he does not have sex with her.
- "Hostile work environment," where the harassment creates an offensive and unpleasant working environment.
 - Hostile work environment can be created by anyone in the work environment, whether it be Supervisors, other employees, or customers. Hostile work environment harassment

consists of verbiage of a sexual nature, unwelcome sexual materials, or even unwelcomed physical contact as a regular part of the work environment. Cartoons or posters of a sexual nature, vulgar or lewd comments or jokes, or unwanted touching, or fondling all fall into this category.

COMPLAINT PROCESS

The City of Indianola encourages all employees to report any incidents or suspected incidents of discrimination or harassment (this includes sexual harassment). The City of Indianola cannot address concerns of harassment or discrimination unless we know about it. Therefore, it is your responsibility to bring those kinds of problems to our attention so that we can take the necessary steps to correct the problem. The report should include all facts available regarding the alleged harassment or discrimination.

What you should do if you are a victim of discrimination or harassment

1. If you are the victim of discrimination or harassment, do not remain silent.
 - Make it clear to the person discriminating against you or the harasser that you find such conduct offensive and unwelcome.
 - State clearly that you want the offensive conduct to stop at once.
2. Report the discrimination or harassment to your Supervisor.
3. If the discrimination/harassment continues, or you are not comfortable going to your Supervisor, go to Human Resources.
 - You are not required to follow these steps; you may go directly to Human Resources at any time.

You may wish to keep a written log of all incidents of discrimination or harassment, noting the date and time, place and persons involved, and any witnesses to the event.

What should you do if you are a witness to discrimination/harassment

1. Notify the victim's Supervisor.
2. Notify your Supervisor.
3. Notify Human Resources.

You are not required to follow these steps, you may go straight to Human Resources.

What should Supervisors do if they receive a report of discrimination or harassment

Managers and Supervisors must deal expeditiously and fairly when they have any knowledge of discrimination or harassment within their departments, whether or not there has been a written or formal complaint. They must:

1. Take all complaints or concerns of alleged or possible discrimination or harassment seriously no matter how minor or who is involved.
2. Report all incidents to HR immediately so that a prompt investigation can occur.

3. Take any appropriate action to prevent retaliation or prohibited conduct from recurring during and after any investigations or complaints.

Managers and Supervisors are responsible for exerting their authority and enforcing this policy when aware of discrimination or harassment, including when the person discriminating or the harasser is another Supervisor. Managers and Supervisors who knowingly allow or tolerate discrimination, harassment or retaliation, including the failure to immediately report such misconduct to Human Resources, are in violation of this policy and subject to discipline.

Duties of Employees and Supervisors

All employees of the City of Indianola, both management and non-management, are responsible for assuring that a workplace free of harassment and discrimination is maintained. Any employee may file a complaint regarding incidents experienced personally or incidents observed in the workplace. The City of Indianola strives to maintain a lawful, pleasant work environment where all employees are able to effectively perform their work without interference of any type and requests the assistance of all employees in this effort.

All City Supervisors and managers are expected to adhere to The City's Anti-Harassment and Discrimination Policies. Supervisors' evaluations may include an assessment of a Supervisor's efforts in following and enforcing these policies.

All Managers and Supervisors are responsible for doing all they can to prevent and discourage harassment and discrimination from occurring. If a complaint of harassment or discrimination is raised, the individual to whom the complaint is made (i.e., Supervisor, manager, etc) should act promptly to notify Human Resources. If such individual fails to follow this policy, he or she will be disciplined. Such discipline may include termination.

Confidentiality

The City wishes to create a safe environment in which individuals are not afraid to discuss concerns and complaints, or to seek general information about discrimination, harassment, and retaliation. We recognize that individuals may be concerned about the confidentiality of information they share and will strive to preserve confidentiality to the fullest extent possible.

Discussions for the purpose of obtaining general information or advice from responsible administrators or managers such as the Human Resources Director or the City Attorney may remain confidential. However, the anonymity described cannot always be maintained if the individual wishes to have the City take some corrective or disciplinary action in a particular case. Moreover, the City may be legally obligated to take action once the City is informed that discrimination, harassment or retaliation has occurred or may be occurring. Confidentiality cannot be guaranteed in such a case.

2.4 RETALIATION

In no case will the City of Indianola tolerate retaliation against any person raising concerns under these policies. Retaliation can include verbal or physical conduct or other action that is directed toward an individual for complaining about harassment or discrimination. Retaliation can also include adverse

action taken against an employee who participates as a witness or other participant in the complaint process.

Examples of retaliation can include, but are not limited to:

- Ignoring or otherwise treating an employee differently because he/she filed a complaint
- Threats, direct or indirect, of an adverse employment action if an employee participates in the complaint or investigation process
- Reassigning job duties, changing an employee's work schedule, and delivering a negative performance review due to an employee's complaint or participation in an investigation

Retaliation or attempted retaliation is a violation of this Policy and anyone who does so will be subject to severe sanctions up to and including termination.

2.5 CIVIL SERVICE

Chapter 400 of the Code of Iowa identifies certain positions as civil service positions and the provisions of section 400.6 govern these positions. This applies to permanent full-time police officers and fire fighters in cities having a population of more than eight thousand, and to all appointive permanent full-time employees in cities having a population of more than fifteen thousand except:

- Persons appointed to fill vacancies in elective offices and members of boards and commissions and the clerk to the civil service commission.
- The city clerk, chief deputy city clerk, city attorneys, city treasurer, city assessor, city auditor, professional city engineers licensed in this state, and city health officer.
- The City Manager or City Administrator and Assistant City Managers or Assistant City Administrators.
- The head and principal assistant of each department and the head of each division. This exclusion does not apply to assistant fire chiefs and to assistant police chiefs in cities with police departments of two hundred fifty or fewer members. However, sections 400.13 and 400.14 apply to police and fire chiefs.
- The principal secretary to the City Manager or City Administrator, the principal secretary to the mayor, and the principal secretary to each of the Department Heads.
- Employees of boards of trustees or commissions established pursuant to state law or city ordinances.
- Employees whose positions are funded by state or federal grants or other temporary revenues. However, a city may use state or federal grants or other temporary revenue to fund a position under civil service if the position is a permanent position which will be maintained for at least one year after expiration of the grants or temporary revenues.

2.6 WHISTLEBLOWER

A whistleblower as defined by this policy is an employee of the City of Indianola who reports an activity that he/she considers to be illegal or dishonest to one or more of the parties specified in this Policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

Examples of illegal or dishonest activities are violations of federal, state or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting.

If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee is to contact his/her Department Head or the Human Resources Director. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to disciplinary action up to and including termination.

Whistleblower protections are provided in two important areas -- confidentiality and against retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense. The City will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes he/she is being retaliated against must contact the Human Resources Director immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

All reports of illegal and dishonest activities will be promptly submitted to the Director of Human Resources who is responsible for investigating and coordinating corrective action.

Employees with any questions regarding this policy should contact the Director of Human Resources.

WORK RULES AND PROCEDURES

3.1 EMPLOYEE CLASSIFICATION

It is the intent of the City of Indianola to define the employment classifications so that employees understand their employment status and benefits eligibility. These classifications do not guarantee employment for any specified period of time. The right to terminate the employment relationship at will at any time is retained by both the employee and the City of Indianola.

Fair Labor Standards Act Job Classifications

All employees are designated as either nonexempt or exempt under state and federal wage and hour laws:

- Nonexempt employees - employees whose work is covered by the Fair Labor Standards Act (FLSA). They are *not* exempt from the law's requirements concerning minimum wage and overtime.
- Exempt employees - generally executives or managers or professional, administrative or outside sales staff who are exempt from the minimum wage and overtime provisions of the FLSA. Exempt employees hold jobs that meet the standards and criteria established under the FLSA by the U.S. Department of Labor.

Employee Job Classifications

The City of Indianola has established the following categories for both nonexempt and exempt employees:

- Permanent full-time employees are not in a temporary status and are regularly scheduled to work 40 hours per week. Generally, they are eligible for the full benefits package, subject to the terms, conditions and limitations of each benefit program.
- Permanent part-time employees are not in a temporary status and are regularly scheduled to work less than the full-time schedule but at least 15 hours per week. Regular part-time employees are eligible for some of the benefits offered by the City, subject to the terms, conditions and limitations of each benefit program however will receive all benefits mandated by law.
- Seasonal employees are hired to temporarily supplement the workforce or to assist in the completion of a specific project and are temporarily scheduled to work the City's full-time schedule for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Seasonal employees are not eligible for benefits, however will receive any benefits mandated by law.
- On-call employees are hired to work on an as-needed basis and could work anywhere from less than a part-time employee schedule to a full-time employee schedule based on departmental

needs. Employment beyond any initially stated period does not in any way imply a change in employment status. Paid on-call employees are eligible for IPERS benefits once they meet the eligibility requirements as outlined by IPERS and any other benefits mandated by law.

- Interns are individuals working towards a higher degree who are on assignment with the City to fulfill course requirements. Interns are not eligible to participate in any of the City's benefits programs.
- Independent Contractors are individuals that are not on the City's payroll and for whom no taxes are withheld, who are contracted to perform professional, production or administrative services. Contractors are not eligible to participate in any of the City's benefit programs.
- Volunteers are individuals that volunteer their services to a department within the City who is not on the payroll and for whom no taxes are withheld. Volunteers are not eligible to participate in the City's benefit programs.

3.2 RECRUITMENT AND SELECTION

The City of Indianola is committed to employing, in its best judgment, the best qualified candidates for approved position while engaging in recruitment and selection practices that are in compliance with all applicable employment laws. It is the policy of the City of Indianola to provide equal employment opportunity for employment to all applicants and employees.

Job Posting

The City of Indianola will post vacant positions within ten (10) calendar days of the position becoming vacant. Vacant positions will be posted for a minimum of ten (10) days. Refer to union contracts for union classified positions. The City will post positions where it deems appropriate based on the position itself. The recruitment of civil service positions will follow the Code of Iowa chapter 400.

Recruitment & Selection Process

1. The hiring manager submits an approved, completed requisition to Human Resources.
2. Human Resources will contact the hiring manager to discuss cost-effective advertising methods. The City Manager and or the Finance Director, will be consulted if necessary, ie. if needing to use a staffing agency.
3. Human Resources will post the position and receive all incoming applications and resumes.
4. At the close of the position, Human Resources will forward all qualified candidates to the hiring manager.
5. The hiring manager will identify the most appropriate candidate for interviewing.
6. The hiring manager will schedule and conduct interviews. Human resources will be involved in this process at the request of the hiring manager. Human resources will be available to advise hiring managers on interview techniques and final candidate selection.
7. When a Department Head position is being recruited for, Human Resources will conduct a prescreen phone interview on all qualified candidates.

8. When the hiring manager has selected their final candidate, the hiring manager will conduct at least three reference checks on the candidate. In the case of a Department Head candidate, Human Resources will conduct at least three reference checks. Reference checks will be completed on a form issued by Human Resources.
9. Human Resources and the hiring manager will discuss an appropriate offer to extend to the candidate (compensation, tentative start date, etc). In terms of an internal employee, both Department Heads should work together to determine a start date in the new position, but generally, the employee should give the departing department at least two-weeks notice.
10. The hiring manager will extend the verbal offer of employment to the candidate selected. Human Resources will prepare a written offer letter.
11. For internal candidates, Human Resources will coordinate with the employee a physical capacity test should it be required by the position.
12. For external candidates, Human Resources will coordinate pre-employment testing (drug screen, background check and physical and physical capacity test if required by position). Human Resources will work with the hiring manager to complete the Personnel Change Notice (PCN) form.
13. Human Resources will coordinate an official start date with the candidate and hiring manager upon receiving pre-employment testing results.
14. Human Resources will meet with the new employee on their first day of employment to complete new hire paperwork.

Responsibility

The Human Resources department is responsible for the overall management of the recruitment and selection process, including employment-related agency relationships, contract negotiations and maintenance, and the processing of new requisitions, offers and employees.

3.3 CIVIL SERVICE

Chapter 400 of the Code of Iowa states that vacancies in Civil Service promotional grades shall be filled by lateral transfer, voluntary demotion, or promotion of qualified City employees. In accordance with the intent of Chapter 400 of the Code of Iowa, the Human Resources Director shall designate each Civil Service job classification as promotional or open (entrance). A Civil Service promotional class is one which provides a logical avenue of progression from one or more Civil Services job classes having a lower maximum rate of pay. A promotional relationship shall be deemed to exist where employees' service in lower level class(s) can reasonably be expected to result in the acquisition of the knowledge, skill and ability necessary to meet the minimum educational and experience requirements for the promotional job class.

The list of classes designated as Civil Service promotional shall be reviewed annually by the Human Resources Director. The Human Resources Director, in conjunction with the Department Head, shall also have the authority to make a permanent or temporary change in the status of a position prior to posting the notice of examination, based on the aforementioned criteria.

Civil Service Exams

Civil Service exams shall be practical in character and shall relate to matters which fairly test the mental and physical ability of the applicant to discharge the duties of the position to which the applicant seeks appointment. A fair examination shall explore the competence of the applicant in the particular field of examination.

The Department Head, in conjunction with Human Resources, may prepare or select the examination, administer the examinations, hire persons with expertise to do so, and/or hire persons with expertise to consult in the preparation of such examination with the approval of the Commission.

Open-competitive examinations may be administered periodically as the needs of the City require and may include a written test, oral test (interview prior to the commission establishing a certified list), performance test, physical agility test, or other selection procedures as deemed by the Commission. A candidate's score in any examination may or may not be the combination of the scores on each competitive part of the examination. In some examinations, failure of any part of the examination may be grounds for declaring such candidate as failing the entire examination or as disqualified for subsequent parts of the examination.

3.4 VETERANS PREFERENCE

The City of Indianola follows Iowa Code Chapter 35C which outlines Veteran's Preference. The chapter states, "In every public department and upon all public works in the state, and of the counties, cities, and school corporations of the state, veterans who are citizens and residents of the United States are entitled to preference in appointment and employment over other applicants of no greater qualifications. The preference in appointment and employment for employees of cities under a municipal civil service is the same as provided in section 400.10. For purposes of this section, "veteran" means as defined in section 35.1 except that the requirement that the person be a resident of this state shall not apply."

3.5 REHIRE/REINSTATMENT

Where business needs dictate, and subject to the provisions of the Civil Service and Veteran's Preference statutes, it is the policy of the City of Indianola to rehire former employees who: a) voluntarily left City employment or b) were laid off due to business slowdown(s). To be eligible for rehire, former employees must have possessed a satisfactory record of service. This policy sets forth the City's philosophy governing eligibility for reemployment and associated bridging of service (service recognition), where appropriate.

Eligibility for Rehire

Employees who completed their probationary period and who were part of a reduction in force, as well as those employees who voluntarily resigned, will be eligible for rehire as long as they had a satisfactory work record while employed by the City of Indianola.

Ineligibility for Rehire

Former employees who had a less-than-satisfactory work record appropriately noted at termination as not being eligible for rehire are excluded from rehire consideration.

Employees who were involuntarily terminated by the City of Indianola or who were laid off (with a less-than-satisfactory work record) or who failed to complete their probationary period will not be considered for rehire.

Service Restoration Rules for Eligible Employees

1. If a former employee with less than one year's prior service is rehired, the employee will be considered a new employee and will not be eligible for prior service recognition for seniority or benefits plan participation purposes. *Example: Bob is hired on June 3, 2017, and voluntarily resigns on January 5, 2018. Bob is rehired on April 23, 2018. Because Bob did not complete one full year of service prior to rehire, he is treated as a new employee and will not be credited with any prior service.*
2. If a former employee with more than one year's prior service is rehired, the employee's seniority and eligibility to participate in City benefits plans will be bridged if the employee is rehired and the period of prior City service exceeded the duration of the period of absence. Service recognition will include prior service recognition for accrued leave plans. *Example: Joe is hired on September 3, 2008 and is involuntarily laid off on March 12, 2016. Joe is rehired on October 15, 2018. Because Joe's prior service is longer than his period of absence, Joe is credited with his previous seven years and six months of service.*
3. If a former employee with more than one year's prior service is rehired and the duration of the period of absence exceeded the period of prior City service, the employee will be considered a new employee and will not be eligible for prior service recognition for seniority or benefits plan participation purposes. *Example: Jennifer is hired on December 9, 2015 and is involuntarily laid off on March 12, 2016. Jennifer is rehired on October 15, 2018. Because Jennifer's prior service is less than her period of absence, she will be treated as a new employee and will not be credited with any prior service.*

Rehire Service Date Adjustment

When recognition of prior service is granted, a rehired employee's City service date will be adjusted in accordance with the service restoration rule.

Rehire Hiring Process

The former employee must fill out an application and submit it to Human Resources. The applicant must meet all minimum qualifications and requirements of the position, including any qualifying exam, if applicable.

Supervisors must obtain approval from the Human Resources Director or designee prior to rehiring a former employee. Rehired employees begin health benefits just as any other new employee; accrued leave plans will begin based on the Service Restoration Rules.

3.6 ANNIVERSARY DATES

The City will use the employee's start date as their anniversary date. Should an employee be promoted, transferred to a new position and or department or be demoted, the employee's anniversary date will change to the date of the position change.

3.7 INTERNS

The City of Indianola periodically employs interns for specific periods when they are not in school. The purpose of this policy is to outline responsibilities and to ensure such student workers have a productive stay with the company.

Procedure

1. Authorization. Hiring managers who plan to add interns for specific assignments must complete a Personnel Requisition Form. The following must be included on the requisition form: a) hours of work, b) duration of the expected work, and c) proposed rate of pay for the student worker. Requisitions for these positions will be routed to Human Resources. Human Resources will obtain City Manager approval.
2. Orientation. An intern will be provided with an abbreviated orientation program with Human Resources that will highlight key aspects of the position the intern will be engaged in as well as all company policies with which he or she will be expected to conform during the specific term of employment. This orientation will exclude any discussion of programs and policies, including many of the benefits plans, which do not apply to specific-term employees.
3. Department orientation. Each new student worker will be provided with an in-depth review of department functions and activities and the interaction of these activities with the work the student worker will be performing. The department review will be conducted by the department manager and team leads during the first week of employment.
4. Progress report. Due to the short-term assignment of student workers, and in accordance with school/university reporting requirements for students, the department manager will be responsible for providing a narrative report of the student worker's assignments and progress at the close of each month the student is engaged. A copy of the monthly Progress Report will be forwarded to the HR department for record-keeping and reporting purposes.
5. Final report and out-processing. In the week in which a student worker's assignment comes to a close, the department manager will provide a Final Progress Report in addition to any report required by the educational institution the student attends and will advise the HR department to schedule an out-processing interview to be conducted on the day preceding the student worker's last day of work.

3.8 PRE-EMPLOYMENT

Safety starts with the proper hiring practices to ensure that the individual hired for a position is physically and technically capable of safely performing the tasks as outlined in the job description. To ensure that individuals who join the City are well qualified and to ensure that the City maintains a safe and productive work environment, it is the City's policy to conduct pre-employment background checks

and drug screens on all applicants who accept an offer of employment. Physicals and physical capacity tests will be conducted on applicants accepting an offer of employment into a labor-intensive position.

Individuals who provide false, inaccurate, or incomplete information on the application form, in an interview, or any other part of the hiring process or who fail to disclose information requested in the application form, in an interview, or any other part of the hiring process will not be eligible for employment, or, if they are hired, they will be subject to termination.

Background Checks

Background checks could include verification of any information on the applicant's resume or application, a criminal history check, a check of any relevant abuse registries, a check of the applicant's driving record, and any other check deemed to be relevant to the employee's position by the City.

All offers of employment are conditioned on receipt of a background check report that is acceptable to the City. All background checks are conducted in conformity with the Federal Fair Credit Reporting Act, the Americans with Disabilities Act, and state and federal privacy and antidiscrimination laws. Reports are kept confidential and are only viewed by individuals involved in the hiring process.

If information obtained in a background check would lead the City to deny employment, a copy of the report will be provided to the applicant, and the applicant will have the opportunity to dispute the report's accuracy. If the City's background check includes a criminal record check and the check indicates that the applicant has a criminal history, the applicant will be given an opportunity to provide information regarding his/her criminal history. A criminal conviction does not automatically bar an applicant from employment.

At any time during employment, additional checks, such as a driving record or credit report, may be made if appropriate and job related.

The City also reserves the right to conduct a background check for current employees to determine eligibility for promotion or reassignment in the same manner as described above.

3.9 NOTIFICATION OF ARRESTS AND OTHER GOVERNMENTAL ACTION

Employees are expected to perform their assigned jobs, respect and follow City policies, and obey the law. In the event that employees are arrested or receive a citation for any crime, have any criminal charges filed against them, receive notice of the disposition of any criminal charges pending against them (including, but not limited to, a conviction, a guilty plea, a plea of nolo contendere (no contest), or deferred judgment) or receive notice of any charges relating to operating a motor vehicle while intoxicated, they must notify the Director of Human Resources.

Notification to the Human Resources Director must occur within five (5) business days of notification to the employee. Employees whose duties require possession of a Commercial Driver's License and/or who regularly and frequently operate City vehicles must report all charges and citations, including traffic tickets such as speeding tickets. Other employees need not report such traffic tickets.

Employees who have any contact with minor children must notify the Human Resources Director of any child abuse complaints filed against them. Employees must notify the Human Resources Director regarding the findings in any complaint against them alleging child abuse. The Human Resources Director must be notified of any complaints and findings within five (5) business days of notification to employee.

Information relating to arrests, criminal charges and child abuse complaints will be treated as confidential and maintained as part of the employee's personnel file. Employees who do not notify the City as required by this policy may be subject to disciplinary action up to and including termination.

3.10 EMPLOYMENT OF RELATIVES

It is the City of Indianola's policy to hire the most qualified candidate for each position based on the individual's merit, qualifications and competence. To avoid actual conflicts of interest, the appearance of conflicts of interest, favoritism, the appearance of favoritism, risk of personal issues affecting work performance, and difficulties in administering discipline, the City will not hire, appoint, transfer, promote or otherwise place an individual in a position that involves immediate supervision of, or by, an immediate family member. The City also will not hire, appoint, transfer, promote or otherwise place an individual in a position within the same department of an immediate family member.

Immediate family member includes spouse, child, parent, step relatives, father-in-law, mother-in-law, brother, sister, daughter-in-law, son-in-law, domestic partner, uncle, aunt, nephew, niece, cousin, domestic partner relatives, grandchild and grandparent. Relatives of employees in the City Manager position, Human Resources and finance/payroll departments cannot work for the City, in any capacity, due to the sensitive nature of these positions.

If an employee enters into a relationship or becomes a relative, partner or member of the same household with an employee who is in a supervisory position to the employee, that employee is to notify Human Resources of the relationship for Human Resources to address any potential issues.

3.11 PROBATIONARY PERIOD

A probationary period is a time for the City and employee to get to know each other. The probationary period is designed to allow the City an opportunity to observe the new employee's ability to perform the assigned duties. The City of Indianola has adopted a six-month probationary period unless otherwise established by a negotiated labor agreement or by department, with approval of the City Manager and Human Resources Director. If during the probationary period it is determined that the employee does not fulfill the requirements of the position the probationary period could be extended or the employee could be terminated.

Police Officers & Firefighters Exception

Police officers who are not certified by the Iowa Law Enforcement Academy at the time of hire shall serve a nine-month probationary period starting the date following graduation from the Iowa Law Enforcement Academy. If a new police officer has already been certified at the time of hire, his/her probationary period shall be nine months from date of hire.

Full time Firefighter/Paramedic and Firefighter/EMT have a twelve-month probationary period per Iowa Code.

Promotional and Job Transfer Probationary Periods

Employees that are promoted or transferred to a new position shall be subject to a six (6) month probationary period. Should the employee not successfully pass the probationary period, he/she may return to the previously held position and rate of pay if the opening still exists. If the position does not still exist, the employee will be terminated.

3.12 RELOCATION EXPENSES

The purpose of this policy is to provide a standard procedure for the relocation of newly hired management employees. Under the general provisions of this policy, a written relocation and repayment agreement for relocations will be entered into with the new hire. The new hire will be required to take residency in Indianola to be eligible for relocation assistance.

The City of Indianola will reimburse reasonable amounts incurred as a result of the relocation of staff for distances that exceed fifty miles from their current place of residence and assigned work location.

The City will audit expenses against relocation agreements and employees must document receipted expenses claimed for reimbursement.

Any request to exceed the provisions of the standard relocation policy (outlined below) must be approved by the City Manager.

All relocation expenses must be incurred within 180 days of the date the written relocation agreement is signed. Expenses incurred after this period will not be reimbursed. For all reimbursement expenses, the employee must obtain receipts for incurred expenses and submit them along with company reimbursement request forms.

Approved Expenses – Standard Agreement

The City will pay actual costs for moving personal items and travel expenses to Indianola, which includes cost of moving truck and vehicle gas or airline tickets (dependent on distance traveling).

The transportation of boats, recreational vehicles, firearms, special machinery, outdoor playground equipment, hot tubs, and other specialty items of a similar nature will not be paid by the City of Indianola.

Repayment Provision

In the event Employee's employment with Employer is terminated by Employee prior to the third anniversary of Employee's start of employment with Employer, Employee shall reimburse Employer for such relocation costs as follows:

- Prior to Employee's first anniversary of employment with Employer: 100% of the costs;

- From Employee's first anniversary of employment until Employee's second anniversary of employment: 66.66% of the costs;
- From Employee's second anniversary of employment until Employee's third anniversary of employment: 33.33% of the costs;
- After Employee's third anniversary of employment: No repayment obligation.

Employee shall reimburse Employer, within 30 days of Employee's notice of resignation.

3.13 PERFORMANCE EVALUATIONS

The performance appraisal process provides a means for discussing, planning and reviewing the performance of each employee.

Performance evaluations influence salaries, promotions and transfers, and it is critical that Supervisors are objective in conducting performance reviews and in assigning overall performance ratings.

Employees will be evaluated with respect to the specific job that they are performing. The evaluation will be conducted by the employee's Supervisor and will be reviewed with the employee. Any areas of specific achievement or in need of improvement will be noted and discussed with the employee.

Probationary Evaluations

New employees and employees that have transferred to a new position or new department will receive a written probationary performance evaluation at six (6) months of service from hire date or transfer date. Probationary evaluations could be extended beyond the six (6) months if the Supervisor deems necessary based on employee performance, behavior, complaints, etc. Employees will be required to complete a self-evaluation and submit it to their Department Head.

Annual Evaluations

All employees will receive an annual written performance evaluation on their anniversary date. Anniversary date is defined as the date the employee entered into their current position, not their hire date. Employees will be required to complete a self-evaluation and submit it to their Department Head.

Additional Evaluations

Employees could also receive additional performance evaluations periodically throughout the year should management deem necessary based on performance, behavior, etc.

Salary Increases

A performance evaluation does not always guarantee either an increase in compensation or continuing employment. Salary increases will be determined by the City Manager and or Department Head and may be based on a number of factors, including but not limited to performance and attendance. Union employees will follow the union contract in place for pay increases.

3.14 ATTENDANCE AND PUNCTUALITY

To maintain a safe and productive work environment, the City of Indianola expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place an undue burden on the other employees and on the City.

Paid time off (vacation, personal, etc.) must be scheduled with the employee's Supervisor in advance. Sick leave may be used in the case of emergency or sudden illness without prior scheduling. Patterns of absenteeism or tardiness may result in discipline even if the employee has not yet exhausted available paid time off. Absences due to illness or injuries that qualify under the Family and Medical Leave Act (FMLA) will not be counted against an employee's attendance record. Medical documentation within the guidelines of the FMLA may be required in these instances.

If any employee is absent because of an illness for more than three (3) or more consecutive days, the employee must return to work with a full duty release from his/her physician. Employees are responsible for any charges made by their doctors for this documentation.

In the rare instances when an employee cannot avoid being late to work or is unable to work as scheduled, the employee should notify his/her Supervisor as soon as possible in advance of the anticipated tardiness or absence. In these cases, the employee must personally contact the immediate Supervisor prior to the start of the employee's next regularly scheduled shift. If the employee is unable to speak directly with the Supervisor, the employee will be expected to leave a phone number where the Supervisor may return the call. Multiple instances of absenteeism and/or tardiness without notice prior to start time will be considered excessive and result in disciplinary action, up to and including termination of employment.

It is up to the Supervisor's discretion to approve or deny requests for time away from work based upon business need. Any unpaid time will need to be approved by the employee's immediate leader. If an employee is absent and this absence results in unapproved, unpaid time, the employee may be subject to disciplinary action, up to and including termination of employment.

Non-exempt employees are considered late if the employee is not ready to perform his/her job at the designated start time or after meal periods. An employee will be considered absent if the employee is missing from work during normally scheduled work hours for any reason other than those authorized by the employee's leader.

Not reporting to work or not calling to report the absence is a no-call/no-show and is a serious matter. The first instance of a no-call/no-show will result in a written warning. The second separate offense may result in termination of employment with no additional disciplinary steps. A no-call/no-show lasting three days may be considered job abandonment and may be deemed an employee's voluntary resignation of employment.

3.15 DRESS CODE

It is the policy of the City of Indianola that each employee's dress, grooming, and personal hygiene should be appropriate to the work situation. Radical departures from conventional dress or personal grooming are not permitted, regardless of the nature of the job performed. Every employee has some

contact with others, and therefore represents the City of Indianola in his/her appearance as well as by his/her actions. Quality service to the public includes the clean and professional appearance of the people who provide those services. All employees' clothing should be professional and appropriate to the work performed, as set forth in these policies, and determined by each department director. The properly attired employee helps to create a favorable image for the City of Indianola.

Due to the nature of City business, each department has a specific set of dress code rules based on service and safety concerns. Employees should speak with his/her immediate Supervisor if dress code expectations for your department are unclear. The following guidelines should be followed by all employees whose department does not have a specific dress code policy:

- Employees are expected to dress in a manner that conforms to each department's dress code and is normally acceptable in their work area.
- All employees must maintain a clean, well-kept appearance.
- Clothing must be clean, well-maintained and fit properly. Tight fitting, over-sized, torn, and revealing or provocative clothing is considered unacceptable. Certain articles of clothing such as miniskirts, halter tops, sweatpants, wind pants and pajama pants will be considered inappropriate work attire for all employees. Jeans that are not ripped, tattered or worn-out may be worn on designated casual days as determined by the department director.
- Closed-toe protective shoes and stockings/socks must be worn by certain departments and in certain work areas due to OSHA safety & health regulations. Personal protective equipment should be used if applicable to the work situation.
- Perfume/colognes, nail polish, jewelry and cosmetics should be used with appropriate taste.
- Hair should be clean, combed and neatly trimmed or arranged. Shaggy unkempt hair is not permissible regardless of length.
- Sideburns, moustaches and beards should be neatly trimmed. Eccentric styles of facial hair will not be permitted.
- Tattoos and body piercings (other than earrings) should be appropriate for the business environment. If there is a complaint filed by an employee or a member of the public, the complaint will be investigated by the Human Resources Director. A "founded" conclusion is one in which it is determined that the tattoo or body piercings are unsafe, disruptive, offensive or otherwise inappropriate when considering the circumstances, job duties and work environment. A "founded" result could mean the employee must remove the piercing or cover up the tattoo.
- Specific departmental policies and procedures may be more restrictive than this policy.

Department directors are responsible for enforcing this policy and for defining "appropriate" as necessary with guidance from Human Resources. Supervisors have the authority to ask employees to make changes, for example, removing a jewelry item, tying hair back, or requiring employees to go home and return in proper attire. Any work time missed because of failure to comply with this policy will not be compensated, and repeated violations of this policy will be cause for disciplinary action.

Any prescribed and issued uniform or approved attire must be worn in its entirety while on duty. Uniforms must be clean, pressed and neatly maintained. Uniforms may be worn only while on-duty or while traveling to and from work.

3.16 PERSONNEL FILES

The City of Indianola maintains a personnel file on each employee. Personnel files contain job-related information such as the employment application, performance evaluation, pay and or job changes, signed job description and disciplinary action. The City is obligated to follow Iowa Code 91B.1. The City will also keep a medical file on each employee. The medical file will consist of benefits related information, hearing test results and other medically related items.

To ensure personnel files are up-to-date at all times, employees should notify Human Resources of any changes in their name, telephone number, home address, withholding instructions, number of dependents, beneficiary designations, scholastic achievements, the individuals to notify in case of an emergency and so forth.

Access to Personnel Files

Personnel files are maintained by Human Resources and are considered confidential. Therefore, the City has implemented a policy around who has access to personnel files. This process coincides with Iowa Code 91B.1.

- A Supervisor or Department Head may, on a need-to-know basis, review an employee's personnel file in the presence of Human Resources.
- Representatives of government or law enforcement agencies, in the course of their duties, may be allowed access to file information to the extent permitted or required by law.
- A union representative shall be considered the designated representative of an employee who has filed a grievance under a union contract. The union representative may have access to the grievant's personnel file in order to investigate the grievance; however, if the union representative wishes to inspect the personnel files of other employees, those employees will be notified.
- Employees may review their own personnel file upon request and in the presence of Human Resources in the Human Resources office. Employees should contact Human Resources if they are interested in reviewing their personnel file.

Requests for Copies of Personnel Files

Employees may, at their own expense, request and receive copies of their file. Requests for copies of personnel files must be submitted in writing to Human Resources. Human Resources will comply with the request within five (5) business days of receipt of the request in accordance with the provisions of Iowa Code Chapter 91B. The City may charge a reasonable fee for copying the requested items. Employees shall not have access to written references on the employee.

Access to personnel files by persons other than authorized City administrative staff may be subject to delay for up to ten (10) days in order for the Human Resources Department to determine whether such information should be released as provided in the Code of Iowa. The employee whose file is involved will be notified of any such request. Employee names, job classifications, dates of employment and salaries and other information identified in Iowa Code Section 22.7(11) will not be subject to these requirements and will be provided upon request. Any copies made for a requestor shall have each page

marked “copy.” The requestor may be subject to a reasonable fee, not to exceed the maximum permitted by the Code of Iowa for copies provided.

Public Record Notice

Pursuant to Iowa Code section 22.15, the City must notify employees that should they be demoted, discharged or resign in lieu of being discharged, the fact of the demotion, discharge or resignation will be public record. In addition, any documentation showing the reasons or rationale for the disciplinary action will be public records and disclosed should any member of the public request the records.

Health Insurance Portability and Accountability Act (HIPAA)

The federal Health Insurance Portability and Accountability Act (HIPAA) requires that employers protect medical records as confidential, separate and apart from other business records. Therefore, records containing identifiable medical information such as health insurance and life insurance application forms, requests for medical leaves of absence, and workers’ compensation reports are kept in protected files separate from the personnel file. Employees may access this information in accordance with applicable law.

3.17 EMPLOYMENT REFERENCES

All employment verification or reference requests on current or former employees are to be referred to Human Resources. The City of Indianola will normally only release last job title and dates of employment. All other requests for information on current or former employees are also to be referred to Human Resources, who will consider and respond to the request.

Requests for employment verification for credit or mortgage purposes should also be referred to Human Resources. Certain information will be provided only if the employee has signed a release.

3.18 EXIT INTERVIEWS

Human Resources will conduct an exit interview with employees who voluntarily resign. The exit interview will assist Human Resources in evaluating the conditions of employment with the City of Indianola and the competitive position of the City in the employment market.

3.19 CELL PHONES

Cell phones shall be turned off or set to silent or vibrate mode during meetings, conferences and in other locations where incoming calls may disrupt normal workflow. Employees may carry and use personal cell phones while at work on a sporadic basis. If an employee’s use of a personal cell phone causes disruptions or loss in productivity, the employee may become subject to disciplinary action. Cell phones may not be used to take pictures or videos of others without the consent of those others and approval by their Department Head. If it is found an employee is taking pictures or videos without consent and approval, the employee will be subject to disciplinary action up to and including termination of employment. With approval from the Department Head, pictures and videos may be taken using a cell phone for special events, parks and recreation programs, etc.

Further, for employees who operate city vehicles, distracted driving due to cell phone use is prohibited. To observe safe vehicle operations, whenever practical and safely possible, employees driving city vehicles should pull over to a safe off-of-the-roadway location to initiate or to continue any non-emergency call. Texting while driving in Iowa is illegal per state law. If it determined that cell-phone usage was a factor in an at-fault accident (ticketed) while operating a city vehicle, the employee will be subject to disciplinary action up to and including termination.

The City of Indianola may issue cell phones to employees whose jobs require them to make calls while away from work or require them to be accessible for work-related matters. Authorized cell phone users of the City of Indianola must adhere to the cell phone policy guidelines.

3.20 RETURN OF CITY PROPERTY

Any property issued to employees by the City of Indianola, such as software, computer equipment, cell phone, keys, City badge and credit card(s) must be returned at the time of the employee's termination. The employee will be responsible for any lost or damaged items.

3.21 CONFLICTS OF INTEREST

The City of Indianola's success depends on the hard work, dedication and integrity of the employees. Therefore, the City expects employees to avoid all activities or relationships that create either an actual conflict of interest or the potential for a conflict of interest.

Although the City cannot list every activity or relationship that would create either an actual or potential conflict of interest, examples of activities that violate this policy include the following:

- For a customer or vendor to work as a part-time employee, full-time employee, consultant, independent contractor or in any other capacity
- Owning an interest in a customer or vendor organization or benefiting from anyone else who seeks to do business with the City
- Using the resources of the City for personal gain
- Using the employee's position in the City for personal gain

Employees who violate this policy face disciplinary action, up to and including termination. If employees are unsure about whether an activity might violate this policy, or employees who have questions about this policy, should talk to their Department Head.

3.22 OUTSIDE EMPLOYMENT

Employees are permitted to engage in outside work or to hold other jobs, subject to certain restrictions as outlined below.

- The employee's Supervisor shall be informed of the outside employment to avoid possible conflict with the employee's employment with the City of Indianola. The employee should fill out the Outside Employment form.
- Employees are prohibited from performing any services for customers on nonworking time that are normally performed by the City of Indianola. This prohibition also extends to the unauthorized use of any City tools or equipment and the unauthorized use or application of any

confidential information. In addition, employees are not to solicit or conduct any outside business during paid working time. Public safety employees are an exception.

- Activities and conduct away from the job must not compete with, conflict with or compromise the city interests or adversely affect job performance and the ability to fulfill all job responsibilities. If outside employment interferes with the employee's City job responsibilities, the employee will be asked to resign from one of the positions. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel or refusal to work overtime or different hours.
- Regular full-time employees of one department are prohibited from part-time or seasonal employment in another City department. An exception is made for emergency snow removal operations, where certain employees may be given approval to help the Street department on a case by case basis.
- Any outside employment that involves the use of a uniform or badge must be approved by the City Manager.

Employees who have accepted outside employment may not use paid sick leave to work on the outside job. Fraudulent use of sick leave will result in disciplinary action up to and including termination.

Employees who are on approved FMLA leave may not engage in other employment while on FMLA from the City.

3.23 GIFT POLICY

As an employee of the City of Indianola, you shall not directly or indirectly accept or receive any gift or series of gifts, as defined in Section 68B.22 of the Code of Iowa. This includes special discounts or offers that are not available to the general public.

3.24 CODE OF ETHICS

As an employee of the City of Indianola, you shall adhere to the following code of ethics regarding conduct and behavior. Failure to do so can result in disciplinary action up to and including termination:

- I shall be impartial and dedicated to the best interests of the City. I shall conduct myself, both inside and outside the City's service, so as not to cause distrust of my impartiality or of my dedication to the City's best interests.
- I shall follow all applicable local and state standards for ethical conduct at all times and will not use my position with the City in an inappropriate manner or in a way that will result in personal or financial gain.
- I shall affirm the dignity and worth of the services rendered by government and maintain a constructive, creative, and practical attitude toward local government affairs and a deep sense of social responsibility as a trusted public servant.
- I shall be dedicated to the highest ideals of honor and integrity in all public and personal relationships in order that I may merit the respect and confidence of the elected officials, of other officials and employees, and of the public.
- I shall consider, first, the interests of the City in all transactions.
- I shall carry-out the established policies of the City.

- I shall buy without prejudice, seeking to obtain the maximum value for each expenditure of public funds.
- I shall never engage in acts of corruption or bribery, nor will I condone such acts by other employees.
- I shall be responsible for my own standard of professional performance and will take every reasonable opportunity to enhance and improve my level of knowledge and competence.
- I shall provide a high level of customer service working to create and maintain a safe and compassionate environment, where everyone is treated with dignity and respect.
- I shall be responsible for being familiar with the laws applicable to my area of work, comply with such laws and maintain the highest level of honesty and integrity in my business conduct.
- I shall promptly report to management when there is a reason to believe a violation of law, regulation, policy or the Code has occurred or may have occurred.
- I shall provide a work environment that is fair and equitable, free of discriminatory treatment and harassment.
- I shall ensure a safe working environment by promoting general safety and cleanliness, using appropriate equipment and PPE, completing my assigned training and complying with applicable laws and policies that pertain to health and safe work practices. I shall report any unsafe act or practice or violation of law, to the appropriate Supervisor, our safety consultant or Human Resources.
- I shall avoid conflicts of interest or the appearance of conflicts. I shall report any conflicts of interest I may be aware of to Human Resources and or the City Manager

3.25 EMPLOYEE ETHICS

Campaign Activities

In accordance with Section 721.3 of the Iowa Code, we encourage you to vote, which is an expression of your personal opinion. However, candidates or committee members cannot solicit contribution or receive political support from you during work hours.

Employees may participate in, or contribute to, the election or appointment of public officials. Political activity; however, must not interfere with your normal work duties. No city employee will be forced or compelled to take part in political campaigns to favor the appointment or election of candidates for any office.

Candidates for Office

If you become a candidate for any city elective office, you automatically receive a leave of absence without pay. The leave without pay begins upon either an announcement of your candidacy or filing of a petition for office. However, this will not be later than 30 days before the primary or general election day, and it continues until you are no longer a candidate.

If elected, you may be required to resign your city position as a result of Iowa Code chapter 372 and the incompatibility of offices doctrine.

However, you may be a candidate for a non-city, non-partisan office that is not related to your employment. If this is the case, you will not be required to take the leave of absence without pay, as long as you do not campaign while you are on duty as an employee or let your duties interfere with your city job responsibilities. Leave requests for candidacy and service will be granted in accordance with Iowa Code chapter 55.

3.26 INCLEMENT WEATHER

Closed or Delayed Operations

In the event that any part of the City's operations is closed or delayed by order of the City Manager, or designee, due to weather conditions, employees of the affected operations who were scheduled to work may be excused from duty. When a decision has been made to stop work or decrease hours of the scheduled shift, all employees available for work will be paid regularly scheduled hours.

** Please refer to your bargaining agreements to see if this is part of your contract.*

An employee of a work unit scheduled for duty who is unable to report to work due to adverse weather conditions may request an excused absence from the immediate Supervisor prior to the start of the regular work day. The Supervisor shall decide whether an excused absence due to weather is justified. If not granted by the Supervisor, the employee shall be required to report to work at the scheduled time. If an excused absence is granted, the employee may use his/her paid leave time.

3.27 SMOKE-FREE WORKPLACE POLICY

Iowa Code Chapter 142D, "Smoke-free Air Act" became effective on July 1, 2008 for the State of Iowa and its political sub-divisions, including the City of Indianola, Iowa. The State law was created to "...regulate smoking in public places, places of employment, and outdoor areas in order to protect the public health and the health of employees".

- "Public building" means an enclosed area owned, leased, or operated by or under the control of the state government or its political subdivisions.
- "Public place" means "an enclosed area to which the public is invited or in which the public is permitted" and an "enclosed area" means "all space between a floor and ceiling that is contained on all sides by solid walls or windows, exclusive of doorways, which extended from the floor to the ceiling".
- "Entrance" means "any doorway to an enclosed area used by the public or employees for ingress to any public place or place of employment but does not include any doorway designated for use as an exit in an emergency only".

The purpose of the State law is "to reduce the level of exposure by the general public and employees to environmental tobacco smoke in order to improve the public health of Iowans."

- Smoke/Smoking means "inhaling, exhaling, burning, or carrying any lighted cigar, cigarette, pipe or other tobacco product in any manner or in any form" including electronic cigarettes.

Employees who choose to smoke, must do so in accordance with this section and during normal meal and break periods. Employees are not provided additional time away from work to smoke.

Indoor Areas

Smoking inside is not allowed in an enclosed public place, in vehicles, or in motorized equipment owned or operated by the City of Indianola.

The following provisions will govern the signage posting requirements of the law:

- “No Smoking” signs will be posted at each entrance to the public place and place of employment that may be utilized by the public or the employee to enter or exit an enclosed facility.
- “No Smoking” signs will be posted in vehicles and in motorized equipment used to transport the public or the employee, such sign will be visible from the exterior, and smoking is prohibited regardless of where the vehicle or motorized equipment is located. The City of Indianola excludes unmarked Police vehicles from the requirement to post “No Smoking” sign.
- “No Smoking” signs will be posted in rented enclosed park shelters, and in park restrooms.
- Smoking will continue to be a prohibited activity in all City of Indianola automotive garages or bays used either for equipment maintenance or storage including the Police sally port; and will continue to be prohibited in all hazardous storage areas, or where flammable or toxic materials or fumes are present.
- “No Smoking” signs will meet the specifications of the State 641 Iowa Administrative Code, Chapter 153, specifically, for buildings at least 24 square inches in size, and for vehicles at least 9 square inches in size; legible font type, contain the words “No Smoking” or the international “no smoking” symbol, the telephone number for reporting complaints, 1-888-944-2247, the department of health website, www.iowaSmokefreeAir.gov.

Outdoor Areas

Smoking is not allowed on the grounds of any public building. The grounds of any public building means an outdoor area of a public building that is used in connection with the building, including but not limited to, a sidewalk or driveway immediately adjacent to the building, a sidewalk in the public right-of-way; a sitting or standing area immediately adjacent to the building; a patio; a deck; a curtilage or courtyard; a swimming or wading pool; or a beach, or any other outdoor area as designated by the person having custody or control of the public building.

No smoking signs will be posted in the above specified areas.

Smoking is allowed in privately owned vehicles in the City of Indianola parking lots.

As the employer, owner, operator, manager, or person having custody or control of a place where smoking is prohibited, the City shall not permit smoking in a public place, place of employment, outdoor area where smoking is prohibited, or an area declared nonsmoking.

The City of Indianola shall not retaliate against any employee, applicant for employment, or customer that exercises any rights under, registers a complaint regarding, or attempts to prosecute a violation of Iowa Code Chapter 142D.

The Iowa Department of Public Health has designated the law enforcement authorities of the City of Indianola as a political subdivision of the state to assist with the enforcement of Iowa Code Chapter 142D.

Police officers may issue a citation in lieu of arrest pursuant to Iowa Code chapter 805 against a person who smokes in an area where smoking is prohibited pursuant to Iowa Code Chapter 142D.

Employees who are interested in a smoking cessation program, may access programs through the City's Employee Assistance Program.

EMPLOYEE CONDUCT & DISCIPLINE

4.1 EMPLOYEE CONDUCT

Employees are expected to accept certain responsibilities, follow acceptable business principles in matters of conduct, and exhibit a high degree of integrity at all times. This not only involves sincere respect for the rights and feelings of others, but also demands that employees refrain from any behavior that might be harmful to themselves, co-workers and the City of Indianola, or that might be viewed unfavorably by current or potential customers or by the public at large. Employee conduct reflects on the City. Employees are, consequently, encouraged to observe the highest standards of professionalism at all times.

Types of behavior and conduct that the City considers inappropriate include, but are not limited to, the following. This type of behavior is subject to disciplinary action, up to and including immediate termination.

- Falsifying employment or other City records
- Violating the City of Indianola's Anti-Harassment & Discrimination Policy
- Violating state, federal or local laws and regulations
- Violating security or safety rules or failing to observe safety rules or City of Indianola safety practices; failing to wear required safety equipment; tampering with the City of Indianola's equipment or safety equipment; failing to report inappropriate security or safety procedures or acts
- Soliciting gratuities from customers or clients
- Exhibiting excessive or unexcused absenteeism or tardiness
- Failure to report an absence to the Supervisor or Department Head when one is absent. Being absent from work without permission and failing to report such absence for three consecutive work days will constitute a voluntary resignation from employment.
- Possessing firearms, weapons or explosives on City property without authorization, in violation of City policy or while on duty
- Using City property and supplies, particularly for personal purposes in an excessive, unnecessary or unauthorized way
- Engaging in criminal conduct or acts of violence, or making threats of violence toward anyone on City premises or when representing the City; fighting, or provoking a fight on City property, or negligent damage of property
- Reporting to work under the influence of drugs or alcohol, and/or illegally manufacturing, possessing, using, selling, distributing or transporting drugs
- Committing theft or unauthorized possession of City property or the property of fellow employees; possessing or removing any City property, including documents, from the premises without prior permission from management; using City equipment or property for personal reasons without proper authorization; using City equipment for profit
- Committing, attempting or conspiring to commit fraud (including any such act prior to assuming office or employment)

- Giving confidential or proprietary City information to competitors or other organizations, or to unauthorized City employees; working for a competing business while an employee of the City of Indianola; breaching confidentiality of personnel information
- Using obscene, abusive or threatening language or gestures
- Acting in an insubordinate manner; being disrespectful
- Dishonesty and lying to Supervisors in connection with an employee's job, investigation or other work-related matter. Intentionally filing a false report of wrongdoing.
- Spreading malicious gossip and/or rumors; engaging in behavior which creates discord and lack of harmony; interfering with another employee on the job; restricting work output or encouraging others to do the same
- Conduct unbecoming of a City employee while on or off duty; conduct on the job, which violates the common decency or morality of the community
- Sleeping or loitering during working hours
- Soliciting, selling, or collecting funds for any purpose while on working time (not including meals and authorized breaks). Employees who are not on working time shall not interfere with the work of employees who are on working time
- Posting, removing or altering notices on any bulletin board on City property without the permission of management or in violation of procedures related to same
- Smoking in restricted areas or at non-designated times, in accordance with City policy

Should an employee's performance, work habits, overall attitude, conduct or demeanor become unsatisfactory based on violations either of the above or of any other City policies, rules or regulations, the employee will be subject to disciplinary action, up to and including termination. Each case shall be considered on its merits with due consideration as to the nature of the offense, the cause, the background, likelihood of repetition, and the attitude of the offender.

4.2 DISCIPLINARY ACTION

The City of Indianola expects all employees to be aware of and to follow workplace policies and rules for the well-being of our employees, citizens, visitors and business operations. Employees are expected to comply with all policies, procedures and rules as well as requirements from federal, state and local laws. The City also expects employees to perform his/her duties to the best of his/her ability and to the standards as set forth in his/her job description or as otherwise established.

The City of Indianola's progressive discipline policy and procedures are designed to provide a structured corrective action process to improve and prevent a recurrence of undesirable employee behavior and performance issues. It has been designed consistent with the City of Indianola's organizational values and mission.

Outlined below are the steps of the City of Indianola's progressive discipline policy and procedure. The City of Indianola reserves the right to combine or skip steps depending on the facts of each situation and the nature of the offense. The level of disciplinary intervention may also vary. Some of the factors that will be considered are whether the offense is repeated despite coaching, counseling or training, the employee's work record and the impact the conduct and performance issues have on the organization. Supervisors and Department Heads should speak with Human Resources and or the City Manager prior

to issuing any disciplinary action. Should an employee disagree with the disciplinary action they have received, they are to follow the City's Grievance Procedure.

The City of Indianola's progressive discipline process is as follows:

- Verbal warning – verbally counsel an employee about the issue of concern and written record of the discussion will be placed in the employee's personnel file for future reference.
- Written warning – used when the behavior or violation is more serious in nature or when a verbal warning has not changed unacceptable behavior. Written warnings will be placed in the employee's personnel file.
- Suspension – used when there are serious, intentional or repeated transgressions. Length of suspension is determined based on severity of the transgression. Suspension is without pay and will be documented and placed in the employee's personnel file. Employees who are exempt from the Fair Labor Standards Act shall not be subject to the suspension without pay for periods of less than a seven-day work period.
- Termination – upon approval from the City Manager and recommendation from the Human Resources Director. Reason for termination will be documented and placed in the employee's personnel file.

Before or during imposition of any discipline, employees will be given an opportunity to relate their version of the incident or problem at issue and provide any explanation or justification they consider relevant.

Police and Fire employees are subject to the rules contained in this employee handbook. The Civil Service Commission, however, governs the procedure for the separation and removal of police and fire personnel.

The City will comply with all state and federal laws regarding pre-termination and post-termination hearings.

Probationary Employees, Seasonal/Temporary Employees

This policy and process does not apply to employees who have not completed their probationary periods or to seasonal/temporary or intermittent employees. The City retains the right to dismiss a probationary seasonal/temporary or intermittent employee without any requirement to pursue progressive disciplinary procedures when it is determined that the employee's conduct or job performance warrants immediate dismissal. In addition, not every step will be taken in each case.

4.3 GRIEVANCE PROCESS

The purpose of this grievance procedure is to assure fair and equitable treatment for all employees not covered by a union contract, including Supervisors and Managers; to promote harmonious employer-employee relations; to establish a review procedure on matters for which an appeal and hearing are not specifically provided by law; to provide employees a systematic means for receiving full consideration of problems when efforts to resolve them through discussion have failed; to encourage the settlement of disagreements as near as possible to the point of origin; when necessary to provide an orderly

procedure to handle the review and resolution of disagreements by successively higher supervisory levels; and to provide for resolution of disagreements as quickly and efficiently as possible.

- Grievances may be initiated only by the affected employee.
- The parties to the grievance may extend the time limits specified in the grievance procedure by mutual agreement. Upon failure of the City to comply with the time limits set forth in the procedure, the employee may proceed to the next level of review. Failure of the employee to comply with the time limits set forth in the procedure shall constitute an abandonment of the grievance.
- The employee is assured freedom from reprisal from the City or its representatives for using the grievance procedure.
- Records of grievance proceedings and supporting documentation will be maintained separately from the employee's personnel record.
- Failure of the employee to take action at any time during the grievance process, will constitute abandonment of the appeal.

Should an employee need to file a grievance, the employee should follow the chain of command as defined in the below process:

Step 1 - The Employee should speak with their immediate Supervisor within ten (10) calendar days of the date of the Employee's knowledge of its occurrence. The Supervisor shall respond to the Employee within five (5) working days in writing.

Step 2 - If the grievance has not been settled, it shall be reduced to writing by the Employee and presented to the Department Head within five (5) working days of the Supervisor's response to Step 1. The Department Head shall respond in writing to the Employee within five (5) working days.

Step 3 - If the grievance has not been settled, it shall be presented in writing by the Employee to the Human Resources Director within five (5) working days of the Department Head's response to Step 2. The Human Resources Director shall respond in writing to the Employee within five (5) working days.

Step 4 – If the employee is still not satisfied with the response from the Human Resources Director, the employee shall present their grievance in writing to the City Manager within five (5) working days of the Human Resources Director's response to Step 3. The City Manager will respond and or meet with the aggrieved employee within thirty (30) working days after receipt of the grievance to discuss and attempt to resolve the grievance. Following this meeting, the written decision of the City Manager will be returned to the grievant within ten (10) working days, and the answer shall be final.

All grievances shall be submitted, if at all, only as provided above. The grievant shall not submit his or her grievance to any elected official; however, the grievant may submit his or her grievance to the City Attorney if the grievance involves the City Manager or any elected official.

COMPENSATION

5.1 COMPENSATION INTRODUCTION

The purpose of the City of Indianola's compensation system is to support the recruitment, motivation, success, and retention of qualified and productive employees and to encourage and reward activities that promote the City of Indianola. To that end, the City of Indianola looks to recruit and retain individuals who are customer-oriented, demonstrate initiative, are team players, and accept responsibility, authority and accountability for work performance. The City will offer appropriate developmental opportunities and recognize performance with incentives for employee success, retention, and professional development. The City of Indianola will administer this in an open, fair, and equitable fashion.

The objectives of the City of Indianola's compensation program are:

- To establish a salary range for each job that is based on a systematic blending of the job's skills required to perform a job and the competitive labor market.
- To establish a system that is fiscally sound and cost effective.
- To provide a compensation program that is understood by employees.
- To provide an equitable pay system comparable to other jobs in the City of Indianola with comparable jobs in other organizations.
- To provide a pay system that can be easily administered and maintained.
- To comply with federal, state and local laws.

The City Manager shall have authority, under City Council direction:

- Establish a general schedule of grades and salaries.
- Establish job descriptions for each position.
- Establish a grade for each job description based on level of responsibility and difficulty of assigned duties.
- Assure uniform pay and qualification requirements for employees with similar duties and responsibilities.
- Determine the number of authorized job positions permitted for each department.
- Assure any adjustments made to the pay plan, job descriptions and grades will become effective with the first full pay period as authorized.
- Implement market pay adjustments when deemed necessary.

Where applicable, the union contract will supersede this policy.

Wage Payment Complaint Process

It is the policy of the City to comply with all applicable laws with respect to payment of wages and benefits to employees including laws such as the federal Fair Labor Standards Act and the Iowa Wage Payment Collection Act. The City will not make pay deductions that violate either the federal or state laws.

Any employee who believes that the City has made an inappropriate deduction or has failed to make proper payment regarding wages or benefits is encouraged to immediately consult with their Supervisor. Alternatively, an employee may file a formal written complaint with the Director of Human Resources. Within fifteen (15) business days of receiving the complaint, the Human Resources Director will make a determination as to whether the pay deductions were appropriate and provide the employee with a written response that may include reimbursement for any pay deductions that were not appropriately made.

This complaint procedure is available in addition to any other complaint process which also may be available to employees.

If, for some reason, an overpayment of wages occurs, employees will be given the option of paying back the amount overpaid in a lump sum, or, they may elect to pay the overpayment back over a series of payrolls.

Pay Ranges

Pay range will be established annually for approval by the City Council. Pay ranges are determined for each job after periodic review of salary surveys reflecting like jobs. The salary range/grade structure shall be designed to reflect the levels of responsibility for the various job classes within the City of Indianola. Benefits will be considered as part of the total compensation. As a result, the value of the City of Indianola's benefits package will be taken into consideration in determining appropriate compensation levels.

Salary guidelines are intended to balance the internal consistency and equity of the pay system, while being responsive to the labor market. Below are the City of Indianola's salary guidelines:

- The starting salary shall be at least the minimum of the salary range. City Manager and or Department Head, with approval from the Finance Director and Human Resources Director, has authority to approve a higher starting salary based on the candidate's experience, knowledge, skills, abilities and the market.
- The following factors may be considered in determining an appropriate starting salary:
 - Current salary rates for the specific classification in the relevant market.
 - The qualifications of the candidate relative to the needs of the position and the qualifications of other available candidates.
 - The relative success of the current recruitment, and relevant prior recruitment history for the classification.
- Establish pay rates for individual employees based on skills, abilities, job requirements and market analysis.
- Internal equity with current incumbents of the position, with regard for qualifications and length of service.
- For supervisory positions, the level of responsibility and salaries of subordinates; however, this will not be the sole determining factor and it is not intended that the salary of a Supervisor shall exceed that of all subordinates in every case.

- Benefits will be considered as part of the total compensation. As a result, the value of the City of Indianola's benefits package will be taken into consideration in determining appropriate compensation levels.
- All starting salaries must be coordinated with the Human Resources Director.

Promotional Salaries

Upon promotion to a class in a pay grade with a higher maximum salary, an employee shall receive the minimum salary of the higher range. City Manager may, at his/her discretion, approve a higher starting salary based on the candidate's experience, knowledge and skills. The higher salary shall become effective on the date of promotion which will be the beginning of the next pay period. All promotional salaries must be coordinated with the Human Resources Department.

Step Increases

Step increases will be granted to full and permanent part-time employees and will be effective the beginning of the pay period following the employee's anniversary date. Anniversary date is defined as the date the employee entered into their current position, not their hire date.

Step increases will be granted as outlined on the CE scale. Step increases will be granted for satisfactory performance, behavior, compliance with policies, etc. Step increases are not a guaranteed; the City Manager and or Department Head will evaluate each individual employee through a performance evaluation, in conjunction with the Human Resources Director, to determine if the employee is eligible for a step increase.

Market Adjustments

A manager may request an analysis of an employee's salary at any time the manager deems appropriate. This request should be made to the Human Resources Director, who will review the employee's salary in comparison to other employees in comparable positions and within the guidelines of the City of Indianola's compensation policy. City Manager has authority to approve and implement market adjustments, under City Council direction.

Demotion and Transfer

A voluntary or involuntary demotion may be made to a vacant position in a classification with a lower maximum salary. An employee who is voluntarily or involuntarily demoted must possess the minimum qualifications for the lower position.

A demoted employee's salary shall be reduced to the range of the new position and will be determined based on reviewing the employee's qualifications and other like employee's salaries in that position.

When a demotion is made for reasons other than disciplinary action, the Human Resources Director and the Department Director may recommend, with City Manager approval, continuation of an employee's present salary, even if it is above the maximum of the new class. In such cases, the employee shall not be eligible for base pay increases until the scale maximum exceeds the employee's salary.

Except where limited by statute, a voluntary or involuntary transfer may be made to a vacant position in the same classification, in the same department or in another department.

A transferred employee's salary shall be adjusted based on the range of the new position and will be determined based on reviewing the employee's qualifications and other like employee's salaries in that same position.

Reclassification

An employee whose position has been reclassified to a classification with a higher maximum salary shall receive at least the minimum salary of the higher salary range or the salary received prior to the reclassification, whichever is higher.

Temporary Assignments

At times, an employee may be asked to pick up additional duties to help out with a vacant position as a result of a resignation, termination, death or leave of absence. When asked, an employee will receive a temporary 5% increase to help with these additional duties effective the first of the pay period following the vacancy. At the time the new incumbent starts, or the additional work is no longer needed, the temporary 5% increase will be removed.

5.2 LONGEVITY PAY

Eligible employees are entitled to longevity pay based on the CE table.

5.3 REPORTING TO WORK

A work hour is any hour of the day that is worked and should be recorded to the nearest quarter of an hour. The workday is defined as the 24-hour period starting at 12:00 a.m. and ending at 11:59 p.m. The workweek covers seven (7) consecutive days beginning on Sunday and ending on Saturday. Pay periods are biweekly; payment of salary will be made no later than six (6) calendar days following completion of the pay period.

Employees will submit their timesheet weekly to their Supervisor. Each employee is to maintain an accurate daily record of his or her hours worked. All absences from work schedules should be appropriately recorded.

5.4 REST BREAKS AND MEAL PERIODS (NON-EXEMPT EMPLOYEES)

Employees may take up to a 15-minute rest break in the morning and in the afternoon; this break time shall be considered paid time. Lunch or other meal periods will not be more than one hour or less than 30 minutes and will be unpaid. Lunch or other meal times shall not be combined with paid rest break times, unless approved in advance by the Department Head or stated in the bargaining unit contract.

For part-time employees, either a lunch and/or work break may not be applicable to the employee's schedule; but when applicable, the employee should follow the above guidelines.

Direct Supervisor must approve the length of the meal period unless a collective bargaining agreement says otherwise.

5.5 MANDATORY REST BREAKS FOR SNOW PLOWING

The City of Indianola recognizes the importance of safety in everything our employees do. We appreciate when our employees want to go above and beyond to help out their own department or another department during a time of urgency such as a snow event. However, it is important that even during these times, our employees are safe. Therefore, the City of Indianola has implemented a mandatory rest break policy for snow plowing. Employees that assist with snow plow operations may not work more than a twelve (12) hour shift within a twenty-four (24) hour period and must have eight (8) hours off between shifts. During times of crisis, such as a blizzard, this mandatory break may be adjusted to allow working up to a twenty (20) hour shift within a twenty-four (24) hour period and four (4) hours off between shifts. Should this happen, the Department Heads should work together to develop a schedule.

5.6 OVERTIME

The Fair Labor Standards Act (FLSA) was created to establish a minimum wage, limit the number of hours that may be worked in a standard work week at the regular base wage, and provide specific requirements for determining whether a job is eligible for exemption from the overtime provisions of the act. Human Resources determines whether a position is exempt (salaried) or non-exempt (hourly) by interpreting and applying the provisions of the act. All employees will be paid overtime in accordance with the FLSA.

Supervisors must give prior approval for all overtime worked. During busy periods or due to the requirements of the job, employees may be required to work extended hours.

5.7 COMPENSATORY TIME

All non-exempt employees whose total work and/or leave hours exceed forty (40) hours in a standard work week are eligible for overtime or compensatory time. Compensatory time is calculated at a rate of one and one-half (1 ½) hours for each one (1) hour worked in excess of forty (40) hours in a regular work week. A maximum of 80 hours will be allowed to accumulate.

The City Manager or appropriate Department Head shall authorize compensatory time for an eligible employee. Should an employee accumulate more than 80 hours, the employee may be required by their Supervisor to schedule and take time off.

Upon resignation, termination, change to a non-leave earning position or transfer to an IMU position, compensatory time will be paid out as a lump sum payment.

5.8 DECEASED EMPLOYEES

A lump sum payment of unpaid compensation will be made to the deceased employee's estate. Compensation shall include pay for the date of death subject to the following conditions:

- Deceased employee was in pay status on the day of death

- Deceased employee was in pay status immediately preceding their day of death
- Payment for day of death shall be for hours worked in their normal workday

Employees on sick or annual leave are considered to be in pay status.

5.9 DIRECT DEPOSIT

The City requires all employees hired after July 1, 2005 to be enrolled in direct deposit. Employees may choose the bank of their choice and may have more than one account. There is no cost to the employee to have direct deposit with the City of Indianola.

BENEFITS

6.1 HEALTH INSURANCE

Health and Prescription Drug Insurance

The City provides all full-time employees a high deductible health plan with a Health Savings Account (HSA). Employees are eligible for benefits the first of the month following their hire date. Refer to the Employee Benefits Booklet and Summary Plan Description for a detailed description of the health benefits.

The health insurance plan is reviewed and approved annually by the City Council. Annually, the City Manager, Finance Director and Human Resources Director, in consultation with the City's health insurance broker, will set the premiums for the health insurance plan. Employees contribute to a portion of these premiums; these premiums are determined on an annual basis. Refer to the City of Indianola Benefits Booklet for specifics.

Dental

The City provides dental insurance to all full-time employees.

The dental insurance plan is reviewed and approved annually by the City Council. Annually, the City Manager, Finance Director and Human Resources Director, in consultation with the City's health insurance broker, will set the premiums for the dental insurance plan. Employees contribute to a portion of these premiums; these premiums are determined on an annual basis.

Refer to the City of Indianola Benefits Booklet for specifics on the dental insurance coverage and premiums.

Vision

The City provides vision insurance to all full-time employees.

The health insurance plan is reviewed and approved annually by the City Council. Annually, the City Manager, Finance Director and Human Resources Director, in consultation with the City's health insurance broker, will set the premiums for the health insurance plan. Employees contribute to a portion of these premiums; these premiums are determined on an annual basis.

Refer to the City of Indianola Benefits Booklet for specifics on the vision insurance coverage and premiums.

6.2 FLEXIBLE SPENDING ACCOUNTS

Regular full-time and regular part-time employees (who qualify for health insurance under the Affordable Care Act) are eligible to participate in the City's Section 125 Flexible Benefit Cafeteria Plan. As a part of the City's Section 125 plan, any premiums you pay for medical or dental insurance will be deducted from your paycheck on a pretax basis.

Eligible full-time employees may also contribute pretax dollars to a flexible spending account to pay medical costs not covered by insurance and/or dependent care expenses. The Human Resources Department will distribute more information prior to the beginning of each plan year.

6.3 COBRA

As provided by the Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1986, the City of Indianola shall offer employees and covered dependents the opportunity to continue group health (medical, dental and vision) insurance benefits beyond the normal coverage termination dates. When an event occurs that might otherwise disqualify an employee or dependent for group health insurance coverage (i.e. separation from employment, divorce, etc.), an individual may continue the present level of benefits by contributing an amount equal to the total premium plus a 2% administrative fee. The period during which an individual may continue benefits varies depending on the reason for the loss of eligibility. The City COBRA administrator will notify the employee of continuation rights at the time that an employment-related event occurs which may affect the employee's eligibility for insurance coverage. If an individual qualifies for COBRA benefits due to a qualifying event such as divorce, the employee or a family member must also notify the Human Resources Department. This notice should be given before the qualifying event, or as soon as possible thereafter, but not more than 30 days after the qualifying event.

6.4 LIFE INSURANCE

The City provides life insurance for all employees. The amount of life insurance provided is dependent upon union status. Union employees should refer to their union contract for their life insurance eligibility. Non-union employees are entitled to life insurance the first of the month following their hire date. Employees should refer to the Employee Benefits Booklet and Summary Plan Description for a detailed description of their life insurance. Union employees should also refer to their union contract.

The City also offers voluntary life insurance for employees, spouses and children.

The life insurance plan is reviewed and approved annually by the City Council.

6.5 SHORT AND LONG-TERM DISABILITY

The City offers short and long-term disability for full-time employees. After seven (7) consecutive days and upon approval of the insurance company, short-term disability begins and pays 70% of income up to a maximum of \$450 per week. Employees may supplement the difference in pay with their sick, vacation and personal time while on short-term disability.

Upon approval of the claim by the insurance company, long-term disability begins after short-term disability ends (6 months). No sick leave can be used with long-term disability.

Employees should refer to the Employee Benefits Booklet and Summary Plan Description for a detailed description of their short and long-term disability insurance. Union employees should also refer to their union contract.

The short and long-term disability insurance plan is reviewed and approved annually by the City Council.

6.6 RETIREMENT

The retirement program for all regular full-time, part-time, and certain seasonal/temporary employees (except full-time police officers) is the Iowa Public Employees' Retirement System (IPERS). For full-time police officers the retirement system is the Municipal Fire and Police Retirement System of Iowa (MFPRSI). Detailed information about both systems is available from the Human Resources Department.

6.7 DEFERRED COMPENSATION

The City of Indianola provides deferred compensation to permanent full time and permanent part time employees. Employees may defer, or set aside, a portion of their paycheck and delay paying federal and state taxes on that amount, usually until they retire.

Full-time employees who are at CE-9 or above on the City of Indianola pay scale are eligible for a \$100 City contribution per month. Employees are eligible for this benefit immediately following enrolling in the plan.

The city will match full-time employee contributions dollar for dollar up to \$75 per month. Employees are eligible for this benefit immediately following enrolling in the plan.

Refer to the union contract for details on the deferred compensation plan for union employees. Should the benefit not be specified in the union contract, then union employees will receive a dollar for dollar match up to \$75 per month.

Part-time employees are eligible to contribute but not eligible for the city match.

The deferred compensation plan is reviewed and approved annually by the City Council.

6.8 EMPLOYEE ASSISTANCE PROGRAM

With the hectic pace of our daily lives, we encounter a variety of problems at home, work or other life areas. It is not uncommon to experience marital, emotional, legal, alcohol/drug, financial, family or a wide variety of other problems. Generally, we are able to deal on our own with the stressors of everyday living; however, in some situations outside help may be welcome. Regardless of the type of problems, help is available through the Employee Assistance Program (EAP).

EAP's service is offered as a benefit to all employees and family members within our organization. Initial counseling and referral services are confidential and at a discounted or no cost, depending on the service. Counselors are available 24-hours a day, 7-days a week. If problems do arise, the employee assistance program can help. Refer to your benefits booklet or contact Human Resources for EAP contact information.

6.9 WELLNESS PROGRAM

The well-being of our employees is extremely important to the City of Indianola. To assist employees in taking care of their health, the City of Indianola has a wellness program tied to their health plan. Each calendar year, employees and spouses that are enrolled in the City's health insurance plan must have a physical/biometric screening completed, one (1) dental exam and one (1) vision exam. Employees and

spouses that complete these three (3) requirements, will receive a preferred health insurance premium rate.

To encourage year-round wellness, the City provides employees with the following:

- Participation in some Indianola recreation programs at no cost, ie. cooking classes, exercise classes. Check with the activity center on which programs apply as it does change based on what is offered.
- A portion of a membership fee with an athletic center will be reimbursed by the city. Or, receive a discount on a YMCA membership discount. See below for more details.
- Employees and their spouses may use the Memorial Aquatic Center at no charge; there is a fee for children however.
- Employee Assistance Program for use by employees and immediate family members, to include spouse and children.
- Enhanced yearly blood screening panel and biometrics for full-time employees and spouses.
- Yearly flu shots will be available for full-time employees, spouses and children.

Athletic Center Reimbursement

The City will assist employees in paying for an athletic center membership.

Eligibility

- Full time employees
- Part time employees
 - Must average 20 hours or more
 - Must be employed for at least one year

Reimbursement

- \$15 per month for a single membership
- \$25 per month for a family membership

Process

Employees must fill out the Athletic Center Reimbursement form with a receipt or copy of a bank statement, obtain approval by their Supervisor and submit it to Finance for payout. Employee must submit for reimbursement each month and the form must be received by Finance within 60 days of the date of payment.

YMCA Membership Discount

The City of Indianola has partnered with the YMCA to offer City of Indianola employees a discount on a YMCA membership.

Eligibility

- Full time employees
- Part time employees

Monthly Membership

Refer to the YMCA Corporate Wellness Program Employee Eligibility Notice for membership fees. Form can be obtained from Human Resources and Payroll.

Process

Employees must open a membership at the YMCA. They must also fill out the City of Indianola YMCA Corporate Wellness Program Employee Eligibility Notice and turn that in to Human Resources.

Employees will pay the YMCA their first month upon enrollment. The City will deduct fees from the employee's paycheck one month ahead. The YMCA invoice the City on the 1st of the month for memberships.

Termination of membership must be completed at the YMCA. Employees must notify Human Resources and provide documentation of membership termination.

6.10 TUITION REIMBURSEMENT

Employee education is important to the City of Indianola. The City of Indianola encourages employees to further their education to help them grow within the City. In keeping with this philosophy, the City of Indianola offers tuition reimbursement for employees to go back to school.

Full time employees who have completed their probationary period are eligible for \$1,200 per fiscal year upon successful completion of a work-related course (successful completion is a "C" or better) with a lifetime maximum of \$4,800.

Guidelines

- Employee must be enrolled in an accredited college or university.
- Coursework/degree program must be related to the employee's current position or help them grow within the organization.
- Employees can receive reimbursement for tuition, books and lab fees.
- Reimbursement is as follows:
 - Grades A, B or C = 100% reimbursement
 - Any grade below a C is not eligible for reimbursement
 - If pass/fail course, 100% for pass, 0% for fail
 - A fail is not eligible for reimbursement
- Should the employee decide to leave employment with the City, the employee must repay 100% of any reimbursement under this policy received during the twelve (12) months preceding the employee's termination date and 50% of any reimbursement under this policy received 13-24 months prior to the employee's termination date.

Procedure

1. Employee must complete the Tuition Reimbursement form and obtain Department Head approval prior to enrolling in the course.
2. Upon enrollment, employee must turn in the tuition reimbursement form with copies of receipts and class enrollment to Human Resources.
3. Upon completion of the course, employee must turn in their grades to Human Resources. Employees have sixty (60) days following the end of their course to submit for reimbursement.
4. Upon approval by Human Resources, Human Resources will submit the form to the finance department for reimbursement.

Union employees should refer to their union contract for details on tuition reimbursement.

6.11 MILEAGE REIMBURSEMENT AND VEHICLE USE

Personal Vehicle Use

Employees may use their personal vehicle for business only if the use of a City vehicle is not feasible and approved by their department director. Employees using personal vehicles for business purposes will be reimbursed based on miles traveled. If using their personal vehicle for conference travel, mileage reimbursement would be less the employee's normal to and from work commuting miles and at the allowable rate established by the IRS. This rate is regularly reviewed and adjusted based on IRS guidelines. *IE: An employee normally drives 5 miles each morning to work, and 5 miles back home. If they instead drive to a conference 20 miles away, then they would be eligible for reimbursement of 30 miles for that conference (20 to conference, 20 from conference, less 10 commuting miles).*

- Staff shall be responsible for all expenses including but not limited to insurance, maintenance, repair, oil, lubrication, fluids, tires, battery, washing and fuel costs for their vehicle.
- When used to conduct City business, personal vehicles are required to have a minimum automobile insurance coverage for liability of a split limit of \$100,000 per person and \$100,000 property or a combined single limit of \$500,000. In case of a claim, a City's employee's private insurance coverage shall be considered primary. The City shall not be responsible for any damage to a personal vehicle.
- The vehicle allowance and mileage reimbursement include a factor for both liability and collision insurance coverage.
- Employees shall operate their personal vehicle in a safe, courteous and prudent manner while performing City business including specifically the use of seat belts by both the driver and passenger. In addition, all employees are required to comply with all traffic regulations, laws and ordinances when operating a City vehicle or personal vehicle for City business. This includes the law prohibiting texting while driving. At no time should employees jeopardize the safety of themselves, other City employees, or the public when operating motor vehicles.

In order to be reimbursed for mileage, an employee must complete an Employee Expense Report Form with a printed out map from google maps showing the route. Their Department Head must approve the reimbursement, accounts payable will then process a check for reimbursement.

City Vehicle Use

At no time shall an employee use a City owned vehicle, facility or equipment for personal use. The City recognizes that certain employees need the regular use of a vehicle to fulfill their job duties and responsibilities. The City Manager, or designee, assigns the use and responsibility of a vehicle to some employees where their job duties and responsibilities make a vehicle necessary.

- Prior permission shall be received from the City Manager before a City owned vehicle is used for overnight meetings. Employees, with Department Head approval, may take City owned vehicles home when they are on-call, however should not use the vehicle for personal reasons.

- Employees shall operate City vehicles in a safe, courteous and prudent manner while performing City business including, specifically, the use of seat belts by both the driver and passengers. In addition, all employees are required to comply with all traffic regulations, laws and ordinances when operating a City vehicle or personal vehicle for City business. This includes the law prohibiting texting while driving. At no time should employees jeopardize the safety of themselves, other City employees, or the public when operating motor vehicles.
- Vehicles are to be serviced in accordance with manufacturer's specifications at recommended intervals.
- Vehicles are to be kept neat, clean and in a good state of repair at all times including washing and waxing at regular intervals.
- Repairs are to be made promptly.
- Per the Iowa Smoke Free Air Act, it is prohibited to smoke in any City-owned vehicle. This prohibition is related to employee health, other employees riding in the vehicle, image and potential vehicle resale. Violation of this policy may result in disciplinary action including termination.
- According to Internal Revenue Code, Section 274, employees are subject to be taxed for vehicle use if not for City benefit. This would include vehicles used to commute to and from work, drive home, break time, and lunch hours. Employees will pay taxes on a quarterly basis. Not subject to the fringe benefit tax would be police, fire, ambulance, and utility "trucks", or vehicles driven home for the benefit of the City, such as the water pollution control department due to specialized equipment in vehicle. Superintendents can exempt the days that they were actually called out and that they reported directly to the job site to fulfill the essential portions of their supervisory jobs. Normal workdays without callouts are not to be exempted.

6.12 TRAVEL AND TRANSPORTATION

The City does have a travel and transportation policy for employees who need to travel for work-related business. See the financial policies for specifics on the travel and transportation policy.

TIME OFF AND LEAVES OF ABSENCE

7.1 PAID HOLIDAYS

The following shall be recognized and observed as paid holidays by regular full time and permanent part time employees:

1. New Year's Day - January 1
2. President's Day - Third Monday in February
3. Memorial Day - Last Monday in May
4. Independence Day - July 4
5. Labor Day - First Monday in September
6. Thanksgiving Day - Fourth Thursday in November
7. Day After Thanksgiving
8. Christmas Eve Day - December 24
9. Christmas Day - December 25

Full time employees, except police and fire, will receive eight (8) hours of pay on the paid holiday. See below for police and fire.

Permanent part time employees will receive holiday pay if scheduled for work for the number of hours they are scheduled. If they are not scheduled to work, the employee will not receive holiday pay. Employees starting prior to January 1, 2019 will be grandfathered in and will receive holiday pay based on departmental policies.

Seasonal and temporary employees are not eligible for holiday pay.

Holidays shall count as hours worked in meeting the forty (40) hour requirement for overtime pay.

Police & Fire

Police – if the employee is scheduled to work, and actually works, the employee receives double time plus holiday pay at the current hourly schedule, whether it is an 8.5, 9 or 10 hour shift. If the employee is not scheduled to work the holiday, the employee will receive holiday paid straight time at whatever hour schedule they are currently at, whether it is an 8.5, 9, or 10 hour shift.

- School Resource Officer (SRO) - Vacation time in excess of five (5) consecutive days must be taken during school vacation or holiday breaks. Vacation time or compensatory time less than five consecutive days may be taken during the school year with the approval of the SRO supervisor

Fire – employees do not receive holiday pay unless they actually work the holiday. If the employee actually works the holiday, they receive double pay for the hours worked. This is in addition to holiday pay.

Holidays Occurring on Non-Work Days

If the holiday falls on a Saturday, the Friday before the holiday will be observed.

If the holiday falls on a Sunday, the Monday after the holiday will be observed.

When Christmas falls on Tuesday, Wednesday, Friday, or Saturday, in addition to the legal holiday observance, the preceding workday shall also be observed as a holiday. When Christmas falls on Sunday, Monday, or Thursday, in addition to the legal holiday observance, the following workday shall also be observed as a holiday. For example, if Christmas Eve falls on Friday and Christmas Day falls on Saturday, then Thursday and Friday shall be designated as the observed holidays. If Christmas Eve falls on Sunday and Christmas Day falls on Monday; Monday and Tuesday shall be designated as the observed holidays.

7.2 VACATION

Full time and permanent part time employees are eligible for vacation leave. The vacation leave year begins with the first day of the first complete biweekly pay period in a calendar year and extends through the last day of the last biweekly pay period that begins in that calendar year. Seasonal employees do not accrue vacation leave. Vacation leave shall be accrued as follows.

Full Time Employees

Length of Service	Biweekly Accrual	Fire Biweekly Accrual**
Less than 2 years	3.07 hours	7.62 hours
2 years, less than 8 years	4 hours	8.55 hours
8 years, less than 14 years	5 hours	9.55 hours
14 years, less than 20 years	6 hours	10.55 hours
20 years or more	6.47 hours	10.85 hours

**Fire employees accrue more due to not receiving holiday and personal time.

Part Time Employees

Hours Scheduled/Week	Biweekly Accrual
30 hrs or more/week	2.3 hours
35 hrs or more/week	2.6 hours

The City Manager or appropriate Department Head is responsible for proper planning and scheduling of vacation for all employees within their respective departments. Advanced planning permits adherence to work schedules and reduces the possibility of employees losing vacation at the end of the year.

The City Manager or appropriate Department Head is authorized to approve vacation leave within their respective departments. It should be approved in advance (up to Department Head discretion) except in an emergency. All requests and approval must be in writing.

Vacation leave will be charged in quarter (1/4) hour increments. Employees must use vacation leave when taking time off if they have vacation time available to them.

Vacation accruals will continue when an employee is on an approved leave of absence with pay. Employees on an unpaid leave of absence will not receive any vacation accrual.

Sick leave may be substituted for vacation leave if an employee becomes ill and hospitalized while on vacation leave. Substitution is permitted for the period of illness only; proof of hospitalization is required.

Employees can rollover up to 166.47 hours of unused vacation to the new leave year. All leave in excess of 166.47 hours is forfeited.

Upon resignation, termination or change to a non-leave earning position, the employees vacation leave balance (accrued and not used) will be paid out to the employee by a lump sum payment provided in the case of a resignation, the employee has given the City a two (2) week notice.

7.3 PERSONAL TIME

Full time employees and permanent part time employees receive personal time to use throughout the year.

Personal time shall be accrued as follows. Fire employees do not accrue personal time; instead they accrue additional vacation time.

Status of Employee	Accrual Per Year
Full Time, except Police Officers	16 hrs
Full Time Police Officers	20 hrs (based on 10 hr shifts)
Permanent Part Time Scheduled 30hrs or more per week	6 hrs
Permanent Part Time Scheduled 35hrs or more per week	7 hrs

New hires will receive a prorated amount of personal time dependent on their start date.

Month Employment Starts	Eligible Amount
January 1 – March 31	100%
April 1 – June 30	75%
July 1 – September 30	50%
October 1 – December 31	25%

Personal time will be charged in quarter (1/4) hour increments.

Personal time does not rollover from year to year; all unused time at the end of the benefit year will be forfeited.

Upon resignation, termination or change to a non-leave earning position, the employees personal time balance will be paid out to the employee by a lump sum payment provided in the case of a resignation, the employee has given the City a two (2) week notice.

7.4 SICK TIME

All regular full time and permanent part time employees scheduled and averaging thirty (30) hours or more per week earn sick leave. Available sick leave shall be requested by the employee and granted by the Department Head/Supervisor in writing. Employees may request leave for their own personal illness, pregnancy, childbirth, or related medical conditions; personal injury; examinations and consultations with physicians and other health care providers licensed by the State of Iowa, including the City of Indianola's Employee Assistance Program; or as provided under any other City policy.

Employees may also use sick leave to care for an immediate family member. Immediate family member includes spouse, child or parent.

Sick leave shall be accrued as follows:

Status of Employee	Accrual Per Pay Period
Full Time	3.7 hrs
Fire, Full Time	5.3 hrs
Permanent Part Time Scheduled 30hrs or more per week	2.3 hrs
Permanent Part Time Scheduled 35hrs or more per week	2.6 hrs

The sick leave plan year begins with the first day of the first complete biweekly pay period in a calendar year and extends through the last day of the last biweekly pay period that begins in that calendar year.

Sick leave will be charged in quarter (1/4) hour increments.

Employees must use sick leave when taking time off if they have sick time available to them. Employees may use sick time to supplement the difference in pay when on short-term disability or receiving workers compensation pay.

Sick accruals will continue when an employee is on an approved leave of absence with pay. Employees on an unpaid leave of absence will not receive any sick accrual.

Employees can rollover up to 760 hours of unused sick leave to the new leave year. All leave in excess of 760 hours is forfeited.

Upon resignation, termination or change to a non-leave earning position, the employee will forfeit any accrued but unused sick leave.

In cases where the employee's sick leave usage record indicates possible abuse, the City has the right to verify the reported illness of any employee and may require a doctor's note for absence due to illness. The City Manager is responsible for establishing such controls as are necessary to prevent abuse of sick leave privileges. Abuse of sick leave shall be proper cause for disciplinary action, up to and including termination of employment.

7.5 BEREAVEMENT LEAVE

Full time employees are entitled to five (5) days off with no loss of regular pay in the event of death for an immediate family member. Immediate family member is defined as employee's spouse, child, parent, step-child or step-parent.

In the case of the employee's sibling, mother-in-law, father-in-law, sister-in-law, brother-in-law, grandchild, grandparent, step-grandchild, or step-grandparent, the employee shall be allowed three (3) days off with no loss of regular pay.

At the discretion of the employee's Department Head, employees may be granted additional days off which may be charged to sick leave, vacation or comp time.

Permanent part-time employees shall be allowed one (1) day off with no loss of regular pay.

7.6 JURY DUTY

Employees who are called for jury duty are entitled to take time off, as necessary, to fulfill jury obligations. Employee's will receive regular pay for this time off. Employees will not face discipline or retaliation for jury service in accordance with the Code of Iowa 607A.45.

Employees must immediately inform and submit a copy of the summons to their immediate Supervisor. If chosen to sit on a jury, the employee must inform his or her Supervisor how long the trial is expected to last. Employees must also check in with their Supervisor periodically during their jury service, so the City knows when to expect the employee to return to work.

On any day when jury service ends before the end of the employee's usual work day, the employee must check in with his or her Supervisor to find out whether the employee needs to return to work for that day.

This policy does not apply to legal actions to which the employee is named as a party (either plaintiff/petitioner or defendant/respondent or must appear as a witness), unless the employee was named as a party or must be a witness in his/her official capacity as an employee of the City. Employees with personal court matters shall not be entitled to a court leave with pay but may use accrued leave time to offset lost work time.

While on paid jury leave, the City will continue the employee's regular salary, but the employee must turn in any compensation received for such duty, except for mileage, parking, food or lodging.

7.7 TIME OFF TO VOTE

The City of Indianola encourages employees to fulfill their civic responsibilities by participating in all official public elections. Based on the schedule of hours of work for City employees, employees should be able to find time to vote either before or after their regular work schedule. If employees are unable to vote in an election during their nonworking hours, the City will grant leave to vote according to state law (Code of Iowa Section 49.109).

Employees should request time off to vote from their Supervisor at least two working days prior to the Election Day and the Department Head shall designate the period of time to be taken. Advance notice is

required so that the necessary time off can be scheduled at the beginning or end of the work shift, whichever provides the least disruption to the normal work schedule. The employee is not liable for any penalty nor shall any deduction be made from the person's regular salary or wages on account of such absence.

7.8 MILITARY LEAVE

The City will comply with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and Iowa Code Section 29A.28.

Employees who are members of a reserve force of the United States or of the state of Iowa shall be granted a leave of absence when ordered to attend a training program or perform other duties under the supervision of the United States or the state of Iowa. This leave of absence shall be with pay, only for regular full-time employees, during the period of such activity and shall not exceed thirty (30) calendar days per year.

Any employee who enters into active service in the Armed Forces of the United States while in the service of the City of Indianola, will be granted an unpaid leave of absence for the period of military service.

Employees must provide a copy of their orders to their Department Director at least ten (10) working days prior to reporting for duty.

7.9 PREGNANCY LEAVE

If an employee meets the eligibility requirements under FMLA provisions, an employee will be offered FMLA for pregnancy leave. If an employee is not eligible for FMLA, the Iowa Civil Rights Act requires employers to grant unpaid leave to employees who are temporarily disabled because of pregnancy or related medical conditions, even if similar leaves are not granted for other temporary disabilities, and even if the leave is not available to the employee under any health, temporary disability, or sick leave plan. Employees are entitled to leave for the period of temporary disability or for 8 weeks, whichever is less. Once the pregnancy leave commences an employee may be eligible for additional disability leave.

7.10 LACTATION

The City of Indianola will provide reasonable break time for an employee to express breast milk for her nursing child for 1 year after the child's birth each time such employee has the need to express the milk. The City will provide a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by an employee to express breast milk.

The City will provide a reasonable amount of break time to express milk as frequently as needed by the nursing mother. The frequency of breaks needed to express milk as well as the duration of each break will likely vary, and the employee must communicate with her Supervisor regarding the timing of the breaks.

A bathroom, even if private, is not a permissible location. The location provided must be functional as a space for expressing breast milk. If the space is not dedicated to the nursing mother's use, it must be available when needed by the employee. A space temporarily created or converted into a space for

expressing milk or made available when needed by the nursing mother is sufficient, provided that the space is shielded from view, and free from any intrusion from co-workers and the public.

Employees who use break time to express milk will be compensated in the same way that other employees are compensated for break time. In addition, the FLSA's general requirement that the employee must be completely relieved from duty or else the time must be compensated as work time applies.

7.11 FAMILY AND MEDICAL LEAVE ACT (FMLA)

The City of Indianola will provide Family and Medical Leave to its eligible employees. The City posts the mandatory FMLA Notice and upon hire provides all new employees with notices required by the U.S. Department of Labor (DOL) on Employee Rights and Responsibilities under the Family and Medical Leave Act in Iowa.

The function of this policy is to provide employees with a general description of their FMLA rights. In the event of any conflict between this policy and the applicable law, employees will be afforded all rights required by law.

If you have any questions, concerns, or disputes with this policy, you must contact Human Resources in writing.

General Provisions

Under this policy, the City of Indianola will grant up to 12 weeks (or up to 26 weeks of military caregiver leave to care for a covered servicemember with a serious injury or illness) during a 12-month period to eligible employees. The leave may be paid, unpaid or a combination of paid and unpaid leave, depending on the circumstances of the leave and as specified in this policy.

Eligibility

To qualify to take family or medical leave under this policy, the employee must meet all of the following conditions:

- 1) The employee must have worked for the City for 12 months or 52 weeks. The 12 months or 52 weeks need not have been consecutive. Separate periods of employment will be counted, provided that the break in service does not exceed seven years. Separate periods of employment will be counted if the break in service exceeds seven years due to National Guard or Reserve military service obligations or when there is a written agreement, including a collective bargaining agreement, stating the employer's intention to rehire the employee after the service break. For eligibility purposes, an employee will be considered to have been employed for an entire week even if the employee was on the payroll for only part of a week or if the employee is on leave during the week.
- 2) The employee must have worked at least 1,250 hours during the 12-month period immediately preceding the commencement of the leave. The 1,250 hours do not include time spent on paid or unpaid leave. Consequently, these hours of leave should not be counted in determining the 1,250 hours eligibility test for an employee under FMLA.

3) The employee must work in a worksite where 50 or more employees are employed by the City within 75 miles of that office or worksite. The distance is to be calculated by using available transportation by the most direct route.

Type of Leave Covered

To qualify as FMLA leave under this policy, the employee must be taking leave for one of the reasons listed below:

- 1) The birth of a child and in order to care for that child.
- 2) The placement of a child for adoption or foster care and to care for the newly placed child.
- 3) To care for a spouse, child or parent with a serious health condition (described below).
- 4) The serious health condition (described below) of the employee.

An employee may take leave because of a serious health condition that makes the employee unable to perform the functions of the employee's position.

A serious health condition is defined as a condition that requires inpatient care at a hospital, hospice or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care or a condition that requires continuing care by a licensed health care provider.

This policy covers illnesses of a serious and long-term nature, resulting in recurring or lengthy absences. Generally, a chronic or long-term health condition that would result in a period of three consecutive days of incapacity with the first visit to the health care provider within seven days of the onset of the incapacity and a second visit within 30 days of the incapacity would be considered a serious health condition. For chronic conditions requiring periodic health care visits for treatment, such visits must take place at least twice a year.

Employees with questions about what illnesses are covered under this FMLA policy or under the City's sick leave policy are encouraged to consult with Human Resources.

5) Qualifying exigency leave for families of members of the National Guard or Reserves or of a regular component of the Armed Forces when the covered military member is on covered active duty or called to covered active duty.

An employee whose spouse, son, daughter or parent either has been notified of an impending call or order to covered active military duty or who is already on covered active duty may take up to 12 weeks of leave for reasons related to or affected by the family member's call-up or service. The qualifying exigency must be one of the following:

a. short-notice deployment

b. military events and activities

c. child care and school activities

d. financial and legal arrangements

e. counseling

f. rest and recuperation

g. post-deployment activities, and

h. additional activities that arise out of active duty, provided that the employer and employee agree, including agreement on timing and duration of the leave.

Eligible employees are entitled to FMLA leave to care for a current member of the Armed Forces, including a member of the National Guard or Reserves, or a member of the Armed Forces, the National Guard or Reserves who is on the temporary disability retired list, who has a serious injury or illness incurred in the line of duty on active duty for which he or she is undergoing medical treatment, recuperation, or therapy; or otherwise in outpatient status; or otherwise on the temporary disability retired list. Eligible employees may not take leave under this provision to care for former members of the Armed Forces, former members of the National Guard and Reserves, and members on the permanent disability retired list.

In order to care for a covered servicemember, an eligible employee must be the spouse, son, daughter, or parent, or next of kin of a covered servicemember.

For the purposes of this policy, the following definitions apply:

a) A “son or daughter of a covered servicemember” means the covered servicemember's biological, adopted, or foster child, stepchild, legal ward, or a child for whom the covered servicemember stood in loco parentis, and who is of any age.

b) A “parent of a covered servicemember” means a covered servicemember's biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the covered servicemember. This term does not include parents “in law.”

c) A “spouse” means a husband or wife, including those in same-sex marriages, which were made legal in all 50 United States as of June 26, 2015.

d) The “next of kin of a covered servicemember” is the nearest blood relative, other than the covered servicemember's spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the servicemember by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered servicemember has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made, and there are multiple family members with the same level of relationship to the covered servicemember, all such family members shall be considered the covered servicemember's next of kin and may take FMLA leave to provide care to the covered servicemember, either consecutively or simultaneously. When such

designation has been made, the designated individual shall be deemed to be the covered servicemember's only next of kin. For example, if a covered servicemember has three siblings and has not designated a blood relative to provide care, all three siblings would be considered the covered servicemember's next of kin. Alternatively, where a covered servicemember has a sibling(s) and designates a cousin as his or her next of kin for FMLA purposes, then only the designated cousin is eligible as the covered servicemember's next of kin. An employer is permitted to require an employee to provide confirmation of covered family relationship to the covered servicemember pursuant to § 825.122

e) "Covered active duty" means:

(a) "Covered active duty" for members of a regular component of the Armed Forces means duty during deployment of the member with the Armed Forces to a foreign country.

(b) (2) Covered active duty or call to covered active duty status in the case of a member of the Reserve components of the Armed Forces means duty during the deployment of the member with the Armed Forces to a foreign country under a Federal call or order to active duty in support of a contingency operation, in accordance with 29 CR 825.102.

The leave may commence as soon as the individual receives the call-up notice. (Son or daughter for this type of FMLA leave is defined the same as for child for other types of FMLA leave except that the person does not have to be a minor.) This type of leave would be counted toward the employee's 12-week maximum of FMLA leave in a 12-month period.

6) Military caregiver leave (also known as covered servicemember leave) to care for an injured or ill servicemember or veteran.

An employee whose son, daughter, parent or next of kin is a covered servicemember may take up to 26 weeks in a single 12-month period to take care of leave to care for that servicemember.

Next of kin is defined as the closest blood relative of the injured or recovering servicemember.

The term "covered servicemember" means:

(a) a member of the Armed Forces (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or

(b) a veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of 5 years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.

The term "serious injury or illness means:

(a) in the case of a member of the Armed Forces (including a member of the National Guard or Reserves), means an injury or illness that was incurred by the member in line of duty on active duty in

the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating; and

(b) in the case of a veteran who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during a period when the person was a covered servicemember, means a qualifying (as defined by the Secretary of Labor) injury or illness incurred by a covered servicemember in the line of duty on active duty that may render the servicemember medically unfit to perform the duties of his or her office, grade, rank or rating.

(c) Outpatient status, with respect to a covered servicemember, means the status of a member of the Armed Forces assigned to either a military medical treatment facility as an outpatient; or a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients.

Amount of Leave

An eligible employee can take up to 12 weeks for the FMLA circumstances (1) through (5) above under this policy during any 12-month period. The City will measure the 12-month period as a rolling 12-month period measured forward from the date an employee uses any leave under this policy. Each time an employee takes leave, the City will compute the amount of leave the employee has taken under this policy in the last 12 months and subtract it from the 12 weeks of available leave, and the balance remaining is the amount the employee is entitled to take at that time.

An eligible employee can take up to 26 weeks for the FMLA circumstance (6) above (military caregiver leave) during a single 12-month period. For this military caregiver leave, the City will measure the 12-month period as a rolling 12-month period measured forward. FMLA leave already taken for other FMLA circumstances will be deducted from the total of 26 weeks available.

If spouses both work for the City and each wishes to take leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent (but not a parent "in-law") with a serious health condition, the spouses may only take a combined total of 12 weeks of leave. If spouses both work for the City and each wishes to take leave to care for a covered injured or ill servicemember, the spouses may only take a combined total of 26 weeks of leave.

Employee Status and Benefits During Leave

While an employee is on leave, the City will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work.

If the employee chooses not to return to work for reasons other than a continued serious health condition of the employee or the employee's family member or a circumstance beyond the employee's control, the City will require the employee to reimburse the City the amount it paid for the employee's health insurance premium during the leave period.

Under current City policy, the employee pays a portion of the health care premium. While on paid leave, the employer will continue to make payroll deductions to collect the employee's share of the premium.

While on unpaid leave, the employee must continue to make this payment, either in person or by mail. The payment must be received in Human Resources by the 1st day of each month. If the payment is more than 30 days late, the employee's health care coverage may be dropped for the duration of the leave.

The employer will provide 15 days' notification prior to the employee's loss of coverage.

If the employee contributes to a life insurance or disability plan, the employer will continue making payroll deductions while the employee is on paid leave. While the employee is on unpaid leave, the employee may request continuation of such benefits and pay his or her portion of the premiums. If the employee does not continue these payments, the employer may discontinue coverage during the leave.

Employee Status After Leave

An employee who takes leave under this policy may be asked to provide a fitness for duty (FFD) clearance from the health care provider. This requirement will be included in the employer's response to the FMLA request. Generally, an employee who takes FMLA leave will be able to return to the same position or a position with equivalent status, pay, benefits and other employment terms. The position will be the same or one which is virtually identical in terms of pay, benefits and working conditions. The City may choose to exempt certain key employees from this requirement and not return them to the same or similar position.

Use of Paid and Unpaid Leave

An employee who is taking FMLA leave because of the employee's own serious health condition or the serious health condition of a family member must use all paid vacation, personal or sick leave prior to being eligible for unpaid leave. Sick leave may be run concurrently with FMLA leave if the reason for the FMLA leave is covered by the established sick leave policy.

Disability leave for the birth of the child and for an employee's serious health condition, including workers' compensation leave (to the extent that it qualifies), will be designated as FMLA leave and will run concurrently with FMLA. For example, if an employer provides six weeks of pregnancy disability leave, the six weeks will be designated as FMLA leave and counted toward the employee's 12-week entitlement. The employee may then be required to substitute accrued (or earned) paid leave as appropriate before being eligible for unpaid leave for what remains of the 12-week entitlement. An employee who is taking leave for the adoption or foster care of a child must use all paid vacation, personal or family leave prior to being eligible for unpaid leave.

An employee who is using military FMLA leave for a qualifying exigency must use all paid vacation and personal leave prior to being eligible for unpaid leave. An employee using FMLA military caregiver leave must also use all paid vacation, personal leave or sick leave (as long as the reason for the absence is covered by the City's sick leave policy) prior to being eligible for unpaid leave.

Intermittent Leave or a Reduced Work Schedule

The employee may take FMLA leave in 12 consecutive weeks, may use the leave intermittently (take a day periodically when needed over the year) or, under certain circumstances, may use the leave to

reduce the workweek or workday, resulting in a reduced hour schedule. In all cases, the leave may not exceed a total of 12 workweeks (or 26 workweeks to care for an injured or ill servicemember over a 12-month period).

The City may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule, in instances of when leave for the employee or employee's family member is foreseeable and for planned medical treatment, including recovery from a serious health condition or to care for a child after birth, or placement for adoption or foster care.

For the birth, adoption or foster care of a child, the City and the employee must mutually agree to the schedule before the employee may take the leave intermittently or work a reduced hour schedule. Leave for birth, adoption or foster care of a child must be taken within one year of the birth or placement of the child.

If the employee is taking leave for a serious health condition or because of the serious health condition of a family member, the employee should try to reach agreement with the City before taking intermittent leave or working a reduced hour schedule. If this is not possible, then the employee must prove that the use of the leave is medically necessary.

Certification for the Employee's Serious Health Condition

The City will require certification for the employee's serious health condition. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. Medical certification will be provided using the DOL Certification of Health Care Provider for Employee's Serious Health Condition.

The City may directly contact the employee's health care provider for verification or clarification purposes using a health care professional, an HR professional, leave administrator or management official. The City will not use the employee's direct Supervisor for this contact. Before the City makes this direct contact with the health care provider, the employee will be given an opportunity to resolve any deficiencies in the medical certification. In compliance with HIPAA Medical Privacy Rules, the City will obtain the employee's permission for clarification of individually identifiable health information.

The City has the right to ask for a second opinion if it has reason to doubt the certification. The City will pay for the employee to get a certification from a second doctor, which the City will select. The City may deny FMLA leave to an employee who refuses to release relevant medical records to the health care provider designated to provide a second or third opinion. If necessary to resolve a conflict between the original certification and the second opinion, the City will require the opinion of a third doctor. The City and the employee will mutually select the third doctor, and the City will pay for the opinion. This third opinion will be considered final. The employee will be provisionally entitled to leave and benefits under the FMLA pending the second and/or third opinion.

Certification for the Family Member's Serious Health Condition

The City will require certification for the family member's serious health condition. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. Medical certification will be provided using the DOL Certification of Health Care Provider for Family Member's Serious Health Condition.

With the employee's permission, the City may directly contact the employee's family member's health care provider for verification or clarification purposes using a health care professional, an HR professional, leave administrator or management official. The City will not use the employee's direct Supervisor for this contact. Before the City makes this direct contact with the health care provider, the employee will be given an opportunity to resolve any deficiencies in the medical certification. In compliance with HIPAA Medical Privacy Rules, the City will obtain the employee's family member's permission for clarification of individually identifiable health information.

The City has the right to ask for a second opinion if it has reason to doubt the certification. The City will pay for the employee's family member to get a certification from a second doctor, which the City will select. The City may deny FMLA leave to an employee whose family member refuses to release relevant medical records to the health care provider designated to provide a second or third opinion. If necessary to resolve a conflict between the original certification and the second opinion, the City will require the opinion of a third doctor. The City and the employee will mutually select the third doctor, and the City will pay for the opinion. This third opinion will be considered final. The employee will be provisionally entitled to leave and benefits under the FMLA pending the second and/or third opinion.

Certification of Qualifying Exigency for Military Family Leave

The City will require certification of the qualifying exigency for military family leave. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. This certification will be provided using the DOL Certification of Qualifying Exigency for Military Family Leave.

Certification for Serious Injury or Illness of Covered Servicemember for Military Family Leave

The City will require certification for the serious injury or illness of the covered servicemember. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. This certification will be provided using the DOL Certification for Serious Injury or Illness of Covered Servicemember.

Recertification

The City may request recertification for the serious health condition of the employee or the employee's family member no more frequently than every 30 days unless circumstances have changed significantly, or if the employer receives information casting doubt on the reason given for the absence, or if the employee seeks an extension of his or her leave. Otherwise, the City may request recertification for the serious health condition of the employee or the employee's family member every six months in connection with an FMLA absence. The City may provide the employee's health care provider with the

employee's attendance records and ask whether need for leave is consistent with the employee's serious health condition.

Procedure for Requesting FMLA Leave

All employees requesting FMLA leave must provide verbal or written notice of the need for the leave to Human Resources. Within five business days after the employee has provided this notice, HR will complete and provide the employee with the DOL Notice of Eligibility and Rights.

When the need for the leave is foreseeable, the employee must provide the employer with at least 30 days' notice. When an employee becomes aware of a need for FMLA leave less than 30 days in advance, the employee must provide notice of the need for the leave either the same day or the next business day. When the need for FMLA leave is not foreseeable, the employee must comply with the City's usual and customary notice and procedural requirements for requesting leave, absent unusual circumstances.

Designation of FMLA Leave

Within five (5) business days after the employee has submitted the appropriate certification form, HR will complete and provide the employee with a written response to the employee's request for FMLA leave using the DOL Designation Notice.

Intent to Return to Work from FMLA Leave

On a basis that does not discriminate against employees on FMLA leave, the City may require an employee on FMLA leave to report periodically on the employee's status and intent to return to work.

7.12 UNPAID LEAVE OF ABSENCE

The City of Indianola understands that there are times an employee may need additional time off for personal reasons. If an employee has exhausted all applicable sick leave, vacation, personal, compensatory time and FMLA leave, if eligible, an employee may request an unpaid leave of absence for up to thirty (30) days. An employee requesting an unpaid leave should fill out the unpaid leave form, stating the reason for the leave and include dates of expected absence. Approval of unpaid leave is at the discretion of the Department Head and Human Resources

Employees who are not eligible for leave under the city's sick leave or Family and Medical Leave Act policies may apply for an unpaid leave under this section for purposes of pregnancy or a related condition as provided in Iowa Code Section 216.6(2)(e). Medical certification stating that the employee is not able to perform the duties of employment may be required by the City.

During an unpaid leave granted under this section, employees do not receive compensation, do not accrue length of service, vacation or sick leave, and are not eligible for paid holidays. The City does not make contributions to retirement programs for the duration of the leave. Employees may continue in the group health program during an unpaid leave under this section by paying the full cost of the premium by the first of the month for the following month's coverage. Failure to pay the premium on time will result in termination of coverage.

If an employee plans to return to work following an unpaid leave taken under this section, the employee must notify his/her Department Head before the end of the leave. The City will attempt to restore the employee to the position the employee held at the start of the leave, or in a comparable position, if possible. If no such position is available, the employee's employment will be terminated.

7.13 LEAVE DONATION

The City of Indianola recognizes that employees may have a family medical emergency or be affected by a major disaster, resulting in a need for additional time off in excess of their available sick/vacation/personal time. To address this need, all eligible employees will be allowed to donate accrued paid sick, vacation or personal leave hours from their unused balance to their co-workers in need of additional paid time off, in accordance with the policy outlined below. This policy is strictly voluntary.

Eligibility

Employees must be employed with the City of Indianola for a minimum of one year to be eligible to donate and/or receive donated sick/personal time.

Guidelines

Employees who would like to make a request to receive donated sick/vacation/personal time from their co-workers must be determined by Human Resources to have a situation that meets the following criteria:

Medical emergency, defined as a medical condition of the employee or an immediate family member that will require the prolonged/extended absence of the employee from duty and will result in a substantial loss of income to the employee due to the exhaustion of all paid leave available. An immediate family member is defined as a spouse, child or parent.

Major disaster, defined as a disaster declared by the president under §401 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (the Stafford Act), or as a major disaster or emergency declared by the president pursuant to 5 U.S.C. §6391 for federal government agencies. An employee is considered to be adversely affected by a major disaster if the disaster has caused severe hardship to the employee or to a family member of the employee that requires the employee to be absent from work.

Donation of Sick/Vacation/Personal Time

- The donation of sick/vacation/personal time is strictly voluntary.
- The donation of sick/vacation/personal time is on an hourly basis, without regard to the dollar value of the donated or used leave.
- The minimum number of sick/vacation/personal hours that an eligible employee may donate is 1 hour per calendar year; the maximum is 40 hours or no more than 50 percent of the employee's current balance.
- Employees cannot borrow against future sick/vacation/personal time to donate.
- Employees who are currently on an approved leave of absence cannot donate sick/personal time.

- Once the donation has been transferred, it cannot be returned to the donating employee.

Donation Process

If an employee would like to donate sick/vacation/personal time to an employee who meets the criteria listed under Guidelines, the donating employee will fill out the Leave Donation form and submit it to Human Resources. Human Resources will confirm that the donating employee has the accrued time in their leave balance and that the receiving employee has exhausted all their accrued time. Human Resources will then request the individual's written consent to receive the donation. The donated time will be paid out with the next payroll at the receiving employee's rate of pay.

Employees who receive donated sick/vacation/personal time may receive no more than 480 hours (12 weeks) within a rolling 12-month period.

Nothing in this policy will be construed to limit or extend the maximum allowable absence under the Family and Medical Leave Act.

EMPLOYEE RECOGNITION

8.1 MERITORIOUS PERFORMANCE AWARD

It is important to the City that an employee is recognized for a job well done. Meritorious performance awards are awards granted for job performance exceeding job requirements in one or more segments of the job over an extended period. A Meritorious Performance Award also covers special acts or services of a one-time occurrence with or related to official employment. All employees are eligible to receive this award.

Examples of Meritorious Performance

- Performance overcoming unusual difficulties.
- Performance resulting in significant economies or other highly desirable benefits.
- Exemplary handling of an emergency situation.
- On-going exemplary customer service, to be used as a role model throughout the organization.

Award Amount

An employee receiving a meritorious award will be entitled to not more than \$100. If a group of employees are being recognized, the total award may be more than \$100. In this case each individual award shall not be less than \$15 or more than \$100. Awards shall also include a signed appreciation certificate.

Presentation of Award

The award shall be presented at a council meeting.

Requesting a Meritorious Performance Award

The Department Head should complete the Meritorious Performance Award form and submit it to Human Resources. Human Resources will review and approve if the reason meets the guidelines of this policy. Human Resources will then obtain the City Manager's signature and submit to the City Clerk to add to the next City Council agenda for City Council approval. The form must be filled out in its entirety to be considered.

8.2 CUSTOMER SERVICE AWARD

Customer service is extremely important to the City of Indianola. Therefore, the City provides its employees with an award for providing customer service above and beyond their normal job duties.

To be eligible for a customer service award, an employee must receive positive recognition either in writing or verbally to a member of management.

Employees that receive positive recognition will be entitled to an award at the Annual Awards Banquet and two (2) hours of paid vacation added to their vacation bank. Each employee may only receive one award per calendar year.

8.3 LENGTH OF SERVICE AWARD

The City of Indianola recognizes the importance of your continued service with the City. All regular full-time and part-time and on-call employees will be presented a Service Award commemorating your service after your 5th, 10th, 15th, 20th, 25th, 30th, 35th, 40th, 45th, and 50th years of employment with the City.

SAFETY

9.1 SAFETY INTRODUCTION

The success of the City of Indianola depends upon our efficient use of resources to produce a high-quality product for the citizens of our community. Our most important resource is our employees. To protect this resource, we are committed to providing a safe and healthful workplace for all employees by establishing and maintaining an effective safety and health program. We consider safety to be a core value of our organization's operations.

The occupational safety program of the City of Indianola is organized to give each department responsibility for the accident prevention program. All employees at all levels of our workforces are directed to make safety a matter of continuing concern, equal in importance to all other operational considerations. We are all expected to cooperate in implementing safety practices and to adopt the concept that the safe way to perform a task is the most efficient, and the only acceptable way to perform it.

Safety Responsibilities

Department Head/Supervisor Responsibilities:

Management is responsible for providing a place of employment that is free from recognized hazards that could result in injuries or accidents. Since it is impossible for managers to personally observe all employee activities, management must rely on and assure that all Supervisors are trained and aware of their safety responsibilities. Other safety responsibilities for managers include:

- Provide leadership and direction concerning safety activities.
- Participate actively in the continuous evaluation of the safety program.
- Set goals concerning safety performance with your departments.
- Review losses for potential trends on a regular basis.
- Consistently enforce the requirements of the organization's safety program and any associated rules or policies.
- Participate in facility and work site audits.
- Participate and support all accident investigation activities and recommend corrective action if necessary. Operating under known hazardous conditions will not be tolerated.
- Familiarize yourself with and enforce the safety rules and regulations that have been established by applicable local, state and federal organizations. These regulations are intended to set minimum standards for safety and the contents of the regulations should be enforced as minimum safety requirements for all the entities worksites and facilities.
- Do not permit new or inexperienced employees under your supervision to work with power tools, machinery or complex equipment without proper instruction and training. This training must be documented.
- Give adequate instructions. Do not assume that an employee knows how to do a job unless you personally have knowledge that the person can perform the task correctly.

- Ensure tools, equipment and machinery being used in the workplace is in proper working condition. Do not allow the use of unsafe tools or equipment under any circumstance.
- Ensure that proper personal protective equipment is available, in good working order and used by employees when necessary or required.
- Always set a good example in safety, such as wearing the proper safety equipment (safety glasses, hard hats, etc), following policies/procedures, using seat belts, etc.
- Ensure that all employees have access to a copy of the organization's safety program.
- Encourage safety suggestions from employees under your supervision.
- Obtain prompt first aid for injured employees.
- Complete audit reports.
- Appoint a representative from within their department to be actively involved with the Safety Committee. This includes attending the monthly safety committee meetings.

Employee Safety Responsibilities

All employees carry a certain amount of responsibility in any safety program. You must be aware that your actions, mental state, physical condition and attitude directly affect the safety of yourself and your fellow employees. All employees are expected to:

- Know your job, follow instructions and think before you act.
- Use personal protective equipment (PPE), eye protection, hard hats, gloves, etc, as the job requires.
- Work according to good safety practices as posted, instructed and/or discussed.
- Refrain from any unsafe act that might endanger themselves, fellow workers or public.
- Use all safety devices provided for their protection.
- Report any unsafe situation or act to their Supervisor immediately.
- Assume responsibility for thoughtless or deliberate acts that may cause injury to themselves, fellow workers or the public.
- Abide by all policies, procedures, rules, etc associated with the organization's Safety Program.
- Never operate equipment that they are unfamiliar with or not trained to use. Also, equipment that is defective or in need of repair shall not be used and must be reported to their Supervisor.
- Report all accidents/incidents to their Supervisor as soon as they occur. Failure to report any injury or incident may be cause for disciplinary action. Fill out the Incident Review Report with your Supervisor.

Basic Safety Rules

- Each employee will be required to comprehend and abide by the contents of this safety program.
- All accidents, incidents and near misses no matter how minor, shall be reported immediately to the Supervisor.
- All hazardous conditions, actions and/or practices shall be reported to the Supervisor.
- Work areas, including the inside and outside of vehicles and buildings, shall be kept clean and orderly at all times.

- Employees are to only to operate equipment/tools that they are trained and authorized to operate.
- Smoking is prohibited on all entity property and in areas where there is a danger to equipment, materials, coworkers or building, or where “No Smoking” signs are posted.
- Employees must use all safety devices and personal protective equipment provided for their protection.
- Employees shall wear clothing and shoes suitable for the particular work they are doing.
- Employees must use assisted lifting devices or obtain assistance from a coworker when lifting heavy options.
- Guards are never to be removed except when authorized to make repairs or adjustments. Replace guards immediately upon completion of work.
- The use of drugs and alcohol during working hours is prohibited. Any employee reporting for work under the influence of alcohol or controlled substances is subject to disciplinary action.
- Any employee taking prescription drugs or over-the-counter drugs that could impair assigned work shall report this fact to the Supervisor.
- Employees shall not engage in practical jokes or horseplay that could result in injury to themselves, others or cause property damage.

9.2 SAFETY COMMITTEE

A safety committee was established by the organization to be composed of one employee from each department. Members of the committee should be chosen from those employees recognized for their good work, are safety conscious and have familiarity with the overall work area and equipment. The City partners with an outside entity that shall serve as the chairperson for the safety committee. The chairperson will be responsible for scheduling meetings, notifying committee members, agendas, minutes, complete Safety Committee comments on accident reports, written program reviews and changes distributed, ensure quarterly department inspections are completed and deficiencies are taken care of and following up on items discussed. Some or all of these duties may be contracted out. In order to stay on top of things, the committee will meet monthly. The committees will have the following responsibilities:

- Review accident/injury investigation reports from all departments to see if corrective measures need to be implemented.
- Ensure inspections are conducted in each department’s work areas, tools and equipment to identify safety hazards and recommend ways to correct hazards.
- Coordinate the development of safety rules and safe work methods.
- Coordinate safety training between departments when possible.
- Report the activities of the committee by submitting a copy of their meeting minutes to all Supervisor and Managers.

9.3 WORKERS’ COMPENSATION

Workers’ Compensation benefits are mandated by law to provide benefits for employees who sustain work-related injuries and illnesses. The benefits consist of compensation for salary lost (subject to a waiting period and based on the salary received at the time of the injury) and related medical services.

Coverage

If an employee suffers from an illness or injury that is related to work, the employee may be eligible for workers' compensation benefits. Workers' compensation will pay for medical care and lost wages resulting from job-related illnesses or injuries. The workers' compensation laws of the State of Iowa determine how employees receive medical care and how they are paid for lost work time as a result of a work-related injury or illness.

Employee Reporting Requirements

Many incidents and injuries occurring in the workplace or that involve equipment and property is preventable. Should an employee be injured on the job, the employee shall inform their Supervisor immediately following the injury or illness, or as soon as the employee has knowledge of the injury or illness, regardless of how minor the injury or illness might be. Failure to report a job-related injury or illness may result in the appropriate workers' compensation report not being filed in accordance with the law, which may consequently jeopardize the employee's right to benefits in connection with the injury or illness. In case of an emergency, employees should be taken to the nearest emergency room for treatment. Employees are required to use the City's designated non-emergency facilities for all other workers' compensation injuries or illnesses.

In an effort to prevent future incidents and injuries, it is necessary to immediately review the circumstances surrounding each incident. Once the primary cause for the incident has been established, action shall be taken to prevent recurrence. An Incident Review Report has been developed to facilitate the investigation. The Supervisor and Employee shall complete this form together. This needs to be completed within 48 hours of the incident.

When an employee is involved in an accident with an entities vehicle involving private property, whether there is damage or not, the Police/Sheriff's Department will be called immediately. If the Police/Sheriff's Department is called, the police report shall accompany the Incident Review Report. This Incident Review Form does not replace the First Report of Injury Form.

If the investigation determines an employee has contributed to the cause of an incident by failure to obey laws, department or safety rules and regulations, disciplinary action may result.

Copies of all incident reports and corrective actions shall be kept on file with Human Resources with a copy of the OSHA 300 log for the year that the incident occurred in.

First Report of Injury will be filled out by IMWCA's City Nurse.

9.4 ON-THE-JOB INJURY PROCESS

Medical Emergency Process

The following actions should be taken in the event of a medical emergency:

1. Call 911
2. Make sure site is safe before providing assistance. ***Do not attempt rescue alone!***

3. Provide assistance to the injured person.
4. Notify the department's Supervisor and Human Resources or City Manager.
5. Once injured worker is under medical care, Supervisor should, if the employee is unable too, call the City Nurse, 1-888-770-0928; group code: IA183, and complete the Incident Review Report.

Each building will have emergency contacts and telephone numbers posted in a conspicuous manner.

9.5. NON-EMERGENT PROCESS

1. Employee notifies Supervisor and Human Resources of incident via email, phone or visit to office.
2. Employee calls the City Nurse at 1-888-770-0928. Use Group Code: IA183
3. Employee fills out the City of Indianola's Incident Review Report. In the event the employee is unable to, the Supervisor will fill out the form.
4. Employee seeks treatment. Must use below for initial treatment:
 - a. 1st - IA Methodist Occupational Medical Clinic, 1301 Pennsylvania Ave, 262-7619
 - b. 2nd - If IA Methodist is closed - Unity Point Lakeview Urgent Care, 6000 University Ave, Ste 101, 241-2600
 - c. 3rd - Last option, ER if emergency or if 1st & 2nd above are closed
5. Employee updates Human Resources and Claims Adjuster following each medical appointment.

Employees with a work-related illness or injury are required to have their initial evaluation with one of these facilities. If appropriate, and with prior approval from IMWCA, the physician/clinic may make referrals to other specialists.

If an employee chooses to go to another provider without the referral from the authorized treating physician/clinic, the employee will be responsible for all expenses related to those visits. No workers' compensation benefits may be claimed unless seen by the authorized treating physician/clinic.

Health insurance **does not** cover work-related injuries.

9.6 FIRST AID

Any injury shall be treated by the Supervisor or other available personnel in accordance with their individual abilities and the severity of the injury.

Medical treatment is mandatory for any of the following:

- Severe chest pain
- Traumatic injuries (head injury or severe cut)
- Loss of consciousness or severe dizziness

At least one first aid kit shall be maintained in each occupied building. In addition, a first aid kit shall be located in each vehicle, authorized by medical personnel. Kits need to be inspected on a regular basis, replacing used, missing, soiled, damaged or outdated items. Make sure all employees are advised of the location of the first aid kits.

An eye wash station suitable for quick drenching or flushing of the eyes and body shall be provided within the work area for immediate use if employees are exposed to harmful materials. Document that they eye wash station was inspected weekly.

9.7 DESIGNATED PHYSICIAN

As authorized by Chapter 85.27 of the Iowa Code, the City of Indianola has the right to choose a medical care provider for the evaluation and treatment of work place injuries and illnesses. The City of Indianola has designated Iowa Methodist Occupational Medicine Clinics as its medical provider. Employees with a work-related illness or injury will be required to have their initial evaluation with this clinic. If appropriate, with prior approval from the City's worker's compensation carrier, Methodist Occupational Medicine Clinics may make referrals to other specialists.

If an employee decides to go to another provider without the referral from the authorized treating physician, the employee will be responsible for all expenses related to those visits. No worker's compensation benefits may be claimed unless seen by the authorized treating physician.

In emergency situations, ie. bleeding, loss of consciousness, etc, employees will be given immediate medical attention either by rescue personnel or medical personnel at local clinics.

Health insurance **will not** cover work-related injuries.

9.8 INCOME REPLACEMENT

Generally, an employee who is eligible for workers' compensation may use sick leave, vacation and/or comp time for scheduled work days lost during the first three days following the injury or illness. If the employee continues to be eligible for workers' compensation, the employee will be paid by the workers' compensation carrier starting on the fourth day of the disability.

Employees are not eligible to receive Workers' Compensation and/or Unemployment Compensation benefits in addition to Short-Term Disability benefits for the same period of time.

9.9 WORKERS' COMPENSATION AND FAMILY AND MEDICAL LEAVE ACT (FMLA)

Workers' compensation absence may constitute a leave covered by FMLA. Workers' compensation leave will run concurrently with applicable FMLA leave in cases where an employee is not able to return to any job or a temporary light duty assignment is not available.

To find out more about workers' compensation coverage, contact the Human Resources Department.

9.10 RETURN TO WORK

Before returning to work, an employee may be required to submit to a job-related medical examination to determine the employee's ability to perform the essential functions of his/her position or to submit to any fitness for duty examinations required by federal, state or local law or County policy.

The City of Indianola will provide modified or alternate work for an employee injured on the job, or sustained a work-related illness, and unable to temporarily or permanently return to his/her regular job

classification. Regular modified and alternate work will be provided as available in compliance with the Americans with Disabilities Act (ADA) and Iowa Workers' Compensation Act.

Return to Work Program Objectives

- To return the employee who is injured or seriously ill, to work as soon as possible when there is not significant risk of substantial harm to themselves and others.
- To minimize financial hardship and emotional stress to the employee who has sustained a work-related illness or injury.
- To assist employees in returning to work at a level as close as practicable to their pre-injury earnings and productivity.
- To retain qualified and experienced employees.
- To reduce the cost of disability benefit programs.

9.11 REASONABLE ACCOMMODATIONS

The City of Indianola will make reasonable accommodations to a disability unless the accommodations would impose an undue hardship on the employer. The disabled employee must be able to perform the essential functions of the job with or without reasonable accommodation.

The feasibility of reasonable accommodations shall be determined on a case-by-case basis taking into consideration the employee, the specific physical or mental impairment, the essential functions of the job, the work environment and the ability to provide accommodations.

9.12 TEMPORARY ALTERNATE DUTY (TAD)

TAD is defined as modified duties or hours assigned to a worker injured on the job, when the physician indicates the employee can return to work but is not yet physically capable of handling the entire job duties normally assigned, and his/her work-related injury has not reach maximum medical improvement.

The purpose of TAD is to provide temporary work, within medical restrictions, for an employee injured on the job. TAD may be available with medical prognosis indicating that the employee is expected to return to full duty following a course of medical treatment.

If an alternate duty position is available, the employee will be provided with TAD as soon as medically feasible. An alternate duty position may be either within his/her department, if available, or within another department, as coordinated by Human Resources. TAD should be consistent with the employee's physical/mental abilities.

An employee in TAD capacity will continue to receive the salary and benefits of his/her job classification. A TAD assignment should be reviewed after each medical appointment, normally every 7 to 14 days. TAD will not normally exceed three months (90 calendar days). At the conclusion of their 90-day TAD period, an employee who has not been released to full duty will have the opportunity to apply for another position within the organization in which they are qualified for and able to perform the essential functions of the job. Should an employee be unsuccessful at finding a new position within the organization and if the employee is unable to perform the essential functions of his or her position with

or without an accommodation, that employee could be laid off. Laid off employees shall be afforded all rights and benefits included in applicable collective bargaining contracts and/or personnel policies in effect at the time of the lay-off.

9.13 MEDICAL EXAMINATION

New Hires

Full-time, part-time and/or temporary/seasonal job offers may be conditioned upon a medical examination to determine whether the individual is able to perform the essential functions of the position. No person shall be disqualified for appointment on the basis of such examination unless it is determined that no reasonable accommodation (if required by the Americans with Disabilities Act and/or the Code of Iowa) can be made.

Reasonable Accommodation

When by reason of a claimed disability a candidate for employment may require reasonable accommodation in order to perform the essential functions of the job; or when a City employee by reason of a claimed disability, may require reasonable accommodation in order to continue performing the essential functions of his or her job, the individual claiming the disability shall notify the Human Resources Director or the director of the department in which the position is located of the claimed disability and the request for reasonable accommodation. A committee consisting of the immediate Supervisor, Department Head and Human Resources Director will review the facts of the case as it relates to the Americans with Disabilities Act and the Iowa Civil Rights Act, the accommodation requested by the individual, other accommodations, if any, which might be reasonable, and then determine whether a reasonable accommodation is available.

The candidate or employee claiming to have a disability and requesting an accommodation for that disability shall provide to the Department Head or Human Resources Director:

- Documented medical evidence of the claimed disability, unless the nature and extent of the disability is evident
- A written statement of the means of accommodation that the candidate or employee believes would enable the candidate or employee to perform the essential functions of the job to meet City performance standards
- A written statement of acceptance or rejection of any alternative means of accommodation proposed by the committee, and the reason for any such rejection

The committee shall, within a reasonable time, submit to the City Manager a written report of its determination and recommendations. The City Manager shall make the final decision on disability and accommodation within a reasonable time after receiving the committee's report and such additional information or analysis as the City Manager may call for.

Examinations During Employment

When, in the judgment of the department director and the Human Resources director, an employee's physical or mental condition is such that it is desirable to evaluate the employee's ability to perform

essential job functions and to comply with work rules and standards of conduct, the employee may be required to undergo an examination at the City's expense. The following procedure shall be followed:

1. The employee shall be examined by one of the City's designated physicians or another physician or health care provider. The employee shall have the right to submit to the examining physician or other provider reports, opinions or other information provided by the employee's own physician or health care provider.
2. The report of the examining physician or provider shall be submitted to the Human Resources Director who shall confer with appropriate management staff to determine recommended action.
3. The results of the examination shall be confidential, with access to medical information limited to the employee and management staff that needs the information to make employment-related decisions.

Examinations Following Absence

Any employee who has been required to take prolonged or frequent leave due to illness or injury may be required to either submit a written release from the attending physician or to take an examination, by the City's designated physician, before returning to work.

9.14 EMERGENCY INFORMATION

All employees are responsible for maintaining a safe and healthful workplace by following the City's emergency procedures. These procedures are based on federal, state and local laws that affect City business. Failure to follow emergency instructions puts not only the individuals who do not follow the procedures at risk, but potentially others as well. For this reason, it is important all employees follow emergency procedures. All Department Heads and Elected Officials automatically assume the responsibility of Floor Control Director. Floor Control Directors are responsible for ensuring employees are educated on emergency procedures such as evacuation, seeking shelter, etc. and will direct employee movement to designated areas during an emergency.

Bomb Threat (by phone)

If there is a bomb threat by telephone:

1. As discretely as possible notify the nearest employee of the threat and instruct them to call 911.
2. Keep the caller on the line as long as possible, note anything unusual about the call or caller
 - When is the bomb going to explode?
 - Where is it right now?
 - What does it look like?
 - What kind of bomb is it?
 - Did you place the bomb? If so, why?
3. Listen for background noises.
4. Do not hang up.
5. Ask the caller for their name.

Fire or Smoke Odor

In case of fire or smoke, follow these procedures:

1. Activate the fire alarm pull station.
2. Call 911 to notify the fire department.

Caution: Employees should not try to extinguish the fire unless the employee has been properly trained! If an employee has any doubt about his/her ability to safely use a fire extinguisher, do not attempt to put out the fire. Exit the building.

Evacuation Procedure

If employees hear the fire alarm or an evacuation announcement, begin evacuation immediately. Go to the closest fire exit, exit the building and proceed to the assembly point for the employee's office.

If an employee is a Floor Control Director, the employee should:

- Direct employees to the closest exit.
- Assist employees and citizens with special needs to the emergency exits.
- Check the area to make sure everyone is evacuated. Check meeting rooms, restrooms, etc.
- Evacuate the area themselves.
- Take a head count of the employees from the department to make sure that everyone got out of the building safely. Department Heads should bring an employee list with them.
- Advise the police or fire officials at the assembly point that the designated area is clear or of anyone that may be missing.

Employees and Supervisors should remain gathered until directed to return to the building.

Active Shooter

In case of an active shooter, follow these steps:

1. Evacuate
 - a. If there is an accessible escape path, attempt to evacuate the premises. Be sure to:
 - i. Have an escape route and plan in mind
 - ii. Evacuate regardless of others agree to follow
 - iii. Leave your belongings behind
 - iv. Help others escape, if possible
 - v. Prevent individuals from entering an area where the active shooter may be
 - vi. Keep your hands visible
 - vii. Follow the instructions of any police officers
 - viii. Do not attempt to move wounded people
 - ix. Call 911 when you are safe
2. Hide Out
 - a. If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:

- i. Be out of the active shooter's view
 - ii. Provide protection if shots are fired in your direction (ie. an office with a closed and locked door)
 - iii. Not trap you or restrict your options for movement
- b. To prevent an active shooter from entering your hiding place:
 - i. Lock the door
 - ii. Blockade the door with heavy furniture
- c. If the active shooter is nearby:
 - i. Lock the door
 - ii. Silence your cell phone and/or pager
 - iii. Turn off any source of noise (ie. radios, televisions, etc)
 - iv. Hide behind large items (ie. cabinets, desks)
 - v. Remain quiet
- d. If evacuation and hiding out are not possible:
 - i. Remain calm
 - ii. Dial 911, if possible, to alert police to the active shooter's location
 - iii. If you cannot speak, leave the line open and allow the dispatcher to listen

Severe Weather

If a severe weather warning advising the public to seek shelter is issued by the National Weather Service, immediately seek shelter in one of the following locations:

- Interior rooms without windows and with doors that close
- Basements
- Interior stairways
- Restrooms
- Tunnels

Avoid areas with large amounts of glass and elevated ceilings. This is not an evacuation – do not leave the building. After weather conditions are no longer threatening, management will convey an “all clear” announcement and direct employees to either return to work or notify them that they are dismissed.

Medical Emergency

For critical or life-threatening situations, CALL 911 immediately. Request the assistance of an employee trained in first-aid and CPR. Designate an individual to meet the emergency medical personnel outside the building and direct them to the location of the ill or injured party.

Any employee who has a health condition that may develop into an emergency situation should wear the appropriate medical identification tags. For the safety of the employee and those co-workers around them, information regarding emergency treatment techniques appropriate for the condition would be helpful and employees are encouraged to share this with their immediate Supervisor and/or co-workers.

9.15 SAFETY TRAINING AND ORIENTATION

The City of Indianola partners with a third-party administrator to provide a comprehensive safety program for its employees. It is mandatory that all employees attend training that is in-line with their position and requested by their Supervisor. Training classes will be selected at the beginning of the fiscal year by the safety committee, safety consultant and management. Employees will be assigned training and provided a deadline date to complete the training assignments. If an employee doesn't complete training by their deadline date, it could result in disciplinary action.

The Supervisor or their designee will provide ongoing safety training in the following areas as the need arises:

- New equipment
- Changes in operations
- Identified areas of increased accidents
- Identified areas of exposure
- Annual refresher training required for each program

Documentation of Safety Training

Documentation from any training courses attended by employees, Supervisors or Managers will be kept. Documentation associated with safety meetings and training will be kept on file with the Human Resources department.

Employee Safety Orientation

New Employees

Department heads or their designee will provide an orientation to all new employees to address the hazards of their position. This orientation will include a review of all safety rules, policies/procedures, equipment, etc, that is applicable to the new employee's duties. The new employees will be given an opportunity to ask any relevant questions that may pertain to their assigned duties.

Existing Employees

All existing employees will attend department specific safety training as determined by their Department Head, as well as, organization wide training on an annual basis to include but not limited sexual harassment and discrimination training and bloodborne pathogen training.

9.16 DRUG AND ALCOHOL-FREE WORKPLACE

In compliance with the Drug-Free Workplace Act of 1988, the City of Indianola has a longstanding commitment to provide a safe, quality-oriented and productive work environment consistent with the standards of the community in which the City operates. Alcohol and drug abuse pose a threat to the health and safety of City employees and to the security of the City's equipment and facilities. For these reasons, the City is committed to the elimination of drug and alcohol use and abuse in the workplace.

For purposes of this policy, "the workplace" includes any City facility, City premises, City vehicle, and private vehicle while on City business. The policy provides that the unlawful manufacture, distribution, dispensing, possession or use of an illegal drug or controlled substance in the workplace is strictly prohibited. Violations of this policy could result in disciplinary action, up to and including termination of employment, and may have legal consequences. Employees who perform work duties covered by the DOT and FMCSA regulations are also subject to DOT Drug and Alcohol regulations.

Definitions

- A. Abuse of alcohol or a legal drug - Any use of alcohol or a legal drug which impairs an individual's faculties (other than use of a legal drug for appropriate purposes in accordance with applicable medical directions). In addition, the taking of a prescription drug that was prescribed for another shall be considered "abuse" of a legal drug.
- B. Accident - An incident that happens while on the job involving an employee or City equipment or vehicle, unexpectedly and or unintentionally, typically resulting in damage or injury.
- C. Alcohol - Ethanol, isopropanol, or methanol.
- D. City premises - Includes all buildings, offices, facilities, grounds, parking lots, lockers, places and vehicles owned, leased or managed by the City of Indianola or on any site on which the City is conducting business.
- E. Illegal Drug - Any drug or substance defined as a controlled substance and included in schedule I, II, III, IV, or V under the federal Controlled Substances Act, 21 U.S.C. §801 et seq.
- F. Legal drug - A drug for which there is a valid prescription, or over-the-counter drug for the employee.
- G. Prospective employee - A person who has made application, whether written or oral, to our City to become an employee.
- H. Refuse to cooperate - To obstruct the collection or testing process; to submit an altered, adulterated or substitute sample; to fail to show up for a scheduled test; to refuse to complete the requested drug testing forms; or to fail to promptly provide specimen(s) for testing when directed to do so, without a valid medical basis for the failure. Employees who leave the scene of an accident without justifiable explanation prior to submission to drug and alcohol testing will also be considered to have refused to cooperate and will automatically be subject to discharge.
- I. Sample - A sample from the human body capable of revealing metabolites, such as urine, saliva, skin, or hair. "Sample" does not include blood [except in situations where a blood test was made on an employee involved in a workplace accident if the test was administered by or at the direction of a person providing treatment to the employee and the test was not made at the request of or by the suggestion of the employer].
- J. Under the influence of alcohol - An alcohol concentration equal to or greater than .04, or actions, appearance, speech or bodily odors that reasonably cause a Supervisor to conclude that an employee is impaired because of alcohol use.
- K. Under the influence of drugs - A confirmed positive test result for illegal drug use per this policy. In addition, it means the misuse of legal drugs (prescription and possibly OTC) when there is not

a valid prescription from a physician for the lawful use of a drug in the course of medical treatment (containers must include the patient's name, the name of the substance, quantity/amount to be taken and the period of authorization).

For purposes of this policy, samples will be urine, saliva and breath.

**Definitions are listed as per Iowa Law and will be used as such unless otherwise indicated.

Legal Drugs

Prescription Drugs - An employee may bring to work and take a prescription drug during work hours only if the drug has been prescribed for the employee by a physician or other authorized prescriber and only if the drug is taken in accordance with the prescriber's directions. The City of Indianola will not allow employees to perform their duties while taking prescribed drugs that are adversely affecting their ability to safely and effectively perform their job duties. Employees taking a prescribed medication must carry it in the container labeled by a licensed pharmacist or be prepared to produce it if asked.

Over-the-Counter Drugs - An employee may bring to work and take an over-the-counter drug during work hours only if the drug is used for its intended purposes and in accordance with package directions and any supplemental directions of the employee's physician.

Notification - An employee must notify their immediate Supervisor whenever he or she is using a prescription or over-the-counter drug which potentially may affect safety or work-performance. In making this determination, the employee should rely on the warnings or cautions that are received with the particular lawful drug. The City does not seek information on all drugs that an individual may be taking, but only those where there is an indication that the drug may affect performance, or there is a caution that one should not engage in certain activities which are part of the employee's job duties while taking the drug. The City of Indianola reserves the right to take appropriate action (including relieving the employee from work) if the use of the drug is impairing the employee's faculties or work performance.

Abuse - Abuse of legal drugs will not be tolerated and will be dealt with in the same manner as the use of a controlled substance.

Drug-Free Workplace Act of 1988 Notification

Employees shall notify their Supervisor of the employee's conviction under any criminal drug statute for a violation occurring in the workplace, as defined above, no later than 5 days after such conviction. If an employee is convicted of a violation of a criminal drug statute for a violation occurring in the workplace, the City will take appropriate disciplinary action against the employee, up to and including termination or the City will require the employee to successfully participate in an approved drug abuse assistance or rehabilitation program. If the City requires the employee to successfully participate in an approved drug abuse assistance or rehabilitation program and the employee fails to do so, the City will take appropriate disciplinary action against the employee, up to and including termination.

Alcohol or Drug Possession, Transfer or Use, Other Than Use Detected by a Drug or Alcohol Test

An employee bringing or attempting to bring onto the City's premises or property, or to a City worksite, having possession of, using, consuming, selling, transferring, or attempting to sell or transfer, any alcoholic beverage or any prescription drug or any form of controlled substance, or any "look alike" substance, while on or off City business, on City premises, while operating City vehicles or other equipment is guilty of gross misconduct and is subject to discipline including discharge or suspension without pay, even for the first offense.

Impairment During Work Hours

It is our intent that an employee whose faculties appear to be impaired during work hours will not be allowed to work, regardless of the cause.

An employee whose faculties are impaired during work hours due to the effects of the use of alcohol or illegal use of a controlled substance (including the abuse of a legal drug) is subject to discipline up to and including termination.

Alcohol and/or Drug Testing

The City reserves the right to conduct alcohol and/or drug testing under any of the following circumstances:

- Where there is evidence that an employee may be impaired on the job due to the use of illegal drugs, controlled substances or alcohol.
- Where there is evidence that an employee has violated some provisions of this policy.
- Where the employee has suffered a work-related injury which was due to intoxication, as provided by Iowa Code Section 85.16.
- Where the employee has caused an accident at work which resulted in an injury to a person for which a report could be required under Iowa Code Chapter 88 if the person were an employee.
- Where the employee has caused an accident at work which resulted in damage to property, including equipment, in an amount reasonably estimated at the time of accident to exceed one thousand dollars.

Employee Assistance Program

Chemical dependency is an illness and a major health problem and may require professional help. The City of Indianola provides an Employee Assistance Program (EAP) through Employee and Family Resources (EFR) for any employee or family member who wants to seek confidential counseling.

Work Rules

Whenever employees are working, are operating any City vehicle, are present on City premises or are conducting City-related work offsite, they are prohibited from:

- Using, possessing, buying, selling, manufacturing or dispensing an illegal drug (to include possession of drug paraphernalia)
- Being under the influence of alcohol or an illegal drug as defined in this policy
- Possessing or consuming alcohol

The presence of any detectable amount of any illegal drug or illegal controlled substance in an employee's body system, while performing City business or while in a City facility, is prohibited.

Any illegal drugs or drug paraphernalia will be turned over to an appropriate law enforcement agency and may result in criminal prosecution.

Required Testing

Pre-employment Testing

All prospective employees will be required to complete a drug test after they have been extended a conditional offer of employment of the City of Indianola.

Prospective employees who refuse to take the required drug test, who fail to cooperate in any aspect of the testing procedure, or who test positive for any of the designated drugs will be ineligible for City employment and will be removed from all recruitments and/or eligibility lists.

Reasonable Suspicion

A specific active employee may be required to submit to a drug or alcohol test if the City has evidence that the employee is using or has used alcohol or drugs in violation of the City's written policy. This evidence must be drawn from specific objective and articulable facts and reasonable conclusions drawn from those facts. Examples that might support such are:

- Observations made at work, such as direct observation of alcohol or drug use or the physical symptoms of being impaired by alcohol or drug use.
- Abnormal conduct or erratic behavior while at work or a significant deterioration in work performance.
- Evidence that an individual has tampered with any alcohol or drug test during the individual's employment with the current employer.
- Evidence that an employee has caused an accident while at work which resulted in an injury to a person for which injury, if suffered by an employee, a record or report could be required under Chapter 88, or resulted in damage to property, including equipment, in an amount reasonably estimated at the time of the accident to exceed one thousand dollars (\$1,000).

Evidence that an employee has manufactured, sold, distributed, solicited, possessed, used, or transferred drugs while working, or while on the employer's premises or while operating the employer's vehicle, machinery or equipment may be cause for termination. Refusing to cooperate to submit a required test will result in termination.

Pre-Result Suspension

Prior to the City receiving the results of the employee's drug test, the employee's employment with the City will be suspended without pay, pending the outcome of the test. If the result of the test does not violate the terms of this written policy, the employee will be reinstated, with back pay.

The following policies pertain to employees working in positions that require a Commercial Driver License (CDL):

Post-Accident & Random Testing

Employees who use a commercial motor vehicle and who are required to have a Commercial Driver License (CDL) are subject to testing under the following circumstances:

- Prior to employment
- Reasonable cause
- Unannounced random basis
- After an accident occurs
- Prior to returning to duty after failing a drug or alcohol test
- On a follow-up basis after failing a drug or alcohol test

Upon notification that an employee has been selected for testing, Human Resources will notify the employee's Supervisor and the Supervisor will notify the collection site. The employee will be instructed to go to the collection site and must be prepared to provide his or her CDL driver's license.

The City of Indianola recognizes that the use or abuse of alcohol or controlled substances by drivers of commercial vehicles presents a serious threat to the safety and health of the drivers, other City employees, and the general public. It is the policy of the City that all drivers are free of drugs and alcohol while on duty and as otherwise required by the Omnibus Transportation Employee Testing Act (OTETA) of 1991.

In order to comply with this law, the City of Indianola has established a drug and alcohol testing program designed to discourage drug and alcohol abuse and prevent traffic accidents and injuries to City of Indianola employees and the public.

This policy pertains to employees holding a CDL and whose duties include the performance of safety-sensitive functions, in connection with the operation of a commercial vehicle. Safety-sensitive functions include the following:

- Waiting to be dispatched or remaining in readiness to operate a vehicle. For employees who are required to have a CDL, this generally means all hours of work.
- Operating a commercial vehicle.
- Performing maintenance or loading or unloading a commercial vehicle.

Covered employees will not engage in the following conduct:

- Be on standby, report for duty, or remain on duty, requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.02 or greater
- Be on duty or operate a commercial motor vehicle while possessing alcohol

- Use alcohol while performing safety-sensitive functions
- Perform safety-sensitive functions within four hours after using alcohol
- Use alcohol for eight hours following an accident or until undergoing a post-accident test.
- Refuse to submit an alcohol or drug test
- Be on standby or duty, report for duty, remain on duty, or perform safety sensitive functions if tested positive for drugs.

All covered employees may use prescription drugs only if the doctor has advised the employee that the drug will not adversely affect the driver's ability to safely operate a vehicle. Employees using prescription drugs must carry such drugs in their original containers, which must be labeled with the name of the doctor and the drug prescribed. Refusing to cooperate and submit to a required test will result in termination.

The following policies pertain to all employees.

Confidentiality

Information and records relating to positive test results, drug and alcohol dependencies, and legitimate medical explanations provided to the MRO will be kept confidential to the extent required by law and maintained in secure files separate from normal personnel files. Such records and information may be disclosed among managers and Supervisors on a need-to-know basis and may also be disclosed when relevant to a grievance, charge, claim or other legal proceeding initiated by or on behalf of an employee or applicant.

Inspections

The City of Indianola reserves the right to inspect all portions of its premises for drugs, alcohol or other contraband; affected employees may have union representation involved in this process. All employees, contract employees and visitors may be asked to cooperate in inspections of their persons, work areas and property that might conceal a drug, alcohol or other contraband. Employees who possess such contraband or refuse to cooperate in such inspections are subject to appropriate discipline, up to and including termination.

9.17 MOTOR VEHICLE SAFETY

The City of Indianola is dedicated to protecting all employee drivers, their passengers, and the general public from injury arising out of the use of motor vehicles for City business.

Employees whose jobs require regular driving for business as an essential function must, as a condition of employment, be able to meet the driver approval standards of this policy at all times. New hire and annual MVR reports will be completed by the Human Resources Department for all employees that are required to drive for their employment with the City. For all other jobs, driving is considered only an incidental function of the position.

Employees who are approved to drive on City time are authorized to operate a motor vehicle only under the following conditions:

- The employee maintains a valid driver's license.
- The employee operates the vehicle in a safe, defensive manner, obeying all traffic laws.
- The employee should only be using a cell phone through a hands free device and only if it is a work-related call when operating a company vehicle or personal vehicle for a work-related trip.
- Vehicle and machinery seatbelts are to be used at all times.
- Only authorized personnel are to be drivers and passengers in vehicles operated for City business. Authorized persons include customers, vendors and fellow employees.
- The employee and his or her passengers wear their seat belts.
- City owned vehicles are provided for business related travel only. Personal use and trips outside of the City area are not allowed.
- An employee's Department Head should know of intended travel plans by way of an itinerary or other equivalent method. This also allows a means of contact during an emergency.
- Employees who are assigned vehicles are responsible for maintaining the vehicle in good repair, including regular oil changes and other warranty or lease City requirements.
- Employees must report any accident, theft or malicious damage which occurs while driving on City time, to their department director and the Human Resources Director, regardless of the extent of the damage or lack of injuries. Employees are expected to cooperate fully with authorities in the event of an accident.
- The employee assumes the full responsibility for any traffic violations and fines arising out of the use of the vehicle.
- The employee will maintain adequate insurance coverage as required by law.
- Employees are not permitted, under any circumstances, to operate a personal or City vehicle for City business when any physical or mental impairment causes the employee to be unable to drive safely. Additionally, employees shall not operate any personal or City vehicle while on City business while using or consuming or while they are under the influence of alcohol, illegal drugs, or prescription medications that may affect their ability to drive. These prohibitions include circumstances in which the employee is temporarily unable to operate a vehicle safely or legally because of impairment, illness, medication or intoxication.
- Driving record(MVR) free of any convictions within the past three years for:
 - Alcohol (above the legal limit) and/or drug related driving offenses
 - Refusal to submit to a Blood Alcohol Content (BAC) test
 - Reckless Driving
 - Leaving a scene of an accident
 - A felony, manslaughter, or homicide involving use of a motor vehicle

Any incidences which are in conflict with this policy must be reported to the Department Head and the Human Resources Director.

9.18 UNIFORMS AND CLOTHING REIMBURSEMENT

The City of Indianola expects all employees to be dressed appropriately to provide a safe work environment. To assist employees in doing this, the City will provide uniforms and or a clothing reimbursement for particular items.

Non-Union Employees

The City will reimburse non-union employees for the following items. The employee will need to fill out the Clothing Reimbursement Form and submit the form with receipts to their Supervisor. The employee must submit for reimbursement within the same fiscal year that the item is bought. Employees are entitled to receive up to \$300 per fiscal year.

- Safety toed boots
- Overshoes for steel toed boots
- Work pants, ie. Carhart pants
- Bibs
- Overalls
- Winter hats

Union Employees

Union employees should refer to their collective bargaining agreement for information on uniforms and clothing reimbursement.

9.19 WORKPLACE BULLYING

The City of Indianola defines bullying as inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, directed by one or more persons against another or others, at the place of work and/or in the course of employment which has the effect of substantially interfering with an individual's employment, performance of duties, or which causes the individual to have a reasonable fear of harm. Such behavior violates the City Code of Ethics which clearly states that all employees will be treated with dignity and respect.

The purpose of this policy is to communicate to all employees that the City will not tolerate bullying behavior. Employees found in violation of this policy will be disciplined up to and including termination.

Bullying may be intentional or unintentional. Where an allegation of bullying is made, the intention of the alleged bully is relevant and will be given consideration when issuing discipline. As in sexual harassment, the effect of the behavior upon the individual is most important. The City of Indianola considers the following types of behavior examples of bullying, this is not inclusive:

- Verbal bullying - Slandering, ridiculing or maligning a person or his/her family; persistent name calling that is hurtful, insulting or humiliating; using a person as the butt of jokes; abusive and offensive remarks.
- Physical bullying - Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault; damage to a person's work area or property.
- Gesture bullying - Non-verbal threatening gestures or glances that convey threatening messages.
- Exclusion - Socially or physically excluding or disregarding a person in work-related activities.

9.20 WORKPLACE HAZING

The City of Indianola defines hazing as any action taken or any situation created intentionally that causes embarrassment, harassment or ridicule and risks emotional and/or physical harm to an individual,

members of a group or team, whether new or not, regardless of the person's willingness to participate. Such behavior violates the City Code of Ethics which clearly states that all employees will be treated with dignity and respect.

The purpose of this policy is to communicate to all employees that the City will not tolerate hazing behavior. Employees found in violation of this policy will be disciplined up to and including termination.

Where an allegation of hazing is made, the intention of the alleged hazer is relevant and will be given consideration when issuing discipline.

The City of Indianola considers the following types of behavior examples of hazing, this is not inclusive:

- Engaging in reckless horseplay
- Social pressure to participate in unsafe acts
- Practical jokes
- Meaningless or humiliating tasks

9.21 WORKPLACE VIOLENCE

It is the policy of the City of Indianola to provide a work environment free from violence, aggression, or threatening conduct of any kind. To ensure a safe workplace and to reduce the risk of violence, all employees must review and understand all provisions of the Workplace Violence Policy.

Prohibited Conduct

The City of Indianola will not tolerate any type of workplace violence committed by or against employees. Employees are prohibited from making threats or engaging in violent activities toward any employee of the City or any member of the general public. A threat of violence is any visual, verbal, or physical act, that warns of or expresses an ability or intent to harm or kill; is intended to intimidate or create fear; or has the purpose of unreasonably interfering with an individual's reasonable expectation of a peaceful, non-hostile or inoffensive work environment.

Although not all-inclusive, the following are examples of behaviors included in this policy:

- Causing physical injury to another person.
- Making threatening remarks in person, in writing, by telephone, or other means of communication.
- Aggressive or hostile behaviors that create a reasonable fear of injury to another person or subjects another individual to emotional distress.
- Intentionally damaging City property or property of another employee.
- Unauthorized possession of a weapon while on City property or while on City business.

9.22 WEAPONS IN THE WORKPLACE

The City of Indianola prohibits all employees from possessing any kind of dangerous weapon on City property. City property includes, without limitation, all City parking lots, buildings (leased and owned); grounds and parks; and vehicles used for City business. Employees who are off City property but

performing a task for the City or City-sponsored events (i.e. Summerfest, etc.), are covered by this policy.

Dangerous weapons include any item, device, thing, instrument, material, or substance, whether animate or inanimate, that is designed or specially adapted for use to, or that is likely to, intentionally cause death or great bodily harm; and anything that closely resembles any such item, device, thing, instrument, material, or substance, and that was displayed or used in a manner that created the impression that the afore-mentioned thing or substance was capable of or might be used to cause death or great bodily harm.

Dangerous weapons include, but are not limited to, firearms of all types, irrespective of propellant and whether serviceable or unserviceable archery bows and cross-bows, and slingshots; explosive chemicals, compounds, and mixtures, and devices or pressurized vessels that have been altered or arranged to explode; incendiary devices; cutting and, stabbing devices, except folding knives having a blade that is three inches or less in length; taser or other similar electronic immobilizers; bludgeons and other blunt instruments or tools, including use of a vehicle to strike; poison, toxic, acidic, or caustic chemicals, compounds, and mixtures; animals that have been taught to attack on command; and in the case of individuals who have been trained in martial arts, boxing, ultimate fighting, or other fighting or defensive regimens, punching, striking, throwing, kicking, pain or submission or choke or any similar holds.

Possession of a valid permit to carry a weapon shall not be construed to exempt an employee from this policy. However, an employee's Supervisor, with the express concurrence of the Police Chief and the City Manager, on an individual-by-individual basis, may grant an exception for the employee holding such a permit, if the exception is deemed reasonable and appropriate for protection and defense of person, or other City of Indianola employees or officials.

This section shall not apply to City employees who are authorized to use weapons in the performance of their job responsibilities (e.g. police), or for those who are authorized to use hazardous tools or devices as bona fide portions of their job. (e.g. machete for clearing brush, small knives to cut rope or piping, etc.).

Reporting Procedures

Any potentially dangerous situations must be reported immediately to a Supervisor or the Human Resources Department. All reported incidents will be investigated. Reports or incidents warranting confidentiality will be handled appropriately and information will be disclosed to others only on a need-to-know basis.

Risk Reduction Measures

While the City does not expect employees to be skilled at identifying potentially dangerous persons, employees are expected to exercise good judgment and to inform their Supervisors or the Human Resources Department if any employee or other individual exhibits behavior that could be a sign of a potentially dangerous situation. Such behaviors may include the following but aren't limited to:

- Discussion of bringing a weapon into the workplace.
- Displaying overt signs of extreme stress, resentment, hostility, or anger.
- Making threatening remarks.
- Sudden or significant deterioration of performance.
- Displaying irrational or inappropriate behavior.

Searches

The City reserves the right to conduct searches in accordance with state law of any employee and his or her vehicle or personal effects brought into the workplace. Pursuant to this provision, the City is authorized to search an employee's locker, desk, purse, briefcase, baggage, toolbox, lunch sack, clothing, vehicle parked on City property, and any other item in which a weapon may be hidden. Additionally, the City may search a City-owned vehicle used by an employee, and a vehicle owned by an employee that is being used to conduct business on behalf of the City, regardless of whether the vehicle is located on City property at the time. Searches may be conducted by City management or local authorities. To the extent the search is requested by City management and the employee is present, the employee may refuse the search; provided however, that such refusal may result in disciplinary action, up to and including termination of employment for refusal to cooperate. The City reserves the right to conduct searches on its property or authorize searches by law enforcement on its property without the employee being present.

Enforcement

Threats, threatening conduct, or any other acts of aggression or violence in the workplace will not be tolerated. Any employee determined to have committed such acts or any employee who fails to report such acts committed by others shall be subject to disciplinary action, up to and including termination. Non-employees engaged in violent acts toward City employees will be reported to the proper authorities and may be banned from City property.

MISCELLANEOUS

10.1 CITY PROPERTY

The City maintains computer systems, network utilities, electronic mail, digital assistance, telephone system, cell phones, wireless devices and fax to assist in conducting business. The electronic messaging system and Internet access, like paper files and notebooks, are assets provided to City employees to assist them in performing their work efficiently. These tools, and the work they contain, are the property of the City and should be used for business purposes. For those employees who have terminated employment and it is discovered records/information has been tampered with, the price of information recovery will be taken from the employee's last paycheck or additional judgment if above that amount.

10.2 PRIVACY

Because all electronic communications and content are the property of the City, employees should not expect that communications or content are private. The City reserves the right to audit, intercept, access, retrieve, monitor, block, review, copy, delete, or disclose any communications or other content in the electronic communications systems, for any purpose, without notice to the employee and without seeking permission of the employee. The confidentiality of any message should not be assumed.

10.3 COMPUTER USE

Business Use

All City electronic communication systems are to be used primarily for business purposes. Any personal use of electronic communication systems is not private, is subject to this policy, and must be incidental, occasional, and kept to a minimum. Chain letters, joke chains, gambling, games, and similar activities are not allowed.

Business Form

E-mail and voicemail messages reflect the City image. They should be courteous, professional, and businesslike. It is expected that employee communications on the electronic communication systems will reflect favorably on the City and on the employee.

Sensitive Communications

E-mail, voicemail, Internet, wireless, and facsimile transmissions may not be appropriate vehicles for certain sensitive or confidential communications. Employees shall consider if it is better to discuss certain topics face-to-face to protect the City's proprietary or confidential information or sensitive personnel matters.

Respect the electronic communication systems/content of others

Notwithstanding the City's right to access communications and other content contained on its electronic communication systems, employees are expected to respect the confidentiality of content and communications sent to or received by others, subject to Open Records Laws of the State of Iowa.

Password Protection/Disclosure

Unauthorized access of any other user's messages or files is strictly prohibited. Employees are strongly encouraged to not let anyone else use their password and not write it down somewhere where it might be read by others. It is recommended to use the password-protected screen when leaving computers unattended.

Sabotage

Employees may not knowingly engage in any activity that might be harmful to the City's systems or to any stored information, such as but not limited to, creating or propagating viruses, disrupting services, or damaging information.

Virus Protection

Files from outside can be infected by viruses. No file from an external source (e-mail, Internet, software, document, spreadsheet, etc.) should be stored or loaded on any computer unless it is scanned for viruses. Never download or open an attachment in any message from an unknown sender. Contact the Information Technology Department for assistance. Employees who violate this policy are subject to discipline, up to and including termination of employment.

The City provides computer hardware and software systems for use by City employees in the performance of their City duties. Use of computer resources is limited to legitimate City business consistent with the work assignment. Computers may be used by employees for personal business, provided such occurs during the non-working time of the employee, does not detract from the performance of the employee's duties, and does not violate the provisions of this policy as set out below. All information and communications transmitted or received by, received from, or stored in these systems are the property of the City.

Inspection and Monitoring

The City reserves the right to inspect, monitor and/or log all computer activity with or without notice, including e-mail and all World Wide Web or other Internet activity. Users should have no reasonable expectation of privacy in the use of these resources.

Unacceptable Use

It is unacceptable for any user at any time to use, submit, publish, display, or transmit on any City computer system information which:

- Violates or infringes on the rights of any other person, including the right to privacy;
- Contains defamatory, false, inaccurate, abusive, obscene, pornographic, profane, sexually oriented, threatening, racially offensive, or otherwise objectionable or illegal material;
- Contains any material or comments that would offend someone on the basis of his or her race, gender, age, sexual orientation, gender identity, religious or political beliefs, national origin, or disability;

- Restricts or inhibits other authorized users from using the system or otherwise inhibits the efficiency of the computer system.
- Encourages the use of controlled substances or uses the computer system for the purpose of inciting crime, or
- Uses the system for any other illegal purpose.

It is also unacceptable for any user at any time to use the facilities and capabilities of the system to:

- Conduct any business activity or solicit the performance of any activity which is prohibited by law, or
- Transmit material, information or software in violation of any local, state or federal law;
- Conduct any fund raising and public relations activities; or
- Make any unauthorized and/or personal purchases.

Employees who violate this policy are subject to disciplinary action in accordance with established personnel policies.

Confidential Material

It is recognized that some employees may store information in their computers that is classified as confidential by law, and that information may be protected with passwords unique to individual employees. However, all passwords shall be recorded with the Supervisor and/or Department Head; no passwords for screens or files may be added to the City's computer equipment until a record of the password has been made in that department. It is the responsibility of employees having custody of records classified as confidential by law to appropriately protect that confidentiality. Information which is protected from inspection by the public is subject to inspection by the appropriate City official.

10.4 ELECTRONIC MAIL

E-mail is subject to all policies regarding computer use outlined in this policy. Users should not consider electronic communications to be either private or secure. For purposes of monitoring compliance with this policy, the Supervisor, with prior approval from the City Manager, Human Resources Director and or legal and, if applicable, the Department Head, may inspect or monitor electronic mail messages as a routine matter. The Supervisor, with prior approval from the City Manager, Human Resources Director and or legal and, if applicable, the Department Head, may inspect, monitor, and copy the contents of electronic messages in the course of an investigation triggered by indications of impropriety, as necessary to locate substantive information that is not readily available by some other means, or as deemed appropriate by the City, provided such inspection is not in violation of state or federal law. The City reserves the right to cooperate fully with local, state or federal officials in any investigation concerning or relating to any mail transmitted on any network.

10.5 DAMAGE TO CITY PROPERTY

Any intentional malicious act to deface, alter, harm, or destroy any electronic equipment, any data of another user, or any information contained on any City or other computer system or Internet, shall be

considered an act of vandalism subject to disciplinary action and/or criminal prosecution. Exemption: Routine deletion of unimportant data files. If unsure, check with your Department Head or the IT Department. Any employee identified as a security risk or having a history of problems with other computer systems may be denied access to any computer system.

10.6 VIOLATION OF THIS POLICY

Employees who violate any provision of this policy are subject to disciplinary action up to and including termination of employment.

10.7 INSPECTION OF CITY PROPERTY

The City attempts to maintain equipment and supplies which permit work to be accomplished in the most efficient and effective manner possible. While employees are encouraged to use these items, it is important to understand that they are City property and are only to be used for conducting City business.

As a part of an individual's employment, a desk, work space, locker or vehicle may be made available to the employee. The desk, work space, locker or vehicle are City property. Because the desk, work space, locker or vehicle are City property, not the personal property of the employee, they are subject to being inspected by the Supervisor, with prior approval from the City Manager, Human Resources Director and or legal and, if applicable, the Department Head, at any time, with or without notice to the employee.

The City assumes no responsibility or liability for any items of personal property which are placed in or on City property which is assigned to an employee.

The City may also provide a telephone and/or a computer to the employee to perform the employee's job. These items are also City property and should only be used to conduct City business. If it is necessary to conduct personal business on the telephone or by using the computer, the City expects that this personal use will be kept to a minimum and will not interfere with the City's business. Naturally, the City insists that all personal business conducted on the telephone and the computer be legally proper and that communications not be offensive or harassing. In order to ensure that the City's property is not being misused, the Supervisor, with prior approval from the City Manager, Human Resources Director and or legal and, if applicable, the Department Head, may monitor communications and examine any computer information. To the extent that any computer or telecommunication activities are regulated by state or federal law, the City will observe all such regulations imposed upon it.

If the City conducts an examination or inspection under the terms of this policy, there will be at least two individuals present at the time of the examination or inspection.

EMPLOYEE ACKNOWLEDGEMENT

I acknowledge receipt of my copy of the City of Indianola Employee Handbook. I understand that the handbook has been provided to me for informational purposes only and that the City may change or withdraw any policies, procedures, or benefit programs at any time. I acknowledge that this handbook is not a contract of employment, express or implied, and that I am not guaranteed employment for any specific duration. Either the City or I may terminate my employment at any time with or without notice or cause and within the guidelines of the bargaining unit contract for union employees.

I acknowledge that I have read and understand the policies and procedures in this handbook and agree to abide by them. I understand that if there is a policy or procedure I do not understand it is my responsibility to ask my Department Head or Human Resources for clarification.

Employee Printed Name

Employee Signature

Date

EXHIBITS

Exhibit 1 – Discrimination and Harassment Complaint Form

Exhibit 2 – Internal Job Transfer Application Form

Exhibit 3 – Outside Employment Form

Exhibit 4 – Grievance Complaint Form

Exhibit 5 – Pay Ranges

Exhibit 6 – Wage Payment Complaint Form

Exhibit 7 - Direct Deposit Form

Exhibit 8 – Wellness Reimbursement Forms

Exhibit 9 – Tuition Reimbursement Form

Exhibit 10 – Military Leave Request Form

Exhibit 11 – Family and Medical Leave Act Request Form

Exhibit 12 – Unpaid Leave of Absence Form

Exhibit 13 – Leave Donation Forms

Exhibit 14 – Clothing Reimbursement Form

Exhibit 15 – Employee Complaint Form

Exhibit 16 – Probationary Employee Performance Review



Discrimination and Harassment Complaint Form

Name of the Complainant: _____

Department: _____

Phone Number: _____ Today's Date: _____

Name of the Accused: _____

Department: _____

Relationship of the Accused to the Complainant (manager, co-worker, client, etc): _____

Phone Number: _____

Date of Incident: _____

Where did the specific event occur? _____

Please explain the events that occurred. _____

How did you react to the situation? Did you take any action to stop perceived inappropriate behavior?

Describe the harm you have suffered as a result of the event.

Were there any witnesses to this specific event? (If yes, please provide their names).

Is there any physical evidence that supports your complaint? If so, please describe or attach a copy of the evidence.

What is your desired outcome of the investigation? _____

The information provided in this complaint is true and correct to the best of my knowledge. I am willing to cooperate fully in the investigation of my complaint and provide whatever evidence the City of Indianola deems relevant.

Signature

Date

Please return this form to Human Resources.



Request for Internal Job Transfer Application

Employee Name: _____

Phone Number: _____ Today's Date: _____

Current Department: _____ Current Position: _____

.....

Position Applying For: _____ Department: _____

Eligibility Requirements (union employees - within the guidelines of the bargaining unit contracts)

1. Have you been in your current position for at least 6 months? ☐ Yes ☐ No
2. Are you in "good standing" (no written disciplinary action within the last 6 months)? ☐ Yes ☐ No
3. Do you meet the minimum requirements of the position? ☐ Yes ☐ No

Why are you interested in applying for this position? _____

Describe your work experience and education as it relates to this position (may attach a resume instead): _____

If applicable, do you have the required certifications needed for this position? If so, which ones?

Employee Signature

Date

Current Department Head Signature

Date

Return form to Human Resources.



OUTSIDE EMPLOYMENT

Employee Name: _____

Department: _____

Title: _____

Date: _____

.....

I hereby request approval to engage in outside employment as described below:

Name of organization: _____

Nature of employment: _____

Time required for employment: _____

.....

I understand that the City of Indianola policy forbids me from engaging in any form of outside employment or business opportunity, for myself or another employer, which would conflict or interfere with my job especially while on company time. Additionally, I understand that using company equipment or materials for outside employment is strictly prohibited; public safety is excluded. I understand that in order to engage in outside employment, I must receive approval from my Supervisor and or Department Head in advance of performing such outside employment, and that the approval may be withdrawn at any time. I also understand and agree that my outside employment must be suspended if my work status with the City of Indianola is sick leave, FMLA leave, workers compensation leave or restricted duty. I understand that failure to comply with the policy could result in disciplinary action, up to and including termination of employment.

Signature

Date

Please return this form to Human Resources.

.....

For Department Head Use Only

Request Approved ☐

Request Denied ☐

Comments: _____

Supervisor/Department Head Signature

Date



Grievance Complaint Form

Complainant Name: _____ Department: _____

Phone Number: _____ Today's Date: _____

Statement of Grievance: _____

Relief Requested: _____

Were there any witnesses? (If yes, please provide their names). _____

Is there any physical evidence that supports your complaint? If so, please describe or attach a copy of the evidence.

Do you allege illegal discrimination? If yes, what type of discrimination? ☐ Yes ☐ No, _____

The information provided in this complaint is true and correct to the best of my knowledge. I am willing to cooperate fully in the investigation of my complaint and provide whatever evidence the City of Indianola deems relevant.

Signature

Date

Reporting Chain:

Management Member	Date Management Received	Date Mgmt Discussed with Employee &/or Response Sent to Employee
Immediate Supervisor		
Department Head		
Human Resources		
City Manager		
City Attorney		

City CE Table 2019-20						Effective June 23, 2019				3.00%		
	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>	<u>12</u>
CE Salary Table (1-8.5)												
1	27,245.37	28,266.46	29,079.85	29,994.37	30,806.68	31,734.25	32,747.73	33,451.29	34,464.77	35,261.85		
	13.10	13.59	13.98	14.42	14.81	15.26	15.74	16.08	16.57	16.95		
2	31,708.15	32,764.04	33,911.27	34,862.77	35,906.69	37,057.18	38,009.77	39,052.60	40,110.67	41,154.59		
	15.244	15.752	16.303	16.761	17.263	17.816	18.274	18.775	19.284	19.786		
3	34,577.86	35,684.86	36,605.90	37,923.86	39,145.04	40,272.69	41,386.21	42,606.30	43,726.35	44,839.87		
	16.624	17.156	17.599	18.233	18.820	19.362	19.897	20.484	21.022	21.558		
4	38,744.86	40,058.47	41,286.17	42,605.21	43,818.78	45,042.13	46,366.61	48,142.37	48,906.83	50,231.31		
	18.627	19.259	19.849	20.483	21.067	21.655	22.292	23.145	23.513	24.150		
5	41,983.84	43,741.73	44,840.28	46,165.65	47,587.76	48,900.90	50,231.83	51,657.27	53,087.16	54,200.17		
	20.185	21.030	21.558	22.195	22.879	23.510	24.150	24.835	25.523	26.058		
6	46,982.89	48,506.18	49,922.73	51,456.02	52,980.42	54,299.12	55,827.97	57,343.48	58,883.44	60,295.54		
	22.588	23.320	24.001	24.738	25.471	26.105	26.840	27.569	28.309	28.988		
7	51,549.42	53,783.21	55,614.49	57,343.48	59,079.14	60,807.01	62,438.16	64,266.10	66,198.57	67,714.07		
	24.783	25.857	26.738	27.569	28.403	29.234	30.018	30.897	31.826	32.555		
8	57,244.52	59,079.14	60,884.85	62,842.88	64,670.83	66,496.55	68,225.54	70,059.05	71,892.55	73,720.50		
	27.521	28.403	29.272	30.213	31.092	31.969	32.801	33.682	34.564	35.443		
8.5	68,589.13	70,202.48	71,940.36	73,796.11	75,677.42	77,951.24	79,118.72					
	32.976	33.751	34.587	35.479	36.383	37.477	38.038					
CE Salary Table (9-14)												
9	60,994.92	63,079.72	65,147.83	67,122.55	69,120.61	71,096.44	73,074.49	75,158.17	77,137.33	79,117.61		
	29.324	30.327	31.321	32.270	33.231	34.181	35.132	36.134	37.085	38.037		
10	67,333.20	69,318.83	71,498.03	73,672.87	75,753.11	77,933.40	80,001.67	82,189.57	84,263.28	86,442.48	89,035.98	90,371.33
	32.372	33.326	34.374	35.420	36.420	37.468	38.462	39.514	40.511	41.559	42.806	43.448
10.5	80,001.56	82,189.76	84,263.43	86,442.74	89,035.66	90,371.04						
	38.462	39.514	40.511	41.559	42.806	43.448						
11	73,974.01	76,241.15	78,721.78	81,104.56	83,472.88	85,750.03	88,230.66	90,510.03	92,790.51	95,260.02		
	35.564	36.654	37.847	38.993	40.131	41.226	42.419	43.514	44.611	45.798		
12	80,907.75	83,499.57	86,135.86	88,702.10	91,276.12	93,851.26	96,420.83	99,077.14	101,549.98	104,111.77		
	40.753	40.144	41.411	42.645	43.883	45.121	46.356	47.633	48.822	50.054		
12.5	84,766.01	87,434.54	90,190.92	93,005.11	95,771.49	98,544.54						
	40.753	42.036	43.361	44.714	46.044	47.377						
13	88,624.26	91,370.63	94,248.20	97,309.23	100,266.86	103,236.72	106,095.38	108,955.16	112,027.32	114,835.95		
	42.608	43.928	45.312	46.783	48.205	49.633	51.007	52.382	53.859	55.210		
13.5	103,236.72	106,334.44	109,524.45	112,811.20	116,194.68	119,680.45						
	49.633	51.122	52.656	54.236	55.863	57.539						
	<u>1 year</u>	<u>2 years</u>	<u>3 years</u>	<u>5 years</u>	<u>7 years</u>	<u>9 years</u>	<u>12 years</u>	<u>15 years</u>	<u>18 years</u>	<u>19 years</u>	<u>20 years</u>	

New hires in CE8.5 and below receive half step at 6 months of employment.

CITY-UNION

Effective June 23, 2019

3.00%

	1	2	3	4	5
Range 9	26,319.54	27,636.01	29,016.98	30,468.00	
Receptionist	12.654	13.287	13.950	14.648	
Range 10	27,581.38	28,961.32	30,407.60	31,928.90	
Clerk Typist	13.260	13.924	14.619	15.350	
Range 11	27,531.50	28,906.90	30,353.47	31,871.20	
Intermed. Clerk/Typist	13.236	13.898	14.593	15.323	
Range 12	30,304.55	31,821.17	33,412.28	35,083.45	
Records Clerk	14.569	15.299	16.064	16.867	
Range 14	33,499.01	35,174.62	36,932.52	38,779.37	
Acct. Clerk/Secretary	16.105	16.911	17.756	18.644	
Range 15	35,229.11	36,992.56	38,840.52	40,783.00	
Sr. Acct. Clerk	16.937	17.785	18.673	19.607	
Range 18	40,737.41	42,774.39	44,913.66	47,158.57	49,516.89
Cashier / Recreation Coordinator	19.585	20.565	21.593	22.672	23.806
Parks Technician I					
Range 19		44,991.50	47,240.85	49,604.73	
Light Equip. Operator/		21.631	22.712	23.848	
Parks Technician II					
Range 19 +		46,031.50	48,280.85	50,644.73	
WPC Apprentice		22.131	23.212	24.348	
Range 21		49,662.59	52,145.17	54,752.81	
Med. Equip. Operator		23.876	25.070	26.323	
Horticulturist / Parks Technician III					
Range 22	50,707.72	53,306.76	55,905.80	58,701.09	
Inspector	24.379	25.628	26.878	28.222	
Range 22+	51,747.72	54,346.76	56,945.80	59,741.09	
WPC Grade 2	24.879	26.128	27.378	28.722	
Range 23		55,157.50	57,916.10	60,810.35	
Heavy Equip. Operator		26.518	27.844	29.236	
Range 24	55,890.24	58,684.42	61,617.58	64,699.74	
STP Operator	26.870	28.214	29.624	31.106	
Range 24+	56,930.24	59,724.42	62,657.58	65,739.74	
WPC Grade 3	27.370	28.714	30.124	31.606	
Range 25	58,683.30	61,616.47	64,698.63	67,932.00	
Asst. STP					
Supt.	28.213	29.623	31.105	32.660	
Range 25+	59,723.30	62,656.47	65,738.63	68,972.00	
WPC Grade 4	28.713	30.123	31.605	33.160	

*Per contract beginning July 3, 2011 Water Pollution
Control Employees will receive an additional \$.50/hour
Step increase with each anniversary. New hires 1/2 step at 6 months.

**Public Safety Pay
Scales**

Effective June 23, 2019

3.00%

**Police
Officer/Detective**

Hire	1	2	3	4	5
55,834.39	58,772.55	61,823.66	65,121.83	68,548.79	72,157.35
26.843	28.256	29.723	31.309	32.956	34.691

Step increase with each anniversary.

Fire Fighter

2756 hours

Hire	1	2	3	4	5
55,834.39	58,772.55	61,823.66	65,121.83	68,548.79	72,157.35
20.259	21.325	22.432	23.629	24.873	26.182

Step increase with each anniversary.

Part Time Fire Fighters

EMT	15.341
PARAMEDIC	19.324
ACADEMY EMT	10.000

Ranked Police & Fire

	Hire	1	2	3	4	5
Range 8.5	75,764.84	78,037.87	80,378.47	82,789.80	85,273.98	
Police Sgt	36.425	37.518	38.643	39.803	40.997	
Fire Training Captain						
Range 10.5	89,538.16	91,776.35	0.00	94,070.49	0.00	96,422.70
Lieutenant	43.047	44.123		45.226		46.357
Range 12.5	101,243.26	102,265.22	0.00	103,278.74	0.00	104,311.27
Police Captain	48.675	49.166		49.653		50.150

Step increase with each anniversary.

**City-General Unit
Part-Time Employees**

Effective June 23, 2019

3.00%

	1	2	3	4	5
Range 1	13.095	13.747	14.435	15.158	15.904
General Clerical					
Range 2	15.241	15.999	16.794	17.637	18.408
PD Clerical					
Range 3	15.751	16.533	17.364	18.229	19.143
Cablecast Tech					
Range 4	16.628	17.458	18.325	19.238	20.199
Activity Coordinator					

Step increase with each anniversary. New hires - 1/2 step at 6mos of employment.

*New scale due to bargaining unit amendment and inclusion of part-time staff as of July 1, 2013.

LONGEVITY PAY		
All full-time employees who are in Range 8.5 or below on the CE scale receive longevity pay. Longevity pay shall be paid on a per hour basis included with regular hourly salary.		
YEARS	ANNUAL PAY	HOURLY PAY
0-4	\$0	0.0 Cents/Hour
9-May	\$250	12.0 Cents/Hour
14-Oct	\$300	14.4 Cents/Hour
15-19	\$350	16.8 Cents/Hour
20+	\$400	19.2 Cents/Hour
All part-time employees scheduled 20 hours or more will receive longevity pay as follows:		
YEARS	HOURLY PAY	
1 year	\$.05/hour	
3 years	\$.10/hour	
5 years	\$.15/hour	



Wage Payment Complaint Form

Employee Name: _____

Department: _____

Phone Number: _____ Today's Date: _____

Paycheck Date: _____

Please explain your wage payment complaint providing details to include dates and hours worked.

Signature

Date

Please return this form to Human Resources.



PAYROLL DIRECT DEPOSIT FORM

Print Name: _____

Phone Number: _____

Account 1

☐ Add ☐ Remove ☐ Change

Name of financial institution: _____

Routing Number: _____

Amount: _____

Account Number: _____

☐ Checking ☐ Savings

Account 2

☐ Add ☐ Remove ☐ Change

Name of financial institution: _____

Routing Number: _____

Amount: _____

Account Number: _____

☐ Checking ☐ Savings

Account 3

☐ Add ☐ Remove ☐ Change

Name of financial institution: _____

Routing Number: _____

Amount: _____

Account Number: _____

☐ Checking ☐ Savings

I authorize the City of Indianola and the financial institution(s) listed above to initiate automatic deposits to my account and, if necessary, debit entries and adjustments for any credit entries in error to the account(s) listed above each payday. This authority will remain in effect until I cancel it in writing with the Human Resources department.

Signature: _____

Date: _____

MUST ATTACHED A VOIDED CHECK OR LETTER FROM BANK. DIRECT DEPOSIT WILL NOT START UNTIL THIS DOCUMENTATION IS RECEIVED.



YMCA CORPORATE WELLNESS PROGRAM Employee Eligibility Notice

I, _____, am an employee with the City of Indianola or the Indianola Municipal Utility and am eligible for the YMCA Corporate Wellness program.

I enrolled with the YMCA on _____ (date enrolled) with single/family coverage **(circle one)**. I paid \$_____ through date _____.

TERMS OF THE PROGRAM ARE AS FOLLOWS. The monthly membership fee is:

Full/Part Time **Single** - \$49.50 – Employee will pay with two monthly payroll deducts of \$17.25. The City will pay a monthly payment of \$15.00.

Family - \$69.50 – Employee will pay with two monthly payroll deducts of \$22.25. The City will pay a monthly payment of \$25.00.

Seniors **Single** \$49.00 – Employee will pay with two monthly payroll deducts of \$17.00. The City will pay a monthly payment of \$15.00.

Family - \$67.00 – Employee will pay with two monthly payroll deducts of \$21.00. The City will pay a monthly payment of \$25.00.

Employees will pay the YMCA their first month upfront. The City will deduct fees from the employee's paycheck one month ahead. The YMCA invoice the City on the 1st of the month for memberships. Termination of membership must be completed at the YMCA. Employees must notify Human Resources and provide documentation of membership termination.

I, _____, authorize the City of Indianola to deduct the single/family rate from my paycheck as stated above.

Employee Signature

Date

Approved by:

Human Resources or Payroll Signature

Date

For HR/Payroll Use Only:

_____ Date HR Entered	_____ Check Date	_____ EE Amount	_____ ER Amount	_____ Date Payroll Checked
_____ Date HR Entered	_____ Check Date	_____ EE Amount	_____ ER Amount	_____ Date Payroll Checked
_____ Date HR Entered	_____ Check Date	_____ EE Amount	_____ ER Amount	_____ Date Payroll Checked



Athletic Center Reimbursement Form

The Wellness Program is open to all full-time employees and regular part-time employees averaging 20 hours or more after one year of service, and spouses.

Employee Name: _____

Reimbursement Request:

☐ \$15/month – Single Membership ☐ \$25/month – Family Membership

If monthly membership fee is less than what is listed above, list dollar amount here: _____

Coverage Dates: ie. 1/1/19 – 1/31/19	Wellness Facility/Program Name

Must attach a receipt of payment or a bank statement (you may black out other information on the bank statement). In order for the claim to be eligible for reimbursement, this form must be received by Accounts Payable with 60 days of the date of payment.

I certify that the information on this form and all supporting documents are complete, accurate and unaltered.

Employee Signature

Date

For Department Head Use Only:

Approved ☐ Denied ☐ Reason for denial: _____

Department Head Signature

Date

Account Code



Tuition Reimbursement Request Form

Employee Name: _____
Phone Number: _____
Name of Institution: _____

Department: _____
Today's Date: _____
Degree/Certification: _____

Course Name (One semester per form)	Course Dates

Course(s) Expenses:

Tuition: \$ _____
Books: \$ _____
Lab Fees: \$ _____
Total: \$ _____

****Must turn in to HR proof of enrollment, receipts and grades to receive reimbursement.**

Development Objective (what long-term goal is this program/course(s) intended to help you reach):

I understand that if this request is approved, reimbursement will be contingent upon successful completion (grade of A, B or C for 100% reimbursement; below a C is not eligible for reimbursement; if pass/fail course, must pass for 100% reimbursement; no reimbursement if fail) of each course and submission of all receipts and paid bills within 60 days thereafter. I understand I am eligible for reimbursement of up to \$1,200 per fiscal year with a lifetime maximum of \$4,800 if I am non-union. If I am union, I am entitled to \$600 per fiscal year.

Signature Date

Approvals:

☐ Yes ☐ No, why _____

Department Head Signature Date

.....
☐ Yes ☐ No, why _____

Human Resources Signature Date

Amount approved to be reimbursed: \$ _____
Accounting Code: _____ HR Signature Date



Military Leave of Absence

Employee Name: _____

Department: _____

Phone Number: _____ Today's Date: _____

Leave Begin Date: _____

Leave End Date: _____

Please attach a copy of your orders.

Acknowledgement:

I understand that I am eligible for up to 30 days of Military Leave with pay each calendar year. I understand if I am a shift employee, I will be charged Military Leave time based on hours not days. I understand I will be paid the schedule I was scheduled to work, not every day I am gone on Military Leave. I understand should I need leave beyond the allowed 30 days, I will need to use pre-approved vacation, personal time and or comp time. I understand my health insurance and premiums will continue during the first 30 days; beyond 30 days I will be responsible for signing up with COBRA if I'd like to continue my health insurance. I understand I should review the Military Leave policy in the employee handbook to become familiar with my other benefits while on Military Leave.

Signature

Date

Approval:

Human Resources Director Signature

Date

Please return this form to Human Resources.



Family and Medical Leave Request (FMLA)

Employee Name: _____

Department: _____

Phone Number: _____ Today's Date: _____

I am requesting a leave of absence for (check one):

_____ Birth or adoption of a child

_____ My own serious health condition

_____ Serious health condition for my spouse, child or parent

_____ Qualifying exigency leave for families of members of the National Guard or Reserves or of a regular component of the Armed Forces when the covered military member is on covered active duty or called to covered active duty

I am requesting this leave on a (check one):

_____ Continuous basis

_____ Intermittent basis

_____ Reduced schedule basis

Acknowledgement:

I understand I must use any sick time, family sick (if applicable), personal time, vacation time and comp time that I have while on a leave of absence. I understand I must continue to pay my benefit premiums while on a leave of absence. I understand I must comply with the Family and Medical Leave Act law requirements while I am on an approved leave. I understand there is additional paperwork that will need to be completed by my physician and myself and that I am responsible for all costs associated with having that paperwork completed. I understand if I fail to ensure the paperwork is completed, my leave will not be approved and I will be on an unapproved leave of absence which would be against policy.

Signature

Date

Please return this form to Human Resources.



Unpaid Leave of Absence

Employee Name: _____

Department: _____

Phone Number: _____ Today's Date: _____

Leave Begin Date: _____ Leave End Date: _____

**Policy allows an unpaid leave of absence up to 30 days only.

Reason for Leave:

Acknowledgement:

I am requesting an unpaid leave of absence because I am either not eligible for FMLA, have exhausted my FMLA or need time off for reasons that do not qualify under FMLA and have used up all my paid leave offered to me by the City. I understand I must continue to pay my benefit premiums while on an unpaid leave of absence and therefore will either need to have the funds deducted from my account or will need to provide a check to Human Resources. I understand if I am taking an unpaid leave of absence for medical reasons that I must provide a doctor's note and am responsible for any cost the doctor may charge for that note. I understand if I fail to provide a doctor's note, my leave will not be approved and I will be on an unapproved leave of absence which would be against policy.

Signature

Date

Approval:

Human Resources Director Signature

Date

Please return this form to Human Resources.



Leave Donation Form – Donating Employee

Donating Employee Name: _____

Phone Number: _____ Today's Date: _____

Receiving Employee Name: _____

Reason for donation: _____

Enter number of whole hours you would like to donate. Minimum is 1 hour; maximum is 40 hours or no more than 50% of your balance.

Sick: _____

Vacation: _____

Personal: _____

Acknowledgement:

I have read and understand the Leave Donation policy in the City of Indianola Employee Handbook. I understand that I am voluntarily donating my leave time and waive my entitlement to the donated leave time. I understand that once the transfer of donation has been made the leave time cannot be returned to me.

Signature

Date

Please return this form to Human Resources.

For Human Resources Use Only

Eligible to donate based on policy: Yes ☐ No ☐

Amount of hours approved for donation: _____



Leave Donation Form – Receiving Employee

Receiving Employee Name: _____

Phone Number: _____

Today's Date: _____

Reason for donation: _____

Acknowledgement:

I have read and understand the Leave Donation policy in the City of Indianola Employee Handbook. I acknowledge that I am eligible for a leave donation as outlined in the policy. I approve the leave donation to be added to my leave account.

Signature

Date

Please return this form to Human Resources.

For Human Resources Use Only

Eligible based on policy: Yes ☐ No ☐

Has exhausted all paid leave options: Yes ☐ No ☐

Amount of hours approved for donation: _____

To be paid out on paycheck: _____



Clothing Reimbursement Form

Employee Name: _____

Department: _____

Phone Number: _____ Today's Date: _____

.....

Please list the items below you'd like reimbursement for. Must attach a copy of the itemized receipt.

Item Name	Amount	Date Purchased

Total Reimbursement: \$_____

I certify that I personally purchased these items to wear for work purposes. I understand that I am entitled to \$300 per fiscal year of reimbursement and that the reimbursement must occur during the same fiscal year the item(s) were purchased.

Signature

Date

Please return this form to Payroll.



Employee Complaint Form

Complainant Name: _____ Department: _____

Phone Number: _____ Today's Date: _____

Statement of Complaint: _____

Relief Requested: _____

Were there any witnesses? (If yes, please provide their names). _____

Is there any physical evidence that supports your complaint? If so, please describe or attach a copy of the evidence.

Do you allege illegal discrimination? If yes, what type of discrimination? ☐ Yes ☐ No, _____

The information provided in this complaint is true and correct to the best of my knowledge. I am willing to cooperate fully in the investigation of my complaint and provide whatever evidence the City of Indianola deems relevant.

Signature

Date

Reporting Chain:

Management Member	Date Management Received	Date Mgmt Discussed with Employee &/or Response Sent to Employee
Immediate Supervisor		
Department Head		
Human Resources		
City Manager		
City Attorney		



Probationary Employee Performance Review

Intern Name: _____ Department: _____

Intern Title: _____ Supervisor Name: _____

Intern Start Date: _____ Evaluation Date: _____

Rating	Description
5	Consistently exceeds the required standard of performance
4	Significantly higher than the required standard of performance
3	Fully meets the required standard of performance
2	Below the required standard of performance
1	Does not meet the required standard of performance

1. **Quality of Work** - The extent to which the employee accomplishes assigned work of a specified quality within a specified time period.

Rating: _____

Please explain a rating above or below a 3. .

2. **Quality of Completed Staff Work** - The extent to which the employee's work is well executed, thorough, effective and accurate.

Rating: _____

Please explain a rating above or below a 3. .

3. **Knowledge of Job** - The extent to which the employee knows and demonstrates why the work is done, given the employee's length of time in his/her current position.

Rating: _____

Please explain a rating above or below a 3. .

4. **Relations with Supervisor - The manner in which the employee responds to supervisory directions and comments.**

Rating: _____

Please explain a rating above or below a 3. .

5. **Cooperation with Co-Workers – Interpersonal Skills - The extent to which the employee gets along with other individuals. Consider the employee’s tact, courtesy and effectiveness in dealing with co-workers, supervisors and customers.**

Rating: _____

Please explain a rating above or below a 3. .

6. **Communications - The extent to which the employee understands verbal and written communication. Please also comment on listening skills, writing, verbal and presentation skills.**

Rating: _____

Please explain a rating above or below a 3. .

7. **Attendance and Punctuality - The extent to which employee arrives on time and demonstrates consistent attendance; the extent to which the employee contacts supervisor on a timely basis when employee will be late or absent.**

Rating: _____

Please explain a rating above or below a 3. .

8. **Initiative and Creativity - The extent to which the employee is self-directed, resourceful and creative in meeting job objectives; consider how well the employee follows through on assignments and modifies or develops new ideas, methods or procedures to effectively meet changing circumstances.**

Rating: _____

Please explain a rating above or below a 3. .

9. Capacity to Develop - The extent to which the employee demonstrated the ability and willingness to accept new/more complex duties/responsibilities.

Rating: _____

Please explain a rating above or below a 3. .

10. Overall Rating (total scores / 9 = overall rating): _____

Goals:

1. _____

2. _____

3. _____

Supervisor Comments: _____

Employee Comments: _____

Signatures:

Employee: _____

Date: _____

Supervisor: _____

Date: _____

Department Head: _____

Date: _____

Human Resources: _____

Date: _____

Meeting Date: 03/04/2019

Subject

Resolution setting the salaries and benefits for appointed officers and employees of the City of Indianola for the period beginning June 23, 2019

Information

Per Iowa Code, Council is required to set salaries and benefits annually and authorize the Finance Director to pay employees accordingly.

In your packet is the resolution prepared by HR Director Melissa McCoy.

Roll call is in order.

Fiscal Impact

Attachments

COLA Resolution

**A RESOLUTION SETTING THE SALARIES AND BENEFITS FOR APPOINTED OFFICERS AND EMPLOYEES
OF THE CITY OF INDIANOLA FOR THE PERIOD BEGINNING JUNE 23, 2019.**

Section 1. The following persons and positions named shall be paid the salaries or wages indicated, and the City Clerk is authorized to issue warrants, less legally required or authorized deductions from the amounts set out below, on a biweekly basis, and make such contributions to I.P.E.R.S. and Social Security or other purposes as required by law or authorization of the Council, all subject to audit and review by the Council:

<u>EMP #</u>	<u>NAME</u>	<u>RANGE</u>	<u>ANNUAL</u>	<u>LONGEVITY</u>	<u>*HOURLY</u>	<u>ICMA</u>
751	Aaron Hurt	R8.5 Hire	\$75,764.84	\$250	\$27.582	\$900
770	Aaron Payette	EMT			\$15.341	
198	Afton Bradley	CE6-1	\$46,982.89		\$22.588	\$900
3592	Alex Fowler	CE11-2	\$76,241.15		\$36.654	\$2,100
343	Alison Brown	CE 5-3	\$44,840.28		\$21.558	\$900
604	Alyssa Craven	CE1-1			\$13.100	
200	Andre Flatt	EMT			\$15.341	
91	Andy Lent	CE13-6	\$103,236.72		\$49.633	\$2,100
305	Angie Buchanan	CE7-4	\$57,343.48	\$250	\$27.689	\$900
776	Benjamin Harris	EMT			\$15.341	
445	Blake Henry	R 19+ - 4	\$50,644.73		\$24.348	\$900
171	Brad Metcalf	PO 5	\$72,157.35	\$350	\$34.859	\$900
660	Brent Baughman	FF5	\$72,157.35	\$400	\$26.327	\$900
133	Brian Sher	CE 12.5-5	\$104,311.27		\$50.150	\$2,100
189	Brian Stern	PO 5	\$72,157.35	\$250	\$34.811	\$900
132	Charlie Dissell	CE13-5	\$100,266.86		\$48.205	\$2,100
136	Chris Marsh	PO 5	\$72,157.35	\$400	\$34.883	\$900
769	Christopher McIntyre	EMT			\$15.341	
134	Chris Moffett	R19.2	\$44,991.50		\$21.631	\$900
640	Chuck Cross	FF5	\$72,157.35	\$400	\$26.327	\$900
706	Cory Deaton	EMT			\$15.341	
126	Dave Button	CE 13.5-5	\$116,194.68		\$55.863	\$2,100
119	Danny Jones	R19-2.5	\$46,116.18		\$22.171	\$900
3650	Deborah McDaniel	Cross Guard			\$168.630	
340	Denise Core	CE 1-8		\$0.15	\$16.230	
768	Dennis May	EMT			\$15.341	
251	Devan Wicks	PO1	\$58,772.55		\$28.256	\$900
118	Devin Thomas	PO1	\$58,772.55		\$28.256	\$900
41	Diana Bowlin	CE 10-12	\$90,371.33		\$43.448	\$2,100
264	Doug Bylund	CE 10.5-3	\$84,263.43		\$40.511	\$2,100
457	Ed Breeden	R 22+ - 4	\$59,741.09	\$300	\$28.866	\$900
713	Eric Wallace	FF Hire	\$55,834.39		\$20.259	\$900
70	Garry Cunningham	R21-2	\$49,662.59	\$300	\$24.020	
607	Greg Chia	CE 13.5-5	\$116,194.68		\$55.863	\$2,100
780	Jack Jensen	EMS			\$15.341	
	Jacqueline Raffety	CE4-4	\$42,605.21		\$20.483	
363	James Taber	CE 1-5		\$0.15	\$14.960	
423	Jane Summers	CE1-2			\$13.590	
3314	Janean Hallin	R 1-5		\$0.15	\$16.05	
362	Janis Comer	CE 5-4	\$46,165.65		\$22.195	\$900
84	Jason Etnyre	CE11-5	\$83,472.88		\$40.131	\$2,100
757	Jason Kling	FF1	\$58,772.55		\$21.325	\$900
194	Jay Hackett	PO 4	\$68,548.79		\$32.956	\$900
763	Jennifer Berry	EMT			\$15.341	
195	Jennifer Williams	PO2	\$61,823.66		\$29.723	\$900
709	Jeremy Cross	FF Hire	\$55,834.39	\$250	\$20.350	\$900
736	Jessica Smith	Paramedic			\$19.323	
328	Jody Ross	CE4-1	\$38,744.86		\$18.627	\$900
3411	Joe Holaday	R18-1	\$40,737.41		\$19.585	\$900

762	Joshua Spoon	Paramedic			\$19.323	
436	Joshua Temple	PO2	\$61,823.66		\$29.723	\$900
177	Justin Keller	CE 8.5-2	\$80,378.47	\$300	\$38.788	\$900
3118	Kathy Kester	CE6-2	\$48,506.18	\$300	\$23.465	\$900
755	Kayla Schark	Paramedic			\$19.323	
747	Keith Smith	EMT			\$15.341	
2061	Kelly Heinkel	R 19-4	\$49,604.73	\$250	\$23.969	\$900
469	Kevin Crawford	R 24+ - 4	\$65,739.74	\$400	\$31.798	\$900
756	Kevin Fallis	Paramedic			\$19.323	
98	Kristin Brekelsman	CE5-1	\$41,983.84		\$20.185	\$900
3226	LuAnn Kappelman	CE6-3	\$49,922.73	\$300	\$24.146	\$900
188	Luke Buhrow	PO 5	\$72,157.35	\$250	\$34.811	\$900
303	Marty Chittenden	CE7-4	\$57,343.48	\$350	\$27.737	\$900
807	Mary Beth McCune	R2-2			\$15.999	
101	Matt Anders	R 23-4	\$60,810.35	\$350	\$29.404	\$900
54	Melissa McCoy	CE 10-6	\$77,933.40		\$37.468	\$2,100
263	Michael Chia	PO1	\$58,772.55		\$28.256	\$900
3313	Michele Burkhart-Patric	CE 11-3	\$78,721.78		\$37.847	\$2,100
209	Michelle Snyder	R2-2			\$15.999	
766	Mitchell Duver	Paramedic			\$19.323	
350	MyLisa Thompson	CE5-1	\$41,983.84	\$250	\$20.305	\$900
779	Nicole Pontier	EMT			\$15.341	
106	Norman Hart	R 24+ - 4	\$65,739.74	\$400	\$31.798	\$900
140	Pat Allsup	CE 6-7	\$55,827.97	\$350	\$27.009	\$900
186	Rachelle Denning	R 14-4	\$38,779.37		\$18.644	\$900
3214	Rebekah Lane	R 18-5	\$49,516.89		\$23.806	\$900
1003	Richard Berry	Cross Guard			\$168.630	
468	Rick Graves	CE 12-7	\$96,420.83		\$46.356	\$2,100
174	Rick Largesse	CE 8.5-4	\$85,273.98	\$350	\$41.165	\$900
162	Rob Hawkins	CE 10.5-5	\$96,422.70		\$46.357	\$2,100
221	Robert Collier	FF1	\$58,772.55		\$21.325	\$900
748	Robert Greener	EMT			\$15.341	
728	Robert Soukup	FF5	\$72,157.35	\$250	\$26.273	\$900
205	Roger Berry	Paramedic			\$19.323	
737	Ryan Hutton	EMT			\$15.341	
742	Samuel Hofer	FF1	\$58,772.55		\$21.325	\$900
773	Sarah Merrill	FF/Paramedic			\$19.323	
135	Scott Dwyer	CE 8.5-4	\$85,273.98	\$400	\$41.189	\$900
90	Steve Greif	R23-4	\$60,810.35	\$350	\$29.404	\$900
102	Steven Crawford	R 21-4	\$54,752.81	\$350	\$26.492	\$900
187	Tammy Bru	R14-4	\$38,779.37	\$300	\$18.788	\$900
772	Tanner Bishop	EMT			\$15.341	
217	Ted Durfey	FF5	\$72,157.35	\$400	\$26.327	\$900
679	Ted Neller	EMT			\$15.341	
603	Thad White	Captain			\$19.323	
777	Todd Pollard	EMT			\$15.341	
131	Tye Sparks	PO Hire	\$55,834.39		\$26.843	\$900
454	Tyrel Herrick	R 24+ - 4	\$65,739.74	\$300	\$31.750	\$900
775	Vanessa Warren	Paramedic			\$19.323	
3484	Vicki Wood	Cross Guard			\$168.630	
606	Virginia Ricketts	CE1-1			\$13.100	
262	Zach Ewing	PO1	\$58,772.55		\$28.256	\$900
761	Zach McEntee	EMT			\$15.341	\$900
698	Zack Prickett	EMT			\$15.341	

*Includes Longevity

Section 1. Employees will also receive continuation of the Employee Assistance Program

Section 2. Deferred Compensation – up to \$75.00/month dollar-for-dollar matching contribution for all full-time, non-union classified employees. In addition, employees range CE 9 and higher receive \$100/month.

Section 3. The City will pay full time non-management employees longevity pay.

<u>Years</u>	<u>Annual Pay</u>
0-4	\$0
5-9	\$250
10-14	\$300
15-19	\$350
20+	\$400

Section 4. Compensation, stipend, for paid on call fire department members

Captain.....\$650 per year

Section 5. The City Clerk is hereby directed to publish this resolution

Meeting Date: 03/04/2019

Subject

Resolution to accept final completion of the Morlock Lift Station Downstream Gravity Sewer Improvements Project and release retained funds

Information

Council will need to consider the final completion of the Morlock Lift Station Downstream Gravity Sewer Improvement Projects and release of retainage funds in an amount of \$68,441.30 in 30 days. The total cost of the work completed is \$1,834,325.99, the original contract amount was \$1,882,222.00.

Staff and HR Green recommend final acceptance and release of retainage funds in 30 days (letter).

Roll call approving the resolution (packet) is in order.

Fiscal Impact

Attachments

Resolution

Letter

RESOLUTION NO. 2019-_____

A RESOLUTION TO ACCEPT FINAL COMPLETION OF THE MORLOCK LIFT STATION DOWNSTREAM GRAVITY SEWER IMPROVEMENTS PROJECT AND RELEASE RETAINED FUNDS

WHEREAS, the City of Indianola is currently under obligation of a construction contract with HR Green and J&K Contracting for the completion of the Morlock Lift Station Downstream Gravity Sewer Improvements Project; and

WHEREAS, the remaining change order items have been completed and J&K Contracting has fully completed the construction in accordance with the terms and conditions of said contract and plans and specifications; and

WHEREAS, the City now deems it appropriate to give final approval and acceptance of said project as having been fully completed in accordance with the plans, specifications, and form of contract.

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

1. The Morlock Lift Station Downstream Gravity Sewer Improvements project is hereby approved and accepted as fully complete.
2. The City shall release \$68,441.30 to J&K Contracting within 30 days in accordance with law.

APPROVED this 4th day of March, 2019.

Kelly B. Shaw, Mayor

ATTEST:

Diana Bowlin, City Clerk



February 26, 2019

Mr. Rick Graves
WPC Superintendent
City of Indianola
11870 Hoover Street
Indianola, IA 50125

**Re: Morlock Lift Station Downstream Gravity Sewer Improvements
City of Indianola
Final Acceptance
Contractor's Final Application #8 for Retainage**

Dear Rick:

Attached is an electronic copy of Final Payment Application No. 8 for Retainage and Final Acceptance from J & K Contracting, for the Morlock Lift Station Downstream Gravity Sewer Improvements project. Hard copies have been placed in the mail.

The Owner's Statement of Final Completion and Owner's Acceptance of the Work (i.e. Final Acceptance) is enclosed per SUDAS Section 1090 paragraph 1.08, C - Acceptance and Final Payment, which confirms the work has been completed in substantial accordance to the contract documents. The Final Acceptance establishes the one (1) year maintenance period, sets the final contract amount, and sets the date at which retainage can be released.

Final Payment Application No. 8 is for the payment of the retainage and can be released and paid to the Contractor thirty (30) days after Final Acceptance as long as there are no claims against the project. If there are any claims on file at the end of the thirty (30) calendar day period, the Jurisdiction shall continue to retain a sum less than or equal to double the total amount of all claims on file from the unpaid funds and release and pay the remaining balance to the Contractor.

We have reviewed Final Payment Application No. 8 and recommend payment for retainage in the amount of \$68,441.30 as submitted by J & K Contracting. Please execute the final acceptance and pay application and distribute copies to all parties.

Sincerely,
HR GREEN, INC.

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

Joseph Frankl, P.E.
Project Engineer

Enclosures

Cc: Diana Bowlin, Indianola City Clerk
HRG File

J:\2016\160318.01\Construction\Gravity Sewer\Pay Request\ltr-021919-J&K_Final_Pay_Request_8_retainage.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



10703 Justin Dr
Urbandale, IA 50322
PH: (515)233-5500
Fax:(515)278-2351

Project Name:
Project ID #:
Pay Estimate #
Work Dates:

Indianola Morlock Lift Station
1738IN
8
Final
Date: 10/9/2018
Engineer: HR Green, Inc.
Owner: City of Indianola

Bid Item	Description	Contract QTY	Unit	Bid Price	Contract Value	Quantity To Date	Previous Qty. To Date	Quantity this Period	Value To Date
10	Mobilization/General Requirements	1	LS	\$ 65,000.00	\$ 65,000.00	1.00	1.00	-	\$ 65,000.00
20	Construction Survey	1	LS	\$ 11,000.00	\$ 11,000.00	1.00	1.00	-	\$ 11,000.00
30	Traffic Control	1	LS	\$ 8,500.00	\$ 8,500.00	1.00	1.00	-	\$ 8,500.00
40	Temporary Wastewater Bypass Pumping	1	LS	\$ 100,000.00	\$ 100,000.00	1.00	1.00	-	\$ 100,000.00
50	Allowance For Golf Course Restoration	1	LS	\$ 30,000.00	\$ 30,000.00	1.00	1.00	-	\$ 30,000.00
60	Clearing & Grubbing	1	LS	\$ 100,000.00	\$ 100,000.00	1.00	1.00	-	\$ 100,000.00
70	Topsoil, On-site	2667	CY	\$ 15.00	\$ 40,005.00	2,667.00	2,667.00	-	\$ 40,005.00
80	Subgrade Preparation	3326.2	SY	\$ 4.00	\$ 13,304.80	3,326.20	3,326.20	-	\$ 13,304.80
90	Modified Subbase, 6" Depth	3326.2	SY	\$ 9.00	\$ 29,935.80	3,326.20	3,326.20	-	\$ 29,935.80
100	Trench Compaction Testing	1	LS	\$ 6,500.00	\$ 6,500.00	1.00	1.00	-	\$ 6,500.00
110	Sanitary Sewer Gravity Main, Trenched, PVC, 24"	2636	LF	\$ 155.00	\$ 408,580.00	2,636.00	2,636.00	-	\$ 408,580.00
120	Sanitary Sewer Gravity Main With Casing Pipe, TL		LF	\$ 900.00	\$ -			-	\$ -
130	Sanitary Sewer Service Relocation	10	EA	\$ 4,000.00	\$ 40,000.00	10.00	10.00	-	\$ 40,000.00
140	Removal of Sanitary Sewer, RCP, 21"	75	LF	\$ 10.00	\$ 750.00	75.00	75.00	-	\$ 750.00
150	Removal of Sanitary Sewer, RCP, 15"	71	LF	\$ 6.00	\$ 426.00	71.00	71.00	-	\$ 426.00
160	Removal of Sanitary Sewer, PVC Truss, 8"	601	LF	\$ 3.00	\$ 1,803.00	601.00	601.00	-	\$ 1,803.00
170	Storm Sewer, Trenched, RCP 15"	325	LF	\$ 95.00	\$ 30,875.00	325.00	325.00	-	\$ 30,875.00
180	Removal of Storm Sewer, RCP, 15"	304	LF	\$ 5.00	\$ 1,520.00	304.00	304.00	-	\$ 1,520.00
190	Subdrain, Type 1 (Longitudinal), Case B, PVC, 6"	1455	LF	\$ 19.00	\$ 27,645.00	1,455.00	1,455.00	-	\$ 27,645.00
200	Subdrain Cleanout, Type A-1, PVC, 6"	7	EA	\$ 550.00	\$ 3,850.00	7.00	7.00	-	\$ 3,850.00
210	Subdrain Outlets and Connections, PVC, 6"	8	EA	\$ 450.00	\$ 3,600.00	8.00	8.00	-	\$ 3,600.00
220	Storm Sewer Service Stub	7	EA	\$ 1,300.00	\$ 9,100.00	7.00	7.00	-	\$ 9,100.00
230	Manhole, SW-301, 48" Diameter	20	EA	\$ 5,900.00	\$ 118,000.00	20.00	20.00	-	\$ 118,000.00
240	Manhole, SW-401, 48" Diameter		EA	\$ 3,800.00	\$ -			-	\$ -
250	Intake, SW-505	4	EA	\$ 4,200.00	\$ 16,800.00	4.00	4.00	-	\$ 16,800.00
260	Intake, SW-506	3	EA	\$ 6,200.00	\$ 18,600.00	3.00	3.00	-	\$ 18,600.00
270	Drop Connection, 8" Diameter	3	EA	\$ 4,700.00	\$ 14,100.00	3.00	3.00	-	\$ 14,100.00
280	Drop Connection, 15" Diameter	1	EA	\$ 10,700.00	\$ 10,700.00	1.00	1.00	-	\$ 10,700.00
290	Connection to Existing Manhole	3	EA	\$ 10,000.00	\$ 30,000.00	3.00	3.00	-	\$ 30,000.00
300	Remove Manhole, Full Depth	7	EA	\$ 2,200.00	\$ 15,400.00	7.00	7.00	-	\$ 15,400.00
310	Remove Manhole, Partial Depth	7	EA	\$ 2,700.00	\$ 18,900.00	7.00	7.00	-	\$ 18,900.00
320	Pavement, PCC, 7" Thickness	2933.4	SY	\$ 49.00	\$ 143,736.60	2,933.40	2,933.40	-	\$ 143,736.60
330	PCC Curb and Gutter	317	LF	\$ 38.00	\$ 12,046.00	317.00	317.00	-	\$ 12,046.00
340	Driveway Removal, PCC	426.3	SY	\$ 12.00	\$ 5,115.60	426.30	426.30	-	\$ 5,115.60
350	Sidewalk Removal	30	SY	\$ 10.00	\$ 300.00	30.00	30.00	-	\$ 300.00
360	Sidewalk, PCC, 6" Thickness	11	SY	\$ 80.00	\$ 880.00	11.00	11.00	-	\$ 880.00

370	Sidewalk, PCC, 4" Thickness	22	SY	\$ 65.00	\$ 1,430.00	22.00	22.00	-	\$ 1,430.00
380	Detectable Warning	16	SF	\$ 38.00	\$ 608.00	16.00	16.00	-	\$ 608.00
390	Driveway, Paved, PCC, 6" Thickness	455.6	SY	\$ 55.00	\$ 25,058.00	455.60	455.60	-	\$ 25,058.00
400	Driveway Granular		SY	\$ 17.00	\$ -			-	\$ -
410	Full Depth Patch, PCC	342	SY	\$ 65.00	\$ 22,230.00	342.00	342.00	-	\$ 22,230.00
420	Full Depth Patch, HMA	600.7	SY	\$ 165.00	\$ 99,115.50	600.70	600.70	-	\$ 99,115.50
430	Pavement Removal	2867	SY	\$ 13.00	\$ 37,271.00	2,867.00	2,867.00	-	\$ 37,271.00
440	Hydraulic Seeding, Seeding, Fertilizing, and Mulch	0.82	ACRE	\$ 4,400.00	\$ 3,608.00	0.82	0.82	-	\$ 3,608.00
450	Hydraulic Seeding, Seeding, Fertilizing, and Mulch	0.33	ACRE	\$ 4,400.00	\$ 1,452.00	0.33	0.33	-	\$ 1,452.00
460	SWPPP-Preparation	1	LS	\$ 1,600.00	\$ 1,600.00	1.00	1.00	-	\$ 1,600.00
470	SWPPP-Management	1	LS	\$ 3,600.00	\$ 3,600.00	1.00	1.00	-	\$ 3,600.00
480	Silt Fence	605	LF	\$ 1.90	\$ 1,149.50	605.00	605.00	-	\$ 1,149.50
490	Filter Sock	989	LF	\$ 1.90	\$ 1,879.10	989.00	989.00	-	\$ 1,879.10
500	Stabilized Construction Entrance	125	SY	\$ 35.00	\$ 4,375.00	125.00	125.00	-	\$ 4,375.00
510	Maintenance of Postal Service	1	LS	\$ 4,000.00	\$ 4,000.00	1.00	1.00	-	\$ 4,000.00
520	Maintenance of Solid Waste Collection	1	LS	\$ 6,000.00	\$ 6,000.00	1.00	1.00	-	\$ 6,000.00
530	Creek Crossing	1	LS	\$ 28,000.00	\$ 28,000.00	1.00	1.00	-	\$ 28,000.00
540	Sanitary Sewer Gravity Main, Trenched, PVC, 27"	381	LF	\$ 189.52	\$ 72,207.12	381.00	381.00	-	\$ 72,207.12
550	Manhole, SW-301, 48" Base Sections	2	EA	\$ 1,035.00	\$ 2,070.00	2.00	2.00	-	\$ 2,070.00
560	Sanitary Sewer Cured In Place Pipe for 21" Pipe	282	LF	\$ 202.40	\$ 57,076.80	282.00	282.00	-	\$ 57,076.80
570	24" PVC Pipe	612	LF	\$ 25.98	\$ 15,899.76	612.00	612.00	-	\$ 15,899.76
CO1	PCO1 - Foundation Demo/Removal	1	LS	\$ 16,981.14	\$ 16,981.14	1.00	1.00	-	\$ 16,981.14
CO2	PCO3 - Rock Excavation Through Golf Course	1	LS	\$ 16,581.10	\$ 16,581.10	1.00	1.00	-	\$ 16,581.10
CO3	Elimination of Casing Bore	1	LS	\$ 98,795.79	\$ 98,795.79	1.00	1.00	-	\$ 98,795.79
CO4	Misc Closeout Items	1	LS	\$ 865.38	\$ 865.38	1.00	1.00	-	\$ 865.38
CO5	Liquidated Damages	1	SL	\$ (24,500.00)	\$ (24,500.00)	1.00	1.00	-	\$ (24,500.00)

Total Bid \$ 1,834,325.99

TOTAL BILLED \$ 1,834,325.99

Percent Complete 100%

Materials Stored \$ -

Less Materials Used \$ -

Less Previous Applications \$ 1,765,884.69

Less 5% Retainage \$ -

Net Due This Period \$ 68,441.30

CONTRACTOR'S CERTIFICATION:

The undersigned CONTRACTOR certifies that:

(1) all previous progress payments received from OWNER on account of Work done under the Contract referred to above have been applied to discharge in full all obligations of CONTRACTOR

Contractor Approval: J & K Contracting

Engineer Approval:

Owner Approval:

Date

Date

Date

STATEMENT OF FINAL COMPLETION
AND
OWNER'S ACCEPTANCE OF WORK

PROJECT: Morlock Lift Station Downstream Gravity Sewer Improvements

OWNER: City of Indianola
11870 Hoover Street., Indianola, IA 50125

ENGINEER: HR Green, Inc., 5525 Merle Hay Road, Suite 200, Johnston, Iowa 50131

CONTRACTOR: J and K Contracting, 10703 Justin Dr, Urbandale, IA 50322

I, the undersigned Engineer of the above designated project, do hereby state that:

1. The construction provided for pursuant to Contract Documents including all approved amendments and Change Orders, hereafter called the Work between the Owner and Contractor has been completed and to the best of my knowledge and belief, is in substantial compliance with the provisions of the Contract Documents.
2. The one (1)-year guarantee and maintenance requirement of the contract, secured by the Performance and Maintenance Bonds, shall become effective as of July 24, 2018, which is the date of Acceptance.
3. The final payment authorized hereto and made a part hereof is a complete and accurate summary of the Work performed in accordance with the Contract Documents.
4. The total cost of the Work as completed is: \$1,834,325.99

I recommend, under the provisions of the Contract documents, that the Work be accepted and that the final payment be made.

HR Green, Inc.

By Joseph Frankl
Joseph Frankl, P.E.

Date 2/26/19

Accepted By J and K Contracting

By _____
Jeremy Feldmann

Date _____

Accepted By City of Indianola

By _____
Kelly B. Shaw, Mayor

Date _____

Meeting Date: 03/04/2019

Subject

Resolution suspending enforcement of Indianola Code Section 47.01(11) regarding the consumption of wine in City Parks for the Indianola Park Friends Member Plant Sale

Information

The Indianola Park Friends is requesting to host a Member Plant Sale at the Indianola Pickard Park Greenhouse on April 25, 2019 from 5:00 p.m. - 7:00 p.m. to provide wine to the Indianola Park Friends.

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

- Wine will be served in accordance with the State of Iowa Alcoholic Beverages Division
- The Indianola Park Friends will be required to comply with all other requirements of the Municipal Code of the City for the event
- The Member Plant Sale will be held on April 25, 2019 from 5:00 p.m. to 7:00 p.m. and council confirms that the enforcement of the Indianola Code Section 47.01(11) will be temporarily suspended from 5:00 p.m. to 7:00 p.m. for the event to provide wine to Indianola Park Friends members in celebration of the greenhouse at the Indianola Pickard Park
- All participants and sponsors of said event shall be required to comply with all other requirements of the Municipal Code of the City, but the enforcement to provide wine in the park is hereby waived.

Roll call is in order.

Fiscal Impact

Attachments

Resolution

RESOLUTION NO. 2019-_____

**A RESOLUTION SUSPENDING ENFORCEMENT OF INDIANOLA CODE 47.01(11)
REGARDING THE CONSUMPTION OF WINE IN CITY PARKS FOR THE INDIANOLA
PARK FRIENDS PLANT SALE**

WHEREAS, the Indianola Park Friends intends to hold Member Plant Sale at the Greenhouse at Pickard Park; and

WHEREAS, said event is set to occur on Thursday, April 25, 2019 from 5:00 p.m. to 7:00 p.m. at the Indianola Pickard Park, in the City of Indianola; and

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

WHEREAS, the wine for the Indianola Park Friends Member Plant Sale will be served in accordance with the authorization by the State of Iowa; and

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

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

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

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Indianola, Iowa, that the City of Indianola hereby acknowledges receipt of notification of the Indianola Park Friends Member Plant Sale at the Indianola Pickard Park greenhouse on April 25, 2019 from 5:00 p.m. to 7:00 p.m., confirms that enforcement of Indianola Code Section 47.01(11) will be temporarily suspended from 5:00 p.m. – 7:00 p.m. for the Indianola Park Friends Plant Sale.

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

Dated this 4th day of March, 2019.

Kelly B. Shaw, Mayor

ATTEST:

Diana Bowlin, City Clerk

Meeting Date: 03/04/2019

Subject

Resolution approving the professional service agreement with HR Green for the West 3rd Avenue Sewer Project

Information

In your packet is the resolution approving the professional service agreement (packet) for the West 3rd Avenue Sanitary Sewer Improvements in an amount of \$20,300.

Highlights of the project include:

- Provide the detailed design of the project to include:
 - Approximately 283 linear feet of 8-inch gravity sewer and connections to existing manholes
 - Associated surface and street restoration
- Provide survey services for the Design Phase
- Prepare construction drawings
- Bidding phase
- Construction phase
- Deliverables and schedules include:
 - Notice to Proceed - March 4, 2019
 - Topographic Survey - April 2019
 - Final Plans and Specs - May 2019
 - Bid Opening - June 2019
 - Construction Completion - October 2019

Roll call is in order.

Fiscal Impact

Attachments

Resolution

Letter

Professional Service Agreement

RESOLUTION NO. 2019-_____

**RESOLUTION APPROVING A PROFESSIONAL SERVICES
AGREEMENT FOR THE WEST THIRD AVENUE SANITARY
SEWER IMPROVEMENTS**

WHEREAS, the City of Indianola, Iowa, is engaged with HR Green to provide the engineering services for the City; and

WHEREAS, the City of Indianola, Iowa, is in need of a Professional Services Agreement for the West Third Avenue Sanitary Sewer Improvements; and

WHEREAS, it is the determination of the City Council that the City should enter into a Professional Services Agreement – West Third Avenue Sanitary Sewer Improvement Project 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 Service Agreement – West Third Avenue Sanitary Sewer Improvements with HR Green is in the public interest of the citizens of the City of Indianola and is hereby approved.

2. The Mayor is authorized and directed to execute the Professional Services Agreement – West Third Avenue Sanitary Sewer Improvements on behalf of the City and the City Clerk is authorized and directed to attest to the signature and to affix the seal of the City.

PASSED this 4th day of March, 2019.

Kelly B. Shaw, Mayor

ATTEST:

Diana Bowlin, City Clerk



February 26, 2019

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

Re: W. 3rd Ave. Sanitary Sewer Improvements

Dear Rick:

Enclosed are two copies each of our Professional Services Agreement for the W. 3rd Ave. Sanitary Sewer Improvements.

The overall fee for professional services for the proposed project is \$20,300. The project represents approximately 145 hours and a total labor fee of \$18,700 with expenses at \$1,600. The engineering fee is approximately broken down as follows:

Design & Bidding Phase	\$ 13,700
Construction Phase	\$ 6,600
Total Professional Fee.....	\$20,300

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 immediately available to start work on this important project.

Sincerely,
HR Green, Inc.

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

Joseph P. Frankl, P.E.
Project Manager

Cc: Ryan Waller, City Manager

Enclosures

J:\2019\190251\Admin\Contract\Client\Ltr-022619-Scope Fee Transmittal.docx

A large green plus sign graphic located in the bottom right corner of the page.

HRGreen.com

Phone 515.278.2913 Fax 515.278.1846 Toll Free 800.728.7805
5525 Merle Hay Road, Suite 200. Johnston, Iowa 50131
277



PROFESSIONAL SERVICES AGREEMENT

For

West 3rd Ave. Sanitary Sewer Improvements

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

Jim Rasmussen, Vice President
HR Green, Inc.
5525 Merle Hay Rd, Suite 200
Johnston, IA, 50131
Project No.160318

February 25, 2019

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2.0	SCOPE OF SERVICES
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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

CLIENT would like to upsize a section of 6" gravity sewer along W. 3rd Avenue in Indianola to an 8" gravity sewer and eliminate a drop connection by increasing the sewer slope. The project will also include curb to curb replacement of the overlying street where sewer replacement will occur.

COMPANY will provide preliminary and final design, bidding, and construction services for the W. 3rd Ave. Sanitary Sewer Improvements project for CLIENT.

1.2 Design Criteria/Assumptions

Project will follow the Iowa SUDAS (2018 Edition) Design and Specification manuals. Project will also follow the Iowa Department of Natural Resources Wastewater Facilities Design Standards.

2.0 Scope of Services

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

Task 1 – Preliminary and General Work

- I.1. Attend a kickoff meeting with the CLIENT to review the project scope and schedule.
- I.2. Provide project management throughout all phases of the project.
- I.3. Provide quality assurance and quality control services throughout all phases of the project.

Task 2 – Design Phase

- II.1. Provide the detailed design of the project to include:
 - Approximately 283 linear feet of 8-inch gravity sewer and connections to existing manholes, and
 - Associated surface and street restoration.
- II.2. Provide survey services for the Design Phase to include:
 - Topographical survey of the project area, and
 - Utility survey of the project area.
 - One (1) round-trip from the COMPANY's office to the site and return shall be budgeted for survey services.

- II.3. Prepare construction drawings, anticipated as nine (9) sheets to include the following:
- Cover Sheet with Vicinity Map and Index
 - Legends, Symbols and General Notes
 - Quantities
 - Sewer Plan and Profile
 - Street Plan and Profile
 - Road Typical Section
 - Geometrics/Staking/Jointing Plan
 - Traffic Control Plan
 - Miscellaneous Details
- II.4. Prepare construction specifications and contract documents. The COMPANY shall use the Iowa Statewide Urban Design and Specifications (SUDAS), 2018 Edition, as the primary construction specifications. The COMPANY shall provide supplemental technical specifications for items not covered by SUDAS.
- II.5. Conduct project status conference call meeting between CLIENT and COMPANY staff to review the completed work and documents, discuss content and schedule of the remaining work, and receive comments, approvals, or redirection of these efforts. Project status meeting at 90% completion is proposed. One meeting is budgeted.
- II.6. Prepare an opinion of probable cost for the project at the 90% complete milestone. Provide a final opinion of probable cost for the project to file with the completed documents.
- II.7. Perform QA/QC review of drawings, specifications, and contract documents.
- II.8. Furnish copies of the final drawings, specifications, and contract documents to CLIENT.
- II.9. Submit final drawings, specifications, contract documents, and applications for construction permit to the Iowa Department of Natural Resources.

Task 3 – Bidding Phase

- III.1. Furnish the required number of drawings, specifications, and contract documents for bidding distribution to prospective contractors for the project. Anticipated to be 10 sets of documents.
- III.2. Correspond with prospective contractors, suppliers, and other interested parties with questions and comments during the bid period.
- III.3. Issue addenda as appropriate to interpret, clarify, or expand proposal documents.
- III.4. Assist CLIENT in evaluating bids and awarding a construction contract.

- III.5. Prepare construction contract documents and submit to contractor for completion.
- III.6. Review and submit the executed contract documents to CLIENT for approval.

Task 4 – Construction Phase

- IV.1. Conduct a preconstruction conference with representatives of CLIENT, contractor, subcontractors, engineer, and other public and private utility companies, and distribute minutes of the meeting to all attendees.
- IV.2. Review any necessary shop drawings, samples, and manufacturer's data furnished by contractor.
- IV.3. Provide general correspondence with CLIENT, contractor, subcontractors, and suppliers throughout the project duration, estimated as 1-month construction duration. Act as CLIENT'S representative, consult with and advise CLIENT, issue instructions to contractor, and have the authority to act on behalf of CLIENT. Interpret the intent of the drawings, specifications, and contract documents to protect CLIENT against defects and deficiencies in construction on the part of contractor, however, the engineer cannot guarantee the performance of any contractor.
- IV.4. Provide part-time construction observation of the work of the contractor to assure proper verification of methods and materials used. Part-time construction observation consisting of FIVE 8-hour site visits over an estimated construction duration of 1-month is proposed.
- IV.5. Review contractor's applications for monthly progress payments and final payment, and when approved submit to CLIENT for payment.
- IV.6. Prepare the necessary contract change orders for approval of CLIENT.
- IV.7. Make a final inspection of the project to verify completion of punchlist items.
- IV.8. Submit to CLIENT a statement of substantial completion for the project.
- IV.9. Prepare record drawings based on construction records provided by contractor. Provide to CLIENT reproducible hard copy record drawings.

3.0 Deliverables and Schedules Included in this Agreement

Notice to Proceed	March 4, 2019
Topographic Survey	April 2019
Final Plans and Specifications	May 2019
Bid Opening	June 2019
Construction Completion	October 2019

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:

- Geotechnical Investigations
- Additional engineering services related to rebidding or bid protests
- Preparing design documents for more than one construction contract
- Wetland, flood plain or storm water investigations
- Land acquisition services

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

- Make existing sanitary sewer drawings, data, records, condition assessment, history available as needed.
- Provide prompt review of drawings, specifications, technical memos, etc.
- Provide legal review of information needed 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: (i) living and traveling expenses of employees when away from the home office on business connected with the project; (ii) identifiable communication expenses; (iii) identifiable reproduction costs applicable to the work; and (iv) 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 15 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 attorney's 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:

Lump sum in the amount of \$20,300.

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 attorney's 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 attorney's 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; failure of any government agency to act in 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 engineering services. The compensation to be paid COMPANY for said professional engineering 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 attorney's 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 \$50,000.00, 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.

8.31 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.

James R. Rasmussen

Approved by:

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

Printed/Typed Name:

James R. Rasmussen

Title:

Vice President

Date:

2/26/19

City of Indianola

Accepted by:

Printed/Typed Name:

Title:

Date:

Meeting Date: 03/04/2019

Subject

City Manager's Report - Ryan Waller

* Receive and file correspondence from February 15 and 22, 2019

Information

In your packet are the February 15 and 22, 2019 weekly updates from Ryan Waller, City Manager.

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

Fiscal Impact

Attachments

Waller's Weekly 021519
Bldg Permits 021519
Exp P Update 021519
PM Update 021519
County Email
Projects Update
Draft 031819 Agenda
Draft 030419 Agenda
Waller's Weekley 022219
Project Updates 022219
Exp Permits 022219
PM Update 022219
Draft 030419 Agenda A
Draft 031819 Agenda B
Chamber Info

Diana Bowlin

From: Ryan Waller
Sent: Friday, February 15, 2019 3:55 PM
To: All Department Heads
Subject: FW: Waller's Weekly 2.15.19
Attachments: Building Permits as of 02152019.pdf; EXP P Update 02152019.pdf; PM Update 02152019.pdf; County Email.pdf; Projects Update.pdf; Draft March 18, 2019 Agenda.pdf; Draft March 4, 2019 Agenda.pdf

Happy Friday, all.

Here is this week's update email. Please feel free to share with members of your respective departments. If there are any items you'd like included or you have questions about, please let me know.

Have a great weekend.

Thanks for all you do!

Ryan

From: Ryan Waller
Sent: Friday, February 15, 2019 3:53 PM
Subject: Waller's Weekly 2.15.19

Good afternoon, all.

I hope this finds everyone well. Here is this week's update email. Please let me know if there are any questions. I hope everyone has a great weekend.

Ryan



Ryan J. Waller

City Manager

rwaller@indianolaiowa.gov

p: 515.962.5274

110 N. 1st Street – Indianola, Iowa 50125

Kick-off Meetings – This week staff held kick-off meetings for both the Comprehensive Master Plan update and the Streetscape Concept Design projects. A primary focus of both kick-off meetings was public engagement. We will be providing regular updates as we progress along with these two extremely important community projects.

County Email – Attached is an email sent to County representatives requesting another coordination meeting for the courthouse/jail project.

Presidents' Day – A friendly reminder that non-emergency offices are closed on Monday, February 18th due to the Presidents' Day holiday. As a result of this holiday, the City Council meeting is scheduled for Tuesday, February 19th. Parks & Recreation will have regular evening programming during the evening, which includes: ChicoMetrics at the Activity Center and Youth Basketball at Wilder School.

Grants – Kuddos go out to the Police and Fire Departments. Both departments have been working hard on pursuing grants to help off-set costs for these departments. As an example, the Police Department has just submitted a grant application for \$19,000 that would help to replace two scanners, two printers, and computer monitors in six patrol vehicles, as well as help fund a portion of the maintenance contract on the electronics.

YMCA – This morning Kevin Halterman, Nate Fehl and I met with the new CEO of the Greater Des Moines YMCA. During our meeting we discussed the recruitment for the vacant Executive Director position, the review of local branches she is currently undertaking, and the 28E agreement between the two entities.

Expired Permit Update – As you may recall, there was a bag log of expired building permits that went back several years. Thank you to Charlie and Kristin who have been actively managing this backlog. As a result of their hard work, the number of expired permits is now down to 40. Charlie will be speaking on this during his update at the City Council meeting.

Community Development Updates – Attached, please find various updates provided by the Community Development Department.

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

<u>Permit #</u>	<u>DATE Permit Issued</u>	<u>NAME</u>	<u>ADDRESS</u>	<u>LEGAL DESCRIPTION</u>	<u>CONTRACTOR</u>	<u>Tax Abatement</u>	<u>Electronic Drawings</u>	<u>CONSTRUCTION</u>	<u>VALUE</u>	<u>Taxable ?</u>	<u>CODE</u>
1	1/3/2019	Brandon Frericks	314 N 17th Street	29-76-23 ASHTON PARK PLAT 4 LOT 10	n/a	No	No	Basement Finish	4,800	Y	434
2	1/14/2019	Bellagio Construction	402 W 1st Street	South 90 Lot 12 & s 90 of East Lot 11 Block 16 Jones & Windles Addition	Curtis White	No	No	Garage Addition	6,000	Y	438
3	1/15/2019	Zoo Bar / Jesse Forbes	102 W Ashland Ave	25-76-24 INDIANOLA OTP W 7 1/2' LOT 22 & E 1/2 LOT 21 EX E 10' N 67' & W 7/12 S 8' LOT 23 LOWER FLOOR BLK 8	Vanderpool	No	No	Basement Alteration	2,000	Y	434
4	1/16/2019	Dan Gripp	906 W Boston Ave	25-76-24 Homedale E 75' W 150' Lot 3 BLK 9	Gripp Masonry	No	No	Foundation Repair	11,000	Y	434
5	1/16/2019	Kenneth McCoy	410 S Jefferson Way	30-76-23 Haworths Add S 35' Lot 10 & Lot 11 Blk 4	Simon Gingerich	4 Yr Com	No	Commerical Building	150,000	Y	328
6	1/16/2019	Scott Johnston	410 W Ashland Ave	25-76-24 James & Windles Add Lot 7 @ W 15ft		No	No	Garage	15,000	Y	438
7	1/17/2019	Curtis White	402 W 1st Street	South 90 Lot 12 & s 90 of East Lot 11 Block 16 Jones & Windles Addition	Curtis White - Family Plan	No	No	Demolition	0	Y	645
8	1/21/2019	Construction by Cambron	400 S 8th Ct #14	30-76-23 The Meadows Plat 1 Phase III Lot 3 Unit 14	Ryan Cambron	No	No	Basement Finish	35,000	Y	434
9	2/6/2019	Jaci Green	700 N G Street	24-76-24 Park View Addition Lot 5	Mike McClintock	No	No	Basement Finish	13,250	Y	434
10	2/13/2019	Steven Lee Vetter	206 N Buxton (rear of 126 W Ashland Ave)	25-76-24 Indianola OTP Lots 12-13 & W 2' Lot 14 Blk 8 - "North end of 126 W Ashland Ave leased space"	Casner Construction	No	No	Commercial Remodel	35,000	Y	437
11	2/14/2019	Wade Journey Homes	602 N 17th Street	20-76-23 Indianola CAL Prairie Glynn Plat 1 Lot 10	Wade Journey Homes		Yes	Single Family Dwelling	65,786	Y	101
12	2/14/2019	Wade Journey Homes	1704 E Euclid Ave	20-76-23 Indianola CAL Prairie Glynn Plat 1 Lot 12	Wade Journey Homes		Yes	Single Family Dwelling	65,786	Y	101
13	2/14/2019	Wade Journey Homes	1604 E Euclid Ave	20-76-23 Indianola CAL Prairie Glynn Plat 1 Lot 8	Wade Journey Homes		Yes	Single Family Dwelling	65,786	Y	101
14	2/14/2019	Wade Journey Homes	1500 E Euclid Ave	20-76-23 Indianola CAL Prairie Glynn Plat 1 Lot 1	Wade Journey Homes		Yes	Single Family Dwelling	74,145	Y	101
15	2/14/2019	Wade Journey Homes	1506 E Euclid Ave	20-76-23 Indianola CAL Prairie Glynn Plat 1 Lot 4	Wade Journey Homes		Yes	Single Family Dwelling	74,145	Y	101
16	2/14/2019	Wade Journey Homes	1602 E Euclid Ave	20-76-23 Indianola CAL Prairie Glynn Plat 1 Lot 7	Wade Journey Homes		Yes	Single Family Dwelling	74,145	Y	101
17	2/14/2019	Wade Journey Homes	1606 E Euclid Ave	20-76-23 Indianola CAL Prairie Glynn Plat 1 Lot 9	Wade Journey Homes		Yes	Single Family Dwelling	74,145	Y	101
18	2/14/2019	Wade Journey Homes	1710 E Euclid Ave	20-76-23 Indianola CAL Prairie Glynn Plat 1 Lot 15	Wade Journey Homes		Yes	Single Family Dwelling	74,145	Y	101

Permit #	Permit Year	Permit Date	Permittee	Owner if Different from Permittee	Address	Project	Last Inspected	Permit Expired	Date Letter Sent	Re-Apply?	New Permit #	Date RePerm	DATE Re-Inspect/ Finaled	Notes
2015														
3	2015		Bengstrom Construction Inc		1707 North 14th	Alteration Office	2/2/2015	8/1/2015	11/8/2018 1/29/2019					
11	2015		Horton Robinson Construction	Tim Stacy Darr	2407 W 10th Ave	Garage Addition	4/7/2015	10/4/2015	11/8/2018 1/29/2019					
26	2015		Dave Morey		1009 W 3rd Ave	Garage	11/16/2015	5/14/2016	01/29/19					
40	2015		TLCD Investments LLC		220/222 W Salem Ave	Alteration	9/16/2015	3/14/2016	11/8/2018 1/29/2019					
47	2015		Rebecca McGill		1607 East Boston Ave	Pool	NONE	12/6/2015	11/8/2018 1/29/2019					
78	2015		Garrett Miller		503 West 18th Place	Garage	NONE	5/17/2016	01/29/19					
85	2015		LMC Pools	Paty Duax Aiello	2306 W Anderson Ave	Pool	9/22/2015	3/20/2016	11/8/2018 1/29/2019					
95	2015		Jamer & Shannon Aiello		2306 W Henderson Ave	Garage	NONE	3/12/2016	11/8/2018 1/29/2019					
98	2015		Brad Butler		410 W 1st Ave	Front Porch Repair	NONE	3/19/2016	11/8/2018 1/29/2019					
100	2015		Delta Delta Delta Sorority		705 N C Street	Alteration	NONE	3/19/2016	11/8/2018 1/29/2019					
116	2015		B & S Construction		605 West 2nd Ave	Repair Foundation	10/30/2015	4/27/2016	11/8/2018 1/29/2019					
133	2015		Jeremy Selvaage		3214 W 4th Ave	Garage	NONE	6/8/2016	01/29/19					
135	2015		Scenic Point Mall	Troy Knight	1709 N Jefferson Way #200	Alteration Office	NONE	6/15/2016	11/12/2018 1/29/2019					Note in file from RP 2/27/18 left message about open permit and status.
2016														
10	2016		Thomas Sherly Nicholson		200 West Orchard Ave	Bathroom Remodel	3/21/2016	9/17/2016	10/31/2018 1/29/2019					
42	2016		Jeff Downing		1202 North 9th Street	Sun Shade Structure	NONE	10/29/2016	10/31/2018 1/29/2019					
82	2016		Larry Powell		1201 North D Street	Garage	8/16/2016	2/12/2017	01/29/19					BOA Approval approval in file. Letter sent from RP and CB on 8/25/16 to owner regarding electric in the garage being separate rather than upgrading to 200amp. No further info or notes in file.
91	2016		Bryon Keeney		505 E Ashland Ave	Deck	NONE	12/28/2016	10/31/2018 1/29/2019					
93	2016		Rich Piper		1800 Fairway Drive	Garage	10/6/2016	4/4/2017	01/29/19					BOA twice approval for projects. No final. Last inspection was a RI framing
95	2016		LTD Corp		2312 West 2nd Ave	Loading Dock	NONE	1/9/2017	10/31/2018 1/29/2019					
99	2016		R & D Precision Builders		1001 E Madison Ave	Basement & Room Addition	NONE	1/11/2017	10/31/2018 1/29/2019					
111	2016		Greg Oakes		1001 N O Street	Basement Finish	5/2/2018	10/29/2018	9/21/2018 11/12/2018 1/29/2019					RP contacted 2/27/18 regarding no inspections and permit sitting without final. Final inspect scheduled FAILED - 5/02/18 RP writes Sheet rock under stairs, cover all exposed NM cable - Romex
117	2016		Joe Kissner		1003 N O Street	Basement Finish	NONE	2/8/2017	10/31/18 1/29/2019					Note in file from RP stating left message about open permit on 2/27/18 Original Building permit issued 8/12/16
126	2016		Jeremy King	Anthony Hotz	505 N L Street	Repair of Deck Stairs / Dangerous Non Conforming Structures	NONE	3/6/2017	11/12/2018 1/29/2019					
135	2016		Cory Till		1109 South K Street	Garage	NONE	3/28/2017	01/29/19					
141	2016		Sean Thompson		204 E Kentucky Ave	Deck	NONE	4/12/2017	11/12/2018 1/29/2019					
2017														
84	2017	7/5	Wayne & Susan Prather		810 N T Ct	Deck	7/27/2017	1/23/2018	01/29/19					
87	2017	7/6	CMC Pools	Bryan Bussanmas	101 S 19th Ct	Pool	NONE	1/2/2018	01/29/19					
100	2017	8/15	John Adams	Helen Morgan	407 W Lincoln Ave	Garage	9/28/2017	3/27/2018	01/29/19					
104	2017	8/18	Brook Breuklander		908 N Y Street	Pool Deck	NONE	2/14/2018	01/29/19					
105	2017	8/24	Brenda McCoy		1200 E Euclid Ave	Deck	NONE	2/20/2018	01/29/19					
121	2017	10/4	Custom Specialty Services	The Village (Wesley Life)	707 Robin Glen	Bus Garage / Carport	11/15/2017	5/14/2018	01/29/19					
126	2017	10/17	Christopher Lutheran		306 N 17th Street	Basement Finish	11/9/2017	5/8/2018	01/29/19					Electric and Plumbing RI inspection completed by CB on 11/09/17. no other inspections found in file. Number listed as 319-631-2578
143	2017	10/27	Luke Riedmann		1024 Scott Felton Rd	Basement Finish	11/20/2017	5/19/2018	01/29/19					
148	2017	11/3	Iowa Drone	Steve Thompson	204 E Kentucky Ave	Garage	NONE	5/2/2018	01/29/19					
152	2017	12/5	Murphy Tower Service	IMU	111 S Buxton Street	Telecommunications Hut	1/24/2017	6/23/2017	01/29/19					Electric service was approved on 1/24/14 per RP and footings 12/05/17. No final inspection.
2018														
2	2018	1/17	Russ Vanderpool		512 E Euclid Ave	Garage	NONE	7/16/2018	9/21/2018 10/31/2018 1/29/19					Re issued letter regarding Shed on 512 E Euclid. 9/21/18-10/31/18
10	2018	2/14	Steger Construction	Brad Nancy Kotz	807 E Trail Ridge Pl	Alteration	2/22/2018	8/21/2018	9/21/2018 11/26/2018	No				11/23/18 Contacted contractor, P Steger 515-988-6027 states they decided to finish the job on their own. No contact info given for the owners. Will resend letter today 11/26
13	2018	2/21	Ann Mahoney	Equity Trust Custodian 1 Equity Way West Lake, OH 44145-2526	610 East 1st Ave	Home Restoration/ Alteration	3/5/2018	9/1/2018	9/27/2018 1/29/19					
14	2018	2/22	Genesis Development	Attn: Justin Terry	1809 W 2nd Ave	Alteration	NONE	8/21/2018	9/21/2018 10/31/2018 10/5/2018 Returned					
15	2018	2/23	Jope Joliff		701 N 1st St To: 15397 90th Ave	Home Alteration	3/5/2018	9/1/2018	10/23 Remailed 10/31 1/29/19					Return notice sent letter back. Recvd 10/23/18. Warren Co shows 15397 90th Ave. Remailed 10/31/18
ACTIVE - in Motiong for INSPECTION														
29	2015		Alex Van Clark		1003 North E Street	Addition BR and Egress Wind	7/2/2015	12/29/2015	11/8/2018 1/29/2019	EXT			02/08/19 FAILED	515-669-7886 - Alex - states they did the finish the basement walls just cut a hole in the drywall to add a different bedroom. He states the egress windows are complete. Requesting an extension on bedrooms or will call if no longer doing them to close permit. SB inspected 02/08/19 FAILED. Fire alarm outside of bedroom is more than 10' from door, closet light had exposed bulbs. Needs to be reinspected to final rule.
82	2015		Brian Hoxmeier		1308 N 6th Street	Basement Finish	1/6/2016	7/4/2016	01/29/19	EXT				Brian (38-991-3092) called and would like an extension until the end of the year on this permit. Please make note of an extension until 12/31/19.
106	2015		Ryan Phipps		111 N G Street	Egress Window	NONE	4/10/2016	11/8/2018 1/29/2019				02/05/19 FAILED	Owner called in 1/31/19 stated that this was completed and inspected back in late 2015./ agreed to have inspector out to validate 515-689-7926 Per SB Window installed. Depth of area wall is 48" ladder is required-no ladder present. Failed - will need to call for reinspection
140	2016		Joe Ripperger		209 N M Street	Deck	NONE	4/11/2017	11/12/2018 1/29/2019	EXT			02/05/19 FAILED	Zach current home owner - 515-729-4649 says okay to come whenever just call. Per SB 02/05/19 Jeff Begg "444 post more than 8" tall. Appear to be buried in the ground. unable to verify frost depth. Beam should be notched into post or supported with approved brackets. Stairs and all railing approved. FAILED DECK. Will need to schedule reinspection."
146	2016		Brad Butler	Ross Huff	611 Quail Ridge Rd	Deck	11/7/2016	5/6/2017	11/12/2018 1/29/2019	EXT			1/3/2019 FAIL	Owner called in requesting inspection for final. Sent to safebuild 12/27/18 Ross Huff - Safebuild inspected project on 1/3/19 FAILED-Will reinspect when called.
68	2017		Richard Stewart		1209 Lancaster Way	Single Family Dwelling	10/10/2017	4/8/2018	8/28/2018 1/29/2019	EXT			2/13/19 FAILED	Owner came in 02/11/19 reports final done by RP in July of 2018. No inspec sh in file. Scheduled final with Safebuilding. Mr. Stewert 515-490-8339 "SB inspected 2/13/19 failed "AC breaker is 30 amp needs to be 25 amp, unfinished basement outlets need to be FGI protected, water heater drain pipe is missing, need gutters and downspouts installed."
89	2017	7/19	Uhnemus Construction	Mark Hines	1206 E Franklin Ave	Deck	7/19/2017	1/15/2018	01/29/19					Owner did in ok to schedule inspection. Emailed SB.
98	2017	8/8	Jeffrey Simmerman		102 S 20th Street	Residential Addition/Garage/Deck	10/25/2017	2/1/2018	2/1/2018	Ext				Extension given per DC for 180 days. Owner plans to complete January 2019 - 11/1/19
110	2017	9/7	Cross Cut Custom Carpentry	Robert & Deb Elgin	210 N 15th Street	Deck	9/7/2017	3/6/2018	01/29/19				02/07/19 FAILED	2/5/19 owner called in regarding inspection needed. SB scheduled for 2/07/19. Inspection Failed. Will need to call to reinspect. Owner did in 2/11 asked for failed inspection report. Emailed inspection report to owner 2/11. advised to let us know when she would like to reschedule final
111	2017	9/12	Adam McCarty		2710 N Jefferson Way	Deck	10/20/2017	4/18/2018	9/21/2018 1/29/2019	Ext Rqst				Applied for utility shed on 09/21/18. Will inspect both for compliance 09/24 - 9/24 inspect deck is not finished. Owner will need to re apply for building permit. Owner called 12/12/18 asking for an extension on his deck permit, he wasn't able to get to it or work to finish it this year. Advised that he will need to re apply and pay for a new building permit next spring 2019

142	2017	10/27	Stuppy Inc		2205 E 2nd Ave	Greenhouse	10/26/2017	4/24/2018	01/29/19							Labeled as a Greenhouse for Indianola Parks & Rec. Recvd call from Clerk of Court stating 2205 is their address however this is not a permit they have pulled. May need acrossed the street. Confirm address. Call made to Doug B with Parks & Rec to discuss. Scheduled inspection for greenhouse.
153	2017	12/7	Hope Joliff		608 N Howard Street	Basement Wall Alteration (Crawl Space)	1/8/2017	7/26/2017	01/29/19							Called contractor Santos orlana 515-979-5040, states that after the footing inspection the inspector told him he wouldn't need to come back. No final shown and no CO issued. Will forward to Charlie.
8	2018	2/1	Benjamin Rogers		1000 North O St	Basement Finish	NONE	7/31/2018	10/5/2018 1/29/19	EXT						Still has not been completed yet. Extension needed until May 2018. 515-808-3030
28	2018	4/3	Sandy Peterson		1020 Scott Felton Rd	Shed	NONE	9/30/2018	9/27/2018 1/29/19							Warning Letter advising of expiration if no final inspection. Sandy 480-5913 cld in. ok to inspect. Safebuilding schedule for 2/5 9-30am
32	2018	4/9	Amie Hale		107 South 19th Court	Pool	8/3/2018	1/30/2019	9/27/2018 1/29/19	EXT						Warning Letter advising of expiration if no final inspection. Extension given until May 2019 for final. 515-556-6715 Amie ..
35	2018	4/18	DOVI	IMU	110 S B Street	Line Shop Remodel	10/1/2018		01/29/19	EXT 4/19				10/19 Failed Fire		1/29/18 letter sent out reminding of 180 days expiration from last inspection. Previous inspections September and October. Nothing since. Kurt R emailed stating electrical final will be scheduled by March. Extension given till April 2019
67	2018	6/8	Dan & Irene Bertsch	Mail to : 805 W 3rd Ave Indianola	610 S Freeman Street	Garage Addition	NONE 1/30/19 SB	12/5/2018	01/29/19	Ext	N/a			1/30/19 FAILED		Added to spreadsheet 1/24/19 krb - Mail to 805 W 3rd Ave. 1/29/19. Owner called in to have inspection for final. 1/30 Safebuilding. States unable to see previous work covered prior to inspection. Needs hurricane clips. FAILED. Will need to have re inspected once items mentioned are corrected. Owners email 2/14/19 "I am responding to the letter I received from you regarding the construction at 610 south freeman. The work is not completed so I will need an extension of the permit. The work is being done by Ron Miller construction. Dan Bertsch"
RECTIFIED PERMITS																
1	2015	1/9	Paul Edenburn		102 S Howard	Alteration ADA Restrooms	1/14/2015	7/13/2015	11/8/2018 1/29/2019	EXT					2/13/2019 PASSED	Thomas Smith - 515-271-1877 Cld in. Sd ok to set up inspections on this. Emailed SB to set up. 2/13 Final passed. " ADA Bathroom at hair salon complete" Pass
2	2015		Indianola Com. School Dist./ Emerson Elem.		1109 E Euclid Ave	Elem Addition Alteration	12/15/2015	6/12/2016							Exec Dec	Per DC -ok to close. Director should have signed. I have no problem with documentation other than signature. DC
15	2015		Rick & Tamara Stump		307 W 17th Ave	Garage	4/16/2015	10/13/2015	11/8/2018 1/29/2019	EXT					2/13/19 PASSED	Owner called in. ok to schedule final- Safebuild scheduled for 02/06/19. Per SB Ron Frazee " Electrical outlets need to be GFI protected. 2/6 FAILED. Will need to reschedule inspection. Owner called in 02/11 to reschedule for final. SB inspected 2/13 FAILED "electrical outlets are GFI protected. Garage complete"
22	2015		Schultz Construction		1020 Scott Felton Rd	Demolition Deck	4/17/2015	10/14/2015	11/8/2018 1/29/2019							ALSO PERMIT for this location 22-2015 & 28-2018 Sandy Peterson ok to inspect 515-480-5913 - confirm demolition of deck. Scheduled with Safebuilding 2/09/19 at 9:30 am. 02/05/19 completed. "Pre fabricated shed on concrete pad 10x12 center of rear yard plus foot setback on side and rear yard. Rear deck appears to be original to house. No demo apparent. Deck was recently stained .
41	2015		James Lavelle		1719 E Boston Ave	Addition	11/15/2016	5/13/2016	11/8/2018 1/29/2019					02/05/19 Final passed		Note on Building permit says RENEW 1 TIME ONLY?? Owner cld in 02/01/19 stating ok to come out to inspection and final. 618-334-2950 Jim Lavelle
42	2015		Adam Smith		1708 Apple Drive	Addition Deck	9/1/2015	2/28/2016	11/8/2018 1/29/2019					02/14/19 PASSED		Owner called in. Purchased home since 2015. Its behind the home and behind a fence. Covered in snow at this time. Will need to wait til thaw for inspection. Amk_bowlm25@yahoo.com 515-238-0025 Alicia. 2/8 per SB this is scheduled for 2/14/19 at 10am for inspection
53	2015		Michael Yofremewkov		406 N K Street	Garage	NONE		09/27/18					10/18/18		Finalized by DC on 10/18. email from jason regarding property. This was a called in complaint that involved the construction debris from the shed. Found to be an expired permit. Close ok per DC inspection .
71	2015		Steger Construction		2209 North 8th St	Addition Covered Porch	NONE	1/16/2016	11/8/2018 1/29/2019					2/7/19		Spoke to owner - Stated ok for final inspection 515-238-7081 Cherly Koch. Says if she doesn't need to be home, then come whenever. Per SB Jeff Begg - Roof over existing patio footing depth on supporting post not verified. Project is complete"
74	2015		Hatz Off LLC	Tim McConnell	400 S J Street	Garage for Residence	NONE	1/24/2016	11/8/2018 1/29/2019					2/5/19		515-491-8353 McConnell - States that Vandepool was his contractor. There are no permits in file for electric, plumbing etc. No inspections found in file. Tim states CB would stonped out once during concrete pour and he was unaware he needed to continue to call in for inspections. Sent to Safebuild to schedule inspection to rectify file. Tim told Safebuilding that this garage is actually located at 206 N G Street. Jeff Begg with SB "four stall garage, unable to verify frost footings - installed per owner. Electrical supplied to units from main panel complete.:"
79	2015		Kurt Houska		1211 South G Street	Repair Foundation/Garage	9/15/2015	3/13/2016	11/8/2018 1/29/2019					2/5/19		Final inspection scheduled for 02/05/19 Safebuilding. Marked Final complete
87	2015		Chester Crouse		1302 N 6th Street	Storage Building	NONE	3/1/2016	11/8/2018 1/29/2019					2/7/19		Final inspection scheduled by owner. 02/07/19 Passed
93	2015	7/25	Stephen Sparks		410 W Orchard Ave	Shed	NONE	1/20/2016	11/8/2018 1/29/2019					2/14/19 PASSED		641-208-5208 Steve Sparks owner called in ok to inspect for final. Sent email to SB to schedule 2/13/19
104	2015		Michael Bilyeu		1011 N B Street	Deck	10/12/2015	4/9/2016	11/8/2018 1/29/2019					2/5/19		Owner called in. Michael Bilyeu states come whenever to inspect. 515-971-5600 . Per SB Jeff Begg Deck complete framing approved. Railing approved. Depth of 6x6 posts unverified. Owner stated footing inspections were completed by City of Indianola"
105	2015		Kevin Robbins		1300 S. O Street	Shed	NONE	4/9/2016	11/8/2018 1/29/2019					2/5/19		515-249-3658 Kelly Adair ok with inspections for final on shed Final 02/05/19 safebuild passed "noted shed is complete it is located approx. 8' north of south lot line and more than 50' off rear lot line"
115	2015		Plumb Construction LLC	Dave Dobson	315 South Spruce Street	Alteration Finish Basement	11/12/2015	5/10/2016	01/29/19							Owner called in 2/1/19 sd he "doesn't want ppl going through his house. Go ahead and let permit expire."
128	2015		Dan J Nicholson		607 S Howard	Carport Root Only	12/1/2015	5/29/2016	01/29/19					2/14/19 PASSED		Dan called in 2/8 states that he is ok with coming out to do a final inspection. SB emailed to set up. 515-205-2152
21	2016		John Amy Jakes		1201 E Iowa Ave	Foundation replacement	5/12/2016	11/8/2016	10/31/18	No	EXT			11/9/18		Owner called in and scheduled inspection for final. DC inspected 11/09 ok for final . CO given to owner at time of inspection.
24	2016		Don Bendon		715 West 2nd Ave	Garage	NONE	9/25/2016	11/05/18	No	No			11/9/18		Bendon came to office. Set up final inspection to complete file. 11/09/2018 Per DC ok to final. Documented file. 11/09
25	2016		Ronald Cooney		813 W 4th Ave	Shed	NONE	10/2/2016	10/31/18	No	EXT			11/15/18		Owner called in on 11/14 requested final inspection. Reports 2 previous inspections were done on the shed by RP. No inspections in file to reflect. Said he (owner) was hurt during the end of the project and forgot to call in the final. But deck is finished. Scheduled follow up inspection for final on 11/15 at 2pm. Owner asked to be present during inspection. Inspection scheduled for 11/15/18 ok per DC
30	2016		Matt Harmison		814 W Clinton Ave	Deck	NONE	10/2/2016	10/31/18	No	EXT			11/12/18		Per DC extension given. Inspected property 11/12 ok'd
36	2016		Justin Tully		908 N J Street	Deck	5/13/2016	11/9/2016	10/31/18	No	EXT			12/3/18		Received call from owner. Set up inspection to confirm finished. Sent request to Safebuild. Completed and confirmed deck done 12/3
43	2016		Kirk Hansen		1103 N D Street	Garage	12/20/2017	6/18/2018	11/12/18	No				11/19/18		11/19/18 per DC finished.
44	2016		All American Exteriors	Steve Biddle	1806 Apple Ln	Front Deck	NONE	10/31/2016	10/31/18					11/12/18		Inspection for final set up for 11/12/18 @ 10:30am per DC ok
47	2016		Beth Zimmerman		1313 S O Street	Basement Alteration	5/26/2016	11/22/2016	10/31/18	EXT				11/16/18		Note in file saying Rich Parker called 2/27/18 and left a message for the tenant to call back regarding the permit for the basement finish that has not been finalled out. RP DC 11/16 final inspect. Ok CO signed off on 12/04/2018 for file
54	2016	5/11	Devon Sadler		1001 Ann Parkway	Porch Repair	5/17/2016	11/13/2016	10/31/18					11/16/18		DC inspected site 11/16 ok'd for final. Close file
56	2016		Paul Whipple		1801 Fairway Drive	Deck	NONE	11/9/2016	11/12/18					11/17/18		DC inspected 11/16/2018 Owner Joe Nydlle called in to set up final once ltr received. Complete as of 11/17 final and closed
60	2016		Branda Simson		500 South Buxton	Deck	NONE	11/16/2016	11/12/18	NO				11/19/18		Final inspection 11/19/2018
71	2016		Sean Thompson		1110 N Howards St	Deck	6/7/2016	12/4/2016	10/31/18	EXT				11/16/18		Owner called in. set up final inspection on deck for 11/16 DC ok 11/16
72	2016		Dan Hickman		600 N 14th Street	Shed	NONE	12/4/2016	10/31/18					11/16/18		DC inspected Shed ok finished
75	2016		James Burgin		103 West Hillcrest Dr	Garage	6/20/2016	12/17/2016	01/29/19					2/14/19 PASSED		BOA Approval for this project to even happen. James burgin called in 2/01/19. stated will be out of state til second wk in Feb. ok to schedule inspection when he gets back. Sent notification to Safebuilding.
104	2016		Kathleen Picken		1003 N C Cr	Deck	8/24/2016	2/20/2017	Called					9/17/18		Final says that the deck needs handrails before finaling- NO approved for final due to 4 rizers need handrail. - Sitsky Note from DC states ok to close. No inspection or reasoning. Just sticky note. 09/17/18
109	2016		Al Thayer		3212 W 4th Ave	Deck	8/10/2016	2/6/2017	n/a					n/a		Per DC ok to close. No reason. Just a sticky note.
123	2016		Jos Nesvedt		903 North B Street	Addition	3/30/2017	9/26/2017	11/12/18					11/21/18		DC at 9am
133	2016	9/21	Stephen Neve		1709 Apple Lane	Basement Finish	6/28/2017	12/25/2017	8/28/2018 11/12/18					1/3/19		Note in file from RP stating left message about open permit on 2/27/18 Original Building permit issued 09/21/2016 RI inspections done. Nothing else. Ltr sent 11/12/18 - owner called in. scheduled inspection. Safebuild inspected for final on 1/03/2019 FAILED owner will call once rectified and for reinspection. FINAL INSPECTION PASSED 1/17/19
139	2016		Kevin Wood		901 East 1st Ave	Deck	NONE	4/8/2017	10/31/2018 1/29/2019					02/05/19 PASSED		Owner called in to schedule final 238-6392 ok to have inspection. Per SB Jeff Begg 02/05/19 "Inspected deck on SE corner of House. Deck is 35' above grade deck requires a guardrail. Guardrail is in place but only 35' above decking. Code requires 36' Left message with homeowner.

148	2016		John Dianne Liepa		603 E Salem Ave	Repair of flooring and roof	NONE	5/6/2017	11/12/18	No			Close	Letter AS2.N52 was returned with forward address of 1101 22nd St. WDSM 50265-2222 remailed 11/15/18. Letter received from prev owner stating the porch was in poor shape, replaced and not aware needing a final inspection. Apologized and stated the home has been sold with new owners.	
149	2016		Jerry Weeks		409 W 17th Ave	Carport	NONE	5/9/2017	11/12/18				11/19/18	Owner called in-11/19 ok to come to do final inspection. DC ok to close 11/19/18	
157	2016		Ronald Fridley		708 E 1st Ave	Alteration	NONE	6/5/2017	11/12/2018 1/29/2019				2/14/2019 PASSED	Per DC Send letter instead of inspection only. SB inspection for final 02/14/19 Passed. Egress window complete as view from exterior. Ladder build into area wall. We were not able to get inside to see anything .	
49	2017		John Jakes		1201 E Iowa Ave	Deck		5/28/2017	11/24/2017	08/28/18	Yes	107-18	8/29/2018	10/29/18	Expired prev permit extended. Inspections completed. Re cert 8/30 final 10/29
65	2017	5/15	Kevin & Denise Kalbus		1319 E Franklin Ave	Deck Addition	NONE	11/11/2017	NONE	YES		Extension	Exec Dec	Per Charlie, ok to give extension. New Expiration of 05/25/19	
86	2017	7/6	Midwest Builders	Steve Hoover	601 Trail Ridge Rd	Sunroom Addition (Full Screen)	NONE	1/2/2018	01/29/19				02/05/19 Passed Final	Steve Hoover cld in. States it was completed in July 2017. 515-229-8129 ok to come out to inspect	
90	2017	7/24	Phipps Properties	Ryan Phipps	111 N G Street	Foundation Repair	NONE	1/20/2018	01/29/19					Owner called in 1/31/19 stated allowed permit to expire due to discontinuation of project. Too expensive to complete. 515-689-7926	
97	2017	8/4	Steven Ponzeline		311 South Freeman St	Open Carport		8/17/2017	2/13/2018	01/29/19			02/04/19 Passed Final	Owner called in 2/01/19 spoke to Charlie - Said ok to inspect for final 515-808-0320 Monday	
98	2017		Jeffrey Simmerman		102 S 20th Street	Deck		8/28/2017	2/24/2018	10/31/18	Yes		Extension	Exec Dec	Owner called in. Extension given per DC till 02/01/2019
122	2017	10/11	Bern Investments	Bellagio Construction	402 West 1st St	Garage		4/19/2017	10/16/2017	Called	Yes	02-2019	1/14/2018	CLOSED	RP rejected and failed the footing inspection on 4/19 and there is no return for inspection in the file. Contractors cards found in file. American Masonry Donnie Doyle 641-990-9236 641-236-6800 and Bellagio Construction & Renovations Nils Norland 515-979-4443 nilsnorland@yahoo.com 3909 NE Bellagio Circle Ankeny, IA 50021 Reissue of permit 02/2019 Curtis White. Repaid permit fee. Came in to void-decided to demo property instead of finish. Closed 1/18/2019
138	2017	10/24	Construction by Cambron	Ryan & Juli Cambron	201 E 4th Ave	Garage		2/12/2018	8/1/2018	01/29/19			02/04/19 Passed Final	Per RP 11/14/17 Footing inspection completed - per RP Electric Service insp 2/12/18 ok. No other or final inspection found in file. 515-480-0985 Ryan Cambron called in stated RP failed but he is okay with inspection to close out	
139	2017	10/25	Jessica Schonert	Keith Smith	412 W Iowa Ave	Garage	NONE	4/23/2017	01/29/19				02/07/19 PASSED	SB inspected 02/07/19 "detached garage is complete. Unable to verify footing depth. Framing approved. Unfinished interior.	
154	2017	12/7	Robert Dale		406 E 2nd Ave	Garage	NONE	6/5/2018	01/29/19				02/04/19 Final Complete	BOA approved 12/06/17 no inspections after approval and building permit issued. Owner Robert cld in 2/1/19 to schedule final inspection. Contacted safebuilding to set up for next week	
9	2018	2/21	Todd & Johna Clancy		808 East Scenic Valley Ct	Addition		7/31/2018	1/27/2019	09/21/18	No	No	N/a	9/18/18	Permit has not expired however they sent in pics of the footing holes. No inspections face to face were performed. This property was never inspected but approved from pics only. DC to inspect 09/18/2018- Per DC ok to close 9/18/18. Deck is complete and appears in good condition.
11	2018	2/14	Jonathan Cook		1200 Caroline Terrace	Alteration	NONE	8/13/2018	09/21/18	No	Ext		Exec Dec	Per DC extension granted. "Owner requests final inspection 12/26 - Completed 1/09/19. Need final OK from Safebuilding. File placed back in cabinet to pull extension about 180 days to expire on August 06, 2019	
12	2018	2/21	Ground Breaker Homes	Peoples Company	113 W Salem	Repair/Replacement		3/12/2018	9/8/2018	09/21/18	No	No	N/a	11/5/18	There is a CO signed for this but no final inspection recorded. Please look at file. ODD 09/17/18 DC ok to close. FU Inspection 11/05/18 CLOSED
16	2018	3/1	Steve Westra		1111 E Gerard Ave	Pool		5/21/2018	11/17/2018	10/05/18	No	No	Extension	11/5/18	Warning Letter Sent of expiration prior to winter. Owner called in on 11/05/18 requesting a final inspection. Scheduled for 11/05/18
19	2018	3/12	Midwest Builders	Ross & Sally Dale	615 E Scenic Valley	Alteration	None	8/30/2018	10/05/18				CLOSED	Owner called in stating this project was complete. 641-660-2066 Ross Dale	
22	2018	3/27	Atlas Masonry Tom Smith 2104 37th St, Des Moines, IA 50310	I Street Holdings LLC 503 N I Street Indianola, IA 50125	102-104 1/2 E Salem Ave	Repair Brick Store Front	None	9/23/2018	9/27/2018 1/29/19				02/11/2019 PASSED	Shows as 102-104 1/2 E Salem Ave - Currently owned by I Street Holdings 503 N I Street. Emailed the letter to the address provided on the permit as well. 09/26 dustin@atlasasonry.net. No response. Letter sent 1/25/19 to I street Holdings LLC as well as to permittee at Atlas Masonry. Owner called stated ok to send out inspector to final or confirm completion 515-271-1877. Completed as of 02/11/19 passed final inspection notes "tuck pointing off all brickwork at location is complete- no work done on any wood site fronts, windows, or doors."	
24	2018	3/30	Apex Storal Solutions LLC	Andrew Hart	802 East Hillcrest Ave	28 Storage Units	NONE	9/26/2018	09/27/18	No	No	No	N/a	10/4/18	Andrew came into office to discuss. States inspectors came out several times and said project was ok. Set up reinspection for final with David. Final completed on 10/04/18
25	2018	3/30			910 Scott Felton Rd	Egress Windows		4/6/2018	10/3/2018	09/27/18	No	No	Extension	11/5/18	Warning Letter advising of expiration if no final inspection. Final Inspection set for 11/05/18. CO issued 11/05/18 mailed.
26	2018	4/2	Joshua Hayes	Jason & Heather Glenn	1012 N 1st Street	Deck		4/2/2018	9/29/2018	09/27/18	No	No	Extension	10/2/18	Owner cld office 10/01 scheduled final inspection - final inspection completed by DC on 10/02/2018 ok and completed.
37	2018		James Steffen		2012 W Euclid Ave	Deck	None	10/20/2018	09/27/18	No	No	N/a	10/19/18	Warning Expiration letter sent 9/27. inspected 10/19 before 10/20 expiration.	
49	2018		Jerry's Homes	Michelle & Theadore Mercer	404 North 18th Street	Basement		6/1/2018	11/28/2018	01/29/19			02/08/19 PASSED	Ri inspections completed by RP on 06/1/18 no final. Spoke to Jerry's Homes. Asked to contact new owners of home. Ltr sent 1/29. Michelle Mercer called in 02/01/2019 states that she is ok with having a final inspection to close permit. Requests call at 515-577-8548 SB inspected 02/08/19 COMPLETE	
58	2018	5/22	Sean Thompson	Russ Sivadge	107 E Kentucky Ave	Deck	NONE	11/18/2018	Called	No	No	No	N/a	1/26/19	No inspections in file. Simply a permit with site plan. Contacted Contractor Sean Thompson 1/24/19 he stated footing and final were inspected by Rich Parker and this was complete in July. Advised no inspections sheets in file. Will drive by to confirm deck complete. Confirmed by Safebuilding 1/26/19
68	2018	6/11	Jeff Kinter	Vernon Bransess	306 N J Street	Garage		7/20/2018	1/16/2019	Called	Ext	No	N/a	12/28/18	Safebuilding inspected 11/27/18 - Final CO approved 12/28/18

NON COMPLAINT
ACTIVE INSP / INSPECT
COMPLETED/CLOSED

40
17
61
118

Property Address	Owner Information	Issue	Code	Complaint Info, Progress and Actions	Dept Actions	Established Deadline for Abatement	Follow Up by- Date
NEW THIS WEEK							
600 Trail Ridge Rd	Marchant	Ice on Sidewalk		Complaint received 2/09/2019 "Sidewalk at country club and trail Ridge completely iced over for 35 ft., may need barcaded off?" 2/13/19 KB visited site. Pics taken .Door hanger left. Very thick ice on corner sidewalk into street.	Sent Letter with Pictures		02/21/19
EXISTING							
1213 W Clinton	Chad Cumes, Jennifer Larson	Improper Disposal of Yard Waste	50.02 (17)	Caller reports improper disposal of yard waste in the creek behind the residence, causing build up and clogging the creek. 11/19 took pics. Door hanger left. 12/17/18 owner of home contacted office. Discussed matter, sent pics taken. Extension 12/28/18. 1/16/19 KM visited site. No change. Bid for abate. Unable to abate due to weather, snow and ice. Will extend and check on 1/30/19 weather permitting. May need to wait to spring to unthaw.	Letter Sent - Spoke with Owner - Transfer to Legal for MI	01/18/19	02/21/19
305 W 17th St	Warren Burge (Deed Holder) 4603 Little River Ln, FL 33905 Jeffrey Schrader (Contract) 803 S 1st St, Indianola Robert Reeses (Tenant) 305 W 17th St	Junk Debris / Vehicles	51.03 (01)	Complaint of junk debris, trailers full of scrap junk and metal, tables and campers on grass. 2/13/19 KB visited site. Took pics. Contacted owner. Sent letter with pics to deed holder, contract buyer and tenant or residence. Contract holder states tenant has been evicted but refuses to leave. Follow up by 02/28/19	Letter sent to: (Deed Holder) (Contract Buyer) and (Tenant)	02/26/19	02/28/19
208 S 4th Street	Karla Gilsalazar	Junk Debris	51.03 (01)	Caller reports overflowing trash in yard and dumpster at end of street full, no pick up. KM 12/19 progress being made. Still not compliant. 12/26 no change KM 1/16/19 visited site. Took pics. Progress being made but minimal. Still outside of compliance. Owner Jordan Clark called in 515-612-5310 stated that he would be working on it. Recheck 02/07/19. KB visited site 02/7 took pics. junk in front of garage and in front of vehicles. 4 vehicles parked in side yard on grass. Send new notice for vehicles.	Certified Letter 1/23/2019 - Bid for Abate	01/29/19	02/21/19
1000 E Salem	Scott & Josephine Helgeson 11133 165th Ave	Junk Debris / Vehicles	51.03 (01)	broke down vehicles RB or food truck in side yard reported. KM visited site. Took pics. Left knocker. Found Junk Camper. 1/02/2019 KM visit. No progress 1/29 visited site. No change. Junk vehicles and food truck found on property pics taken and hanger left on door. Follow up 02/22/19	Certified Letter 1/22/2019	1/29/2019 02/21/19 V	02/22/19
2412 N Jefferson Way	Southtown Chrysler Jefferson Way LLC	Parking Violations with Vehicles not on hard surface		Received complaint of several vehicles being parked in field not on pavement or rock. Received additional complaint stating now parking in for sale lot next to the dealership in a field - getting worse. 2/06/19 KB took pics of overflow gave to CD to evaluate.	Refer to Director -		02/22/19
308 W 1st	Ernest Martens	Junk Debris	51.03 (01)	Follow up on property 12/21/18 with several junk and debris items in the yard. 12/13 KM states no progress. Took pics. Left hanger. 12/19 same. 1/02/19 same by KM No progress reported . KM 1/16/19 visited site. Took pics. No progress. SAME 1/29 took pics, no change. Bid for abate . kb visited site 2/7 no change . Follow up 02/22/19 then bid for abate if no change or progress found	Certified Letter 1/23/2019 Extension til 2/4 for debris 2/22 for vehicle	1/29/2019 Ext 02/07/19 junk	02/22/19
604 N Howard Street	Lewis Souer 701 S R Street Unit 1	Junk Debris in Alleyway		Progress being made, however it is not completed. Extension till February 2019. KB visited site 02/7 improvements being made. Still several items outside around building and vehicles without tags in alleyway	Send Letter		02/22/19
609 N 1st Street	Marilynn Vanzanten-Peters	Junk Debris	51.03 (01)	Junk debris - hanger left 1/29 and pics taken. Revisit property 02/07/19 - KB visited site 2/7 decorations all over home, back yard near garage are issues. Trailer empty but parked on grass, construction and junk debris still exist around garage. Pics taken. Send letter	Send Letter		02/22/19
701 E 1st Ave	Vale LLC 6416 Mott Ave Windsor Heights IA 50324-1810	Junk Debris	51.03 (01)	12/10 rcvd complaint of home deteriorating with each tenant that moves. Windows covered with plastic. KM to visit and take pics. Report conditions. KM visited site 12/12 took pics, left door hanger to call office. Reports wood covering most windows and garbage debris. 1/02/2019 Owner of home called Kevin. States they are working to fix and repair the home. Asked for extension. KM 1/16/19 visited site. Took pics. Progress being made. Still not in compliance. Check back 1/30/19. KB visited site. No change. Pics taken. Bid out	Certified Letter 1/23/2019 FOR ABATE BID	01/29/19	02/22/19
913 E Detroit	Denise Anderson	Junk Vehicles	51.03 (01)	Broke down camper in back yard on property line, camper beside garage on grass not hard surface. Please leave door knocker. KM 1/13/19 took pics left hanger . 1/29 Hanger left and pics taken. KB visited site. Nothing has moved. No change. Certified Letter needs to be sent then bid for abate	Send Letter		02/22/19
111 W 3rd Street	Phipps Properties LLC 111 N G Street	Junk Debris	51.03 (01)	Left hanger and took pics. 1/29 515-8003-8403 Owner called in 2/01/19 explained with snow unable to move but will this weekend and work on it. KB visited site 2/7 vehicles without plates on property, futon still in snow on curb/no uncovered due to melt, not removed. Garbage and debris piles by buildings and garage- Pics taken . Owner came to office 02/12 stated he has spoken to tenants and this will be rectified by the end of the week. Given until 2/25/19 to resolve	Letter sent 1/30/19	02/25/19	02/26/19
407 W 1st	Reuben & Donna Burdess 1648 Hwy J46 Allerton IA 50008	Junk Debris - Dangerous Home (windows)	51.03 (01)	Window missing upstairs left side of home. Junk & debris in back of hom and in front (garage shed door wont close) 1/29/19 left door hanger-took pics. 2/06/19 property maintenance manager for location came in to gather photos and enforce on tenants. FU 02/07/19. Bully mix breed dog running loose on property without leash, contacted PD. Same-no changes made. Pics taken -	Letter to owner given by hand to property maintenance contractor of prop 02/04/19 Refer to Legal	02/25/19	02/27/19

411 W 1st St	Reuben O Burdess 410 W 2nd Ave 1648 Hwy J46 Allerton IA 50008	Junk Debris	51.03 (01)	KM visited site 1/02/19 took pics. Left hanger. KM 1/16/19 visited site. No change, 1/29/19 left door hanger. Took pics. Kb visited site 2/7 progress being made however garbage piles still exist by dumpster very large furniture and construction debris- pics taken	Certified Letter 1/23/2019 Letter with new pics 02/11/19	02/25/19	02/27/19
1604 W Detroit Ave	Gaymarie Bittner	Junk Debris	51.03 (01)	1/3/19 Called states garbage all over yard after a move from property. Also reported abandoned vehicle in adjacent property/vacant home where owner lives out of town, car not owners. KM visited site 1/16/19 no change. Took pics. Extension given on letter sent due to snow storm til 1/29/19. Owner called in, stated in armed forces. Ex put her things outside and he was evicted. She will contact someone to place containers inside. Extension given until 02/21/19. 2/13 KB visited site. All totes removed. Only things remaining are office chair and construction materials. Pics taken. Car still acrossed street in vacant home. Will send letter with new pics showing what left out of compliance.	Certified Letter 1/23/2019 Progress Follow Up Letter 2/14/19	03/12/19	03/13/19
1215 E Girard Ave	Kory Miller	Junk Debris	51.03 (01)	W015079-020419 Junk Debris in driveway - home vacant. Kb visited site 02/7. took pics. Little debris left. Follow up next month			03/14/19
1900 South E Drive	John Rennenger	Fire Restoration & Demo	163.02-06	Fire damanged structure - garage . CD requests pics taken of structure and follow up standard set to insure property is maintained or demolished accordingly. KM 1/16/19 pics taken. FU to insure demolished by 02/16/2019. 2/19 KB visited site. Took pics. Garage is not demolished. Looks as though nothing has been touched since FD extinguished fire.			03/14/19
1007 N D Street	Rebel Snodgrass	Tree	50.02 (13)	Bids received for abatement of tree. Owner contacted office states will have tree removed by spring. Given extension per C Dissell and JE. Unable to abate due to cost per Cdissell			03/20/19
211 S D Street	Gary & Jill Downey	Brush Pile	50.02 (12)	KM visited site took pics, left door hanger 1/2. Owner called 1/3/19 out of state, will return in April. Spoke with CD. Ok'd for extension until return in April	Extension		04/01/19
909 N Buxton	Michael Goode	Dangerous Building ?	163.02-06	KM to visit site to take pics of home- may be dangerous building (garage)? KB visited site. Nothing found to be dangerous. Pics taken. Ends of overhang of roof are off but does not allow anything inside of the structure. Will have Building Official inspect this summer	Hold for Building Official Structural Inspection		05/12/19
CLOSED THIS WEEK							
500 E 1st Ave	Kamer Properties LLC 17439 120th Ave Indianola, IA 50125	Junk Debris Dangerous Building (Railing-Stairs)	51.03 (01)	Junk Debris, garbage, Dogs outside with below 0 temps. - Railing on staircase broken, deck and stairs not stable (damaged) Left door knocker 1/29 Owner called in 1/30 stating deck and stairs damaged by prev tenant. Will have completed and fixed along with junk debris by 02/14/19. 2/13 KB visited site. Railing fized and all debris and garbage have been taken from property. Took pics. Close			Close
609 N Howard	Tracy & Brenda Wickett 307 N D Street Indianola, IA 50125	Junk Debris	51.03 (01)	Junk/Debris in yard . KB visited site. Nothing found. Check back .2/13 KB visited site. Nothing found. Close			Close
604 E Ashland	Edward & Vicki Wood	Junk Debris	51.03 (01)	Junk in driveway reported with portable tent- KM visited site. Legal abate prop. Took updated pics but nothing worse or changes since previously visited. 1/02/2019 KM left door hanger 1/16/19 KM visited site for fu. Nothing has changed 1/29 owner called in letter received asked for extension. Ext granted for junk debris by 02/04/19 - Junk Vehicle in rear by 02/22/19. they will call to report progress. KB visited site on 02/7 yard items have been organized infront of vehicle under carport. Vehicle (truck with tires and garbage in back) is sitting on the Utility ROW. Report to PD . 2/11/19 PD advised owners cannot park on ROW. Vehcles removed 2/12. Close	Certified Letter 1/23/2019 Extension 2/4 debris 2/22 vehicle TOW? In ROW	02/04/2019 02/22/19	Close

Closed this Week	3
In progress	20
With Legal	17

Ryan Waller

From: Ryan Waller
Sent: Friday, February 15, 2019 8:45 AM
To: 'Brandon Schulte'; Nick Bruck; 'Michael Lewis'; Kurt M. Hagge; Randy Cairns; Megan Andrew; Mike Metcalf; Rick Graves; Tom Gaffigan; Greg Chia; Brenda @ Chamber; Jason Etnyre; Dave N Moeller; crystalm@warrencountyia.org; Lou Elbert; Kurt Ripperger; Sumner Opstad
Cc: Deven Markley; 'Luke Nelson'
Subject: Warren County Justice Center/Indianola/IMU Coordination Meeting
Importance: High

Good morning, all.

I hope this finds you well. The purpose of this email is to inquire about the status of the County Courthouse/Jail Project.

When we last met, there were some items that County representatives were going to work on and then we would regroup. Since that time, there have rumors about the project going through a redesign from what was presented and endorsed by the communities.

As you might imagine, this has generated a lot of questions from the public that are best answered by the County. With these rumors, the scheduling of summer activities on the Indianola Square (including the recent announcement of RAGBRAI) and the need to continue discussion of utility logistics and other construction coordination, I am requesting that we get a meeting on the books asap.

I look forward to hearing from you on possible dates.

Thank you!

Ryan



— PLANNING AND ZONING COMMISSION —

To: Ryan J. Waller, City Manager
From: Charlie E. Dissell, AICP, Community and Economic Development Director
Subject: Current Projects Update-February 15, 2019

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

- McConnell Subdivision Preliminary Plat
 - City Council approved on January 22, 2019
- Quail Meadows Townhomes Preliminary Plat
 - City Council approved on January 22, 2019
 - Developer working with Warren County Conservation on easements for sanitary sewer crossing along Summerset Trail.
- Prairie Glynn Plat 2
 - Construction plans have been submitted and have been approved.
- Autumn Ridge Subdivision
 - City has met with Developer concerning a possible development agreement for Autumn Ridge Plat 3.
- Groggy Dog (116 W Ashland Ave)
 - Opened of December 21, 2018 with a temporary CO to open establishment without food sales was issued. Final CO was issued January 30 after hood suppression system passed final inspection.
- Edward Jones (126 W Ashland Ave)
 - Plans were submitted for a new tenant space on February 4 and approved on February 13.
- West Hills Brewery (219 W Salem Ave)
 - City staff held a pre-application meeting with business owners on January 25
 - Plans submitted for a new brewery on January 30.
- Missouri Valley JATC Training Facility
 - City staff held a pre-application meeting with business owners, contractor and architect for the proposed new facility at the corner of East Iowa Avenue and North 15th Street.
 - City Staff has also held internal meetings regarding new road alignment within the industrial park expansion

- Kappelman Appliance (506 W 2nd Ave)
 - D&D property
 - On February 1, Justin Kappelman notified the City of his intention to terminate the development agreement with the City for this project.
- Chumbley's Auto (110 S Jefferson Way)
 - Staff meet with Tim Davison on January 11 to have preliminary discussions about the business addition.
- Gritt Performance (983 E Hillcrest Ave)
 - Site Plan for this project has been submitted to the City and is being reviewed by Staff and City Engineer.
- 410 South Jefferson Way
 - D&D property
 - Site plan has been submitted for this project with comments returned to the applicant
 - Building permit has been issued.
- 204 West Salem
 - Staff conducted a walkthrough of this project on January 24 reviewing what permits, and inspections were needed.
- New Heights Church
 - Project engineer contacted the City last week to clarify plan review comments.
- Other Items
 - Staff and Legal Counsel have begun a review of Sewer Connections Fee Districts
 - Interviews for the vacant Building Official took place the week of January 25 with second rounds taking place this week and next.
 - Staff is working on scheduling a meeting with the Administrative and Policy Committee regarding a request for a code change and possible road renamings along the City's corporate limits.

March 18, 2019
Draft Council Agenda

- Minutes
- Claims
- Applications
- City Manager's Report
- Salaries
- Bike Night – Square Lease Agreement, Request to close the square, noise permit
- Deck Agreement with the Brickhouse
-

March 18, 2019
Draft Council Study Meeting

- Report from the Indianola Sustainability

March 18, 2019
Draft Council Agenda

- Minutes
- Claims
- Applications
- City Manager's Report
- Salaries
- Bike Night – Square Lease Agreement, Request to close the square, noise permit
- Deck Agreement with the Brickhouse
-

March 18, 2019
Draft Council Study Meeting

- Report from the Indianola Sustainability

Diana Bowlin

From: Ryan Waller
Sent: Friday, February 22, 2019 5:48 PM
To: All Department Heads
Subject: FW: Waller's Weekly 2.22.19
Attachments: Projects Update 02222019.pdf; EXP Permits 02222019.pdf; PM 02222019.pdf; Draft March 4, 2019 Agenda.pdf; Draft March 18, 2019 Agenda.pdf; 20190222174718453.pdf

All,

I hope everyone had a great week.

Here is this week's update email. Please let me know if there are any items you'd like included in future emails, or if there are any questions. As always, please feel free to share with members of your respective departments.

Have a great weekend!

Ryan

From: Ryan Waller
Sent: Friday, February 22, 2019 5:45 PM
Subject: Waller's Weekly 2.22.19

Good evening, all.

I hope this finds everyone well. Below and attached are the updates comprising this week's update email. As always, if there are any questions 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

County Meeting – A meeting with the County, their representatives and City/IMU staff has been scheduled for next week. The purpose of the meeting will be to review the current status of the Courthouse/Jail project.

Bike Nite Meeting – Brenda Easter and I met with organizers of Bike Nite on Thursday. The purpose of the meeting was to discuss the planning of the event for the next two year. The location of the event will likely remain on the Square. Organizers will be meeting again with the Chamber and staff to review other logistical items following the meeting referenced above (with the County).

Greater Des Moines Partnership – On Monday I met with representatives of the Greater Des Moines Partnership. The purpose of the meeting was to review the City’s upcoming Streetscape Master Planning project, Comprehensive Master Plan update project, and RAGBRAI. The Partnership staff indicated that they are willing and able to assist with all of the aforementioned projects. We are certainly appreciative of their commitment.

Developer Meeting – On Tuesday Charlie and I met with a representative of a developer from Sioux Falls. This individual mentioned that the developer was interested in some available residential ground in the northern portion of the City. They indicated that this inquiry is preliminary at this point and that they would be touching base with staff later.

Prairie Glynn – Approximately 16 building permits have been applied for in the Prairie Glynn subdivision (E. Euclid). These permit applications are currently under review.

Chamber of Commerce – Attached is a letter from Brenda Easter and the Chamber Board thanking the City for support and participation.

Professional Development – Kuddos to Andy Lent who recently received a certificate of professional development from the Government Finance Association. Andy received this for completing a continuing education class in the field of capital budgeting.

Community Development Updates – Attached, please find various updates provided by the Community Development Department.

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



PLANNING AND ZONING COMMISSION

To: Ryan J. Waller, City Manager
From: Charlie E. Dissell, AICP, Community and Economic Development Director
Subject: Current Projects Update-February 21, 2019

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

- McConnell Subdivision Preliminary Plat
 - City Council approved on January 22, 2019
- Quail Meadows Townhomes Preliminary Plat
 - City Council approved on January 22, 2019
 - Developer met with Warren County Conservation on February 13 regarding easements for sanitary sewer crossing along Summerset Trail.
- Prairie Glynn Plat 2
 - Construction plans have been submitted and will be approved once changes are made.
- Autumn Ridge Subdivision
 - City has met with Developer concerning a possible development agreement for Autumn Ridge Plat 3.
- Edward Jones (206 West Buxton)
 - Plans were submitted for a new tenant space on February 4 and approved on February 13.
 - City has approved the placement of a dumpster in the street during interior demolition/construction.
- West Hills Brewery (219 West Salem Avenue)
 - City staff held a pre-application meeting with business owners on January 25
 - Plans submitted for a new brewery on January 30.
 - City staff held follow-up meeting with applicant on February 21 on plan review comments regarding the need for a fire sprinkler system.
- Missouri Valley JATC Training Facility
 - City staff held a pre-development meeting with business owners, contractor and architect for the proposed new facility at the corner of East Iowa Avenue and North 15th Street.
 - City Staff has also held internal meetings regarding new road alignment within the industrial park expansion

- Kappelman Appliance (506 West 2nd Avenue)
 - D&D property
 - On February 1, Justin Kappelman notified the City of his intention to terminate the development agreement with the City for this project.
 - Council approved the termination of transaction and agreements by and between the City of Indianola and JK Management LLC D/B/A Kappelman Appliance on February 19.
- Chumbley's Auto (110 South Jefferson Way)
 - Staff meet with Tim Davison on January 11 to have preliminary discussions about the business addition.
- Gritt Performance (983 East Hillcrest Avenue)
 - Site Plan for this project has been submitted to the City and is being reviewed by Staff and City Engineer.
 - Plan review comments returned to applicant on February 20.
- Ace Hardware (506 North Jefferson Way)
 - City staff is holding a pre-development meeting on this project on February 22. The project would include the demolition of the existing car wash, and a new building. The existing Mudslingers Coffee Shop would remain.
- 410 South Jefferson Way
 - D&D property
 - Site plan has been submitted for this project with comments returned to the applicant.
 - Applicant has updated the site plan for this project, still waiting on updated elevation drawings.
 - Building permit has been issued.
- 204 West Salem
 - Staff conducted a walkthrough of this project on January 24 reviewing what permits, and inspections were needed.
- New Heights Church
 - Project engineer contacted the City on February 7 to clarify plan review comments.
- Other Items
 - Staff and Legal Counsel have begun a review of Sewer Connections Fee Districts
 - Interviews for the vacant Building Official took place the week of January 25 with second rounds concluding this week.
 - Staff is working on scheduling a meeting with the Administrative and Policy Committee regarding a request for a code change and possible road renamings along the City's corporate limits.

Permit #	Permit Year	Permit Date	Permitte	Owner if Different from Permittee	Address	Project	Last Inspected	Permit Expired	Date Letter Sent	Re-Apply?	New Permit #	Date RePerm	DATE Re Inspect/ Finaled	Notes
2015														
3	2015		Bengstrom Construction Inc		1707 North 14th	Alteration Office	2/2/2015	8/1/2015	11/8/2018 1/29/2019					
11	2015		Horton Robinson Construction	Tim Stacy Darr	2407 W 10th Ave	Garage Addition	4/7/2015	10/4/2015	11/8/2018 1/29/2019					
26	2015		Dave Morey		1009 W 3rd Ave	Garage	11/16/2015	5/14/2016	01/29/19					
40	2015		TLCD Investments LLC		220/222 W Salem Ave	Alteration	9/16/2015	3/14/2016	11/8/2018 1/29/2019					
47	2015		Rebecca McGill		1607 East Boston Ave	Pool	NONE	12/6/2015	11/8/2018 1/29/2019					
78	2015		Garrett Miller		503 West 18th Place	Garage	NONE	5/17/2016	01/29/19					
85	2015		LMC Pools	Paty Duax Aello	2306 W Anderson Ave	Pool	9/22/2015	3/20/2016	11/8/2018 1/29/2019					
98	2015		Brad Butler		410 W 1st Ave	Front Porch Repair	NONE	3/19/2016	11/8/2018 1/29/2019					
100	2015		Delta Delta Delta Sorority		705 N C Street	Alteration	NONE	3/19/2016	11/8/2018 1/29/2019					
116	2015		B & S Construction		605 West 2nd Ave	Repair Foundation	10/30/2015	4/27/2016	11/8/2018 1/29/2019					
133	2015		Jeremy Selvaige		3214 W 4th Ave	Garage	NONE	6/8/2016	01/29/19					
135	2015		Scenic Point Mall	Troy Knight	1709 N Jefferson Way #200	Alteration Office	NONE	6/15/2016	11/12/2018 1/29/2019					Note in file from RP 2/27/18 left message about open permit and status.
2016														
10	2016		Thomas Sherly Nicholson		200 West Orchard Ave	Bathroom Remodel	3/21/2016	9/17/2016	10/31/2018 1/29/2019					
42	2016		Jeff Downing		1202 North 9th Street	Sun Shade Structure	NONE	10/29/2016	10/31/2018 1/29/2019					
82	2016		Larry Powell		1201 North D Street	Garage	8/16/2016	2/12/2017	01/29/19					BOA Approval approval in file. Letter sent from RP and CB on 8/25/16 to owner regarding electric in the garage being separate rather than upgrading to 200amp. No further info or notes in file.
91	2016		Bryon Keeney		505 E Ashland Ave	Deck	NONE	12/28/2016	10/31/2018 1/29/2019					
93	2016		Rich Piper		1800 Fairway Drive	Garage	10/6/2016	4/4/2017	01/29/19					BOA twice approval for projects. No final. Last inspection was a RI framing
95	2016		LTD Corp		2312 West 2nd Ave	Loading Dock	NONE	1/9/2017	10/31/2018 1/29/2019					
99	2016		R & D Precision Builders		1001 E Madison Ave	Basement & Room Addition	NONE	1/11/2017	10/31/2018 1/29/2019					
111	2016		Greg Oakes		1001 N O Street	Basement Finish	5/2/2018	10/29/2018	9/21/2018 11/12/2018 1/29/2019					RP contacted 2/27/18 regarding no inspections and permit sitting without final. Final inspect scheduled FAILED - 5/02/18 RP writes Sheet rock under stairs, cover all exposed NM cable - Romex
117	2016		Joe Kissner		1003 N O Street	Basement Finish	NONE	2/8/2017	10/31/18 1/29/2019					Note in file from RP stating left message about open permit on 2/27/18 Original Building permit issued 8/12/16
126	2016		Jeremy King	Anthony Hotz	505 N L Street	Repair of Deck Stairs / Dangerous Non Conforming Structures	NONE	3/6/2017	11/12/2018 1/29/2019					
135	2016		Cory Till		1109 South K Street	Garage	NONE	3/28/2017	01/29/19					
141	2016		Sean Thompson		204 E Kentucky Ave	Deck	NONE	4/12/2017	11/12/2018 1/29/2019					
2017														
84	2017	7/5	Wayne & Susan Prather		810 N T Ct	Deck	7/27/2017	1/23/2018	01/29/19					
87	2017	7/6	CMC Pools	Bryan Bussanmas	101 S 19th Ct	Pool	NONE	1/2/2018	01/29/19					
100	2017	8/15	John Adams	Helen Morgan	407 W Lincoln Ave	Garage	9/28/2017	3/27/2018	01/29/19					
104	2017	8/18	Brook Breuklander		908 N Y Street	Pool Deck	NONE	2/14/2018	01/29/19					
105	2017	8/24	Brenda McCoy		1200 E Euclid Ave	Deck	NONE	2/20/2018	01/29/19					
121	2017	10/4	Custom Specialty Services	The Village (Wesley Life)	707 Robin Glen	Bus Garage / Carport	11/15/2017	5/14/2018	01/29/19					
126	2017	10/17	Christopher Lutheran		306 N 17th Street	Basement Finish	11/9/2017	5/8/2018	01/29/19					Electric and Plumbing RI inspection completed by CB on 11/09/17. no other inspections found in file. Number listed as 319-631-2578
143	2017	10/27	Luke Riedmann		1024 Scott Felton Rd	Basement Finish	11/26/2017	5/19/2018	01/29/19					
148	2017	11/3	Iowa Drone	Steve Thompson	204 E Kentucky Ave	Garage	NONE	5/2/2018	01/29/19					
152	2017	12/5	Murphy Tower Service	IMU	111 S Buxton Street	Telecommunications Hut	1/24/2017	6/23/2017	01/29/19					Electric service was approved on 1/24/14 per RP and footings 12/05/17. No final inspection.
2018														
2	2018	1/17	Russ Vanderpool		512 E Euclid Ave	Garage	NONE	7/16/2018	9/21/2018 10/31/2018 1/29/19					Re issued letter regarding Shed on 512 E Euclid. 9/21/18-10/31/18
10	2018	2/14	Steger Construction	Brad Nancy Kotz	807 E Trail Ridge Pl	Alteration	2/22/2018	8/21/2018	9/21/2018 11/26/2018	No				11/23/18 Contacted contractor, P Steger 515-988-6027 states they decided to finish the job on their own. No contact info given for the owners. Will resend letter today 11/26
13	2018	2/21	Ann Mahoney	Equity Trust Custodian 1 Equity Way West Lake, OH 44145-2526	610 East 1st Ave	Home Restoration/ Alteration	3/5/2018	9/1/2018	9/27/2018 1/29/19					
14	2018	2/22	Genesis Development	Attn: Justin Terry	1809 W 2nd Ave	Alteration	NONE	8/21/2018	9/21/2018 10/31/2018					
15	2018	2/23	Joep Joliff		701 N 1st St To: 15397 90th Ave	Home Alteration	3/5/2018	9/1/2018	10/5/2018 Returned 10/23 Remailed 10/31 1/29/19					Return notice sent letter back. Recvd 10/23/18. Warren Co shows 15397 90th Ave. Remailed 10/31/18
ACTIVE - in Motiong for INSPECTION														
29	2015		Alex Van Clark		1003 North E Street	Addition BR and Egress Wind	7/2/2015	12/29/2015	11/8/2018 1/29/2019	EXT			02/08/19 FAILED	515-669-7886 - Alex - states they did the finish the basement walls just cut a hole in the drywall to add a different bedroom. He states the egress windows are complete. Requesting an extension on bedrooms or will call if no longer doing them to close permit. SB inspected 02/08/19 FAILED: Fire alarm outside of bedroom is more than 10' from door. Closet light had exposed bulb. Needs to be reinspected to final out.
82	2015		Brian Hoxmeier		1308 N 6th Street	Basement Finish	1/6/2016	7/4/2016	01/29/19	EXT				Brian (38-991-3092) called and would like an extension until the end of the year on this permit. Please make note of an extension until 12/31/19.
106	2015		Ryan Phipps		111 N G Street	Egress Window	NONE	4/10/2016	11/8/2018 1/29/2019				02/05/19 FAILED	Owner called in 1/31/19 stated that this was completed and inspected back in late 2015./ agreed to have inspector out to validate 515-689-7926 Per SB Window installed. Depth of area wall is 48" ladder is required-no ladder present. Failed - will need to call for reinspection
140	2016		Joe Ripberger		209 N M Street	Deck	NONE	4/11/2017	11/12/2018 1/29/2019	EXT			02/05/19 FAILED	Each current home owner - 515-729-4649 says okay to come whenever just call. Per SB 02/05/19 Jeff Begg "4x4 post more than 8" tall. Appear to be buried in the ground, unable to verify frost depth. Beam should be notched into post or supported with approved brackets. Stairs and all railing approved. FAILED DECK. Will need to schedule reinspection."
146	2016		Brad Butler	Ross Huff	611 Quail Ridge Rd	Deck	11/7/2016	5/6/2017	11/12/2018 1/29/2019	EXT			1/3/2019 FAIL	Owner called in requesting inspection for final. Sent to safebuild 12/27/18 Ross Huff - Safebuild inspected project on 1/3/19 FAILED- Will reinspect when called
68	2017		Richard Stewart		1209 Lancaster Way	Single Family Dwelling	10/10/2017	4/8/2018	8/28/2018 1/29/2019	EXT			2/13/19 FAILED	Owner came in 02/11/19 reports final done by RP in July of 2018. No inspec sht in file. Scheduled final with Safebuilding. Mr. Stewart 515-490-8339 "SB inspected 2/13/19 failed "AC breaker is 30 amp needs to be 25 amp, unfinished basement outlets need to be GFI protected, water heater drain pipe is missing, need gutters and downspouts installed." Owner came to office 2/19 asked if he could just get final or temp co for GFI, breaker and drain pipe being done, but will not be able to get to gutters and downspouts till its warmer. Jeff with SB agreed to do Temp CO inspection. Owner will call in when ready for Temp CO inspection
89	2017	7/19	Uhnemus Construction	Mark Hines	1206 E Franklin Ave	Deck	7/19/2017	1/15/2018	01/29/19					Owner did in ok to schedule inspection. Emailed SB.
98	2017	8/8	Jeffrey Simmerman		102 S 20th Street	Residential Addition/Garage/Deck	10/25/2017	2/1/2018 Ext 04/30/19	2/1/2018 1/29/2019	Ext				Extension given per DC for 180 days. Owner plans to complete January 2019 - 11/1/19 krb called from 1/24/2019 to remind of extension and plan for Jan completion. Owner called back 1/24 states due to weather needs additional time. Extension expires on April 30th.
110	2017	9/7	Cross Cut Custom Carpentry	Robert & Deb Elgin	210 N 15th Street	Deck	9/7/2017	3/6/2018	01/29/19				02/07/19 FAILED	2/5/19 owner called in regarding inspection needed. SB scheduled for 2/07/19. Inspection Failed. Will need to call to reinspect. Owner did in 2/11 asked for failed inspection report. Emailed inspection report to owner 2/11. advised to let us know when she would like to reschedule final

111	2017	9/12	Adam McCarty		2710 N Jefferson Way	Deck	10/20/2017	4/18/2018	9/21/2018 1/29/2019	Ext Rpt				Applied for utility shed on 09/21/18. Will inspect both for compliance 09/24- 5/24 inspect deck is not finished. Owner will need to re apply for building permit. Owner called 12/12/18 asking for an extension on his deck permit, he wasn't able to get to it or work to finish it this year. Advised that he will need to re apply and pay for a new building permit next spring 2019.
142	2017	10/27	Stuppy Inc		2205 E 2nd Ave	Greenhouse	10/26/2017	4/24/2018	01/29/19					Labeled as a Greenhouse for Indiana Parks & Rec. Recvd call from Clerk of Court stating 2205 is their address however this is not a permit they have pulled. May need acrossed the street. Confirm address. Call made to Doug B with Parks & Rec to discuss. Scheduled inspection for greenhouse.
153	2017	12/7	Hope Jolliff		608 N Howard Street	Basement Wall Alteration (Crawl Space)	1/8/2017	7/26/2017	01/29/19					Called contractor Santos orellana 515-979-5040, states that after the footing inspection the inspector told him he wouldn't need to come back. No final shown and no CO issued. Will forward to Charlie.
8	2018	2/1	Benjamin Rogers		1000 North O St	Basement Finish	NONE	7/31/2018	10/5/2018 1/29/19	EXT				Still has not been completed yet. Extension needed until May 2018. 515-808-3030
28	2018	4/3	Sandy Peterson		1020 Scott Felton Rd	Shed	NONE	9/30/2018	9/27/2018 1/29/19					Warning Letter advising of expiration if no final inspection. Sandy 480-5913 cld in. ok to inspect. Safebuilding schedule for 2/5 9:30am
32	2018	4/9	Amie Hale		107 South 19th Court	Pool	8/3/2018	1/30/2019	9/27/2018 1/29/19	EXT				Warning Letter advising of expiration if no final inspection. Extension given until May 2019 for final. 515-556-6715 Amie ...
35	2018	4/18	DDVI	IMU	110 S B Street	Line Shop Remodel	10/1/2018		01/29/19	EXT 4/19			10/19 Failed Fire	1/29/18 letter sent out reminding of 180 days expiration from last inspection. Previous inspections September and October. Nothing since. Kurt R emailed stating electrical final will be scheduled by March. Extension given till April 2019
67	2018	6/8	Dan & Irene Bertsch	Mail to : 805 W 3rd Ave Indianola	610 S Freeman Street	Garage Addition	NONE 1/30/19 SB	12/5/2018	01/29/19	Ext	N/a		1/30/19 FAILED	Added to spreadsheet 1/24/19 krb - Mail to 805 W 3rd Ave. 1/29/19. Owner called in to have inspection for final. 1/30 Safebuilding. States unable to see previous work covered prior to inspection. Needs hurricane clips. FAILED. Will need to have re inspected once items mentioned are corrected. Owners email 2/14/19 "I am responding to the letter I received from you regarding the construction at 610 south freeman. The work is not completed so I will need an extension of the permit. The work is being done by Ron Miller construction. Dan Bertsch"
RECTIFIED PERMITS														
1	2015	1/9	Paul Edenburn		102 S Howard	Alteration ADA Restrooms	1/14/2015	7/13/2015	11/8/2018 1/29/2019	EXT			2/13/2019 PASSED	Thomas Smith - 515-271-1877 Cld in. Sd ok to set up inspections on this. Emailed SB to set up - 2/13 Final passed. " ADA Bathroom at hair salon complete" Pass
95	2015		James & Shannon Aiello		2306 W Henderson Ave	Garage	NONE	3/12/2016	11/8/2018 1/29/2019				2/19/19 PASSED	James called in 2/19 regarding "shed" states this is not a garage. Insists that Rich came out several times to home for inspections. Agreed to allow SB to confirm completion. 281-814-8132. 2/19 emailed SB to set up inspection for final
2	2015		Indianola Com. School Dist./ Emerson Elem.		1109 E Euclid Ave	Elem Addition Alteration	12/15/2015	6/12/2016					Exec Dec	Per DC -ok to close. Director should have signed. I have no problem with documentation other than signature. DC
15	2015		Rick & Tamara Stump		307 W 17th Ave	Garage	4/16/2015	10/13/2015	11/8/2018 1/29/2019	EXT			2/13/19 PASSED	Owner called in. ok to schedule final- Safebuild scheduled for 02/06/19. Per SB Ron Fraeze " Electrical outlets need to be GFI protected. 2/6 FAILED. Will need to reschedule inspection. Owner called in 02/11 to reschedule for final. SB inspected 2/13 FAILED "electrical outlets are GFI protected. Garage complete"
22	2015		Schultz Construction		1020 Scott Felton Rd	Demolition Deck	4/17/2015	10/14/2015	11/8/2018 1/29/2019					ALSO PERMIT for this location 22-2015 & 28-2018 Sandy Peterson ok to inspect 515-480-5913 - confirm demolition of deck. Scheduled with Safebuilding 2/09/19 at 9:30 am. 02/09/19 completed. "Pre fabricated shed on concrete pad 10x12 center of rear yard plus foot setback on side and rear yard. Rear deck appears to be original to house. No demo apparent. Deck was recently stained .
41	2015		James Lavelle		1719 E Boston Ave	Addition	11/15/2016	5/13/2016	11/8/2018 1/29/2019				02/05/19 Final passed	Note on Building permit says RENEW 1 TIME ONLY?? Owner cld in 02/01/19 stating ok to come out to inspection and final. 618-334-2950 Jim Lavalie
42	2015		Adam Smith		1708 Apple Drive	Addition Deck	9/1/2015	2/28/2016	11/8/2018 1/29/2019				02/14/19 PASSED	Owner called in. Purchased home since 2015. Its behind the home and behind a fence. Covered in snow at this time. Will need to wait til thaw for inspection. Amk_bowlin25@yahoo.com 515-238-0025 Alicia. 2/8 per SB this is scheduled for 2/14/19 at 10am for inspection
53	2015		Michael Yofremewkov		406 N K Street	Garage	NONE		09/27/18				10/18/18	Finalized by DC on 10/18. email from jason regarding property. This was a called in complaint that involved the construction debris from the shed. Found to be an expired permit. Close ok per DC inspection .
71	2015		Steger Construction		2209 North 8th St	Addition Covered Porch	NONE	1/16/2016	11/8/2018 1/29/2019				2/7/19	Spoke to owner - Stated ok for final inspection 515-238-7081 Cherly Koch. Says if she doesn't need to be home, then come whenever. Per SB Jeff Begg - Roof over existing patio footing depth on supporting post not verified. Project is complete"
74	2015		Hats Off LLC	Tim McConnell	400 S J Street	Garage for Residence	NONE	1/24/2016	11/8/2018 1/29/2019				2/5/19	515-491-8353 McConnell - States that Vandepool was his contractor. There are no permits in file for electric, plumbing etc. No inspections found in file. Tim states CB would stop out once during concrete pour and he was unaware he needed to continue to call in for inspections. Sent to Safebuild to schedule inspection to rectify file. Tim told Safebuilding that this garage is actually located at 206 N G Street. Jeff Begg with SB "four stall garage, unable to verify frost footings - installed per owner. Electrical supplied to units from main panel complete.:"
79	2015		Kurt Houska		1211 South G Street	Repair Foundation/Garage	9/15/2015	3/13/2016	11/8/2018 1/29/2019				2/5/19	Final inspection scheduled for 02/05/19 Safebuilding. Marked Final complete
87	2015		Chester Crouse		1302 N 6th Street	Storage Building	NONE	3/1/2016	11/8/2018 1/29/2019				2/7/19	Final inspection scheduled by owner. 02/07/19 Passed
93	2015	7/25	Stephen Sparks		410 W Orchard Ave	Shed	NONE	1/20/2016	11/8/2018 1/29/2019				2/14/19 PASSED	641-208-5208 Steve Sparks owner called in ok to inspect for final. Sent email to SB to schedule 2/13/19
104	2015		Michael Bilyeu		1011 N B Street	Deck	10/12/2015	4/9/2016	11/8/2018 1/29/2019				2/5/19	Owner called in. Michael Bilyeu states come whenever to inspect. 515-971-5600. Per SB Jeff Begg Deck complete framing approved. Railing approved. Depth of 6x6 posts unverified. Owner stated footing inspections were completed by City of Indianola"
105	2015		Kevin Robbins		1300 S. O Street	Shed	NONE	4/9/2016	11/8/2018 1/29/2019				2/5/19	515-249-3658 Kelly Adair ok with inspections for final on shed Final 02/05/19 safebuild passed "noted shed is complete it is located approx. 8' north of south lot line and more than 50' off rear lot line"
115	2015		Plumb Construction LLC	Dave Dobson	315 South Spruce Street	Alteration Finish Basement	11/12/2015	5/10/2016	01/29/19					Owner called in 2/1/19 sd he "doesn't want ppl going through his house. Go ahead and let permit expire."
128	2015		Dan J Nicholson		607 S Howard	Carport Root Only	12/1/2015	5/29/2016	01/29/19				2/14/19 PASSED	Dan called in 2/8 states that he is ok with coming out to do a final inspection. SB emailed to set up. 515-205-2152
21	2016		John Amy Jakes		1201 E Iowa Ave	Foundation replacement	5/12/2016	11/8/2016	10/31/18	No	EXT		11/9/18	Owner called in and scheduled inspection for final. DC inspected 11/09 ok for final. CO given to owner at time of inspection.
24	2016		Don Bendon		715 West 2nd Ave	Garage	NONE	9/25/2016	11/05/18	No	No		11/9/18	Bendon came to office. Set up final inspection to complete file. 11/09/2018 Per DC ok to final. Documented file. 11/09
25	2016		Ronald Cooney		813 W 4th Ave	Shed	NONE	10/2/2016	10/31/18	No	EXT		11/15/18	Owner called in on 11/14 requested final inspection. Reports 2 previous inspections were done on the shed by RP. No inspections in file to reflect. Said he (owner) was hurt during the end of the project and forgot to call in the final. But deck is finished. Scheduled follow up inspection for final on 11/15 at 2pm. Owner asked to be present during inspection. Inspection scheduled for 11/15/18 ok per DC
30	2016		Matt Harmison		814 W Clinton Ave	Deck	NONE	10/2/2016	10/31/18	No	EXT		11/12/18	Per DC extension given. Inspected property 11/12 ok'd
36	2016		Justin Tully		908 N J Street	Deck	5/13/2016	11/9/2016	10/31/18	No	EXT		12/3/18	Received call from owner. Set up inspection to confirm finished. Sent request to Safebuild. Completed and confirmed deck done 12/3
43	2016		Kirk Hansen		1103 N D Street	Garage	12/20/2017	6/18/2018	11/12/18	No			11/19/18	11/19/18 per DC finished.
44	2016		All American Exteriors	Steve Biddle	1806 Apple Ln	Front Deck	NONE	10/31/2016	10/31/18				11/12/18	Inspection for final set up for 11/12/18 @ 10:30am per DC ok
47	2016		Beth Zimmerman		1313 S O Street	Basement Alteration	5/26/2016	11/22/2016	10/31/18	EXT			11/16/18	Note in file saying Rich Parker called 2/27/18 and left a message for the tenant to call back regarding the permit for the basement finish that has not been finalied out. RP DC 11/16 final inspect. OK CO signed off on 12/04/2018 for file
54	2016	5/11	Devon Sadler		1001 Ann Parkway	Porch Repair	5/17/2016	11/13/2016	10/31/18				11/16/18	DC inspected site 11/16 ok'd for final. Close file
56	2016		Paul Whipple		1801 Fairway Drive	Deck	NONE	11/9/2016	11/12/18				11/17/18	DC inspected 11/16/2018 Owner Joe Nydle called in to set up final once ltr received. Complete as of 11/17 final and closed
60	2016		Branda Simpson		500 South Buxton	Deck	NONE	11/16/2016	11/12/18	NO			11/19/18	Final inspection 11/19/2018
71	2016		Sean Thompson		1110 N Howards St	Deck	6/7/2016	12/4/2016	10/31/18	EXT			11/16/18	Owner called in. set up final inspection on deck for 11/16 DC ok 11/16
72	2016		Dan Hickman		600 N 14th Street	Shed	NONE	12/4/2016	10/31/18				11/16/18	DC inspected Shed ok finished
75	2016		James Burgin		103 West Hillcrest Dr	Garage	6/20/2016	12/17/2016	01/29/19				2/14/19 PASSED	BOA Approval for this project to even happen. James burgin called in 2/01/19. stated will be out of state til second wk in Feb. ok to schedule inspection when he gets back. Sent notification to Safebuilding.
104	2016		Kathleen Picken		1003 N C Crt	Deck	8/24/2016	2/20/2017	Called				9/17/18	Final says that the deck needs handrails before finaling. NO approved for final due to 4 rizers need handrail. - Sticky Note from DC states ok to close. No inspection or reasoning. just sticky note. 09/17/18
109	2016		Al Thayer		3212 W 4th Ave	Deck	8/10/2016	2/6/2017	n/a				n/a	Per DC ok to close. No reason, just a sticky note.
123	2016		Jos Nesvedt		903 North B Street	Addition	3/30/2017	9/26/2017	11/12/18				11/21/18	DC at 9am

133	2016	9/21	Stephen Neve		1709 Apple Lane	Basement Finish	6/28/2017	12/25/2017	8/28/2018 11/12/18				1/3/19	Note in file from RP stating left message about open permit on 2/27/18. Original Building permit issued 09/21/2016 RI inspections done. Nothing else. Ltr sent 11/12/18 - owner called in. scheduled inspection. Safebuild inspected for final on 1/03/2019 FAILED owner will call once rectified and for reinspection. FINAL INSPECTION PASSED 1/17/19	
139	2016		Kevin Wood		901 East 1st Ave	Deck	NONE	4/8/2017	10/31/2018 1/29/2019				02/05/19 PASSED	Owner called in to schedule final 238-6392 ok to have inspection. Per SB Jeff Begg 02/05/19 "Inspected eeck on SE corner of House. Deck is 35" above grade, deck requires a guardrail. Guardrail is in place but only 35" above decking. Code requires 36" Left message with homeowner.	
148	2016		John Dianne Liepa		603 E Salem Ave	Repair of flooring and roof	NONE	5/6/2017	11/12/18	No			Close	Letter AS2-NS2 was returned with forward address of 1101 22nd St. WDSM 50265-2222 remailed 11/15/18. Letter received from prev owner stating the porch was in poor shape, replaced and not aware needing a final inspection. Apologized and stated the home has been sold with new owners.	
149	2016		Jerry Weeks		409 W 17th Ave	Carport	NONE	5/9/2017	11/12/18				11/19/18	Owner called in-11/19 ok to come to do final inspection. DC ok to close 11/19/18	
157	2016		Ronald Fridley		708 E 1st Ave	Alteration	NONE	6/5/2017	11/12/2018 1/29/2019				2/14/2019 PASSED	Per DC Send letter instead of inspection only. SB inspection for final 02/14/19 Passed. Egress window complete as view from exterior. Ladder build into area wall. We were not able to get inside to see anything.	
49	2017		John Jakes		1201 E Iowa Ave	Deck	5/28/2017	11/24/2017	08/28/18	Yes	107-18	8/29/2018	10/29/18	Expired prev permit extended. Inspections completed. Re cert 8/30 final 10/29	
65	2017	5/15	Kevin & Denise Kalbus		1319 E Franklin Ave	Deck Addition	NONE	11/11/2017	NONE	YES		Extension	Exec Dec	Per Charlie, ok to give extension. New Expiration of 05/25/19	
86	2017	7/6	Midwest Builders	Steve Hoover	601 Trail Ridge Rd	Sunroom Addition (Full Screen)	NONE	1/2/2018	01/29/19				02/05/19 Passed Final	Steve Hoover did in. States it was completed in July 2017. 515-229-8129 ok to come out to inspect	
90	2017	7/24	Phipps Properties	Ryan Phipps	111 N G Street	Foundation Repair	NONE	1/20/2018	01/29/19					Owner called in 1/31/19 stated allowed permit to expire due to discontinuation of project. Too expensive to complete. 515-689-7926	
97	2017	8/4	Steven Ponzeline		311 South Freeman St	Open Carport	8/17/2017	2/13/2018	01/29/19				02/04/19 Passed Final	Owner called in 2/01/19 spoke to Charlie - Said ok to inspect for final 515-808-0320 Monday	
98	2017		Jeffrey Simmerman		102 S 20th Street	Deck	8/28/2017	2/24/2018	10/31/18	Yes		Extension	Exec Dec	Owner called in. Extension given per DC till 02/01/2019	
122	2017	10/11	Bern Investments	Bellagio Construction	402 West 1st St	Garage	4/19/2017	10/16/2017	Called	Yes	02-2019	1/14/2018	CLOSED	RP rejected and failed the footing inspection on 4/19 and there is no return for inspection in the file. Contractors cards found in file. American Masonry Donnie Doyle 641-990-9236 641-236-6800 and Bellagio Construction & Renovations Nils Norland 515-979-4443 nilsnorland@yahoo.com 3909 NE Bellagio Circle Ankeny, IA 50021. Reissue of permit 02/2019 Curtis White. Repair permit fee. Came in to void-decided to demo property instead of finish. Closed 1/18/2019	
138	2017	10/24	Construction by Cambron	Ryan & Juli Cambron	201 E 4th Ave	Garage	2/12/2018	8/1/2018	01/29/19				02/04/19 Passed Final	Per RP 11/14/17 Footing inspection completed - per RP Electric Service insp 2/12/18 ok. No other or final inspection found in file. 515-480-0985 Ryan Cambron called in stated RP failed but he is okay with inspection to close out	
139	2017	10/25	Jessica Schonert	Keith Smith	412 W Iowa Ave	Garage	NONE	4/23/2017	01/29/19				02/07/19 PASSED	SB inspected 02/07/19 "detached garage is complete. Unable to verify footing depth. Framing approved. Unfinished interior.	
154	2017	12/7	Robert Dale		406 E 2nd Ave	Garage	NONE	6/5/2018	01/29/19				02/04/19 Final Complete	BOA approved 12/06/17 no inspections after approval and building permit issued. Owner Robert did in 2/1/19 to schedule final inspection. Contacted safebuilding to set up for next week	
9	2018	2/21	Todd & Johna Clancy		808 East Scenic Valley Ct	Addition	7/31/2018	1/27/2019	09/21/18	No	No	N/a	9/18/18	Permit has not expired however they sent in pics of the footing holes. No inspections face to face were performed. This property was never inspected but approved from pics only. DC to inspect 09/18/2018- Per DC ok to close 9/18/18. Deck is complete and appears in good condition.	
11	2018	2/14	Jonathan Cook		1200 Caroline Terrace	Alteration	NONE	8/13/2018	09/21/18	No	Ext		Exec Dec	Per DC extension granted. "Owner requests final inspection 12/26 - Completed 1/09/19. Need final OK from Safebuilding. File placed back in cabinet to pull Johnson permit 089 files to expire on August 08, 2019	
12	2018	2/21	Ground Breaker Homes	Peoples Company	113 W Salem	Repair/Replacement	3/12/2018	9/8/2018	09/21/18	No	No	N/a	11/5/18	There is a CO signed for this but no final inspection recorded. Please look at file. ODD 09/17/18 DC ok to close. FU Inspection 11/05/18 CLOSED	
16	2018	3/1	Steve Westra		1111 E Gerard Ave	Pool	5/21/2018	11/17/2018	10/05/18	No	No	Extension	11/5/18	Warning Letter Sent of expiration prior to winter. Owner called in on 11/05/18 requesting a final inspection. Scheduled for 11/05/18.	
19	2018	3/12	Midwest Builders	Ross & Sally Dale	615 E Scenic Valley	Alteration	None	8/30/2018	10/05/18					CLOSED	Owner called in stating this project was complete. 641-660-2066 Ross Dale
22	2018	3/27	Atlas Masonry Tom Smith 2104 37th St, Des Moines, IA 50310	I Street Holdings LLC 503 N I Street Indianola, IA 50125	102-104 1/2 E Salem Ave	Repair Brick Store Front	None	9/23/2018	9/27/2018 1/29/19					02/11/2019 PASSED	Shows as 102-104 1/2 E Salem Ave - Currently owned by I Street Holdings 503 N I Street. Emailed the letter to the address provided on the permit as well. 09/26 dustin@atlasasonry.net. No response. Letter sent 1/25/19 to I street Holdings LLC as well as to permittee at Atlas Masonry. Owner called stated ok to send out inspector to final or confirm completion 515-271-1877. Completed as of 02/11/19 passed final inspection notes "tuck pointing off all brickwork at location is complete- no work done on any wood site fronts, windows, or doors."
24	2018	3/30	Apex Storal Solutions LLC	Andrew Hart	802 East Hillcrest Ave	28 Storage Units	NONE	9/26/2018	09/27/18	No	No	N/a	10/4/18	Andrew came into office to discuss. States inspectors came out several times and said project was ok. Set up reinspection for final with David. Final completed on 10/04/18	
25	2018	3/30			910 Scott Felton Rd	Egress Windows	4/6/2018	10/3/2018	09/27/18	No	No	Extension	11/5/18	Warning Letter advising of expiration if no final inspection. Final Inspection set for 11/05/18. CO issued 11/05/18 mailed.	
26	2018	4/2	Joshua Hayes	Jason & Heather Glenn	1012 N 1st Street	Deck	4/2/2018	9/29/2018	09/27/18	No	No	Extension	10/2/18	Owner did office 10/01 scheduled final inspection - final inspection completed by DC on 10/02/2018 ok and completed.	
37	2018		James Steffen		2012 W Euclid Ave	Deck	None	10/20/2018	09/27/18	No	No	N/a	10/19/18	Warning Expiration letter sent 9/27. inspected 10/19 before 10/20 expiration.	
49	2018		Jerry's Homes	Michelle & Theodore Mercer	404 North 18th Street	Basement	6/1/2018	11/28/2018	01/29/19				02/08/19 PASSED	RI inspections completed by RP on 06/1/18 no final. Spoke to Jerry's Homes. Asked to contact new owners of home. Ltr sent 1/29. Michelle Mercer called in 02/01/2019 states that she is ok with having a final inspection to close permit. Requests call at 515-577-8548 SB inspected 02/08/19 COMPLETE	
58	2018	5/22	Sean Thompson	Russ Sivadge	107 E Kentucky Ave	Deck	NONE	11/18/2018	Called	No	No	N/a	1/26/19	No inspections in file. Simply a permit with site plan. Contacted Contractor Sean Thompson 1/24/19 he stated footing and final were inspected by Rich Parker and this was complete in July. Advised no inspections sheets in file. Will drive by to confirm deck complete. Confirmed by Safebuilding 1/26/19	
68	2018	6/11	Jeff Kinter	Vernon Bransess	306 N J Street	Garage	7/20/2018	1/16/2019	Called	Ext	No	N/a	12/28/18	Safebuilding inspected 11/27/18 - Final CO approved 12/28/18	

NON COMPLAINT
ACTIVE INSP / INSPECT
COMPLETED/CLOSED

40
16
62
118



PLANNING AND ZONING COMMISSION

To: Ryan J. Waller, City Manager
From: Charlie E. Dissell, AICP, Community and Economic Development Director
Subject: Current Projects Update-February 21, 2019

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

- McConnell Subdivision Preliminary Plat
 - City Council approved on January 22, 2019
- Quail Meadows Townhomes Preliminary Plat
 - City Council approved on January 22, 2019
 - Developer met with Warren County Conservation on February 13 regarding easements for sanitary sewer crossing along Summerset Trail.
- Prairie Glynn Plat 2
 - Construction plans have been submitted and will be approved once changes are made.
- Autumn Ridge Subdivision
 - City has met with Developer concerning a possible development agreement for Autumn Ridge Plat 3.
- Edward Jones (206 West Buxton)
 - Plans were submitted for a new tenant space on February 4 and approved on February 13.
 - City has approved the placement of a dumpster in the street during interior demolition/construction.
- West Hills Brewery (219 West Salem Avenue)
 - City staff held a pre-application meeting with business owners on January 25
 - Plans submitted for a new brewery on January 30.
 - City staff held follow-up meeting with applicant on February 21 on plan review comments regarding the need for a fire sprinkler system.
- Missouri Valley JATC Training Facility
 - City staff held a pre-development meeting with business owners, contractor and architect for the proposed new facility at the corner of East Iowa Avenue and North 15th Street.
 - City Staff has also held internal meetings regarding new road alignment within the industrial park expansion

- Kappelman Appliance (506 West 2nd Avenue)
 - D&D property
 - On February 1, Justin Kappelman notified the City of his intention to terminate the development agreement with the City for this project.
 - Council approved the termination of transaction and agreements by and between the City of Indianola and JK Management LLC D/B/A Kappelman Appliance on February 19.
- Chumbley's Auto (110 South Jefferson Way)
 - Staff meet with Tim Davison on January 11 to have preliminary discussions about the business addition.
- Gritt Performance (983 East Hillcrest Avenue)
 - Site Plan for this project has been submitted to the City and is being reviewed by Staff and City Engineer.
 - Plan review comments returned to applicant on February 20.
- Ace Hardware (506 North Jefferson Way)
 - City staff is holding a pre-development meeting on this project on February 22. The project would include the demolition of the existing car wash, and a new building. The existing Mudslingers Coffee Shop would remain.
- 410 South Jefferson Way
 - D&D property
 - Site plan has been submitted for this project with comments returned to the applicant.
 - Applicant has updated the site plan for this project, still waiting on updated elevation drawings.
 - Building permit has been issued.
- 204 West Salem
 - Staff conducted a walkthrough of this project on January 24 reviewing what permits, and inspections were needed.
- New Heights Church
 - Project engineer contacted the City on February 7 to clarify plan review comments.
- Other Items
 - Staff and Legal Counsel have begun a review of Sewer Connections Fee Districts
 - Interviews for the vacant Building Official took place the week of January 25 with second rounds concluding this week.
 - Staff is working on scheduling a meeting with the Administrative and Policy Committee regarding a request for a code change and possible road renamings along the City's corporate limits.

March 4, 2019
Draft Council Agenda

- Minutes
- Claims
- Applications
- City Manager's Report
- Salaries
- Employee handbook
- Resolution approving salaries effective June 23, 2019
- Fall clean up dates for October 19, 2019 and October 17, 2020
- Resolution for the purchase of a Parks Department Dump Truck
- Resolution approving the fee schedule
- Public hearing and adoption of budget
- Resolution approving the purchase of a street sweeper payment will be after July 1
- Resolution suspending enforcement of Indianola Code Section 47.01(11) regarding the consumption of wine in City Parks for the Indianola Park Friends Member Plant Sale
- Bids for Seal Coat, Tree Maintenance and Dust Control
- Resolution for the purchase of a Street Department Truck
- Resolution for the purchase of a Equipment trailer for the Street Department
- Approval of the audit
- Safety Report
- Receive and file BRAVO report
- Resolution setting April 1, 2019 for tobacco sales permit violations

March 18, 2019
Draft Council Agenda

- Minutes
- Claims
- Applications
- City Manager's Report
- Salaries
- Bike Night – Square Lease Agreement, Request to close the square, noise permit
- Deck Agreement with the Brickhouse
-

March 18, 2019
Draft Council Study Meeting

- Report from the Indianola Sustainability



Dear Valued Investor:

Thank you for your support and participation over the last six months in the Downtown Assessment project, #ThinkIndianolaFirst Shop Local Saturday, Festival of Trees, Holiday Extravaganza and/or Annual Dinner and Business Meeting.

Our business community, organizations and individual livelihoods depend on and thrive as a result of your continued investment in the critical work of the Indianola Chamber of Commerce.

Over the last six months, our strategic plan kept us focused on advocacy, growing and serving our chamber partners, re-imagining our downtown, driving traffic to our local businesses and treating the community to events they love. *We Love Us* and look forward to serving you in 2019.

Your importance in our mission to foster a vibrant economic environment and enhance the overall quality of life in Indianola cannot be overstated. Together we are strong, alone we are one.

Best Regards,

Brenda Easter & Indianola Chamber Board of Directors

