



— Clerk's Office —

NOTICE:

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

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

You may also view the meeting via a zoom webinar (Password: 752887):
<https://us02web.zoom.us/j/89576579373?pwd=V240RnNJSUxQWVhydDV0aUJyYmQzZz09>

Or iPhone one-tap: 1-646-558-8656, 89576579373# or 1-312-626-6799, 89576579373#

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

Webinar ID: 895 7657 9373

If you have a question or would like to submit a public comment, but are unable to attend the City Council meeting due to concerns about COVID-19, please call 515-962-5240 immediately before the public comment or public hearing or submit the form on the next page to:

cityclerk@indianolaiowa.gov

OR

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

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

Forms received by 4:00 pm on the day of the meeting will be distributed to the Mayor and City Council prior to the meeting. Comment forms received during the City Council meeting must be emailed to cityclerk@indianolaiowa.gov and contain your name and address.

If you plan on attending the meeting, please RSVP cityclerk@indianolaiowa.gov.

Thank you for your cooperation, patience and understanding.

- The City of Indianola



CITY OF INDIANOLA PUBLIC COMMENT FORM

If you would like to enter an electronic public comment with the City Council please take the following steps:

- Please turn in this completed form to cityclerk@indianolaiowa.gov.
- Comments received by 4:00 pm the day of a council meeting will be distributed to the Mayor and City Council prior to the meeting.
- Comments received after the deadline or during the meeting will be sent to the Mayor and City Council during the meeting.

Please complete the following information:

Your Name: _____

Address: _____

City Council Meeting Date: _____

City Council Agenda Item: _____

Example: 5A is the Consent to approve the agenda. If the comment does not relate to a specific agenda item, then please indicate "4, *Public Comment*".

Please provide a short summary of the topic you wish to address with the City Council. (complete a new form for each agenda item)



CITY OF INDIANOLA COUNCIL MEETING

May 4, 2020

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 6** April 16, 20 and 29, 2020 Minutes.
 - C. Applications
 1. **Page 12** A renewal Class E Liquor License, Class B Wine, Class C Beer and Sunday Sales Privileges for Wal-Mart, located at 1500 N Jefferson Avenue.
 2. **Page 13** A renewal Class E Liquor License, Class B Wine, Class C Beer and Sunday Sales Privileges for Indy 66 West, located at 2001 W 2nd Avenue.
 3. **Page 14** A renewal Class E Liquor License, Class B Wine, Class C Beer and Sunday Sales Privileges for Casey's General Store #2894, located at 1101 E 2nd Avenue.
 4. **Page 15** Noise permit application for Warren County Speedway for May 8-10, 2020 to hold practice sessions for drivers and waiver of the \$50.00 late application fee.
 - D. **Page 21** Resolution setting Public Hearing for May 18, 2020, for Elevate Indianola, a Comprehensive Plan Update Prepared with the Citizens of Indianola.
 - E. **Page 25** Resolution approving an updated version of the City of Indianola's Employee Handbook
 - F. **Page 161** Approval of pay application #1 for the Quail Meadows 3 Lift Station Project in the amount of \$38,547.19.

- G. **Page 166** Second consideration of an Ordinance amending Chapter 110, Natural Gas Franchise, pertaining to franchise fees, Indianola Code of Ordinances.
- H. **Page 168** Second consideration of an ordinance amending the zoning regulations to Chapter 165, regarding bulk storage of petroleum products.
- I. **Page 171** Resolution approving a request from Brent K. Culp of Snyder & Associates, Inc. for approval of a Preliminary Plat for Treeline Plat 1.
- J. **Page 192** Resolution approving a request from Jeffrey A. Gaddis of Civil Engineering Consultants, Inc for approval of a Plat of Survey for a parcel of land in the NE ¼ of the SE ¼ and the SE ¼ of the NE ¼ of Section 36, Township 76 North, Range 24 West Of The 5th P.M., City of Indianola, Iowa.
- K. **Page 203** Resolution setting a Public Hearing for June 1, 2020, for request from Jon F. and Mary Hellen Peterson for an Annexation into the City of Indianola.
- L. **Page 207** Resolution setting a Public Hearing for June 1, 2020, on request from Barry Accountius of Woda Cooper Development, Inc. to rezone property located on Outlot X of the Replat of the Hillcrest Industrial Park Plat 1, except Parcels B & C, from the M-2 General Industrial Zoning District to the R-4, Multiple Family (Residential) Zoning District.
- M. **Page 211** Resolution setting a Public Hearing for June 1, 2020, on request from Josh Moulton of DR Horton for approval of a Proposed Development Plan and to rezone a parcel of land in the SE ¼ of the SW ¼ of Section 18, Township 76 North, Range 23 West Of the 5th P.M., City of Indianola, Iowa from the R-3, Mixed-Residential Zoning District to the R-5, Planned Residence District.
- N. **Page 215** Resolution setting a Public Hearing for June 1, 2020, on request from the Edward H. Arp of Civil Engineering Consultants Inc. to rezone a parcel of land in the NE ¼ of the SE ¼ and the SE ¼ of the NE ¼ of Section 36, Township 76 North, Range 24 West Of the 5th P.M., City of Indianola, Iowa, from A-1, Agricultural Zoning District to A-2 Mixed Agricultural Zoning District.
- O. **Page 220** Resolution setting May 18, 2020 as a Public Hearing for a sign exemption request from Ryne Schroeder of Iowa Sign Company, on behalf of Z's Eatery and Draught Haus, located at 1501 North 1st Street.
- P. **Page 224** Receive and file Fiscal Year 2019 Financial Audit.
- Q. **Page 291** Prior and final approval on Urban Revitalization Designations.
- R. **Page 292** Resolution approving salaries.
- S. **Page 294** Claims on the computer printout for May 4, 2020.
- 6. Council Reports
- 7. Public Consideration
- A. Old Business

1. Page 306 Codification Project

- a. Page 308** Public Hearing to consider adoption of the 2020 revised code of ordinances of the City of Indianola, Iowa (Codification Project).

2. Page 310 Community Development Block Grant (CDBG) Funding

- a. Page 312** Public hearing on CDBG Funding for the purchase of two UV Disinfectant Devices.
- b. Page 313** Resolution approving contract with IEDA for CDBG Funding.
- c. Page 331** Resolution adopting CDBG required policies.

B. New Business

- 1. Page 343** Resolution approving a proposal for removal and disposal of sludge material from the Indianola Waste Water Treatment Facility.

8. Other Business

A. City Manager's Report — Ryan Waller

- 1. Page 360** Receive and file the City's re-open plan.
- 2. Page 361** Receive and file correspondence from April 17 and 24 weekly updates from City Manager, Ryan Waller.

9. Adjourn

Meeting Date: 05/04/2020

Subject

April 16, 20 and 29, 2020 Minutes.

Information

Fiscal Impact

Attachments

April 16 minutes

April 20 minutes

April 29 minutes

Special Session – April 16, 2020

The City Council met in special session at 6:00 p.m. on April 16, 2020, in the City Hall Council Chambers. Mayor Kelly B. Shaw called the meeting to order and on roll call the following members were present: Heather Hulen, John Parker, Gwen Schroder, Greta Southall, Greg Marchant and Mayor Shaw and present via phone: Bob Kling. Absent: None.

Three written public comments opposed to the proposed Fiscal Year 21 budget were submitted for the record. David Grissom, 607 E Norwood created an online petition and collected 194 signatures and 26 comments in opposition to the proposed budget. Cindy Johnson, 309 N 16th St spoke in opposition to the proposed budget and other matters previously brought forth to Council. Kelly Shaw spoke about communication with the Council, his veto and the Council Member's veto response letter.

Parker moved and Southall seconded a motion to receive and file correspondence as listed in the agenda. On roll call the vote was, AYES: Hulen, Parker, Kling, Marchant, Southall and Schroder. NAYS: None. Whereas the Mayor declared the motion carried unanimously.

A motion was made by Parker and seconded by Southall to approve Resolution 2020-70 approving the proposed Fiscal Year 21 budget.

In discussion on motion, City Manager Ryan Waller gave a presentation focusing on the property tax calculation and financial policy and then requested direction for staff from the Council. Mayor Shaw and Council members discussed the information provided in the presentation.

On roll call, the vote was AYES: Hulen, Parker, Kling, Schroder, Southall and Marchant. NAYS: None. Whereas the Mayor declared the motion carried unanimously.

Meeting adjourned at 6:52 pm on a motion by Marchant and seconded by Schroder.

Kelly B. Shaw, Mayor

ATTEST:

Andrew J. Lent, City Clerk/Finance Director

Regular Session – April 20, 2020

The City Council met in regular session at 6:00 p.m. on April 20, 2020, in the City Hall Council Chambers. Mayor Pro Tem Greta Southall called the meeting to order and on roll call the following members were present: Heather Hulen, John Parker, Bob Kling, Gwen Schroder, Greta Southall, and Greg Marchant. Absent: Mayor Kelly B. Shaw.

Susan Glick, 511 W Boston, requested that public comments submitted prior to the meetings be read aloud during the meeting and asked what COVID-19 will cost the City. City Manager, Ryan Waller, answered the questions.

Council Member Parker requested that item 5-O, approval of claims for April 20 be pulled from the consent agenda.

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

- Approval of agenda
- April 6, 2020 Minutes
- A renewal Class E Liquor License, Class B Wine, Class C Beer and Sunday Sales Privileges for Walgreens Co, located at 1000 N Jefferson Avenue.
- Approval of an event application from the Indianola Chamber of Commerce for Friday Night Live Summer Concert Series at Memorial Park on June 5, June 26 and July 10, 2020 from 6:00 - 9:30 pm.
- Resolution 2020-84 suspending enforcement of Indianola Code 47.01(11) regarding the sale of beer and wine coolers in city parks for the Friday Night Live Summer Concert Series as requested by the Indianola Chamber of Commerce.
- A new Class B (Includes Wine Coolers) and Outdoor Sales Liquor License for the Indianola Chamber of Commerce for June 5, June 26 and July 10, 2020 at Memorial Park (North G and West Euclid Avenue).
- Noise permit application from the Indianola Chamber of Commerce at Memorial Park for Friday Night Live Summer Concert Series at Memorial Park on June 5, June 26 and July 10 from 6:00 – 9:30 pm.
- Street closure request for the Memorial Day Parade.
- Resolution 2020-85 approving health insurance benefits for the employees of the City of Indianola.
- Receive and file the annual Safety Report from HR Director, Melissa McCoy.
- Resolution 2020-86 approving Supplemental No 23 with Snyder and Associates for an engineering service agreement for a storm water utility update in the amount of \$30,000.
- Resolution 2020-87 approving the installation of a manhole on Scott Felton Road.
- Resolution 2020-88 approving intergovernmental agreement for county fire and EMS mutual assistance.
- Resolution 2020-89 setting May 4, 2020, as a public hearing on Community Development Block Grant Funding.
- Third consideration of an Ordinance amending Chapter 99, sewer service charges, Indianola Code of Ordinances.
- Third consideration of an Ordinance amending the recycling fees to account for the increase being implemented by Waste Management.

- Resolution 2020-90 appointing the City of Indianola representation to the Des Moines Metropolitan Planning Organization.
- Prior and final approval on Urban Revitalization Designations.
- Resolution 2020-91 approving salaries.
- Resolution 2020-92 setting May 4, 2020, as the public hearing to consider adoption of the 2020 revised code of ordinances of the City of Indianola, Iowa (Codification Project).

Marchant moved to approve the claims on the computer printout for April 20, 2020 (Item 5-O) and Kling seconded. Parker abstained from discussion and voting, citing a conflict of interest. On roll call the vote was, AYES: Hulen, Kling, Marchant, Southall, Schroder. NAYS: None. ABSTAIN: Parker. Whereas the Mayor Pro Tem declared the motion passed.

Doug Shull presented the Treasurer's Report for November 2019. Marchant moved and Parker seconded a motion to receive and file the Treasurer's Report for November 2019. On roll call the vote was, AYES: Hulen, Parker, Kling, Marchant, Southall and Schroder. NAYS: None. Whereas the Mayor Pro Tem declared the motion carried unanimously.

A motion was made by Marchant and seconded by Hulen to approve the Home Base Iowa Initiative Application from James Hansen and authorization of a handwritten warrant in the amount of \$1500. On roll call, the vote was AYES: Hulen, Parker, Kling, Schroder, Southall and Marchant. NAYS: None. Whereas the Mayor Pro Tem declared the motion carried unanimously.

Council Member John Parker Jr gave the Greater Des Moines Convention Bureau Report.

Council Member Bob Kling provided Council with the Metro Advisory and Bravo Reports.

Mayor Pro Tem Greta Southall provided a community update.

City Manager Ryan Waller led a discussion regarding the Library Board Ordinance and changes suggested by the Library Board. Council directed staff to look at the option of changing the term length to four years and allowing, but not requiring, one member to be an out-of-town resident.

This being the time and place fixed for a public hearing on the matter of Natural Gas Franchise Fees and the Revenue Purpose Statement, the Mayor Pro Tem called for any oral comments to the approval of an Ordinance amending Chapter 110, Natural Gas Franchise, pertaining to franchise fees, Indianola Code of Ordinance and provided a phone number for residents to call in comments.

Susan Glick, 511 W Boston Ave, supports raising it and having the funds go towards streets. No other oral comments were offered, and the Deputy City Clerk reported that no written objections had been filed.

Kling moved and Hulen seconded approval of the first consideration of an Ordinance amending Chapter 110, Natural Gas Franchise, pertaining to franchise fees, Indianola Code of Ordinance.

In discussion, Council Member Marchant moved that staff delay implementation of the franchise fee until November 1, 2020 and Kling seconded. On roll call, the vote was AYES: Hulen, Parker, Kling, Schroder, Southall and Marchant. NAYS: None. Whereas the Mayor Pro Tem declared the motion carried unanimously.

On roll call for approval of the Ordinance, the vote was AYES: Hulen, Parker, Kling, Schroder, Southall and Marchant. NAYS: None. Whereas the Mayor Pro Tem declared the motion carried unanimously.

This being the time and place fixed for a public hearing on the matter of an amendment to Chapter 165, regarding bulk storage of petroleum products, the Mayor Pro Tem called for any oral comments to the approval of an Ordinance amending the zoning regulations to Chapter 165, regarding bulk storage of petroleum products and provided a phone number for residents to call in comments. No oral comments were offered, and the Deputy City Clerk reported that no written objections had been filed.

A motion was made by Kling and seconded by Parker to approve the first consideration of an Ordinance amending the zoning regulations to Chapter 165, regarding bulk storage of petroleum products. On roll call, the vote was AYES: Hulen, Parker, Kling, Schroder, Southall and Marchant. NAYS: None. Whereas the Mayor Pro Tem declared the motion carried unanimously.

Marchant moved and Schroder seconded to receive and file correspondence from April 1, 3, and 10, 2020, weekly updates provided by City Manager, Ryan Waller. On roll call, the vote was, AYES: Hulen, Parker, Kling, Schroder, Southall and Marchant. NAYS: None. Whereas the Mayor Pro Tem declared the motion carried unanimously.

Marchant moved to receive and file correspondence from the Iowa Department of Natural Resources providing notice of an award of up to \$1,000,000 to the City of Indianola for stormwater improvements related to the approved Square Streetscape Design project and Parker seconded. On roll call, the vote was, AYES: Hulen, Parker, Kling, Schroder, Southall and Marchant. NAYS: None. Whereas the Mayor declared the motion carried unanimously.

Marchant noted there has been positive developments and growth in the community as evident in the reports in the City Manager's weekly updates and applauded the efforts of the community development staff.

Meeting adjourned at 6:43 pm on a motion by Parker and seconded by Kling.

Greta Southall, Mayor Pro Tem

ATTEST:

Andrew J. Lent
City Clerk/Finance Director

Special Session – April 29, 2020

The City Council met in special session at 5:30 p.m. on April 29, 2020, in the City Hall Council Chambers. Mayor Kelly B. Shaw called the meeting to order and on roll call the following members were present: Heather Hulen, John Parker, Bob Kling, Gwen Schroder and Greg Marchant and present via phone: Greta Southall and Mayor Shaw. Absent: None.

A motion was made by Parker and seconded by Kling to approve Resolution 2020-93 authorizing participation in the Greater Des Moines Partnership's Small Business Recovery Program.

City Manager Ryan Waller led the discussion on the program and answered Council's questions.

On roll call, the vote was AYES: Hulen, Parker, Kling, Schroder, Southall and Marchant. NAYS: None. Whereas the Mayor declared the motion carried unanimously.

In other business, Waller informed the Council that the Wastewater Treatment Plant is having issues with the sludge hauler. More information will be presented to Council at the May 4th meeting, including a resolution for their consideration.

Meeting adjourned at 6:08 pm on a motion by Parker and seconded by Kling.

Kelly B. Shaw, Mayor

ATTEST:

Andrew J. Lent, City Clerk/Finance Director

Meeting Date: 05/04/2020

Subject

A renewal Class E Liquor License, Class B Wine, Class C Beer and Sunday Sales Privileges for Wal-Mart, located at 1500 N Jefferson Avenue.

Information

Council will need to consider a renewal Class E Liquor License, Class B Wine, Class C Beer and Sunday Sales Privileges for Wal-Mart Supercenter, located at 1500 N Jefferson Avenue. All paperwork is in order and staff has approved.

Fiscal Impact

Attachments

No file(s) attached.

Meeting Date: 05/04/2020

Subject

A renewal Class E Liquor License, Class B Wine, Class C Beer and Sunday Sales Privileges for Indy 66 West, located at 2001 W 2nd Avenue.

Information

Council will need to consider a renewal Class E Liquor License, Class B Wine, Class C Beer and Sunday Sales Privileges for Indy 66 West, located at 2001 W 2nd Avenue. All paperwork is in order and staff has approved.

Fiscal Impact

Attachments

No file(s) attached.

Meeting Date: 05/04/2020

Subject

A renewal Class E Liquor License, Class B Wine, Class C Beer and Sunday Sales Privileges for Casey's General Store #2894, located at 1101 E 2nd Avenue.

Information

Council will need to consider a renewal Class E Liquor License, Class B Wine, Class C Beer and Sunday Sales Privileges for Casey's General Store #2894, located at 1101 E 2nd Avenue. All paperwork is in order and staff has approved.

Fiscal Impact

Attachments

No file(s) attached.

Meeting Date: 05/04/2020

Subject

Noise permit application for Warren County Speedway for May 8-10, 2020 to hold practice sessions for drivers and waiver of the \$50.00 late application fee.

Information

In your packet is the noise permit application for Warren County Speedway to hold practice sessions for drivers at the following dates and times:

Friday, May 8, 2020 from 6:00 pm — 9:00 pm

Saturday, May 9, 2020 from 9:00 am — 9:00 pm

Sunday, May 10, 2020 from 9:00 am — 3:00 pm

There are 3 hour time slots with a maximum of 10 people by the track at all times.

Applicant has requested a waiver of the \$50.00 late fee. The Speedway submitted an application for a noise permit in February for all races in 2020. Due to COVID-19, races have not been allowed. The Governor is now allowing practices at race tracks if 10 or fewer people are in attendance. Because the restrictions were just lifted, the applicant would like to have the fee waived.

Fiscal Impact

Attachments

Noise Permit - Practices

Fee Waiver Request



Indianola Noise Permit Application

Date: 4-30-2020

Dear Event Organizer:

From time to time residents and visitors to our community wish to hold events that would normally be in violation of laws and ordinances pertaining to noise. In an effort to allow such events and still maintain quality of life issues for our residents, the City developed this process to allow outdoor events that have music or extraordinary noise.

This application provides the information to petition the police chief for a noise permit. Please take time to read this information and feel free to contact City Hall at 515-961-9410 or email me at dbowlin@indianolaiowa.gov with any questions.

Rules and Regulations

1. The city manager and police department shall review all applications.
2. All applications will be approved or denied by the Indianola Police Chief.
3. Events that have received prior complaints, or, are multiple days shall have council approval.
4. Applications need to be received no later than **60 days prior to the event**. If received less than 60 days prior to the event, staff will deny the application. It may be appealed to the city council, but a \$50.00 late fee shall be assessed to process late requests.
5. Multiple events may be requested on one application, i.e. 6 Bike Night events in a single year.
6. **The Indianola Police Department reserves the right to order noise reduction or to cancel any permit, dependent upon the activity or complaints related to the event.**
7. In the event that the police department discovers an outdoor music event without a permit the department shall cause the source of the noise to cease.
8. The application must include a cell number for the contact person.
9. Bands, DJ's and any source of loud noise should be directed away from residential to every extent possible.

RETURN NOISE APPLICATION TO:

110 North First Street, PO Box 299

Indianola, Iowa 50125

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

www.indianolaiowa.gov

E-Mail: cityclerk@indianolaiowa.gov

Event Name: Racetrack Practice
Date/Time of Event: May 8, 9, 10
Location of Event: Warren County Fairgrounds
Event Sponsor(s): _____

Contact Information:

Organization: Warren County Speedway
Contact Name: AS Nelson
Address: 1103 E. Jackson Pl.
Telephone Number: 515-681-2881
Cell Phone Number: _____
Fax Number: _____
Email Address: ajbaitf5@gmail.com
Today's Date: 4-30-2020

Anticipated Attendance: 10 per slot, 3 hr. slots.
_____ Per Day _____ Total

Event Information:

Event Starts Date: _____ Time _____ Day of Week _____
Event Ends Date: _____ Time _____ Day of Week _____

On
Back →

Previous Event Information

Date of Event: _____ Time of Event: _____

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

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

Friday, May 8, 2020 = 6:00 pm - 9:00 pm.

Saturday, May 9, 2020 = 9:00 am - 9:00 pm.

Sunday, May 10, 2020 = 9:00 am - 3:00 pm

3 hour time slots.

Maximum 10 people by track at all times.

APPLICANT SIGNATURE: AS Nelson

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

OFFICE USE ONLY

DATE RECEIVED:				
	Signature	Date	Approved	Denied
Police Department:		4-30-2020	X	
City Manager:		4-30-2020	X	

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

Jackie Raffety

From: AJ <ajbaitf5@gmail.com>
Sent: Thursday, April 30, 2020 1:55 PM
To: Jackie Raffety
Subject: Re: Fee Waiver request

I'd like the fee waived for this.

On Apr 30, 2020, at 12:56 PM, Jackie Raffety <jraffety@indianolaiowa.gov> wrote:

AJ,
The noise permit rules state there is a \$50 late fee for requests submitted less than 60 days before event. If you would like the fee waived, can you please email me a request to send to Council?
Thanks!

Jackie Raffety
Deputy City Clerk
City of Indianola
110 N 1st St
Indianola, IA 50125
515-961-9410, option 1
515-962-5240

<image001.png>

Meeting Date: 05/04/2020

Subject

Resolution setting Public Hearing for May 18, 2020, for Elevate Indianola, a Comprehensive Plan Update Prepared with the Citizens of Indianola.

Information

Fiscal Impact

Attachments

Plan Memorandum
Public Hearing Notice
Comp Plan Resolution

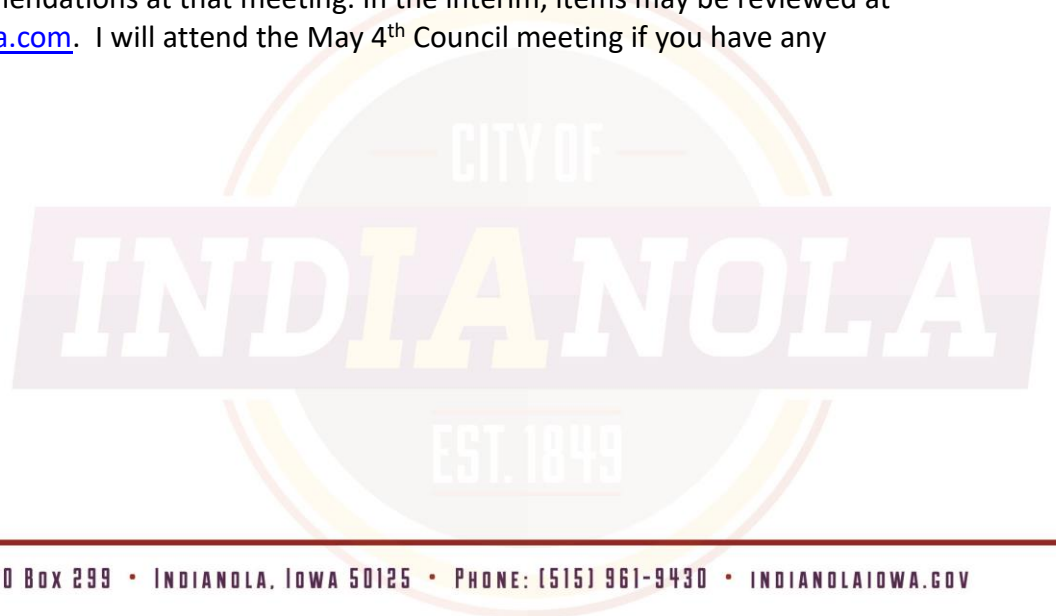


COMMUNITY DEVELOPMENT

To: Mayor and City Council
From: Charlie E. Dissell, Community and Economic Development Director
CC: Ryan Waller, City Manager
Date: April 24, 2020
Re: Resolution setting Public Hearing for May 18, 2020, for Elevate Indianola, a Comprehensive Plan Update Prepared with the Citizens of Indianola.

At its meeting on May 4th, the City Council will be asked to set a public hearing for adoption of Elevate Indianola, a Comprehensive Plan Update Prepared with the Citizens of Indianola. As the Council is aware, this budgeted activity as part of FY 19 began with the release of an RFP in August 2018 and interviews of consulting firms taking place in January 2019. In February 2019, the City Council approved a professional services agreement with Snyder and Associates, officially kicking off the planning process which has spanned 14 months. At its meeting on January 15th, the Planning and Zoning Commission held a joint meeting with the City Council to review and provide input on the draft comprehensive plan. This meeting included a presentation from the consultant on the process used to update the comprehensive plan, as well as the elements that are a part of the draft comprehensive plan. Following the January 15th meeting, the Planning and Zoning Commission used its February 11th, March 10th, and April 21st meetings to further discuss the Comprehensive Plan update.

At its meeting on April 21st, the Planning and Zoning Commission reviewed this item, and, on an 8-0 vote, recommended adoption of Elevate Indianola, a Comprehensive Plan Update Prepared with the Citizens of Indianola. If the public hearing is set by Council, staff will present all materials and recommendations at that meeting. In the interim, items may be reviewed at www.elevateindianola.com. I will attend the May 4th Council meeting if you have any questions.



**NOTICE OF PUBLIC HEARING TO CONSIDER ADOPTION OF ELEVATE
INDIANOLA, A COMPREHENSIVE PLAN UPDATE PREPARED WITH THE
CITIZENS OF INDIANOLA.**

Notice is Hereby Given: That at 6:00 P.M., at the Council Chambers, City Hall, 110 N. 1st Street, Indianola, IA 50125 on May 18, 2020, the City Council of the City of Indianola, Iowa (The "City") will hold a public hearing to consider adoption of Elevate Indianola, a comprehensive plan update prepared with the citizens of Indianola.

A copy of the proposed comprehensive plan update is on file for public inspection in the office of the City Clerk.

At said hearing any interested person may file written objections or present oral comments with respect to the subject matter of the hearing.

Due to the COVID-19 Pandemic, the City of Indianola is currently hosting its meetings virtually at https://www.youtube.com/channel/UCCwqdy2irWQILB_1QzcVrdw for those who do not wish to attend in person.

You may also view the meeting via a zoom webinar:

<https://us02web.zoom.us/j/81716937811?pwd=U1FucVlQZjM0RDZ1TTFqaWZDWmlGUT09>

Password: 103831

Or iPhone one-tap : 1-646-558-8656, 81716937811# or 1-301-715-8592, 81716937811#

Or Telephone Dial: 1-646-558-8656 or 1-301-715-8592 or 1-312-626-6799 or 1-669-900-9128 or 1-253-215-8782 or 1-346-248-7799. Webinar ID: 817 1693 7811

Comments may be submitted prior or during the public hearing to cityclerk@indianolaiowa.gov or by calling 515-962-5240.

All comments submitted will become a part of the published hearing. This Notice is published by order of the City Council of the City of Indianola, Iowa on May 4, 2020.

\s\Andrew J. Lent
City Clerk

RESOLUTION NO. 2020-_____

**RESOLUTION SETTING DATE OF PUBLIC HEARING TO CONSIDER ADOPTION
OF ELEVATE INDIANOLA, A COMPREHENSIVE PLAN UPDATE PREPARED
WITH THE CITIZENS OF INDIANOLA.**

WHEREAS, the City Council of the City of Indianola, Iowa (the “City”) desires to consider adoption of Elevate Indianola, a Comprehensive Plan Update Prepared with the Citizens of Indianola; and

WHEREAS, a public hearing upon the proposed adoption of Elevate Indianola, a Comprehensive Plan Update Prepared with the Citizens of Indianola, should be held and a time and place for hearing thereon should be fixed.

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

1. That a public hearing be held by the Indianola City Council on the proposed adoption of Elevate Indianola, a Comprehensive Plan Update Prepared with the Citizens of Indianola, at the Indianola City Hall, 110 N 1st Street, Indianola, Iowa, at 6:00 p.m. on May 18, 2020, at which time the City Council will consider any objections to the proposed adoption and will hear all interested persons.

2. That the Mayor and Clerk be and hereby are authorized and instructed to give notice of said public hearing, as required by law.

APPROVED this 4th day of May 2020.

Kelly B. Shaw, Mayor

ATTEST:

Andrew J. Lent, City Clerk

Meeting Date: 05/04/2020

Subject

Resolution approving an updated version of the City of Indianola's Employee Handbook

Information

Fiscal Impact

Attachments

Handbook Memorandum

Employee Handbook

Resolution Approving Handbook



— Human Resources —

Date: May 4, 2020

To: Mayor and Council

From: Melissa McCoy, Human Resources Director

CC: Ryan Waller, City Manager

RE: Employee Handbook Update

In March 2019, 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 salary ranges. Due to the COVID-19 pandemic, the employee handbook update was delayed and is now being brought to Council for consideration.

Below is a summary of updates:

- Updated the Recruitment and Selection Process. Page 20
- Updated Employment of Relatives policy to allow relatives of seasonal employees to work in the same department. Page 26
- Added Compensation Comparables as approved by Council in February 2020. Page 44
- Updated the Wellness Program to remove discount membership program. Page 52
- Updated the Travel and Transportation Policy. Page 57 to 60
- Updated the Clothing Reimbursement policy to reflect collective bargaining agreement changes in the reimbursable amount from \$300 to \$350. Modified the process to be in compliance with IRS guidelines. Page 99

Leave Time Accrual Changes

In addition to the above-mentioned employee handbook changes, as previously discussed, the following changes to leave time accruals are recommended:

Vacation

Through the police union negotiation process, staff discovered the City was not comparable with its vacation accruals. As part of the union negotiations, Council agreed to increase police officer vacation accruals to better align with comparables. The City is recommending to increase vacation accruals for all non-union and general union employees to the same levels. This is to ensure internal and external comparability.

In review of the full-time firefighter vacation accruals, it was discovered that there is a large internal inequity with their vacation accruals. Full time firefighters work 2756 hours per year which is 24 hours on, 48 hours off (versus 2080 hours all other full-time employees work) therefore, they should receive a higher biweekly accrual rate than 2080-hour employees. With the

current layout of accruals, the firefighters are earning vacation at a much lower rate than the 2080-hour employees. The City is recommending to increase the firefighter vacation accruals to correct the internal inequity. Below is a schedule of accruals as it currently stands and the proposed scheduled.

Full Time Firefighters Employees

Length of Service	Current Biweekly Accrual	Proposed Biweekly Accrual
Less than 2 years	7.62 hours	9.23 hours
2 years, less than 8 years	8.55 hours	12.00 hours
8 years, less than 14 years	9.55 hours	15.00 hours
14 years, less than 20 years	10.55 hours	18.46 hours
20 years or more	10.85 hours	23.07 hours

Personal Time

The employee handbook states firefighters are not eligible for personal time because they receive a higher vacation accrual. Firefighters receive a higher vacation accrual because they work more hours per year than other employees. Firefighters should be entitled to personal time like other full-time employees. The City is recommending full-time firefighters earn personal time at a rate of 48 hours per year. This is equivalent to 2 shifts worth of personal time; 2080-hour employees earn 2 shifts worth of personal time.

Sick Time

In addition to increasing the firefighter vacation accruals and adding personal time, the City recommends increasing their biweekly sick time accruals from 5.3 to 5.6 hours per pay period and increase their sick leave carryover from 760 hours to 1680 hours per year. Research shows this is equivalent to our comparable's sick leave accruals and carryovers.

It is recommended the City Council approve the proposed changes listed above.



EMPLOYEE HANDBOOK

Reviewed: May 2020

TABLE OF CONTENTS

INTRODUCTION	7
1.1 PURPOSE	7
1.2 ADOPTION AND POLICY AMENDMENT.....	7
1.3 ADMINISTRATIVE REGULATIONS.....	7
1.4 DEFINITIONS.....	7
1.5 AT-WILL EMPLOYMENT	7
1.6 CHANGE IN POLICY	8
EMPLOYMENT POLICIES.....	9
2.1 EQUAL EMPLOYMENT OPPORTUNITY	9
2.2 AMERICANS WITH DISABILITIES ACT	10
2.3 ANTI-HARASSMENT AND DISCRIMINATION	12
2.4 RETALIATION.....	16
2.5 CIVIL SERVICE	17
2.6 WHISTLEBLOWER	17
WORK RULES AND PROCEDURES	19
3.1 EMPLOYEE CLASSIFICATION	19
3.2 RECRUITMENT AND SELECTION	20
3.3 CIVIL SERVICE	21
3.4 VETERANS PREFERENCE	22
3.5 REHIRE/REINSTATEMENT	22
3.6 ANNIVERSARY DATES	24
3.7 INTERNS.....	24
3.8 PRE-EMPLOYMENT.....	25
3.9 NOTIFICATION OF ARRESTS AND OTHER GOVERNMENTAL ACTION	25
3.10 EMPLOYMENT OF RELATIVES	26
3.11 PROBATIONARY PERIOD	26
3.12 RELOCATION EXPENSES.....	27
3.13 PERFORMANCE EVALUATIONS.....	28
3.14 ATTENDANCE AND PUNCTUALITY	29
3.15 DRESS CODE	30
3.16 PERSONNEL FILES	31
3.17 EMPLOYMENT REFERENCES	32

3.18	EXIT INTERVIEWS	33
3.19	CELL PHONES.....	33
3.20	RETURN OF CITY PROPERTY.....	33
3.21	CONFLICTS OF INTEREST.....	33
3.22	OUTSIDE EMPLOYMENT	34
3.23	GIFT POLICY.....	34
3.24	CODE OF ETHICS	34
3.25	EMPLOYEE ETHICS	35
3.26	INCLEMENT WEATHER.....	36
3.27	SMOKE-FREE WORKPLACE POLICY.....	36
	EMPLOYEE CONDUCT & DISCIPLINE	39
4.1	EMPLOYEE CONDUCT	39
4.2	DISCIPLINARY ACTION	40
4.3	GRIEVANCE PROCESS	41
	COMPENSATION	43
5.1	COMPENSATION INTRODUCTION.....	43
5.2	LONGEVITY PAY.....	46
5.3	REPORTING TO WORK.....	47
5.4	REST BREAKS AND MEAL PERIODS (NON-EXEMPT EMPLOYEES).....	47
5.5	OVERTIME.....	47
5.6	COMPENSATORY TIME	47
5.7	DECEASED EMPLOYEES.....	48
5.8	DIRECT DEPOSIT	48
	BENEFITS.....	49
6.1	HEALTH INSURANCE	49
6.2	FLEXIBLE SPENDING ACCOUNTS	49
6.3	COBRA.....	50
6.4	LIFE INSURANCE	50
6.5	SHORT AND LONG-TERM DISABILITY.....	50
6.6	RETIREMENT	51
6.7	DEFERRED COMPENSATION	51
6.8	EMPLOYEE ASSISTANCE PROGRAM	51
6.9	WELLNESS PROGRAM.....	51

6.10	TUITION REIMBURSEMENT	53
6.11	MILEAGE REIMBURSEMENT AND VEHICLE USE.....	54
6.12	TRAVEL AND TRANSPORTATION	55
	TIME OFF AND LEAVES OF ABSENCE	61
7.1	PAID HOLIDAYS	61
7.2	VACATION	62
7.3	PERSONAL TIME	63
7.4	SICK TIME	63
7.5	BEREAVEMENT LEAVE	64
7.6	JURY DUTY	65
7.7	TIME OFF TO VOTE	65
7.8	MILITARY LEAVE.....	65
7.9	PREGNANCY LEAVE	66
7.10	LACTATION.....	66
7.11	FAMILY AND MEDICAL LEAVE ACT (FMLA).....	66
7.12	UNPAID LEAVE OF ABSENCE	75
7.13	LEAVE DONATION	76
	EMPLOYEE RECOGNITION	78
8.1	MERITORIOUS PERFORMANCE AWARD	78
8.2	CUSTOMER SERVICE AWARD.....	78
8.3	LENGTH OF SERVICE AWARD.....	79
	SAFETY.....	80
9.1	SAFETY INTRODUCTION	80
9.2	SAFETY COMMITTEE.....	82
9.3	WORKERS' COMPENSATION.....	82
9.4	ON-THE-JOB INJURY PROCESS	83
9.5.	NON-EMERGENT PROCESS	84
9.6	FIRST AID.....	84
9.7	DESIGNATED PHYSICIAN.....	85
9.8	INCOME REPLACEMENT	85
9.9	WORKERS' COMPENSATION AND FAMILY AND MEDICAL LEAVE ACT (FMLA).....	85
9.10	RETURN TO WORK	85
9.11	REASONABLE ACCOMMODATIONS	86

9.12	TEMPORARY ALTERNATE DUTY (TAD)	86
9.13	MEDICAL EXAMINATION	87
9.14	EMERGENCY INFORMATION.....	88
9.15	SAFETY TRAINING AND ORIENTATION.....	91
9.16	DRUG AND ALCOHOL-FREE WORKPLACE	91
9.17	MOTOR VEHICLE SAFETY	97
9.18	UNIFORMS AND CLOTHING REIMBURSEMENT	99
9.19	WORKPLACE BULLYING	99
9.20	WORKPLACE HAZING	100
9.21	WORKPLACE VIOLENCE	100
9.22	WEAPONS IN THE WORKPLACE	101
	MISCELLANEOUS.....	103
10.1	CITY PROPERTY	103
10.2	PRIVACY	103
10.3	COMPUTER USE.....	103
10.4	ELECTRONIC MAIL	105
10.5	DAMAGE TO CITY PROPERTY.....	105
10.6	VIOLATION OF THIS POLICY	106
10.7	INSPECTION OF CITY PROPERTY	106
	EMPLOYEE ACKNOWLEDGEMENT	107
	EXHIBITS	108

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.

DRAFT

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 AMERICANS 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 notifies human resources of the open position.
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. If they choose, the hiring manager may review all candidates without Human Resources performing the application pre-screening.
5. The hiring manager will identify the most appropriate candidate(s) 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 may conduct 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 Veterans 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 Veterans 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 for all positions. 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; seasonal employees are exempt from this.

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.

Compensation Comparables

The City of Indianola City Council has approved the following cities to be comparable cities for human resources related matters to include compensation and benefits.

Altoona
Ankeny*
Carlisle*
Clive
Des Moines*
Grimes
Johnston
Norwalk
Pleasant Hill
Urbandale*
Waukee
West Des Moines*
Windsor Heights

*It is understood that these may be outliers but understanding this data is important. For calculating Indianola's compensation/benefits percentile rank, these may be excluded.

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 compensation 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 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.

All paid leave shall count as hours worked in meeting the 40-hour requirement for overtime pay.

5.6 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.

Compensatory time shall count as time worked in meeting the 40-hour requirement for overtime pay.

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.

5.7 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.

5.8 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 and premiums. To be eligible for the health savings account benefits, employees must be enrolled in the health insurance plan.

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 or the YMCA will be reimbursed by the city. . 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 will assist employees in paying for a YMCA membership.

Eligibility

- Full time employees
- Part time employees

Reimbursement

- \$15 per month for a single membership
- \$25 per month for a family membership

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 of Indianola has prepared this policy to establish a consistent basis for the actions of City personnel with regards to City-paid travel, training, and meal expenditures and to provide broad guidelines for the reimbursement of such expenditures. It is the policy of the City to reimburse employees for all necessary and reasonable expenses incurred while on authorized City business.

The policy described in this section shall apply to mileage and per diem reimbursements. The City will specify the conditions under which mileage and/or per diem reimbursement is payable.

Authorization for Travel and Training

All predicted travel and training requests should be included in the annual budget setting process.

- For any budgeted travel/training, authorization has already been given through the budget process; further pre-authorization is not required prior to incurring the expenses, not withstanding any specific procedures established by Department Heads for their staff.
- If an unplanned travel or training need arises during the year and is not budgeted, a request for the trip, including an estimate of all expenses (including overtime for non-exempt employees)

must be submitted to the Department Head for approval, or in the case of a Department Head, to the Finance Director for approval.

- If the unbudgeted travel is out-of-state, the request must also be approved by the City Manager prior to expenses being incurred.
- All travel requests are to be reviewed by the Department Director using job relevancy and City benefit as a basis for approval or disapproval of the request. Items that could be considered are:
 - Federal, State or local mandated training: Required training for licensing, certification, or other qualifications.
 - Preparatory Training: Applies where an employee's future job responsibilities, in all probability, will incorporate and require new or little used skills which can be readily acquired only by outside training.
 - National, Regional, or State conferences and workshops: Attendance contingent upon quality of workshop/conference as this relates to staff member's current job responsibilities.

Meals

For eligible meals, reimbursement shall be allowed for actual meal expenses incurred, including up to 15% tip on each meal, and subject to limits laid out below.

- Meal receipts are generally eligible for reimbursement if:
 - The meal was not already provided as part of a paid registration; and
 - Participation in the business-related conference was directly authorized.
 - For any training provided by the local ILEA (IA Law Enforcement Academy), reasonable priced meals are available through ILEA, and will be paid for by the City. If the employee chooses not to have the City purchase the ILEA meal, no meal receipts are eligible for reimbursement.
- It should be noted that eligibility for reimbursement does not imply whether the meal will be considered taxable or excludable wages under IRS guidelines. The City will follow applicable IRS guidelines to determine taxability.
- Those traveling on City business will use discretion in keeping meal costs to reasonable levels. It is expected that the employee's meal expense will not exceed \$50 per day for three meals, not including tip. The \$50 limit is applicable to both in-state and out-of-state travel.
- Meal allowances will be broken down as follows:
 - Breakfast \$10
 - Lunch \$14
 - Dinner \$26

These allowances are only taken into account on travel days, and when a conference provides some meals for the employee as part of the registration fee. If a meal is provided, the cost allowance for the respective meal will be removed from the daily maximum of \$50. *IE: If the conference provides lunch, the daily maximum would be \$50 less \$14, or \$36. This \$36 can be split up however the employee chooses: \$5 for breakfast and \$31 for dinner or \$20 for breakfast and \$16 for dinner; just as long as the total doesn't exceed \$36, not including tip.*

If the conference registration fee includes a meal, and the employee chooses to purchase a meal elsewhere, the employee shall be responsible for the cost of that meal unless medical reasons require that the employee separately purchase a meal.

In the case of a one day conference where the employee attends the conference during the day in their hometown and is able to eat breakfast and dinner before and after the conference, the

City will only reimburse for the lunch meal at the above specified rate, unless lunch is provided, or the employee has medical issues and cannot eat the provided lunch.

Documentation from the conference agenda that includes enough detail to determine if meals are being provided must be submitted with expense forms. If insufficient documentation is provided, it will be assumed that any meal periods that fall during conference hours are being provided.

For all meal receipts, the employee should retain the original itemized copy of the receipt that shows the specific items ordered, total cost, tax and tip. The submission of a credit card receipt with only the total cost of the meal will not be reimbursed. Liquor and other non-reimbursable expenses should be put on a separate receipt.

The total cost of the meal submitted for reimbursement must exclude any liquor expenses, in accordance with State regulations.

Tips in excess of 15% of the total meal cost (excluding liquor) are considered a personal expense of the employee and will not be reimbursed. *IE: If an employee has a receipt with \$25 of food and \$10 of liquor, for a total of \$35 and gives a 15% tip (\$5.25 in tip), the employee may only be reimbursed for the \$25 of food and tip of \$3.75 (15% of \$25).*

Tips in excess of 15% that are required and automatically applied to a bill (ie: groups of 8+ get charged an automatic 20%, etc.) may be reimbursed.

Incidentals

An employee is allowed to claim up to \$15 per day for incidental items that will typically not have a receipt available, such as taxi, valet or airport luggage handler tips, parking meter fees, etc. The \$15 in incidentals is based on an honor system and should generally be expected to correspond with hotel or airport arrival and departure days.

Fees for tolls, shuttle service, etc, where a receipt is readily available upon request, must have a receipt submitted for reimbursement. Origination and destination information should be documented on the receipts.

Lodging

Employees are expected to utilize lodging discounts provided through the conference, if available, and select moderately priced accommodations within an acceptable travel distance from the conference location. Hotel locations that result in excessive commuting or tax expenses should be avoided whenever possible.

Lodging is limited to the standard room rate for single occupancy for the minimum number of nights required to attend the conference. The employee should request the government or corporate rate where available.

- If multiple employees are authorized to travel and choose to share accommodations, the hotel room size should be appropriate to the number of employees sharing lodging. In this case, the

highest seniority employee should submit the entire lodging expense and make note of all employees covered by the expense.

Itemized receipts should be retained by the employee upon checkout and turned in with their travel expense forms.

Lodging will be approved under the following conditions:

- In-state travel within a 2-hour driving distance:
 - Lodging will not be reimbursed for any in-state travel within a 2-hour driving distance, except in the event of weather emergency that causes unsafe driving conditions. Exceptions may be approved by the Department Head, Director of Finance or City Manager.
 - If the conference is a multi-day event, one day of lodging will be reimbursed for each additional conference day after the first day. I.e. a 3-day conference would be reimbursed for 2 nights of lodging.
 - Daily lodging costs shall be limited to \$150, including local and state taxes.
- In-state travel more than a 2-hour driving distance:
 - Single day conferences may be eligible for one day of lodging, if location, hours of the event, or other factors justify an overnight stay. Such instances must be approved in advance by the Department Head.
 - If the conference is a multi-day event, one day of lodging will be allowed for each full conference day. This will allow for employees to drive in the night before a conference and check out on the last day of the conference.
 - Daily lodging costs shall be limited to \$150, including local and state taxes.
- Out-of-state travel:
 - For conferences requiring air travel or ground transportation, lodging is assumed to start the night prior to the conference start date and check-out on the last day of the conference. Lodging would be allowed for each full day (8 hours) of the conference. In the case of partial day events (which may allow for travel the morning of) or for late evening end times (which may eliminate flight options for return travel or may create unsafe driving conditions/fatigue for return travel) an exception may be made based on the judgment of the Department Head and the employee.
 - If lodging is approved for the night after a conference ends, the employee may only stay at the conference hotel if it offers a reduced rate (government rate - under \$250 including taxes) room option. Additional nights at higher priced room rates will be considered a personal expense for any amount over \$250 (including local and state taxes).

Transportation

Employees should use the most expedient mode of transportation available and determine the lowest cost option of travel. Options include air, rail or automobile travel. In cases where multiple employees are attending the same conference, consideration should be given to economical feasibility of carpooling or rail travel versus flying. A City vehicle should be utilized whenever possible.

In general, any travel destination that is more than 4 hours of drive-time is considered acceptable to evaluate air travel options. Exceptions may arise during off-peak seasons and during airfare sales, so air

travel to closer destinations may be approved if airfare is shown to be more economical. Employees will be reimbursed for all gas receipts, if the gas is not charged directly to the City, as well as any toll charges and necessary parking fees during the conference. Receipts for all items should be retained.

Employees using personal vehicles for business purposes will be reimbursed based on miles traveled, less the employee's normal to and from work commuting miles and at the allowable rate established by the IRS. This is for employees who are traveling to and from a meeting/conference center from home. 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).* When submitting for reimbursement of gas charges, a printout from Google maps showing the route taken should be included with the Employee Expense Form.

Employees using personal vehicles for business purposes traveling to and from the work location will be eligible for full mileage reimbursement at the allowable rate established by the IRS.

Employees using personal vehicles for business purposes who are scheduled off but then called in to a location that is not the normal work location will be eligible for full mileage reimbursement at the allowable rate established by the IRS.

Whenever an employee is utilizing a City vehicle or personal vehicle for City business, it is the policy of the City of Indianola, that all drivers and passengers must wear safety belts. 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. At no time should employees jeopardize the safety of themselves, other City employees, or the public when operating motor vehicles.

Employees utilizing their own vehicles for City business must have adequate liability insurance coverage. An employee who uses a personal vehicle for City business is required to have, and provide upon request, satisfactory evidence of liability insurance coverage. The minimum prescribed liability insurance is as follows:

- \$250,000 for personal injury to, or death of, one person;
- \$500,000 for injury to, or death of, two or more persons in one accident; and
- \$100,000 of property damage

If there is an accident, the driver of the vehicle must immediately contact local law enforcement and their immediate supervisor. The driver should also fill out the Employee Incident Report and contact the Company Nurse for treatment, if necessary. **Company Nurse: 1-888-770-0928 Company ID: IA183** If driving a personal vehicle, the driver should also contact their insurance company.

If air travel is more economical than driving, but the employee chooses to drive their personal vehicle, the employee may only be reimbursed up to the value of what airfare would have cost, or the actual costs incurred for gas, parking, tolls, etc., and including overtime for non-exempt employees, whichever is less.

Airfare costs can be documented through creating the most advantageous (cost efficient) mock itineraries through any internet travel site, such as Expedia, Kayak, or Travelocity. The mock itinerary must be printed and submitted with the Employee Travel & Training Expense Forms.

Rental Vehicles

Department Head, Director of Finance or City Manager must give advance authorization prior to renting any vehicles for business purposes.

- If a conference location requires the use of ground transportation to go to and from the hotel to the conference sight, renting a car may be considered. If the cost of renting a car is more practical to the City, as compared to other means of transportation such as taxi or subway, a vehicle may be rented for use during the conference. The employee is responsible for obtaining the best available rate on a standard-sized rental car. If more than 2 employees are attending the same conference, the size of vehicle may be adjusted according to the capacity needed to accommodate the number of people traveling. Luxury and convertible models are not permitted upgrades.
- Supplemental insurance options covering the rental vehicle through the rental agency are not reimbursable as a travel expense, as all aspects of the rental are covered under the City of Indianola's ICAP insurance policy. The vehicle should be rented in the City's name for the ICAP insurance policy to apply.
- Detailed receipts for rental cars should be retained and submitted

Specifically Prohibited Expenses

Prohibited expenses include, but are not limited to, the following:

- Personal items, such as personal grooming items
- Any hotel mini-bar charges
- Gifts
- Entertainment and recreation expenses, including hotel movies and health club access at a hotel or other venue
- Alcoholic beverages
- Any expenses for spouses, guests or family members that are not employees of the City and are not attending the function as a representative of the City
- Loss of personal items due to air travel baggage issues will not be reimbursed by the City, as these losses are the responsibility of the air carrier.

Administration

The City Manager, Director of Finance and Department Heads are responsible for ensuring compliance with the policy and limitations.

Work Hours While Traveling

Time spent traveling to and from city-authorized business will be considered as time worked for non-exempt employees.

Time spent normally traveling to and from the work office will not be considered work time, ie. employee's normal work schedule is 8am – 5pm, their conference is 8am – 5pm, they will not be paid for time spent traveling to the conference center and home.

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.

Fire

Fire – full-time and part-time employees do not receive holiday pay unless they actually work the holiday. If the full or part-time employee actually works the holiday, they receive double pay for the hours worked 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	3.08 hours	9.23 hours
2 years, less than 8 years	4 hours	12.00 hours
8 years, less than 14 years	5 hours	15.00 hours
14 years, less than 20 years	6.15 hours	18.46 hours
20 years or more	7.69 hours	23.07 hours

**Fire employees accrue more due to working more hours in a year.

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. The last pay period to use vacation time before it is forfeited is the pay period including December 31st of that leave year. During that same pay period, 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.

Status of Employee	Accrual Per Year
Full Time, except Fire	16 hrs
Full Time Firefighters	48 hrs
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	5.6 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. Career, full-time, firefighters can rollover up to 1680 hours of unused sick leave to the new leave year.

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, grandparents-in-law, grandchild, grandparent, step-grandchild, step-grandparent and other corresponding in-laws, 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; 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.

DRAFT

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.

DRAFT

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. Employees can submit for reimbursement one time of year and will be paid out on the paycheck that includes July 1st. Human Resources must receive the reimbursement form prior to processing payroll for the paycheck that includes July 1st. The City will only reimburse for clothing that was bought within that same fiscal year. According to IRS regulations, clothing reimbursement must be taxed, therefore, reimbursement will be included on the employee's paycheck. Employees are entitled to receive up to \$350 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 2020-21

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	28,062.7 3	29,114.4 5	29,952.2 5	30,894.2 1	31,730.8 8	32,686.2 8	33,730.1 6	34,454.83	35,498.71	36,319.70		
	13.49	14.00	14.40	14.85	15.26	15.71	16.22	16.56	17.07	17.46		
2	32,659.4 0	33,746.9 6	34,928.6 1	35,908.6 5	36,983.8 9	38,168.9 0	39,150.0 6	40,224.18	41,313.99	42,389.23		
	15.702	16.225	16.793	17.264	17.781	18.350	18.822	19.339	19.862	20.379		
3	35,615.2 0	36,755.4 0	37,704.0 8	39,061.5 8	40,319.3 9	41,480.8 7	42,627.8 0	43,884.49	45,038.14	46,185.06		
	17.123	17.671	18.127	18.780	19.384	19.943	20.494	21.098	21.653	22.204		
4	39,907.2 1	41,260.2 2	42,524.7 6	43,883.3 7	45,133.3 4	46,393.3 9	47,757.6 1	49,586.64	50,374.03	51,738.25		
	19.186	19.837	20.445	21.098	21.699	22.305	22.960	23.840	24.218	24.874		
5	43,243.3 5	45,053.9 9	46,185.4 9	47,550.6 2	49,015.3 9	50,367.9 3	51,738.7 9	53,206.99	54,679.78	55,826.17		
	20.790	21.661	22.205	22.861	23.565	24.215	24.874	25.580	26.288	26.840		
6	48,392.3 8	49,961.3 7	51,420.4 1	52,999.7 0	54,569.8 4	55,928.1 0	57,502.8 1	59,063.78	60,649.95	62,104.41		
	23.266	24.020	24.721	25.481	26.235	26.889	27.646	28.396	29.159	29.858		
7	53,095.9 0	55,396.7 0	57,282.9 2	59,063.7 8	60,851.5 1	62,631.2 2	64,311.3 0	66,194.08	68,184.52	69,745.49		
	25.527	26.633	27.540	28.396	29.256	30.111	30.919	31.824	32.781	33.531		
8	58,961.8 5	60,851.5 1	62,711.3 9	64,728.1 7	66,610.9 5	68,491.4 5	70,272.3 1	72,160.82	74,049.33	75,932.11		
	28.347	29.256	30.150	31.119	32.024	32.929	33.785	34.693	35.601	36.506		
8.5	70,646.8 0	72,308.5 5	74,098.5 7	76,009.9 9	77,947.7 5	80,289.7 7	81,492.2 8					
	33.965	34.764	35.624	36.543	37.475	38.601	39.179					
CE Salary Table (9-14)												
9	62,824.7 7	64,972.1 1	67,102.2 6	69,136.2 2	71,194.2 3	73,229.3 3	75,266.7 2	77,412.92	79,451.45	81,491.14		
	30.204	31.237	32.261	33.239	34.228	35.206	36.186	37.218	38.198	39.178		
10	69,353.2 0	71,398.4 0	73,642.9 7	75,883.0 6	78,025.7 1	80,271.4 0	82,401.7 2	84,655.25	86,791.18	89,035.75	91,707.0 6	93,082.4 7
	33.343	34.326	35.405	36.482	37.512	38.592	39.616	40.700	41.727	42.806	44.090	44.751
10.5	82,401.6 1	84,655.4 5	86,791.3 4	89,036.0 2	91,706.7 3	93,082.1 7						
	39.616	40.700	41.727	42.806	44.090	44.751						
11	76,193.2 3	78,528.3 9	81,083.4 3	83,537.6 9	85,977.0 7	88,322.5 3	90,877.5 8	93,225.33	95,574.23	98,117.82		
	36.631	37.754	38.982	40.162	41.335	42.463	43.691	44.820	45.949	47.172		
12	83,334.9 8	86,004.5 5	88,719.9 3	91,363.1 6	94,014.4 1	96,666.8 0	99,313.4 6	102,049.4 5	104,596.4 8	107,235.1 3		
	41.975	41.348	42.654	43.925	45.199	46.474	47.747	49.062	50.287	51.555		
12.5	87,308.9 9	90,057.5 8	92,896.6 4	95,795.2 6	98,644.6 4	101,500						
	41.975	43.297	44.662	46.055	47.425	48.798						
13	91,282.9 9	94,111.7 5	97,075.6 5	100,228	103,274	106,333	109,278	112,223	115,388	118,281		
	43.886	45.246	46.671	48.187	49.651	51.122	52.538	53.954	55.475	56.866		
13.5	106,333	109,524	112,810	116,195	119,680	123,270						
	51.122	52.656	54.236	55.863	57.539	59.265						
	<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>	
Crossing Guards			20.07	per hour								

CITY-UNION

Effective June 21,2020

3.00%

	1	2	3	4	5
Range 14	34,503.98	36,229.86	38,040.50	39,942.75	41,939.89
PD Clerical Assistant	16.588	17.418	18.289	19.203	20.163
Range 18	41,959.53	44,057.62	46,261.07	48,573.33	51,002.39
Recreation Coordinator	20.173	21.182	22.241	23.353	24.520
Range 19		46,341.24	48,658.07	51,092.87	
Operations Specialist - Parks		22.279	23.393	24.564	
Range 19 +		47,381.24	49,698.07	52,132.87	
WPC Apprentice		22.779	23.893	25.064	
Range 21		51,152.46	53,709.53	56,395.39	
Operation Specialist - Streets		24.593	25.822	27.113	
Range 21+		52,192.46	54,749.53	57,435.39	
WPC Grade 1		25.093	26.322	27.613	
Range 22+	53,268.95	55,945.96	58,622.98	61,502.13	
WPC Grade 2	25.610	26.897	28.184	29.568	
Range 23		56,812.23	59,653.58	62,634.66	
Foreman - Streets		27.314	28.680	30.113	
Range 24+	58,606.95	61,484.95	64,506.11	67,680.73	
WPC Grade 3	28.176	29.560	31.013	32.539	
Range 25+	61,483.80	64,504.96	67,679.59	71,009.96	
WPC Grade 4	29.560	31.012	32.538	34.139	

*Per contract beginning July 3, 2011 Water Pollution
Control Employees will receive an additional \$.50/hour

**Public Safety Pay
Scales**

Effective June 21, 2020

3.00%

**Police
Officer/Detective**

Hire	1	2	3	4	5
57,509.43	60,535.72	63,678.37	67,075.48	70,605.26	74,322.07
27.649	29.104	30.615	32.248	33.945	35.732

Step increase with each anniversary.

Fire Fighter

2756 hours

Hire	1	2	3	4	5
57,509.43	60,535.72	63,678.37	67,075.48	70,605.26	74,322.07
20.867	21.965	23.105	24.338	25.619	26.967

Step increase with each anniversary.

Part Time Fire Fighters

EMT	15.801
PARAMEDIC	19.902
ACADEMY EMT	10.000

Ranked Police & Fire

	Hire	1	2	3	4	5
Range 8.5	78,037.79	80,379.01	82,789.82	85,273.50	87,832.20	
Police Sgt	37.518	38.644	39.803	40.997	42.227	
Fire Training Captain						
Range 10.5	92,224.30	94,529.64	0.00	96,892.61	0.00	99,315.38
Lieutenant	44.339	45.447		46.583		47.748
Range 12.5	104,280.56	105,333.18	0.00	106,377.11	0.00	107,440.61
Police Captain	50.135	50.641		51.143		51.654

Step increase with each anniversary.

City-General Unit Laborers' Local #353
Part-Time Employees

Effective June 21, 2020

3.00%

	1	2	3	4	5
Range 1	13.488	14.160	14.868	15.613	16.382
P&R Office Assistant					

Range 2	15.698	16.479	17.298	18.166	18.961
PD Clerical					

Step increase with each anniversary. New hires - 1/2 step at 6mos of employment.

LONGEVITY PAY

All full-time employees who are in Range 8.5 or below receive longevity pay. Longevity pay shall be paid on a per hour basis included with regular hourly salary.

YEARS	ANNUAL PAY	HOURLY PAY
0 - 4.99	\$0	0.0 Cents/Hour
5 - 9.99	\$250	12.0 Cents/Hour
10 - 14.99	\$300	14.4 Cents/Hour
15 - 19.99	\$350	16.8 Cents/Hour
20+	\$400	19.2 Cents/Hour

Non-union, part-time employees scheduled 20 hours or more per week will receive longevity pay as follows. Union employees should refer to their bargaining unit contract.

YEARS	HOURLY PAY
1 year	\$.05/hour
3 years	\$.10/hour
5 years	\$.15/hour

Employees who transfer from part time to full time are eligible after 5 years in a full time status.

Employees who transfer from full time to part time, then back to full time are eligible for longevity immediately if they were in a part time status for less than a year. If part time for more than a year, they will need to meet the 5 year requirement.



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** - \$61.00 – Employee will pay with two monthly payroll deducts of \$23.00. The City will pay a monthly payment of \$15.00.

Family - \$83.50 – Employee will pay with two monthly payroll deducts of \$29.25. 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 \$350 per fiscal year of reimbursement and that the reimbursement must occur during the same fiscal year the item(s) were purchased.

Signature

Date

.....
For Manager Use Only: Approved ☐ Denied ☐ Reason for denial: _____

Department Head Signature

Date

Account Code

.....
For HR/Payroll Use Only:

HR Approved to Pay: Approved ☐ Denied ☐ Reason for denial: _____

Payroll: Date paid: _____



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

Employee Name: _____ Department: _____

Employee Title: _____ Supervisor Name: _____

Employee 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): _____

11. Has employee passed their probationary period? _____ Yes _____ No, the probationary period is being extended for _____ days.

Goals:

1. _____

2. _____

3. _____

Supervisor Comments: _____

Employee Comments: _____

Signatures:

Employee: _____

Date: _____

Supervisor: _____

Date: _____

Department Head: _____

Date: _____

Human Resources: _____

Date: _____

RESOLUTION NO. 2020-____

RESOLUTION APPROVING THE UPDATED EMPLOYEE HANDBOOK

WHEREAS, in March 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 employee handbook update for 2020 was delayed due to the COVID-19 pandemic; and

WHEREAS, the revisions include updating the Recruitment and Selection Process, the Employment of Relatives Policy, the Wellness Program, the Travel and Transportation Policy, the Clothing Reimbursement Policy, changed leave time accruals and added compensation comparables; 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 May 2020.

Kelly B. Shaw, Mayor

ATTEST:

Andrew J. Lent, City Clerk
Finance Director

Meeting Date: 05/04/2020

Subject

Approval of pay application #1 for the Quail Meadows 3 Lift Station Project in the amount of \$38,547.19.

Information

In your packet is a copy of Payment Application No. 1 from Vanderpool Construction Inc. for the Quail Meadows 3 Lift Station and Sewer Improvements project. Items included in this application include mobilization, construction survey, traffic control, clearing & grubbing, topsoil stripping and salvaging, connection to existing sewer main, removal of field fence, SWPPP preparation, silt fence, and stabilized construction entrance. The total request for Payment Application No. 1 is \$38,547.19, or approximately 5% of the total contract.

Fiscal Impact

Attachments

Pay Application



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

Main 515.278.2913 + Fax 515.278.1846

▷ HRGREEN.COM

April 16, 2020

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

Re: QUAIL MEADOWS 3 LIFT STATION & SEWER IMPROVEMENTS
Contractor's Application for Payment No. 1

Dear Rick:

Attached is an electronic copy of Payment Application No. 1 from Vanderpool Construction Inc. for the Quail Meadows 3 Lift Station and Sewer Improvements project. Items included in this application include mobilization, construction survey, traffic control, clearing & grubbing, topsoil stripping and salvaging, connection to existing sewer main, removal of field fence, SWPPP preparation, silt fence, and stabilized construction entrance.

The total request for Payment Application No. 1 is \$38,547.19, or approximately 5% of the total contract. We have reviewed and recommend full partial payment of Payment Application No. 1 as submitted by Vanderpool. Please execute the pay application and distribute copies to all parties.

Sincerely,
HR Green, Inc.

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

Joseph Frankl, P.E.
Project Manager

Cc: Andy Lent, City Clerk
File

Enclosures

\\hrgreen.com\HRG\Data\2019\190699\Construction\Payment\Pay_Estimates\#1\ltr-041620-Indianola_QM3_Vanderpool_Pay_Request1.docx

AIA Type Document
Application and Certification for Payment

Pg 1 of 3

TO (OWNER): City of Indianola
110 N 1st Street
Indianola, IA 50125

PROJECT: Quail Meadows Lift Station

APPLICATION NO: 1
PERIOD TO: 4/9/2020

DISTRIBUTION
TO:
_ OWNER
_ ARCHITECT
_ CONTRACTOR

FROM (CONTRACTOR): Vanderpool Construction Inc
1100 N. 14th St
Indianola, IA 50125

VIA (ARCHITECT):

ARCHITECT'S
PROJECT NO:

CONTRACT FOR:

CONTRACT DATE: 2/4/2020

CONTRACTOR'S APPLICATION FOR PAYMENT

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

1. ORIGINAL CONTRACT SUM\$ 834,449.00

2. Net Change by Change Orders\$ 0.00

3. CONTRACT SUM TO DATE (Line 1 + 2)\$ 834,449.00

4. TOTAL COMPLETED AND STORED TO DATE\$ 40,576.00

5. RETAINAGE:

a. 5.00 % of Completed Work \$ 2,028.81

b. 0.00 % of Stored Material \$ 0.00

Total retainage (Line 5a + 5b)\$ 2,028.81

6. TOTAL EARNED LESS RETAINAGE\$ 38,547.19
(Line 4 less Line 5 Total)

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT
(Line 6 from prior Certificate)\$ 0.00

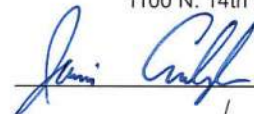
8. CURRENT PAYMENT DUE\$ 38,547.19

9. BALANCE TO FINISH, INCLUDING RETAINAGE
(Line 3 less Line 6) \$ 795,901.81

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	0.00	0.00
Total approved this Month	0.00	0.00
TOTALS	0.00	0.00
NET CHANGES by Change Order	0.00	

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

CONTRACTOR: Vanderpool Construction Inc
1100 N. 14th St Indianola, IA 50125

By: 

Date: 4/9/2020

State of:

County of:

Subscribed and Sworn to before me this _____ Day of _____ 20 ____

Notary Public:

My Commission Expires :

ARCHITECT'S CERTIFICATE FOR PAYMENT

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

AMOUNT CERTIFIED\$ **38,547.19**

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

ARCHITECT:

By: 

Date:

4/16/2020

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

AIA Type Document
Application and Certification for Payment

Pg 2 of 3

TO (OWNER): City of Indianola
110 N 1st Street
Indianola, IA 50125

PROJECT: Quail Meadows Lift Station

APPLICATION NO: 1
PERIOD TO: 4/9/2020

DISTRIBUTION
TO:
☐ OWNER
☐ ARCHITECT
☐ CONTRACTOR

FROM (CONTRACTOR): Vanderpool Construction Inc
1100 N. 14th St
Indianola, IA 50125

VIA (ARCHITECT):

ARCHITECT'S
PROJECT NO:

CONTRACT FOR:

CONTRACT DATE: 2/4/2020

ITEM	DESCRIPTION	PLAN QTY	UNIT PRICE	SCHEDULED VALUE	PREVIOUSLY COMP QTY/%	PREVIOUS APPL	COMP QTY/% THIS PERIOD	COMP AMT THIS PERIOD	STORED MATERIAL	COMPLETED AND STORED	%	BALANCE
1	Construction Survey		.0000	4,200.00		0.00	50.000%	2,100.00	0.00	2,100.00	50.00	2,100.00
2	Mobilization/ General Requirements		.0000	25,000.00		0.00	25.000%	6,250.00	0.00	6,250.00	25.00	18,750.00
3	Construction Testing		.0000	4,200.00		0.00	.000%	0.00	0.00	0.00	.00	4,200.00
4	Traffic Control		.0000	1,500.00		0.00	.500%	7.50	0.00	7.50	.50	1,492.50
5	Clearing and Grubbing		.0000	7,800.00		0.00	100.000%	7,800.00	0.00	7,800.00	100.00	.00
6	Topsoil On-Site	861.000	25.0000	21,525.00	.000	0.00	430.500	10,762.50	0.00	10,762.50	50.00	10,762.50
7	Dewatering		.0000	5,500.00		0.00	.000%	0.00	0.00	0.00	.00	5,500.00
8	Rock Excavation	130.000	200.0000	26,000.00	.000	0.00	.000	0.00	0.00	0.00	.00	26,000.00
9	Sanitary Sewer Gravity Main Trenched PVC 8	1,130.000	56.0000	63,280.00	.000	0.00	.000	0.00	0.00	0.00	.00	63,280.00
10	Sanitary Sewer Force Main Trenched PVC 6	1,185.000	26.0000	30,810.00	.000	0.00	.000	0.00	0.00	0.00	.00	30,810.00
11	Sanitary Sewer Force Main Trenched PVC 6 RJ	81.000	44.0000	3,564.00	.000	0.00	.000	0.00	0.00	0.00	.00	3,564.00
12	Fitting DI MJ 45 Degree Bend 6	2.000	675.0000	1,350.00	.000	0.00	.000	0.00	0.00	0.00	.00	1,350.00
13	Fitting DI MJ Cap 8	2.000	400.0000	800.00	.000	0.00	.000	0.00	0.00	0.00	.00	800.00
14	Tracer Wire System		.0000	850.00		0.00	.000%	0.00	0.00	0.00	.00	850.00
15	6 Subdrain	70.000	19.0000	1,330.00	.000	0.00	.000	0.00	0.00	0.00	.00	1,330.00
16	6 Subdrain Outlet	1.000	500.0000	500.00	.000	0.00	.000	0.00	0.00	0.00	.00	500.00
17	Connection to Existing Sewer Main	2.000	7,300.0000	14,600.00	.000	0.00	1.000	7,300.00	0.00	7,300.00	50.00	7,300.00
18	Manhole SW-301 48 Diameter	4.000	6,500.0000	26,000.00	.000	0.00	.000	0.00	0.00	0.00	.00	26,000.00
19	Remove Existing Field Fence	80.000	8.0000	640.00	.000	0.00	80.000	640.00	0.00	640.00	100.00	.00
20	Lift Station Complete		.0000	448,500.00		0.00	.000%	0.00	0.00	0.00	.00	448,500.00

AIA Type Document
Application and Certification for Payment

Pg 3 of 3

TO (OWNER): City of Indianola
 110 N 1st Street
 Indianola, IA 50125

PROJECT: Quail Meadows Lift Station

APPLICATION NO: 1
PERIOD TO: 4/9/2020

DISTRIBUTION TO:
 _ OWNER
 _ ARCHITECT
 _ CONTRACTOR

FROM (CONTRACTOR): Vanderpool Construction Inc
 1100 N. 14th St
 Indianola, IA 50125

VIA (ARCHITECT):

ARCHITECT'S PROJECT NO:

CONTRACT FOR:

CONTRACT DATE: 2/4/2020

ITEM	DESCRIPTION	PLAN QTY	UNIT PRICE	SCHEDULED VALUE	PREVIOUSLY COMP QTY/%	PREVIOUS APPL	COMP QTY/% THIS PERIOD	COMP AMT THIS PERIOD	STORED MATERIAL	COMPLETED AND STORED	%	BALANCE
21	Existing Lift Station Decommissioning		.0000	11,000.00		0.00	.000%	0.00	0.00	0.00	.00	11,000.00
22	Driveway Granular	3,300.000	28.0000	92,400.00	.000	0.00	.000	0.00	0.00	0.00	.00	92,400.00
23	Hydraulic Seeding Seed Fertilize Mulch T2 Hay	3.600	2,350.0000	8,460.00	.000	0.00	.000	0.00	0.00	0.00	.00	8,460.00
24	SWPPP Preparation		.0000	1,300.00		0.00	100.000%	1,300.00	0.00	1,300.00	100.00	.00
25	SWPPP Management		.0000	3,100.00		0.00	.000%	0.00	0.00	0.00	.00	3,100.00
26	Filter Sock	100.000	3.0000	300.00	.000	0.00	.000	0.00	0.00	0.00	.00	300.00
27	Silt Fence	300.000	2.0000	600.00	.000	0.00	987.000	1,974.00	0.00	1,974.00	329.00	-1,374.00
28	Stabilized Construction Entrance	111.000	22.0000	2,442.00	.000	0.00	111.000	2,442.00	0.00	2,442.00	100.00	.00
29	Chain Link Fence 7'	148.000	38.5000	5,698.00	.000	0.00	.000	0.00	0.00	0.00	.00	5,698.00
30	20' Chain Link Gate 7'	1.000	1,000.0000	1,000.00	.000	0.00	.000	0.00	0.00	0.00	.00	1,000.00
31	Remove and Replace Existing Chain Link Fence	25.000	48.0000	1,200.00	.000	0.00	.000	0.00	0.00	0.00	.00	1,200.00
32	Landscape Fabric/Rock	44.000	120.0000	5,280.00	.000	0.00	.000	0.00	0.00	0.00	.00	5,280.00
33	Erosion Stone	280.000	49.0000	13,720.00	.000	0.00	.000	0.00	0.00	0.00	.00	13,720.00
REPORT TOTALS				\$834,449.00		\$.00		\$40,576.00		\$40,576.00		
									\$.00			\$793,873.00

Meeting Date: 05/04/2020

Subject

Second consideration of an Ordinance amending Chapter 110, Natural Gas Franchise, pertaining to franchise fees, Indianola Code of Ordinances.

Information

During the budget process, the Council indicated they would like to have the natural gas franchise fee amended from three percent to five percent. It is anticipated that the increase will add \$100,000 to the natural gas franchise fee revenue. Although there is a list of possible uses for the franchise fee revenue, the City normally will direct these funds for maintaining and construction of roads. This is very important recently due to an anticipated drop in revenue from the Road Use Tax Fund (RUTF) due to recent lower vehicle use and fuel purchases. For April 2020, the IDOT anticipates a drop of RUTF revenue of 40 percent.

The electric franchise fee is already at five percent, which is the same amount for the PILOT payment from IMU.

The process for amending the natural gas franchise fee is a public hearing, which was held on April 20, and consideration of an ordinance to amend the franchise fee. Normally, an ordinance will take passage at three meetings for it to become effective.

Staff recommends adoption of the ordinance to amend the natural gas franchise fee from three percent to five percent.

The ordinance (packet) has been amended to reflect an effective date of November 1, 2020.

Fiscal Impact

Attachments

Ordinance - Natural Gas Franchise

ORDINANCE NO. _____

**AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF INDIANOLA, IOWA, BY
AMENDING CHAPTER 110, NATURAL GAS FRANCHISE, PERTAINING TO FRANCHISE FEE**

WHEREAS, the City of Indianola, Iowa, and MidAmerican Energy Company entered into a franchise agreement for Natural Gas Ordinance No. 1501, adopted by the City Council on July 16, 2012, and

WHEREAS, said ordinance was codified under Chapter 110 of the Indianola Code of Ordinances, and

WHEREAS, the City of Indianola and MidAmerican Energy Company agree the franchise must be amended

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

SECTION 1. AMENDMENT. Indianola Code of Ordinance Section 110.13 is amended by striking it entirely and replacing it with:

110. 13 A franchise fee of five percent (5.0%) is imposed upon, and shall be collected from, the natural gas customers of the Company receiving service and located within the corporate limits of the City. The franchise fee shall be imposed upon the gross receipts, minus uncollectible accounts, generated from sales of natural gas and distribution services.

SECTION 2. REPEALER. Ordinances or parts of Ordinances in conflict with the provisions of this Ordinance are hereby repealed.

SECTION 3. SEVERABILITY CLAUSE. If any section, provision or part of this Ordinance shall be adjudged to be invalid or unconstitutional, such adjudication shall not affect the validity of the Ordinance as a whole or any section, provision or part thereof not adjudicated invalid or unconstitutional.

SECTION 4. WHEN EFFECTIVE. The effective date of this ordinance will be November 1, 2020.

Passed by the Council on the _____ day of _____, 2020, and approved this _____ day of _____, 2020.

/S/
Kelly B. Shaw, Mayor

ATTEST:

/S/
Andrew J. Lent
City Clerk/Finance Director

I certify that the foregoing was published as Ordinance No. _____ on the _____ day of _____, 2020.

/S/
Jackie Raffety, Deputy Clerk

Meeting Date: 05/04/2020

Subject

Second consideration of an ordinance amending the zoning regulations to Chapter 165, regarding bulk storage of petroleum products.

Information

Fiscal Impact

Attachments

Ordinance

ORDINANCE NO. 2020 - _____

**AN ORDINANCE AMENDING THE CITY CODE OF THE CITY OF
INDIANOLA, IOWA REGARDING BULK STORAGE OF PETROLEUM
PRODUCTS.**

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

Section 1. The following section be and is hereby amended by deleting the stricken language and inserting the underlined language as follows:

165.09 SCHEDULES OF DISTRICT REGULATIONS. The following schedules of district regulations are hereby adopted and declared to be a part of this ordinance:

A-1 Agricultural	C-1 Office Park Commercial District
R-1 Single-Family Residential	C-2 Highway Commercial
R-2 Single- and Two-Family Residential	C-3 General Retail and Office
R-3 Mixed Residential	C-4 Planned Commercial District
R-4 Multiple-Family [Residential]	M-1 Limited Industrial
R-5 Planned Residential	M-2 General Industrial
R-6 Mobile Home Residential	

C-2	HIGHWAY COMMERCIAL	C-2
PERMITTED PRINCIPAL USES AND STRUCTURES	MINIMUM REQUIRED OFF-STREET PARKING	
2. Gas Station/Convenience Store, not including the dispensing of liquefied propane for vehicles, but not including any above ground storage tanks over 1,000 gallons in size, providing that all above ground tanks be located outside the front yard and providing screening of above ground tanks from all public rights-of-way in compliance with Section 166.11.3.	1 space for every 100 square feet of floor area for the first 2000 square feet of floor area, and 1 space for every 200 square feet in excess of 2000 square feet	

SPECIAL EXCEPTION USES AND STRUCTURES
Subject to Section 165.35(2) and the other requirements contained herein, the Board of Adjustment may permit the following:
1. Museums and art galleries compatible with the surrounding neighborhood provided that appropriate conditions and safeguards shall be required by the Board of Adjustment to protect the surrounding area from the proposed use and to protect the proposed use from future development in the vicinity. Consideration shall also be given to the anticipated traffic generated, character of the structure, noise, lighting and outside storage. A minimum of one (1) parking space for every one hundred (100) square feet of floor area, or fraction thereof shall be provided. For outdoor display areas, the Board of Adjustment shall require additional parking as deemed appropriate for the specific nature of the use.

2. Preschools or day care centers provided that no preschool or day care center shall commence operations in any building nearer than one hundred fifty (150) feet to any building wherein there is the sale of beer, wine or liquor for consumption on the premises, and all preschools or day care centers shall be licensed by the State of Iowa, and all day care and preschools centers shall have one off-street parking stall per employee.
3. Elementary or secondary schools provided that such schools shall be for grades kindergarten through eighth, shall have six-foot high fencing between the school property and adjacent commercial uses, shall have at least one vehicle access that is not a highway access, and shall have one off-street parking space per classroom and one off-street parking space per office.
4. Bulk storage of petroleum products and liquid fertilizer under pressure not located within 300 feet of any existing dwelling, business, public right-of-way, park, school, church or place of public assembly. For purposes of this section, the bulk storage includes any above ground storage tank over 1,000 gallons in size.

Section 2. Repealer. All ordinances or parts of ordinances in conflict with the provision of this Ordinance are hereby repealed.

Section 3. Effective Date. This Ordinance shall be in full force and effect from and after its passage, approval and publication as provided by law, but not before the City Council adopts the National Fire Protection Association National Fuel Gas Code (NFPA 54) and the National Fire Protection Association Liquefied Petroleum Gas Code (NFPA 58) .

Passed by the City Council on the _____ day of _____, 2020, and approved this _____ day of _____, 2020.

Kelly Shaw, Mayor

ATTEST:

Andy Lent, City Clerk

The foregoing Ordinance No. _____ was adopted by the Council for the City of Indianola, Iowa, on _____, 2020, and was published on _____, 2020.

Andy Lent, City Clerk

Subject

Resolution approving a request from Brent K. Culp of Snyder & Associates, Inc. for approval of a Preliminary Plat for Treeline Plat 1.

Information

Fiscal Impact

Attachments

- Treeline Memorandum
 - Staff Report
 - Plat Plans
 - Review
 - Revised Plat
 - Request
 - Treeline Plat Resolution
-



COMMUNITY DEVELOPMENT

To: Mayor and City Council
From: Charlie E. Dissell, Community and Economic Development Director
CC: Ryan Waller, City Manager
Date: April 24, 2020
Re: Resolution approving request from Brent K. Culp of Snyder & Associates, Inc. for approval of a Preliminary Plat for Treeline Plat 1.

At its May 4th meeting, the City Council will be asked to approve a request from Brent K. Culp of Snyder & Associates, Inc. for approval of a Preliminary Plat for Treeline Plat 1. The preliminary plat submitted proposes 29 residential lots, including 25 single-family lots and four (4) two-family lots. The single-family lots will all be accessed by new, internal streets, while the two-family lots will be accessed by East Iowa Avenue.

At its meeting on April 21st, the Planning and Zoning Commission reviewed this request and, on an 8-0 vote, recommended the preliminary plat request be approved with the condition that a variance to the maximum depth to width ratio, listed in Section 170.13.5, be approved for 26A, 26B, 27A and 27B, and that a modification of Section 170.04 be approved allowing the existing trees to serve as a buffer yard. The report submitted to the Planning and Zoning Commission, as well as the proposed subdivision plat and review comments, are attached to this memo.

I will attend the May 4th Council meeting if you have any questions.





Community Development

110 N. First St., Indianola, IA 50125-0299 • www.indianolaiowa.gov
515-961-9430 • comdev@indianolaiowa.gov

Staff Report

Planning and Zoning Commission

Date of Meeting: April 21, 2020

Agenda Item: 7.A. Consider recommendation on request from Brent K. Culp of Snyder & Associates, Inc. for approval of a Preliminary Plat for Treeline Plat 1.

Application Type: Preliminary Plat

Applicant: Brent K. Culp of Snyder & Associates, Inc.

Zoning: R-3, Mixed Residential

Comprehensive Plan Designation: Mixed/High Density Residential

Application Summary: Request for preliminary plat approval of a 29-lot residential subdivision.

AERIAL MAP



APPLICABLE CODE SECTIONS

The following sections of the Code of Ordinances of Indianola, Iowa apply to this request:

170.05 PRELIMINARY PLATTING PROCEDURE.

1. The owner or developer of any tract of land to be subdivided shall cause a preliminary plat to be prepared, a plat of the subdivision containing the information specified herein and shall file twelve (12) copies and an electronic copy with the Clerk.
2. Preliminary plats shall be filed with the Clerk at least fifteen (15) days prior to scheduled Commission meetings. Adjoining property owners shall be notified of preliminary plats by first class mail at least ten (10) days prior to Commission meetings.
3. The Clerk shall immediately transmit three (3) copies of the preliminary plat to the Commission for study and recommendation.
4. The Commission shall examine the plat as to its compliance with this chapter, and the comprehensive plan of the City and shall have thirty (30) days to submit a recommendation to the Council provided that the owner or developer may agree to an extension of time not to exceed sixty (60) days. A copy of the recommendation shall be forwarded to the owner or developer.
5. The Council, upon receipt of the Commission's recommendation, or after thirty (30) days, or any extension thereof shall have passed, shall by resolution grant approval or reject the preliminary plat. If the preliminary plat is rejected, the Council will advise the owner or developer of any changes which are desired or should have consideration before approval will be given. Upon making such changes, the developer may resubmit the preliminary plat for approval by the Commission and the Council. Approval of the preliminary plat by the Council shall constitute approval to proceed with the preparation of the final plat but shall not be deemed approval of the subdivision.

170.09 PRELIMINARY PLAT REQUIREMENTS. The preliminary plat shall contain the following information:

1. A location map showing:
 - A. The subdivision name.
 - B. An outline of the area to be subdivided.
 - C. The existing streets and public or community utilities, if any, on adjoining property.
 - D. North point and scale.
2. A preliminary plat of the subdivision drawn to the scale of fifty (50) feet to one (1) inch, provided that if the resulting drawing would be over thirty-six (36) inches in its shortest dimension, a scale of one hundred (100) feet to one (1) inch may be used, said preliminary plat to show:
 - A. The legal description, acreage and the name of the proposed subdivision.
 - B. The name and address of the owner.
 - C. The name of the person who prepared the plat, and the date thereof.
 - D. The location of existing lot lines, streets, public utilities, water mains, sewers, drainpipes, culverts, watercourses, bridges, railroads and buildings in the proposed subdivision.
 - E. Contours at vertical intervals of not more than two (2) feet, based upon City datum, except that where the slope of the land exceeds twenty-five percent (25%), five (5) foot intervals shall be sufficient.
 - F. The location and widths, other dimensions and names of the proposed streets, utility easements and other open spaces or reserved areas.
 - G. A statement concerning the location and approximate size or capacity of utilities proposed to be installed.
 - H. Tract boundary lines showing dimensions, bearings, angles, and references to known lines or bench marks.
 - I. The names and addresses of adjacent property owners.
 - J. Proposed building lines.
 - K. Grades of proposed streets.

- L. A cross-section of the proposed streets showing the roadway location, type and width of surfacing, the type drainage and other improvements to be installed.
- M. The location of proposed wells and/or water mains and sewage disposal system if a public or community system is used.
- N. The drainage of the land including proposed storm sewers, ditches, culverts, bridges and other structures.
- O. North point and graphic scale.
- P. The location and dimension of sidewalks to be installed.
- Q. Indicate the current Iowa Department of Natural Resources requirement in a note placed on the plat, if applicable.
- R. Indicate current flood zones as determined by FEMA with the platted area.

170.11 DESIGN STANDARDS — STREETS.

1. General Considerations that must comply with the current Iowa Statewide Urban Design Standards for Public Improvements (“SUDAS”).
 - A. The street and alley layout shall provide access to all lots and parcels of land within the subdivision.
 - B. Street jogs of less than 150 feet shall be avoided.
 - C. Cul-de-sacs shall not exceed 700 feet in length.
 - D. New subdivisions shall make provisions for continuation and extension of thoroughfares and collector streets and roads.
 - E. No dead-end streets will be permitted except at subdivision boundaries and in no event shall any dead-end street be in excess of 500 feet.
 - F. Thoroughfare and collector streets in a subdivision shall extend through to the boundaries thereof, unless a terminal point within the subdivision is shown in the master street plan.
 - G. Alleys shall be discouraged in residential areas but shall be provided in commercial and industrial areas unless other suitable public or private access to loading and service areas is provided.
 - H. Intersection of road centerlines shall be between 80 degrees and 100 degrees.
 - I. Intersection of more than two (2) streets at a point shall not be permitted.
 - J. Where parkways or special types of streets are proposed, the Commission may apply special standards for the design of such parkways or streets.
 - K. Proposed streets that are extensions of or in alignment with existing streets shall bear the name of the existing street. Names of new streets shall avoid duplication of or similarity to existing names of streets, or public and semi-public buildings and areas.
 - L. Streets, avenues, places and courts shall be named in the following manner:

<u>General direction</u>	<u>Long streets</u>	<u>Short streets</u>
North and south	Streets	Courts
East and west	Avenues	Places
Diagonal	Roads	Ways
Curving	Drives	Lanes
2. Minimum rights-of-way shall be provided as follows:
 - A. Thoroughfares — 100 feet. In addition, access spacing on thoroughfares is as follows: (i) Intersection spacing - 600' minimum; (ii) Entrance spacing - 300' minimum; (iii) Separation of Entrance from Intersection - 150' minimum. (Ord. 1499 – Aug. 12 Supp.)
 - B. Residential collector streets — 70 feet.
 - C. Commercial collector streets — 80 feet.
 - D. Residential streets — 60 feet.
 - E. Cul-de-sacs — 110 feet in diameter.
 - F. Alleys — 20 feet.
3. The minimum width of surfacing to be provided shall be as follows:
 - A. Reserved.
 - B. Reserved.
 - C. Commercial collector streets:
 - (1) Parallel parking — 49 feet.

(2) Angle parking — 61 feet.

D. Residential street — 25 feet or 31 feet within the discretion of the Council.

E. Cul-de-sacs — 85 feet in diameter.

F. Alleys — 20 feet.

G. Sidewalks — 4 feet.

4. Grades. No street grade shall be less than one-half of one percent and shall not exceed the following limits:

A. Thoroughfare streets — 4 percent.

B. Collector streets — 6 percent.

C. Residential streets — 8 percent.

170.12 DESIGN STANDARDS — BLOCKS.

1. The length of blocks shall be not less than 240 feet and not more than 1,250 feet in length.
2. Blocks shall be of sufficient width to permit two (2) tiers of lots of appropriate depth and in no case shall the width be less than 240 feet, except where a single tier of double frontage lots parallels a limited access highway, a thoroughfare, drainage course, railroad or other barrier, the width shall be not less than 50 feet.
3. Crosswalks may be required in blocks over 700 feet long or in areas where curbed streets require excessive out of the way travel. If required, they shall be constructed by the developer. Right-of-way for crosswalks shall not be less than 30 feet, nor more than 45 feet.

170.13 DESIGN STANDARDS — LOTS.

1. All lots shall abut on a street or place. Corner lots which abut on a thoroughfare or collector street shall have a minimum radius of 25 feet at the intersection.
2. Sidelines of lots shall approximate right angles to straight street lines and radial angles to curbed street lines except where a variation will provide better lot layout.
3. Lots with double frontage shall be avoided, except in specific locations where good planning indicates their use. In that event a planting screen shall be provided along the rear of the lot.
4. Corner lots shall not be less than 80 feet in width and interior lots shall not be less than 70 feet in width at the building line.
5. Lot depth shall not exceed 2½ times the width.
6. No lot shall have less area than required by the Zoning Ordinance for the district in which it is located.

170.14 EASEMENTS.

1. Easement not less than 15 feet in width shall be provided along each side of the front yard lot lines of all lots, and in the case of corner lots, the side street yard, and along such other lot liens as may be required by public and private utility companies.
2. Easements of greater width may be required for trunk lines, pressure lines, open drainage courses or high voltage lines and shall be provided as determined by the utility or Council.
3. Utility easements shall convey to the City, its successors and assigns, the perpetual right within the areas shown on the plat and described in the easement, to construct, reconstruct, operate and maintain electric lines consisting of poles, wires, cables, conduits, fixtures, anchors and other similar equipment, including the right to trim or remove trees within such areas where necessary to secure a clearance of 4 feet from the wires or poles, together with the right to extend to any telephone, telegraph, electric or power company, the right to use separately or jointly with the City, the areas included in the easement for the purposes above enumerated.

170.15 PARKS, SCHOOL SITES AND PUBLIC AREAS.

1. In subdividing property, consideration shall be given to suitable sites for schools, parks, playgrounds and other common areas for public use so as to conform to any recommendations of the most current Comprehensive Plan. Any provision for schools, parks and playgrounds should be indicated on the preliminary plan in order that it may be determined when and in what manner such areas will be provided or acquired by an appropriate taxing agency.

170.16 NATURAL DRAINAGE COURSES. Whenever any stream or important surface drainage course is located in an area which is being subdivided, the subdivider shall provide an adequate easement along each side of the stream for the purpose of widening, deepening, sloping, improving or protecting the stream or drainage course.

170.17 EROSION CONTROL (DESIGN STANDARDS). Methods for controlling soil erosion shall be in accordance with current Iowa Department of Natural Resources Standards and requirements of NPDES permit.

170.18 PLANNED DEVELOPMENTS.

1. Purpose. The purpose of this provision is to permit and encourage subdivider's to utilize imaginative and innovative concepts in the design, layout and development of subdivisions.
2. Intent. It is not the intent of this provision to lessen the number, size, extent, or type of improvements required by this chapter, but to permit the reasonable and necessary modification of the requirements in order to allow development of subdivisions which do not utilize a conventional layout for blocks, lots, streets and other features. It is the intent of this provision that any such modification or change in requirements be in harmony with the spirit of this chapter.
3. Procedure. The procedure for the submission and approval of plats for planned developments shall be the same as for other plats as set forth elsewhere in this chapter.

170.19 SANITARY SEWERS. The subdivider shall at the subdivider's expense provide the subdivision with a complete sanitary sewer system including all necessary pumping stations, force mains, pumping equipment and other appurtenances, which shall connect with a sanitary sewer outlet or treatment facility approved by the Council. The sewers shall extend to the subdivision boundaries as necessary to provide for the extension of the sewers by adjacent property. Where sewers in excess of fifteen (15) inches in diameter are required, the additional cost shall be borne by the City.

170.20 PROHIBITED DISCHARGE. No storm water, surface water, ground water, roof runoff, swimming pool, subsurface drainage, cooling water or unpolluted water shall be discharged into the City sanitary sewer system. Any such discharge into the City sanitary sewer system shall be deemed a public nuisance and a municipal infraction.

170.21 STORM DRAINS.

1. The subdivider shall, at the subdivider's expense, provide the subdivision with adequate drains, ditches, culverts, complete bridges, storm sewers, intakes and manholes to provide the collection and removal of all surface waters. These improvements shall extend to the boundaries of the subdivision so as to provide for extension by adjoining properties. Where oversized storm sewers or drainage structures are required to serve other areas of the watershed, the additional cost shall be borne by the developer.
2. The subdivider shall, at the subdivider's expense, provide the subdivision with a storm sewer system to adequately handle a five (5) year rain storm. The system shall include culverts, ditches, intakes, manholes, or any structure deemed necessary. All such structures shall meet the City of Indianola Standard Specifications. In addition, the subdivider shall, at the subdivider's expense, provide the subdivision with overland drainage courses and easements to adequately handle storm water in excess of a five (5) year rain storm and up to a 100-year rain storm. For any subdivision containing new streets, the system shall be designed by a licensed engineer registered to practice in the State of Iowa.
 - A. Each lot shall be provided with minimum six (6) inch diameter storm sewer service line that is a minimum of four (4) feet below ground level, stubbed to the property line, unless the Director of Community Development determines that sump lines can be taken to an existing overland drainage area. The sump pump line shall be a minimum of one and a half (1½) inches in diameter.
 - B. The storm sewer system line shall be made of reinforced concrete pipe or polyvinyl chloride (PVC) pipe. The sump pump lines shall be made of PVC, PVC Truss, or PVC corrugated pipe. All structures shall be built in accordance with City of Indianola Standard Construction Specifications for Subdivisions.
 - C. The storm sewer system shall be large enough to provide for anticipated extension of use to serve additional areas, as set out in Indianola Comprehensive Plan.
 - D. Storm sewer service lines shall be connected to the City storm sewer system at intakes, manholes, or directly into the City storm sewer pipe. Tapping storm sewer service lines into the City storm sewers shall be by using approved methods.

Should it not be possible to install a storm sewer service, as described above, alternate plans may be submitted for review by the City's consulting engineer and City staff.

170.22 WATER. The subdivider shall at the subdivider's expense provide the subdivision with a complete water main supply system including hydrants, valves and other appurtenances which shall be extended into and through the subdivision to the boundary lines, and which shall provide a water connection for each lot and shall be connected to the City water system. Fire hydrants shall be uniform throughout the subdivision and shall meet the standards and design approved by the Utilities Board of Trustees. Where water mains in excess of eight (8) inches are required, the additional cost shall be borne by the City if the area is zoned R-2 or R-3. If at the time the main is to be installed the area in question is zoned R-4, any commercial or any industrial classification, the subdivider may be required to put in a water main in excess of eight (8) inches at the subdivider's own expense. Whether the City shall pay a portion of the additional cost shall be discretionary with the Board of Trustees. Water mains shall extend to the boundaries of the subdivision so as to provide for extension by adjoining properties.

170.23 SIDEWALKS. The subdivider, developer or owner of the lot shall at their expense provide a four-foot wide concrete sidewalk along each lot frontage prior to the occupancy of the structure on the lot except as otherwise provided herein. In commercial or industrial areas where it can be demonstrated that there will be limited or no need for sidewalks, the Council may waive or modify the requirement for the installation of sidewalks after review and report from the Commission. The Council may waive the sidewalk requirement on cul-de-sacs. Any such waiver shall not be acted upon until the Council has received the recommendation of the Commission.

170.24 MARKERS. The subdivider shall at the subdivider's expense place an iron rod not less than one-half inch in diameter and twenty-four (24) inches in length as follows:

1. Set in concrete three (3) feet deep at the intersection of all lines forming angles in the boundary of the subdivision, and at all street intersections.
2. At lot corners and changes in direction of block and lot boundaries.

170.25 GRADING. The subdivider shall at the subdivider's expense bring all streets and alleys with the platted area which are being dedicated for public use to the grade approved by the Council.

170.26 CURB AND GUTTER. The subdivider shall at the subdivider's expense install curb and gutter on all streets in the plat being dedicated for public use. Curb and gutter shall be constructed of Portland cement concrete in accordance with designs and specifications and at grades approved by the Council.

170.27 EROSION CONTROL (REQUIRED IMPROVEMENTS). The subdivider shall be responsible for controlling soil erosion and surface water runoff within the subdivision during its construction and development and shall provide erosion and runoff control measures as work progresses on site grading, the installation of sewers or other improvements or phases of work. Insofar as practical, erosion control measures shall be undertaken prior to any other development within the subdivision which will contribute to runoff or erosion.

170.28 SURFACING. The subdivider shall at the subdivider's expense surface all streets being dedicated for public use from curb to curb. Surfacing shall consist of not less than six (6) inches of Portland cement concrete over a prepared subgrade and shall be constructed in accordance with designs and specifications and at grades approved by the Council. Where a surface width in excess of thirty-one (31) feet is required, the cost of the additional surface width, which shall be assumed to be the center portion of the roadway surface, shall be paid by the City. On collector and thoroughfare streets where a higher standard than is herein required or a thickness of greater than eight (8) inches is deemed necessary by the Council, the additional cost shall be borne by the City. Where unimproved street right-of-way exists the owner or developer at the owner's or developer's own expense shall improve such right-of-way as required by this section for the entire width of the lot or lots (or for the entire width and the length of the lot or lots in the case of lot or lots bordered by more than one street) prior to or contemporaneous with the development of the lot or lots. The owner or developer shall also improve all other portions of unimproved street right of way serving such areas.

170.29 SPECIFICATIONS. The type of construction, the materials, the methods, the standards of subdivision improvements and the maintenance bonds shall be in accordance with the specifications found in a bound volume which is entitled Iowa Statewide Urban Design and Specification for Public Improvements which is on file in the

Clerk's office. The Council may from time to time amend by resolution the standard construction specifications for subdivisions found in the volume. The Clerk shall keep a record of all amendments made to the specifications. Plans and specifications for subdivisions shall be submitted to the Community Development for approval prior to construction, and construction shall not be started until the plans and specifications have been approved.

170.30 APPROVAL OF PLANS AND SPECIFICATIONS. The approval of plans and specifications relative to improvements required by this chapter shall be effective for a period of two (2) years after the approval. If the required improvements are not in place and accepted by the City within the times specified, the approval shall lapse, and construction shall not be started and construction under way shall cease until resubmitted plans and specifications have been approved. The City shall have the right, at the time of the new request for approval, to require the subdivider to use the type of construction, the materials, the methods and standard of subdivision improvements equal to the specifications of the City for like work which are in effect at that time. The City may also require that the subdivider comply with any amended ordinance or ordinances relative to improvements under this chapter or any successor chapter relative to subdivision improvements which have been adopted between the time of initial approval and the renewed approval as herein required. The reapproval as required by this section specifically applies only to the plans and specifications relative to subdivision improvements and has no application as to lot sizes, setbacks, lot boundaries, street location or other platting requirements which shall be final on Council approval unless changed by some other method permitted by law.

170.31 INSPECTION. The subdivider or developer shall cause the installation of all improvements to be inspected to ensure compliance with the requirements of this chapter. The cost of the inspection shall be borne by the subdivider or developer. All inspection reports and certificates of compliance shall be filed with the Clerk before any improvements are accepted by the Council. Before accepting any portion of paving, storm water improvement or sanitary sewer system and maintenance thereof which has been constructed under the provisions of Sections 170.19 and Section 170.29 above, the Council reserves the right to have all mains within the sewer system to be dedicated, televised in order to determine whether they have been properly constructed. The televising shall be at the expense of the subdivider or party making the dedication.

170.32 ACCEPTANCE. All of the improvements required in this chapter under Sections 170.19 through 170.28 shall, upon their completion, inspection, approval and acceptance by the City of Indianola, become the property of the City.

170.33 ELECTRIC SERVICE. The City, by and through Indianola Municipal Utilities, shall extend electric service to the subdivision and shall make electric service available to each lot in the subdivision that is within Indianola Municipal Utilities' assigned area of service pursuant to Iowa Code Chapter 476. The City, by and through Indianola Municipal Utilities, shall install street lighting that is within Indianola Municipal Utilities' assigned area of service pursuant to Iowa Code Chapter 476 to current Indianola Municipal Utilities' standards and specifications. In residential subdivisions, all electric lines, including individual house service lines installed by the owner or developer, shall be placed underground.

170.34 CHARGE FOR INSTALLATION OF ELECTRICAL SERVICE. The City, by and through Indianola Municipal Utilities, reserves the right to make a reasonable charge to be paid by the developer, builder or owner for any service extended as provided by Section 170.33 above. Said charges may be changed from time to time, but shall be in accordance with a schedule of charges set by the Indianola Municipal Utilities Board of Trustees

170.37 VARIANCES. Where the strict application of standards or requirements established by this chapter would cause substantial hardship or impose unreasonable restrictions on the development of a tract of land because of natural or physical conditions or limitations not created by the owner or developer, the Commission may recommend and the Council may grant such variances from these standards or requirements as may be necessary to permit the reasonable development of the land while preserving the intent of this chapter.

170.38 ENFORCEMENT. In addition to other remedies and penalties prescribed by law, the provisions of this chapter shall not be violated subject to the following:

1. No plat of survey, plat or subdivision in the City or within two (2) miles thereof shall be recorded or filed with the County Auditor or County Recorder, nor shall any plat or subdivision have any validity until it complies with the provisions of this chapter and has been approved by the Council as prescribed herein.

2. No more than two (2) building permits for principal structures issued for each separate tract existing at the effective date of this chapter unless the tract shall have been platted in accordance with the provisions contained herein except planned multiple-family, commercial or industrial complexes under a common ownership and constructed in accordance with an overall site development plan.
3. No public improvements over which the Council has control shall be made with City funds, nor shall any City funds be expended for street maintenance, street improvements, or other services in any area that has been subdivided after the adoption of the regulations in this chapter unless such subdivision and streets have been approved in accordance with the provisions of this chapter and the street accepted by the Council as a public street.
4. Any persons who shall dispose of or offer for sale or lease any lots in the City, addition thereto, or within one mile thereof until the plat shall have been approved, acknowledged and recorded as provided by this chapter and Chapter 354, Code of Iowa, shall forfeit and pay fifty dollars (\$50.00) for each lot or part thereof sold, disposed of, leased, or offered for sale.
5. No occupancy compliance certificate required by the Zoning Ordinance shall be issued until and unless all improvements required by this chapter have been made in accordance with the City's plans and specifications and accepted by the Council or as may otherwise be provided for elsewhere in this chapter.

ANALYSIS

The preliminary plat submitted creates 29 residential lots, including 25 single-family lots and four (4) two-family lots. The single-family lots will all be accessed by new, internal streets, while the two-family lots will be accessed by East Iowa Avenue. This proposed development provides an average density of about 4.1 units per acre, with the four (4) two-family lots providing a density of 5.97 units per acre and the 25 single-family lots provide for a density of 3.91 unit per acre. North 7th Court, which is currently stubbed in on the north side, will be extended through this development where it will terminate in a cul-de-sac. Additionally, East Kentucky Avenue, which is currently stubbed in on the west side, will be extended through this development where it will be stubbed in on the east side awaiting a future connection to the east.

Staff has reviewed the plat as to its conformance to the regulations listed herein. Fox Engineering has also provided professional assistance to the Commission, and those comments are attached, along with the response from Snyder and Associates. One of the issues noted include that Lots 26A, 26B, 27A and 27B do not meet the maximum depth to width ration of 2.5 to 1. In response, the applicant has requested a variance, per Section 170.37 to this requirement. Additionally, according to Section 170.04, a sixty-foot buffer park is required along the south 85' of the rear of Lot 14. The City Council reserves the right to waive or modify to a lesser restriction of any provision or requirement of buffers, upon receiving a recommendation by the Planning and Zoning Commission, provided the waiver or modification does not adversely affect the intent of the regulation. Things that can be considered include water detention basins, bio swales or similar uses, but are not limited to the future development as shown by the current Comprehensive Plan and the compatibility or non-compatibility of permitted uses in adjacent but different zoning classifications. Staff recommends a modification to this requirement as there is an existing line of trees on proposed Lot 14, and as the Comprehensive Plan for the adjacent lot to the east calls for the same future land use.

Letters were mailed to property owners within 200 feet of this property on April 9, 2020.

ALTERNATIVES

The City of Indianola Planning and Zoning Commission may consider the following alternatives:

- 1) The City of Indianola Planning and Zoning Commission recommends the preliminary plat be approved, as submitted.
- 2) The City of Indianola Planning and Zoning Commission recommends the preliminary plat be approved, with conditions.
- 3) The City of Indianola Planning and Zoning Commission recommends the preliminary plat be denied.

- 4) The City of Indianola Planning and Zoning Commission remands preliminary plat, back to the applicant and/or staff for further review and/or modifications and directs staff to place this item on a future Planning and Zoning agenda.

RECOMMENDATION

Staff recommends that the City of Indianola Planning and Zoning Commission move alternative 2, recommending the preliminary plat be approved, with the following conditions:

1. A variance to the maximum depth to width ratio, listed in Section 170.13.5, be approved for 26A, 26B, 27A and 27B.
2. A modification of Section 170.04 be approved allowing the existing trees to serve as a bufferyard.

TREELINE PLAT 1

PRELIMINARY PLAT-2020

LEGEND

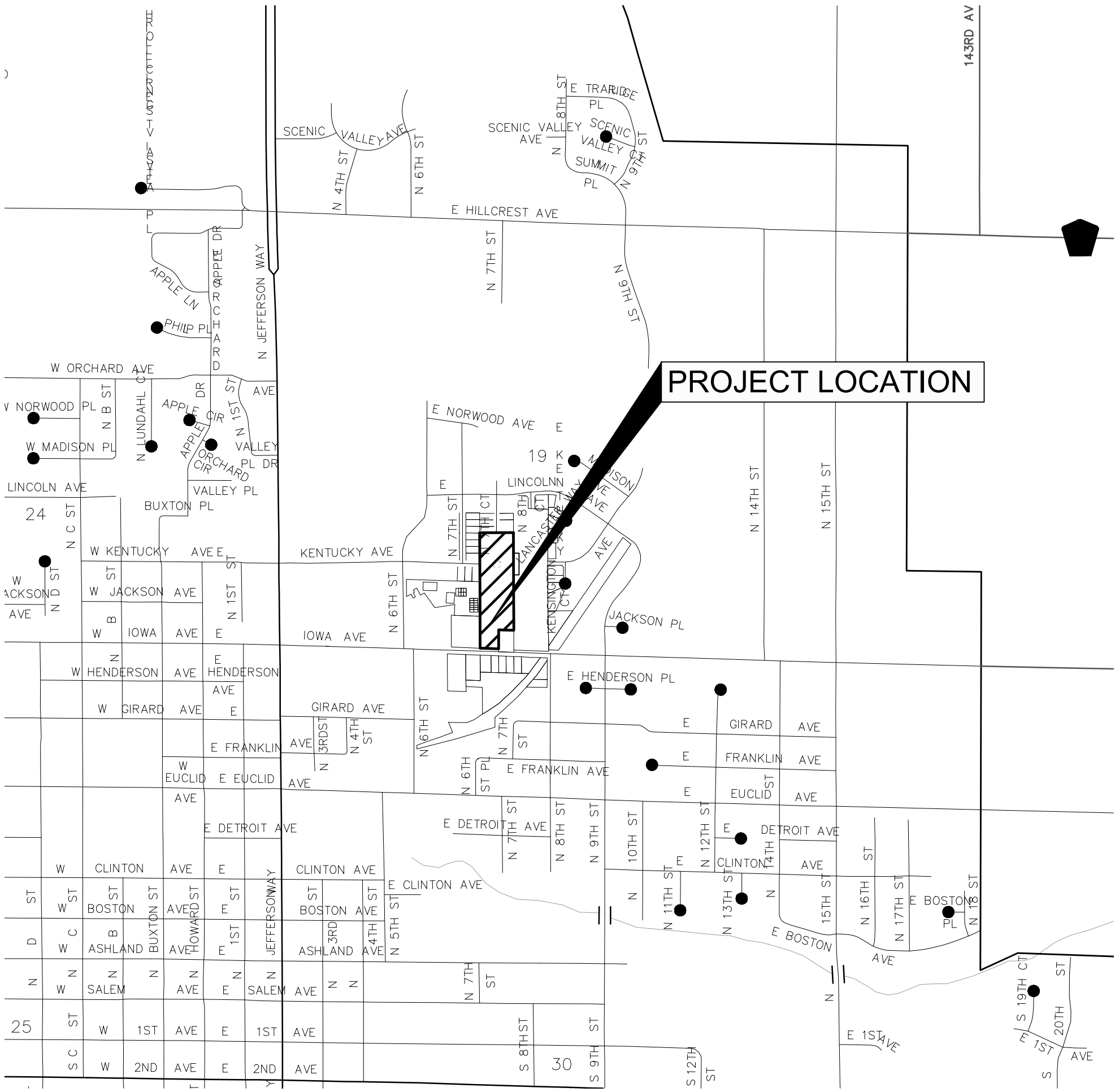
FEATURES	EXISTING	PROPOSED
Spot Elevation	x 93.0	x 93.0
Contour Elevation	60	60
Fence (Barbed, Field, Hog)	— o — o —	— o — o —
Fence (Chain Link)	//	//
Fence (Wood)	— o — o —	— o — o —
Fence (Silt)	— o — o —	— o — o —
Tree Line	~ ~ ~ ~ ~	~ ~ ~ ~ ~
Tree Stump	⌵	⌵
Deciduous Tree \ Shrub	⊙	⊙
Coniferous Tree \ Shrub	⊙	⊙
Communication	---	---
Overhead Communication	---	---
Fiber Optic	---	---
Underground Electric	---	---
Overhead Electric	---	---
Gas Main with Size	---	---
High Pressure Gas Main with Size	---	---
Water Main with Size	---	---
Sanitary Sewer with Size	---	---
Duct Bank	---	---
Test Hole Location for SUE w/ID	⊙	⊙
(*) Denotes the survey quality service level for utilities		
Sanitary Manhole	⊙	⊙
Storm Sewer with Size	12" RCP	12" RCP
Storm Manhole	⊙	⊙
Single Storm Sewer Intake	⊙	⊙
Double Storm Sewer Intake	⊙	⊙
Fire Hydrant	⊙	⊙
Fire Hydrant on Building	⊙	⊙
Water Main Valve	⊙	⊙
Water Service Valve	⊙	⊙
Well	⊙	⊙
Utility Pole	⊙	⊙
Guy Anchor	⊙	⊙
Utility Pole with Light	⊙	⊙
Utility Pole with Transformer	⊙	⊙
Street Light	⊙	⊙
Yard Light	⊙	⊙
Electric Box	⊙	⊙
Electric Transformer	⊙	⊙
Traffic Sign	⊙	⊙
Communication Pedestal	⊙	⊙
Communication Manhole	⊙	⊙
Communication Handhole	⊙	⊙
Fiber Optic Manhole	⊙	⊙
Fiber Optic Handhole	⊙	⊙
Gas Valve	⊙	⊙
Gas Manhole	⊙	⊙
Gas Apparatus	⊙	⊙
Fence Post or Guard Post	⊙	⊙
Underground Storage Tank	⊙	⊙
Above Ground Storage Tank	⊙	⊙
Sign	⊙	⊙
Satellite Dish	⊙	⊙
Mailbox	⊙	⊙
Sprinkler Head	⊙	⊙
Irrigation Control Valve	⊙	⊙

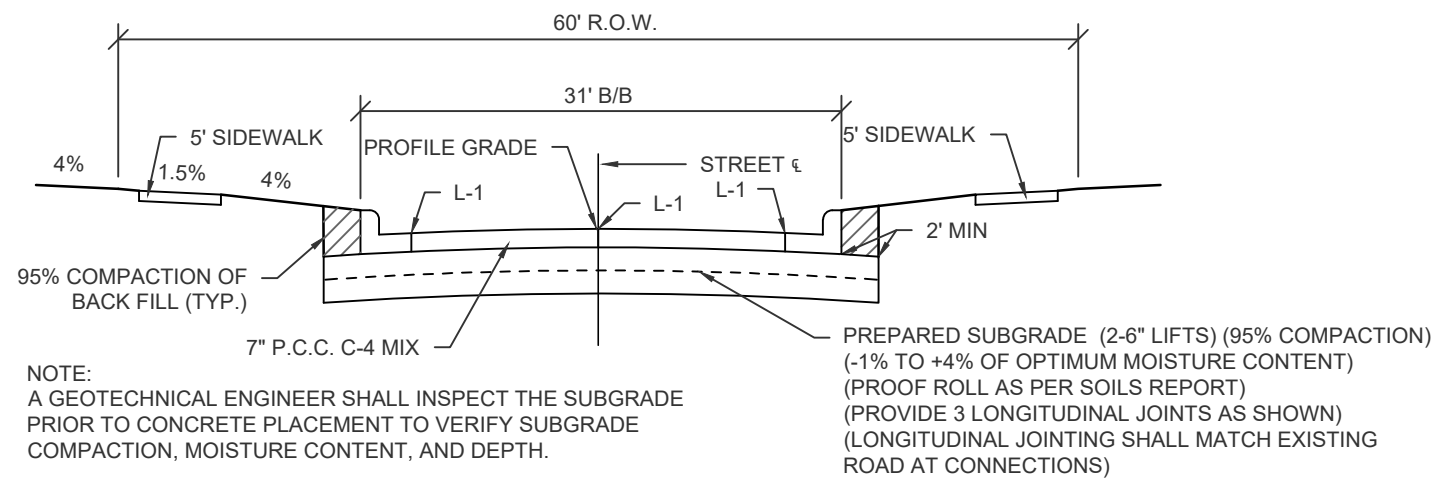
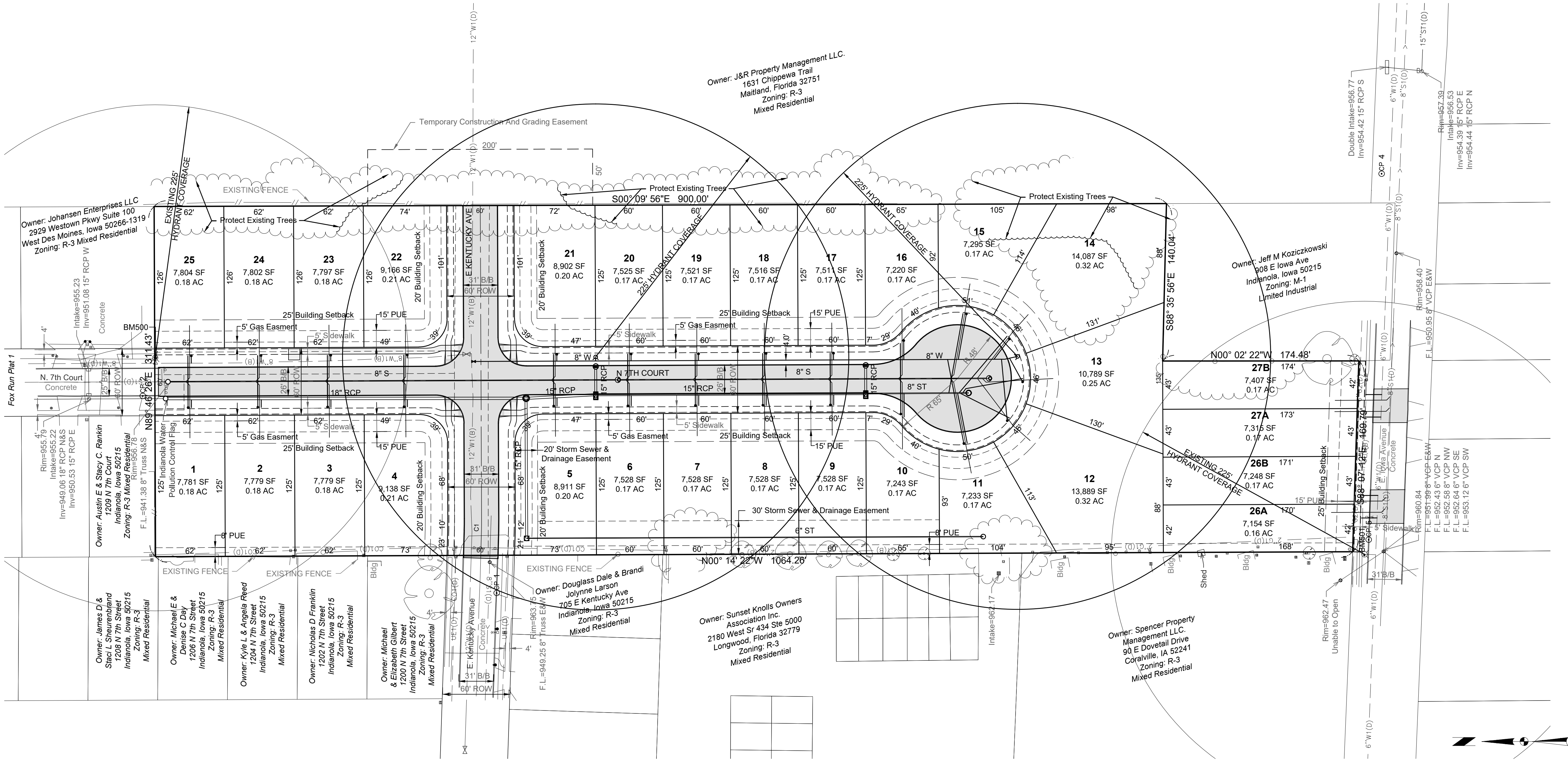
BENCHMARKS

NORTH AMERICAN VERTICAL DATUM OF 1988 (NAVD88 - GEOID12A) IARTN DERIVED - US SURVEY FEET	
BM500	N=7408888.33 E=18545463.60 ELEV=959.70 ARROW ON CLOW HYDRANT ON THE EAST SIDE OF ROAD AT THE SOUTH END OF N. 7TH COURT, NORTH SIDE OF SITE.
BM501	N=7407813.91 E=18545288.78 ELEV=962.66 NORTH BURY BOLT ON HYDRANT AT THE SOUTHEAST CORNER OF TRAILER PARK, SOUTHWEST CORNER OF SITE.

CONTROL POINTS

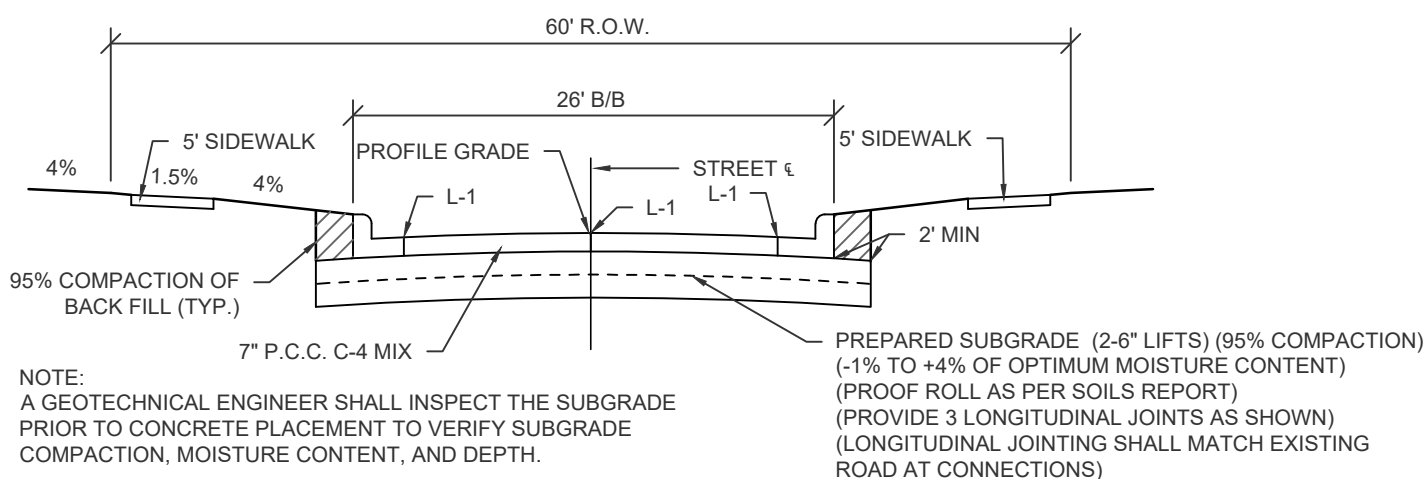
IOWA REGIONAL COORDINATE SYSTEM ZONE 8 (AMES-DES MOINES) NAD83(2011)(EPOCH 2010.00) IARTN DERIVED - US SURVEY FEET	
CP1	N=7408585.39 E=18545255.04 Z=963.93 CUT "X" ON CURB ON THE SOUTH SIDE OF E. KENTUCKY AVENUE 30' EAST OF STREET LIGHT, EAST SIDE OF SITE.
CP2	N=7408900.02 E=18545430.22 Z=956.90 CUT "X" ON CURB ON THE WEST SIDE OF N. 7TH COURT 15' NORTH OF SOUTH END, NORTH SIDE OF SITE.
CP3	N=7408606.61 E=18545965.33 Z=957.22 CUT "X" ON CURB ON THE SOUTH SIDE OF E. KENTUCKY AVENUE 30' EAST OF WEST END, WEST SIDE OF SITE.
CP4	N=7407798.62 E=18545627.80 Z=957.99 CUT "X" ON CURB ON THE NORTH SIDE OF E. IOWA AVENUE 10' SOUTHEAST OF IMU VAULT, SOUTHEAST CORNER OF SITE.
CP5	N=7407810.08 E=18545302.38 Z=961.03 CUT "X" ON CURB ON THE NORTH SIDE OF E. IOWA AVENUE 15' SOUTHEAST OF HYDRANT, SOUTHWEST CORNER OF SITE.





E KENTUCKY AVE . CROSS-SECTION

NOT TO SCALE



N 7TH COURT CROSS-SECTION

NOT TO SCALE

CURVE TABLE					
CURVE #	Δ	ARC LENGTH	RAD.	CHORD	CHORD BEARING
C1	1°48'26"	11.04'	350.00'	11.04'	S89°20'08"E

NOTE:
SUDAS GUIDELINES ALLOW PARKING ON ONE SIDE
OF THE STREET ON 28-FOOT WIDE ROADWAYS.

2	IDENTIFY TREE PROTECTION	4-13-2020	LJM		
1	REVISED PER CITY COMMENTS	04-06-20	LJM		
MARK	REVISION	DATE	BY		
Engineer: CDD	Checked By: BKC	Scale: 1" = 50'			
Technician: LJM	Date: 03-16-20	T-R-S: TTN-RRW-SS			

Sheet C200

Project No: 120.0122.01

TREELINE PLAT 1
PRELIMINARY PLAT-DIMENSION AND UTILITY PLAN
INDIANOLA, IOWA

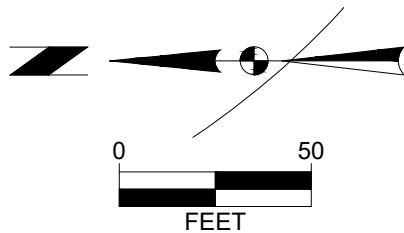
2727 S.W. SNYDER BLVD
ANKENY, IOWA 50023
515-364-2020 | www.snyder-associates.com

SNYDER & ASSOCIATES, INC. |



Project No: 120.0122.01

Sheet C200

[illegible]

Project No: 120.0122.01

Sheet C300

TREELINE PLAT 1

PRELIMINARY PLAT-GRADING PLAN

INDIANOLA, IOWA

SNYDER & ASSOCIATES, INC. | 2727 S.W. SNYDER BLVD
ANKENY, IOWA 50023
515-964-2020 | www.snyder-associates.com



SNYDER
& ASSOCIATES

Project No: 120.0122.01

Sheet C300

April 2, 2020

Att: Brent Culp

Snyder & Associates, Inc.
2727 SW Snyder Blvd
Ankeny, IA 50023

Treeline Plat 1 – Preliminary Plat

FOX Ref No: 8691-20B.210

FOX Engineering has completed the first review for the Treeline Plat 1 Subdivision Preliminary Plat dated March 16, 2020. Please address the following comments:

1. Sheet C200 – Preliminary Plat – Dimension Plan:
 - a. Please label the adjacent land zoning.
 - b. Please eliminate what looks like County GIS linework near the subject property boundary for clarity.
This note shall apply to both sheets.
 - c. Please label the cul-de-sac right of way diameter.
 - d. Please label the width of sidewalks in the cross section.
 - e. Please clarify that the longitudinal jointing of the roadway shall match existing at connections.
2. 170.11, 170.12, 170.13, 170.14 - FOX Engineering has reviewed the proposed Streets, Blocks, Lots & Easements within this development in relation to the Comprehensive Plan:
 - a. Please label the existing street, sidewalks and right of way width west and north of this development to verify the proposed subdivision carries through with the same widths. The Subdivision Code states that the minimum width of surfacing to be provided for residential streets shall be 25 feet or 31 feet at the discretion of Council. FOX recommends allowing the proposed 26-ft cross section to match the SUDAS design standard width. Note that SUDAS guidelines allows for parking on one side of the street on a 26-ft wide roadway.
 - b. Please review the front setbacks shown along E Kentucky Avenue. They are currently shown as 20-ft setbacks and should be 25-ft setbacks.
3. 170.21, FOX Engineering has reviewed the proposed storm sewer within this development in relation to the Comprehensive Plan:
 - a. FOX reserves the right to fully comment on the proposed storm sewer and drainage improvements until after review of said plans. The following comments are general in nature.
4. 170.25, FOX Engineering has reviewed the proposed grading within this development:
 - a. Please provide a grading easement along the property boundary if/when grading is necessary outside of the subdivision limits. It appears grading is necessary east of the plat boundary.
5. 170.19, FOX Engineering has reviewed the proposed sanitary sewer within this development in relation to the Comprehensive Plan:
 - a. Please consider extending the manhole in the cul-de-sac to the parking area south of the cul-de-sac to get the manhole out from under the roadway.

-
6. 170.22, FOX Engineering has reviewed the proposed water main within this development in relation to the Comprehensive Plan:
- a. Please show any existing hydrants located within or near the subject development. Also, please show any 12-inch or 6-inch valves within/near the subject development.
 - b. Please show hydrant coverage radii.
 - c. Please dimension distance from back of curb to water main.
7. 170.15, 170.16, FOX Engineering has reviewed the proposed Parks & Public Areas, Natural Drainage Courses, within this development in relation to the Comprehensive Plan:
- a. The Comprehensive Plan shows no future parklands within this development. No parkland is being proposed for this development.
 - b. Discussion is necessary as to whether the N 7th Court sidewalk shall connect to the E Iowa Avenue sidewalk.

Please provide a letter addressing all comments on this comment letter and/or state what was modified on the site plan to address said comments.

If you have any questions or concerns, please contact John Gade or Mitch Holtz at (515) 233-0000. The City reserves the right to modify or add to these comments.

FOX ENGINEERING ASSOCIATES, INC.

Mitch Holtz

Mitch Holtz, P.E.

Copy to: Charlie Dissel, City of Indianola

April 8, 2020

Mr. Charlie Dissell, AICP
Community and Economic Development Director
City of Indianola
110 N. 1st Street
Indianola, Iowa 50125

RE: TREELINE PLAT 1
PRELIMINARY PLAT RESUBMITTAL
REPLAT OF OUTLOT "Y", FOX RUN PLAT 1
S&A PROJECT NO. 120.0122.01

Dear Charlie:

On behalf of Ted Grob of Savannah Homes, Inc., as Applicant, please find accompanying the revised Preliminary Plat and associated information for the above referenced project as per City comments dated April 3, 2020. We respectfully request the City's review and approval of the Preliminary Plat.

As requested, we have addressed all items of the Tech Review as follows:

PRELIMINARY PLAT

1. The Dimension Plan comments are addressed as follows:
 - a. The adjacent zoning districts are now labeled on the Preliminary Plat.
 - b. The Warren County GIS line work has been cleaned up to only identify the adjacent parcels.
 - c. The cul-de-sac pavement radius is identified at 48-feet (96-foot diameter) with a right-of-way radius identified at 65-feet (130-foot diameter).
 - d. The sidewalk width is labeled on the cross-section.
 - e. A note has been placed that says the longitudinal jointing of the existing roadways shall be matched with the existing roadways at the connection locations.
2. The Streets, Blocks, Lots, and Easement comments are addressed as follows:
 - a. The existing streets, sidewalks, and rights-of-way for the existing developments to the north and west have been labeled.
 - b. A variance request for the depth to width ratio for Lots 26A, 26B, 27A, and 27B is included with this comment response letter.
3. The Storm Sewer comments are addressed as follows:
 - a. Noted.
4. The Grading comments are addressed as follows:
 - a. We will work with the Applicant to obtain a grading and temporary construction easement for the property to the east along E. Kentucky Ave. Any information the City can provide for a typical written legal front end document would be appreciated.

5. The Sanitary Sewer comments are addressed as follows:
 - a. We would recommend that the sanitary manhole in the cul-de-sac remain in the cul-de-sac pavement. All of the other sanitary manholes are in the pavement plus once the sanitary manhole is placed in the parking there is a good possibility that it may be located in the future drive to the home. This typically does not work out very good.
6. The Water Main comments are addressed as follows:
 - a. The existing hydrants and valves are shown based on either a feature shot by survey or taking the location from the previous Fox Run construction plans.
 - b. Hydrant coverage radii are shown on the Preliminary Plat.
 - c. The distance of the water from the back of curb is dimensioned.
7. The Parks and Public Areas, and Natural Courses comments are addressed as follows:
 - a. Noted.
8. It would be the intent that the natural tree cover meet any required buffering for this project.

If there are additional questions or comments on this project, please contact me at your convenience.
Thank you.

Sincerely,

SNYDER AND ASSOCIATES, INC.



Brent K. Culp

Enclosure

cc: Ted Grob, Savannah Homes, Inc. (w/enclosures)
File (electronic)



April 8, 2020

Honorable Mayor and City Council
Plan and Zoning Commission
City of Indianola
110 N. 1st Street
Indianola, Iowa 50125

RE: REQUEST TO WAIVE LOT WIDTH TO DEPTH RATIO REQUIREMENT
TREELINE PLAT 1
REPLAT OF OUTLOT "Y", FOX RUN PLAT 1
S&A PROJECT NO. 120.0122.01

Dear Honorable Mayor, City Council and Plan and Zoning Commission:

On behalf of Ted Grob of Savannah Homes, Inc., as Applicant, please accept this formal request for Treeline Plat 1. As per *Chapter 170.37 Variances*, this request is to waive the "lot depth shall not exceed 2-1/2 times the width" requirement as defined in *Chapter 170.13 Design Standards –Lots* of the Indianola Code of Ordinances.

The variance request is for Lots 26A, 26B, 27A, and 27B that front along E. Iowa Avenue. Because of the configuration of the existing lot, Outlot "Y", Fox Run Plat 1, there is a "wedge" of property that is somewhat removed from the single family detached lot area. This area is proposed as single family attached lots with four lots that average a width of approximately 42.5-feet and depth ranging from 170 to 174-feet, an approximately 4 times width to depth ratio.

This variance is requested based on the configuration of the existing parcel boundary in relation to the proposed lot type. In our opinion, this "wedge" area being proposed as four lots developed as single family attached is the highest and best use for this area of the development.

If there are additional questions or comments on this project, please contact me at your convenience. Thank you.

Sincerely,

SNYDER AND ASSOCIATES, INC.

A handwritten signature in blue ink, appearing to read 'Brent K. Culp'.

Brent K. Culp

Enclosure

cc: Ted Grob, Savannah Homes, Inc. (w/enclosures)
File (electronic)

RESOLUTION NO. 2020-_____

A RESOLUTION APPROVING THE PRELIMINARY PLAT FOR TREELINE PLAT 1

WHEREAS, on April 21, 2020 the Planning and Zoning Commission met to consider a request from Brent K. Culp of Snyder & Associates, Inc. for approval of a Preliminary Plat for Treeline Plat 1 for the following described real property:

Outlot Y in Fox Run Plat 1, an Official Plat included in and forming part of the City of Indianola, Warren County, Iowa; and,

WHEREAS, the Planning and Zoning Commission does recommend approval of Preliminary Plat for Treeline Plat 1 with the conditions that:

1. a variance to the maximum depth to width ratio, listed in Section 170.13.5, be approved for 26A, 26B, 27A and 27B; and
2. that a modification of Section 170.04 be approved allowing the existing trees to serve as a bufferyard; and,

WHEREAS, the City Council has reviewed the request and heard comments from the developer and the public; and,

WHEREAS, the City Council has determined that the Preliminary Plat meets the requirements as set out in the Municipal Code and should be approved by it with the conditions that

1. a variance to the maximum depth to width ratio, listed in Section 170.13.5, be approved for 26A, 26B, 27A and 27B; and
2. that a modification of Section 170.04 be approved allowing the existing trees to serve as a bufferyard;

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Indianola, Iowa having considered the recommendations of the Planning and Zoning Commission, the requirements of the Municipal Code and the comments from the developer and the public, deems it appropriate to approve the Preliminary Plat for Treeline Plat 1.

APPROVED this 4th day of May 2020.

Kelly B. Shaw, Mayor

ATTEST:

Andrew J. Lent, City Clerk

Meeting Date: 05/04/2020

Subject

Resolution approving a request from Jeffrey A. Gaddis of Civil Engineering Consultants, Inc for approval of a Plat of Survey for a parcel of land in the NE ¼ of the SE ¼ and the SE ¼ of the NE ¼ of Section 36, Township 76 North, Range 24 West Of The 5th P.M., City of Indianola, Iowa.

Information

Fiscal Impact

Attachments

Memorandum

Staff Report

Plat of Survey

Resolution Approving Plat



COMMUNITY DEVELOPMENT

To: Mayor and City Council
From: Charlie E. Dissell, Community and Economic Development Director
CC: Ryan Waller, City Manager
Date: April 24, 2020
Re: Resolution approving request from Jeffrey A. Gaddis of Civil Engineering Consultants, Inc for approval of a Plat of Survey for a parcel of land in the NE $\frac{1}{4}$ of the SE $\frac{1}{4}$ and the SE $\frac{1}{4}$ of the NE $\frac{1}{4}$ of Section 36, Township 76 North, Range 24 West of The 5th P.M., City of Indianola, Iowa.

At its May 4th meeting, the City Council will be asked to approve a request from Jeffrey A. Gaddis of Civil Engineering Consultants, Inc for approval of a Plat of Survey. The proposed split is being done to facilitate a future campground. The west parcel (Parcel Q) will be part of a private campground site plan. The east parcel (Parcel R) will remain as farm ground and, at this time, there is no proposed development of the west parcel.

At its meeting on April 21st, the Planning and Zoning Commission reviewed this request and, on an 8-0 vote, recommended the request be approved. The report submitted to the Planning and Zoning Commission, as well as the proposed plat of survey, are attached to this memo.

I will attend the May 4th Council meeting if you have any questions.





Community Development

110 N. First St., Indianola, IA 50125-0299 • www.indianolaiowa.gov
515-961-9430 • comdev@indianolaiowa.gov

Staff Report

Planning and Zoning Commission

Date of Meeting: April 21, 2020

Agenda Item: 7.E. Consider recommendation on request from Jeffrey A. Gaddis of Civil Engineering Consultants, Inc for approval of a Plat of Survey for a parcel of land in the NE $\frac{1}{4}$ of the SE $\frac{1}{4}$ and the SE $\frac{1}{4}$ of the NE $\frac{1}{4}$ of Section 36, Township 76 North, Range 24 West Of The 5th P.M., City of Indianola, Iowa.

Application Type: Plat of Survey

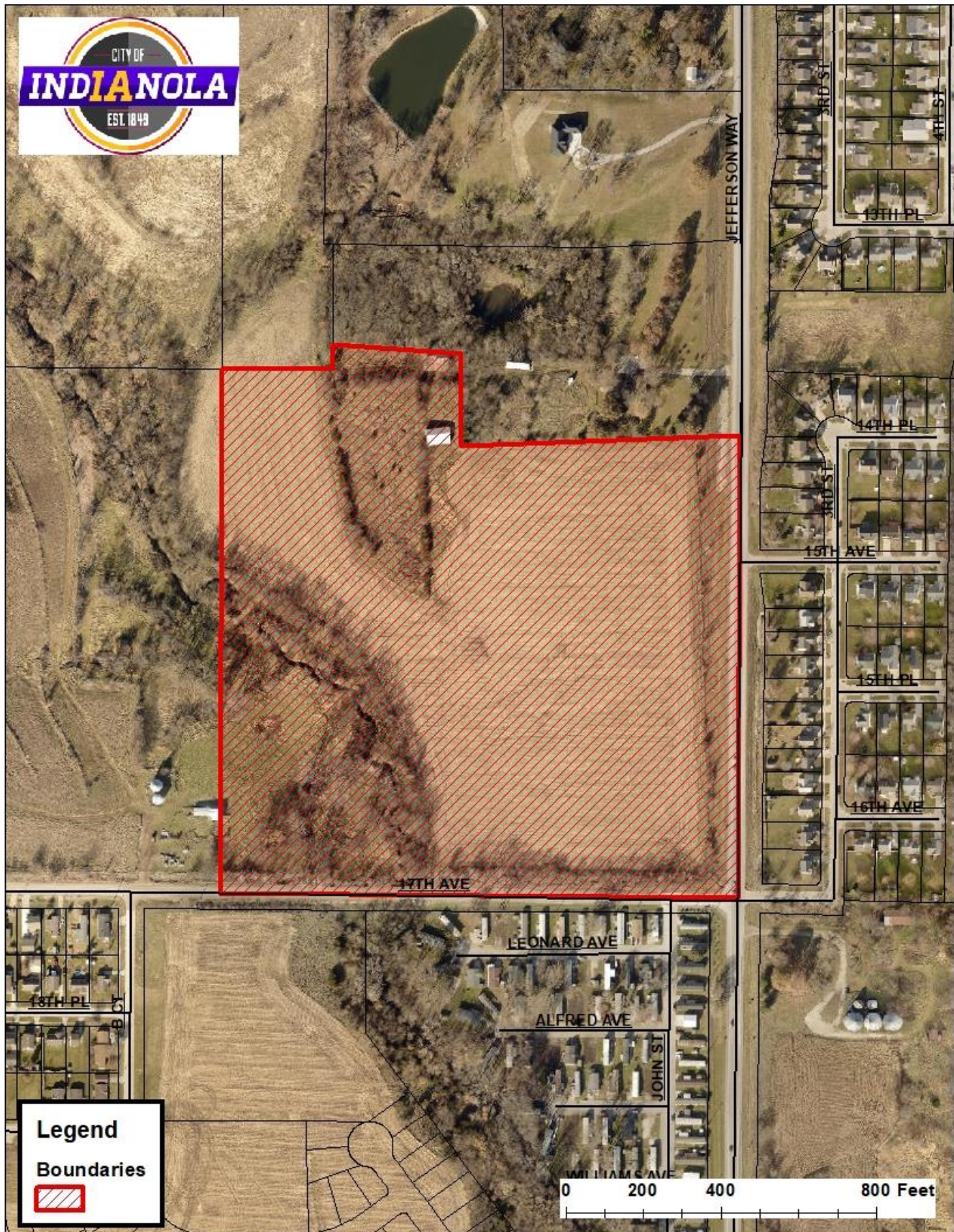
Applicant: Jeffrey A. Gaddis of Civil Engineering Consultants, Inc

Comprehensive Plan Designation: Low Density Residential and Mixed Residential

Zoning: from A-1, Agricultural Zoning District and A-2 Mixed Agricultural Zoning District

Application Summary: Request for plat of survey approval dividing a parcel of ground to facilitate the proposed development of a campground.

AERIAL MAP



APPLICABLE CODE SECTIONS

The following sections of the Code of Ordinances of Indianola, Iowa apply to this request:

170.02 JURISDICTION. All plats of survey, plats, replats or subdivisions of land into three (3) or more parts for the purpose of laying out a portion of the City of Indianola, an addition thereto or suburban lots within two (2) miles of the corporate limits of the City for other than agricultural purposes shall be submitted to the Council and the Commission in accordance with the provisions of this chapter and shall be subject to the requirements established herein. This chapter shall regulate the subdividing of land within the City and all land within an area extending two miles beyond the corporate limits in accordance with the provisions of Section 354.9, Code of Iowa.

170.13 DESIGN STANDARDS — LOTS.

1. All lots shall abut on a street or place. Corner lots which abut on a thoroughfare or collector street shall have a minimum radius of 25 feet at the intersection.
2. Sidelines of lots shall approximate right angles to straight street lines and radial angles to curbed street lines except where a variation will provide better lot layout.
3. Lots with double frontage shall be avoided, except in specific locations where good planning indicates their use. In that event a planting screen shall be provided along the rear of the lot.
4. Corner lots shall not be less than 80 feet in width and interior lots shall not be less than 70 feet in width at the building line.
5. Lot depth shall not exceed 2½ times the width.
6. No lot shall have less area than required by the Zoning Ordinance for the district in which it is located.

170.38 ENFORCEMENT. In addition to other remedies and penalties prescribed by law, the provisions of this chapter shall not be violated subject to the following:

1. No plat of survey, plat or subdivision in the City or within two (2) miles thereof shall be recorded or filed with the County Auditor or County Recorder, nor shall any plat or subdivision have any validity until it complies with the provisions of this chapter and has been approved by the Council as prescribed herein.

ANALYSIS

As the proposed lot split is being done to facilitate a future campground, the public improvements being made in this area are not subject to this request. Those improvements will be reviewed with the proposed site plan, when submitted. The west parcel (Parcel Q) will be part of a private campground site plan. The east parcel (Parcel R) will remain as farm ground and, at this time, there is no proposed development of the west parcel. Letters were mailed to property owners within 200 feet of this property on April 9, 2020.

ALTERNATIVES

The City of Indianola Planning and Zoning Commission may consider the following alternatives:

- 1) The City of Indianola Planning and Zoning Commission recommends the plat of survey request be approved, as submitted.
- 2) The City of Indianola Planning and Zoning Commission recommends the plat of survey request be approved, with conditions.
- 3) The City of Indianola Planning and Zoning Commission recommends the plat of survey request be denied.
- 4) The City of Indianola Planning and Zoning Commission remands the plat of survey request, back to the applicant and/or staff for further review and/or modifications and directs staff to place this item on a future Planning and Zoning agenda.

RECOMMENDATION

Staff recommends that the City of Indianola Planning and Zoning Commission move alternative 1, approving the plat of survey request.

RECORDER'S
STAMP

PLAT OF SURVEY
PARCEL 'Q' & 'R'
NE1/4 SE1/4, SEC. 36-76-24
LYELCA OF WARREN CO ET AL
INDIANOLA, IA

INDEX LEGEND					
COUNTY: WARREN	1/4 1/4	1/4	SECTION	TOWNSHIP	RANGE
ALLOT PART:	36	76	36	76	24
PARCEL ID: 49024360821					
CITY: INDIANOLA					
PROPRIETOR (S): LYELCA OF WARREN CO ET AL					
REQUESTED BY: LYELCA OF WARREN CO ET AL					
PROFESSIONAL LAND SURVEYOR: JEFFREY A. GADDIS, PLS #18381					
COMPANY: CIVIL ENGINEERING CONSULTANTS, INC					
RETURN TO: 2400 86TH STREET, URBANDALE, IA 50322					

PROPERTY OWNER:

LYELCA OF WARREN CO ET AL
36971 HIGH MEADOWS LANE
CUMMING IA 50061

APPLICANT:

LYELCA OF WARREN CO ET AL
36971 HIGH MEADOWS LANE
CUMMING IA 50061

PARCEL ID:

49024360821

LEGAL DESCRIPTION - ORIGINAL PROPERTY

NE1/4 SEC. 36, TOWNSHIP 76 NORTH, RANGE 24 WEST OF THE 5TH P.M., EXCEPTING THEREFROM THE TRACT OF LAND RECORDED IN IRREGULAR PLAT BOOK 2A, PAGE 11 OF 76-24 AT THE WARREN COUNTY RECORDER'S OFFICE, CITY OF INDIANOLA, WARREN COUNTY, IOWA

LEGAL DESCRIPTION - PARCEL 'Q'

A PARCEL OF LAND IN THE NE1/4 SE1/4 OF SECTION 36, TOWNSHIP 76 NORTH, RANGE 24 WEST OF THE 5TH P.M., CITY OF INDIANOLA, WARREN COUNTY, IOWA THAT IS MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE SW CORNER OF SAID NE1/4 SE1/4; THENCE N00°18'04"E, 1354.19 FEET ALONG THE WEST LINE OF SAID NE1/4 SE1/4 TO THE NW CORNER OF SAID NE1/4 SE1/4; THENCE S84°30'13"E, 624.15 FEET ALONG THE NORTH LINE OF SAID NE1/4 SE1/4 TO A POINT ON THE SOUTH LINE OF THE TRACT RECORDED IN IRREGULAR PLAT BOOK 2A, PAGE 11 OF 76-24 AT THE WARREN COUNTY RECORDER'S OFFICE; THENCE S00°11'39"W, 197.05 FEET ALONG SAID SOUTH LINE TO A POINT; THENCE S03°06'35"E, 1160.27 FEET TO A POINT ON THE SOUTH LINE OF SAID NE1/4 SE1/4; THENCE N84°26'02"W, 643.54 FEET ALONG THE SOUTH LINE OF SAID NE1/4 SE1/4 TO THE POINT OF BEGINNING AND CONTAINING 20.34 ACRES INCLUDING 0.52 ACRES OF PUBLIC RIGHT-OF-WAY EASEMENT MORE OR LESS.

LEGAL DESCRIPTION - PARCEL 'R'

A PARCEL OF LAND IN THE NE1/4 SE1/4 OF SECTION 36, TOWNSHIP 76 NORTH, RANGE 24 WEST OF THE 5TH P.M., CITY OF INDIANOLA, WARREN COUNTY, IOWA THAT IS MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE SE CORNER OF SAID NE1/4 SE1/4; THENCE N84°26'02"W, 640.00 FEET ALONG THE SOUTH LINE OF SAID NE1/4 SE1/4 TO A POINT; THENCE N03°06'35"W, 1160.27 FEET TO A POINT ON THE SOUTH LINE OF THE TRACT RECORDED IN IRREGULAR PLAT BOOK 2A, PAGE 11 OF 76-24 AT THE WARREN COUNTY RECORDER'S OFFICE; THENCE N87°58'43"E, 714.40 FEET ALONG SAID SOUTH LINE TO A POINT ON THE EAST LINE OF SAID NE1/4 SE1/4; THENCE S00°31'55"W, 1190.14 FEET ALONG SAID EAST LINE TO THE POINT OF BEGINNING AND CONTAINING 18.26 ACRES INCLUDING 2.92 ACRES OF PUBLIC RIGHT-OF-WAY EASEMENT MORE OR LESS

LAND AREA TABLE

PARCEL	GROSS (ACRES)	R.O.W. (ACRES)	NET (ACRES)
PARCEL 'Q' NE1/4 SE1/4	20.34	0.52	19.82
PARCEL 'R' NE1/4 SE1/4	18.26	2.92	15.34
TOTAL NE1/4 SE1/4	38.60	3.44	35.16

LEGEND

▲	FOUND SECTION CORNERS
△	SET PROPERTY CORNER (3/8" I.R. W/BLUE CAP #18381 UNLESS OTHERWISE NOTED)
●	FOUND CORNERS
○	SET PROPERTY CORNER (3/8" I.R. W/BLUE CAP #18381 UNLESS OTHERWISE NOTED)
----	PLAT OF SURVEY BOUNDARY
----	PROPOSED PARCEL LINES
----	EXISTING PROPERTY LINES
----	EXISTING SECTION LINES
----	EASEMENT LINES
----	CENTERLINE STREET
D.	DEEDED BEARING & DISTANCE
P.	PREVIOUSLY RECORDED BEARING & DISTANCE
M.	MEASURED BEARING & DISTANCE
I.R.	IRON ROD
I.P.	IRON PIPE
BK. XXX, PG. XXX	COUNTY RECORDER'S INDEXING BOOK
R.O.W.	RIGHT-OF-WAY
P.U.E.	PUBLIC UTILITY EASEMENT

BASIS OF BEARINGS

THE PLAT OF SURVEY BEARINGS ARE BASED ON THE SOUTH LINE OF SEC. 36-76-24 ASSUMED AS S88°13'44"E AS CALCULATED FROM THE IOWA DEPARTMENT OF TRANSPORTATION REAL-TIME NETWORK CONVERTED TO IOWA STATE PLANE SOUTH ZONE GRID NORTH.

PURPOSE OF SURVEY

THE PLAT OF SURVEY IS BEING PREPARED TO TRANSFER PROPERTY FROM THE EXISTING FAMILY TRUST.

NOTES

- THE ALLOWABLE ERROR OF CLOSURE FOR THE BOUNDARY IS 1:10,000 AND THE ALLOWABLE ERROR OF CLOSURE FOR EACH LOT IS 1:5,000.
- THE EASEMENTS SHOWN ON ADJOINING OWNERS PROPERTY ARE NOT PART OF THIS SURVEY AND ARE SHOWN FOR REFERENCE ONLY. THESE EASEMENTS SHALL BE ACQUIRED THROUGH A SEPARATE RECORDED DOCUMENT.
- THIS PARCEL MAY BE SUBJECT TO EASEMENTS OF RECORD. NO TITLE WORK WAS PROVIDED TO THIS SURVEYOR.
- MONUMENTS TO BE SET WITHIN THIRTY (30) DAYS OF THE PLAT OF SURVEY RECORDING DATE.



VICINITY SKETCH



CLOSURE TABLE - BOUNDARY

NORTH: 488223.1143' EAST: 1624425.8510'

SEGMENT #1 : LINE
COURSE: N84°26'02"W
NORTH: 488236.2919'

LENGTH: 1333.54'
EAST: 1623092.3161'

SEGMENT #2 : LINE
COURSE: N00°18'04"E
NORTH: 484540.4632'

LENGTH: 1354.19'
EAST: 1623099.4928'

SEGMENT #3 : LINE
COURSE: S84°30'13"E
NORTH: 484585.0554'

LENGTH: 624.15'
EAST: 1623123.6147'

SEGMENT #4 : LINE
COURSE: S00°11'39"W
NORTH: 484388.0052'

LENGTH: 624.15'
EAST: 1623122.9516'

SEGMENT #5 : LINE
COURSE: N87°58'43"E
NORTH: 484413.2040'

LENGTH: 714.40'
EAST: 1624436.9071'

SEGMENT #6 : LINE
COURSE: S00°31'55"W
NORTH: 488223.1152'

LENGTH: 1190.14'
EAST: 1624425.8578'

PERIMETER: 5413.47'
ERROR CLOSURE: N82°01'32"E
ERROR NORTH: 0.0068

AREA: 1681088.22 SQ. FT.
COURSE: 0.0068

PRECISION 1: 796098.53

CLOSURE TABLE - PARCEL 'Q'

NORTH: 488236.2919' EAST: 1623092.3173'

SEGMENT #1 : LINE
COURSE: N00°18'04"E
NORTH: 484540.4632'

LENGTH: 1354.19'
EAST: 1623099.4881'

SEGMENT #2 : LINE
COURSE: S84°30'13"E
NORTH: 484585.0554'

LENGTH: 624.15'
EAST: 1623123.6147'

SEGMENT #3 : LINE
COURSE: S00°11'39"W
NORTH: 484388.0070'

LENGTH: 197.05'
EAST: 1623122.9469'

SEGMENT #4 : LINE
COURSE: S03°06'35"E
NORTH: 488224.4455'

LENGTH: 1160.27'
EAST: 1623785.8895'

SEGMENT #5 : LINE
COURSE: N84°26'02"W
NORTH: 488236.2980'

LENGTH: 693.54'
EAST: 1623092.3834'

PERIMETER: 4024.20'
ERROR CLOSURE: N63°21'14"E
ERROR NORTH: 0.00603

AREA: 885864.32 SQ. FT.
COURSE: 0.0135

PRECISION 1: 298459.26

CLOSURE TABLE - PARCEL 'R'

NORTH: 488223.1143' EAST: 1624425.8510'

SEGMENT #1 : LINE
COURSE: N84°26'02"W
NORTH: 488224.4371'

LENGTH: 640.00'
EAST: 1623785.8822'

SEGMENT #2 : LINE
COURSE: N03°06'35"W
NORTH: 484381.9942'

LENGTH: 1160.27'
EAST: 1623122.9396'

SEGMENT #3 : LINE
COURSE: N87°58'43"E
NORTH: 484413.1971'

LENGTH: 714.40'
EAST: 1624436.8451'

SEGMENT #4 : LINE
COURSE: S00°31'55"W
NORTH: 488223.1042'

LENGTH: 1190.14'
EAST: 1624425.8458'

PERIMETER: 3704.81'
ERROR CLOSURE: S45°53'21"W
ERROR NORTH: -0.00508

AREA: 795218.89 SQ. FT.
COURSE: -0.0073

PRECISION 1: 507508.22

PROFESSIONAL LAND SURVEYOR:

JEFFREY A. GADDIS, PLS #18381
CIVIL ENGINEERING CONSULTANTS
2400 86TH STREET, #12
URBANDALE, IOWA 50322
PHONE: 515-276-4884, EXT. 221
FAX: 515-276-7084
EMAIL: GADDIS@CECLAC.COM



CERTIFICATION

PRELIMINARY
(NOT APPROVED)

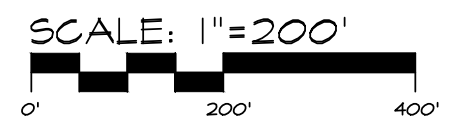
Civil Engineering Consultants, Inc.
2400 86th Street, Unit 12, Des Moines, Iowa 50322
515-276-4884, Fax: 515-276-7084, mail@ceclac.com



DATE:	APR. 8, 2020
3RD SUB:	...
2ND SUB:	...
1ST SUB:	...
DATE OF SURVEY:	MAR. 30, 2020
DESIGNED BY:	ARP
DRAWN BY:	JAG

PARCEL 'Q' & 'R'
NE1/4 SE1/4, SEC. 36-76-24
W. 17TH AVENUE & S. JEFFERSON WAY, INDIANOLA, IA
COVER

SHEET
01
OF 03



SHEET
02
OF 03

DATE:	APR. 8, 2020
	3RD SUB. ..
	2ND SUB. ..
	1ST SUB. .
DATE OF SURVEY:	MAR. 30, 2020
DESIGNED BY:	ARP
CONDUCTED BY:	LAC

Civil Engineering Consultants, Inc.
2400 86th Street . Unit 12 . Des Moines, Iowa 50322
515.276.4884 . Fax: 515.276.7084 . mail@ceclac.com

RESOLUTION NO. 2020-_____

WHEREAS Jeffrey A. Gaddis of Civil Engineering Consultants, Inc has submitted a Plat of Survey for a parcel of land in the NE ¼ of the SE ¼ and the SE ¼ of the NE ¼ of Section 36, Township 76 North, Range 24 West Of The 5th P.M., City of Indianola, Iowa and legally described as:

LEGAL DESCRIPTION - ORIGINAL PROPERTY

NE1/4 SE OF SECTION 36, TOWNSHIP 76 NORTH, RANGE 24 WEST OF THE 5TH P.M., EXCEPTING THEREFROM THE TRACT OF LAND RECORDED IN 14 OF SECTION 36, TOWNSHIP 76 NORTH, RANGE 24 WEST OF THE 5TH P.M., EXCEPTING THEREFROM THE TRACT OF LAND RECORDED IN IRREGULAR PLAT BOOK 2A, PAGE 11 OF 76-24 AT THE WARREN COUNTY RECORDER'S OFFICE, CITY OF INDIANOLA, WARREN COUNTY, IOWA

LEGAL DESCRIPTION - PARCEL 'Q'

A PARCEL OF LAND IN THE NE1/4 SE1/4 OF SECTION 36, TOWNSHIP 76 NORTH, RANGE 24 WEST OF THE 5TH/ P.M., CITY OF INDIANOLA, WARREN COUNTY, IOWA THAT IS MORE PARTICULARLY DESCRIBED AS FOLLOWS: BEGINNING AT THE SW CORNER OF SAID NE1/4 SE1/4; THENCE N00°18'04"E, 1354.19 FEET ALONG THE WEST LINE OF SAID NE1/4 SE1/4 TO THE NW CORNER OF SAID NE1/4 SE1/4; THENCE S89°30'13"E, 624.15 FEET ALONG THE NORTH LINE OF SAID NE1/4 SE1/4 TO A POINT ON THE SOUTH LINE OF THE TRACT RECORDED IN IRREGULAR PLAT BOOK 2A, PAGE 11 OF 76-24 AT THE WARREN COUNTY RECORDER'S OFFICE; THENCE S00°11'39"W, 197.05 FEET ALONG SAID SOUTH LINE TO A POINT; THENCE S03°06'35"E, 1160.27 FEET TO A POINT ON THE SOUTH LINE OF SAID NE1/4 SE1/4; THENCE N89°26'02"W, 693.54 FEET ALONG THE SOUTH LINE OF SAID NE1/4 SE1/4 TO THE POINT OF BEGINNING AND CONTAINING 20.34 ACRES INCLUDING 0.52 ACRES OF PUBLIC RIGHT-OF-WAY EASEMENT MORE OR LESS.

LEGAL DESCRIPTION - PARCEL 'R'

A PARCEL OF LAND IN THE NE1/4 SE1/4 OF SECTION 36, TOWNSHIP 76 NORTH, RANGE 24 WEST OF THE 5TH/ P.M., CITY OF INDIANOLA, WARREN COUNTY, IOWA THAT IS MORE PARTICULARLY DESCRIBED AS FOLLOWS: BEGINNING AT THE SE CORNER OF SAID NE1/4 SE1/4; THENCE N89°26'02"W, 640.00 FEET ALONG THE SOUTH LINE OF SAID NE1/4 SE1/4 TO A POINT; THENCE N03°06'35"W, 1160.27 FEET TO A POINT ON THE SOUTH LINE OF THE TRACT RECORDED IN IRREGULAR PLAT BOOK 2A, PAGE 11 OF 76-24 AT THE WARREN COUNTY RECORDER'S OFFICE; THENCE N87°58'43"E, 714.40 FEET ALONG SAID SOUTH LINE TO A POINT ON THE EAST LINE OF SAID NE1/4 SE1/4; THENCE S00°31'55"W, 1190.14 FEET ALONG SAID EAST LINE TO THE POINT OF BEGINNING AND CONTAINING 18.26 ACRES INCLUDING 2.92 ACRES OF PUBLIC RIGHT-OF-WAY EASEMENT MORE OR LESS

WHEREAS, the City of Indianola has jurisdiction of such plats of survey pursuant to the Subdivision Regulations of Chapter 170, Indianola Code of Ordinances; and

WHEREAS, the Indianola Planning and Zoning Commission has submitted a recommendation to the City Council which approves the plat of survey; and

WHEREAS, pursuant to Indianola Code of Ordinance Section 170.05(5), the Council must pass a resolution approving or rejecting the plat or survey; and

WHEREAS, the Council finds that all the requirements of the Indianola Code of Ordinances regarding subdivision regulations and the plat of survey received from Jeffrey A. Gaddis of Civil Engineering Consultants, Inc have been met.

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

The plat of survey submitted to the City of Indianola by Jeffrey A. Gaddis of Civil Engineering Consultants, Inc and legally described as:

LEGAL DESCRIPTION - ORIGINAL PROPERTY

NE1/4 SE OF SECTION 36, TOWNSHIP 76 NORTH, RANGE 24 WEST OF THE 5TH P.M., EXCEPTING THEREFROM THE TRACT OF LAND RECORDED IN 14 OF SECTION 36, TOWNSHIP 76 NORTH, RANGE 24 WEST OF THE 5TH P.M., EXCEPTING THEREFROM THE TRACT OF LAND RECORDED IN IRREGULAR PLAT BOOK 2A, PAGE 11 OF 76-24 AT THE WARREN COUNTY RECORDER'S OFFICE, CITY OF INDIANOLA, WARREN COUNTY, IOWA

LEGAL DESCRIPTION - PARCEL 'Q'

A PARCEL OF LAND IN THE NE1/4 SE1/4 OF SECTION 36, TOWNSHIP 76 NORTH, RANGE 24 WEST OF THE 5TH/ P.M., CITY OF INDIANOLA, WARREN COUNTY, IOWA THAT IS MORE PARTICULARLY DESCRIBED AS FOLLOWS: BEGINNING AT THE SW CORNER OF SAID NE1/4 SE1/4; THENCE N00°18'04"E, 1354.19 FEET ALONG THE WEST LINE OF SAID NE1/4 SE1/4 TO THE NW CORNER OF SAID NE1/4 SE1/4; THENCE S89°30'13"E, 624.15 FEET ALONG THE NORTH LINE OF SAID NE1/4 SE1/4 TO A POINT ON THE SOUTH LINE OF THE TRACT RECORDED IN IRREGULAR PLAT BOOK 2A, PAGE 11 OF 76-24 AT THE WARREN COUNTY RECORDER'S OFFICE; THENCE S00°11'39"W, 197.05 FEET ALONG SAID SOUTH LINE TO A POINT; THENCE S03°06'35"E, 1160.27 FEET TO A POINT ON THE SOUTH LINE OF SAID NE1/4 SE1/4; THENCE N89°26'02"W, 693.54 FEET ALONG THE SOUTH LINE OF SAID NE1/4 SE1/4 TO THE POINT OF BEGINNING AND CONTAINING 20.34 ACRES INCLUDING 0.52 ACRES OF PUBLIC RIGHT-OF-WAY EASEMENT MORE OR LESS.

LEGAL DESCRIPTION - PARCEL 'R'

A PARCEL OF LAND IN THE NE1/4 SE1/4 OF SECTION 36, TOWNSHIP 76 NORTH, RANGE 24 WEST OF THE 5TH/ P.M., CITY OF INDIANOLA, WARREN COUNTY, IOWA THAT IS MORE PARTICULARLY DESCRIBED AS FOLLOWS: BEGINNING AT THE SE CORNER OF SAID NE1/4 SE1/4; THENCE N89°26'02"W, 640.00 FEET ALONG THE SOUTH LINE OF SAID NE1/4 SE1/4 TO A POINT; THENCE N03°06'35"W, 1160.27 FEET TO A POINT ON THE SOUTH LINE OF THE TRACT RECORDED IN IRREGULAR PLAT BOOK 2A, PAGE 11 OF 76-24 AT THE WARREN COUNTY RECORDER'S OFFICE; THENCE N87°58'43"E, 714.40 FEET ALONG SAID SOUTH LINE TO A POINT ON THE EAST LINE OF SAID NE1/4 SE1/4; THENCE S00°31'55"W, 1190.14 FEET ALONG SAID EAST LINE TO THE POINT OF BEGINNING AND CONTAINING 18.26 ACRES INCLUDING 2.92 ACRES OF PUBLIC RIGHT-OF-WAY EASEMENT MORE OR LESS

is hereby approved.

Passed and approved at Indianola, Iowa this 4th day of May, 2020.

Kelly B. Shaw, Mayor

ATTEST:

Andrew J. Lent, City Clerk

STATE OF IOWA, WARREN COUNTY, SS:

On this _____ day of _____, 2020, before me, the undersigned, a Notary Public in the State of Iowa personally appeared Kelly B. Shaw and Andrew J. Lent, to me personally know, who being by my duly sworn, did say that they are the Mayor and City Clerk respectively of the City of Indianola, which executed the foregoing instrument to which this is attached, that the seal affixed to it is the seal of the City; that the instrument was signed and sealed on behalf of the City by authority of its Council; and that Kelly B. Shaw and Andrew J. Lent as such officers acknowledged the execution of the instrument to be the voluntary act of the City.

Notary Public In and For the State of Iowa

Meeting Date: 05/04/2020

Subject

Resolution setting a Public Hearing for June 1, 2020, for request from Jon F. and Mary Hellen Peterson for an Annexation into the City of Indianola.

Information

Fiscal Impact

Attachments

Annexation Memorandum
Public Hearing Notice
Resolution Setting Hearing



COMMUNITY DEVELOPMENT

To: Mayor and City Council
From: Charlie E. Dissell, Community and Economic Development Director
CC: Ryan Waller, City Manager
Date: April 24, 2020
Re: Resolution setting Public Hearing for June 1, 2020, for request from Jon F. and Mary Hellen Peterson for an Annexation into the City of Indianola.

At its meeting on May 4th, the City Council will be asked to set a public hearing for an application for voluntary application into the City. On February 25th, 2020, an application was received for annexation of land into the City of Indianola. The annexation request is for about 70 acres of land generally located south of Inwood Street, west of 110th Avenue (North Y Street) and east of County Highway R-63. The applicant has indicated that this property, if annexed, would be developed residentially. At its meeting on March 25th, the City Council forwarded this applicant to the Board of Trustees and Planning and Zoning Commission for its review.

At its April 13th meeting, the Utility Board of Trustees reviewed this request. Additionally, at its meeting on April 21st, the Planning and Zoning Commission reviewed this item, and, on an 8-0 vote, recommended request be approved. If the public hearing is set by Council, staff will present all application materials and recommendations at that meeting. I will attend the May 4th Council meeting if you have any questions.



**NOTICE OF PUBLIC HEARING TO CONSIDER AN APPLICATION FOR
VOLUNTARY ANNEXATION OF LAND INTO THE CITY OF INDIANOLA, IOWA.**

Notice is Hereby Given: That at 6:00 P.M., at the Council Chambers, City Hall, 110 N. 1st Street, Indianola, IA 50125 on June 1, 2020, the City Council of the City of Indianola, Iowa (The "City") will hold a public hearing to consider an application for voluntary annexation into the City of Indianola, Iowa, for the following described property:

The North One-half (N ½) of the Southeast Quarter (SE ¼), except Parcel "K", in Section 22, Township 76 North, Range 24 West of the 5th P.M., Warren County, Iowa;

A copy of the proposed application is on file for public inspection in the office of the City Clerk.

At said hearing any interested person may file written objections or present oral comments with respect to the subject matter of the hearing.

Due to the COVID-19 Pandemic, the City of Indianola is currently hosting its meetings virtually at https://www.youtube.com/channel/UCCwqdy2irWQILB_1QzcVrdw for those who do not wish to attend in person.

You may also view the meeting via a zoom webinar:

<https://us02web.zoom.us/j/89986685758?pwd=WkwrbIZCWet3Q3FCazRmNHQzNFF3dz09>

Password: 635778

Or iPhone one-tap: 1-646-558-8656, 89986685758# or 1-301-715-8592, 89986685758#

Or Telephone Dial: 1-646-558-8656 or 1-301-715-8592 or 1-312-626-6799 or 1-669-900-9128 or 1-253-215-8782 or 1-346-248-7799. Webinar ID: 899 8668 5758

All comments submitted will become a part of the published hearing. This Notice is published by order of the City Council of the City of Indianola, Iowa on May 4, 2020.

\s\Andrew J. Lent, City Clerk

RESOLUTION NO. 2020-_____

**RESOLUTION SETTING DATE OF PUBLIC HEARING TO CONSIDER AN
APPLICATION FOR VOLUNTARY ANNEXATION OF LAND INTO THE CITY OF
INDIANOLA, IOWA.**

WHEREAS, the City Council of the City of Indianola, Iowa (the “City”) desires to consider an application for voluntary annexation into the City of Indianola, Iowa, for the following described property:

The North One-half (N ½) of the Southeast Quarter (SE ¼), except Parcel “K”, in Section 22, Township 76 North, Range 24 West of the 5th P.M., Warren County, Iowa; and

WHEREAS, a public hearing upon the proposed application for voluntary annexation into the City of Indianola, Iowa, should be held and a time and place for hearing thereon should be fixed.

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

1. That a public hearing be held by the Indianola City Council on the proposed application for voluntary annexation into the City of Indianola, Iowa, at the Indianola City Hall, 110 N 1st Street, Indianola, Iowa, at 6:00 p.m. on June 1, 2020, at which time the City Council will consider any objections to the proposed amendment and will hear all interested persons.

2. That the Mayor and Clerk be and hereby are authorized and instructed to give notice of said public hearing, as required by law.

APPROVED this 4th day of May 2020.

Kelly B. Shaw, Mayor

ATTEST:

Andrew J. Lent, City Clerk

Meeting Date: 05/04/2020

Subject

Resolution setting a Public Hearing for June 1, 2020, on request from Barry Accountius of Woda Cooper Development, Inc. to rezone property located on Outlot X of the Replat of the Hillcrest Industrial Park Plat 1, except Parcels B & C, from the M-2 General Industrial Zoning District to the R-4, Multiple Family (Residential) Zoning District.

Information

Fiscal Impact

Attachments

Woda Memorandum
Public Hearing Notice
Resolution Setting Hearing



COMMUNITY DEVELOPMENT

To: Mayor and City Council
From: Charlie E. Dissell, Community and Economic Development Director
CC: Ryan Waller, City Manager
Date: April 24, 2020
Re: Resolution setting Public Hearing for June 1, 2020, on request from Barry Accountius of Woda Cooper Development, Inc. to rezone property located on Outlot X of the Replat of the Hillcrest Industrial Park Plat 1, except Parcels B & C, from the M-2 General Industrial Zoning District to the R-4, Multiple Family (Residential) Zoning District.

At its meeting on May 4th, the City Council will be asked to set a public hearing for an application for rezoning. At its meeting on April 21st, the Planning and Zoning Commission reviewed this item, and, on an 8-0 vote, recommended request be approved. If the public hearing is set by Council, staff will present all application materials and recommendations at that meeting. I will attend the May 4th Council meeting if you have any questions.



NOTICE OF PUBLIC HEARING TO CONSIDER AN AMENDMENT OF ZONING DISTRICT BOUNDARIES FROM THE FROM THE M-2 GENERAL INDUSTRIAL ZONING DISTRICT TO THE R-4, MULTIPLE FAMILY (RESIDENTIAL) ZONING DISTRICT

Notice is Hereby Given: That at 6:00 P.M., at the Council Chambers, City Hall, 110 N. 1st Street, Indianola, IA 50125 on June 1, 2020, the City Council of the City of Indianola, Iowa (The “City”) will hold a public hearing to consider an amendment of zoning district boundaries from the M-2 General Industrial Zoning District to the R-4, Multiple Family (Residential) Zoning District:

The south 170.52’ of Outlot X of the Replat of the Hillcrest Industrial Park Plat 1, except Parcels B & C, including in and forming part of the City of Indianola, Warren County, Iowa.

A copy of the proposed ordinance is on file for public inspection in the office of the City Clerk.

At said hearing any interested person may file written objections or present oral comments with respect to the subject matter of the hearing.

Due to the COVID-19 Pandemic, the City of Indianola is currently hosting its meetings virtually at https://www.youtube.com/channel/UCCwqdy2irWQILB_1QzcVrdw for those who do not wish to attend in person.

You may also view the meeting via a zoom webinar:

<https://us02web.zoom.us/j/89986685758?pwd=WkwrbIZCWet3Q3FCazRmNHQzNFF3dz09>

Password: 635778

Or iPhone one-tap: 1-646-558-8656, 89986685758# or 1-301-715-8592, 89986685758#

Or Telephone Dial: 1-646-558-8656 or 1-301-715-8592 or 1-312-626-6799 or 1-669-900-9128 or 1-253-215-8782 or 1-346-248-7799. Webinar ID: 899 8668 5758

All comments submitted will become a part of the published hearing. This Notice is published by order of the City Council of the City of Indianola, Iowa on May 4, 2020.

\s\Andrew J. Lent, City Clerk

RESOLUTION NO. 2020-_____

**RESOLUTION SETTING DATE OF PUBLIC HEARING TO CONSIDER THE
REZONING OF PROPERTY FROM THE M-2 GENERAL INDUSTRIAL ZONING
DISTRICT TO THE R-4, MULTIPLE FAMILY (RESIDENTIAL) ZONING DISTRICT.**

WHEREAS, the City Council of the City of Indianola, Iowa (the “City”) desires to consider an amendment from the M-2 General Industrial Zoning District to the R-4, Multiple Family (Residential) Zoning District for the following described property:

The south 170.52’ of Outlot X of the Replat of the Hillcrest Industrial Park Plat 1, except Parcels B & C, including in and forming part of the City of Indianola, Warren County, Iowa; and

WHEREAS, a public hearing upon the proposed amendment to the Zoning Ordinance should be held and a time and place for hearing thereon should be fixed.

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

1. That a public hearing be held by the Indianola City Council on the proposed amendment to the Zoning Ordinance, at the Indianola City Hall, 110 N 1st Street, Indianola, Iowa, at 6:00 p.m. on June 1, 2020, at which time the City Council will consider any objections to the proposed amendment and will hear all interested persons.

2. That the Mayor and Clerk be and hereby are authorized and instructed to give Notice of said public hearing, as required by law.

APPROVED this 4th day of May 2020.

Kelly B. Shaw, Mayor

ATTEST:

Andrew J. Lent, City Clerk

Meeting Date: 05/04/2020

Subject

Resolution setting a Public Hearing for June 1, 2020, on request from Josh Moulton of DR Horton for approval of a Proposed Development Plan and to rezone a parcel of land in the SE ¼ of the SW ¼ of Section 18, Township 76 North, Range 23 West Of the 5th P.M., City of Indianola, Iowa from the R-3, Mixed-Residential Zoning District to the R-5, Planned Residence District.

Information

Fiscal Impact

Attachments

Summercrest Memorandum
Public Hearing Notice
Resolution Setting Hearing



COMMUNITY DEVELOPMENT

To: Mayor and City Council
From: Charlie E. Dissell, Community and Economic Development Director
CC: Ryan Waller, City Manager
Date: April 24, 2020
Re: Resolution setting Public Hearing for June 1, 2020, on request from Josh Moulton of DR Horton for approval of a Proposed Development Plan and to rezone a parcel of land in the SE ¼ of the SW ¼ of Section 18, Township 76 North, Range 23 West Of The 5th P.M., City of Indianola, Iowa from the R-3, Mixed-Residential Zoning District to the R-5, Planned Residence District.

At its meeting on May 4th, the City Council will be asked to set a public hearing for an application for rezoning approval of a Proposed Development Plan. At its meeting on April 21st, the Planning and Zoning Commission reviewed this item, and, on a 7-1 vote, recommended the request be approved with various conditions. If the public hearing is set by Council, staff will present all application materials and recommendations at that meeting. I will attend the May 4th Council meeting if you have any questions.



**NOTICE OF PUBLIC HEARING TO CONSIDER AN AMENDMENT OF ZONING
DISTRICT BOUNDARIES FROM THE R-3, MIXED-RESIDENTIAL ZONING
DISTRICT TO THE R-5, PLANNED RESIDENCE DISTRICT AND FOR APPROVAL
OF A PROPOSED DEVELOPMENT PLAN.**

Notice is Hereby Given: That at 6:00 P.M., at the Council Chambers, City Hall, 110 N. 1st Street, Indianola, IA 50125 on June 1, 2020, the City Council of the City of Indianola, Iowa (The "City") will hold a public hearing to consider an amendment of zoning district boundaries from the R-3, Mixed-Residential Zoning District to the R-5, Planned Residence District and for approval of a proposed development Plan for the following described property:

A parcel of land in the SE ¼ of the SW ¼, except Summercrest Hills Plats 2, 3, 4 & 5, of Section 18, Township 76 North, Range 23 West of the 5th P.M., City of Indianola, Iowa

A copy of the proposed ordinance is on file for public inspection in the office of the City Clerk.

At said hearing any interested person may file written objections or present oral comments with respect to the subject matter of the hearing.

Due to the COVID-19 Pandemic, the City of Indianola is currently hosting its meetings virtually at https://www.youtube.com/channel/UCCwqdy2irWQILB_1QzcVrdw for those who do not wish to attend in person.

You may also view the meeting via a zoom webinar:

<https://us02web.zoom.us/j/89986685758?pwd=WkwrbIZCWet3Q3FCazRmNHQzNFF3dz09>

Password: 635778

Or iPhone one-tap: 1-646-558-8656, 89986685758# or 1-301-715-8592, 89986685758#

Or Telephone Dial: 1-646-558-8656 or 1-301-715-8592 or 1-312-626-6799 or 1-669-900-9128 or 1-253-215-8782 or 1-346-248-7799. Webinar ID: 899 8668 5758

All comments submitted will become a part of the published hearing. This Notice is published by order of the City Council of the City of Indianola, Iowa on May 4, 2020.

\s\Andrew J. Lent, City Clerk

RESOLUTION NO. 2020-_____

**RESOLUTION SETTING DATE OF PUBLIC HEARING TO CONSIDER THE
REZONING OF PROPERTY FROM R-3, MIXED-RESIDENTIAL ZONING DISTRICT
TO THE R-5, PLANNED RESIDENCE DISTRICT AND FOR APPROVAL OF A
PROPOSED DEVELOPMENT PLAN.**

WHEREAS, the City Council of the City of Indianola, Iowa (the “City”) desires to consider an amendment from the R-3, Mixed-Residential Zoning District to the R-5, Planned Residence District and for approval of a proposed development plan for the following described property:

A parcel of land in the SE ¼ of the SW ¼, except Summercrest Hills Plats 2, 3, 4 & 5, of Section 18, Township 76 North, Range 23 West of the 5th P.M., City of Indianola, Iowa; and

WHEREAS, a public hearing upon the proposed amendment to the Zoning Ordinance should be held and a time and place for hearing thereon should be fixed.

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

1. That a public hearing be held by the Indianola City Council on the proposed amendment to the Zoning Ordinance, at the Indianola City Hall, 110 N 1st Street, Indianola, Iowa, at 6:00 p.m. on June 1, 2020, at which time the City Council will consider any objections to the proposed amendment and will hear all interested persons.

2. That the Mayor and Clerk be and hereby are authorized and instructed to give Notice of said public hearing, as required by law.

APPROVED this 4th day of May 2020.

Kelly B. Shaw, Mayor

ATTEST:

Andrew J. Lent, City Clerk

Meeting Date: 05/04/2020

Subject

Resolution setting a Public Hearing for June 1, 2020, on request from the Edward H. Arp of Civil Engineering Consultants Inc. to rezone a parcel of land in the NE ¼ of the SE ¼ and the SE ¼ of the NE ¼ of Section 36, Township 76 North, Range 24 West Of the 5th P.M., City of Indianola, Iowa, from A-1, Agricultural Zoning District to A-2 Mixed Agricultural Zoning District.

Information

Fiscal Impact

Attachments

Campground Rezoning Memorandum

Public Hearing Notice

Resolution Setting Hearing



COMMUNITY DEVELOPMENT

To: Mayor and City Council
From: Charlie E. Dissell, Community and Economic Development Director
CC: Ryan Waller, City Manager
Date: April 24, 2020
Re: Resolution setting Public Hearing for June 1, 2020, on request from the Edward H. Arp of Civil Engineering Consultants Inc. to rezone a parcel of land in the NE $\frac{1}{4}$ of the SE $\frac{1}{4}$ and the SE $\frac{1}{4}$ of the NE $\frac{1}{4}$ of Section 36, Township 76 North, Range 24 West Of The 5th P.M., City of Indianola, Iowa, from A-1, Agricultural Zoning District to A-2 Mixed Agricultural Zoning District.

At its meeting on May 4th, the City Council will be asked to set a public hearing for an application for rezoning. At its meeting on April 21st, the Planning and Zoning Commission reviewed this item, and, on an 8-0 vote, recommended the request be approved. If the public hearing is set by Council, staff will present all application materials and recommendations at that meeting. I will attend the May 4th Council meeting if you have any questions.



NOTICE OF PUBLIC HEARING TO CONSIDER AN AMENDMENT OF ZONING DISTRICT BOUNDARIES FROM THE A-1, AGRICULTURAL ZONING DISTRICT TO A-2 MIXED AGRICULTURAL ZONING DISTRICT.

Notice is Hereby Given: That at 6:00 P.M., at the Council Chambers, City Hall, 110 N. 1st Street, Indianola, IA 50125 on June 1, 2020, the City Council of the City of Indianola, Iowa (The "City") will hold a public hearing to consider an amendment of zoning district boundaries from the A-1, Agricultural Zoning District to A-2 Mixed Agricultural Zoning District for the following described property:

A PARCEL OF LAND IN THE NE1/4 SE1/4 AND SE1/4 NE1/4 OF SECTION 36, TOWNSHIP 76 NORTH, RANGE 24 WEST OF THE 5th P.M., CITY OF INDIANOLA, IOWA THAT IS MORE PARTICULARLY DESCRIBED AS FOLLOWS: COMMENCING AS A POINT OF REFERENCE AT THE SE CORNER OF SAID NE1/4 SE1/4; THENCE N89°26'02"W, 640.00 FEET ALONG THE SOUTH LINE OF SAID NE1/4 SE1/4 TO THE POINT OF BEGINNING; THENCE CONTINUING N89°26'02"W, 113.39 FEET TO A POINT; THENCE N02°34'19"W, 1403.95 FEET TO A POINT ON THE SOUTHLINE OF THE TRACT RECORDED IN IRREGULAR PLAT BOOK 2A, PAGE 11 OF 76-24 AT THE WARREN COUNTY RECORDER'S OFFICE; THENCE S85°33'48"E, 114.59 FEET ALONG SAID SOUTH LINE TO A POINT; THENCE S00°11'39"W, 236.23 FEET ALONG SAID SOUTH LINE TO A POINT; THENCE S03°06'35"E, 1160.27 FEET TO THE POINT OF BEGINNING AND CONTAINING 3.46 ACRES MORE OR LESS;

A copy of the proposed ordinance is on file for public inspection in the office of the City Clerk.

At said hearing any interested person may file written objections or present oral comments with respect to the subject matter of the hearing.

Due to the COVID-19 Pandemic, the City of Indianola is currently hosting its meetings virtually at https://www.youtube.com/channel/UCCwqdy2irWQILB_1QzcVrdw for those who do not wish to attend in person.

You may also view the meeting via a zoom webinar:

<https://us02web.zoom.us/j/89986685758?pwd=Wkwrb1ZCWet3Q3FCazRmNHQzNFF3dz09>

Password: 635778

Or iPhone one-tap: 1-646-558-8656, 89986685758# or 1-301-715-8592, 89986685758#

Or Telephone Dial: 1-646-558-8656 or 1-301-715-8592 or 1-312-626-6799 or 1-669-900-9128 or 1-253-215-8782 or 1-346-248-7799. Webinar ID: 899 8668 5758

All comments submitted will become a part of the published hearing. This Notice is published by order of the City Council of the City of Indianola, Iowa on May 4, 2020.

\s\Andrew J. Lent, City Clerk

RESOLUTION NO. 2020-_____

**RESOLUTION SETTING DATE OF PUBLIC HEARING TO CONSIDER THE
REZONING OF PROPERTY FROM A-1, AGRICULTURAL ZONING DISTRICT TO
A-2 MIXED AGRICULTURAL ZONING DISTRICT.**

WHEREAS, the City Council of the City of Indianola, Iowa (the “City”) desires to consider an amendment from the A-1, Agricultural Zoning District to the A-2 Mixed Agricultural Zoning District for the following described property:

A PARCEL OF LAND IN THE NE1/4 SE1/4 AND SE1/4 NE1/4 OF SECTION 36, TOWNSHIP 76 NORTH, RANGE 24 WEST OF THE 5th P.M., CITY OF INDIANOLA, IOWA THAT IS MORE PARTICULARLY DESCRIBED AS FOLLOWS: COMMENCING AS A POINT OF REFERENCE AT THE SE CORNER OF SAID NE1/4 SE1/4; THENCE N89°26'02"W, 640.00 FEET ALONG THE SOUTH LINE OF SAID NE1/4 SE1/4 TO THE POINT OF BEGINNING; THENCE CONTINUING N89°26'02"W, 113.39 FEET TO A POINT; THENCE N02°34'19"W, 1403.95 FEET TO A POINT ON THE SOUTHLINE OF THE TRACT RECORDED IN IRREGULAR PLAT BOOK 2A, PAGE 11 OF 76-24 AT THE WARREN COUNTY RECORDER'S OFFICE; THENCE S85°33'48"E, 114.59 FEET ALONG SAID SOUTH LINE TO A POINT; THENCE S00°11'39"W, 236.23 FEET ALONG SAID SOUTH LINE TO A POINT; THENCE S03°06'35"E, 1160.27 FEET TO THE POINT OF BEGINNING AND CONTAINING 3.46 ACRES MORE OR LESS; and

WHEREAS, a public hearing upon the proposed amendment to the Zoning Ordinance should be held and a time and place for hearing thereon should be fixed.

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

1. That a public hearing be held by the Indianola City Council on the proposed amendment to the Zoning Ordinance, at the Indianola City Hall, 110 N 1st Street, Indianola, Iowa, at 6:00 p.m. on June 1, 2020, at which time the City Council will consider any objections to the proposed amendment and will hear all interested persons.
2. That the Mayor and Clerk be and hereby are authorized and instructed to give Notice of said public hearing, as required by law.

APPROVED this 4th day of May 2020.

Kelly B. Shaw, Mayor

ATTEST:

Andrew J. Lent, City Clerk

Meeting Date: 05/04/2020

Subject

Resolution setting May 18, 2020 as a Public Hearing for a sign exemption request from Ryne Schroeder of Iowa Sign Company, on behalf of Z's Eatery and Draught Haus, located at 1501 North 1st Street.

Information

Fiscal Impact

Attachments

Zs Sign Memorandum
Public Hearing Notice
Resolution Setting Hearing



COMMUNITY DEVELOPMENT

To: Mayor and City Council
From: Charlie E. Dissell, Community and Economic Development Director
CC: Ryan Waller, City Manager
Date: April 24, 2020
Re: Resolution setting May 18, 2020 as a Public Hearing for a sign exemption request from Ryne Schroeder of Iowa Sign Company, on behalf of Z's Eatery and Draught Haus, located at 1501 North 1st Street.

At its meeting on May 4th, the City Council will be asked to set a public hearing for a sign exemption request from Ryne Schroeder of Iowa Sign Company, on behalf of Z's Eatery and Draught Haus, located at 1501 North 1st Street, proposes to replace an existing canopy sign and replace it with a new canopy sign. In review of the proposed updated signage, staff gave feedback that the canopy sign did not meet the City's sign code as exceeds twelve (12) inches in height and twelve (12) square feet in area. As such, an exemption for the sign is requested.

No such exemption shall be granted by the Council without a public hearing. Notice thereof shall be given at least four (4) days but no more than twenty (20) days in advance of the hearing by a single publication in a newspaper of general circulation within the City. Staff request the public hearing take place on May 18th and will work to have notice published on May 13th.

I will attend the May 4th Council meeting if you have any questions.



**NOTICE OF PUBLIC HEARING ON APPLICATION FOR EXEMPTION OF SIGN
CODE AT 1501 NORTH 1st STREET, INDIANOLA, IOWA**

Notice is Hereby Given: That at 6:00 P.M., at the Council Chambers, City Hall, 110 N. 1st Street, Indianola, IA 50125 on May 18, 2020, the City Council of the City of Indianola, Iowa (The “City”) will hold a public hearing to consider an application for an exemption of the sign code at 1501 North 1st Street, Indianola, Iowa

A copy of the proposed exemption is on file for public inspection in the office of the City Clerk.

At said hearing any interested person may file written objections or present oral comments with respect to the subject matter of the hearing.

Due to the COVID-19 Pandemic, the City of Indianola is currently hosting its meetings virtually at https://www.youtube.com/channel/UCCwqdy2irWQILB_1QzcVrdw for those who do not wish to attend in person.

You may also view the meeting via a zoom webinar:

<https://us02web.zoom.us/j/81716937811?pwd=U1FUcVlQZjM0RDZ1TTFqaWZDWmlGUT09>

Password: 103831

Or iPhone one-tap : 1-646-558-8656, 81716937811# or 1-301-715-8592, 81716937811#

Or Telephone Dial: 1-646-558-8656 or 1-301-715-8592 or 1-312-626-6799 or 1-669-900-9128 or 1-253-215-8782 or 1-346-248-7799. Webinar ID: 817 1693 7811

Comments may be submitted prior or during the public hearing to cityclerk@indianolaiowa.gov or by calling 515-962-5240.

All comments submitted will become a part of the published hearing. This Notice is published by order of the City Council of the City of Indianola, Iowa on May 4, 2020.

\s\Andrew J. Lent

City Clerk

RESOLUTION NO. 2020-_____

**RESOLUTION SETTING PUBLIC HEARING ON APPLICATION FOR EXEMPTION
OF SIGN CODE AT 1501 NORTH 1ST STREET, INDIANOLA, IOWA**

WHEREAS, the Municipal Code of the City of Indianola, Iowa, provides that the City Council may grant a specific exemption for a sign, provided the Council shall find the existence of a special and unusual, individual circumstance; and

WHEREAS, Ryne Schroeder of Iowa Sign Company, on behalf of Z's Eatery and Draught Haus, located at 1501 North 1st Street;

WHEREAS, a public hearing is required prior to consideration of said exemption.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Indianola, Iowa, that a public hearing on the proposed sign exemption is hereby set for the 18th day of May 2020, at 6:00 o'clock p.m. in the Council Chambers of the Municipal Building in Indianola, Iowa.

NOW, THEREFORE, BE IT FURTHER RESOLVED by the City Council of the City of Indianola, Iowa, that the City Clerk is hereby directed to publish notice in compliance with Iowa Code section 372.2.

APPROVED this 4th day of May 2020.

Kelly B. Shaw, Mayor

ATTEST:

Andrew J. Lent, City Clerk

Meeting Date: 05/04/2020

Subject

Receive and file Fiscal Year 2019 Financial Audit.

Information

In the Council packet is the FY2019 Financial Audit for the City of Indianola. The audit needs to be received and filed prior to filing the audit with the State of Iowa.

Fiscal Impact

Attachments

Audit Memorandum

Letter from Auditor

Audit Report



— CLERK/FINANCE DEPARTMENT —

To: Mayor and Council
From: Andrew J. Lent, City Clerk/CFO
CC: Ryan Waller, City Manager
Date: May 4, 2020
Re: FY2019 Audit

In the Council packet is the FY2019 Financial Audit for the City of Indianola. The audit needs to be received and filed prior to filing the audit with the State of Iowa. Towards the end of the audit, are the findings of the audit which includes areas where the City can improve in financial tracking and handling of City funds. I review these findings below.

- **Segregation of Duties:** With the rearrangement of the City Clerk/Finance Department, the duties of accounts payable and bank reconciliation have been separated. I know this has been a major concern of the auditors for several years. I do expect this comment to continue to appear in future audits as is normally the case for cities with a small finance staff as it is nearly impossible to completely segregate finance duties with only four employees.
- **Credit Cards:** Since this comment in last year's audit, the City has instituted more robust review of credit card statement approvals and receipts. The number of credit cards issued has also been reviewed and decreased. We did review the policy, which the Council has adopted, to modify credit limits for department heads.
- **Payroll Department Codes:** The City had one instance where an employee transitioned to IMU, but the City continued to pay benefits for this employee. This was reviewed with the payments switched over to IMU and past payments paid by IMU.
- **Certified Budget:** The Community and Economic Development area had a larger than expected Hotel-Motel revenue amount which then needed to be paid out to BRAVO and Des Moines Convention and Visitors Bureau per the 28E agreement with them (Two-sevenths of the amount received to each organization). The public works was due to the end of the fiscal year being in the middle of construction season and a larger amount paid prior to June 30 that should have been paid after July 1. Staff does coordinate and process budget amendments periodically during the year for such instances.
- **Questionable Expenses:** This was one instance where an employee spent more on a meal while on official travel than what should have been allowed. In the same month, the Employee Handbook was modified to specifically set dollar limits and the updated policy has been relayed to employees.
- **Urban Renewal Interest:** The City accounted for interest in the General Fund that should have been in the TIF Fund. This has been corrected.

Staff recommendation is to receive and file the FY2019 audit.



Honorable Mayor and
Members of the City Council
Indianola, Iowa

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Indianola, Iowa for the year ended June 30, 2019. Professional standards require that we provide you with information about our responsibilities under auditing standards generally accepted in the United States of America and *Government Auditing Standards*, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our presentation about planning matters on September 3, 2019. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Matters

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the City are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year ended June 30, 2019. We noted no transactions entered into by the City during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements relate to disclosures of compensated absences and net pension liabilities.

We evaluated the key factors and assumptions used to develop these estimates in determining that they are reasonable in relation to the financial statements taken as a whole.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosure affecting the financial statements was:

The disclosure in Note 3 to the financial statements relating to the City's outstanding bonds and notes payable.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated April 15, 2020.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the City's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the City's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We were engaged to report on the supplementary information included in schedules 1 through 6, which accompany the financial statements but is not required supplementary information. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with the cash basis of accounting, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

We were not engaged to report on the other information which includes management's discussion and analysis, the budgetary comparison information, the City proportionate share of the net pension liability, the schedule of City contributions, and the schedule of changes in the City's total OPEB liability, related ratios and notes which accompany the financial statements but is not required supplementary information. Such information has not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on it.

Restriction on Use

This information is intended solely for the information and use of the City of Indianola Council and management and is not intended to be, and should not be, used by anyone other than these specified parties.

Denman & Company, LLP
DENMAN & COMPANY, LLP

West Des Moines, Iowa
April 15, 2020

City of Indianola

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

June 30, 2019

TABLE OF CONTENTS

	<u>Page</u>
OFFICIALS	3
INDEPENDENT AUDITOR'S REPORT	4-5
MANAGEMENT'S DISCUSSION AND ANALYSIS	6-11
BASIC FINANCIAL STATEMENTS	12
	Exhibit
Government-wide financial statement	
Statement of activities and net position – cash basis	A 13-14
Governmental fund financial statement	
Statement of cash receipts, disbursements and changes in cash balances	B 15-16
Reconciliation of the statement of cash receipts, disbursements and changes in cash balances to the statement of activities and net position-cash basis	C 17
Proprietary fund financial statement	
Statement of cash receipts, disbursements and changes in cash balances	D 18
Reconciliation of the statement of cash receipts, disbursements and changes in cash balances to the statement of activities and net position-cash basis	E 19
Notes to financial statements	20-36
OTHER INFORMATION	37
Budgetary comparison schedule of receipts, disbursements, and changes in balances – budget and actual (cash basis) – all governmental funds and proprietary funds	38-39
Note to other information – budgetary reporting	40
Schedule of the City's proportionate share of the net pension liability	41
Schedule of City contributions	42-43
Notes to other information – pension liability	44-45
SUPPLEMENTARY INFORMATION	46
	<u>Schedule</u>
Schedule of cash receipts, disbursements and changes in cash balances – nonmajor governmental funds	1 47
Schedule of cash receipts, disbursements and changes in cash balances – nonmajor proprietary funds	2 48
Schedule of cash receipts, disbursements and changes in cash balances – internal service funds	3 49
Schedule of indebtedness	4 50-51
Bond maturities	5 52-53
Schedule of receipts by source and disbursements by function – all governmental funds	6 54-55
INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS	56-57
SCHEDULE OF FINDINGS	58-62

**City of Indianola
OFFICIALS**

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



INDEPENDENT AUDITOR'S REPORT

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

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the business type activities, each major fund, and the aggregate remaining fund information of the City of Indianola, Iowa (the City), as of and for the year ended June 30, 2019, and the related notes to financial statements, which collectively comprise the City's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

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

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

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

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective cash basis financial position of the governmental activities, the business type activities, each major fund and the aggregate remaining fund information of the City of Indianola, Iowa as of June 30, 2019, and the respective changes in cash basis financial position for the year then ended in accordance with the cash basis of accounting described in Note 1.

Basis of Accounting

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

Emphasis of Matter

As discussed in Note 1, the financial statements referred to above do not include the financial data of Indianola Municipal Utilities, a component unit of the City, which accounting principles generally accepted in the United States of America require to be reported with the financial data of the City's primary government. As a result, the primary government financial statements do not purport to, and do not present fairly the results of the cash transactions of the funds of the City of Indianola as of and for the year ended June 30, 2019 on the basis of accounting described in Note 1.

Other Matters

Supplementary and Other Information

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

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

The other information, Management's Discussion and Analysis, the budgetary comparison information, the schedule of the City's proportionate share of the net pension liability, the schedule of City contributions on pages 6 through 11 and 37 through 45 has not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we do not express an opinion or provide any assurance on it.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated April 15, 2020 on our consideration of the City's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing and not to provide an opinion on the effectiveness of the City's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control over financial reporting and compliance.


DENMAN & COMPANY, LLP

West Des Moines, Iowa
April 15, 2020

MANAGEMENT'S DISCUSSION AND ANALYSIS

The City of Indianola (City) provides this Management's Discussion and Analysis of its financial statements. This narrative overview and analysis of the financial activities is for the fiscal year ended June 30, 2019. We encourage readers to consider this information in conjunction with the City's financial statements, which follow.

2019 FINANCIAL HIGHLIGHTS

- The City's governmental activities' receipts increased 13.7% or approximately \$2,070,000 from fiscal year 2018. Increase is due primarily to an increase in ambulance billing receipts included in charges for services and property taxes.
- City governmental activities' disbursements decreased 1.5% or approximately \$210,000 from fiscal year 2018. Decrease was due primarily to a decrease in debt service disbursements.
- The City's total cash basis net position at June 30, 2019 increased approximately 18.5% or approximately \$3,800,000 from June 30, 2018. Of this amount, the City's governmental funds cash basis net position increased approximately \$3,960,000 (23.7%), the net position of the enterprise funds decreased approximately \$170,000 (4.7%), and the net position of the internal service fund increased by approximately \$330,000 (26.2%).

USING THIS ANNUAL REPORT

The annual report consists of a series of financial statements and other information as follows:

Management's Discussion and Analysis introduces the basic financial statements and provides an analytical overview of the City's financial activities.

The Government-wide Financial Statement consists of a Statement of Activities and Net Position - Cash Basis. This statement provides information about the activities of the City as a whole and presents an overall view of the City's finances.

The Fund Financial Statements tell how governmental services were financed in the short term as well as what remains for future spending. Fund financial statements report the City's operations in more detail than the government-wide financial statement by providing information about the most significant funds.

Notes to Financial Statements provide additional information essential to a full understanding of the data provided in the basic financial statements.

Other information further explains and supports the financial statements with a comparison of the City's budget for the year and the City's proportionate share of the net pension liability and related contributions.

Supplementary Information provides detailed information about the nonmajor governmental funds, nonmajor proprietary funds, the City's indebtedness and receipts by source and disbursements by function.

BASIS OF ACCOUNTING

The City maintains its financial records on the basis of cash receipts and disbursements and the financial statements of the City are prepared on that basis. The cash basis of accounting does not give effect to accounts receivable, accounts payable and accrued items. Accordingly, the financial statements do not present financial position and results of operations of the funds in accordance with accounting principles generally accepted in the United States of America. Therefore, when reviewing the financial information and discussion within this annual report, the reader should keep in mind the limitations resulting from the use of the cash basis of accounting.

REPORTING THE CITY'S FINANCIAL ACTIVITIES

Government-wide Financial Statement

One of the most important questions asked about the City's finances is, "How do the City's finances compare at the end of this fiscal year to the last fiscal year?". The Statement of Activities and Net Position - Cash Basis reports information which helps answer this question.

The Statement of Activities and Net Position - Cash Basis presents the City's net position. Over time, increases or decreases in the City's net position may serve as a useful indicator of whether the financial position of the City is improving or deteriorating.

The Statement of Activities and Net Position - Cash Basis is divided into two kinds of activities:

- Governmental Activities include public safety, public works, culture and recreation, community and economic development, general government, debt service and capital projects. Property and other taxes finance most of these activities.
- Business Type Activities include the sanitary sewer, storm water and solid waste system. These activities are financed primarily by user charges.

Fund Financial Statements

The City has two kinds of funds:

1. Governmental funds account for most of the City's basic services. They focus on how money flows into and out of the funds and the balances at year-end that are available for spending. Governmental funds include: 1) the General Fund, 2) the Special Revenue Funds such as Road Use Tax and Urban Renewal Tax Increment, 3) the Debt Service Fund and 4) the Capital Projects Fund. The governmental fund financial statements provide a detailed short-term view of the City's general government operations and the basic services it provides. Governmental fund information helps determine whether there are more or fewer financial resources that can be spent in the near future to finance the City's programs.

The required financial statement for governmental funds is a Statement of Cash Receipts, Disbursements and Changes in Cash Balances.

2. Proprietary funds account for the City's Enterprise Funds and the Internal Service Funds. Enterprise Funds are used to report business type activities. The City maintains three Enterprise Funds to provide separate information for the Sewer, Recycling, and Storm Water Funds. Internal Service Funds are an accounting device used to accumulate and allocate costs internally among the City's various functions.

The required financial statement for propriety funds is a Statement of Cash Receipts, Disbursements and Changes in Cash Balances.

Reconciliations between the government-wide statement and the fund financial statements follow the fund financial statements.

GOVERNMENT-WIDE FINANCIAL ANALYSIS

Governmental Activities

Net position may serve over time as a useful indicator of financial position. The City's cash balance for governmental activities increased from a year ago from approximately \$16.7 million to \$20.7 million. The analysis that follows focuses on the changes in cash basis net position of governmental activities.

Changes in Cash Basis Net Position of Governmental Activities (Expressed in Thousands)		
	Year ended June 30	
	2019	2018
Receipts:		
Program receipts:		
Charges for service	\$ 2,083	\$ 1,409
Operating grants, contributions and restricted interest	2,385	2,247
Capital grants, contributions and restricted interest	23	227
General receipts:		
Property taxes	9,225	8,676
Hotel motel taxes	156	139
Other taxes	1,930	1,957
Payments in lieu of taxes	902	—
Unrestricted interest on investments	407	257
Bond proceeds	—	125
Other general receipts	37	45
Total receipts	<u>17,148</u>	<u>15,082</u>
Disbursements:		
Public safety	4,949	5,137
Public works	1,586	1,637
Culture and recreation	2,134	2,069
Community and economic development	516	488
General government	847	1,090
Debt service	1,935	2,420
Capital projects	1,699	1,031
Total disbursements	<u>13,666</u>	<u>13,872</u>
Change in cash basis net position before transfers	3,482	1,210
Transfers, net	<u>480</u>	<u>1,495</u>
Change in cash basis net position	3,962	2,705
Cash basis net position beginning of year	<u>16,697</u>	<u>13,992</u>
Cash basis net position end of year	<u>\$ 20,659</u>	<u>\$ 16,697</u>

The City's total receipts for governmental activities increased by \$2,066,000 (13.7%) primarily due to the inclusion of payments in lieu of taxes in fiscal 2019, and increases in charges for service and property taxes. The total cost of all programs and services decreased by \$206,000 (1.5%) primarily due to decreases in debt service and general government, partially offset by increases in capital projects.

The cost of all governmental activities this year was approximately \$13.7 million compared to \$13.9 million in the prior year. However, as shown in the Statement of Activities and Net Position - Cash Basis on pages 13-14, the amount that our taxpayers ultimately financed for these activities through City taxes was \$9.2 million because some of the cost was paid by those who directly benefit from the programs (\$2.1 million) or by other governments and organizations that subsidized certain programs with grants and contributions (approximately \$2.4 million). Overall, the City's governmental programs receipts, including intergovernmental aid and fees for services, increased in 2019 from \$3.9 million to \$4.5 million. The city paid for the remaining "public benefit" portion of governmental activities with approximately \$11.3 million of tax receipts (some of which could only be used for certain programs), with cash reserves and other receipts, such as bond proceeds, interest and general receipts.

Business Type Activities

Changes in Cash Basis Net Position of Business Type Activities (Expressed in Thousands)

	<u>Year ended June 30</u>	
	<u>2019</u>	<u>2018</u>
Receipts:		
Program receipts:		
Charges for service:		
Sewer	\$ 3,304	\$ 3,332
Other	491	435
General Receipts:		
Unrestricted interest on investments	65	45
Bond proceeds	<u>1,112</u>	<u>1,934</u>
Total receipts	<u>4,972</u>	<u>5,746</u>
Disbursements:		
Sewer	4,238	4,385
Other	<u>411</u>	<u>407</u>
Total disbursements	<u>4,649</u>	<u>4,792</u>
Change in cash basis net position before transfers	323	954
Transfers, net	<u>(480)</u>	<u>(630)</u>
Change in cash basis net position	(157)	324
Cash basis net position beginning of year	<u>3,832</u>	<u>3,508</u>
Cash basis net position end of year	<u>\$ 3,675</u>	<u>\$ 3,832</u>

Total business type activities receipts for the fiscal year were approximately \$5.0 million compared to \$5.7 million last year. This decrease was due primarily to a decline in proceeds from the issuance of bonds. The cash basis net position decreased by approximately \$157,000 from the prior year. Total disbursements for the fiscal year decreased by approximately \$143,000 to a total of \$4.6 million due to a decrease in sewer related capital projects.

INDIVIDUAL MAJOR FUND ANALYSIS

As the City of Indianola completed the year, its governmental funds reported a combined fund balance of approximately \$19.6 million, an increase of approximately \$3.8 million from the prior year. The following are the major reasons for the changes in fund balances from the prior year for the City's major funds.

Governmental Funds

- The General Fund is the main operating fund of the City. At the end of the current fiscal year, the fund balance of the General Fund was approximately \$8.1 million, an increase of \$1.2 million from the prior year. This increase was mainly due to increases in ambulance billing receipts.
- The Local Option Sales Tax Fund was established to account for the City's local option sales tax receipts and applicable disbursements. At the end of the fiscal year, the fund balance was approximately \$5.2 million, an increase of \$1.8 million from the prior year. This increase was due to the City's intent to build fund balance to fund future capital projects.
- The Urban Renewal Tax Increment Fund was established to account for the taxes authorized in the City's Urban Renewal Districts which are used to pay principal and interest on indebtedness incurred for urban renewal redevelopment projects. At the end of the fiscal year, the fund balance was approximately \$2.7 million, an increase of \$1.0 million from the prior year.

Individual Major Proprietary Fund Analysis

- The cash balance of the Sewer Fund decreased by \$190,000 to \$2.9 million due primarily to capital project disbursements exceeding bond proceeds.

BUDGETARY HIGHLIGHTS

In accordance with the Code of Iowa, the City Council annually adopts a budget following required public notice and hearings for all funds. Although the budget document presents functional disbursements by fund, the legal level of control is at the aggregated function level, not at the fund or fund type level. The budget may be amended during the year utilizing similar statutorily prescribed procedures. Over the course of the year, the City amended its operating budget twice. The amendments were approved to provide for additional receipts and expenditures in certain City departments. The City had sufficient cash balances to absorb these additional costs.

The City's receipts were approximately \$50,000 more than budgeted. This was primarily due to amounts budgeted for other City taxes use of money and property, intergovernmental and miscellaneous.

With the budget amendments, total disbursements were approximately \$3,500,000 less than the amended budget. This was primarily due to business type activities and capital projects being far less than the amended budget.

DEBT ADMINISTRATION

At June 30, 2019, the City had \$23.5 million in bonds and other long-term debt compared to \$24.7 million last year as shown below.

Outstanding Debt at Year-End (Expressed in Thousands)		
	June 30	
	2019	2018
General obligation bonds	\$ 11,580	\$ 13,380
Iowa Economic Development Authority loan	100	125
Revenue bonds	<u>11,863</u>	<u>11,236</u>
	<u>\$ 23,543</u>	<u>\$ 24,741</u>

Change in debt obligations is due to the issuance of approximately \$1.1 million in revenue bonds during the fiscal year, offset by principal payments of \$2.3 million.

The City carries a general obligation bond rating of Aa2 assigned by a national rating agency to the City's debt. The Constitution of the State of Iowa limits the amount of general obligation debt that cities can issue to 5 percent of the assessed valuation of all taxable property within the City's corporate limits. The City's outstanding general obligation debt of \$11.58 million is below the City's \$47.99 million legal debt limit. The outstanding general obligation debt is 24.1% of the legal debt limit.

More detailed information about the City's long-term liabilities is presented in Note 3 to the financial statements.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGET AND RATES

The City's elected and appointed officials and citizens considered many factors when setting the 2020 fiscal year budget, tax rates and fees that will be charged for various City activities. One of those factors is the economy. The City's tax base has grown at an annualized rate of approximately 4.1% over the past three years. The U.S. Consumer Price Index (CPI) is a measure of the changes in retail prices of a fixed market grouping of consumer goods and services. For the 12 month period that ended in June, 2019 the CPI-U increased 1.7%.

These indicators were taken into account when adopting the budget for 2020. Budgeted disbursements are expected to increase by approximately \$3.7 million and budgeted receipts are expected to decrease approximately \$3.7 million. Increases in disbursements relate primarily to budgeted increases in public safety and business type disbursements. Decreases in budget revenues are due primarily to decreases in budgeted other City taxes and charges for service. The City's property tax rate for fiscal year 2020 increased 4.5% to \$13.28 per \$1,000 in taxable valuation.

If these estimates are realized, the City's budgeted cash balance is expected to decrease by \$4.9 million by the close of fiscal year 2020.

CONTACTING THE CITY'S FINANCIAL MANAGEMENT

This financial report is designed to provide our citizens, taxpayers and creditors with a general overview of the City's finances and to show the City's accountability for the money it receives. If you have any questions about this report or need additional financial information contact Andy Lent, Finance Director, 110 North 1st Street, Indianola, Iowa 50125.

BASIC FINANCIAL STATEMENTS

City of Indianola
STATEMENT OF ACTIVITIES AND NET POSITION - CASH BASIS
As of and for the year ended June 30, 2019

		Program revenues		
		Charges	Operating grants,	Capital grants,
	<u>Disbursements</u>	<u>for service</u>	<u>contributions, and</u>	<u>contributions, and</u>
			<u>restricted interest</u>	<u>restricted interest</u>
FUNCTIONS/PROGRAMS				
Governmental activities				
Public safety	\$ 4,948,589	\$ 866,984	\$ 327,377	\$ —
Public works	1,586,213	25,701	1,909,623	—
Culture and recreation	2,133,944	500,529	147,982	—
Community and economic development	516,009	46,548	—	—
General government	846,913	643,434	—	—
Debt service	1,935,236	—	—	—
Capital projects	<u>1,699,177</u>	<u>—</u>	<u>—</u>	<u>23,247</u>
Total governmental activities	<u>13,666,081</u>	<u>2,083,196</u>	<u>2,384,982</u>	<u>23,247</u>
Business type activities				
Sewer	4,238,063	3,304,422	—	—
Other	<u>411,328</u>	<u>490,810</u>	<u>—</u>	<u>—</u>
Total business type activities	<u>4,649,391</u>	<u>3,795,232</u>	<u>—</u>	<u>—</u>
Total	<u>\$18,315,472</u>	<u>\$5,878,428</u>	<u>\$2,384,982</u>	<u>\$ 23,247</u>

GENERAL RECEIPTS AND TRANSFERS

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

CASH BASIS NET POSITION, beginning of year

CASH BASIS NET POSITION, end of year

CASH BASIS NET POSITION

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

Total cash basis net assets

See Notes to Financial Statements.

Net (disbursements) receipts and changes in cash basis net position		
Primary government		
Governmental activities	Business type activities	Total
\$ (3,754,228)	\$ —	\$ (3,754,228)
349,111	—	349,111
(1,485,433)	—	(1,485,433)
(469,461)	—	(469,461)
(203,479)	—	(203,479)
(1,935,236)	—	(1,935,236)
<u>(1,675,930)</u>	<u>—</u>	<u>(1,675,930)</u>
<u>(9,174,656)</u>	<u>—</u>	<u>(9,174,656)</u>
—	(933,641)	(933,641)
—	79,482	79,482
<u>—</u>	<u>(854,159)</u>	<u>(854,159)</u>
<u>(9,174,656)</u>	<u>(854,159)</u>	<u>(10,028,815)</u>
6,116,030	—	6,116,030
615,157	—	615,157
2,302,131	—	2,302,131
155,560	—	155,560
1,929,502	—	1,929,502
902,400	—	902,400
192,767	—	192,767
406,784	64,484	471,268
—	1,112,292	1,112,292
36,560	—	36,560
479,817	<u>(479,817)</u>	<u>—</u>
<u>13,136,708</u>	<u>696,959</u>	<u>13,833,667</u>
3,962,052	(157,200)	3,804,852
<u>16,696,596</u>	<u>3,832,331</u>	<u>20,528,927</u>
<u>\$20,658,648</u>	<u>\$3,675,131</u>	<u>\$24,333,779</u>
\$ 1,846,321	\$ —	\$ 1,846,321
2,743,627	—	2,743,627
458,278	—	458,278
1,026,196	74,471	1,100,667
5,648,379	—	5,648,379
<u>8,935,847</u>	<u>3,600,660</u>	<u>12,536,507</u>
<u>\$20,658,648</u>	<u>\$3,675,131</u>	<u>\$24,333,779</u>

City of Indianola
STATEMENT OF CASH RECEIPTS, DISBURSEMENTS AND
CHANGES IN CASH BALANCES
GOVERNMENTAL FUNDS
As of and for the year ended June 30, 2019

		Special revenue			
	General	Road Use Tax	Local Option Sales Tax	Employee Benefit Tax Levy	Urban Renewal Tax Increment
RECEIPTS					
Property tax	\$4,245,302	\$ —	\$ —	\$1,870,728	\$ —
Tax increment financing	—	—	—	—	2,302,131
Other city tax	302,503	—	1,759,296	—	—
Licenses and permits	217,685	—	—	—	—
Use of money and property	684,000	—	—	—	—
Intergovernmental	1,599,681	1,909,623	—	44,605	34,189
Charges for service	959,881	—	—	—	—
Special assessments	—	—	—	—	—
Miscellaneous	425,067	925	—	—	—
Total receipts	<u>8,434,119</u>	<u>1,910,548</u>	<u>1,759,296</u>	<u>1,915,333</u>	<u>2,336,320</u>
DISBURSEMENTS					
Operating					
Public safety	5,067,392	—	—	—	—
Public works	419,052	1,229,628	—	—	—
Culture and recreation	2,088,341	—	—	—	—
Community and economic development	511,211	—	—	—	4,558
General government	828,581	—	—	—	—
Debt service	29,147	—	—	—	—
Capital projects	838,877	—	—	—	—
Total disbursements	<u>9,782,601</u>	<u>1,229,628</u>	<u>—</u>	<u>—</u>	<u>4,558</u>
Excess (deficiency) of receipts over (under) disbursements	<u>(1,348,482)</u>	<u>680,920</u>	<u>1,759,296</u>	<u>1,915,333</u>	<u>2,331,762</u>
OTHER FINANCING SOURCES (USES)					
Sale of assets	16,350	—	—	—	—
Operating transfers in	3,012,139	—	—	—	—
Operating transfers out	<u>(519,501)</u>	<u>(392,000)</u>	<u>—</u>	<u>(1,904,826)</u>	<u>(1,330,117)</u>
Total other financing sources (uses)	<u>2,508,988</u>	<u>(392,000)</u>	<u>—</u>	<u>(1,904,826)</u>	<u>(1,330,117)</u>
Net change in cash balances	1,160,506	288,920	1,759,296	10,507	1,001,645
CASH BALANCES, beginning of year	<u>6,892,788</u>	<u>1,557,401</u>	<u>3,481,405</u>	<u>—</u>	<u>1,741,982</u>
CASH BALANCES, end of year	<u>\$8,053,294</u>	<u>\$1,846,321</u>	<u>\$5,240,701</u>	<u>\$ 10,507</u>	<u>\$2,743,627</u>
CASH BASIS FUND BALANCES					
Restricted for					
Streets	\$ —	\$1,846,321	\$ —	\$ —	\$ —
Urban renewal purposes	—	—	—	—	2,743,627
Capital projects	—	—	—	—	—
Debt service	—	—	—	—	—
Other purpose	129,452	—	5,240,701	10,507	—
Unassigned	<u>7,923,842</u>	<u>—</u>	<u>—</u>	<u>—</u>	<u>—</u>
Total cash basis fund balances	<u>\$8,053,294</u>	<u>\$1,846,321</u>	<u>\$5,240,701</u>	<u>\$ 10,507</u>	<u>\$2,743,627</u>

See Notes to Financial Statements.

Exhibit B

<u>Debt Service</u>	<u>Capital Projects</u>	<u>Nonmajor Governmental Funds</u>	<u>Total</u>
\$ 615,157	\$ —	\$ —	\$ 6,731,187
—	—	—	2,302,131
—	—	—	2,061,799
—	—	—	217,685
—	—	1,219	685,219
169,356	988	—	3,758,442
—	—	—	959,881
20,646	2,617	—	23,263
<u>—</u>	<u>22,259</u>	<u>80,398</u>	<u>528,649</u>
<u>805,159</u>	<u>25,864</u>	<u>81,617</u>	<u>17,268,256</u>
—	—	—	5,067,392
—	—	—	1,648,680
—	—	73,848	2,162,189
—	240	—	516,009
—	—	—	828,581
2,062,589	—	—	2,091,736
<u>—</u>	<u>860,300</u>	<u>—</u>	<u>1,699,177</u>
<u>2,062,589</u>	<u>860,540</u>	<u>73,848</u>	<u>14,013,764</u>
(1,257,430)	(834,676)	7,769	3,254,492
—	20,210	—	36,560
1,107,621	531,501	—	4,651,261
<u>—</u>	<u>—</u>	<u>(25,000)</u>	<u>(4,171,444)</u>
<u>1,107,621</u>	<u>551,711</u>	<u>(25,000)</u>	<u>516,377</u>
(149,809)	(282,965)	(17,231)	3,770,869
<u>1,176,005</u>	<u>741,243</u>	<u>284,950</u>	<u>15,875,774</u>
<u>\$1,026,196</u>	<u>\$ 458,278</u>	<u>\$ 267,719</u>	<u>\$19,646,643</u>
\$ —	\$ —	\$ —	\$ 1,846,321
—	—	—	2,743,627
—	458,278	—	458,278
1,026,196	—	—	1,026,196
—	—	267,719	5,648,379
<u>—</u>	<u>—</u>	<u>—</u>	<u>7,923,842</u>
<u>\$1,026,196</u>	<u>\$ 458,278</u>	<u>\$ 267,719</u>	<u>\$19,646,643</u>

See Notes to Financial Statements.

City of Indianola
**RECONCILIATION OF THE STATEMENT OF CASH RECEIPTS, DISBURSEMENTS AND
 CHANGES IN CASH BALANCES
 TO THE STATEMENT OF ACTIVITIES AND NET POSITION – CASH BASIS
 GOVERNMENTAL FUNDS
 As of and for the year ended June 30, 2019**

Total governmental funds cash balances (pages 15-16)	\$19,646,643
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***Amounts reported for governmental activities in the Statement of Activities
and Net Position - Cash Basis are different because:***

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

1,012,005

Cash basis net position of governmental activities (pages 13-14)	<u>\$20,658,648</u>
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Net change in cash balances (pages 15-16)	\$ 3,770,869
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***Amounts reported for governmental activities in the Statement of Activities
and Net Position - Cash Basis are different because:***

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

191,183

Change in cash basis net position of governmental activities (pages 13-14)	<u>\$ 3,962,052</u>
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City of Indianola
**STATEMENT OF CASH RECEIPTS, DISBURSEMENTS AND
 CHANGES IN CASH BALANCES
 PROPRIETARY FUNDS**
 As of and for the year ended June 30, 2019

	<u>Enterprise Funds</u>			<u>Internal Service Funds</u>
	<u>Sewer</u>	<u>Nonmajor Enterprise Funds</u>	<u>Total</u>	
OPERATING RECEIPTS				
Charges for service	\$3,136,809	\$ 490,810	\$3,627,619	\$1,627,561
Miscellaneous	<u>112,704</u>	<u>—</u>	<u>112,704</u>	<u>68,455</u>
Total operating receipts	<u>3,249,513</u>	<u>490,810</u>	<u>3,740,323</u>	<u>1,696,016</u>
OPERATING DISBURSEMENTS				
Governmental Activities				
Public safety	—	—	—	443,119
Public works	—	—	—	92,260
Culture and recreation	—	—	—	169,608
General government	—	—	—	125,409
Business type activities	1,490,481	340,579	1,831,060	85,728
Component unit				
Indianola Municipal Utility	<u>—</u>	<u>—</u>	<u>—</u>	<u>449,194</u>
Total operating disbursements	<u>1,490,481</u>	<u>340,579</u>	<u>1,831,060</u>	<u>1,365,318</u>
Excess of operating receipts over operating disbursements	<u>1,759,032</u>	<u>150,231</u>	<u>1,909,263</u>	<u>330,698</u>
NONOPERATING RECEIPTS (DISBURSEMENTS)				
Bond proceeds	1,112,292	—	1,112,292	—
Interest on investments	64,484	—	64,484	306
Rental income	43,874	—	43,874	—
Special assessments	11,035	—	11,035	—
Debt service	(815,481)	—	(815,481)	—
Capital projects	<u>(1,949,731)</u>	<u>(70,749)</u>	<u>(2,020,480)</u>	<u>—</u>
Net nonoperating receipts (disbursements)	<u>(1,533,527)</u>	<u>(70,749)</u>	<u>(1,604,276)</u>	<u>306</u>
Excess of receipts over disbursements	225,505	79,482	304,987	331,004
TRANSFERS OUT	<u>(415,917)</u>	<u>(63,900)</u>	<u>(479,817)</u>	<u>—</u>
Net change in cash balances	<u>(190,412)</u>	<u>15,582</u>	<u>(174,830)</u>	<u>331,004</u>
CASH BALANCES, beginning of year	<u>3,050,733</u>	<u>665,078</u>	<u>3,715,811</u>	<u>1,264,315</u>
CASH BALANCES, end of year	<u>\$2,860,321</u>	<u>\$ 680,660</u>	<u>\$3,540,981</u>	<u>\$1,595,319</u>
CASH BASIS FUND BALANCES				
Restricted for debt service	\$ 74,471	\$ —	\$ 74,471	\$ —
Unrestricted	<u>2,785,850</u>	<u>680,660</u>	<u>3,466,510</u>	<u>1,595,319</u>
Total cash basis fund balances	<u>\$2,860,321</u>	<u>\$ 680,660</u>	<u>\$3,540,981</u>	<u>\$1,595,319</u>

See Notes to Financial Statements.

City of Indianola
**RECONCILIATION OF THE STATEMENT OF CASH RECEIPTS, DISBURSEMENTS AND
 CHANGES IN CASH BALANCES
 TO THE STATEMENT OF ACTIVITIES AND NET POSITION – CASH BASIS
 PROPRIETARY FUNDS
 As of and for the year ended June 30, 2019**

Total enterprise funds cash balances (page 18)	\$3,540,981
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Amounts reported for business type activities in the Statement of Activities and Net Position - Cash Basis are different because:

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

Cash balances held for business type activities	583,314	
Less cash balances held for Indianola Municipal Utilities	<u>(449,164)</u>	<u>134,150</u>

Cash basis net position of governmental activities (pages 13-14)	<u>\$3,675,131</u>
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Net change in cash balances (page 18)	\$ (174,830)
--	---------------------

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

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

Change in cash balances from business type activities	139,821	
Less change in cash balances from Indianola Municipal Utilities	<u>(122,191)</u>	<u>17,630</u>

Change in cash basis net position of governmental activities (pages 13-14)	<u>\$ (157,200)</u>
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City of Indianola
NOTES TO FINANCIAL STATEMENTS

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

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

Reporting Entity

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

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

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

Component Unit

The Indianola Community Parks and Recreation Foundation has been incorporated under the provisions of the Iowa Nonprofit Corporation Act for the primary purpose to encourage gifts and raise funds to be used solely for the development, maintenance and enhancement of the Indianola community recreational programs, facilities, and public parks. In accordance with criteria set by the Governmental Accounting Standards Board, the Foundation meets the definition of a component unit which should be blended. The financial activity of the component unit has been blended as a special revenue fund of the City.

Jointly Governed Organizations

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

City of Indianola
NOTES TO FINANCIAL STATEMENTS

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Basis of Presentation

Government-wide Financial Statement

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

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

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

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

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

Fund Financial Statements

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

The City reports the following major governmental funds:

General Fund

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

Special Revenue

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

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

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

City of Indianola
NOTES TO FINANCIAL STATEMENTS

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Basis of Presentation (continued)

Fund Financial Statements (continued)

Special Revenue (continued)

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

Debt Service Fund

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

Capital Projects Fund

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

The City reports the following major proprietary funds:

Sewer Fund

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

The City also reports the following additional proprietary fund:

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

Measurement Focus and Basis of Accounting

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

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

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

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

City of Indianola
NOTES TO FINANCIAL STATEMENTS

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Governmental Cash Basis Fund Balances

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

Restricted

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

Unassigned

All amounts not included in the preceding classification.

Budgets and Budgetary Accounting

The budgetary comparison and related disclosures are reported as Other Information. During the year ended June 30, 2019, disbursements exceeded the amounts budgeted in the public works and community and economic development functions.

NOTE 2 CASH AND POOLED INVESTMENTS

The City's deposits in banks at June 30, 2019 were entirely covered by federal depository insurance or by the State Sinking Fund in accordance with Chapter 12C of the Code of Iowa. This chapter provides for additional assessments against the depositories to ensure there will be no loss of public funds.

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

At June 30, 2019, the City and IMU had the following investments:

<u>Security Description</u>	<u>Fair Value</u>	<u>Carrying Amount</u>	<u>Investment Maturities (in Years)</u>			
			<u>Less Than 1</u>	<u>1 – 5</u>	<u>6 – 10</u>	<u>More Than 10</u>
Money markets	\$ 8,167,802	\$ 8,167,832	\$ 8,167,802	\$ –	\$ –	\$ –
Federal Farm Credit	2,204,103	2,223,065	–	2,204,103	–	–
FHLA	1,982,773	1,977,948	1,045,442	774,747	162,584	–
FHLB	3,340,573	3,340,434	–	2,409,234	931,339	–
FNMA	4,898,269	4,911,036	898,683	2,083,022	1,282,221	634,343
GNMA	191,786	182,562	–	191,786	–	–
SBA asset backed securities	338,381	327,201	6,445	110,648	–	221,288
U.S. Treasury bills	<u>8,546,879</u>	<u>8,356,359</u>	<u>–</u>	<u>5,830,909</u>	<u>2,715,970</u>	<u>–</u>
	29,670,566	29,486,437	<u>\$10,118,372</u>	<u>\$13,604,449</u>	<u>\$ 5,092,114</u>	<u>\$ 855,631</u>
Less funds held by IMU	<u>(12,318,987)</u>	<u>(12,242,539)</u>				
Total	<u>\$17,351,579</u>	<u>\$17,243,898</u>				

City of Indianola
NOTES TO FINANCIAL STATEMENTS

NOTE 2 CASH AND POOLED INVESTMENTS (continued)

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

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

In addition, the City had investments in the Iowa Public Agency Investment Trust which are valued at an amortized cost of \$114,703. There were no limitations or restrictions on withdrawals for the IPAIT investments. The City's investment in the Iowa Public Agency Investment Trust is unrated.

Interest rate risk

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

Credit risk

Generally, credit risk is the risk that the issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. As of June 30, 2019, the City's investments were rated as follows:

<u>Rating</u>	<u>Carrying Amount</u>
AAA	\$10,248,471
Aaa	8,295,511
Not Rated	<u>10,942,455</u>
	<u>\$29,486,437</u>

NOTE 3 BONDS AND NOTES PAYABLE

A summary of changes in bonds and notes payable for the year ended June 30, 2019 is as follows:

	<u>Balance June 30, 2018</u>	<u>Increases</u>	<u>Decreases</u>	<u>Balance June 30, 2019</u>
Governmental activities				
General obligation bonds	\$13,380,000	\$ —	\$1,800,000	\$11,580,000
Iowa Economic Development Authority Loan	125,000	—	24,503	100,497
Business type activities				
Revenue bonds	<u>11,236,410</u>	<u>1,112,292</u>	<u>486,000</u>	<u>11,862,702</u>
	<u>\$24,741,410</u>	<u>\$1,112,292</u>	<u>\$2,310,503</u>	<u>\$23,543,199</u>

City of Indianola
NOTES TO FINANCIAL STATEMENTS

NOTE 3 BONDS AND NOTES PAYABLE (continued)

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

Year ending June 30	General Obligation			Iowa Economic Development Authority Loan			Revenue		
	Principal	Interest	Total	Principal	Interest	Total	Principal	Interest	Total
2020	\$ 1,835,000	\$ 235,145	\$ 2,070,145	\$ 24,750	\$ 943	\$ 25,693	\$ 498,000	\$ 263,770	\$ 761,770
2021	1,560,000	206,340	1,766,340	24,998	695	25,693	510,000	254,430	764,430
2022	1,465,000	179,733	1,644,733	25,249	445	25,694	524,000	244,823	768,823
2023	1,495,000	153,400	1,648,400	25,500	191	25,691	536,000	234,915	770,915
2024	1,250,000	124,553	1,374,553	—	—	—	550,000	224,755	774,755
2025-2029	3,665,000	295,270	3,960,270	—	—	—	2,972,000	960,560	3,932,560
2030-2034	310,000	15,125	325,125	—	—	—	3,194,000	658,050	3,852,050
2035-2039	—	—	—	—	—	—	2,237,702	316,000	2,553,702
2040-2041	—	—	—	—	—	—	841,000	38,040	879,040
Totals	<u>\$11,580,000</u>	<u>\$1,209,566</u>	<u>\$12,789,566</u>	<u>\$ 100,497</u>	<u>\$ 2,274</u>	<u>\$ 102,771</u>	<u>\$11,862,702</u>	<u>\$3,195,343</u>	<u>\$15,058,045</u>

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

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

The City has pledged future sewer customer revenues, net of specified operating expenses, to repay \$16,393,000 in revenue notes issued from 2009 to 2017. Proceeds from the notes provided financing for the costs of acquisition, construction, improving, extending, and equipping of the municipal sewer system utility. The notes are payable solely from customer net receipts and are payable through 2041. Annual principal and interest payments on the notes are expected to require less than net revenues. The total principal and interest remaining to be paid on the notes is \$11,862,702. For the current year, principal and interest paid and total customer net revenues were \$791,818 and \$1,878,425, respectively.

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

City of Indianola
NOTES TO FINANCIAL STATEMENTS

NOTE 4 PENSION PLANS

Iowa Public Employees' Retirement System (IPERS)

Plan Description

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

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

Pension Benefits

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

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

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

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

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

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

Disability and Death Benefits

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

City of Indianola
NOTES TO FINANCIAL STATEMENTS

NOTE 4 PENSION PLANS (continued)

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

Contributions

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

In fiscal year 2019, pursuant to the required rate, regular members contributed 6.29% of covered payroll and the City contributed 9.44% of covered payroll for a total rate of 15.73%. Protection occupation members contributed 6.81% of covered payroll and the City contributed 10.21% of covered payroll, for a total rate of 17.02%.

The City's total contributions to IPERS for the year ended June 30, 2019 were \$356,186.

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

At June 30, 2019, the City reported a liability of \$1,984,919 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2018, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The City's proportion of the net pension liability was based on the City's share of contributions to IPERS relative to the contributions of all IPERS participating employers. The following table summarizes the change in the City's proportionate share:

	<u>June 30</u>		<u>Change</u>
	<u>2018</u>	<u>2017</u>	
City's proportionate share	0.031366%	0.031734%	(0.000368%)

For the year ended June 30, 2019, the City pension expense, deferred outflows of resources and deferred inflows of resources totaled \$354,390, \$843,905 and \$190,783, respectively.

There were no nonemployer contributing entities to IPERS.

Actuarial Assumptions

The total pension liability in the June 30, 2018 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

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

City of Indianola
NOTES TO FINANCIAL STATEMENTS

NOTE 4 PENSION PLANS (continued)

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

Actuarial Assumptions (continued)

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

Mortality rates used in the 2018 valuation were based on the RP-2014 Employee and Healthy Annuitant Tables with MP-2017 generational adjustments.

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

<u>Asset Class</u>	<u>Asset Allocation</u>	<u>Long-Term Expected Real Rate of Return</u>
Core Plus Fixed Income	27.0%	1.97%
Domestic Equity	22.0	6.01
International Equity	15.0	6.48
Private Equity	11.0	10.81
Private Real Assets	7.5	4.14
Public Real Assets	7.0	2.91
Public Credit	3.5	3.93
Private Credit	3.0	3.11
Global Smart Beta Equity	3.0	6.23
Cash	<u>1.0</u>	(0.25)
Total	<u>100.0%</u>	

Discount Rate

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

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

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

	<u>1% Decrease (6.0%)</u>	<u>Discount Rate (7.0%)</u>	<u>1% Increase (8.0%)</u>
City's proportionate share of the net pension liability	\$ <u>3,943,057</u>	\$ <u>1,984,919</u>	\$ <u>343,192</u>

City of Indianola
NOTES TO FINANCIAL STATEMENTS

NOTE 4 PENSION PLANS (continued)

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

IPERS' Fiduciary Net Position

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

Municipal Fire and Police Retirement System of Iowa (MFPRSI)

Plan Description

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

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

Pension Benefits

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

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

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

City of Indianola
NOTES TO FINANCIAL STATEMENTS

NOTE 4 PENSION PLANS (continued)

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

Disability and Death Benefits

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

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

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

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

Contributions

Member contribution rates are set by state statute. In accordance with Chapter 411 of the Code of Iowa, the contribution rate was 9.40% of earnable compensation for the year ended June 30, 2019.

Employer contribution rates are based upon an actuarially determined normal contribution rate and set by state statute. The required actuarially determined contributions are calculated on the basis of the entry age normal method as adopted by the Board of Trustees as permitted under Chapter 411 of the Code of Iowa. The normal contribution rate is provided by state statute to be the actuarial liabilities of the plan less current plan assets, with such total divided by 1% of the actuarially determined present value of prospective future compensation of all members, further reduced by member contributions and state appropriations. Under the Code of Iowa the City's contribution rate cannot be less than 17.00% of earnable compensation. The contribution rate was 26.02% for the year ended June 30, 2019.

The City's contributions to MFPRSI for the year ended June 30, 2019 was \$364,468.

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

There were no state appropriations to MFPRSI during the fiscal year ended June 30, 2019.

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

At June 30, 2019, the City reported a liability of \$2,506,053 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2018, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The City's proportion of the net pension liability was based on the City's share of contributions to MFPRSI relative to the contributions of all MFPRSI participating employers.

City of Indianola
NOTES TO FINANCIAL STATEMENTS

NOTE 4 PENSION PLANS (continued)

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

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

	June 30		
	<u>2018</u>	<u>2017</u>	<u>Change</u>
City's proportionate share	0.420900%	0.455810%	(0.034910%)

For the year ended June 30, 2019, the City's pension expense, deferred outflows of resources and deferred inflows of resources totaled \$377,968, \$1,015,967, and \$301,623, respectively.

Actuarial Assumptions

The total pension liability in the June 30, 2018 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Rate of inflation	3.00% per annum
Rates of salary increase	4.50 to 15.00%, including inflation.
Investment rate of return	7.50%, net of investment expense, including inflation

The actuarial assumptions used in the June 30, 2018 valuation were based on the results of an actuarial experience study for the period from July 1, 2007 to June 30, 2017.

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

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

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

City of Indianola
NOTES TO FINANCIAL STATEMENTS

NOTE 4 PENSION PLANS (continued)

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

Discount Rate

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

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

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

	<u>1% Decrease (6.5%)</u>	<u>Discount Rate (7.5%)</u>	<u>1% Increase (8.5%)</u>
City's proportionate share of the net pension liability	\$ <u>4,181,264</u>	\$ <u>2,506,053</u>	\$ <u>1,119,035</u>

MFPRSI's Fiduciary Net Position

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

NOTE 5 COMPENSATED ABSENCES

City employees accumulate vacation and compensatory time for subsequent use or payment upon termination, retirement, or death. Sick leave hours are payable only when used and not upon separation of service. These accumulations are not recognized as disbursements by the City until used or paid. The City's approximate maximum liability for unrecognized accrued employee benefits as of June 30, 2019, primarily relating to the General Fund, was as follows:

<u>Type of benefit</u>	<u>Amount</u>
Vacation	\$ 297,380
Compensatory time	47,431
Sick leave	<u>815,750</u>
Total	<u>\$1,160,561</u>

This liability has been computed based on rates of pay in effect at June 30, 2019.

City of Indianola
NOTES TO FINANCIAL STATEMENTS

NOTE 6 HEALTH INSURANCE AND HEALTH REIMBURSEMENT ARRANGEMENT

The City self-funds its health insurance plan as permitted by Iowa Code Section 509A using an internal service fund. Transfers to the fund are made at pre-established rates for single or family coverage by each city department on a monthly basis. Disbursements from the fund are made to pay administrative fees, stop loss insurance premiums and payment of claims. As of June 30, 2019, the actuarially determined reserve necessary for claims incurred but not yet paid was \$110,919 and the internal service fund balance was \$1,331,448.

The City also maintains a health reimbursement arrangement (HRA) for the benefit of employees. The City makes a fixed annual commitment that employees may use to offset premium contributions or cash payments for any medical expense allowed under current income tax provisions. If the employee does not utilize the full amount provided in the fiscal year, the balance is carried forward to the following year and is available in any future period, including after retirement. Disbursements are paid out of operating funds and not held in trust. They are, however, accounted for in a sub-fund that is separate from other operating funds for budgetary control. Unpaid HRA balances totaled \$58,873 as of June 30, 2019.

NOTE 7 OTHER POST-EMPLOYMENT BENEFITS

Plan Description

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

OPEB Benefits

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

City of Indianola
NOTES TO FINANCIAL STATEMENTS

NOTE 8 INTERFUND TRANSFERS

The detail of interfund transfers for the year ended June 30, 2019 is as follows:

<u>Transfer to</u>	<u>Transfer from</u>	<u>Amount</u>
General fund	Special Revenue	
	Urban renewal tax increment fund	\$ 315,596
	Road use tax fund	380,000
	Employee benefits fund	1,904,826
	Nonmajor special revenue	25,000
	Enterprise	
	Sewer fund	<u>386,717</u>
		<u>3,012,139</u>
Capital projects fund	General fund	519,501
	Special revenue	
	Road use tax fund	<u>12,000</u>
		<u>531,501</u>
Debt Service	Urban renewal tax increment fund	1,014,521
	Enterprise	
	Sewer	29,200
	Nonmajor enterprise	<u>63,900</u>
		<u>1,107,621</u>
Total		<u>\$4,651,261</u>

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

NOTE 9 RISK MANAGEMENT

The City is a member in the Iowa Communities Assurance Pool, as allowed by Chapter 670.7 of the Code of Iowa. The Iowa Communities Assurance Pool (Pool) is a local government risk-sharing pool whose 778 members include various governmental entities throughout the State of Iowa. The Pool was formed in August 1986 for the purpose of managing and funding third-party liability claims against its members. The Pool provides coverage and protection in the following categories: general liability, automobile liability, automobile physical damage, public officials' liability, police professional liability, property, inland marine, and boiler/machinery. There have been no reductions in insurance coverage from prior years.

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

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

City of Indianola
NOTES TO FINANCIAL STATEMENTS

NOTE 9 RISK MANAGEMENT (continued)

The City's property and casualty contributions to the Pool are recorded as disbursements from its operating funds at the time of payment to the Pool. The City's contributions to the Pool for the year ended June 30, 2019 were \$116,959.

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

The Pool's intergovernmental contract with its members provides that in the event a casualty claim, property loss or series of claims or losses exceeds the amount of risk-sharing protection provided by the City's risk-sharing certificate, or in the event a casualty claim, property loss or series of claims or losses exhausts the Pool's funds and any excess risk-sharing recoveries, then payment of such claims or losses shall be the obligation of the respective individual member against whom the claim was made or the loss was incurred.

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

The City is a member of the Iowa Municipalities Workers' Compensation Association (the Association). The Association is governed by a board of directors elected by representatives of the governing bodies of each participating governmental jurisdiction. The City has executed a Worker's Compensation Coverage Agreement with the Association which extends through June 30, 2019 and has authorized the Association to issue general obligation bonds to provide funds with which to pay claims. During the year ended June 30, 2019, the City paid workers' compensation insurance premiums of \$82,084 to the Association.

NOTE 10 TAX ABATEMENTS

Governmental Accounting Standards Board Statement No. 77 defines tax abatements as a reduction in tax revenues that results from an agreement between one or more governments and an individual or entity in which (a) one or more governments promise to forgo tax revenues to which they are otherwise entitled and (b) the individual or entity promises to take a specific action after the agreement has been entered into that contributes to economic development or otherwise benefits the governments or the citizens of those governments.

City Tax Abatements

The City provides tax abatements for urban renewal and economic development projects with tax increment financing as provided for in Chapters 15A and 403 of the Code of Iowa. For these types of projects, the City enters into agreements with developers to rebate a portion of the property tax paid by the developers, to pay the developers an economic development grant, or to pay the developers a predetermined dollar amount. No other commitments were made by the City as part of these agreements.

For the year ended June 30, 2019, the City abated \$115,719 of property tax under the urban renewal and economic development projects.

City of Indianola
NOTES TO FINANCIAL STATEMENTS

NOTE 11 REBATE AGREEMENTS

The City has entered into a rebate agreement for an urban renewal project. The agreement requires the City to rebate portions of the incremental property tax paid by the developer in exchange for development of commercial projects by the developer. During the year ended June 30, 2019, the City rebated \$315,595 of incremental property tax to the developer. At June 30, 2019, the City has no additional outstanding rebate agreements.

NOTE 12 DOWNTOWN BUSINESS INCENTIVE PROGRAM

The City offers an incentive program for renovation and repair of existing commercial building structures and facades in certain blocks of the Original Town Plat. Property owners in the program are eligible for grants for a portion of the costs incurred and obtain a loan from a local lender for the balance of the costs. In order to provide the loans to property owners at 3% interest, the City places a noninterest bearing deposit with the lender. As property owners pay down the loans, the noninterest bearing funds are released. As of June 30, 2019 the outstanding balance of the loans and noninterest bearing deposit accounts was \$116,480 and \$129,451, respectively.

NOTE 13 COMMITMENTS

The City has entered into contracts for street and highway improvements, trail improvements, sanitary sewer infrastructure improvements, and other projects totaling approximately \$4,630,000. The remaining commitment on these contracts at June 30, 2019 is approximately \$540,000. These contractual commitments will be funded through cash reserves and grant funds.

NOTE 14 LEASING ACTIVITIES

The City leases farm land under an operating lease agreement dated December 2017 and expiring December 2019. The lease calls for cumulative annual payments of \$40,300.

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

The total minimum future lease payments under the leases at June 30, 2019 are as follows:

<u>Year ending June 30</u>	<u>Farm land</u>	<u>YMCA</u>	<u>Total</u>
2020	\$ 25,800	\$ 266,067	\$ 291,867
2021	—	245,600	245,600
2022	—	245,600	245,600
2023	—	245,600	245,600
2024	—	245,600	245,600
Thereafter	—	<u>3,192,800</u>	<u>3,192,800</u>
Total	<u>\$ 25,800</u>	<u>\$4,441,267</u>	<u>\$4,467,067</u>

Receipts on these leases totaled \$265,433 during the year ended June 30, 2019.

NOTE 15 SUBSEQUENT EVENTS

In October 2019 the City issued a \$4,450,000 General Obligation Refunding Capital Loan Note for the purpose of refunding the City's 2011E and 2012A bond issues.

OTHER INFORMATION

City of Indianola
BUDGETARY COMPARISON SCHEDULE
OF RECEIPTS, DISBURSEMENTS, AND CHANGES IN BALANCES -
BUDGET AND ACTUAL (CASH BASIS) - ALL GOVERNMENTAL FUNDS
AND PROPRIETARY FUNDS
Other Information
Year ended June 30, 2019

	Governmental funds actual	Proprietary funds actual	Adjustments to budget basis	Total
RECEIPTS				
Property tax	\$ 6,731,187	\$ —	\$ —	\$ 6,731,187
Tax increment financing	2,302,131	—	—	2,302,131
Other city tax	2,061,799	—	—	2,061,799
Licenses and permits	217,685	—	—	217,685
Use of money and property	685,219	108,358	—	793,577
Intergovernmental	3,758,442	—	—	3,758,442
Charges for service	959,881	3,627,619	—	4,587,500
Special assessments	23,263	11,035	—	34,298
Miscellaneous	<u>528,649</u>	<u>112,704</u>	<u>(80,398)</u>	<u>560,955</u>
Total receipts	<u>17,268,256</u>	<u>3,859,716</u>	<u>(80,398)</u>	<u>21,047,574</u>
DISBURSEMENTS				
Public safety	5,067,392	—	—	5,067,392
Public works	1,648,680	—	—	1,648,680
Culture and recreation	2,162,189	—	(73,848)	2,088,341
Community and economic development	516,009	—	25,693	541,702
General government	828,581	—	—	828,581
Debt service	2,091,736	—	(25,693)	2,066,043
Capital projects	1,699,177	—	—	1,699,177
Business type activities	<u>—</u>	<u>4,667,021</u>	<u>—</u>	<u>4,667,021</u>
Total disbursements	<u>14,013,764</u>	<u>4,667,021</u>	<u>(73,848)</u>	<u>18,606,937</u>
Excess (deficiency) of receipts over (under) disbursements	3,254,492	(807,305)	(6,550)	2,440,637
OTHER FINANCING SOURCES, net	<u>516,377</u>	<u>632,475</u>	<u>—</u>	<u>1,148,852</u>
Excess (deficiency) of receipts and other financing sources over (under) disbursements and other financing uses	3,770,869	(174,830)	(6,550)	3,589,489
BALANCES, beginning of year	<u>15,875,774</u>	<u>3,715,811</u>	<u>(197,955)</u>	<u>19,393,630</u>
BALANCES, end of year	<u>\$19,646,643</u>	<u>\$3,540,981</u>	<u>\$ (204,505)</u>	<u>\$22,983,119</u>

See accompanying independent auditor's report.

Budgeted amounts		Final to actual variance- positive (negative)
Original	Final	
\$ 6,703,851	\$ 6,703,851	\$ 27,336
2,285,759	2,285,759	16,372
1,309,050	1,309,050	752,749
222,905	222,905	(5,220)
464,285	486,285	307,292
2,691,602	3,533,971	224,471
4,349,324	4,569,324	18,176
19,750	19,750	14,548
<u>1,858,024</u>	<u>1,866,024</u>	<u>(1,305,069)</u>
<u>19,904,550</u>	<u>20,996,919</u>	<u>50,655</u>
5,174,635	5,245,289	177,897
1,540,576	1,540,576	(108,104)
2,098,946	2,098,946	10,605
477,537	477,537	(64,165)
1,446,845	1,446,845	618,264
2,076,545	2,076,545	10,502
2,938,373	2,543,145	843,968
<u>4,881,214</u>	<u>6,674,341</u>	<u>2,007,320</u>
<u>20,634,671</u>	<u>22,103,224</u>	<u>3,496,287</u>
(730,121)	(1,106,305)	3,546,942
<u>3,272,292</u>	<u>3,392,292</u>	<u>(2,243,440)</u>
2,542,171	2,285,987	1,303,502
<u>10,746,323</u>	<u>10,746,323</u>	<u>8,647,307</u>
<u>\$13,288,494</u>	<u>\$13,032,310</u>	<u>\$9,950,809</u>

City of Indianola
NOTE TO OTHER INFORMATION - BUDGETARY REPORTING
June 30, 2019

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

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

Formal and legal budgetary control is based upon nine major classes of disbursements known as functions, not by fund. These nine functions are: public safety, public works, health and social services, culture and recreation, community and economic development, general government, debt service, capital projects and business type activities. Function disbursements required to be budgeted include disbursements for the General Fund, Special Revenue Funds, Debt Service Fund, Capital Projects Fund, and Enterprise Funds. Although the budget document presents function disbursements by fund, the legal level of control is at the aggregated function level, not by fund. During the year, two budget amendments increased budgeted disbursements by \$1,468,553. The budget amendments are reflected in the final budgeted amounts.

During the year ended June 30, 2019, disbursements in the public works and community and economic development functions exceeded the amount budgeted.

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

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

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

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

See accompanying independent auditor's report.

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

<u>Iowa Public Employees' Retirement System</u>	June 30			
	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>
Statutorily required contribution	\$ 356	\$ 304	\$ 306	\$ 288
Contributions in relation to the statutorily required contribution	<u>356</u>	<u>304</u>	<u>306</u>	<u>288</u>
Contribution deficiency (excess)	\$ <u>—</u>	\$ <u>—</u>	\$ <u>—</u>	\$ <u>—</u>
City's covered payroll	<u>\$ 3,689</u>	<u>\$ 3,312</u>	<u>\$ 3,357</u>	<u>\$ 3,142</u>
Contributions as a percentage of covered payroll	9.65%	9.18%	9.12%	9.17%

<u>Municipal Fire and Police Retirement System of Iowa</u>	June 30			
	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>
Statutorily required contribution	\$ 364	\$ 314	\$ 334	\$ 336
Contributions in relation to the statutorily required contribution	<u>364</u>	<u>314</u>	<u>334</u>	<u>336</u>
Contribution deficiency (excess)	\$ <u>—</u>	\$ <u>—</u>	\$ <u>—</u>	\$ <u>—</u>
City's covered payroll	<u>\$ 1,399</u>	<u>\$ 1,223</u>	<u>\$ 1,291</u>	<u>\$ 1,210</u>
Contributions as a percentage of covered payroll	26.02%	25.67%	25.92%	27.77%

See accompanying independent auditor's report.

Year ended June 30					
<u>2015</u>	<u>2014</u>	<u>2013</u>	<u>2012</u>	<u>2011</u>	<u>2010</u>
\$ 295	\$ 306	\$ 288	\$ 254	\$ 216	\$ 198
<u>295</u>	<u>306</u>	<u>288</u>	<u>254</u>	<u>216</u>	<u>198</u>
\$ <u>—</u>	\$ <u>—</u>	\$ <u>—</u>	\$ <u>—</u>	\$ <u>—</u>	\$ <u>—</u>
<u>\$ 3,211</u>	<u>\$ 3,324</u>	<u>\$ 3,185</u>	<u>\$ 2,987</u>	<u>\$ 2,838</u>	<u>\$ 2,751</u>
9.19%	9.21%	9.04%	8.50%	7.61%	7.20%

Year ended June 30					
<u>2015</u>	<u>2014</u>	<u>2013</u>	<u>2012</u>	<u>2011</u>	<u>2010</u>
\$ 359	\$ 359	\$ 292	\$ 275	\$ 205	\$ 165
<u>359</u>	<u>359</u>	<u>292</u>	<u>275</u>	<u>205</u>	<u>165</u>
\$ <u>—</u>	\$ <u>—</u>	\$ <u>—</u>	\$ <u>—</u>	\$ <u>—</u>	\$ <u>—</u>
<u>\$ 1,181</u>	<u>\$ 1,194</u>	<u>\$ 1,119</u>	<u>\$ 1,111</u>	<u>\$ 1,032</u>	<u>\$ 973</u>
30.41%	30.12%	26.11%	24.76%	19.90%	17.00%

See accompanying independent auditor's report.

City of Indianola, Iowa
NOTES TO OTHER INFORMATION – PENSION LIABILITY
Year ended June 30, 2019

Iowa Public Employees' Retirement System

Changes of benefit terms

Legislation enacted in 2010 modified benefit terms for regular members. The definition of final average salary changed from the highest three to the highest five years of covered wages. The vesting requirement changed from four years of service to seven years. The early retirement reduction increased from 3% per year measured from the member's first unreduced retirement age to a 6% reduction for each year of retirement before age 65.

Changes of assumptions

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

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

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

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

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

- Decreased the inflation assumption from 3.25% to 3.00%.
- Decreased the assumed rate of interest on member accounts from 4.00% to 3.75% per year.
- Adjusted male mortality rates for retirees in the regular membership group.
- Reduced retirement rates for sheriffs and deputies between the ages of 55 and 64.
- Moved from an open 30 year amortization period to a closed 30 year amortization period for the UAL beginning June 30, 2016. Each year thereafter, changes in the UAL from plan experience will be amortized on a separate closed 20 year period.

The 2010 valuation implemented the following refinements as a result of a quadrennial experience study:

- Adjusted retiree mortality assumptions.
- Modified retirement rates to reflect fewer retirements.
- Lowered disability rates at most ages.
- Lowered employment termination rates.
- Generally increased the probability of terminating members receiving a deferred retirement benefit.
- Modified salary increase assumptions based on various service duration.

City of Indianola, Iowa
NOTES TO OTHER INFORMATION – PENSION LIABILITY (continued)
Year ended June 30, 2019

Municipal Fire and Police Retirement System of Iowa

Changes of benefit terms

There were no significant changes of benefit terms.

Changes of assumptions

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

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

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

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

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

SUPPLEMENTARY INFORMATION

City of Indianola
SCHEDULE OF CASH RECEIPTS, DISBURSEMENTS AND CHANGES IN CASH BALANCES
Nonmajor Governmental Funds
As of and for the year ended June 30, 2019

	<u>Special revenue</u>			
	<u>Police Retirement</u>	<u>Police Seizures</u>	<u>Indianola Community Parks Foundation</u>	<u>Total</u>
RECEIPTS				
Use of money and property	\$ 1,219	\$ —	\$ —	\$ 1,219
Miscellaneous	<u>—</u>	<u>—</u>	<u>80,398</u>	<u>80,398</u>
Total receipts	<u>1,219</u>	<u>—</u>	<u>80,398</u>	<u>81,617</u>
DISBURSEMENTS				
Operating				
Culture and recreation	<u>—</u>	<u>—</u>	<u>73,848</u>	<u>73,848</u>
Total disbursements	<u>—</u>	<u>—</u>	<u>73,848</u>	<u>73,848</u>
Excess of receipts over disbursements	<u>1,219</u>	<u>—</u>	<u>6,550</u>	<u>7,769</u>
OTHER FINANCING (USES)				
Operating transfers (out)	<u>(25,000)</u>	<u>—</u>	<u>—</u>	<u>(25,000)</u>
Total other financing (uses)	<u>(25,000)</u>	<u>—</u>	<u>—</u>	<u>(25,000)</u>
Net change in cash balances	(23,781)	—	6,550	(17,231)
CASH BALANCES, beginning of year	<u>67,165</u>	<u>19,830</u>	<u>197,955</u>	<u>284,950</u>
CASH BALANCES, end of year	<u>\$ 43,384</u>	<u>\$ 19,830</u>	<u>\$ 204,505</u>	<u>\$ 267,719</u>
CASH BASIS FUND BALANCES				
Restricted for other purposes	<u>\$ 43,384</u>	<u>\$ 19,830</u>	<u>\$ 204,505</u>	<u>\$ 267,719</u>

City of Indianola
**SCHEDULE OF CASH RECEIPTS, DISBURSEMENTS AND
 CHANGES IN CASH BALANCES**
Nonmajor Proprietary Funds
 As of and for the year ended June 30, 2019

	<u>Recycling</u>	<u>Enterprise Storm Water</u>	<u>Total</u>
OPERATING RECEIPTS			
Charges for services	\$ <u>279,759</u>	\$ <u>211,051</u>	\$ <u>490,810</u>
OPERATING DISBURSEMENTS			
Business type activities	<u>265,216</u>	<u>75,363</u>	<u>340,579</u>
Total operating disbursements	<u>265,216</u>	<u>75,363</u>	<u>340,579</u>
Excess of operating receipts over operating disbursements	<u>14,543</u>	<u>135,688</u>	<u>150,231</u>
NONOPERATING (DISBURSEMENTS)			
Capital projects	<u>—</u>	<u>(70,749)</u>	<u>(70,749)</u>
Net nonoperating (disbursements)	<u>—</u>	<u>(70,749)</u>	<u>(70,749)</u>
Excess of receipts over disbursements	14,543	64,939	79,482
TRANSFERS (OUT)	<u>—</u>	<u>(63,900)</u>	<u>(63,900)</u>
Net change in cash balances	14,543	1,039	15,582
CASH BALANCES , beginning of year	<u>117,488</u>	<u>547,590</u>	<u>665,078</u>
CASH BALANCES , end of year	\$ <u>132,031</u>	\$ <u>548,629</u>	\$ <u>680,660</u>
CASH BASIS FUND BALANCES			
Unrestricted	\$ <u>132,031</u>	\$ <u>548,629</u>	\$ <u>680,660</u>

City of Indianola
**SCHEDULE OF CASH RECEIPTS, DISBURSEMENTS AND
 CHANGES IN CASH BALANCES**
Internal Service Funds
As of and for the year ended June 30, 2019

	Internal Service				
	Health Insurance Reserve	Property Insurance Council	Health Pool	Health Reimbursement Arrangement	Total
OPERATING RECEIPTS					
Charges for services	\$ 282	\$ —	\$1,627,279	\$ —	\$1,627,561
Miscellaneous	6,335	14,532	47,588	—	68,455
Total operating receipts	<u>6,617</u>	<u>14,532</u>	<u>1,674,867</u>	<u>—</u>	<u>1,696,016</u>
OPERATING DISBURSEMENTS					
Governmental activities					
Public safety	5,857	—	397,325	39,937	443,119
Public works	1,099	—	75,020	16,141	92,260
Culture and recreation	2,014	—	142,032	25,562	169,608
General government	1,099	10,019	108,375	5,916	125,409
Business type activities	1,099	—	74,184	10,445	85,728
Component unit					
Indianola Municipal Utility	6,042	—	410,114	33,038	449,194
Total operating disbursements	<u>17,210</u>	<u>10,019</u>	<u>1,207,050</u>	<u>131,039</u>	<u>1,365,318</u>
Excess (deficiency) of operating receipts over (under) operating disbursements	<u>(10,593)</u>	<u>4,513</u>	<u>467,817</u>	<u>(131,039)</u>	<u>339,698</u>
NONOPERATING RECEIPTS					
Interest on investments	—	306	—	—	306
Net nonoperating receipts	<u>—</u>	<u>306</u>	<u>—</u>	<u>—</u>	<u>306</u>
Net change in cash balances	(10,593)	4,819	467,817	(131,039)	331,004
CASH BALANCES , beginning of year	<u>197,415</u>	<u>13,357</u>	<u>863,631</u>	<u>189,912</u>	<u>1,264,315</u>
CASH BALANCES , end of year	<u>\$ 186,822</u>	<u>\$ 18,176</u>	<u>\$1,331,448</u>	<u>\$ 58,873</u>	<u>\$1,595,319</u>
CASH BASIS FUND BALANCES					
Unrestricted	<u>\$ 186,822</u>	<u>\$ 18,176</u>	<u>\$1,331,448</u>	<u>\$ 58,873</u>	<u>\$1,595,319</u>

City of Indianola
SCHEDULE OF INDEBTEDNESS
For the year ended June 30, 2019

<u>Obligation</u>	<u>Date of issue</u>	<u>Interest rate</u>	<u>Amount of original issue</u>
General Obligation Bonds			
General Obligation, Series 2011C	October 19, 2011	2.10 to 2.25%	\$ 850,000
General Obligation Urban Renewal, Series 2011E	December 28, 2011	1.90 to 3.25%	2,410,000
General Obligation Urban Renewal, Series 2012A	May 1, 2012	2.00 to 2.95%	4,580,000
General Obligation, Series 2012B	May 1, 2012	1.70 to 2.40%	3,875,000
General Obligation, Series 2013A	January 9, 2013	1.10 to 1.55%	1,865,000
General Obligation, Series 2013B	January 9, 2013	1.10 to 2.00%	5,510,000
General Obligation Refunding, Series 2013C	July 17, 2013	1.50%	2,070,000
Capital Loan Note			
IEDA Nuisance Property Loan	March 1, 2018	1.00%	125,000
Revenue Bonds			
Sewer Revenue Bond, Series 2009	May 20, 2009	3.00%	9,090,000
Sewer Revenue Bond, Series 2013	April 19, 2013	1.75%	4,036,000
Sewer Revenue Bond, Series 2017A	December 1, 2017	1.75%	3,267,000
Total			

See accompanying independent auditor's report.

Schedule 4

<u>Balance beginning of year</u>	<u>Issued during year</u>	<u>Redeemed during year</u>	<u>Balance end of year</u>	<u>Interest paid</u>
\$ 360,000	\$ —	\$ 115,000	\$ 245,000	\$ 7,518
1,910,000	—	100,000	1,810,000	49,300
3,235,000	—	390,000	2,845,000	75,070
2,265,000	—	320,000	1,945,000	45,490
1,335,000	—	260,000	1,075,000	16,740
3,720,000	—	340,000	3,380,000	60,153
555,000	—	275,000	280,000	7,775
<u>13,380,000</u>	<u>—</u>	<u>1,800,000</u>	<u>11,580,000</u>	<u>262,046</u>
<u>125,000</u>	<u>—</u>	<u>24,503</u>	<u>100,497</u>	<u>1,190</u>
<u>125,000</u>	<u>—</u>	<u>24,503</u>	<u>100,497</u>	<u>1,190</u>
7,071,000	—	212,000	6,859,000	212,130
2,365,000	—	137,000	2,228,000	41,388
<u>1,800,410</u>	<u>1,112,292</u>	<u>137,000</u>	<u>2,775,702</u>	<u>52,300</u>
<u>11,236,410</u>	<u>1,112,292</u>	<u>486,000</u>	<u>11,862,702</u>	<u>305,818</u>
<u>\$24,741,410</u>	<u>\$1,112,292</u>	<u>\$2,310,503</u>	<u>\$23,543,199</u>	<u>\$ 569,054</u>

City of Indianola
BOND MATURITIES
June 30, 2019

General Obligation Bonds

Year ending June 30	Series 2011C		Urban Renewal Series 2011E		Urban Renewal Series 2012A		Series 2012B	
	Issued October 19, 2011		Issued December 28, 2011		Issued May 1, 2012		Issued May 1, 2012	
	Interest Rates	Amount	Interest Rates	Amount	Interest Rates	Amount	Interest Rates	Amount
2020	2.10%	\$ 120,000	1.90%	\$ 150,000	2.00%	\$ 350,000	1.70%	\$ 325,000
2021	2.25%	125,000	2.05%	150,000	2.00%	335,000	1.90%	330,000
2022		—	2.20%	150,000	2.05%	345,000	2.10%	340,000
2023		—	2.30%	150,000	2.20%	355,000	2.20%	345,000
2024		—	2.40%	150,000	2.35%	370,000	2.30%	355,000
2025		—	2.60%	150,000	2.50%	195,000	2.40%	250,000
2026		—	2.75%	150,000	2.65%	205,000		—
2027		—	2.90%	150,000	2.75%	220,000		—
2028		—	3.00%	150,000	2.85%	230,000		—
2029		—	3.05%	150,000	2.95%	240,000		—
2030		—	3.15%	150,000		—		—
2031		—	3.25%	160,000		—		—
Totals		<u>\$ 245,000</u>		<u>\$1,810,000</u>		<u>\$2,845,000</u>		<u>\$1,945,000</u>

General Obligation Bonds

General Obligation Bonds							
Year ending June 30	Series 2013A		Series 2013B		Refunding Series 2013C		Total
	<u>Issued January 9, 2013</u>		<u>Issued January 9, 2013</u>		<u>Issued July 17, 2013</u>		
	<u>Interest Rates</u>	<u>Amount</u>	<u>Interest Rates</u>	<u>Amount</u>	<u>Interest Rates</u>	<u>Amount</u>	
2020	1.10%	\$ 265,000	1.10%	\$ 345,000	1.50%	\$ 280,000	\$ 1,835,000
2021	1.25%	265,000	1.25%	355,000	—	—	1,560,000
2022	1.40%	270,000	1.40%	360,000	—	—	1,465,000
2023	1.55%	275,000	1.55%	370,000	—	—	1,495,000
2024	—	—	1.70%	375,000	—	—	1,250,000
2025	—	—	1.80%	380,000	—	—	975,000
2026	—	—	1.90%	390,000	—	—	745,000
2027	—	—	2.00%	400,000	—	—	770,000
2028	—	—	2.00%	405,000	—	—	785,000
2029	—	—	—	—	—	—	390,000
2030	—	—	—	—	—	—	150,000
2031	—	—	—	—	—	—	160,000
Totals		\$1,075,000		\$3,380,000		\$ 280,000	\$11,580,000

City of Indianola
BOND MATURITIES (continued)
June 30, 2019

Revenue Bonds							
Year ending June 30	Sewer Revenue Bond Series 2009		Sewer Revenue Bond Series 2013		Sewer Revenue Bond Series 2017A		Total
	Issued May 20, 2009		Issued April 19, 2013		Issued December 1, 2017		
	Interest Rates	Amount	Interest Rates	Amount	Interest Rates	Amount	
2020	3.00%	\$ 218,000	1.75%	\$ 140,000	1.75%	\$ 140,000	\$ 498,000
2021	3.00%	225,000	1.75%	142,000	1.75%	143,000	510,000
2022	3.00%	233,000	1.75%	145,000	1.75%	146,000	524,000
2023	3.00%	240,000	1.75%	148,000	1.75%	148,000	536,000
2024	3.00%	248,000	1.75%	151,000	1.75%	151,000	550,000
2025	3.00%	256,000	1.75%	154,000	1.75%	154,000	564,000
2026	3.00%	265,000	1.75%	157,000	1.75%	158,000	580,000
2027	3.00%	273,000	1.75%	160,000	1.75%	161,000	594,000
2028	3.00%	282,000	1.75%	163,000	1.75%	164,000	609,000
2029	3.00%	291,000	1.75%	167,000	1.75%	167,000	625,000
2030	3.00%	301,000	1.75%	170,000	1.75%	171,000	642,000
2031	3.00%	310,000	1.75%	173,000	1.75%	174,000	657,000
2032	3.00%	321,000	1.75%	177,000	1.75%	177,000	675,000
2033	3.00%	331,000	1.75%	181,000	1.75%	181,000	693,000
2034	3.00%	342,000		—	1.75%	185,000	527,000
2035	3.00%	353,000		—	1.75%	188,000	541,000
2036	3.00%	364,000		—	1.75%	167,702	531,702
2037	3.00%	376,000		—		—	376,000
2038	3.00%	388,000		—		—	388,000
2039	3.00%	401,000		—		—	401,000
2040	3.00%	414,000		—		—	414,000
2041	3.00%	<u>427,000</u>		<u>—</u>		<u>—</u>	<u>427,000</u>
Totals		\$6,859,000		\$2,228,000		\$2,775,702	\$11,862,702

Capital Loan Note		
Iowa Economic Development Authority Nuisance Property Loan Issued March 1, 2018		
Year ending June 30	Interest Rates	Amount
2020	1.00%	\$ 24,750
2021	1.00%	24,998
2022	1.00%	25,249
2023	1.00%	25,500
Totals		<u>\$ 100,497</u>

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

	Year ended June 30			
	2019	2018	2017	2016
RECEIPTS				
Property tax	\$ 6,731,187	\$ 6,365,347	\$ 6,392,934	\$ 6,122,001
Tax increment financing	2,302,131	2,112,030	1,955,534	1,542,524
Other city tax	2,061,799	2,068,943	1,965,822	265,487
Licenses and permits	217,685	232,440	154,991	192,408
Use of money and property	685,219	576,571	504,619	469,188
Intergovernmental	3,758,442	2,533,521	2,109,788	2,384,472
Charges for service	959,881	537,629	1,066,626	949,420
Special assessments	23,263	26,708	163,044	112,573
Miscellaneous	<u>528,649</u>	<u>458,805</u>	<u>603,705</u>	<u>541,806</u>
Total receipts	<u>\$17,268,256</u>	<u>\$14,911,994</u>	<u>\$14,917,063</u>	<u>\$12,579,879</u>
DISBURSEMENTS				
Operating				
Public safety	\$ 5,067,392	\$ 5,198,541	\$ 5,014,894	\$ 4,095,846
Public works	1,648,680	1,656,141	1,483,031	1,600,292
Culture and recreation	2,162,189	2,087,835	2,137,909	2,037,571
Community and economic development	516,009	487,893	935,587	165,075
General government	828,581	1,087,246	1,461,226	1,401,940
Debt service	2,091,736	2,419,852	2,655,684	2,838,250
Capital projects	<u>1,699,177</u>	<u>1,030,964</u>	<u>400,336</u>	<u>249,880</u>
Total disbursements	<u>\$14,013,764</u>	<u>\$13,968,472</u>	<u>\$14,088,667</u>	<u>\$12,388,854</u>

See accompanying independent auditor's report.

Schedule 6

Year ended June 30					
2015	2014	2013	2012	2011	2010
\$ 6,155,219	\$ 5,472,196	\$ 5,163,959	\$ 4,929,375	\$ 4,836,322	\$ 4,826,350
1,365,455	1,383,060	1,368,810	1,146,801	865,761	712,476
298,515	294,866	205,910	152,908	137,481	118,906
132,554	164,365	117,693	144,940	197,339	96,392
400,099	335,498	326,083	298,072	318,803	366,427
4,575,268	1,692,398	2,060,498	1,651,642	1,825,569	2,337,365
1,024,782	1,024,228	993,286	983,827	982,632	888,563
118,173	109,522	144,055	139,226	92,034	197,299
<u>477,149</u>	<u>1,980,786</u>	<u>353,921</u>	<u>416,059</u>	<u>623,383</u>	<u>418,791</u>
<u>\$14,547,214</u>	<u>\$12,456,918</u>	<u>\$10,733,310</u>	<u>\$ 9,862,850</u>	<u>\$ 9,879,324</u>	<u>\$ 9,962,569</u>
\$ 4,018,718	\$ 4,257,526	\$ 3,902,002	\$ 3,953,821	\$ 3,574,355	\$ 3,356,421
1,293,247	1,336,452	1,416,552	1,329,010	1,185,798	1,151,366
2,009,849	2,085,707	2,130,514	2,113,184	1,992,708	2,029,345
557,205	430,585	704,168	1,293,997	123,554	96,617
1,394,110	1,505,152	1,411,552	1,303,284	1,196,933	1,144,194
3,003,458	3,000,167	2,622,940	3,368,178	5,718,378	2,276,339
<u>5,220,131</u>	<u>2,860,272</u>	<u>16,012,963</u>	<u>2,778,034</u>	<u>1,904,710</u>	<u>2,713,916</u>
<u>\$17,496,718</u>	<u>\$15,475,861</u>	<u>\$28,200,691</u>	<u>\$16,141,508</u>	<u>\$15,696,436</u>	<u>\$12,758,298</u>

See accompanying independent auditor's report.



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

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

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business type activities, each major fund and the aggregate remaining fund information of the City of Indianola, Iowa (the City) as of and for the year ended June 30, 2019, and the related notes to financial statements, which collectively comprise the City's basic financial statements, and have issued our report thereon dated April 15, 2020. Our report expressed unmodified opinions on the financial statements which were prepared on the basis of cash receipts and disbursements, a basis of accounting other than accounting principles generally accepted in the United States of America.

Internal Control Over Financial Reporting

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

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

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that have not been identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. We did identify certain deficiencies in internal control, described in Part I of the accompanying schedule of findings as items 2019-001 through 2019-003 that we consider to be significant deficiencies.

Compliance and Other Matters

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

Comments involving statutory and other legal matters about the City's operations for the year ended June 30, 2019 are based exclusively on knowledge obtained from procedures performed during our audit of the financial statements of the City. Since our audit was based on tests and samples, not all transactions that might have had an impact on the comments were necessarily audited. The comments involving statutory and other legal matters are not intended to constitute legal interpretations of those statutes.

City's Responses to the Findings

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

Purpose of this Report

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


DENMAN & COMPANY, LLP

West Des Moines, Iowa
April 15, 2020

**City of Indianola
SCHEDULE OF FINDINGS
Year ended June 30, 2019**

SECTION I – FINANCIAL STATEMENT FINDINGS

INTERNAL CONTROL DEFICIENCIES

2019-001

SEGREGATION OF DUTIES

Criteria:	Management is responsible for establishing and maintaining internal control. A good system of internal control provides for adequate segregation of duties so no one individual handles a transaction from its inception to completion. In order to maintain proper internal control, duties should be segregated so the authorization, custody and recording of transactions are not under the control of the same employee. This segregation of duties helps prevent losses from employee error or dishonesty and maximizes the accuracy of the City's financial statements.
Condition:	The City does not have sufficient segregation of duties to prevent one individual from having control over for following functions: 1) Disbursements – check preparation, posting to and maintaining the general ledger, reconciliation of the bank statements 2) Payroll – Preparation, posting to and maintaining the general ledger, authorizing payment, and reconciliation.
Cause:	The City has a limited number of employees and procedures have not been designed to adequately segregate duties or provide compensating controls through additional oversight of transactions and processes.
Effect:	Inadequate segregation of duties could adversely affect the City's ability to prevent or detect and correct misstatements, errors or misappropriation on a timely basis by employees in the normal course of performing their assigned functions.
Recommendation:	The City should review its control activities to obtain the maximum internal control possible under the circumstances utilizing currently available staff, including elected officials.
Response:	The City has reviewed its control procedures and plans to make the necessary changes to mitigate these control risks. Beginning in fiscal year 2020, the City has separated the accounts payable from the general ledger maintenance and the bank reconciliation duties to increase the segregation of duties.
Conclusion:	Response accepted.

City of Indianola
SCHEDULE OF FINDINGS (continued)
Year ended June 30, 2019

SECTION I – FINANCIAL STATEMENT FINDINGS

INTERNAL CONTROL DEFICIENCIES

2019-002

CREDIT CARDS

Criteria: Internal controls over safeguarding assets constitute a process, effected by an entity's governing body, management and other personnel designed to provide reasonable assurance regarding prevention or timely detection of unauthorized transactions and safeguarding assets from error or misappropriation. Such processes include establishing policies addressing proper asset use and proper supporting documentation.

Condition: The City has credit cards for use by various employees while on City business. During our audit procedures, we performed analytical procedures over credit card usage and selected 25 credit card transactions for substantive testing. Our procedures identified the following:

- In five instances, no supporting documentation was retained for the transaction.
- In three instances, the transaction was not approved.
- In four instances, approval of the transaction could not be observed due to system limitations.
- In one instance, a staff member used the City credit card to purchase a meal while on City business. The meal, at a cost of \$45, exceeded City policy.
- During our testing, we identified 15 instances in which staff members exceeded the City's monthly card holder usage threshold of \$3,500.
- The City's finance department does not review supporting documentation and approvals to determine whether all support has been retained, transactions have been approved by appropriate supervisor, and that account coding is correct.

Cause: City policies and procedures do not provide for adequate oversight of credit card usage.

Effect: Lack of adequate control procedures over credit card usage may result in unauthorized and unsupported transactions and the opportunity for misappropriation.

Recommendation: The City should review its policies and procedures governing credit card usage. The City should evaluate which staff members have a business purpose for carrying a credit card and implement procedures to ensure the adequate review, approval, and documentation of credit card transactions.

Response: The City has reviewed and made adjustments to the City's credit card policy, adjusting monthly limits where needed and reducing the number of cards to front line employees. In addition, more review of statement approval has been instituted.

Conclusion: Response accepted.

City of Indianola
SCHEDULE OF FINDINGS (continued)
Year ended June 30, 2019

SECTION I – FINANCIAL STATEMENT FINDINGS

INTERNAL CONTROL DEFICIENCIES

2019-003

PAYROLL DEPARTMENT CODES

Criteria:	Employees must be assigned a department code for gross wages, payroll taxes, and benefits within the City's payroll system. When an employee transfers between City departments, staff must re-assign the employee to the new department to ensure the cost of the employee is reported in the correct department. City and Indianola Municipal Utilities (IMU) staff are maintained within the same payroll system.
Condition:	During our audit procedures, we identified one instance in which an IMU employee's IPERS and payroll tax codes were not correctly reported in the payroll system, resulting in the City funding these expenses.
Cause:	Staff did not update all pay codes when the employee transferred from a City department to IMU. The City has not implemented procedures to verify the accuracy of the pay codes within the payroll system.
Effect:	The City funded IPERS and employer payroll taxes for an IMU employee.
Recommendation:	The City should implement procedures to review pay codes for accuracy. A secondary review should be performed when employees transfer between departments to ensure applicable payroll codes have been changed accordingly. Staff should determine whether funds are due to the City from IMU.
Response:	The City has reviewed and made adjustments for the employee benefits that should have been debited to IMU. We will implement additional procedures to ensure the accuracy of the payroll coding.
Conclusion:	Response accepted.

INSTANCES OF NONCOMPLIANCE

No matters were noted

City of Indianola
SCHEDULE OF FINDINGS (continued)
Year ended June 30, 2019

SECTION II – OTHER FINDINGS RELATED TO REQUIRED STATUTORY REPORTING

II-A-19 CERTIFIED BUDGET

Disbursements in the public works and community and economic development functions exceeded amounts budgeted at year end. Chapter 384.20 of the Code of Iowa states, in part, “Public monies may not be expended or encumbered except under an annual or continuing appropriation.”

Recommendation

The budget should have been amended in accordance with Chapter 384.18 of the Code of Iowa before disbursements were allowed to exceed the budget.

Response

The budget will be amended in the future, if applicable.

Conclusion

Response accepted.

II-B-19 QUESTIONABLE EXPENDITURES

In accordance with Article III, Section 31 of the Iowa Constitution and an Attorney General’s opinion dated April 25, 1979, public funds may only be spent for public benefit. To facilitate this determination, the City has enacted several policies which define allowable expenditures, including a meal reimbursement policy for staff. We noted one instance in which staff exceeded this policy by approximately \$20.

Recommendation

City staff should review transactions to ensure disbursements comply with City policy. Additional staff education may be necessary to ensure staff are aware of City policies regarding allowable meal expenses.

Response

We have made changes to the City’s travel policy to clarify spending limits on such expenditures. The City has also adopted a public purpose statement to clarify certain expenditures that are deemed to have a public purpose.

Conclusion

Response accepted.

II-C-19 TRAVEL EXPENSE

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

II-D-19 BUSINESS TRANSACTIONS

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

City of Indianola
SCHEDULE OF FINDINGS (continued)
Year ended June 30, 2019

II-E-19 BOND COVERAGE

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

II-F-19 COUNCIL MINUTES

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

II-G-19 DEPOSITS AND INVESTMENTS

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

II-H-19 REVENUE BONDS AND NOTES

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

II-I-19 ANNUAL URBAN RENEWAL REPORT

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

II-J-19 URBAN RENEWAL TAX INCREMENT FUND INTEREST ALLOCATION

The City is not allocating interest to the Urban Renewal Tax Increment Fund as required by Chapter 403.19 of the Code of Iowa. Correspondingly, the City is not reducing the certified tax increment by the fund's earnings as required by the Code of Iowa.

Recommendation

Interest should be allocated to the Urban Renewal Tax Increment Fund and certified tax increment should be reduced annually by the fund's interest earned as required by the Code of Iowa.

Response

We will begin allocating interest to the Urban Renewal Tax Increment Fund and reducing the certified tax increment accordingly.

Conclusion

Response accepted.

Meeting Date: 05/04/2020

Subject

Prior and final approval on Urban Revitalization Designations.

Information

The following comprise a list of prior and final Urban Revitalization Designations. All paperwork is in order.

Prior:

405 W Salem — Thomas Daugherty — Rehab

690 North N Street — Logan and Katelyn May — SFD

1005 W Clinton Ave — Joshua Barzon — Rehab

Fiscal Impact

Attachments

No file(s) attached.

Meeting Date: 05/04/2020

Subject

Resolution approving salaries.

Information

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

Fiscal Impact

Attachments

Resolution Approving Salaries

**RESOLUTION 2020-
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:

Dalton Ebertowski, Police Officer, from \$55,834.39/year to \$58,772.55/year, effective April 26, 2020;

Maxine Holaday, Brush Facility Monitor, \$12.50/hour, effective May 2, 2020.

Passed and approved on the 4th day of May 2020.

Kelly B. Shaw, Mayor

ATTEST:

Andrew J. Lent
City Clerk / Finance Director

Meeting Date: 05/04/2020

Subject

Claims on the computer printout for May 4, 2020.

Information

Fiscal Impact

Attachments

Vendor Report 050420

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
A 6FT GEEK LLC				
A 6FT GEEK LLC	APRIL 2020 CLEANING	04/16/2020	4,100.00	GENERAL FUND
A 6FT GEEK LLC	APRIL CLEANING ACTIVITY CENTER	04/16/2020	1,125.00	PARK & RECREATI
Total A 6FT GEEK LLC:			5,225.00	
ADAMS DOOR COMPANY INC.				
ADAMS DOOR COMPANY INC.	REPAIRS TO PD OVERHEAD DOOR	03/31/2020	2,463.00	GENERAL FUND
Total ADAMS DOOR COMPANY INC.:			2,463.00	
AGRILAND FS INC				
AGRILAND FS INC	SUPREME GRASS SEED	04/14/2020	149.50	PARK & RECREATI
AGRILAND FS INC	DELUXE GRASS SEED	04/14/2020	102.50	PARK & RECREATI
Total AGRILAND FS INC:			252.00	
AHLERS & COONEY P.C.				
AHLERS & COONEY P.C.	EMMA FILING DIE TO 2020 SRF	04/22/2020	455.00	SEWER REVENUE
AHLERS & COONEY P.C.	2020 SRF SERIES - WRRF	04/22/2020	18,556.78	SEWER REVENUE
AHLERS & COONEY P.C.	LEGAL ASSIST ON CONNECTION DISTRICT I	04/26/2020	1,864.00	SEWER FUND
Total AHLERS & COONEY P.C.:			20,875.78	
AIR-CON MECHANICAL CORP.				
AIR-CON MECHANICAL CORP.	THERMOSTAT REGULATION ISSUE - PD	04/10/2020	828.14	GENERAL FUND
Total AIR-CON MECHANICAL CORP.:			828.14	
AMAZON CAPITAL SERVICES				
AMAZON CAPITAL SERVICES	ACOUSTICS HEADSET - HEADPHONE WITH	04/04/2020	43.96	GENERAL FUND
AMAZON CAPITAL SERVICES	PH- PAPER, K-PAPER	04/27/2020	68.40	FIRE FUND
AMAZON CAPITAL SERVICES	LITHIUM AA BATTERIES, TIME LAPSE CAME	04/16/2020	394.99	SEWER FUND
AMAZON CAPITAL SERVICES	EQUIPMENT	04/09/2020	174.99	POLICE FUND
Total AMAZON CAPITAL SERVICES:			682.34	
AVESIS THIRD PARTY ADMINISTRATORS INC				
AVESIS THIRD PARTY ADMINIS	VISION	04/01/2020	9.98	GENERAL FUND
AVESIS THIRD PARTY ADMINIS	VISION	04/01/2020	21.94	PARK & RECREATI
AVESIS THIRD PARTY ADMINIS	VISION	04/01/2020	25.94	LIBRARY FUND
AVESIS THIRD PARTY ADMINIS	VISION	04/01/2020	21.96	HEALTH INSURAN
AVESIS THIRD PARTY ADMINIS	VISION	04/01/2020	376.00	GENERAL FUND
AVESIS THIRD PARTY ADMINIS	VISION	04/01/2020	138.02	POLICE FUND
AVESIS THIRD PARTY ADMINIS	VISION	04/01/2020	10.90	FIRE FUND
AVESIS THIRD PARTY ADMINIS	VISION	04/01/2020	61.75	AMBULANCE FUN
AVESIS THIRD PARTY ADMINIS	VISION	04/01/2020	29.49	PARK & RECREATI
AVESIS THIRD PARTY ADMINIS	VISION	04/01/2020	4.51	GENERAL FUND
AVESIS THIRD PARTY ADMINIS	VISION	04/01/2020	19.96	GENERAL FUND
AVESIS THIRD PARTY ADMINIS	VISION	04/01/2020	18.00	GENERAL FUND
AVESIS THIRD PARTY ADMINIS	VISION	04/01/2020	10.33	GENERAL FUND
AVESIS THIRD PARTY ADMINIS	VISION	04/01/2020	40.43	ROAD USE TAX FU
AVESIS THIRD PARTY ADMINIS	VISION	04/01/2020	36.43	SEWER FUND
Total AVESIS THIRD PARTY ADMINISTRATORS INC:			825.64	
BAKER & TAYLOR ENTERTAINMENT				
BAKER & TAYLOR ENTERTAINM	DVD	03/18/2020	16.66	LIBRARY FUND

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
Total BAKER & TAYLOR ENTERTAINMENT:			16.66	
BAKER AND TAYLOR				
BAKER AND TAYLOR	BOOKS	03/04/2020	250.14	LIBRARY FUND
BAKER AND TAYLOR	BOOKS	03/05/2020	560.93	LIBRARY FUND
BAKER AND TAYLOR	BOOKS - MEMORIAL FUND	03/05/2020	48.11	LIBRARY SPECIAL
BAKER AND TAYLOR	BOOKS	03/11/2020	155.78	LIBRARY FUND
BAKER AND TAYLOR	BOOKS	03/12/2020	262.94	LIBRARY FUND
BAKER AND TAYLOR	BOOKS	03/17/2020	209.88	LIBRARY FUND
BAKER AND TAYLOR	BOOKS - MEMORIAL FUND	03/17/2020	15.09	LIBRARY SPECIAL
BAKER AND TAYLOR	BOOKS	03/23/2020	377.42	LIBRARY FUND
BAKER AND TAYLOR	BOOKS - MEMORIAL FUND	03/23/2020	15.68	LIBRARY SPECIAL
BAKER AND TAYLOR	BOOKS	03/26/2020	425.41	LIBRARY FUND
BAKER AND TAYLOR	BOOKS - MEMORIAL FUND	03/26/2020	29.62	LIBRARY SPECIAL
Total BAKER AND TAYLOR:			2,351.00	
BAKER AND TAYLOR SPOKEN WORD				
BAKER AND TAYLOR SPOKEN	BOOK ON CD	03/06/2020	49.23	LIBRARY FUND
BAKER AND TAYLOR SPOKEN	BOOK ON CD	03/10/2020	94.45	LIBRARY FUND
BAKER AND TAYLOR SPOKEN	BOOK ON CD	03/16/2020	25.98	LIBRARY FUND
BAKER AND TAYLOR SPOKEN	BOOK ON CD	03/31/2020	25.98	LIBRARY FUND
BAKER AND TAYLOR SPOKEN	BOOK ON CD	03/31/2020	147.12	LIBRARY FUND
Total BAKER AND TAYLOR SPOKEN WORD:			342.76	
BOLTON & MENK INC				
BOLTON & MENK INC	SPONSORED PROJECTS APP	03/30/2020	5,000.00	STORMWATER UTI
Total BOLTON & MENK INC:			5,000.00	
BSN SPORTS				
BSN SPORTS	INDOOR PLAYGROUND MATS	03/11/2020	720.69	PARK & RECREATI
Total BSN SPORTS:			720.69	
BUHROW, LUKE				
BUHROW, LUKE	CELL PHONE 3/8/2020-4/9/2020	04/15/2020	50.00	POLICE FUND
Total BUHROW, LUKE:			50.00	
BUTTON, DAVID				
BUTTON, DAVID	WELLNESS REIMBURSEMENT	04/14/2020	30.00	POLICE FUND
Total BUTTON, DAVID:			30.00	
CDW GOVERNMENT INC				
CDW GOVERNMENT INC	SONIC WALL USER LICENSE	03/21/2020	185.00	GENERAL FUND
CDW GOVERNMENT INC	VISIO LICENSE	03/31/2020	155.94	GENERAL FUND
Total CDW GOVERNMENT INC:			340.94	
CENGAGE LEARNING				
CENGAGE LEARNING	BOOKS	03/04/2020	88.77	LIBRARY FUND
CENGAGE LEARNING	BOOKS	03/05/2020	107.16	LIBRARY FUND
CENGAGE LEARNING	BOOKS	03/06/2020	51.98	LIBRARY FUND
CENGAGE LEARNING	BOOKS	03/11/2020	52.00	LIBRARY FUND

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
CENGAGE LEARNING	BOOKS	03/18/2020	24.79	LIBRARY FUND
CENGAGE LEARNING	BOOKS	03/19/2020	23.19	LIBRARY FUND
CENGAGE LEARNING	BOOKS	03/23/2020	55.98	LIBRARY FUND
CENGAGE LEARNING	BOOKS	03/25/2020	30.39	LIBRARY FUND
CENGAGE LEARNING	BOOKS	03/26/2020	30.39	LIBRARY FUND
CENGAGE LEARNING	BOOKS	03/26/2020	53.58	LIBRARY FUND
Total CENGAGE LEARNING:			518.23	
CENTURYLINK				
CENTURYLINK	MONTHLY SERVICE 3/22 - 4/21	03/22/2020	54.13	GENERAL FUND
Total CENTURYLINK:			54.13	
CINTAS CORPORATION				
CINTAS CORPORATION	STOCK FIRST AID KIT	04/17/2020	27.30	SEWER FUND
Total CINTAS CORPORATION:			27.30	
CIRCLE B CASHWAY				
CIRCLE B CASHWAY	LETTERS FOR PUBLIC NOTICE SIGNS	04/10/2020	9.84	GENERAL FUND
CIRCLE B CASHWAY	1 x 6 6' DOG EAR FENCE BOARD	04/15/2020	2.49	PARK & RECREATI
Total CIRCLE B CASHWAY:			12.33	
CITY OF INDIANOLA - UTILITY				
CITY OF INDIANOLA - UTILITY	UTILITIES ADULT SOFTBALL	03/31/2020	129.77	PARK & RECREATI
CITY OF INDIANOLA - UTILITY	UTILITIES - LIBRARY	03/05/2020	948.07	LIBRARY FUND
Total CITY OF INDIANOLA - UTILITY:			1,077.84	
CONVERGINT TECHNOLOGIES LLC				
CONVERGINT TECHNOLOGIES	REPAIR MICROPHONE	03/23/2020	300.00	GENERAL FUND
Total CONVERGINT TECHNOLOGIES LLC:			300.00	
CRAIG'S AUTOMOTIVE				
CRAIG'S AUTOMOTIVE	REPAIR #181	04/08/2020	990.00	POLICE FUND
Total CRAIG'S AUTOMOTIVE:			990.00	
GEHRKE QUARRIES INC				
GEHRKE QUARRIES INC	SOFTBALL INFIELD MIX	03/31/2020	237.28	PARK & RECREATI
Total GEHRKE QUARRIES INC:			237.28	
HANSEN, JAMES A				
HANSEN, JAMES A	HOME BASE IOWA WARRANT	04/21/2020	1,500.00	GENERAL FUND
Total HANSEN, JAMES A:			1,500.00	
HAWKEYE TRUCK EQUIPMENT				
HAWKEYE TRUCK EQUIPMENT	FREIGHT NOT PAID ON OLD INVOICE	01/30/2020	35.90	SEWER FUND
Total HAWKEYE TRUCK EQUIPMENT:			35.90	
HAWKINS, ROB				
HAWKINS, ROB	CELL PHONE 3/26/2020 - 4/25/2020	04/14/2020	50.00	POLICE FUND

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
HAWKINS, ROB	UNIFORM ALLOWANCE	04/14/2020	300.00	POLICE FUND
Total HAWKINS, ROB:			350.00	
HURT, AARON				
HURT, AARON	REIMBURSEMENT FOR EMPLOYEE RECOG	12/13/2019	193.37	GENERAL FUND
Total HURT, AARON:			193.37	
HUTCHINSON SALT CO. INC.				
HUTCHINSON SALT CO. INC.	57.66 TON SALT FOR WINTER STREETS	02/27/2020	3,991.81	ROAD USE TAX FU
Total HUTCHINSON SALT CO. INC.:			3,991.81	
INDIANOLA MUNICIPAL UTILITIES				
INDIANOLA MUNICIPAL UTILITIE	PHONE - 04/2020	04/01/2020	700.92	GENERAL FUND
INDIANOLA MUNICIPAL UTILITIE	INTERNET - 04/2020	04/01/2020	142.00	GENERAL FUND
Total INDIANOLA MUNICIPAL UTILITIES:			842.92	
INFOMAX OFFICE SYSTEMS INC.				
INFOMAX OFFICE SYSTEMS IN	DEVICE PAYMENT WITH PAPER CUT & CONN	03/20/2020	3,260.60	GENERAL FUND
INFOMAX OFFICE SYSTEMS IN	BLACK OVERAGE - CITY HALL	03/20/2020	14.60	GENERAL FUND
Total INFOMAX OFFICE SYSTEMS INC.:			3,275.20	
IOWA ONE CALL				
IOWA ONE CALL	LOCATES	04/15/2020	396.00	SEWER FUND
Total IOWA ONE CALL:			396.00	
IOWA WORKFORCE DEVELOPMENT				
IOWA WORKFORCE DEVELOP	BENEFITS PAID 1ST QTR - N E HOLMES	04/15/2020	20.38	PARK & RECREATI
Total IOWA WORKFORCE DEVELOPMENT:			20.38	
KIYA KODA HUMANE SOCIETY				
KIYA KODA HUMANE SOCIETY	CONTRACTED SERVICES	04/29/2020	2,912.00	POLICE FUND
Total KIYA KODA HUMANE SOCIETY:			2,912.00	
LARGESSE, RICK				
LARGESSE, RICK	UNIFORM ALLOWANCE	03/23/2020	300.00	POLICE FUND
Total LARGESSE, RICK:			300.00	
LIBRARY FURNITURE INTERNATIONAL INC				
LIBRARY FURNITURE INTERNA	SHELF DIVIDERS	04/01/2020	318.00	LIBRARY FUND
Total LIBRARY FURNITURE INTERNATIONAL INC:			318.00	
MACHINE SHED				
MACHINE SHED	MEALS WHILE ATTENDING SCHOOL	03/13/2020	1,288.00	POLICE FUND
Total MACHINE SHED:			1,288.00	
MCCOY HARDWARE INC				
MCCOY HARDWARE INC	FERTILIZER	04/07/2020	16.19	PARK & RECREATI

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
MCCOY HARDWARE INC	HARDWARE FOR DOOR	04/15/2020	56.76	SEWER FUND
MCCOY HARDWARE INC	PROPANE CYLINDER, 1" GATE VALVE, 1" CO	04/20/2020	24.54	PARK & RECREATI
MCCOY HARDWARE INC	20A OUTLET & OUTLET COVERS	04/20/2020	20.03	PARK & RECREATI
MCCOY HARDWARE INC	ANCHOR BOLTS	04/16/2020	6.80	PARK & RECREATI
Total MCCOY HARDWARE INC:			124.32	
MEBULBS				
MEBULBS	ACTIVITY CENTER LIGHT BULBS	03/13/2020	1,510.56	PARK & RECREATI
Total MEBULBS:			1,510.56	
MEDTRAK SERVICES				
MEDTRAK SERVICES	411 RX	03/31/2020	22.77	POLICE FUND
MEDTRAK SERVICES	411 RX	04/15/2020	84.06	POLICE FUND
Total MEDTRAK SERVICES:			106.83	
METLIFE - GROUP BENEFITS				
METLIFE - GROUP BENEFITS	DENTAL	04/27/2020	86.42	GENERAL FUND
METLIFE - GROUP BENEFITS	DENTAL	04/27/2020	20.57	GENERAL FUND
METLIFE - GROUP BENEFITS	DENTAL	04/27/2020	172.84	GENERAL FUND
METLIFE - GROUP BENEFITS	DENTAL	04/27/2020	74.58	FIRE FUND
METLIFE - GROUP BENEFITS	DENTAL	04/27/2020	422.61	AMBULANCE FUN
METLIFE - GROUP BENEFITS	DENTAL	04/27/2020	185.77	PARK & RECREATI
METLIFE - GROUP BENEFITS	DENTAL	04/27/2020	161.70	PARK & RECREATI
METLIFE - GROUP BENEFITS	DENTAL	04/27/2020	210.48	LIBRARY FUND
METLIFE - GROUP BENEFITS	DENTAL	04/27/2020	278.56	GENERAL FUND
METLIFE - GROUP BENEFITS	DENTAL	04/27/2020	14.46	GENERAL FUND
METLIFE - GROUP BENEFITS	DENTAL	04/27/2020	317.47	ROAD USE TAX FU
METLIFE - GROUP BENEFITS	DENTAL	04/27/2020	185.77	SEWER FUND
METLIFE - GROUP BENEFITS	DENTAL	04/27/2020	1,425.00	GENERAL FUND
METLIFE - GROUP BENEFITS	DENTAL	04/27/2020	956.84	POLICE FUND
Total METLIFE - GROUP BENEFITS:			4,513.07	
MID AMERICAN ENERGY CO.				
MID AMERICAN ENERGY CO.	ACTIVITY CENTER UTILITIES	03/23/2020	255.82	PARK & RECREATI
MID AMERICAN ENERGY CO.	NATURAL GAS	03/23/2020	216.76	LIBRARY FUND
MID AMERICAN ENERGY CO.	05931-25003 N HWY 65/69 ENTRANCE SIGN	04/15/2020	12.01	GENERAL FUND
MID AMERICAN ENERGY CO.	26321-30003 ST LIGHTING	04/15/2020	131.88	GENERAL FUND
MID AMERICAN ENERGY CO.	07741-18004 65/69 LIFT	04/20/2020	70.92	SEWER FUND
MID AMERICAN ENERGY CO.	09750-87035 WESLEY LIFT	04/20/2020	40.34	SEWER FUND
MID AMERICAN ENERGY CO.	08701-24006 QUAIL MDWS. LIFT	04/22/2020	61.45	SEWER FUND
MID AMERICAN ENERGY CO.	ACTIVITY CENTER UTILITIES	04/22/2020	177.36	PARK & RECREATI
Total MID AMERICAN ENERGY CO.:			966.54	
MIDDLESWART, KATHERINE				
MIDDLESWART, KATHERINE	REFUND FOR BUXTON ROOM RENTAL	04/16/2020	900.00	PARK & RECREATI
Total MIDDLESWART, KATHERINE:			900.00	
MIDWEST AUTOMATIC FIRE SPRINKLER				
MIDWEST AUTOMATIC FIRE SP	MUNICIPAL BLDG SPRINKLER SYSTEM	03/26/2020	222.50	GENERAL FUND
Total MIDWEST AUTOMATIC FIRE SPRINKLER:			222.50	

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
MUTUAL OF OMAHA				
MUTUAL OF OMAHA	LIFE, AD&D, LTD, STD	04/27/2020	202.60	ROAD USE TAX FU
MUTUAL OF OMAHA	LIFE, AD&D, LTD, STD	04/27/2020	957.45	POLICE FUND
MUTUAL OF OMAHA	LIFE, AD&D, LTD, STD	04/27/2020	88.23	FIRE FUND
MUTUAL OF OMAHA	LIFE, AD&D, LTD, STD - ADJ	04/27/2020	1.23	FIRE FUND
MUTUAL OF OMAHA	LIFE, AD&D, LTD, STD	04/27/2020	499.96	AMBULANCE FUN
MUTUAL OF OMAHA	LIFE, AD&D, LTD, STD - ADJ	04/27/2020	6.94	AMBULANCE FUN
MUTUAL OF OMAHA	LIFE, AD&D, LTD, STD	04/27/2020	198.22	PARK & RECREATI
MUTUAL OF OMAHA	LIFE, AD&D, LTD, STD	04/27/2020	135.30	PARK & RECREATI
MUTUAL OF OMAHA	LIFE, AD&D, LTD, STD	04/27/2020	157.49	LIBRARY FUND
MUTUAL OF OMAHA	LIFE, AD&D, LTD, STD	04/27/2020	225.85	SEWER FUND
MUTUAL OF OMAHA	LIFE, AD&D, LTD, STD	04/27/2020	1,153.37	GENERAL FUND
MUTUAL OF OMAHA	LIFE, AD&D, LTD, STD - ADJ	04/27/2020	3.00	GENERAL FUND
MUTUAL OF OMAHA	LIFE, AD&D, LTD, STD	04/27/2020	49.63	GENERAL FUND
MUTUAL OF OMAHA	LIFE, AD&D, LTD, STD	04/27/2020	45.04	GENERAL FUND
MUTUAL OF OMAHA	LIFE, AD&D, LTD, STD	04/27/2020	81.90	GENERAL FUND
MUTUAL OF OMAHA	LIFE, AD&D, LTD, STD	04/27/2020	126.95	GENERAL FUND
MUTUAL OF OMAHA	LIFE, AD&D, LTD, STD - ADJ	04/27/2020	31.01	GENERAL FUND
MUTUAL OF OMAHA	LIFE, AD&D, LTD, STD	04/27/2020	127.23	GENERAL FUND
Total MUTUAL OF OMAHA:			4,091.40	
NUTRI-JECT SYSTEMS INC				
NUTRI-JECT SYSTEMS INC	SLUDGE APPLICATION	04/14/2020	13,365.00	SEWER FUND
Total NUTRI-JECT SYSTEMS INC:			13,365.00	
O'KEEFE ELEVATOR CO.				
O'KEEFE ELEVATOR CO.	ANNUAL ELEVATAOR MAINTENANCE	03/01/2020	318.30	GENERAL FUND
Total O'KEEFE ELEVATOR CO.:			318.30	
O'MEARA, VANDY				
O'MEARA, VANDY	REFUND OF CHARGE FOR BUXTON ROOM	04/24/2020	200.00	PARK & RECREATI
O'MEARA, VANDY	REFUND OF DEPOSIT FOR BUXTON ROOM	04/24/2020	150.00	PARK & RECREATI
Total O'MEARA, VANDY:			350.00	
OVERHEAD DOOR COMPANY				
OVERHEAD DOOR COMPANY	DOOR MALFUNCTION	04/10/2020	451.45	FIRE FUND
Total OVERHEAD DOOR COMPANY:			451.45	
PELLA PRINTING				
PELLA PRINTING	SPRING CLEANUP FLYER	04/02/2020	797.00	GENERAL FUND
PELLA PRINTING	SPRING 2020 MAGAZINE	03/28/2020	6,267.50	PARK & RECREATI
PELLA PRINTING	SPRING 2020 MAGAZINE	03/28/2020	6,267.50	GENERAL FUND
PELLA PRINTING	ENVELOPES (CITY #10 QT 5,000)	04/17/2020	687.00	GENERAL FUND
Total PELLA PRINTING:			14,019.00	
PHILIPS MEDICAL CAPITAL				
PHILIPS MEDICAL CAPITAL	CARDIAC MONITOR LEASE	04/12/2020	1,348.11	AMBULANCE FUN
Total PHILIPS MEDICAL CAPITAL:			1,348.11	
PURCHASE POWER				
PURCHASE POWER	POSTAGE	04/10/2020	3.50	GENERAL FUND

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
Total PURCHASE POWER:			3.50	
RECORDED BOOKS INC				
RECORDED BOOKS INC	BOOK ON CD	03/05/2020	40.50	LIBRARY FUND
RECORDED BOOKS INC	E-BOOKS	03/09/2020	55.00	LIBRARY FUND
RECORDED BOOKS INC	E-BOOKS	03/18/2020	60.00	LIBRARY FUND
Total RECORDED BOOKS INC:			155.50	
RICKETTS, ANGIE				
RICKETTS, ANGIE	REFUND FOR 4 PLANTS	04/24/2020	30.00	PARK & RECREATI
Total RICKETTS, ANGIE:			30.00	
ROSS CHEMICAL SYSTEMS INC				
ROSS CHEMICAL SYSTEMS IN	VEHICLE SOAP/FLOORS	04/17/2020	310.05	FIRE FUND
Total ROSS CHEMICAL SYSTEMS INC:			310.05	
SANDRY FIRE SUPPLY LLC				
SANDRY FIRE SUPPLY LLC	PUMP CAN HARNESS	04/23/2020	137.85	FIRE FUND
SANDRY FIRE SUPPLY LLC	COVID-19 APR ADAPTER	04/23/2020	635.60	AMBULANCE FUN
Total SANDRY FIRE SUPPLY LLC:			773.45	
SECRETARY OF STATE				
SECRETARY OF STATE	DUES	04/14/2020	30.00	POLICE FUND
Total SECRETARY OF STATE:			30.00	
SHULL, DOUG				
SHULL, DOUG	MONTHLY CONTRACTED SERVICES	04/29/2020	83.33	GENERAL FUND
Total SHULL, DOUG:			83.33	
SPRINGER PEST SOLUTIONS DSM				
SPRINGER PEST SOLUTIONS D	REGULAR INSPECTION	04/14/2020	79.00	LIBRARY FUND
Total SPRINGER PEST SOLUTIONS DSM:			79.00	
SPRINGER PROFESSIONAL HOME SERVICES				
SPRINGER PROFESSIONAL HO	ACTIVITY CENTER PEST CONTROL	04/01/2020	61.00	PARK & RECREATI
Total SPRINGER PROFESSIONAL HOME SERVICES:			61.00	
T.R.M. DISPOSAL LLC				
T.R.M. DISPOSAL LLC	WEEKLY SRV 207 N B	03/24/2020	97.00	LIBRARY FUND
Total T.R.M. DISPOSAL LLC:			97.00	
THEISEN'S				
THEISEN'S	SEA FOAM MOTOR TREATMENT	04/20/2020	51.99	PARK & RECREATI
THEISEN'S	GREASE GUN, HOSE & COUPLER	04/20/2020	35.47	PARK & RECREATI
Total THEISEN'S:			87.46	

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
THOMAS, BARB				
THOMAS, BARB	REFUND PERMIT CHARGE	04/24/2020	200.00	PARK & RECREATI
THOMAS, BARB	REFUND DEPOSIT	04/24/2020	150.00	PARK & RECREATI
Total THOMAS, BARB:			350.00	
TRUENORTH COMPANIES LC				
TRUENORTH COMPANIES LC	SAFETY COMMITTEE MEETING MARCH 202	04/27/2020	12.50	PARK & RECREATI
TRUENORTH COMPANIES LC	SAFETY COMMITTEE MEETING MARCH 202	04/27/2020	12.50	LIBRARY FUND
TRUENORTH COMPANIES LC	SAFETY COMMITTEE MEETING MARCH 202	04/27/2020	12.50	GENERAL FUND
TRUENORTH COMPANIES LC	SAFETY COMMITTEE MEETING MARCH 202	04/27/2020	12.50	GENERAL FUND
TRUENORTH COMPANIES LC	SAFETY COMMITTEE MEETING MARCH 202	04/27/2020	12.50	ROAD USE TAX FU
TRUENORTH COMPANIES LC	SAFETY COMMITTEE MEETING MARCH 202	04/27/2020	12.50	SEWER FUND
TRUENORTH COMPANIES LC	SAFETY COMMITTEE MEETING MARCH 202	04/27/2020	12.50	POLICE FUND
TRUENORTH COMPANIES LC	SAFETY COMMITTEE MEETING MARCH 202	04/27/2020	12.50	FIRE FUND
Total TRUENORTH COMPANIES LC:			100.00	
U.S. CELLULAR				
U.S. CELLULAR	CELL PHONE - FIRE DEPT	04/12/2020	120.23	AMBULANCE FUN
U.S. CELLULAR	CELL PHONES - 3 STREET	04/12/2020	69.02	ROAD USE TAX FU
U.S. CELLULAR	CELL PHONE - PARK	04/12/2020	28.12	PARK & RECREATI
U.S. CELLULAR	CELL PHONES - 2 SEWER	04/12/2020	86.83	SEWER FUND
Total U.S. CELLULAR:			304.20	
UNIQUE MANAGEMENT SERVICES				
UNIQUE MANAGEMENT SERVI	COLLECTION SERVICES	03/01/2020	50.00	LIBRARY FUND
Total UNIQUE MANAGEMENT SERVICES:			50.00	
VANDERPOOL CONSTRUCTION				
VANDERPOOL CONSTRUCTION	QM3 LIFT STATION PAY APP #1	04/16/2020	38,547.19	SEWER CAPITAL P
Total VANDERPOOL CONSTRUCTION:			38,547.19	
VENDNOVATION LLC				
VENDNOVATION LLC	DRUG VENDING SOFTWARE	04/21/2020	1,200.00	AMBULANCE FUN
Total VENDNOVATION LLC:			1,200.00	
WALLER, RYAN				
WALLER, RYAN	CELL PHONE 3/9/20 - 4/8/20	04/08/2020	75.00	GENERAL FUND
Total WALLER, RYAN:			75.00	
WD DOOR				
WD DOOR	SOUTH PLANT GARAGE DOOR	04/13/2020	5,935.00	SEWER FUND
Total WD DOOR:			5,935.00	
WELLS FARGO CCER				
WELLS FARGO CCER	Aed SuperstoreAED replacement pads	03/30/2020	169.00	POLICE FUND
WELLS FARGO CCER	Sq Foundry DistillHand Sanitizer	03/26/2020	160.50	AMBULANCE FUN
WELLS FARGO CCER	Amazon Mp3 8n3rs7mx3Childrens Programmin	03/26/2020	3.18	LIBRARY FUND
WELLS FARGO CCER	Cna ClassifiedsOfficer AD	03/25/2020	300.00	POLICE FUND
WELLS FARGO CCER	Sp Stencil PlusBike Lane Stencils	03/25/2020	335.43	PARK & RECREATI
WELLS FARGO CCER	Mccoy True ValuePaint supplies	03/25/2020	17.57	FIRE FUND

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
WELLS FARGO CCER	Microsoft Office 365Refund for switching Office	03/25/2020	758.73-	GENERAL FUND
WELLS FARGO CCER	SignsdirectCharged in error. Invoice pending. M	03/25/2020	118.94	PARK & RECREATI
WELLS FARGO CCER	SignsdirectCredit for charge 3/25/2020.Menu si	03/25/2020	118.94-	PARK & RECREATI
WELLS FARGO CCER	Fastenal Company 01iadesTyvex suits COVID	03/25/2020	1,151.47	AMBULANCE FUN
WELLS FARGO CCER	Wm Supercenter #1491Tubs for PAPRS for am	03/25/2020	17.54	AMBULANCE FUN
WELLS FARGO CCER	Bound Tree Medical LlcOne Way CPR valves -	03/18/2020	109.90	AMBULANCE FUN
WELLS FARGO CCER	Bound Tree Medical LlcAmbulance / Medical S	03/18/2020	1,525.30	AMBULANCE FUN
WELLS FARGO CCER	Cna ClassifiedsOfficer AD	03/18/2020	300.00	POLICE FUND
WELLS FARGO CCER	Amazon.Com Tq4of4p3 AmznFriends of the Lib	03/18/2020	34.94	LIBRARY SPECIAL
WELLS FARGO CCER	Honors GraduationGraduation cords for Senior	03/18/2020	28.00	GENERAL FUND
WELLS FARGO CCER	Wal-Mart #1723Cleaning supplies - Covid	03/11/2020	35.78	POLICE FUND
WELLS FARGO CCER	Cna ClassifiedsOfficer AD	03/11/2020	300.00	POLICE FUND
WELLS FARGO CCER	Wal-Mart #1491Flashlight Easter Egg Hung Sup	03/11/2020	161.49	PARK & RECREATI
WELLS FARGO CCER	Wm Supercenter #1491Pickard Concession Su	03/11/2020	82.69	PARK & RECREATI
WELLS FARGO CCER	Wal-Mart #1491padlocks for lights at Pickard	03/02/2020	15.92	PARK & RECREATI
WELLS FARGO CCER	Cnm Outdoor EquipmentTune up kits for chain s	03/02/2020	67.60	FIRE FUND
WELLS FARGO CCER	Emergency Medical ProducPrestan Infant CPR	03/02/2020	484.49	AMBULANCE FUN
WELLS FARGO CCER	Adobe 800-833-6687monthly software subscri	03/02/2020	52.99	PARK & RECREATI
WELLS FARGO CCER	Aed SuperstoreAED replacement pads	03/02/2020	220.00	POLICE FUND
WELLS FARGO CCER	Iowa League Of CitiesJackie and Andy IMFOA	03/02/2020	300.00	GENERAL FUND
WELLS FARGO CCER	Johnnys Italian SteakhousMetro Finance Direct	03/02/2020	14.84	GENERAL FUND
WELLS FARGO CCER	Indoff IncorporatedOffice supplies	03/02/2020	35.44	GENERAL FUND
WELLS FARGO CCER	Mccoy True Valuechain link for F.E. training: retu	03/02/2020	15.99-	FIRE FUND
WELLS FARGO CCER	Dewey Ford247 Medic NOX sensor	03/23/2020	327.80	AMBULANCE FUN
WELLS FARGO CCER	Safariland, LlcSafariland holster for Chief Button	03/23/2020	61.99	POLICE FUND
WELLS FARGO CCER	Hy-Vee Indianola 1271Thermometers for PD an	03/23/2020	79.98	AMBULANCE FUN
WELLS FARGO CCER	NepelraMembership fees	03/17/2020	79.00	GENERAL FUND
WELLS FARGO CCER	Easy Pay RentalsShed for Brush Facility. Name	03/17/2020	2,498.48	GENERAL FUND
WELLS FARGO CCER	Wal-Mart #1491Zone snacks and senior supplie	03/12/2020	44.56	PARK & RECREATI
WELLS FARGO CCER	Indoff IncorporatedOffice supplies.	03/12/2020	51.70	GENERAL FUND
WELLS FARGO CCER	Emergency Medical ProducCOVID-19 Foaming	03/12/2020	309.36	AMBULANCE FUN
WELLS FARGO CCER	Wm Supercenter #1491Office supplies	03/12/2020	39.61	PARK & RECREATI
WELLS FARGO CCER	Wm Supercenter #1491Childrens programming	03/12/2020	4.85	LIBRARY FUND
WELLS FARGO CCER	Wm Supercenter #1491Office supplies	03/12/2020	5.88	LIBRARY FUND
WELLS FARGO CCER	Amazon.Com Az1gl9pc3 AmznFriends of the Li	03/12/2020	39.99	LIBRARY SPECIAL
WELLS FARGO CCER	Sherwin Williams 704340Finish for station table	03/23/2020	112.28	FIRE FUND
WELLS FARGO CCER	WomanS Day 8002342960Refund of auto rene	03/03/2020	26.72-	PARK & RECREATI
WELLS FARGO CCER	The International SociNFPA live fire instructor cl	03/03/2020	555.00	FIRE FUND
WELLS FARGO CCER	The International SociNFPA live fire instructor cl	03/03/2020	555.00	FIRE FUND
WELLS FARGO CCER	Napa Parts 0000514Plugs, filters and parts for s	03/09/2020	295.88	FIRE FUND
WELLS FARGO CCER	Best Western RegencyHotel for IAWEA Confere	03/09/2020	89.59	SEWER FUND
WELLS FARGO CCER	Hy-Vee Gas Indianola 5271Gas for Chainsaws	03/12/2020	11.43	SEWER FUND
WELLS FARGO CCER	Tst Funaro SCinnamon Rolls for Employee App	03/09/2020	39.69	GENERAL FUND
WELLS FARGO CCER	Hy-Vee Indianola 1271flowers for employee aw	03/09/2020	45.00	GENERAL FUND
WELLS FARGO CCER	Amzn Mktp Us 3j39s00p3Friends - SRP prizes	03/09/2020	55.89	LIBRARY SPECIAL
WELLS FARGO CCER	Fareway Stores #657Employee Engagement Ev	03/09/2020	55.00	GENERAL FUND
WELLS FARGO CCER	Hy-Vee Indianola 1271City Hall employee appre	03/09/2020	59.90	GENERAL FUND
WELLS FARGO CCER	Sp llo UsaBoard Game Collection	03/03/2020	2.50	LIBRARY FUND
WELLS FARGO CCER	Wal-Mart #1491Employee Engagement Event -	03/04/2020	47.43	GENERAL FUND
WELLS FARGO CCER	Dph Regulatory ProgramsSwimming Pool Regis	03/04/2020	140.00	POOL (MEMORIAL)
WELLS FARGO CCER	Sq Foundry DistillTax refund	03/27/2020	10.50-	AMBULANCE FUN
WELLS FARGO CCER	Jon Don Moto #888Tax refund	03/27/2020	37.68-	FIRE FUND
WELLS FARGO CCER	Jon Don Moto #888Tax refund	03/27/2020	.23-	FIRE FUND
WELLS FARGO CCER	The Sports Page GrillAdult Basketball Tournam	03/09/2020	75.00	PARK & RECREATI
WELLS FARGO CCER	Jon Don Moto #888Tax refund	03/27/2020	9.83-	FIRE FUND
WELLS FARGO CCER	Jon Don Moto #888Tax refund	03/27/2020	1.35-	FIRE FUND
WELLS FARGO CCER	Jon Don Moto #888Tax refund	03/27/2020	9.98-	FIRE FUND
WELLS FARGO CCER	Mood PandoraMonthly Hold Music	03/27/2020	26.95	GENERAL FUND

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
WELLS FARGO CCER	Spencer Municipal HospCPR cards for 4 memb	03/20/2020	28.00	AMBULANCE FUN
WELLS FARGO CCER	IndianolacountryclubLunch interview with Charli	03/09/2020	48.64	GENERAL FUND
WELLS FARGO CCER	Jon Don Moto #888COVID-19 Disinfectant ph7	03/16/2020	621.37	FIRE FUND
WELLS FARGO CCER	Tikly.CoRefund for Lunch for Tomorrow Plan Sp	03/16/2020	10.00-	GENERAL FUND
WELLS FARGO CCER	Paypal Philipsshai EbaySwitch for Grit Auger	03/16/2020	43.40	SEWER FUND
WELLS FARGO CCER	Hy-Vee Indianola 1271Dry Ice for Haz Mat traini	03/16/2020	6.57	FIRE FUND
WELLS FARGO CCER	Gotprint.ComPickard sponsor banners	03/13/2020	690.86	PARK & RECREATI
WELLS FARGO CCER	Jon Don Moto #888Tax refund	03/27/2020	5.53-	FIRE FUND
WELLS FARGO CCER	Napa Parts 0000514N 95 masks COVID-19	03/13/2020	71.34	AMBULANCE FUN
WELLS FARGO CCER	Spencer Municipal HospCPR cards Vanderpool	03/13/2020	900.00	AMBULANCE FUN
WELLS FARGO CCER	Motis Brands Incladder for form truck	03/13/2020	300.19	ROAD USE TAX FU
WELLS FARGO CCER	Mercy Medical 00015776lidcaine x5, Epi 1:10,0	03/06/2020	1,080.40	AMBULANCE FUN
WELLS FARGO CCER	Jon Don Moto #888	03/20/2020	568.06	FIRE FUND
WELLS FARGO CCER	Cnm Outdoor EquipmentAnnual tune up for chai	03/10/2020	34.48	FIRE FUND
WELLS FARGO CCER	Cnm Outdoor EquipmentAnnual tune up parts c	03/10/2020	36.89	FIRE FUND
WELLS FARGO CCER	Cnm Outdoor EquipmentAnnual tune up parts f	03/10/2020	36.89	FIRE FUND
WELLS FARGO CCER	Warren County OilLP for North Plant	03/13/2020	1,140.24	SEWER FUND
WELLS FARGO CCER	Alco Sales & ServiceCOVID-19 hand sanitizer d	03/13/2020	136.16	FIRE FUND
WELLS FARGO CCER	Emergency Medical ProducOne Way CPR valve	03/05/2020	164.79	AMBULANCE FUN
WELLS FARGO CCER	Amazon.Com Wi68h0eu3 Amzn65022- DVDs	03/25/2020	17.99	LIBRARY FUND
WELLS FARGO CCER	Usps Po 184365062565080- USPS Postage	03/18/2020	3.16	LIBRARY FUND
WELLS FARGO CCER	Wal-Mart #1491N95 masks COVID-19	03/24/2020	35.76	AMBULANCE FUN
WELLS FARGO CCER	Mccoy True ValueBatteries for thermometers C	03/19/2020	9.88	AMBULANCE FUN
WELLS FARGO CCER	Tikly.CoLunch for Tomorrow Plan Speaker Serie	03/10/2020	11.00	GENERAL FUND
WELLS FARGO CCER	Greater Des MoinesDC Trip	03/11/2020	2,250.00	GENERAL FUND
WELLS FARGO CCER	In Rotary Club Of IndianMembership dues per	03/02/2020	140.00	GENERAL FUND
WELLS FARGO CCER	Greater Des MoinesDC Trip Refund	03/23/2020	2,250.00-	GENERAL FUND
WELLS FARGO CCER	TheisenS #21Air hose repair in shop	03/10/2020	9.99	FIRE FUND
WELLS FARGO CCER	Napa Parts 0000514True fuel for small engines	03/10/2020	316.97	FIRE FUND
WELLS FARGO CCER	Cnm Outdoor EquipmentCredit back from tax a	03/10/2020	73.78-	FIRE FUND
WELLS FARGO CCER	Amerlibassoc EcommerceAmerican Library Ass	03/31/2020	148.00	LIBRARY FUND
WELLS FARGO CCER	Amazon.Com 189ix2ll3 Amzn65022- DVDs	03/09/2020	67.84	LIBRARY FUND
WELLS FARGO CCER	Amazon.Com lu4td74f3 Amzn65022- DVDs	03/04/2020	9.99	LIBRARY FUND
WELLS FARGO CCER	Amazon.Com Ge9le3ym3 Amzn65060- office su	03/11/2020	35.68	LIBRARY FUND
WELLS FARGO CCER	Amazon.Com Ge9le3ym3 Amzn63100- doorbell	03/11/2020	23.54	LIBRARY FUND
WELLS FARGO CCER	Sq Gratias InvestigationCourt reporting for WR	03/11/2020	976.38	WWTP FACILITY C
WELLS FARGO CCER	Paypal lowalibrary62100- ILA membership	03/19/2020	76.00	LIBRARY FUND
WELLS FARGO CCER	Amazon.Com Amzn.Com/Bill65022- DVD price	03/19/2020	2.01-	LIBRARY FUND
WELLS FARGO CCER	Wal-Mart #149163100- Doorbell batteries	03/10/2020	4.37	LIBRARY FUND
WELLS FARGO CCER	Amzn Mktp Us C74r50e6363100- safety equipm	03/23/2020	30.97	LIBRARY FUND
WELLS FARGO CCER	Amzn Mktp Us Lv5yu37k365070- Book tape	03/23/2020	60.64	LIBRARY FUND
WELLS FARGO CCER	Amazon.Com Fa1kr8nj365060- office supplies	03/23/2020	10.88	LIBRARY FUND
WELLS FARGO CCER	Hy-Vee Indianola 1271Orange juice and water f	03/05/2020	21.21	GENERAL FUND
WELLS FARGO CCER	Hy-Vee Indianola 1271Flowers for Kevin Crawfo	03/05/2020	50.00	GENERAL FUND
WELLS FARGO CCER	Amazon.Com 360wj3tt3 Amzn65022- DVDs	03/16/2020	37.92	LIBRARY FUND
WELLS FARGO CCER	Wal-Mart #149165070- Cleaning wipes	03/13/2020	8.66	LIBRARY FUND
WELLS FARGO CCER	Amzn Mktp Us Ws3fe4fa365070- DVD cases	03/13/2020	20.00	LIBRARY FUND
WELLS FARGO CCER	Adobe Acropro Subsssoftware	03/30/2020	14.99	POLICE FUND
WELLS FARGO CCER	Metal PromoCoins	03/30/2020	1,409.00	POLICE FUND
WELLS FARGO CCER	Government Finance OfficBudgeting in a Reces	03/30/2020	35.00	GENERAL FUND
WELLS FARGO CCER	The Ups Store #6682Send SRF paperwork to A	03/30/2020	10.94	WWTP FACILITY C
WELLS FARGO CCER	Government Finance OfficBudgeting in Difficult	03/26/2020	35.00	GENERAL FUND
WELLS FARGO CCER	Bob S Custom Trophies Inplaque - jacket	03/26/2020	10.00	POLICE FUND

Total WELLS FARGO CCER:

20,221.52

WOOSLEY LANDSCAPING & MOWING

WOOSLEY LANDSCAPING & M	PARKS MOW CONTRACT	04/23/2020	8,740.00	PARK & RECREATI
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Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
WOOSLEY LANDSCAPING & M	LIBRARY MOW CONTRACT	04/23/2020	300.00	LIBRARY FUND
WOOSLEY LANDSCAPING & M	MAC MOW CONTRACT	04/23/2020	660.00	POOL (MEMORIAL)
Total WOOSLEY LANDSCAPING & MOWING:			9,700.00	
Grand Totals:			179,124.92	

City Council: _____

Subject
Codification Project

Information

Fiscal Impact

Attachments

Codification Memorandum



— CLERK/FINANCE DEPARTMENT —

To: Mayor and Council
From: Jackie Raffety, Deputy City Clerk
CC: Ryan Waller, City Manager
Date: 4 May 2020
Re: Codification Public Hearing and Ordinance

The Codification process is a re-adoption of the Indianola City Code of Ordinance to update to Code. This process should be done approximately every five years. The current codification began a couple of years ago and paused during Diana Bowlin's retirement. Due to work still being done by the codifiers, the public hearing will need to be opened and then a motion made to continue it to the next meeting. Notice of the public hearing was published in the Des Moines Register on April 23, 2020.



Meeting Date: 05/04/2020

Subject

Public Hearing to consider adoption of the 2020 revised code of ordinances of the City of Indianola, Iowa (Codification Project).

Information

The Mayor will open the meeting for a public hearing on the adoption of the 2020 revised code of ordinances of the City of Indianola, Iowa (Codification Project).

Due to the COVID-19 pandemic, comments may be submitted prior to or during the public hearing to cityclerk@indianolaiowa.gov or by calling 515-962-5240 during the meeting.

A motion to continue the hearing to May 18, 2020 is in order.

Fiscal Impact

Attachments

Notice of Hearing - Codification

NOTICE OF PUBLIC HEARING

NOTICE OF A PUBLIC HEARING TO CONSIDER ADOPTION OF THE 2020 REVISED CODE OF ORDINANCES OF THE CITY OF INDIANOLA.

TO: ALL CITIZENS AND ALL PARTIES IN INTEREST WHO, UNDER THE PROVISIONS OF SECTION 380.8, CODE OF IOWA, MAY BE ENTITLED TO NOTICE OF ANY PROPOSED ADOPTION OF THE 2020 REVISED CODE OF ORDINANCE OF THE CITY OF INDIANOLA, IOWA.

NOTICE IS HEREBY GIVEN that on the 4th day of May 2020, at 6:00 P.M., in the Council Chambers of the Municipal Building in Indianola, Iowa, a public hearing will be held by the City Council of the City of Indianola, Iowa, in connection with the proposed adoption of the 2020 revised Code of Ordinances of the City of Indianola, Iowa. A copy of the proposed revised Code of Ordinances is available for review at the City Clerk's office.

YOU ARE FURTHER AND SPECIFICALLY NOTIFIED that the proposed adoption of the 2020 Revised Code of Ordinances of the City of Indianola, Iowa, at the time and place aforesaid and that at such time and place, all parties in interest and citizens shall have an opportunity to be heard.

Due to the COVID-19 Pandemic, the City of Indianola is currently hosting its meetings virtually at https://www.youtube.com/channel/UCCwqdy2irWQILB_1QzcVrdw for those who do not wish to attend in person. You may also view the meeting via a Zoom webinar: <https://us02web.zoom.us/j/85034253444>

Or iPhone one-tap: 1-312-626-6799, 85034253444# or 1-646-558-8656, 85034253444#

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

Webinar ID: 850 3425 3444

Comments may be submitted prior or during the public hearing to cityclerk@indianolaiowa.gov or by calling 515-962-5240.

All comments submitted will become a part of the published hearing. The Council may take action to adopt the revised Code of Ordinances after said hearing.

This Notice is published by order of the City Council of the City of Indianola, Iowa on April 22, 2020.

\s\ ANDREW J. LENT, City Clerk

Meeting Date: 05/04/2020

Subject

Community Development Block Grant (CDBG) Funding

Information

Fiscal Impact

Attachments

CDBG Memorandum



— CLERK/FINANCE DEPARTMENT —

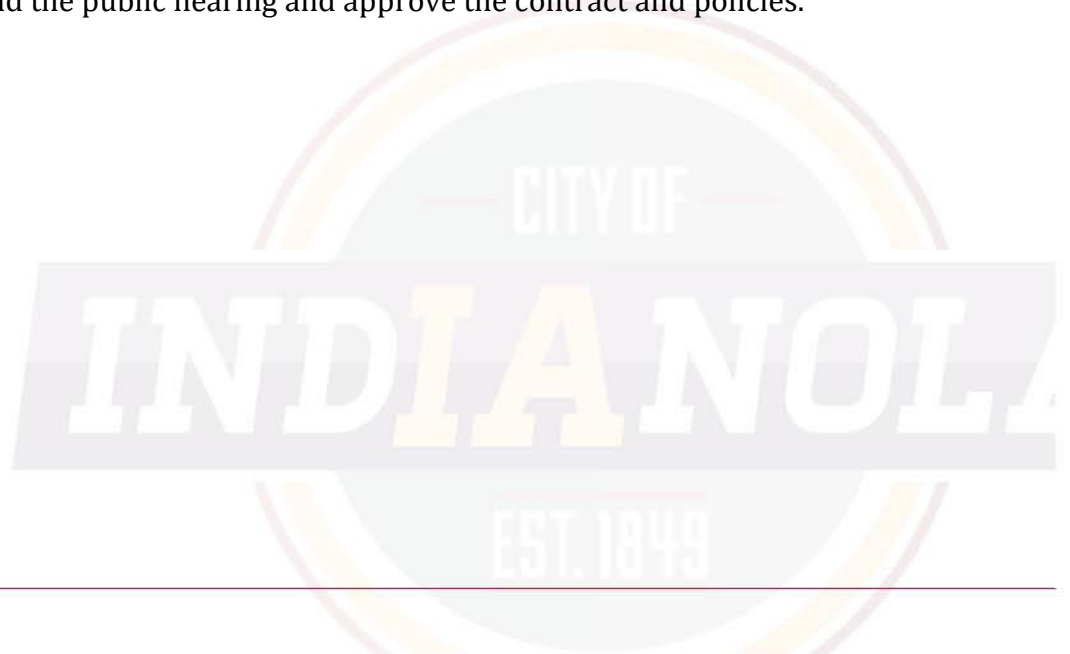
To: Mayor and Council
From: Andrew J. Lent, City Clerk/CFO
CC: Ryan Waller, City Manager
Date: May 4, 2020
Re: CDBG Contract and Policies

The City of Indianola received an allocation of Community Development Block Grant (CDBG) funds in the amount of \$8,130.00 to purchase two ultraviolet disinfection units for use by the public safety departments. These funds were made available from the state's response to the current public health situation to allow the departments to react safely to any situation that may involve individuals that may have the COVID-19 virus. The funds were made available following an application to the Iowa Economic Development Authority (IEDA) by Assistant Fire Chief Aaron Hurt.

A public hearing is required prior to the receipt of the CDBG to receive public comments on the grant. After the public hearing, the City Council must approve a contract with IEDA and approve certain policies for the implementation and execution of the contract.

While some of the actions mentioned in the policies will not be undertaken by the City during the implementation of the contract (i.e. relocation) every recipient of the CDBG funds must approve these policies. The City has also been approved by the IEDA to purchase the units direct from the manufacturer since the specific units are only available from that manufacturer.

Staff recommendation is to hold the public hearing and approve the contract and policies.



Meeting Date: 05/04/2020

Subject

Public hearing on CDBG Funding for the purchase of two UV Disinfectant Devices.

Information

The Mayor will open the meeting for public comment.

Due to COVID-19, public hearing comments may be sent to cityclerk@indianolaiowa.gov or dropped off at the Police Department at 110 N 1st St by 4 pm the day of the meeting. During the meeting, you may call 515-962-5240 to submit your comment via telephone.

The City applied and received approval for Community Development Block Grant (CDBG) funding from the State of Iowa for the purchase of two ultraviolet disinfectant devices for use on police, fire and EMS equipment. In order to receive this funding the City must hold a public hearing prior to approval of the contract with the Iowa Economic Development Authority (IEDA).

Fiscal Impact

Attachments

No file(s) attached.

Meeting Date: 05/04/2020

Subject

Resolution approving contract with IEDA for CDBG Funding.

Information

Roll call is in order.

Fiscal Impact

Attachments

Resolution Approving Contract
Contract

CITY OF INDIANOLA, IOWA
RESOLUTION NO. _____

**A RESOLUTION TO APPROVE CONTRACT WITH
IOWA ECONOMIC DEVELOPMENT AUTHORITY FOR
COMMUNITY DEVELOPMENT BLOCK GRANT**

WHEREAS, the City of Indianola has received an award of Community Development Block Grant (CDBG) funds from the Iowa Economic Development Authority (IEDA) for the purchase of two ultraviolet disinfection units, and

WHEREAS, a contract is necessary with IEDA for the allocation of these funds, and

WHEREAS, the required public hearing has been held prior to the approval of this contract and the allocation of funds, and

WHEREAS, said contract is attached to this resolution.

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

1. the attached contract with IEDA for CDBG funds for the purchase of two ultraviolet disinfection units is approved, and
2. the Mayor or City Manager and City Clerk are authorized to sign the attached contract on behalf of the City.

Adopted this 4th day of May, 2020.

Kelly B. Shaw
Mayor

Attest:

Andrew J. Lent
City Clerk/CFO

**IOWA ECONOMIC DEVELOPMENT AUTHORITY
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM
CONTRACT**

RECIPIENT: Indianola
CONTRACT NUMBER: 20-OT-010
EFFECTIVE DATE: April 2, 2020
AWARD AMOUNT: \$8,130
END DATE: April 2, 2021

THIS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM ("CDBG") CONTRACT is made by and between the IOWA ECONOMIC DEVELOPMENT AUTHORITY, 1963 Bell Ave, Suite 200, Des Moines, Iowa 50315 ("Authority") and "Recipient", effective as of the date stated above.

WHEREAS, the Authority is designated to receive, administer, and disburse CDBG funds; and

WHEREAS, the Authority desires to disburse grant funds to the Recipient for eligible purposes primarily benefiting low and moderate income persons, eliminating slums and blight, or meeting community development needs having particular urgency; and

WHEREAS, the Recipient submitted an Application for funding to the Authority and the Authority has approved the Application; and

WHEREAS, in approving the Application the Authority has relied upon the Recipient's representations of proposed Project activities, management and financial condition of the Recipient, investment of other Project funds, and other material information contained therein; and

WHEREAS, the Recipient has certified to the Authority that the primary purpose for obtaining CDBG funds is to primarily benefit low and moderate income persons, eliminate slums and blight, or meet community development needs having a particular urgency;

NOW, THEREFORE, the Recipient accepts this grant upon the terms and conditions set forth in this Contract. In consideration of the mutual promises contained in this Contract and other good and valuable consideration, it is agreed as follows:

ARTICLE 1
DEFINITIONS

As used in this Contract, the following terms shall apply:

- 1.1 **ACT.** Act means Title I of the Housing and Community Development Act of 1974 as amended (42 U.S.C. 5301 et seq.).
- 1.2 **ACTIVITY.** "Activity" means the description of eligible work, services, and other accomplishments, as authorized by Section 105 of the "Act" and as further defined in 24 CFR 570.482, as revised April 1, 1997. Activities are found in the line items in the Recipient's "Budget Activity" in IowaGrants.gov account and have specific performance targets.
- 1.3 **ADMINISTRATIVE CODE.** "Administrative Code" means 261 Iowa Administrative Code, Chapter 23 and 25. Iowa Administrative Code is the composite of all rules adopted and administered by the executive branch to implement state law and policy.
- 1.4 **ALLOWABLE COSTS.** "Allowable Costs" are those costs which are identified in the "Budget Activity", Application, and consistent with Federal regulations and guidelines applicable to the CDBG program.
- 1.5 **APPLICATION.** "Application" is the Application the Recipient submitted in IowaGrants.gov.
- 1.6 **BUDGET.** "Budget" means the "Budget Activity" as found in the Recipient's IowaGrants.gov account.
- 1.7 **COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (CDBG).** "Community Development Block Grant Program" means the grant program authorized by Title I of the Housing and Community Development Act of 1974, as amended.
- 1.8 **CONTRACT.** "Contract" means this Contract and all of the notes, leases, assignments, mortgages, and similar

documents referred to in the Contract and all other instruments or documents executed by the Recipient or otherwise required in connection with the Contract, including the CDBG grant Application together with any related submittal documents.

1.9 **END DATE.** "End Date" means the date the Contract ceases to be in force and effect. The Contract expires upon the occurrence of one of the following: a) the Recipient fulfills the conditions and Project activities agreed to herein as of the end date stated above; or b) the Contract is terminated by the Authority due to any default under Article 9.1; or c) the Contract is terminated in accordance with provisions set forth in Sections 8 and 9 of the General Provisions, Attachment A of this Contract.

1.10 **GRANT.** "Grant" means the award of CDBG funds to the Recipient for Project activities.

1.11 **HUD.** "HUD" means the U.S. Department of Housing and Urban Development.

1.12 **IOWAGRANTS.GOV.** "Iowa Grants.gov" means Iowa's Funding Opportunity Search and Grant Management System. This system allows you to electronically apply for and manage grants received by the state of Iowa. Persons accessing the system for this purpose are required to register online at www.iowaGrants.gov.

1.13 **LOW- AND MODERATE-INCOME FAMILIES.** "Low- and Moderate-Income Families" means those families earning no more than 80 percent of the higher of the median family income of the county or the statewide nonmetropolitan area as determined by the latest U.S. Department of Housing and Urban Development, Section 8 income guidelines. Unrelated individuals living together shall be considered as one-person families for this purpose.

1.14 **LOW- AND MODERATE-INCOME PERSONS.** "Low and Moderate Income Person" means a member of a low- and moderate-income family as defined above.

1.15 **PROJECT.** "Project" means the totality of "Activity", to be performed by the Recipient as described in the application the Recipient submitted in IowaGrants.gov and approved by the Authority.

1.16 **RECIPIENT.** "Recipient" means the entity identified above that has been selected to receive Program funds to undertake the funded Project and agrees to comply with all applicable CDBG requirements, including those found in Title I of the Housing and Community Development Act of 1974 (42 USC 5302 et seq.), the CDBG program regulations at 24 CFR part 570, and any other HUD funded program as applicable. For purposes of this agreement the "Recipient" shall also be considered to meet the definition and qualifications as a "Subrecipient" as defined in 2 CFR 200.93 and 2 CFR 200.330 and agrees to receive this "Subaward" as defined in 2 CFR 200.92.

ARTICLE 2 **FUNDING**

2.1 **FUNDING SOURCE.** The source of funding for the Grant is a Federal appropriation for the Community Development Block Grant (CDBG) Program.

2.2 **RECEIPT OF FUNDS.** All payments under this Contract are subject to receipt by the Authority of sufficient Federal funds for the CDBG program. Any termination, reduction or delay of CDBG funds to the Authority shall, at the option of the Authority, result in the termination, reduction or delay of CDBG funds to the Recipient.

2.3 **PRIOR COSTS.** If any Recipient has received written approval from the Authority to incur certain costs prior to the Effective Date of this Contract, then said written approval and the terms and conditions therein are incorporated herein and made a part of this Contract by this reference as if fully set forth. Any such costs incurred prior to the Effective Date of this Contract are subject to the Special Conditions and General Conditions of this Contract.

2.4 **DISBURSEMENT OF LESS THAN THE TOTAL AWARD AMOUNT.** If the total award amount has not been requested by the Recipient within sixty (60) days after the End Date, then the Authority shall be under no obligation for further disbursement. The Authority may allow access to funds after this time for allowable costs associated with the conduct of the audits required in Article 2.0 of the General Provisions, Attachment A to this Contract.

ARTICLE 3

TERMS OF GRANT

3.1 **TIME OF PERFORMANCE.** The services of the Recipient are to commence as of the Effective Date and shall be undertaken in such a manner as to assure their expeditious completion. All of the services required hereunder shall be completed on or before the End Date.

3.2 **MAXIMUM PAYMENTS.** It is expressly understood and agreed that the maximum amounts to be paid to the Recipient by the Authority for any item of work or service shall conform to the "Budget Activity" as found in the Recipient's IowaGrants.gov account. It is further understood and agreed that the total of all payments to the Recipient by the Authority for all work and services required under this Contract shall not exceed the Award Amount unless modified by written amendment of this Contract as provided for in Section 1.0 of the General Provisions, Attachment A.

3.3 **LOCAL EFFORT REQUIREMENTS.** The Recipient agrees to provide local contribution to the Project as defined in the "Local" column of the "Budget Activity". Expenditures above this level, necessary to complete the "Budget Activity", shall be paid with local funds. Reports of the local funds expended shall be included in the Request for Payment/Activity Status Report specified in Article 8.1(b), "Reports." The Authority does not agree to allow a delay in the contribution of local cash. When a delay is allowed, the delay shall be until the specified date or until two-thirds of the grant amount has been drawn down, whichever come first, at which time no further Federal funds may be drawn down until sufficient local cash has been expended to attain the ratio of Federal to local funds specified in the Budget.

3.4 **ADMINISTRATION.** This Contract shall be administered in accordance with "Administrative Code" and all applicable State and Federal laws and regulations, including the Iowa Community Development Block Grant Management Guide, which has been distributed by the Authority to the Recipient.

3.5 **SATISFACTORY PERFORMANCE.** For all projects requiring approval of final plans and specifications by the Iowa Department of Natural Resources, said approval shall be completed within eighteen (18) months of the Effective Date of this contract.

ARTICLE 4

PERFORMANCE TARGET ACHIEVEMENT

4.1 **PERFORMANCE TARGETS.** By the End Date, the Recipient shall have accomplished the activities and performance targets as described in the "Budget Activity", and as further elaborated in the Application, as approved by the Authority.

4.2 **DETERMINATION OF CONTRACT PERFORMANCE.** The Authority has the final authority to assess whether the Recipient has met their performance targets by the End Date. The Authority shall determine completion according to the performance targets set forth in the "Budget Activity". The Authority reserves the right to monitor and measure at any time during and after the Contract term the achievement of the performance targets.

ARTICLE 5

USE OF FUNDS

5.1 **GENERAL.** The Recipient shall perform in a satisfactory and proper manner, as determined by the Authority, the work activities and services as written and described in the approved grant proposal (Application) as summarized in the Recipient's approved Community Development Block Grant "Budget Activity".

5.2 **PROGRAM INCOME.** Proceeds generated from the use of CDBG funds are considered program income when the total amount received by the Recipient in a fiscal year exceeds \$35,000, at which time the entire \$35,000 and excess are considered program income. Prior to the End Date, all program income shall be expended prior to requesting additional CDBG funds. Program income received by the Recipient after the End Date shall be returned to the Authority unless the Recipient has submitted, and the Authority has approved, a re-use plan. If applicable, any CDBG proceeds derived from an approved Revolving Loan Fund are considered program income, regardless of the amount received in any year.

5.3 **BUDGET REVISIONS.** Budget revisions shall be subject to prior approval of the Authority through the contract amendment process. Budget revisions shall be compatible with the terms of this Contract and of such a nature as to qualify as an allowable cost. Budget revisions requested during the final ninety (90) days of the Contract period will be approved by the Authority only if it determines that the revisions are necessary to complete the Project.

5.4 **GENERAL ADMINISTRATIVE COST LIMITATIONS.** Federal funds used for reasonable administrative costs, as allowed under Federal and State regulations, shall be limited to ten percent (10%) of the total CDBG funds as specified in the "Budget Activity". Total administrative costs (Federal plus local) on the Project shall not exceed ten percent (10%) of total Project "Budget Activity". Program income received by the Recipient during the Contract period is subject to the ten percent (10%) administrative cost limitation.

5.5 **COST VARIATION.**

(a) In the event that the total Project cost is less than the amount specified in the Agreement and the "Budget Activity", the CDBG participation shall be reduced at the same ratio to the total Project cost reduction as the original ratio of the CDBG funds to the total Project costs. Any disbursed excess above the reduced CDBG participation amount shall be returned immediately to the Authority.

(b) In the event that the total Project cost is greater than the amount specified in the "Budget Activity", the Authority shall, upon request, consider increasing the CDBG participation in the same ratio to the total increase in Project cost as the original ratio of CDBG funds to the total Project costs. The consideration of an increase of CDBG funds for a Project shall be subject to availability of funds, determination of reasonable and allowable costs, and all other applicable program rules.

(c) The Recipient may request the Authority to increase the CDBG participation to an amount that is higher than the proportional ratio. The Authority may permit such a higher increase if, in the Authority's judgment, the Recipient has demonstrated financial hardship.

ARTICLE 6
CONDITIONS TO DISBURSEMENT OF FUNDS

Unless and until the following conditions have been satisfied, the Authority shall be under no obligation to disburse to the Recipient any amounts under this Contract:

6.1 **CONTRACT EXECUTED.** The Contract shall have been properly executed and, where required, acknowledged.

6.2 **COMPLIANCE WITH ENVIRONMENTAL AND HISTORIC PRESERVATION REQUIREMENTS.** Funds shall not be released under this Contract until the Recipient has satisfied the environmental review and release of funds requirements set forth in 24 CFR Part 58, "Environmental Review Procedures for the Community Development Block Grant Program", and summarized in the Iowa CDBG Management Guide. In addition, construction contracts for non-exempt activities shall not be executed and construction shall not begin prior to providing the Authority with documentation of the Recipient's compliance with Section 106 of the National Historic Preservation Act and 36 CFR Part 800, "Protection of Historic Properties." The Recipient shall comply with any programmatic Memorandum of Understanding between the Iowa Economic Development Authority and the Iowa State Historic Preservation Office, applicable to any activities included in this contract.

6.3 **PERMITS AND LICENSES.** The Authority reserves the right to withhold funds until the Authority has reviewed and approved all material, such as permits or licenses from other state or Federal agencies, which may be required prior to Project commencement.

6.4 **EXCESSIVE FORCE POLICY.** The Authority, prior to release of funds under this Contract, shall review and approve the Recipient's policy on protecting individuals engaged in nonviolent civil rights demonstrations from the use of excessive force by law enforcement agencies within its jurisdiction, and enforcing state and local laws against physically barring entrance to or exit from a facility or location which is the subject of such nonviolent civil rights demonstrations within its jurisdiction, consistent with the provisions of Section 906 of the National Affordable Housing Act of 1990 and Subsection 104(l) of the Housing and Community Development Act of 1974, as amended.

6.5 **RESIDENTIAL ANTI/DISPLACEMENT AND RELOCATION ASSISTANCE PLAN APPROVAL.** The Authority, prior to release of funds under this Contract, shall review and approve the Recipient's Residential Anti/Displacement and Relocation Assistance Plan, consistent with the requirements of Section 104(d) of the Housing and Community Development Act of 1974, as amended.

6.6 **EQUAL OPPORTUNITY POLICY.** The Authority, prior to release of funds under this Contract, shall review and approve the Recipient's equal opportunity policy, consistent with Section 109 of the Housing and Community Development Act of 1974 as amended.

6.7 **PROCUREMENT POLICY.** The Authority, prior to release of funds under this Contract, shall review and approve the Recipient's procurement policy, consistent with 2 CFR 200.318.

6.8 **FAIR HOUSING POLICY.** The Authority, prior to release of funds under this Contract, shall review and approve the

Recipient's fair housing policy, consistent with Section 109 of the Housing and Community Development Act of 1974 as amended.

6.9 **CODE OF CONDUCT.** The Authority, prior to release of funds under this Contract, shall review and approve the Recipient's code of conduct, consistent with 2 CFR 200.318.

6.10 **CONDITIONS TO DISBURSEMENT FOR A SPECIFIC ACTIVITY.** For each activity number listed below, the Recipient shall comply with the corresponding applicable conditions prior to release of funds for that activity. If no applicable conditions are identified below, none of the conditions in Article 6.10 shall apply to the activities funded by this Contract.

ACTIVITY NUMBER(S)

APPLICABLE CONDITIONS

(a) **DEPARTMENT OF NATURAL RESOURCES APPROVAL.** Construction shall not begin prior to the written approval of the Iowa Department of Natural Resources.

(b) **REVIEW OF HANDICAPPED ACCESSIBILITY.** Prior to release of funds for construction, the Authority shall receive and review a signed statement from the Project architect that proposed construction will meet all handicapped accessibility and ADA requirements based on approved design plans.

(c) **DEPARTMENT OF HEALTH APPROVAL.** Construction shall not begin prior to receipt of written approval from the Iowa Department of Health.

(d) **FRANCHISE ORDINANCE/28E AGREEMENT.** Prior to the release of funds for construction, the Recipient shall submit, as appropriate, either an ordinance authorizing the franchise or an executed 28E Agreement for the activity for the Authority's review.

(e) **BULK PURCHASE AGREEMENT.** Prior to release of funds for construction, the Recipient shall submit an executed "Bulk Purchase Agreement" for the Authority's review.

(f) **RURAL WATER CONNECTION FEE PROJECTS.** Prior to release of funds for payment of a connection fee, the Authority shall receive and review a copy of the water purchase agreement which outlines the basis for determining the connection fee; a signed letter with the engineer's seal from the project engineer which certifies that construction is complete and water service is available to the Recipient; and a formal invoice from the Subrecipient which requests payment of the connection fee and provides a breakdown of the Federal and local dollar amounts. The Request for Payment/ Activity Status Report for the connection fee will not be processed until the Authority has received the required documentation listed in this Article.

(g) **STATE BUILDING CODE BUREAU APPROVAL.** Bidding for construction shall not be conducted prior to the written approval of the final plans by the State Building Code Bureau of the Iowa Department of Public Safety.

(h) **FAÇADE EASEMENTS.** Prior to release of funds for construction, the Recipient shall submit, as appropriate, signed copies of all façade easements and construction agreements with property owners when required for downtown revitalization projects.

(i) **STORMWATER DESIGN AND CONSTRUCTION DOCUMENTS.** Prior to bidding, the Recipient shall submit project final design and construction documents for the Authority to review for consistency with the original Application or "Budget Activity" subsequently approved by the Authority. Recipient shall also consult with Iowa Department of Agriculture and Land Stewardship (IDALS) Urban Conservation Program Team on project stormwater management designs at 30, 60, 90 percent, and final design. The Recipient shall then secure and upload to www.iowagrants.gov a letter from IDALS confirming stormwater management designs meet the requirements of the Iowa Green Streets Criteria and the Iowa Stormwater Management Manual.

(j) **IOWA GREEN STREETS CRITERIA CONSTRUCTION DOCUMENTS.** Prior to bidding, the Recipient shall submit final design and construction documents and Iowa Green Streets Criteria Appendix C for the Authority to review for consistency with the original Application subsequently approved by the Authority when required for applicable Community Facilities and Downtown Revitalization projects as identified in their application.

(k) **PERPETUAL RESTRICTIONS.** Prior to release of funds for acquisition, the Recipient shall provide the Authority evidence that appropriate perpetual deed restrictions and agreement for covenants and restrictions as required pursuant to Sections 5.7 and 5.8 of this Contract.

6.11 **CONDITIONS TO DISBURSEMENT NECESSITATING OUTSIDE AGENCY ACTION.** For each activity number listed below, the Recipient shall comply with the corresponding applicable conditions prior to release of funds for that activity. If no applicable conditions are identified below, none of the conditions in Article 6.7 shall apply to the activities funded by this Contract.

ACTIVITY NUMBER(S)	APPLICABLE CONDITIONS	OUTSIDE AGENCY
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(a) **FUNDING.** Funding shall be contingent upon receipt of adequate funds from the identified agency to complete the Project described. The Recipient must submit a copy of the notification of said funding commitment to the Authority before funds can be released to the Recipient. If there is a reduction in the amount of the funds available from this source, the Recipient shall identify an alternative source of funds, and the change in funding sources shall be reflected in an amendment to this Contract. If the funds from the identified agency are rejected, this award is no longer valid. If the other funding is not obligated to the Recipient within 6 months following the announcement of the CDBG award, the CDBG funds shall be considered available to the Authority for allocation to other Projects, and the provisions of the CDBG Administrative Rules concerning contingent awards shall apply.

(b) **SUBRECIPIENT AGREEMENT.** The Authority, prior to the release of funds, shall review and approve the subrecipient agreement between the Recipient and the identified agency.

(c) **CONTINGENT FUNDING.** The Authority has awarded these funds contingent upon receipt of other funding from the identified agency.

(d) **LONG TERM LEASE AGREEMENT.** Prior to release of funds, the Authority shall review and approve a Long Term Lease Agreement or any other binding agreement deemed appropriate by the Authority between two identified agencies. The agreement shall guarantee that the constructed facility as described in this Contract will be allowed to physically remain and continue to be used for the specified purpose. In the event that the use of the facility changes, the Recipient may be required to repay all or part of the grant award as described in Article 9.4 of this Contract.

ARTICLE 7

REPRESENTATIONS AND WARRANTIES OF RECIPIENT

To induce the Authority to make the Grant referred to in this Contract, the Recipient represents, covenants and warrants that:

7.1 **AUTHORITY.** The Recipient is duly authorized and empowered to execute and deliver the Contract. All required actions on the Recipient's part, such as appropriate resolution of its governing board for the execution and delivery of the Contract, have been effectively taken.

7.2 **FINANCIAL INFORMATION.** All financial statements and related materials concerning the Project provided to the Authority are true and correct in all material respects and completely and accurately represent the subject matter thereof as of the Effective Date of the statements and related materials, and no material adverse change has occurred since that date.

7.3 **APPLICATION.** The contents of the Application the Recipient submitted to the Authority for funding is a complete and accurate representation of the Project as of the date of submission and there has been no material adverse change in the organization, operation, or key personnel of the Recipient since the date the Recipient submitted its Application to the Authority.

7.4 **CLAIMS AND PROCEEDINGS.** There are no actions, lawsuits or proceedings pending or, to the knowledge of the Recipient, threatened against the Recipient affecting in any manner whatsoever their rights to execute the Contract or the ability of the Recipient to make the payments required under the Contract, or to otherwise comply with the obligations of the Contract. There are no actions, lawsuits or proceedings at law or in equity, or before any governmental or administrative authority pending or, to the knowledge of the Recipient, threatened against or affecting the Recipient or any property involved in the Project.

7.5 **PRIOR AGREEMENTS.** The Recipient has not entered into any verbal or written contracts, agreements or arrangements of any kind which are inconsistent with the Contract.

7.6 **EFFECTIVE DATE.** The covenants, warranties and representations of this Article are made as of the Effective Date of this Contract and shall be deemed to be renewed and restated by the Recipient at the time of each advance or request for disbursement of funds.

ARTICLE 8 **COVENANTS OF THE RECIPIENT**

8.1 **AFFIRMATIVE COVENANTS.** Until the Project has been closed out, audited, and approved by the Authority, the Recipient covenants with the Authority that:

(a) **PROJECT WORK AND SERVICES.** The Recipient shall perform the work and services detailed in the "Budget Activity" by the End Date.

(b) **REPORTS.** The Recipient shall prepare, review and sign the requests and reports as specified below in the form and content specified by the Authority. The Recipient shall review all Requests for Payment and verify that claimed expenditures are allowable costs. The Recipient shall maintain documentation adequate to support the claimed costs. After the Recipient has submitted its 1st Request for Payment the Recipient, shall continue to submit Request for Payment at least semiannually for each "Budget Activity".

The Authority reserves the right to require more frequent submission of the Activity Status Report than as shown below if, in the opinion of the Authority, more frequent submissions would help improve the Recipient's CDBG program.

REPORT

DUE DATE

- | | |
|---|---|
| 1. Request for Payment / Activity Status Report | As funds are needed |
| 2. Section 3 Report (if applicable) | Submitted annually |
| 3. Updates to the Applicant/Recipient Disclosure Report | As needed due to changes |
| 4. Iowa Green Streets Criteria Appendices D and E or F (if applicable) | Upon construction completion |
| 5. Final request for Payment / Status Report | Within 30 days of End Date |
| 6. Form 3-D, Final Accomplishments and Equal Opportunity Data (if applicable) | Within 30 days of End Date |
| 7. Single Audit Form (required) | Within 30 days of receipt of Notice to Close letter |
| 8. Audit Report (if applicable) | Within 30 days of audit completion |

(c) **RECORDS.** The Recipient shall maintain books, records, documents and other evidence pertaining to all costs and expenses incurred and revenues received under this Contract in sufficient detail to reflect all costs, direct and indirect, of labor, materials, equipment, supplies, services and other costs and expenses of whatever nature, for which payment is claimed under this Contract. The Recipient shall maintain books, records and documents in sufficient detail to demonstrate compliance with the Contract and shall maintain these materials for a period of five (5) years beyond the date upon which the final audit of the Project is accepted by the Authority. Records for non-expendable property acquired under this Contract shall be retained for a five (5) year period after the final disposition of property. Records shall be retained beyond the prescribed period if any litigation or audit is begun or if a claim is instituted involving the grant or agreement covered by the records. In these instances, the records shall be retained until the litigation, audit or claim has been finally resolved.

(d) **ACCESS TO RECORDS/INSPECTIONS.** The Recipient shall, without prior notice and at any time, permit HUD or its representatives, the General Accounting Office or its representatives, and the Authority, its representatives or the State

Auditor, to examine, audit and/or copy (i) any plans and work details pertaining to the Project, (ii) any or all of the Recipient's books, records and accounts, and (iii) all other documentation or materials related to this Contract. The Recipient shall provide proper facilities for making such examination and/or inspection.

(e) USE OF GRANT FUNDS. The Recipient shall expend funds received under the Contract only for the purposes and activities described in its CDBG Application, this Contract and as approved by the Authority.

(f) DOCUMENTATION. The Recipient shall deliver to the Authority, upon request, (i) copies of all contracts or agreements relating to the Project, (ii) invoices, receipts, statements or vouchers relating to the Project, (iii) a list of all unpaid bills for labor and materials in connection with the Project, and (iv) budgets and revisions showing estimated Project costs and funds required at any given time to complete and pay for the Project.

(g) NOTICE OF PROCEEDINGS. The Recipient shall promptly notify the Authority of the initiation of any claims, lawsuits or proceedings brought against the Recipient.

(h) INDEMNIFICATION. The Recipient shall indemnify and hold harmless the Authority, its officers and employees from and against any and all losses in connection with the Project.

(i) NOTICE TO AUTHORITY. In the event the Recipient becomes aware of any material alteration in the Project, initiation of any investigation or proceeding involving the Project, or any other similar occurrence, the Recipient shall promptly notify the Authority.

(j) CERTIFICATIONS. The Recipient certifies and ensures that the Project will be conducted and administered in compliance with all applicable Federal and State laws, regulations and orders. Certain statutes are expressly made applicable to activities assisted under the Act by the Act itself, while other laws not referred to in the Act may be applicable to such activities by their own terms. The Recipient certifies and assures compliance with the applicable orders, laws and implementing regulations, including but not limited to, the following:

(i) Financial Management guidelines issued by the U.S. Office of Management and Budget, OMB 2 CFR part 200, subpart E.

(ii) Title I of the Housing and Community Development Act of 1974 as amended (42 U.S.C. 5301 et seq.), and regulations which implement these laws.

(iii) Title VI of the Civil Rights Act of 1964 as amended (Public Law 88-352; 42 U.S.C. 2000d et seq.); Title VIII of the Civil Rights Act of 1968 as amended (Public Law 90-284; 42 U.S.C. 3601 et seq.); the Iowa Civil Rights Act of 1965; Chapter 19B.7, Code of Iowa, and Iowa Executive Order #34, dated July 22, 1988; Iowa Code Chapter 216, Presidential Executive Order 11063, as amended by Executive Order 12259; Presidential Executive Order 11246, as amended by Presidential Executive Order 11375; Section 504 of the Vocational Rehabilitation Act of 1973 as amended (29 U.S.C. 794); the Age Discrimination Act of 1975 as amended (42 U.S.C. 6101 et seq.); the Americans with Disabilities Act, as applicable, (P. L. 101-336, 42 U.S.C. 12101-12213); and related Civil Rights and Equal Opportunity statutes; and regulations which implement these laws.

(iv) Fair Housing Act, Public Law 90-284. The Fair Housing Act is part of Title VIII of the Civil Rights Act of 1968 as amended (42 U.S.C. 3601 et seq.); Section 109 of the Title I of the Housing and Community Development Act of 1974, as amended; Section 3 of the Housing and Urban Development Act of 1968 as amended (12 U.S.C. 1701u); and regulations which implement these laws.

(v) Department of Housing and Urban Development regulations governing the CDBG program, 24 Code of Federal Regulations, Part 570.

(vi) Section 102 of the Department of Housing and Urban Development Reform Act of 1989 (P.L. 101 235), and implementing regulations.

(vii) Requirements for the Notification, Evaluation, and Reduction of Lead-Based Paint Hazards in Federally Owned Residential Property and Housing Receiving Federal Assistance; Final Rule (24 CFR Part 35, et al.); Lead Based Paint Poisoning Prevention Act (42 U.S.C. 4821 - 4846), as amended, and implementing regulations.

(viii) Davis-Bacon Act, as amended (40 U.S.C. 276a - 276a-5), where applicable under Section 110 of the Housing and Community Development Act of 1974, as amended; Contract Work Hours and Safety Standards Act (40 U.S.C. 327 et seq.); the Copeland Anti-Kickback Act (18 U.S.C. 874); and regulations

which implement these laws.

- (ix) National Environmental Policy Act of 1969 and implementing regulations.
- (x) Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, (URA)(42 U.S.C. 4601 - 4655) and implementing regulations; Section 104(d) of the Housing and Community Development Act of 1974, as amended, governing the residential antidisplacement and relocation assistance plan; and Section 105(a)(11) of the Housing and Community Development Act of 1974, as amended, governing optional relocation assistance.
- (xi) Administrative rules adopted by the Iowa Economic Development Authority, 261 Iowa Administrative Code.
- (xii) Financial and Program Management guidelines issued by the Iowa Economic Development Authority; the Iowa CDBG Management Guide; and the Authority Audit Guide.
- (xiii) Government-wide Restriction on Lobbying Certification [Section 319 of Public Law 101-121] and implementing regulations.
- (xiv) Fair Labor Standards Act and implementing regulations.
- (xv) Hatch Act (regarding political partisan activity and Federally funded activities) and implementing regulations.
- (xvi) Citizen participation, hearing and access to information requirements found under sections 104(a)(2) and 104(a)(3) of Title I of the Housing and Community Development Act of 1974, as amended.
- (xvii) Subsection 104(l) of Title I of the Housing and Community Development Act of 1974, as amended, regarding the prohibition of the use of excessive force in nonviolent civil rights demonstrations and the enforcement of state and local laws on barring entrance to or exit from facilities subject to such demonstrations.
- (xviii) Drug-Free Workplace Act.

(k) MAINTENANCE OF ACTIVITY PROPERTY AND INSURANCE. The following provision shall apply to the project as appropriate. The Recipient and any subrecipient shall maintain the Project property in good repair and condition, ordinary wear and tear excepted, and shall not suffer or commit waste or damage upon the Project property. The Recipient or subrecipient shall pay for and maintain insurance as is customary in its industry. This insurance shall be in an amount not less than the full insurable value of the Project property. The subrecipient shall name the Recipient and Authority as mortgagees and/or an additional loss payees, as appropriate. The Recipient shall name the Authority as a mortgagee and/or an additional loss payee, as appropriate. The Recipient or subrecipient shall maintain copies of the policies as appropriate.

8.2 NEGATIVE COVENANTS. During the Contract term the Recipient covenants with the Authority that it shall not, without the prior written disclosure to and prior written consent of the Authority, directly or indirectly:

- (a) ASSIGNMENT. Assign its rights and responsibilities under this Contract.
- (b) ADMINISTRATION. Discontinue administration activities under the Contract.

ARTICLE 9 DEFAULT AND REMEDIES

9.1 EVENTS OF DEFAULT. The following shall constitute Events of Default under this Contract:

- (a) MATERIAL MISREPRESENTATION. If at any time any representation, warranty or statement made or furnished to the Authority by, or on behalf of, the Recipient in connection with this Contract or to induce the Authority to make a grant to the Recipient shall be determined by the Authority to be incorrect, false, misleading or erroneous in any material respect when made or furnished and shall not have been remedied to the Authority's satisfaction within thirty (30) days after written notice by the Authority is given to the Recipient.
- (b) NONCOMPLIANCE. If there is a failure by the Recipient to comply with any of the covenants, terms or conditions contained in this Contract.

- (c) **END DATE.** If the Project, in the sole judgment of the Authority, is not completed on or before the End Date.
 - (d) **MISSPENDING.** If the Recipient expends Grant proceeds for purposes not described in the Application, this Contract, or as authorized by the Authority.
 - (e) **INSURANCE.** If loss, theft, damage, or destruction of any substantial portion of the property of the Recipient occurs for which there is either no insurance coverage or for which, in the opinion of the Authority, there is insufficient insurance coverage. This provision applies to the project as appropriate.
- 9.2 **NOTICE OF DEFAULT.** In the event of default, the Authority shall issue a written notice of default providing therein a fifteen (15) day period in which the Recipient shall have an opportunity to cure, provided that cure is possible and feasible.
- 9.3 **REMEDIES UPON DEFAULT.** If, after opportunity to cure, the default remains, the Authority shall have the right in addition to any rights and remedies specifically to it to do one or more of the following:
- (a) exercise any remedy provided by law,
 - (b) require immediate repayment of up to the full amount of funds disbursed to the Recipient under this Contract plus interest.
- 9.4 **FAILURE TO MEET PERFORMANCE TARGETS.** If the Recipient is determined by the Authority to be in default of this Contract due to meeting less than one hundred percent (100%) of its Performance Targets, the Authority may require full Grant repayment or, at its discretion, the Authority may require partial repayment of Grant proceeds which allows partial credit for the performance targets which have been met, or the Authority may require other remedies that the Authority determines to be appropriate. For Housing rehabilitation projects only, performance targets shall include income targeting and affordability requirements as required in 261 Administrative Code 25.4(1).

ARTICLE 10

INCORPORATED DOCUMENTS

- 10.1 **DOCUMENTS INCORPORATED BY REFERENCE.** The Recipient shall comply with the terms and conditions of the following documents which are hereby incorporated by reference:
- (a) Budget Activity, as found in Recipient's IowaGrants.gov account.
 - (b) Application, "CDBG Application", as found in Recipient's IowaGrants.gov account.
 - (c) Attachment A, "CDBG Program General Provisions", dated October 3, 2018.
 - (d) "Iowa Community Development Block Grant Management Guide", as found on the Authority's website at www.iowaeconomicdevelopment.com/Community/CDBG.
- 10.2 **ORDER OF PRIORITY.** In the event of a conflict between documents of this Contract, the following order of priority shall govern:
- (a) Articles 1 through 11 herein.
 - (b) Attachment A, "CDBG Program General Provisions", dated October 3, 2018.
 - (c) Budget Activity, as found in Recipient's IowaGrants.gov account.
 - (d) Application, "CDBG Application", as found in Recipient's IowaGrants.gov account.
 - (e) "Iowa Community Development Block Grant Management Guide", as found on the Authority's website at www.iowaeconomicdevelopment.com/Community/CDBG.

ARTICLE 11

MISCELLANEOUS

- 11.1 **LIMIT ON GRANT PROCEEDS ON HAND.** The Recipient shall request Project funds only as needed and shall not have more than five hundred dollars (\$500.00) of Grant proceeds, including earned interest, on hand for a period of longer than ten (10) working days, after which time any surplus amount shall be returned to the Authority.
- 11.2 **BINDING EFFECT.** This Contract shall be binding upon and shall inure to the benefit of the Authority and Recipient and their respective successors, legal representatives and assigns. The obligations, covenants, warranties, acknowledgments, waivers, agreements, terms, provisions and conditions of this Contract shall be jointly and severally enforceable against the parties to this Contract.

- 11.3 **SURVIVAL OF CONTRACT.** If any portion of this Contract is held to be invalid or unenforceable, the remainder shall be valid and enforceable. The provisions of this Contract shall survive the execution of all instruments herein mentioned and shall continue in full force until the Project is completed as determined by the Authority.
- 11.4 **GOVERNING LAW.** This Contract shall be interpreted in accordance with the laws of the State of Iowa, and any action relating to the Contract shall only be commenced in the Iowa District Court for Polk County or the United States District Court for the Southern District of Iowa.
- 11.5 **NOTICES.** Whenever this Contract requires or permits any funding request, notice, report, or written request by one party to another, it shall be delivered through IowaGrants.gov. Alternately the Authority may rely on the United States Mail as the Authority deems appropriate. Any such notice given hereunder shall be deemed delivered upon the earlier of actual receipt or two (2) business days after posting. The Authority may rely on the address of the Recipient set forth heretofore, as modified from time to time, as being the address of the Recipient.
- 11.6 **WAIVERS.** No waiver by the Authority of any default hereunder shall operate as a waiver of any other default or of the same default on any future occasion. No delay on the part of the Authority in exercising any right or remedy hereunder shall operate as a waiver thereof. No single or partial exercise of any right or remedy by the Authority shall preclude future exercise thereof or the exercise of any other right or remedy.
- 11.7 **LIMITATION.** It is agreed by the Recipient that the Authority shall not, under any circumstances, be obligated financially under this Contract except to disburse funds according to the terms of the Contract.
- 11.8 **HEADINGS.** The headings in this Contract are intended solely for convenience of reference and shall be given no effect in the construction and interpretation of this Contract.
- 11.9 **INTEGRATION.** This Contract contains the entire understanding between the Recipient and the Authority and any representations that may have been made before or after the signing of this Contract, which are not contained herein, are nonbinding, void and of no effect. None of the parties have relied on any such prior representation in entering into this Contract.
- 11.10 **COUNTERPARTS.** This Contract may be executed in any number of counterparts, each of which shall be deemed to be an original, but all of which together shall constitute one and the same instrument.
- 11.11 **IOWAGRANTS.GOV.** The Authority reserves the right to require the Recipient to utilize the IowaGrants.gov system to conduct business associated with this Contract.

IN WITNESS WHEREOF, the parties have executed this Contract as of the Effective Date first stated.

RECIPIENT: Indianola

BY:

Mayor
Indianola
110 N. First Street
Indianola, Iowa 50125

Typed or Printed Name and Title
Andrew J. Lent, City Clerk/CFO

IOWA ECONOMIC DEVELOPMENT AUTHORITY:

BY:

Timothy R. Waddell, Division Administrator

ATTACHMENT A
GENERAL PROVISIONS
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
October 3, 2018

1.0 AMENDMENT.

(a) **WRITING REQUIRED.** The Contract will only be amended through written prior approval of the Authority through IowaGrants.gov. Examples of situations where amendments are required include extensions for completion of Project activities, changes to the Project including, but not limited to, alteration of existing approved activities or inclusion of new activities.

(b) **UNILATERAL MODIFICATION.** Notwithstanding paragraph "a" above, the Authority may unilaterally modify the Contract at will in order to accommodate any change in the Act or any change in the interpretation of the Act or any applicable Federal, State or local laws, regulations, rules or policies. A copy of such unilateral modification will be given to the Recipient as an amendment to this Contract.

(c) **AUTHORITY REVIEW.** The Authority will consider whether an amendment request is so substantial as to necessitate reevaluating the Authority's original funding decision on the Project. An amendment will be denied if it substantially alters the circumstances under which the Project funding was originally approved; if it does not meet requirements set forth in Iowa Administrative Code 261-23, as applicable; or if it conflicts with the Program Rules.

2.0 AUDIT REQUIREMENTS.

(a) **SINGLE AUDIT.** The Recipient shall ensure that an audit is performed in accordance with the Single Audit Act Amendment of 1996; OMB 2 CFR part 200, subpart E; and OMB 2 CFR part 200, subpart F, as applicable; and the Iowa CDBG Management Guide.

(b) **ADDITIONAL AUDIT.** As a condition of the grant to the Recipient, the Authority reserves the right to require the Recipient to submit to a post Project completion audit and review in addition to the audit required above.

3.0 COMPLIANCE WITH LAWS AND REGULATIONS. The Recipient shall comply with all applicable State and Federal laws, rules, ordinances, regulations and orders including all Federal laws and regulations described in 24 CFR subpart K.

4.0 UNALLOWABLE COSTS. If the Authority determines at any time, whether through monitoring, audit, closeout procedures or by other means or process, that the Recipient has expended funds which are unallowable, the Recipient will be notified of the questioned costs and given an opportunity to justify questioned costs prior to the Authority's final determination of the disallowance of costs. Appeals of any determinations will be handled in accordance with the provisions of Chapter 17A, Iowa Code. If it is the Authority's final determination that costs previously paid by the Authority are unallowable under the terms of the Contract, the expenditures will be disallowed and the Recipient will repay to the Authority any and all disallowed costs. Real property under the Recipient's control in excess of \$25,000 and equipment that was acquired or improved in whole or in part with CDBG funds shall be used to meet one of the National Objectives pursuant to 24 CFR 570.208 until five (5) years after expiration of the Agreement. If Recipient fails to use CDBG assisted real property that meets a National Objective during the five (5) year period the Recipient shall pay IEDA an amount equal to the current fair market value of the property less any portion of the value attributable to expenditures of non-CDBG funds for acquisition or improvement to the real property.

5.0 PROGRAM INCOME. All program income, as defined in 2 CFR part 200, subpart E; 24 CFR 570.489; and Iowa Administrative Code 261-23, if applicable; shall be added to the Project "Budget Activity" and used to further eligible Project objectives as defined in the Contract and the "Budget Activity" in the CDBG Application for funding. Program income not used to further Project objectives will be deducted from the total Project "Budget Activity" for the purpose of determining the amount of reimbursable costs under the Contract. In cases of dispute, final decisions regarding the definition or disposition of program income shall be made by the Authority.

6.0 INTEREST EARNED. To the extent that interest is earned on advances of CDBG funds, this interest shall be returned to the Authority, except that the Recipient may keep interest amounts of up to \$100 per year for administrative expenses.

7.0 SUSPENSION. When the Recipient has failed to comply with the Contract, award conditions or standards, the Authority may, on reasonable notice to the Recipient, suspend the Contract and withhold future payments, or prohibit the Recipient from incurring additional obligations of CDBG funds. Suspension may continue until the Recipient completes the corrective action as required by the Authority. The Authority may allow such necessary and proper costs which the Recipient

could not reasonably avoid during the period of suspension provided the Authority concludes that such costs meet the provisions of HUD regulations issued pursuant to OMB 2 CFR part 200, subpart E.

8.0 **TERMINATION.**

(a) **FOR CAUSE.** The Authority may terminate the Contract in whole, or in part, whenever the Authority determines that the Recipient has failed to comply with the terms and conditions of the Contract.

(b) **FOR CONVENIENCE.** The Parties may terminate the Contract in whole, or in part, when all parties agree that the continuation of the Project would not produce beneficial results commensurate with the future disbursement of funds.

(c) **DUE TO REDUCTION OR TERMINATION OF CDBG FUNDING.** At the discretion of the Authority, the Contract may be terminated in whole, or in part, if there is a reduction or termination of CDBG Federal block grant funds to the State.

9.0 **PROCEDURES UPON TERMINATION.**

(a) **NOTICE.** The Authority shall provide written notice to the Recipient of the decision to terminate, the reason(s) for the termination, and the effective date of the termination. If there is a partial termination due to a reduction in funding, the notice will set forth the change in funding and the changes in the approved "Budget Activity". The Recipient shall not incur new obligations beyond the effective date and shall cancel as many outstanding obligations as possible. The Authority's share of noncancellable obligations which the Authority determines were properly incurred prior to notice of cancellation will be allowable costs.

(b) **RIGHTS IN PRODUCTS.** All finished and unfinished documents, data, reports or other material prepared by the Recipient under the Contract shall, at the Authority's option, become the property of the Authority.

(c) **RETURN OF FUNDS.** The Recipient shall return to the Authority all unencumbered funds within one week of receipt of the notice of termination. Any costs previously paid by the Authority which are subsequently determined to be unallowable through audit, monitoring, or closeout procedures shall be returned to the Authority within thirty (30) days of the disallowance.

10.0 **ENFORCEMENT EXPENSES.** The Recipient shall pay upon demand any and all reasonable fees and expenses of the Authority, including the fees and expenses of its attorneys, experts and agents, in connection with the exercise or enforcement of any of the rights of the Authority under this Contract.

11.0 **INDEMNIFICATION.** The Recipient shall indemnify and hold harmless the Authority, its officers and employees, from and against any and all losses, accruing or resulting from any and all claims subcontractors, laborers and any other person, firm or corporation furnishing or supplying work, services, materials or supplies in connection with the performance of this Contract, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by the Recipient in the performance of this Contract.

12.0 **CONFLICT OF INTEREST.**

(a) **GENERAL.** Except for the use of CDBG funds to pay salaries and other related administrative or personnel costs, no persons identified in paragraph (b) below who exercise or have exercised any functions or responsibilities with respect to CDBG assisted activities or who are in a position to participate in a decision making process or gain inside information with regard to such activities may obtain a personal or financial interest or benefit from a CDBG assisted activity or have an interest in any contract, subcontract or agreement with respect thereto, or the proceeds thereunder, either for themselves or those with whom they have family or business ties, during their tenure or for one year thereafter.

(b) **PERSONS COVERED.** The conflict of interest provisions described above apply to any person who is an employee, agent, consultant, officer, or elected or appointed official of the Recipient, or of any designated public agencies, or subrecipients which are receiving CDBG funds.

(c) **CONFLICTS OF INTEREST.** Chapter 68B, Code of Iowa, the "Iowa Public Officials Act", shall be adhered to by the Recipient, its officials and employees.

13.0 **USE OF DEBARRED, SUSPENDED, OR INELIGIBLE CONTRACTORS OR SUBRECIPIENTS.** CDBG funds shall not be used directly or indirectly to employ, award contracts to, or otherwise engage the service of, or fund any contractor or subrecipient during any period of debarment, suspension, or placement in ineligible status under the provisions of 24 CFR Part 24 or any applicable law or regulation of the Department of Labor.

14.0 CIVIL RIGHTS.

(a) **DISCRIMINATION IN EMPLOYMENT.** The Recipient shall not discriminate against any qualified employee or applicant for employment because of race, color, religion, sex, national origin, age, sexual orientation, gender identity, familial status, physical or mental disability. The Recipient may take affirmative action to ensure that applicants are employed and that employees are treated without regard to their race, color, religion, sex, national origin, age, sexual orientation, familial status, gender identity, or physical or mental disability. Such action shall include, but may not be limited to, the following: employment, upgrading, promotion, demotion or transfers; recruitment or recruitment advertising; lay-off or termination; rates of pay or other forms of compensation; and selection for training, including an apprenticeship. The Recipient agrees to post notices setting forth the provisions of the nondiscrimination clause in conspicuous places so as to be available to employees. Upon the State's written request, the Recipient shall submit to the State a copy of its affirmative action plan, containing goals and time specifications, and accessibility plans and policies as required under Iowa Administrative Code chapter 11—121.

(b) **CONSIDERATION FOR EMPLOYMENT.** The Recipient shall, in all solicitations or advertisements for employees placed by or on behalf of the Recipient, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, sexual orientation, gender identity, physical or mental disability, or familial status.

(c) **SOLICITATION AND ADVERTISEMENT.** The Recipient shall list all suitable employment openings in the State Employment Service local offices or shall list all suitable employment openings with Iowa Workforce Development's IowaJobs web site found at <https://www1.iowajobs.org/>.

(d) **CIVIL RIGHTS COMPLIANCE IN EMPLOYMENT.** The Recipient shall comply with all relevant provisions of the Iowa Civil Rights Act of 1965 as amended; Chapter 19B.7, and Chapter 216, Code of Iowa; Federal Executive Order 11246, as amended; Title VI of the U.S. Civil Rights Act of 1964 as amended (42 U.S.C. Section 2000d et seq.); the Fair Labor Standards Act (29 U.S.C. Section 201 et seq.); The Americans with Disabilities Act, as applicable, (P.L. 101 336, 42 U.S.C. 12101-12213); Section 504 of the Rehabilitation Act of 1973 as amended (29 U.S.C. Section 794); and the Age Discrimination Act of 1975 as amended (42 U.S.C. Section 6101 et seq.). The Recipient will furnish all information and reports requested by the State of Iowa or required by or pursuant to the rules and regulations thereof and will permit access to payroll and employment records by the State of Iowa to investigate compliance with these rules and regulations.

(e) **CERTIFICATION REGARDING GOVERNMENT-WIDE RESTRICTION ON LOBBYING.** The Recipient certifies, to the best of his or her knowledge and belief, that:

(i) No Federal appropriated funds have been paid or will be paid, by or on behalf of the Recipient, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with awarding any Federal contract, making any Federal grant, making any Federal loan, entering into any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(ii) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the Recipient shall complete and submit Standard Form-LLL, "Disclosure Form to Report Federal Lobbying" in accordance with its instruction.

(iii) The Recipient shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

(iv) This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

(f) **PROGRAM NONDISCRIMINATION.** The Recipient shall conform with requirements of Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.) and HUD regulations issued pursuant thereto contained in 24 CFR Part 1. No person in the United States shall, on the basis of race, color, national origin, sex or religion or religious affiliation, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available through this Contract. Any prohibition against discrimination on the basis of age under the

Age Discrimination Act of 1975 (42 U.S.C. 6101 et. seq.) or with respect to an otherwise qualified individual with a disability as provided in the Americans with Disabilities Act, as applicable, (P.L. 101 336, 42 U.S.C. 12101 12213) or Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. Section 794) shall also apply to any such program activity, or Project.

(g) FAIR HOUSING. The Recipient shall comply with Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.), generally known as the Fair Housing Act, and with HUD regulations found at 24 CFT Part 100 and 24 CFR Part 107, issued in compliance with Federal Executive Order 11063, as amended by Federal Executive Order 12259. The recipient shall also comply with Section 109, Title I of the Housing and Community Development Act of 1974, as amended.

(h) LEAD-BASED PAINT HAZARDS. The Recipient shall comply with requirements of the Notification, Evaluation, and Reduction of Lead-Based Paint Hazards in Federally Owned Residential Property and Housing Receiving Federal Assistance; Final Rule (24 CFR Part 35, et al.); Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4821 - 4846), as amended, and implementing regulations.

(i) SECTION 3 COMPLIANCE. The Recipient shall comply with provisions for training, employment, and contracting in accordance with 24 CFR part 135, Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u). All section 3 covered contracts shall include the following clause (referred to as the section 3 clause):

(i) The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

(ii) The parties to this contract agree to comply with HUD's regulations in 24 CFR part 135, which implement section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.

(iii) The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.

(iv) The contractor agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135.

(v) The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135.

(vi) Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

(vii) With respect to work performed in connection with section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of section 3 and section 7(b) agree to comply with section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).

(j) NONCOMPLIANCE WITH THE CIVIL RIGHTS LAWS. In the event of the Recipient's noncompliance with the nondiscrimination clauses of this Contract or with any of the aforesaid rules, regulations, or requests, this Contract may be

canceled, terminated, or suspended either wholly or in part. In addition, the State of Iowa may take further action, imposing other sanctions and invoking additional remedies as provided by the Iowa Civil Rights Act of 1965 (Chapter 216, Code of Iowa) or as otherwise provided by law.

(k) **INCLUSION IN SUBCONTRACTS.** The Recipient will include the provisions of the preceding paragraphs of Section 14 in every subcontract unless exempt by the State of Iowa, and said provisions will be binding on each subcontractor. The Recipient will take such action with respect to any subcontract as the State of Iowa may direct as a means of enforcing such provisions, including sanctions for noncompliance. In the event the Recipient becomes involved in or is threatened by litigation with a subcontractor or provider as a result of such direction by the State of Iowa, the Recipient may request the State of Iowa to enter into such litigation to protect the interests of the State of Iowa.

15.0 **POLITICAL ACTIVITY.** No portion of program funds shall be used for any partisan political activity or to further the election or defeat of any candidate for public office. Neither the program nor the funds provided therefore, nor the personnel employed in the administration of this Contract, shall be in any way or to any extent engaged in the conduct of political activities in contravention of The Hatch Act (5 U.S.C. 15).

16.0 **LIMIT ON RECOVERY OF CAPITAL COSTS.** The Recipient will not attempt to recover any capital costs of public improvements assisted in whole or part under this Contract by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements, unless (i) funds received under this Contract are used to pay the proportion of such fee or assessment that relates to the capital costs of such public improvements that are financed from revenue sources other than under Title I of the Housing and Community Development Act of 1974, as amended, or (ii) for purposes of assessing any amount against properties owned and occupied by persons of low and moderate income who are not persons of very low income, the Recipient has certified to the Authority that it lacks sufficient funds received under Title I of the Housing and Community Development Act of 1974, as amended, to comply with the requirements of clause (i) above.

17.0 **PROHIBITED ACTIVITIES.** In accordance with 24 CFR 570.207 (a): The following activities may not be assisted with CDBG funds:

(a) **BUILDINGS OR PORTIONS THEREOF, USED FOR THE GENERAL CONDUCT OF GOVERNMENT AS DEFINED AT § 570.3(D) CANNOT BE ASSISTED WITH CDBG FUNDS.** This does not include, however, the removal of architectural barriers under § 570.201(c) involving any such building. Also, where acquisition of real property includes an existing improvement which is to be used in the provision of a building for the general conduct of government, the portion of the acquisition cost attributable to the land is eligible, provided such acquisition meets a national objective described in § 570.208.

(b) **GENERAL GOVERNMENT EXPENSES.** Except as otherwise specifically authorized in this subpart or under 2 CFR part 200, subpart E, expenses required to carry out the regular responsibilities of the unit of general local government are not eligible for assistance under this part.

(c) **POLITICAL ACTIVITIES.** CDBG funds shall not be used to finance the use of facilities or equipment for political purposes or to engage in other partisan political activities, such as candidate forums, voter transportation, or voter registration. However, a facility originally assisted with CDBG funds may be used on an incidental basis to hold political meetings, candidate forums, or voter registration campaigns, provided that all parties and organizations have access to the facility on an equal basis, and are assessed equal rent or use charges, if any.

18.0 **FEDERAL GOVERNMENT RIGHTS.** If all or a portion of the funding used to pay for the Deliverables is being provided through a grant from the Federal Government, recipient, subrecipient, contractor, subcontractor, or provider acknowledges and agrees that pursuant to applicable federal laws, regulations, circulars and bulletins, the awarding agency of the Federal Government reserves certain rights including, without limitation a royalty-free, non-exclusive and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for Federal Government purposes, the Deliverables developed under this Contract and the copyright in and to such Deliverables.

19.0 **IOWA ECONOMIC DEVELOPMENT AUTHORITY FRAUD AND WASTE POLICY.** The Authority has zero tolerance for the commission or concealment of acts of fraud, waste, or abuse. Allegations of such acts will be investigated and pursued to their logical conclusion, including legal action where warranted.

Meeting Date: 05/04/2020

Subject

Resolution adopting CDBG required policies.

Information

Roll call is in order.

Fiscal Impact

Attachments

Resolution Approving Policies

CDBG Policies

CITY OF INDIANOLA, IOWA
RESOLUTION NO. _____

**A RESOLUTION TO APPROVE POLICIES FOR
COMMUNITY DEVELOPMENT BLOCK GRANT**

WHEREAS, the City of Indianola has received an award of Community Development Block Grant (CDBG) funds from the Iowa Economic Development Authority (IEDA) for the purchase of two ultraviolet disinfection units, and

WHEREAS, certain policies must be adopted for the implementation and execution of said contract and are limited as such, and

WHEREAS, said policies are attached to this resolution.

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

1. the attached policies are approved for the implementation and execution of the Community Development Block Grant contract with the Iowa Economic Development Authority, and
2. the Mayor and City Clerk are authorized to sign the attached contract on behalf of the City.

Adopted this 4th day of May, 2020.

Kelly B. Shaw
Mayor

Attest:

Andrew J. Lent
City Clerk/CFO

RESIDENTIAL ANTI DISPLACEMENT & RELOCATION ASSISTANCE PLAN

This Residential Anti-displacement and Relocation Assistance Plan is prepared by *the* City of Indianola, Iowa in accordance with the Housing and Community Development Act of 1974, as amended; and HUD regulations at 24 CFR 42.325 and is applicable to our CDBG¹, UDAG and/or HOME-assisted projects.

Minimize Displacement

Consistent with the goals and objectives of activities assisted under the Act, Indianola will take the following steps to minimize the direct and indirect displacement of persons from their homes:

- Coordinate code enforcement with rehabilitation and housing assistance programs.
- Evaluate housing codes and rehabilitation standards in reinvestment areas to prevent undue financial burden on established owners and tenants.
- Stage rehabilitation of apartment units to allow tenants to remain in the building/complex during and after the rehabilitation, working with empty units first.
- Arrange for facilities to house persons who must be relocated temporarily during rehabilitation.
- Adopt policies to identify and mitigate displacement resulting from intensive public investment in neighborhoods.
- Adopt policies which provide reasonable protections for tenants faced with conversion to a condominium or cooperative.
- Adopt tax assessment policies, such as deferred tax payment plans, to reduce impact of increasing property tax assessments on lower income owner-occupants or tenants in revitalizing areas.
- Establish counseling centers to provide homeowners and tenants with information on assistance available to help them remain in their neighborhood in the face of revitalization pressures.
- Where feasible, give priority to rehabilitation of housing, as opposed to demolition, to avoid displacement.
- If feasible, demolish or convert only dwelling units that are not occupied or vacant occupiable dwelling units (especially those units which are “lower-income dwelling units” (as defined in 24 CFR 42.305).
- Target only those properties deemed essential to the need or success of the project.

Relocation Assistance to Displaced Persons

The City of Indianola will provide relocation assistance for lower-income tenants who, in connection with an activity assisted under the CDBG Program[s], move permanently or move personal property from real property as a direct result of the demolition of any dwelling unit or the conversion of a lower-income dwelling unit in accordance with the requirements of 24 CFR 42.350. A displaced person who is not a lower-income tenant, will be provided relocation assistance in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49 CFR Part 24.

¹ CDBG programs include: Entitlement Community Development Block Grant (CDBG) Program, State CDBG Program, CDBG Small Cities Program, Section 108 Loan Guarantee Program, CDBG Special Purpose Grants Program, and the Neighborhood Stabilization Program (NSP).

One-for-One Replacement of Lower-Income Dwelling Units

The *City of Indianola* will replace all occupied and vacant occupiable lower-income dwelling units demolished or converted to a use other than lower-income housing in connection with a project

assisted with funds provided under the CDBG Program[s] in accordance with 24 CFR 42.375. Before entering into a contract committing *City of Indianola* to provide funds for a project that will directly result in demolition or conversion of lower-income dwelling units, the City of Indianola will make public by Indianola Record-Herald and submit to the State of Iowa the following information in writing:

A description of the proposed assisted project;

The address, number of bedrooms, and location on a map of lower-income dwelling units that will be demolished or converted to a use other than as lower-income dwelling units as a result of an assisted project;

A time schedule for the commencement and completion of the demolition or conversion;

To the extent known, the address, number of lower-income dwelling units by size (number of bedrooms) and location on a map of the replacement lower-income housing that has been or will be provided. NOTE: See also 24 CFR 42.375(d).

5. The source of funding and a time schedule for the provision of the replacement dwelling units;

The basis for concluding that each replacement dwelling unit will remain a lower-income dwelling unit for at least 10 years from the date of initial occupancy; and

Information demonstrating that any proposed replacement of lower-income dwelling units with smaller dwelling units (e.g., a 2-bedroom unit with two 1-bedroom units), or any proposed replacement of efficiency or single-room occupancy (SRO) units with units of a different size, is appropriate and consistent with the housing needs and priorities identified in the HUD-approved Consolidated Plan and 24 CFR 42.375(b).

To the extent that the specific location of the replacement dwelling units and other data in items 4 through 7 are not available at the time of the general submission, [city/county] will identify the general location of such dwelling units on a map and complete the disclosure and submission requirements as soon as the specific data is available.

Replacement not Required Based on Unit Availability

Under 24 CFR 42.375(d), the *City of Indianola* may submit a request to the State of Iowa for a determination that the one-for-one replacement requirement does not apply based on objective data that there is an adequate supply of vacant lower-income dwelling units in standard condition available on a non-discriminatory basis within the area.

Contacts

The *Indianola Community Development officer at 515-961-9410*, is responsible for tracking the replacement of lower income dwelling units and ensuring that they are provided within the required period. The is responsible for providing relocation payments and other relocation assistance to any lower lower-income person displaced by the demolition of any dwelling unit or the conversion of lower-income dwelling units to another use.

ADOPTED AND APPROVED THIS DATE: May 4, 2020

Signed _____
Kelly B. Shaw, Mayor

Attest: _____

EXCESSIVE FORCE POLICY

WHEREAS, *the City of Indianola* has received federal funding through the Community Development Block Grant (CDBG) program; and,

WHEREAS, Section 519 of the Department of Veteran Affairs and U.S. Department of Housing and Urban Development, and Independent Agencies Appropriations Act of 1990 requires that all CDBG recipients adopt and enforce a policy to prohibit the use of excessive force by law enforcement agencies within the recipient's jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and

WHEREAS, all recipients of CDBG funds are further required to follow a policy of enforcing applicable state and local laws against physically barring entrances or exits to a facility that is the subject of a nonviolent protest demonstration; and

WHEREAS, *the City of Indianola* endorses a policy prohibiting the use of excessive force and will inform all law enforcement agencies within its jurisdiction of this policy,

NOW, THEREFORE, BE IT RESOLVED, *the City of Indianola* hereby prohibits any law enforcement agency operating within its jurisdiction from using excessive force against any individuals engaged in nonviolent civil rights demonstrations. In addition, *City of Indianola* agrees to enforce any applicable state or local laws against physically barring entrances or exits from a facility or location that is the subject of a non-violent protest demonstration. *City of Indianola* further pledges enforcement of this policy within its jurisdiction and encourages any individual or group who feels that *City of Indianola* has not complied with this policy to file a complaint.

Information and assistance relative to excessive force complaints shall be provided by the Indianola Chief of Police or designee, available at 515-961-9400.

Adopted by *City of Indianola* this 4 day of May, 2020

Signed _____

Kelly B. Shaw, Mayor

EQUAL OPPORTUNITY POLIC

DATE: 05/04/2020

It is the policy of *City of Indianola* to provide equal opportunity to all employees, applicants and program beneficiaries; to provide equal opportunity for advancement of employees; to provide program and employment facilities which are accessible to the handicapped and to administer its programs in a manner that does not discriminate against any person because of race, creed, color, religion, sex, national origin, disability, age, familial status, political affiliation, citizenship or sexual orientation.

The *City Manager* has ultimate responsibility for the overall administration of the affirmative action/equal opportunity program. The total integration of equal opportunity into all parts of personnel and program management is the *City Manager* responsibility. The *City Manager* will review all policies and procedures as they affect equal opportunity and affirmative action and ensure compliance with relevant federal and state statutes.

The right of appeal and recourse is guaranteed by Indianola. Any person who feels that he or she has been denied employment, participation, representation, or services in any program administered by the City of Indianola because of race, creed, color, religion, sex, national origin, age, disability, political affiliation, sexual orientation, or citizenship has the right to file an equal opportunity complaint. Information and assistance relative to equal opportunity complaints shall be provided by Director of Human Resources who can be contacted at (515) 961-9410.

This Equal Opportunity Policy of the City of Indianola shall be posted in conspicuous places within the facility, distributed to all employees, contractors and to the persons of all advisory and policy-making groups.

Kelly B. Shaw, Mayor

City of Indianola, Iowa

AFFIRMATIVE FAIR HOUSING POLICY

This notice is published pursuant to the requirements of Executive Order 11063 on equal opportunity in housing and nondiscrimination in the sale or rental of housing built with federal assistance, and with Title VIII of the Civil Rights Act of 1968, as amended, which prohibits discrimination in the provision of housing because of race, color, creed, religion, sex, national origin, disability or familial status.

City of Indianola advises the public that it will administer its assisted programs and activities relating to housing and community development in a manner to affirmatively further fair housing in the sale or rental of housing, the financing of housing and the provision of brokerage services.

City of Indianola shall assist individuals who believe they have been subject to discrimination in housing through the resources of the Iowa Civil Rights Commission or the U.S. Department of Housing and Urban Development.

City of Indianola has designated the following office as the contact to coordinate efforts to comply with this policy. Inquiries should be directed to:



OFFICE: Indianola Community Development

ADDRESS: 110 N 1st Street

CITY/STATE/ZIP CODE: Indianola, IA 50125

PHONE NUMBER: (515) 961-9410

HOURS: Monday-Friday, 8:00 AM to 5:00 PM

CODE OF CONDUCT

PURPOSE

The purpose of this Code of Conduct is to ensure the efficient, fair, and professional administration of federal grant funds in compliance with 2 CFR Part 200.318 and other applicable federal and state standards, regulations, and laws.

APPLICATION

This Code of Conduct applies to all officers, employees, or agents of City of Indianola engaged in the award or administration of contracts supported by federal grant funds.

REQUIREMENTS

No officer, employee, or agent of City of Indianola shall participate in the selection, award, or administration of a contract supported by federal grant funds, if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when:

- a. The employee, officer, or agent;
- b. Any member of his/her immediate family;
- c. His/her partner; or
An organization which employs or is about to employ any of the above; or, has a financial or other interest in the firm selected for award.

City of Indianola officers, employees, or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or subcontractors.

FRAUD, WASTE AND ABUSE

City of Indianola has zero tolerance for the commission or concealment of acts of fraud, waste, or abuse. All officers, employees, or agents shall notify the City of Indianola of suspected actions. Allegations of such acts will be investigated and pursued to their logical conclusion, including legal action where warranted. Concerns may be reported to Andrew J. Lent, City Clerk/CFO, 515-961-9410

REMEDIES

To the extent permitted by federal, state, or local laws or regulations, violation of these standards may cause penalties, sanctions, or other disciplinary actions to be taken against (Recipient's) officers, employees, or agents, or the contractors, potential contractors, subcontractors, or their agents.

Passed and adopted this 4 day of May, 2020.

(signature)

Kelly B. Shaw, Mayor

ATTEST:

(signature)

PROCUREMENT POLICY

PURPOSE

The purpose of this Procurement Policy is to ensure that sound business judgment is utilized in all procurement transactions and that supplies, equipment, construction, and services are obtained efficiently and economically and in compliance with applicable federal law and executive orders and to ensure that all procurement transactions will be conducted in a manner that provides full and open competition.

APPLICATION

This policy applies to the procurement of all supplies, equipment, construction, and services of and for City of Indianola related to the implementation and administration of the CDBG award. All procurement will be done in accordance with 2CFR Part 200 and Appendix II to Part 200.

POLICY

GENERAL PROCUREMENT PRACTICES

The City of Indianola will adhere to the following general procurement practices: document procurement standards; maintain oversight of contractors to ensure performance in accord with standards; avoid acquisition of unnecessary or duplicative items; encourage procurement or use of shared goods and services; use Federal excess and surplus property when feasible; encourage value-engineering clauses in construction contracts; award contracts only to responsible contractors; limit use of time and materials contracting; and use good administrative judgment to settle all contractual and administrative issues.

COMPETITION

The City of Indianola will provide full and open competition; publishing in the Indianola Record-Herald; prohibit use of state or local geographical preferences; develop written procedures for procurement transactions to ensure competition is not restricted; and ensure that pre-qualified lists are current.

FIVE METHODS OF PROCUREMENT

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

- A. Micro-purchase includes the acquisition of supplies or services that do not exceed \$3,000 (or \$2,000 for acquisitions for construction subject to Davis-Bacon Act)
- B. Small purchase procedures are relatively simple and informal procurement methods that are sound and appropriate for the procurement of services, supplies, or other property, costing in aggregate not more than \$150,000. If small purchase procedures are used for a procurement under a grant, then a price or rate quotations (minimum of 2) shall be obtained from an adequate number of qualified sources.
- C. In sealed bids (formal advertising), sealed bids are publicly solicited (published) and a firm-fixed-price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all of the material terms and conditions of the invitation for bids, is the lowest in price. The sealed bids method is the required method for procuring construction.

1. In order for formal advertising to be feasible, appropriate conditions must be present, including, at a minimum, the following:
 - a) A complete, adequate and realistic specification or purchase description is available.
 - b) Two or more responsible bidders are willing and able to compete effectively for the City of Indianola business; and
 - c) The procurement lends itself to a firm-fixed-price contract, and the selection of the successful bidder can be made principally on the basis of price.
 2. When sealed bids are used for a procurement under a grant, the following requirements apply:
 - a) A sufficient time prior to the date set for opening of bids, bids shall be solicited (publicly advertised/published) from an adequate number of known suppliers.
 - b) The invitation for bids, including specifications and pertinent attachments, shall clearly define the items or services needed in order for the bidders to properly respond to the invitation for bids.
 - c) All bids shall be opened publicly at the time and place stated in the invitation for bids.
 - d) A firm-fixed-price contract award shall be made by written notice to that responsible bidder whose bid, conforming to the invitation for bids, is lowest. Where specified in the bidding documents, factors such as discounts, transportation costs, and life cycle costs shall be considered in determining which bid is lowest. Payment discounts may only be used to determine low bid when prior experience of City of Indianola indicates that such discounts are generally taken.
 - e) Any or all bids may be rejected if there are sound documented business reasons in the best interest of the program.
- D. Procurement by competitive proposals (RFP or RFQ) is normally conducted with more than one source submitting an offer, and either a fixed-price or cost-reimbursable type contract is awarded, as appropriate. Competitive proposals are generally used when conditions are not appropriate for the use of sealed bids. If the competitive proposals method is used for a procurement under a grant, the following requirements apply:
1. Requests for Proposals shall be publicized (publicly advertised/published) and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals shall be honored to the maximum extent practical.
 2. Requests for Proposals shall be solicited from an adequate number of qualified sources.
 3. The City of Indianola shall have a method for conducting evaluations of the proposals received and for selecting awardees.
 4. Awards will be made to the responsible offeror whose proposal will be most advantageous to the procuring party, with price (other than architectural/engineering – no price in RFQ's) and other factors considered. Unsuccessful offerors will be promptly notified in writing.
 5. The City of Indianola should use competitive proposal procedures for qualification-based procurement of architectural/engineering (A/E) professional services whereby competitor's qualifications are evaluated and the most qualified competitor is selected, subject to

negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in the procurement of A/E professional services. It cannot be used to procure other types of services (e.g., administration professional services) even though A/E firms are a potential source to perform the proposed effort.

- E. Noncompetitive proposal is procurement through solicitation of a proposal from only one source, or after solicitation from a number of sources, competition is determined inadequate. A noncompetitive proposal means a procurement through either a "sole source," when the Recipient solicits an offer from one source, or a "single source," when the Recipient solicits offers from multiple sources but receives only one or the competition is determined inadequate. Noncompetitive proposals may be used only when the award of a contract is infeasible under small purchase procedures, sealed bids (formal advertising), or competitive proposals. Circumstances under which a contract may be awarded by noncompetitive proposals are limited to the following:
1. The item is available from only a single source;
 2. After solicitation of a number of sources, competition is determined inadequate;
 3. A public exigency or emergency exists when the urgency for the requirement will not permit a delay incident to competitive solicitation; and
 4. The awarding agency (IEDA) authorizes noncompetitive proposals. (Sole or single source procurement for supplies, equipment, construction, and services valued at \$25,000 or more must have prior approval of the Iowa Economic Development Authority).

Sole or single source procurement is unusual and the circumstances and rationale for its use must be fully documented. Additionally, IEDA must approve in advance sole or single source procurement for contracts or purchases valued at \$25,000 or more.

- F. The City of Indianola will provide, to the greatest extent possible, that contracts be awarded to qualified small and minority firms, women business enterprises, and labor surplus area firms whenever they are potential sources.
- G. Any other method of procurement must have prior approval of the Iowa Economic Development Authority.

RECYCLED MATERIALS

The City of Indianola will procure items with recycled content following the requirements of Code of Iowa chapter 8A.315-317 and Iowa Administrative Code chapter 11-117.6(5) — Recycled Product and Content.

BID LANGUAGE - PROCUREMENT OF RECOVERED MATERIALS

Recipients shall include in all request for proposals and bid documents the following language.

"The contractor agrees to comply with all the requirements of Code of Iowa chapter 8A.315-317 and Iowa Administrative Code chapter 11-117.6(5) — Recycled Product and Content."

CONTRACT PRICING

- A. The cost plus a percentage of cost and percentage of construction cost method of contracting shall not be used.

- B. The City of Indianola shall perform some form of cost/price analysis for every procurement action, including modifications, amendments or change orders.

PROCUREMENT RECORDS

The City of Indianola shall maintain records sufficient to detail the significant history of a procurement, including the rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price. The City of Indianola shall make technical specifications and procurement documents available for review upon request.

BONDING REQUIREMENTS

Bonding requirements for construction or facility improvement contracts must meet the federal minimum requirements or receive a determination that the federal interest is adequately protected.

Passed and adopted this 4 day of May, 2020.

(signature)

Kelly B. Shaw, Mayor

(typed name), (title)

ATTEST

Andrew J. Lent, City Clerk/CFO

(signature)

(typed name), (title)

Meeting Date: 05/04/2020

Subject

Resolution approving a proposal for removal and disposal of sludge material from the Indianola Waste Water Treatment Facility.

Information

Fiscal Impact

Attachments

Sludge Disposal Memorandum

Letter from HR Green

Proposal

Resolution Approving Proposal



— WATER RESOURCE RECOVERY FACILITY —

May 4, 2020

To: Honorable Mayor and City Council

CC: Ryan J. Waller, City Manager

From: Rick Graves, WRRF Supt.

Re: Bio Solids Land Application

The current plant has two sludge holding tanks that hold 1.2 million gallons (mg) and two digesters that hold approximately 0.2mg each. The city is currently in the third year of a three-year contract with our current hauler.

The issues we are having with the current contractor (Nutri-Jet) is the consistency. In 2018, the first year of the contract, they never hauled anything at all. In 2019, they came early spring and hauled until the farmer told them they had to stop so he could start planting. They never got a tank or digester completely cleaned during their second year of their contract. During the summer of 2019 we had to pump the decant (clear water that separates from the sludge) from the storage tank to the EQ pond to make room. We couldn't decant it through the plant as the ammonia was too high and the results would end up giving the city a Notice of Violation from DNR. In the Fall of 2019 they were going to come back and haul but due to weather issues they didn't show up until January 26, 2020 and left the first part of April. During this time, they hauled approximately 1.5mg to the field. Even though they hauled that amount they never cleaned both tanks or one digester. By the time they return and spend the same amount of time hauling sludge as last time, we would put back into the tanks what they hauled out. Just a continuous circle.

I emailed the contractor April 28, 2020 to see if they plan on coming back before fall to haul and they asked if I had ground for summer application. My response was No, as I do not have anywhere besides the city farm to land apply.

Both tanks are full and we are decanting through the plant as the EQ pond is at capacity. I have contacted DNR to let them know that the ammonia results will be high unless I can get the sludge hauled.

I found another company, Telum, that is available to come in May to haul the sludge. They said they will be able to clean both tanks and one digester as they are able to apply to hay ground with their equipment.

I recommend sending a 10-day notice of termination to Nutri-Jet and hiring Telum from West Des Moines to come and haul the bio solids from both tanks and one digester. The estimated cost for them to haul and clean both tanks and a digester is around \$85,000.



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

▷ Hrgreen.com

April 29, 2020

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

Re: INDIANOLA NWWTF SLUDGE DISPOSAL – EMERGENCY STATUS

Dear City Council:

This letter is regarding the emergency work needed at the Indianola North Wastewater Treatment Facility (NWWTF) to remove sludge from the Sludge Storage Tank and dispose (i.e. land apply) prior to the Sludge Storage Tank's capacity being exceeded.

If the sludge is not hauled from the Sludge Storage Tank prior to its capacity being exceeded, then a Sanitary Sewer Overflow (SSO) situation could arise which would violate the City's NPDES Permit and pose a significant threat to water quality and public health.

Section 384.103(2) of the Iowa Code allows for an "emergency" project to proceed without the delay of advertising and public letting. We recommend that a bid package be prepared and used to expedite the work to dispose of the sludge from the Sludge Storage Tank.

If you have questions, or need further assistance please do not hesitate to contact me.

Sincerely,
HR Green, Inc.

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

Joseph Frankl, P.E.
Project Manager

Cc: Ryan Waller, City Manager
Rick Graves, Wastewater Superintendent
Andy Lent, City Clerk
Jim Rasmussen, HR Green



Proposal

City of Indianola, Iowa

Water Treatment Plant Sludge Removal and Disposal



April 27, 2020

City of Indianola, Iowa

Attn: Mr. Rick Graves

Submission of proposal for the management and disposal of biosolids from the City of Indianola, Iowa Wastewater Treatment Plant.

Telum has prepared and submitted a proposal for the City of Indianola for the full service of the management and disposal of said biosolids from the wastewater facility. Telum and its professional staff is proposing to manage all aspects related to the removal and professional disposal of said biosolids including but not limited to providing all equipment, personnel, testing of soil and biosolids, securing land and permits if necessary, data tracking, and all reports necessary. Telum provides these services to all of our clients and believes this scope of work fits our company profile very well. Telum only bids jobs that fit our company demographics well, so that we ensure we provide unmatched service and support to our clients. Telum focuses on quality not quantity and knows we could provide Squaw Valley South and its staff with the best possible service to managing their biosolids disposal program.

Telum appreciates the opportunity and consideration for this service. This proposal is valid for duration of 10 days from Receipt.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jared A. Burma', with a long horizontal flourish extending to the right.

Jared A. Burma
President

Introduction

Telum is a full service municipal biosolids handling company that is comprised on high standards and ethical remediation of Class A/B biosolids. Telum proposes to perform complete biosolids management for City of Indianola under the oversight of the Iowa Department of Natural Resources (IDNR) and the Environmental Protection Agency (EPA). Telum, established in 2011, has a complete grasp of the sensitive nature of the management of Class B biosolids and the regulation governing the loading, transportation, application and reporting. Telum has performed many biosolids management projects over our lifetime, resulting in billions of gallons of Class A/B biosolids remediated as well as an extensive list of satisfied customers.

Telum proposes to perform all tasks associated with City of Indianola biosolids removal and application. Telum will work with the WWTP personnel to comprise a management plan/schedule for the transportation, hauling and application of the Class A/B biosolids immediately following the bid being awarded. This plan will be based on the current amounts of biosolids being held within the storage basins and the digester at the WWTP, as well as other daily operational factors that may impede the hauling process.

Qualifications

Customized Environmental Solutions D.B.A. Telum, is a residual management company created out of passion for the outdoors. Incorporated in the State of Iowa in 2011. Telum was designed to reutilize waste material so our beautiful environment can be sustained for years to come. Telum approaches each project with the goal of preserving the affected ecosystem. We take pride in helping preserve and improve the air, water and land. Using professional, safe and cost-effective methods of recycling waste material into our world. We strive to maintain the highest standards for our employees, equipment and processes to ensure longevity of our ecosystems and the overall environment. We take pride in our company morale; we avoid quick-fix projects by providing long-term professional solutions that result in excellent end material reutilization.

Telum has over thirty-five years combined experience in residual management, business development, customer service and agriculture operations. Our employees bring a new meaning to employment, and in return find enjoyment and fulfillment in the services they provide each of our clients. Our experienced and motivated team offers superior services to our clients our competitors cannot match.

In today's competitive business climate, with an increasing concern for the environment, it is important to work with a company that will provide efficient cost-effective solutions while providing professional, reliable service. By choosing Telum you will work with experienced professionals who can find solutions to your residual management needs.

Project Experience

Telum has completed various biosolids projects for a wide range of clients; which includes so of the nation's largest food and gas processing plants.

Telum also has a long-standing contract for residual wastewater lime application with cities in Illinois, Iowa, Missouri, Oklahoma and Texas. Telum supplies the cities with grower contracts, mapping, and the agronomic load sheets that are vital in the EPA tracking guidelines the city adheres.

Management Team

- Jared Burma, President
- MacKenzie Harvey, General Manager
- John Bonsetter, New Business Development
- Shaun Reinier, Service/Dispatch Manager
- Linda Peerson, Office Manager
- Rick Hahn, Senior Site Supervisor

Equipment

Based upon the aforementioned process, the following equipment would be utilized:

- Semi with tanker trailers
- Case IH 470 Quadtrac Tractor
- 6 inch Pump
- Nuhn 7350 Electa steer tank with grassland application bar, tillage bar, surface spray
- Fire hose and safety equipment for confined space entry
- Job Site tool trailer

Telum reserves the right to modify this equipment list as needed to perform this project in a timely and efficient manner.



Management of Sludge Disposal Services

Once a contract is secured, Telum's land management team will begin acquiring land needed for the application process. Our team will determine the number of acres needed based on the sludge analysis as well as the calculated loading rates for the type of crop that will be grown in the next calendar year. The most common crops grown on ground where biosolids are applied are corn, soybeans, wheat and hay/pasture. Depending on the time of year, Telum will focus on certain types of crop land for application. During the summer months, Telum will apply biosolids to hay and wheat crops with our specialty grassland bar.

Our team will explain the biosolids application process in detail to the landowner. This will ensure there are no surprises to the type of equipment that we will be using to apply the biosolids to their land. The EPA regulations that are required under the application of biosolids will also be explained in detail. Most landowners are amazed by Telum's up to date application equipment and how efficient our process is. We supply the landowner with a copy of the EPA's "Biosolids Technology Fact Sheet Land Application of Biosolids" and then discuss any questions that landowner may have in regard to the EPA's regulation of biosolids.

At the conclusion of the project, Telum compiles a complete electronic project summary. Items include (if applicable): landowner biosolid application agreement, map of the parcel, soil analysis, application load sheets for each parcel and a completed nutrient loading rate spreadsheet for each parcel. This comprehensive project summary is supplied to the owner and any oversight agency that requires the tracking of biosolids application.

Scope of work

Telum will commence the project at the earliest possible time dependent on weather conditions and land availability.

Our crew will mobilize equipment and set-up the project to begin the removal process. Our crew will use a 6" pump at the (2) concrete basins and pump into tankers to transport to the application field. In addition to the in-ground storage cells we will also pump down and clean the solids from the digester onsite once the storage cells are drained and cleaned.

Our application machine will then vacuum the material off of the truck and land apply the material. The material will be injected into the soil and will abide all guidelines set out in the IAC 567 121.6(455B) PERMIT EXEMPTIONS. This process will continue until the project is complete.

Estimated project scheduled is approximately 14 days. Project schedule is determined by weather and any unforeseen project circumstances.

Agronomic Services

Telum does most of its own agronomic services in house. If at any time more extensive services are needed or desired Telum will subcontract this portion out to a local agriculture company.

Tracking of Quantities

Telum uses a standardized load sheet for quantity tracking. The application operator is the one responsible for tracking the applied amount of liquid to each parcel. The load sheet is filled out for every load that enters each parcel. The load sheet contains truck number, time, date, parcel ID and volume of quantity off loaded and a percent solid for that day. Depending on the project, we are flexible on how the owner would like to determine percent solids of any mixture. Telum is familiar with multiple approaches and will conform to the one agreed upon



with the owner. At any time if the owner would like to conduct sampling, Telum's employees will accommodate the owner by pulling the sample requested. Telum has standardized this process for all of our projects and all load sheets are included in our comprehensive project summary supplied to the owner at the conclusion of the project.

Landowner Biosolids Application Agreement



Landowner Biosolids Application Agreement

Name: [REDACTED] Address: [REDACTED]

City: Valley Springs State: SD Zip: 57069 Phone: [REDACTED]

Field/Map ID	Acres	County/Township/State	Stream/Dwelling/Well	Biosolids in last 3 years
#5	7	[REDACTED]	100 Yds	Yes or <u>No</u>
			Yds	Yes or No
			Yds	Yes or No
			Yds	Yes or No
			Yds	Yes or No

I, the landowner, have been advised by a Telum representative and fully understand the EPA's Part 503 guidelines for biocides application for said field ID's listed above. I have been advised of and fully understand the pathogen and vector attraction reduction requirements, including activities associated crop harvesting, animal grazing, and site access restrictions clarified in Part 503.

Authorized Landowner/Tenant

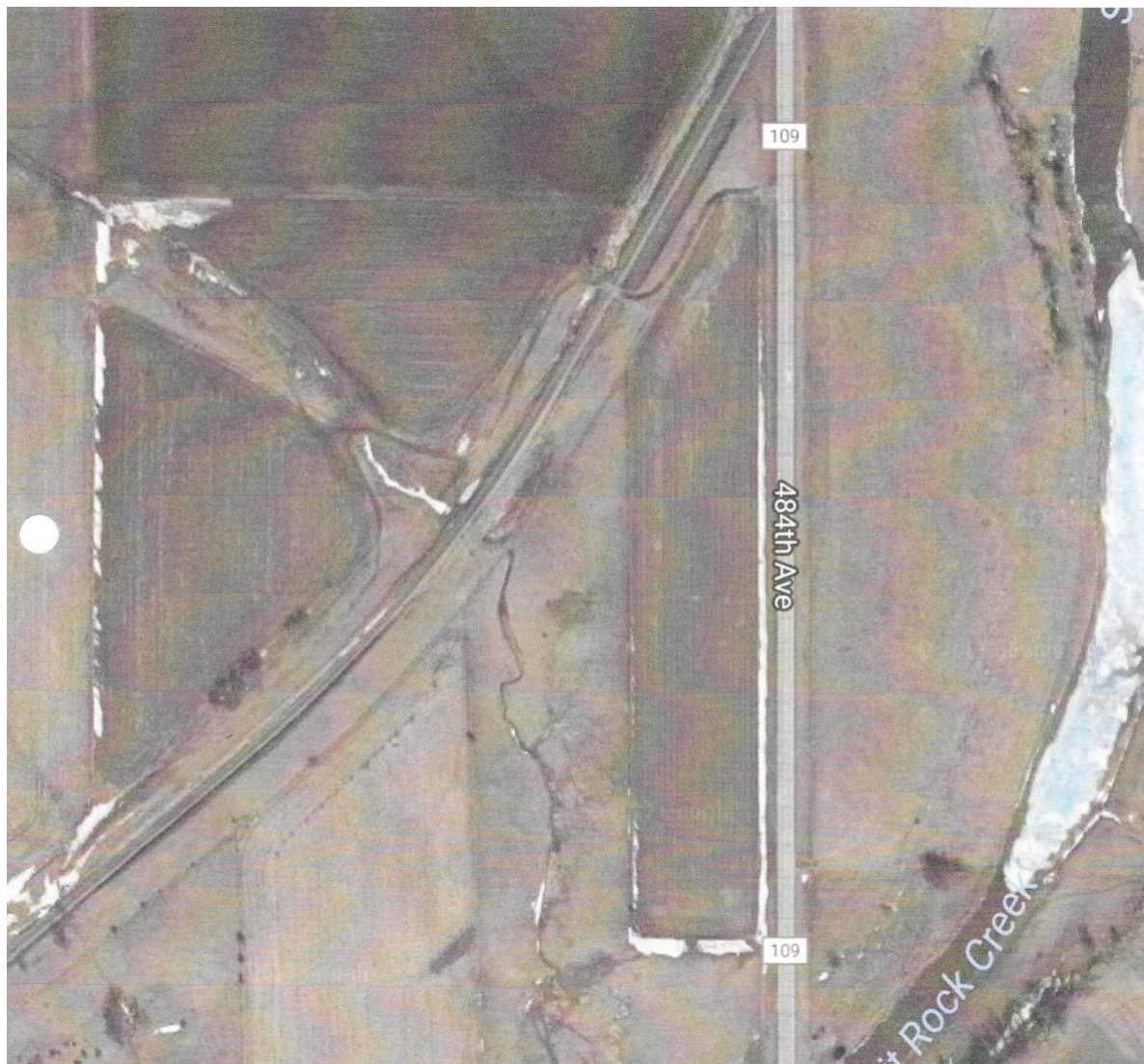
Print: [REDACTED] Sign: [REDACTED] Date: 9-7-17

"I certify under penalty of law, that the class B pathogen requirements, vector attraction reduction requirements, management practices, site restriction under the EPA 503 regulations have been met. This determination has been made under my direction and supervision in accordance with the system designed by Telum to ensure that qualified personnel properly gather and evaluate the information used to determine that the requirements have been met. I am aware that there are significant penalties for false certification, including the possibility of fine and imprisonment."

Authorized Representative for Telum

Signature: [REDACTED] Date: 6-15-17

Aerial Map



Load Sheet



Date:
Field ID#

6/11/17

Brandon, South Dakota

Load	Truck #	Time	Volume
1	1517	8:00 AM	
2	1514	8:15 PM	
3	1516	8:30 AM	
4	1517	9:15 AM	
5	1514	9:30 AM	
6	1516	9:50 AM	
7	1517	10:20 AM	
8	1514	10:45 AM	
9	1516	10:55 AM	
10	1517	11:50 AM	
11	1514	12:00 PM	
12	1516	12:15 PM	
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30			

Total: 75,468

\\Users\chrisseiler\Desktop\Brandon, SD Project /Excel Load Sheets /Brandon SD 6-11-17 loadsheet .xls

Pricing Proposal

- \$.055 for complete removal, transportation and application including land procurement for liquid removal from the storage tanks and the digester.
- \$.05 per gallon OWNER FINDS LAND.
 - This price does not include land procurement.
 - Land obtained by the project owner must be approved by Telum before application can proceed.
- \$200.00 per hour for washing down of the storage tanks and or of the digester in addition to the price per gallon for removal, transportation and application.

Pricing Proposal is good for 5 days from proposal date due to the time of year.

CITY OF INDIANOLA, IOWA
RESOLUTION NO. _____

**A RESOLUTION TO APPROVE PROPOSAL FOR
REMOVAL AND DISPOSAL OF SLUDGE MATERIAL
FROM THE INDIANOLA WASTEWATER TREATMENT FACILITY**

WHEREAS, the City of Indianola wastewater treatment facility requires additional sludge removal and disposal for the current fiscal year, and

WHEREAS, the attached proposal has been received from Telum for this purpose, and

WHEREAS, the removal and disposal of the sludge material at the current moment is an immediate need, and

WHEREAS, said proposal cost is estimated at \$85,000.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Indianola, that the attached agreement for wastewater sludge removal and disposal by Telum is approved at a not to exceed cost of \$85,000.

BE IT FURTHER RESOLVED THAT since the current removal and disposal of the sludge material from the wastewater treatment facility is an immediate need, any additional cost beyond the estimated cost may be approved by the City Manager within spending authority as expressed in the City's purchasing policy.

Adopted this 4th day of May, 2020.

Kelly B. Shaw
Mayor

Attest:

Andrew J. Lent
City Clerk/CFO

Meeting Date: 05/04/2020

Subject

Receive and file the City's re-open plan.

Information

The City Manager will provide an overview of a draft re-open plan regarding various programs and facilities impacted by the COVID-19 pandemic. As of the publication of the agenda packet, review of the document by several boards and commissions was still ongoing and therefore it is not included. Once complete, a copy of the draft will be provided. It is requested that the City Council receive and file the document, which will ultimately be published on the City's website and updated regularly.

Fiscal Impact

Attachments

No file(s) attached.

Meeting Date: 05/04/2020

Subject

Receive and file correspondence from April 17 and 24 weekly updates from City Manager, Ryan Waller.

Information

Roll call to receive and file correspondence is in order.

Fiscal Impact

Attachments

Waller's Weekly 0417
Code Enforcement 0417
Current Projects 0417
DSM Homebuilders Report
Building Permits 0417
Draft Agenda May 4
Draft Agenda May 18
Waller's Weekly 0424
WCJC Update 0424
Building Permits 0424
Code Enforcement 0424
Current Projects 0424
ISU Workshops
May 18 draft agenda
May 4 draft agenda

Jackie Raffety

From: Ryan Waller
Sent: Friday, April 17, 2020 5:25 PM
To: Ryan Waller
Subject: Waller's Weekly 4.17.2020
Attachments: Code Enforcement- April 17.pdf; Curent Projects Update- April 17.pdf; DSM Homebuilders Report.pdf; 2020 Building Permits- April 17.pdf; Anticipated May 4 CC agenda.pdf; Anticipated May 18 CC agenda.pdf

Good afternoon, all.

I hope this finds everyone well. Thank goodness that the snow has melted already!

Below and attached, please find this week's update email.

As always, if there are any questions regarding these materials or any other city matter, please let me know.

Please have a wonderful weekend!

Ryan

**Ryan J. Waller
City Manager
City of Indianola**

Sponsored Project Funding Award (\$1,000,000) - At its special meeting on February 27, 2020, the City Council adopted a resolution that authorized the City's application to Iowa's State Revolving Fund Sponsored Project Program in conjunction with the Water Resource Recovery Project. This is a program that allows communities to apply for available funding to be used for stormwater projects that will improve water quality. On Monday, April 13, 2020, the City received notification it was awarded \$1,000,000 from this program to be used for water quality aspects featured in the City's approved streetscape design.

April 20th City Council Meeting – The regular City Council meeting is scheduled to meet on Monday, April 20, 2020. The agenda and meeting materials are available on the City's website at <http://indianolaiowa.gov/AgendaCenter>.

Planning and Zoning Commission – The Planning and Zoning Commission will hold its next meeting on Tuesday, April 21, 2020. The agenda is a full one that includes continued

consideration of the update to the City's Comprehensive Master Plan, as well as several residential development related petitions. The agenda packet, which includes public comment information, may be found [here](#). Similar to the City Council meetings, the Commission meeting will be streamed live on the City's YouTube channel, which may be accessed [here](#).

Meeting Broadcasts – Previously, City meetings were broadcast on a government/public access cable channel that was available to customers of Mediacom and another former community cable provider (MCG). While some Mediacom customers are still able to access this channel, most community customers that have transitioned to IMU fiber or a satellite provider do not (IMU fiber is expected to have a government channel by winter of 2022). Aside from the limited availability for residents, the cable broadcast also creates technological challenges during live streams. Therefore, in order to test the functionality of an alternative electronic meeting platform, the Planning and Zoning Commission meeting will not be broadcast live on the Mediacom cable channel. The meeting will still be aired live on the City's YouTube channel (accessed [here](#)).

Iowa Small Business Relief Program – As you may be aware, due to the COVID-19 pandemic, Governor Kim Reynolds launched the Iowa Small Business Relief Program to provide financial assistance to small businesses that have been economically impacted. This program offered grants ranging from \$5,000-\$25,000 in addition to offering Iowa businesses a deferral of sales and use or withholding taxes due and waiver of penalty and interest. A total of five Warren County businesses have been awarded grants, four of which are based in Indianola.

Presentation – The budget presentation from the City Council's April 16, 2020 special meeting may be found on the City's website (accessed [here](#)).

Community Development Reports – Attached, please find the following reports provided by the Community Development Department:

- **Current Projects Update** - This week, the Chumbley's temporary Certificate of Occupancy (CO) was upgraded to a final CO. Additionally, the Wal-Mart remodel received a final inspection, and an updated site plan and building permit for the Peoples Bank Administration building was also submitted. Lastly, the Peterson annexation northwest of town was reviewed by the Indianola Municipal Utility's Board of Trustees.
- **2020 Building Permits** - This week, four building permit applications were submitted and one building permit issued. There are currently four building permit applications in review and 58 building permits that have been issued year to date.
- **Code Enforcement** - This week, two new code enforcement cases were opened. There are currently 25 open code enforcement cases.

- **Des Moines Home Builders Association** - This week, the Des Moines Home Builders Association issued its March 2020 building permit report. The Des Moines Metro, which includes data from Indianola, reported 95 more permits for single-family in March 2020 compared to March 2019 and has seen 205 more permits for single-family year-to-date in 2020 compared to 2019.

Upcoming City Council Agenda – Attached, please find the anticipated agendas for the May 4th and 18th 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).



Community Development

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Code Enforcement Tracking Report

Case Status	Case No.	Complaint Date	Description of Complaint	Location/Address	Date of Initial Inspection	Date of Written Notice	Current Status	Next Follow-up Date	Final Compliance Date
Open	CE: 04-2020	1/9/2020	Junk and junk debris throughout property	107 North Kenwood	1/10/2020	1/10/2020	Sent letter of Nuisance and Demand for Abatement on 1/10/2020 and established a deadline of January 20th, 2020. Spoke with homeowner and she said she will have van removed from property as soon as the weather turns.	4/23/2020	
Open	CE 07-2020	1/9/2020	Abandoned/Dangerous/Unsafe Building	2110 West 2nd	1/9/2020	1/10/2020	Sent letter of Abandoned, Dangerous, & Unsafe Building on 1/10/2020 and established a date of April 9th for completion. No progress has been made. Obtain bids for abatement.	4/23/2020	
Open	CE: 16-2020	2/20/2020	Green wrecked Malibu? No doors, in the side yard.	Parcel ID: 48860001371 503 West 2nd Ave	2/20/2020	2/21/2020	Left notice with tennant on 2/21/2020. Sent letter 3/6/2020. Gave until April 13th to have vehicle moved inside. Vehicle hasn't moved. Trying to make contact with owner before we abate.	4/23/2020	
Open			Abandon/Unsafe Building	310 E Boston	3/28/2019	4/5/2019	Property posted as unsafe. Building has been ordered to be vacated and was posted to prevent further occupancy until the work is completed. Met with owner to discuss timing for making improvements. Deadline set for November 1. Work has commenced on west side of house. Will check regularly. Owner continues to make progress on west side of structure.	4/23/2020	
Open			Unsafe Building	401 W Salem	6/25/2019	6/26/2019	Notice of unsafe building issued. Property owner obtained a building permit for work. Substantial progress made. Still needs to finish roof and siding.	4/23/2020	
Open			Unsafe Building	210 N Jefferson	7/29/2019	7/31/2019	Spoke with contractor on 10/17/19 about structural portion of front porch. Contractor will be pulling building permit sometime within the next week. Spoke with property owner on 10/30. She asked for a 30 day extension to finish the exterior. 30 day extension was granted. Spoke with contractor, he said their waiting on materials and work will resume as	4/23/2020	
Open			Unsafe Building	306 S F Street	4/17/2018	8/16/2019	Posted as unsafe. Property purchased out of foreclosure. New property owner has rehabbed exterior of building and will begin on the interior. Awaiting final inspection before dangerous building tag is removed. Final inspection scheduled for 4/17/2020.	4/23/2020	
Open			Junk/Junk Vehicles	1105 E Salem	4/22/2019	4/26/2019	Spoke with Kevin King. He said he will remove manhole and keep us updated. Will check regularly.	4/23/2020	
Open			Abandon/Unsafe Building	506 N Kenwood Blvd	4/17/2018	5/6/2019	Municipal Infraction Issued. Service has been attempted on property owner, and has failed. Discovered that property was in foreclosure, and was sold on August 15. New owner is working on updating property. Property is now for sale. Will check regularly. House is up for sale by Berkshire Hathaway	4/23/2020	
Open			Abandon/Unsafe Building	911 N C Street	3/28/2019	4/5/2019	Notice of unsafe building issued. Property owner has applied or a building permit. Default judgement issued by court on December 6. Property owner had until January 5 to have all work completed. Working on getting quotes for work to be completed to determine next steps. In the process of getting quotes to abate the property. Not going to abate. Will continue to issue Municipal Infractions.	4/23/2020	
Open			Unsafe Building	407 West 1st Ave	12/11/2019	12/11/2019	House caught fire over thanksgiving weekend 11/28/2019. Inspected house on 12/11/2019 to determine extent of damage and see if the structure can be saved. Unfortunately the structure cannot be saved and must be torn down. Sent letter to property owner on 12/11/2019 ordering the house to be demolished by January 20th, 2020. Person in charge of the estate called in on 2/3/2020. Insurance claim has been filed, and adjuster will evaluate. Still waiting on insurance adjuster. Sent Dangerous & Unsafe Building letter to Raviro Shoniwa, asset prevention coordinator with Mortgage Contracting Services on March 26th, 2020.	4/23/2020	
Open		9/17/2019	Tall Grass/Weeds, Debris	Property E of East Scenic Valley Ave	9/17/2019		Discussed this with the representative for property owner. Tall grass and weeds will be mowed, and they will work to get remaining construction debris off the property.	4/30/2020	
Open	CE: 01-2020	12/27/2019	Multiple Campers on property. Junk and junk vehicles parked on driveway and other miscellaneous junk debris.	1801 West Euclid	1/2/2020	1/2/2020	Sent letter of Nuisance and Demand for Abatement on 1/10/2020 and established a deadline of January 20th, 2020. Spoke with Uele and established a 30 day deadline for each camper to be removed/moved from property.	4/30/2020	
Open	CE: 02-2020	1/9/2020	Trailer park needs to be cleaned up. Junk and junk vehicles.	307 West 2nd	1/10/2020	1/10/2020	Sent letter of Nuisance and Demand for Abatement on 1/10/2020 and established a deadline of April 30th, 2020. Spoke with Larry today 4/16/2020. 4 vehicles have been removed and they continue to make progress on junk/debris removal. He informed me that he may not have everything completed by April 30th and may need to ask for an extension.	4/30/2020	
Open			Unsafe Building	208 N Jefferson Way	4/17/2018		Demolition has taken place. Will close out once all work is completed, and lot has been seeded.	4/30/2020	
Open			Unsafe Building	206 N Jefferson	4/17/2018		Demolition has taken place. Will close out once all work is completed, and lot has been seeded.	4/30/2020	
Open	CE: 09-2020	1/10/2020	Shed in front/side yard	640 North N	1/14/2020	1/16/2020	Sent letter of ordinance violation on 1/16/2020 and established a deadline of February 14th, 2020. Spoke with Diana and gave extension until May 1st, 2020.	5/1/2020	



Community Development

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Code Enforcement Tracking Report

Open	CE: 18-2020	3/9/2020	Unlicensed vehicle on jack stands in driveway, Trailers parked in front yard, Junk debris scattered throughout property.	1108 North B Street	3/11/2020	3/11/2020	Door hanger left on 3/11/2020. The car in the driveway will be off jack stands within 2 weeks, the trailers have been moved out of the front yard and the remainder of the yard will be picked up and disposed of during spring cleanup	5/1/2020	
Open	CE: 20-2020	4/8/2020	Chickens	1106 North 9th	4/8/2020	4/8/2020	Spoke with Crystal on 4/9/2020 and established 30 day deadline (May 9th, 2020) for compliance.	5/9/2020	
Open	CE: 22-2020	4/15/2020	Junk race car in front yard, garbage, trash, and construction debris piled in back yard.	808 West 3rd Avenue	4/15/2020	4/16/2020	30 Days to bring property use back into compliance.	5/18/2020	
Open	CE: 21-2020	4/15/2020	Sidewalk Violation	100 West Orchard	4/15/2020	4/16/2020	Sent letter 4/17/2020 Allowing 30 days for compliance.	5/18/2020	
Open	CE: 08-2020	1/9/2020	Sign missing panels	1801 West 2nd	1/10/2020	1/14/2020	Sent letter of Nuisance and Demand for Abatement on 1/14/2020 and established a deadline of February 13th, 2020. Spoke with Deb from DML Management. She is working with a sign company and will be taking care of the existing sign as soon as possible. Established another deadline of March 31st, 2020. Spoke with Deb on Tuesday (4-7) about the status of the sign. She said they got a quote of \$18,000.00 for the new sign, which the landlord is a little hesitant to spend that much money with everything going on right now but will when things calm down. I granted additional time and told her I would follow up the first week in June.	6/1/2020	
Open	CE: 17-2020	3/3/2020	Abandoned, unsafe & dangerous building	1009 E Salem		3/4/2020	Sent letter of Unsafe/Dangerous Building on 3/4/2020. Has until April 3rd to secure building permit and June 2nd to complete the work.	6/2/2020	
Open			Abandon/Unsafe Building	2103 N Jefferson	4/17/2018	5/6/2019	Municipal Infraction Issued. Court order issued establishing a deadline for abatement of June 9, 2020. Will check regularly.	6/8/2020	
Open	CE: 19-2020	3/24/2020	Junk/Junk Vehicles and dead potentially dangerous trees in back yard	501 S G St	3/24/2020	4/9/2020	Upon inspection, there is junk in the rear yard that needs to be abated. Will send notice. Sent letter 4/17/2020. Established deadline of July 17th, 2020 (90 days) for compliance due to the amount of junk in back yard.	7/8/2020	
Closed	CE: 13-2020	3/2/2020	Broken down (wrecked) vehicle in fron yard	911 E Iowa	3/2/2020	3/2/2020	Left notice on 3/2/2020. Car removed.		3/11/2020
Closed	CE: 03-2020	1/9/2020	Junk vehicles	208 South D Street	1/10/2020	1/10/2020	Cars Removed.		3/10/2020
Closed	CE: 11-2020	1/9/2020	Patio clutter accumulating at apartment 30	810 South R Street	1/9/2020	1/27/2020	Sent letter of Nuisance and Demand for Abatement on 1/27/2020 and established a deadline of February 10th, 2020.		3/6/2020
Closed	CE:10-2020	1/10/2020	Shed in front/side yard	606 North Kenwood	1/14/2020	1/16/2020	Sent letter of ordinance violation on 1/16/2020 and established a deadline of February 14th, 2020. Owner has requested a Variance and will be heard before the Board of Adjustment. Board of Adjustment approved Variance.		3/4/2020



COMMUNITY DEVELOPMENT

To: Ryan J. Waller, City Manager
From: Charlie E. Dissell, AICP, Community and Economic Development Director
Date: April 17, 2020
Subject: Current Projects Update

The purpose of this memorandum is to provide a brief synopsis of different projects that may be of interest to the Council.

- **Williams Terrace (1600 Block of North 9th Street)**
 - Developer hosted a neighborhood meeting on March 9.
 - Rezoning petition received on April 6
 - The Planning and Zoning Commission will review the request at its April 23 meeting.
- **People Bank Administration Building (500 East Iowa Avenue)**
 - Site plan and building permit submitted on March 13.
 - Site plan review comments returned on March 24.
 - Building permit comments returned on April 6.
 - Updated building permit and site plan submitted on April 16.
- **Peterson Annexation (south of Inwood Street, west of 110th Avenue (North Y Street) and east of County Highway R-63)**
 - Application for annexation was received on February 25th, 2020.
 - The applicant has indicated that this property, if annexed, would be developed residentially.
 - At its meeting on March 25th, the City Council forwarded this applicant to the Board of Trustees and Planning and Zoning Commission for its review.
 - The Board of Trustees reviewed the request at its April 14 meeting.
 - The Planning and Zoning Commission will review the request at its April 23 meeting.
- **Apple Tree Inn (1215 North Jefferson Way)**
 - Building permit application for interior remodel submitted on January 10.
 - Review comments were returned on January 13.
 - Revised building plans submitted on February 5.
 - Building Permit issued on February 12.
- **Wal-Mart (1500 North Jefferson Way)**
 - Building Permit application and plans submitted on October 29 for a remodel of this building.
 - Building plans approved on November 7.
 - Building Permit issued on January 16.
 - Applicant has indicated a start date of January 19.
 - Project finalized on April 15.

- **Cabin Coffee (910 East 2nd Avenue)**
 - Sale of D&D lot and development agreement was approved by Council on October 21.
 - Staff hosted a preapplication meeting with the developers on October 22.
 - Developer closed on the property on November 22.
 - On March 16, developer notified City that, due to the COVID 19 pandemic, this project is being suspended until further notice.
- **Scooters Coffee (1112 North Jefferson Way)**
 - Site plan and building permit were submitted on October 9.
 - Site plan comments returned to applicant on November 4.
 - Updated site plan submitted on November 18.
 - Staff continues to work with the property owner on a solution for the storm sewer pipe located on this property.
 - Revised site plan submitted on February 28.
 - Site plan comments returned on March 9.
 - Revised site plan submitted on March 9.
 - Site plan approved on March 11.
 - Building Permit issued on April 9.
- **Proposed Campground (Northwest Corner of South Jefferson Way and East 17th Avenue)**
 - Staff held a preapplication meeting on a proposed campground on October 3
 - A rezoning petition was submitted on October 25 for a proposed campground
 - The Planning and Zoning Commission recommended the rezoning for approval at its November 12 meeting.
 - The City Council held a public hearing on the request at its December 16 meeting.
 - The City Council approved the request at its January 21 meeting.
 - A plat of survey to split ground for the campground was submitted on April 1.
 - A rezoning petition was submitted on April 3 for additional ground for the campground.
 - The Planning and Zoning Commission will review the Plat of Survey and rezoning at its April 21 meeting.
- **Indianola Pediatric Dentist (2001 North 6th Street)**
 - Site plan and stormwater management plan were submitted on May 23.
 - Comments were returned to the applicant on June 2.
 - Building permit application submitted on June 13.
 - Site plan and stormwater management plan were approved on June 18.
 - Building permit comments returned on July 3.
 - Revised building permit plans were resubmitted on July 11.
 - Building permit was issued on July 15.
 - Final inspection occurred on March 19
 - Certificate of Occupancy issued on March 20.

- **Missouri Valley JATC Training Facility (1600 East Iowa Avenue)**
 - Site Plan for this project was submitted on April 3 to the City and comments were returned on April 22.
 - City Staff has also held internal meetings regarding new road alignment within the industrial park expansion.
 - City staff met with the Missouri Valley on May 1 to discuss access to this site and possible road upgrades/funding.
 - A revised site plan was submitted on May 20.
 - Revised comments were returned on June 4.
 - A second revised site plan was submitted on June 11.
 - Site Plan was approved on June 11.
 - Building permit application was submitted on June 14.
 - Building permit comments were returned on July 2.
 - Staff has meet with Missouri Valley on a development agreement related to future infrastructure improvements.
 - Building permit application submitted on August 2
 - Staff meet with the contractor on August 23 to discuss building/inspection process.
 - Fire review comments returned to applicant on September 23.
 - Response to fire review comments received on October 29.
 - Full building permit issued on November 13.
- **Chumbley's Auto Care (110 South Jefferson Way)**
 - Staff met with the business owner on March 15 to discuss plans for future building.
 - Staff has submitted preliminary comments on the site plan to the business owner.
 - Site plan and building permit application plan were submitted on May 10.
 - Comments were returned to the applicant on May 22.
 - Revised site plans and building permit plans were resubmitted on July 10.
 - Site plan and building permit were issued on July 17.
 - Temp CO issued on November 26. Awaiting seed/sod and landscaping before final CO will be issued.
 - Full CO issued on April 13.
- **Ace Hardware (506 North Jefferson Way)**
 - City staff held a pre-development meeting on this project on February 22.
 - The old car wash was demolished the week of July 15.
 - The existing Mudslingers Coffee Shop would remain.
 - A code review was submitted to the City for review by the architect on July 29.
 - The City returned comments on that code review on July 31.
 - Engineer inquired about site plan approval process on August 23.
 - Site plan submitted on September 5.
 - Initial comments on the site plan were returned on September 19.
 - Variance application for parking submitted on September 24. Will be placed on November 6 agenda.

- Revised site plan submitted on October 4.
- Building Permit application and plans submitted on October 14.
- 2nd review comments on the site plan were returned on October 17.
- Building permit comments returned on October 18.
- Revised building permit plans received on October 23.
- Revised site plan submitted on October 25.
- Variance request for parking was approved by the Board of Adjustment on November 6.
- Site plan approved and building permit issued on November 7.
- **New Heights Church (309 East Hillcrest Avenue)**
 - The project engineer contacted the City on February 7 to clarify plan review comments.
 - Updated site plan was received on March 7.
 - Updated comments returned to applicant on March 20.
 - The project engineer contacted the City on July 11 to clarify plan review comments.
 - Staff responded to those questions on July 12.
 - An updated site plan was submitted on July 29.
 - Staff responded to fire code requirements on August 21.
 - An updated site plan was submitted on August 30.
 - Site plan comments were returned on September 2.
 - Revised site plan submitted on September 20.
 - Site plan comments returned on October 18.
- **Summercrest**
 - Located north of the intersection of North 7th Street and East Hillcrest Avenue.
 - Rezoning/PRD plan and preliminary plat received on April 3.
 - Rezoning/PRD plan to be reviewed by Planning and Zoning Commission at its April 21 meeting.
- **Treeline Plat 1**
 - Located north of East Iowa Avenue and south of North 7th Court
 - Preliminary Plat and Construction Plans submitted on March 16.
 - Comments on Preliminary Plat and Construction Plans returned on April 3.
 - Updated Preliminary Plat submitted on April 8.
 - Preliminary Plat to be reviewed by Planning and Zoning Commission at its April 21 meeting.
- **Quail Meadows Plat 3**
 - Located north of North 8th Street and East Trail Ridge Place.
 - Staff has been notified that about 30 acres of land in the Summercrest Hills development was sold to a developer who intends to develop single family lots.
 - A rezoning application was submitted on July 1 to change a portion on this land from C-2 to R-3. The Planning and Zoning Commission recommended approval of this request at its August 13 meeting.
 - The City Council held a public hearing and first consideration at its September 16 meeting.
 - This development will require the City to relocate the current lift station north of the Quail Meadows Subdivision to the north of the Summercrest Hills development. The tentative

schedule it to have the new lift station designed by this fall, bid of by next spring, and completion by fall of 2020.

- Staff meet with HR Green and Developer engineer to discuss timing of improvements and new lift station on September 9.
- The developer submitted a preliminary plat to the City on September 24.
- Comments on preliminary plat returned on October 4.
- Preliminary plat recommended for approval by Planning and Zoning Commission on November 12.
- City Council approved the preliminary plat at its November 18th meeting.
- Construction plans were submitted on December 2.
- Comments on construction plans returned on December 17.
- Revised construction plans submitted on February 7.
- Comments on construction plans returned on February 18.
- Revised construction plans submitted on March 2.
- Pre-construction meeting for both the Lift Station project and the Qual Meadows 3 development was held on March 11.
- Construction plans approved on March 13.
- **Heritage Hills Plat 10**
 - Located at the west end of Trailridge Road.
 - Preliminary plat for a 10-lot residential subdivision was submitted to the City on July 12.
 - The Planning and Zoning Commission recommended approval of this plat at its August 13 meeting.
 - The City Council approved the preliminary plat at its August 19 meeting.
 - Construction Plans were submitted on August 27.
 - Comments on construction plans returned on September 11.
 - Revised construction plans were submitted on September 18
 - Construction plans were approved on October 8.
 - Plat of survey to convey property to developer was submitted on January 2. This Plat of survey was reviewed by the Planning Commission on January 15 and the City Council adopted a resolution of approval on January 21.
- **Prairie Glynn Plat 2**
 - Located east of East Franklin Avenue and North 15th Street.
 - Construction plans have been submitted and will be approved once changes are made.
 - A second revised preliminary and final plat were submitted on June 5. The Planning and Zoning Commission reviewed the preliminary plat at its July 9 meeting, and the Council approved the preliminary plat at its July 15 meeting.
 - Final Plat submitted on April 2.
- **Autumn Ridge Subdivision Plat 3**
 - Located north of North O Street and West Kentucky Avenue.
 - City Council approved a Development Agreement on June 17.
 - Staff meet with developer on November 14 to outline utility installs and final approvals.

2019-March Permit Totals				2020-March Permit Totals				2019 - To Date Building Permit Totals				2020 - To Date Building Permit Totals			
City	SF	TH	MF	City	SF	TH	MF	City	SF	TH	MF	City	SF	TH	MF
Adel	0	0	0	Adel	2			Adel	0	0	0	Adel	3	0	0
Altoona	11	0	0	Altoona	15		44	Altoona	23	0	0	Altoona	25	0	44
Ames	0	0	8	Ames	5		3	Ames	10	0	8	Ames	12	0	8
Ankeny	43	22	0	Ankeny	47	23		Ankeny	87	34	34	Ankeny	111	45	0
Bondurant	7	0	0	Bondurant	6			Bondurant	15	0	0	Bondurant	30	4	0
Clive	10	0	0	Clive	11			Clive	16	0	0	Clive	16	0	0
Des Moines	10	8	0	Des Moines	17		57	Des Moines	15	30	85	Des Moines	38	3	57
Grimes	8	0	0	Grimes	15			Grimes	20	0	0	Grimes	28	4	0
Indianola	1	0	0	Indianola	14			Indianola	16	0	0	Indianola	21	0	0
Johnston	7	0	0	Johnston				Johnston	8	0	0	Johnston	2	0	0
Newton	0	0	0	Newton	0			Newton	1	0	0	Newton	2	0	0
Norwalk	7	16	0	Norwalk	23	13		Norwalk	13	20	0	Norwalk	47	13	0
Pella	0	0	0	Pella	2			Pella	1	0	0	Pella	2	0	0
Pleasant Hill	3	0	0	Pleasant Hill	5			Pleasant Hill	3	0	0	Pleasant Hill	5	2	0
Polk City	10	0	0	Polk City	10			Polk City	27	0	0	Polk City	14	0	0
Polk County	12	0	0	Polk County	11			Polk County	19	0	0	Polk County	18	0	0
Urbandale	22	0	0	Urbandale	19			Urbandale	36	0	0	Urbandale	46	0	0
Waukee	4	0	0	Waukee	22			Waukee	18	6	0	Waukee	66	0	0
WDM	13	16	0	WDM	39	14		WDM	16	16	0	WDM	63	16	24
TOTAL	168	62	8	TOTAL	263	50	104	TOTAL	344	106	127	TOTAL	549	87	133



Community Development

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2020 Building Permit Report

Date Application Submitted	Permit	DATE Permit Issued	NAME	ADDRESS	CONTRACTOR	CONSTRUCTION	SQUARE FEET *new residential only	Finaled Date	C.O.Date	VALUE
12/31/2019	1	1/2/2020	North American MHC LLC	9 Leonard Avenue	Heartland Living	Mobile Home				\$51,300
12/31/2019	2	1/2/2020	North American MHC LLC	21 Leonard Avenue	Heartland Living	Mobile home				\$51,300
1/7/2020	3	1/7/2020	Chad Keller	206 N Jefferson	B and D	DEMO				
1/7/2020	4	1/7/2020	Chad Keller	208 N Jefferson	B and D	DEMO				
1/7/2020	5	1/8/2020	North American MHC LLC	24 Leonard	Heartland Living	Mobile Home				\$51,300
1/7/2020	6	1/8/2020	North American MHC LLC	26 Alfred	Heartland Living	Mobile Home				\$38,494
1/7/2020	7	1/8/2020	North American MHC LLC	6 Leonard	Heartland Living	Mobile Home				\$38,494
1/14/2020	8	1/14/2020	Foxwood Apts	1005 W 3rd	Rainbow International	Remodel				\$859,560
1/7/2020	9	1/13/2020	Kurt Ripperger	804 N B	Construction by Cambron	Remodel				\$80,000
10/29/2019	10	1/16/2020	Wal Mart	1500 N Jefferson Way	Midland	Commercial Remodel		4/15/2020		\$1,891,511
1/15/2020	11	1/20/2020	Jerry's Homes	506 N 17th	Jerry's Homes	Basement Finish				\$18,000
1/15/2020	12	1/27/2020	Jerry's Homes	402 N 18th	Jerry's Homes	Single Family Dwelling	1435			\$208,000
1/15/2020	13	1/27/2020	Jerry's Homes	406 N 18th	Jerry's Homes	Single Family Dwelling	1339			\$203,000
1/15/2020	14	1/27/2020	Jerry's Homes	408 N 18th	Jerry's Homes	Single Family Dwelling	1474			\$217,000
1/15/2020	15	1/27/2020	Jerry's Homes	1708 Detroit	Jerry's Homes	Single Family Dwelling	1644			\$201,000
1/15/2020	16	1/27/2020	Jerry's Homes	1704 Detroit	Jerry's Homes	Single Family Dwelling	1605			\$212,000
1/31/2020	17	2/3/2020	Sherwin and Leeann Back	808 W Salem	Vanderpool	Alteration				\$15,158
2/10/2020	18	2/10/2020	Dusty Jordan	1107 N 6th Street	Jordan Building & Design LLC	Screened In Porch	192			\$15,000
1/10/2020	19	2/12/2020	Pritesh Patel	1215 N Jefferson Way	Rod Curtis	Commercial Remodel				\$80,000
2/12/2020	20	2/12/2020	KC Inc	404 W Jefferson	Iowa Demolition	DEMO				
2/13/2020	21	2/18/2020	Top Hat Homes	810 W Orchard	Top Hat Homes	Single Family Dwelling	2404			\$448,000
2/21/2020	22	2/28/2020	North American MHC LLC	29 Alfred	Heartland Living	Mobile Home				\$38,494
3/2/2020	23	3/2/2020	Kyle Tipling	411 W Salem	Dirt Work	Garage Demo				
2/22/2020	24	3/2/2020	Horton-Robinson	709 Sunset	Horton-Robinson	Single Family Dwelling	1850			\$257,000
3/11/2020	25	3/11/2020	North American MHC LLC	24 Leonard	Miller Scrap Metal	DEMO				
3/11/2020	26	3/11/2020	North American MHC LLC	6 Leonard	Miller Scrap Metal	DEMO				
3/11/2020	27	3/11/2020	Jerry's Homes	400 N 18th	Jerry's Homes	Basement Finish				\$15,000
3/9/2020	28	3/9/2020	Tyler Christonski	1319 S O	Crosscut Custom Carpentry	Four Seasons Room				\$41,500
3/13/2020	29	3/13/2020	North American MHC LLC	38 Alfred	Miller Scrap Metal	DEMO				
3/13/2020	30	3/13/2020	North American MHC LLC	52 Lincoln	Miller Scrap Metal	DEMO				
3/13/2020	31	3/13/2020	Jerry's Homes	1703 Euclid	Jerry's Homes	Basement Finish				\$7,000
3/13/2020	32	3/13/2020	Steger Construction	608 S Y	Steger Construction	Duplex	18400			\$100,000



Community Development

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2020 Building Permit Report

3/13/2020	33	3/13/2020	Steger Construction	610 S Y	Steger Construction	Duplex	18400			\$100,000
3/13/2020	34	3/13/2020	Rory and Kathy Crooks	1209 W Euclid	Rory and Kathy Crooks	Deck				\$1,650
3/4/2020	35	3/16/2020	WJH LLC	1800 E Euclid	Century Complete	Single Family Dwelling	1810			\$92,047
3/4/2020	36	3/16/2020	WJH LLC	1710 E Euclid	Century Complete	Single Family Dwelling	1417			\$84,942
3/4/2020	37	3/16/2020	WJH LLC	1708 E Euclid	Century Complete	Single Family Dwelling	2009			\$98,876
3/4/2020	38	3/16/2020	WJH LLC	1706 E Euclid	Century Complete	Single Family Dwelling	1810			\$92,047
3/4/2020	39	3/16/2020	WJH LLC	1704 E Euclid	Century Complete	Single Family Dwelling	1625			\$90,935
3/4/2020	40	3/16/2020	WJH LLC	1606 E Euclid	Century Complete	Single Family Dwelling	1417			\$84,942
3/4/2020	41	3/16/2020	WJH LLC	1504 E Euclid	Century Complete	Single Family Dwelling	2009			\$98,876
3/4/2020	42	3/16/2020	WJH LLC	1502 E Euclid	Century Complete	Single Family Dwelling	1810			\$92,047
3/4/2020	43	3/16/2020	WJH LLC	1500 E Euclid	Century Complete	Single Family Dwelling	1417			\$84,942
3/4/2020	44	3/16/2020	WJH LLC	602 N 17th	Century Complete	Single Family Dwelling	1417			\$84,942
3/4/2020	45	3/16/2020	WJH LLC	600 N 17th	Century Complete	Single Family Dwelling	1602			\$90,542
3/20/2020	46	3/23/2020	Scott and Janelle Greene	1512 W Salem	self	Shed				\$2,000
3/6/2020	47	3/26/2020	Giovanti Homes	1401 W 14th	Giovanti Homes	Single Family Dwelling	3940			\$401,000
3/26/2020	48	3/26/2020	North American MHC LLC	45 Lincoln	Heartland Living	Mobile Home				\$37,080
3/26/2020	49	4/2/2020	Stephen Muldrow	400 E 1st	Stephen Muldrow	Single Family Dwelling	2022			\$109,300
3/26/2020	50	4/2/2020	Carlson Homes LLC	1107 S O	Carlson Homes	Single Family Dwelling	1675			\$275,000
3/26/2020	51	4/2/2020	North American MHC LLC	41 Alfred	Heartland Living	Mobile Home				\$37,679
3/26/2020	52	4/2/2020	North American MHC LLC	58 Lincoln	Heartland Living	Mobile Home				\$37,080
3/26/2020	53	4/2/2020	North American MHC LLC	11 Leonard	Heartland Living	Mobile Home				\$37,080
4/3/2020	54	4/6/2020	GroundBreaker Homes	1001 W Orchard	GroundBreaker Homes	Single Family Dwelling	1751			\$220,000
4/3/2020	55	4/6/2020	GroundBreaker Homes	1108 S O	GroundBreaker Homes	Single Family Dwelling	2781			\$210,000
10/9/2019	56	4/9/2020	Brew Enterprises (Scooters)	1112 N Jefferson Way	ASI Commerical Construction	Commercial	561			\$75,000
4/9/2020	57	4/13/2020	Five Seven Enterprises/Eagle	1306 S L	Eagle Homes	Single Family Dwelling	1642			\$322,080
4/13/2020	58	4/17/2020	Cody McKasson	1312 E Detroit	Cody McKasson	Deck Overhang				\$1,000
3/13/2020		IR	People's Bank	500 E iowa	Downing	Commerical	5616			\$1,050,000
4/13/2020		IR	Construction By Cambron	1602 S K	Construction by Cambron	Commerical	2500			\$299,950
4/15/2020		IR	Bunnell Properties	1003 E Lincoln	Gruringre Construction	Single Family Dwelling	2734			\$336,000
4/17/2020		IR	Orton Homes	1304 S L	Orton Homes	Single Family Dwelling	2244			\$320,000

May 4
Draft Agenda

- Minutes
- Claims
- Applications
- City Manager's Report
- Salaries
- Second consideration regarding the zoning regulation amendment to Chapter 165, regarding bulk storage of petroleum products
- Second consideration of an ordinance amending chapter 110, natural gas franchise, pertaining to franchise fees, Indianola Code of Ordinance
- Resolution setting Public Hearing for May 18, 2020, for Elevate Indianola, a Comprehensive Plan Update Prepared with the Citizens of Indianola.
- Public Hearing on CDBG Funding for UV Disinfectant Devices
- Resolution to Approve Contract with IEDA for CDBG Funding
- Adoption of CDBG Required Policies
- Public hearing and first consideration of the Codification Project
- Resolution approving an updated version of the City of Indianola's Employee Handbook
- Resolution authorizing the submission of the Iowa Great Places Application Grant
- Resolution approving amended Farm Lease
- Payment application #1 for the Quail Meadows 3 Lift Station project
- Resolution approving request from Brent K. Culp of Snyder & Associates, Inc. for approval of a Preliminary Plat for Treeline Plat 1.
- Resolution setting Public Hearing for June 1, 2020, for request from Jon F. and Mary Hellen Peterson for an Annexation into the City of Indianola.
- Resolution setting Public Hearing for June 1, 2020, on request from the Edward H. Arp of Civil Engineering Consultants Inc. to rezone a parcel of land in the NE ¼ of the SE ¼ and the SE ¼ of the NE ¼ of Section 36, Township 76 North, Range 24 West Of The 5th P.M., City of Indianola, Iowa, from A-1, Agricultural Zoning District to A-2 Mixed Agricultural Zoning District.
- Resolution setting Public Hearing for June 1, 2020, on request from Josh Moulton of DR Horton for approval of a Proposed Development Plan and to rezone a parcel of land in the SE ¼ of the SW ¼ of Section 18, Township 76 North, Range 23 West Of The 5th P.M., City of Indianola, Iowa from the R-3, Mixed-Residential Zoning District to the R-5, Planned Residence District.
- Resolution setting Public Hearing for June 1, 2020, on request from Barry Accountius of Woda Cooper Development, Inc. to rezone property located on Outlot X of the Replat of the Hillcrest Industrial Park Plat 1, except Parcels B & C, from the M-2 General Industrial Zoning District to the R-4, Multiple Family (Residential) Zoning District.
- Resolution setting May 18, 2020 as a Public Hearing for a sign exemption request from Ryne Schroeder of Iowa Sign Company, on behalf of Z's Eatery and Draught Haus, located at 1501 North 1st Street.

- Receive and file Fiscal Year 2019 Financial Audit
- Resolution approving a professional service agreement with Bolton and Menk, Inc. for engineering services to implement the City Square Master (streetscape) Plan.

May 18
Draft Agenda

- Minutes
- Claims
- Applications
- City Manager's Report
- Salaries
- Third consideration of an ordinance amending chapter 110, natural gas franchise, pertaining to franchise fees, Indianola Code of Ordinance
- Third consideration regarding the zoning regulation amendment to Chapter 165, regarding bulk storage of petroleum products
- Treasurer's report for December and January 2020
- Second consideration of the Codification Project.
- Public Hearing for a sign exemption request from Ryne Schroeder of Iowa Sign Company, on behalf of Z's Eatery and Draught Haus, located at 1501 North 1st Street.
- Public Hearing for Elevate Indianola, a Comprehensive Plan Update Prepared with the Citizens of Indianola.
- Resolution directing preparation of detailed plans, specifications, form of contract and notice to bidders for the East Iowa Avenue Paving Project.
- Resolution ordering bids, approving plans, specifications and form of contract and notice to bidders, fixing amount of bid security, and ordering Clerk to post notice and fixing a date for receiving same, and for a public hearing on plans, specifications, form of contract and estimate of costs.
- Police Department Union contract
-

Jackie Raffety

From: Ryan Waller
Sent: Friday, April 24, 2020 3:43 PM
To: Ryan Waller
Subject: Waller's Weekly 4.24.2020
Attachments: WCJC Weekly- April 24.pdf; 2020 Building Permits- April 24.pdf; Code Enforcement- April 24.pdf; Curent Projects Update- April 24.pdf; ISU Workshops.pdf; Anticipated May 18 CC Agenda.pdf; Anticipated May 4 CC Agenda.pdf

Good afternoon, all.

Happy Friday! I hope this finds you well.

Below and attached, please find this week's update email. As a reminder, this information, along with previous updates, may be found on the City's website (<http://indianolaiowa.gov/845/Wallers-Weekly-Update-2020>).

As always, if there are any questions regarding these materials or any other city matter, please let me know.

Have a wonderful weekend!

Ryan

**Ryan J. Waller
City Manager
City of Indianola**

Water Resource Recovery Facility (WRRF) – Williams Brothers' (WB) earthwork subcontractor continues to work on the site excavation and grading. They're mostly pulling soil from the areas inside the plant site and moving the excess material to the south side of the tree line to get down to the final grade around the wastewater plant structures and buildings. As they move the excess earthwork to the south side, they are developing the berm on the south to limit the vision of the plant from Grimes Street. Site grading will continue through May ending with grading of the temporary access road and moving in the project trailers. WB continues to submit shop drawings at a heavy pace and HR Green is keeping up with the review process. MidAmerican Energy is working to bring overhead power to the WRRF plant site from the south. Power poles have been delivered along the route and will start to be installed in the next few weeks.

Buxton Park Plant Sale – The COVID virus can slow us down, but it won't prevent us from having our annual plant sale. Congratulations and thank you to our Parks and Recreation team for their commitment and ingenuity. It is because of them the community's beloved annual plant sale was able to still take place. Not only did it take place, our team sold more items than previous years - over 115 orders received resulting in more than 1,500 plants sold. We are all excited to see these beautiful plants adorn our community this summer. Thank you to all who supported this great event.

Spring Clean-up Notice – Please remember the vendor performing the annual Spring Clean-up canceled the event due to COVID. Residents may contact their respective waste haulers for restrictions on curbside pickups. Information will be shared in the future on possible reschedule dates.

Library and Parks & Recreation Programs – Unfortunately, due to the COVID-19 pandemic, the Library and Parks & Recreation programming and facility rentals will remain canceled through May 31. Customers will be contacted regarding details for refunds of programs and/or rentals. City staff continues to evaluate and develop plans for resuming and re-opening these vital services. Once plans are finalized, they will be communicated via the City's website and social media outlets.

Grant Award – Thanks to the team effort of our Police, Fire and Finance Departments, the City was notified it received a grant in the amount of \$35,648. This grant, which was advertised as part of the COVID pandemic, will be used to purchase vital safety equipment for the Police Department.

City Information – The City is committed to constant and reliable communication to our community, especially during a global pandemic. Please know that in addition to social media (and their crazy algorithms and ever-changing newsfeeds) all official updates may be found on the City News section of the City's website (<http://indianolaiowa.gov>). Additionally, the City offers a text alert service to notify residents when updates are added to the website.

Community Development Reports – Attached, please find the following reports provided by the Community Development Department:

- **Current Projects Update** – This week, the Planning and Zoning Commission met and reviewed and recommended approval of seven applications that will all be forwarded onto the City Council. The site plan and building permit for the new People's Bank Administration Building were approved. Lastly, staff continues discussions with the Developer on Cabin Coffee on a possible extension to the approved development agreement.

- **2020 Building Permits** – Three building permit applications were submitted, and two building permits issued, including the permit for the new People’s Bank Administration Building. There are currently five building permit applications in review and 60 building permits have been issued year to date.
- **Code Enforcement** – Three new code enforcement cases were opened, and one case was closed. There are currently 28 open code enforcement cases.

Iowa State University (ISU) Planning and Zoning Workshop – ISU Extension and Outreach has cancelled all remaining in-person workshops and will be doing the remaining workshops as webinars. The workshops are intended primarily for local officials new to planning and zoning issues, though it also will serve as a refresher for veteran members. An attachment with remaining dates is attached. If any elected or appointed officials would like to attend, please let Charlie Dissell know.

Warren County Justice Center (WCJC) Weekly Update – In the attached WCJC update DCI reports that concrete footings and wall placement will continue through the month of May. DCI also reports some work will take place this weekend.

Upcoming City Council Agenda – Attached, please find the anticipated agendas for the May 4th and 18th 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).

Charlie Dissell

From: Nick Bruck <nickb@dcigroup-us.com>
Sent: Friday, April 24, 2020 9:41 AM
To: Charlie Dissell
Cc: Megan Andrew (megana@warrencountyia.org); Chris Conn; Justin Page
Subject: WCJC Weekly Update

Hi Charlie:

Next several weeks will be foundation work. Concrete footing and wall placement will continue through the month of May.

Just a heads up for tomorrow, Saturday. The aggregate pier contractor is scheduled to work.

 **Nick Bruck**
Senior Project Manager
DCI GROUP
DESIGN + CONSTRUCTION INTEGRATION
225 E 6th Street - Suite 200
Des Moines, IA 50309
C 515-202-3300 | W 515-244-5043
  



Community Development

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2020 Building Permit Report

Date Application Submitted	Permit	DATE Permit Issued	NAME	ADDRESS	CONTRACTOR	CONSTRUCTION	SQUARE FEET *new residential only	Finaled Date	C.O.Date	VALUE
12/31/2019	1	1/2/2020	North American MHC LLC	9 Leonard Avenue	Heartland Living	Mobile Home				\$51,300
12/31/2019	2	1/2/2020	North American MHC LLC	21 Leonard Avenue	Heartland Living	Mobile home				\$51,300
1/7/2020	3	1/7/2020	Chad Keller	206 N Jefferson	B and D	DEMO				
1/7/2020	4	1/7/2020	Chad Keller	208 N Jefferson	B and D	DEMO				
1/7/2020	5	1/8/2020	North American MHC LLC	24 Leonard	Heartland Living	Mobile Home				\$51,300
1/7/2020	6	1/8/2020	North American MHC LLC	26 Alfred	Heartland Living	Mobile Home				\$38,494
1/7/2020	7	1/8/2020	North American MHC LLC	6 Leonard	Heartland Living	Mobile Home				\$38,494
1/14/2020	8	1/14/2020	Foxwood Apts	1005 W 3rd	Rainbow International	Remodel				\$859,560
1/7/2020	9	1/13/2020	Kurt Ripperger	804 N B	Construction by Cambron	Remodel				\$80,000
10/29/2019	10	1/16/2020	Wal Mart	1500 N Jefferson Way	Midland	Commercial Remodel		4/15/2020		\$1,891,511
1/15/2020	11	1/20/2020	Jerry's Homes	506 N 17th	Jerry's Homes	Basement Finish				\$18,000
1/15/2020	12	1/27/2020	Jerry's Homes	402 N 18th	Jerry's Homes	Single Family Dwelling	1435			\$208,000
1/15/2020	13	1/27/2020	Jerry's Homes	406 N 18th	Jerry's Homes	Single Family Dwelling	1339			\$203,000
1/15/2020	14	1/27/2020	Jerry's Homes	408 N 18th	Jerry's Homes	Single Family Dwelling	1474			\$217,000
1/15/2020	15	1/27/2020	Jerry's Homes	1708 Detroit	Jerry's Homes	Single Family Dwelling	1644			\$201,000
1/15/2020	16	1/27/2020	Jerry's Homes	1704 Detroit	Jerry's Homes	Single Family Dwelling	1605			\$212,000
1/31/2020	17	2/3/2020	Sherwin and Leeann Back	808 W Salem	Vanderpool	Alteration				\$15,158
2/10/2020	18	2/10/2020	Dusty Jordan	1107 N 6th Street	Jordan Building & Design LLC	Screened In Porch	192			\$15,000
1/10/2020	19	2/12/2020	Pritesh Patel	1215 N Jefferson Way	Rod Curtis	Commercial Remodel				\$80,000
2/12/2020	20	2/12/2020	KC Inc	404 W Jefferson	Iowa Demolition	DEMO				
2/13/2020	21	2/18/2020	Top Hat Homes	810 W Orchard	Top Hat Homes	Single Family Dwelling	2404			\$448,000
2/21/2020	22	2/28/2020	North American MHC LLC	29 Alfred	Heartland Living	Mobile Home				\$38,494
3/2/2020	23	3/2/2020	Kyle Tipling	411 W Salem	Dirt Work	Garage Demo				
2/22/2020	24	3/2/2020	Horton-Robinson	709 Sunset	Horton-Robinson	Single Family Dwelling	1850			\$257,000
3/11/2020	25	3/11/2020	North American MHC LLC	24 Leonard	Miller Scrap Metal	DEMO				
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3/11/2020	27	3/11/2020	Jerry's Homes	400 N 18th	Jerry's Homes	Basement Finish				\$15,000
3/9/2020	28	3/9/2020	Tyler Christonski	1319 S O	Crosscut Custom Carpentry	Four Seasons Room				\$41,500
3/13/2020	29	3/13/2020	North American MHC LLC	38 Alfred	Miller Scrap Metal	DEMO				
3/13/2020	30	3/13/2020	North American MHC LLC	52 Lincoln	Miller Scrap Metal	DEMO				
3/13/2020	31	3/13/2020	Jerry's Homes	1703 Euclid	Jerry's Homes	Basement Finish				\$7,000
3/13/2020	32	3/13/2020	Steger Construction	608 S Y	Steger Construction	Duplex	18400			\$100,000



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3/4/2020	35	3/16/2020	WJH LLC	1800 E Euclid	Century Complete	Single Family Dwelling	1810			\$92,047
3/4/2020	36	3/16/2020	WJH LLC	1710 E Euclid	Century Complete	Single Family Dwelling	1417			\$84,942
3/4/2020	37	3/16/2020	WJH LLC	1708 E Euclid	Century Complete	Single Family Dwelling	2009			\$98,876
3/4/2020	38	3/16/2020	WJH LLC	1706 E Euclid	Century Complete	Single Family Dwelling	1810			\$92,047
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3/4/2020	40	3/16/2020	WJH LLC	1606 E Euclid	Century Complete	Single Family Dwelling	1417			\$84,942
3/4/2020	41	3/16/2020	WJH LLC	1504 E Euclid	Century Complete	Single Family Dwelling	2009			\$98,876
3/4/2020	42	3/16/2020	WJH LLC	1502 E Euclid	Century Complete	Single Family Dwelling	1810			\$92,047
3/4/2020	43	3/16/2020	WJH LLC	1500 E Euclid	Century Complete	Single Family Dwelling	1417			\$84,942
3/4/2020	44	3/16/2020	WJH LLC	602 N 17th	Century Complete	Single Family Dwelling	1417			\$84,942
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3/20/2020	46	3/23/2020	Scott and Janelle Greene	1512 W Salem	self	Shed				\$2,000
3/6/2020	47	3/26/2020	Giovanti Homes	1401 W 14th	Giovanti Homes	Single Family Dwelling	3940			\$401,000
3/26/2020	48	3/26/2020	North American MHC LLC	45 Lincoln	Heartland Living	Mobile Home				\$37,080
3/26/2020	49	4/2/2020	Stephen Muldrow	400 E 1st	Stephen Muldrow	Single Family Dwelling	2022			\$109,300
3/26/2020	50	4/2/2020	Carlson Homes LLC	1107 S O	Carlson Homes	Single Family Dwelling	1675			\$275,000
3/26/2020	51	4/2/2020	North American MHC LLC	41 Alfred	Heartland Living	Mobile Home				\$37,679
3/26/2020	52	4/2/2020	North American MHC LLC	58 Lincoln	Heartland Living	Mobile Home				\$37,080
3/26/2020	53	4/2/2020	North American MHC LLC	11 Leonard	Heartland Living	Mobile Home				\$37,080
4/3/2020	54	4/6/2020	GroundBreaker Homes	1001 W Orchard	GroundBreaker Homes	Single Family Dwelling	1751			\$220,000
4/3/2020	55	4/6/2020	GroundBreaker Homes	1108 S O	GroundBreaker Homes	Single Family Dwelling	2781			\$210,000
10/9/2019	56	4/9/2020	Brew Enterprises (Scooters)	1112 N Jefferson Way	ASI Commerical Construction	Commercial	561			\$75,000
4/9/2020	57	4/13/2020	Five Seven Enterprises/Eagle	1306 S L	Eagle Homes	Single Family Dwelling	1642			\$322,080
4/13/2020	58	4/17/2020	Cody McKasson	1312 E Detroit	Cody McKasson	Deck Overhang				\$1,000
3/13/2020	59	4/17/2020	People's Bank	500 E Iowa	Downing	Commerical	5616			\$1,050,000
4/17/2020	60	4/20/2020	Orton Homes	1304 S L	Orton Homes	Single Family Dwelling	2244			\$320,000
4/13/2020			IR Construction By Cambron	1602 S K	Construction by Cambron	Commerical	2500			\$299,950
4/15/2020			IR Bunnell Properties	1003 E Lincoln	Gruringre Construction	Single Family Dwelling	2734			\$336,000
4/17/2020			IR Bill Bussanmas	1409 W 6th	Marvin Van Dam	Single Family Dwelling	2400			\$589,000
4/23/2020			IR Dan Corsair	1611 W Iowa	Top Notch Renovations	Deck addition				\$4,050
4/23/2020			IR Mark Gaddls	1605 W Detroit	Crosscut Construction Co	Deck				\$6,500



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Code Enforcement Tracking Report

Case Status	Case No.	Complaint Date	Description of Complaint	Location/Address	Date of Initial Inspection	Date of Written Notice	Current Status	Next Follow-up Date	Final Compliance Date
Open		9/17/2019	Tall Grass/Weeds, Debris	Property E of East Scenic Valley Ave	9/17/2019		Discussed this with the representative for property owner. Tall grass and weeds will be mowed, and they will work to get remaining construction debris off the property.	4/30/2020	
Open	CE: 01-2020	12/27/2019	Multiple Campers on property. Junk and junk vehicles parked on driveway and other miscellaneous junk debris.	1801 West Euclid	1/2/2020	1/2/2020	Sent letter of Nuisance and Demand for Abatement on 1/10/2020 and established a deadline of January 20th, 2020. Spoke with Uele and established a 30 day deadline for each camper to be removed/moved from property.	4/30/2020	
Open	CE 07-2020	1/9/2020	Abandoned/Dangerous/Unsafe Building	2110 West 2nd	1/9/2020	1/10/2020	Sent letter of Abandoned, Dangerous, & Unsafe Building on 1/10/2020 and established a date of April 9th for completion. No progress has been made. Bid for abatement or move forward with Municipal Infraction.	4/30/2020	
Open	CE: 02-2020	1/9/2020	Trailer park needs to be cleaned up. Junk and junk vehicles.	307 West 2nd	1/10/2020	1/10/2020	Sent letter of Nuisance and Demand for Abatement on 1/10/2020 and established a deadline of April 30th, 2020. Spoke with Larry today 4/16/2020. 4 vehicles have been removed and they continue to make progress on junk/debris removal. He informed me that he may not have everything completed by April 30th and may need to ask for an extension.	4/30/2020	
Open	CE: 26-2020	4/22/2020	Tall grass and weeds	Parcel ID: 48775011000, (North L & Iowa)	4/22/2020	4/22/2020	Sent letter allowing one week for compliance	4/30/2020	
Open	CE: 25-2020	4/23/2020	Clutter and trash on the back deck.	110 South Kenwood	4/23/2020	4/23/2020	Left door hanger for clutter/trash on back deck. Upon inspection, I noticed the grass is higher than what ordinance allows for and made note of it on the door hanger as well.	4/30/2020	
Open			Abandon/Unsafe Building	310 E Boston	3/28/2019	4/5/2019	Property posted as unsafe. Building has been ordered to be vacated and was posted to prevent further occupancy until the work is completed. Met with owner to discuss timing for making improvements. Deadline set for November 1. Work has commenced on west side of house. Will check regularly. Owner continues to make progress on west side of structure.	4/30/2020	
Open			Unsafe Building	401 W Salem	6/25/2019	6/26/2019	Notice of unsafe building issued. Property owner obtained a building permit for work. Substantial progress made. Still needs to finish roof and siding.	4/30/2020	
Open			Unsafe Building	210 N Jefferson	7/29/2019	7/31/2019	Relative of the property owner claimed the home would be rehabbed. Notice of unsafe building issued. Work being done on building. Spoke with contractor on 10/17/19 about structural portion of front porch. Contractor will be pulling building permit sometime within the next week. Spoke with property owner on 10/30. She asked for a 30 day extension to finish the exterior. 30 day extension was granted. Spoke with contractor, he said their waiting on materials and work will resume as soon as they are available but no later than 1/31/2020. Spoke with property owner. Contractor is waiting to finish siding until the weather warms up to avoid cracking the vinyl. Trying to make contact with owner before moving forward with a municipal infraction. Spoke with Diane and she will have her contractor get in touch with me beginning of next week.	4/30/2020	
Open			Unsafe Building	306 S F Street	4/17/2018	8/16/2019	begin on the interior. Awaiting final inspection before dangerous building tag is removed. Final inspection scheduled for 4/17/2020. Final inspection failed. Need to address several items before we can remove the dangerous building tag. Owner called and said violations are being fixed and will schedule another final inspection once work is complete.	4/30/2020	
Open			Junk/Junk Vehicles	1105 E Salem	4/22/2019	4/26/2019	Spoke with Kevin King. He said he will remove manhole and keep us updated. Will check regularly.	4/30/2020	
Open			Abandon/Unsafe Building	506 N Kenwood Blvd	4/17/2018	5/6/2019	Municipal Infraction Issued. Service has been attempted on property owner, and has failed. Discovered that property was in foreclosure, and was sold on August 15. New owner is working on updating property. Property is now for sale. Will check regularly. House is up for sale by Berkshire Hathaway	4/30/2020	
Open			Abandon/Unsafe Building	911 N C Street	3/28/2019	4/5/2019	Notice of unsafe building issued. Property owner has applied or a building permit. Default judgement issued by court on December 6. Property owner had until January 5 to have all work completed. Working on getting quotes for work to be completed to determine next steps. In the process of getting quotes to abate the property. Not going to abate. Will continue to issue Municipal Infractions.	4/30/2020	
Open			Unsafe Building	208 N Jefferson Way	4/17/2018		Demolition has taken place. Will close out once all work is completed, and lot has been seeded.	4/30/2020	
Open			Unsafe Building	206 N Jefferson	4/17/2018		Demolition has taken place. Will close out once all work is completed, and lot has been seeded.	4/30/2020	



Community Development

110 N. First St., Indianola, IA 50125-0299 • www.indianolaiowa.gov
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Code Enforcement Tracking Report

Open	CE: 09-2020	1/10/2020	Shed in front/side yard	640 North N	1/14/2020	1/16/2020	Sent letter of ordinance violation on 1/16/2020 and established a deadline of February 14th, 2020. Spoke with Diana and gave extension until May 1st, 2020.	5/1/2020	
Open	CE: 16-2020	2/20/2020	Green wrecked Malibu? No doors, in the side yard.	Parcel ID: 48860001371 503 West 2nd Ave	2/20/2020	2/21/2020	Left notice with tennant on 2/21/2020. Sent letter 3/6/2020. Gave until April 13th to have vehicle moved inside. Vehicle hasn't moved. Trying to make contact with owner before we abate. Spoke with Brenda 4/23/2020 and gave final extension to May 4th. If not removed by May 4th, we will abate the following day.	5/4/2020	
Open	CE: 24-2020	4/16/2020	Vehicles parked in front yard and other junk debris piled up in front and side of house.	505 West 2nd Avenue	4/17/2020	4/20/2020	Sent letter on 4/20/2020 giving 14 days to abate.	5/4/2020	
Open	CE: 23-2020	4/17/2020	Junk accumulating on apartment balconies	801 South R	4/17/2020	4/18/2020	Emailled Jason Frederick on 4/18/2020 about tennants collecting junk on their apartment balconies, and of trash such as old furniture and appliances sitting outside of dumpsters. Sent pictures on Monday 4/20/2020 giving 14 days to abate. He responded by saying he will take care of it.	5/4/2020	
Open	CE: 04-2020	1/9/2020	Junk and junk debris throughout property	107 North Kenwood	1/10/2020	1/10/2020	with homeowner and she said she will have van removed from property as soon as the weather turns. Vehicles were not listed in the original Nuisance and Demand for Abatement Letter. I have drafted a new letter with the vehicles included allowing 14 days for abatement.	5/7/2020	
Open			Unsafe Building	407 West 1st Ave	12/11/2019	12/11/2019	House caught fire over thanksgiving weekend 11/28/2019. Inspected house on 12/11/2019 to determine extent of damage and see if the structure can be saved. Unfortunately the structure cannot be saved and must be torn down. Sent letter to property owner on 12/11/2019 ordering the house to be demolished by January 20th, 2020. Person in charge of the estate called in on 2/3/2020. Insurance claim has been filed, and adjuster will evaluate. Still waiting on insurance adjuster. Sent Dangerous & Unsafe Building letter to Raviro Shoniwa, asset prevention coordinator with Mortgage Contracting Services on March 26th, 2020. Raviro contacted me on 4/22/2020 asking for the date upon which the house was to be demolished by. I told her it was to be demolished by the middle of January 2020 and seeing how it hasn't been demolished yet, we will be moving forward with a Municipal Infraction if we don't have something in writing from the mortgage/insurance company within the next 2 weeks showing a timeframe of when it will be demolished.	5/7/2020	
Open	CE: 20-2020	4/8/2020	Chickens	1106 North 9th	4/8/2020	4/8/2020	Spoke with Crystal on 4/9/2020 and established 30 day deadline (May 9th, 2020) for compliance.	5/9/2020	
Open	CE: 22-2020	4/15/2020	Junk race car in front yard, garbage, trash, and construction debris piled in back yard.	808 West 3rd Avenue	4/15/2020	4/16/2020	30 Days to bring property use back into compliance.	5/18/2020	
Open	CE: 21-2020	4/15/2020	Sidewalk Violation	100 West Orchard	4/15/2020	4/16/2020	Sent letter 4/17/2020 Allowing 30 days for compliance.	5/18/2020	
Open	CE: 08-2020	1/9/2020	Sign missing panels	1801 West 2nd	1/10/2020	1/14/2020	Sent letter of Nuisance and Demand for Abatement on 1/14/2020 and established a deadline of February 13th, 2020. Spoke with Deb from DML Management. She is working with a sign company and will be taking care of the existing sign as soon as possible. Established another deadline of March 31st, 2020. Spoke with Deb on Tuesday (4-7) about the status of the sign. She said they got a quote of \$18,000.00 for the new sign, which the landlord is a little hesitant to spend that much money with everything going on right now but will when things calm down. I granted additional time and told her I would follow up the first week in June.	6/1/2020	
Open	CE: 17-2020	3/3/2020	Abandoned, unsafe & dangerous building	1009 E Salem		3/4/2020	Sent letter of Unsafe/Dangerous Building on 3/4/2020. Has until April 3rd to secure building permit and June 2nd to complete the work.	6/2/2020	
Open			Abandon/Unsafe Building	2103 N Jefferson	4/17/2018	5/6/2019	Municipal Infraction Issued. Court order issued establishing a deadline for abatement of June 9, 2020. Will check regularly.	6/8/2020	
Open	CE: 19-2020	3/24/2020	Junk/Junk Vehicles and dead potentially dangerous trees in back yard	501 S G St	3/24/2020	4/9/2020	Upon inspection, there is junk in the rear yard that needs to be abated. Will send notice. Sent letter 4/17/2020. Established deadline of July 17th, 2020 (90 days) for compliance due to the amount of junk in back yard.	7/8/2020	
Closed	CE: 18-2020	3/9/2020	Unlicensed vehicle on jack stands in driveway, Trailers parked in front yard, Junk debris scattered throughout property.	1108 North B Street	3/11/2020	3/11/2020	Door hanger left on 3/11/2020. The car in the driveway will be off jack stands within 2 weeks, the trailers have been moved out of the front yard and the remainder of the yard will be picked up and disposed of during spring cleanup. Car is no longer on jack stands, property has been cleaned up and is back in compliance as of April 20th, 2020.		4/20/2020
Closed	CE: 13-2020	3/2/2020	Broken down (wrecked) vehicle in front yard	911 E Iowa	3/2/2020	3/2/2020	Left notice on 3/2/2020. Car removed.		3/11/2020
Closed	CE: 03-2020	1/9/2020	Junk vehicles	208 South D Street	1/10/2020	1/10/2020	Cars Removed.		3/10/2020
Closed	CE: 11-2020	1/9/2020	Patio clutter accumulating at apartment 30	810 South R Street	1/9/2020	1/27/2020	Sent letter of Nuisance and Demand for Abatement on 1/27/2020 and established a deadline of February 10th, 2020.		3/6/2020
Closed	CE:10-2020	1/10/2020	Shed in front/side yard	606 North Kenwood	1/14/2020	1/16/2020	Sent letter of ordinance violation on 1/16/2020 and established a deadline of February 14th, 2020. Owner has requested a Variance and will be heard before the Board of Adjustment. Board of Adjustment approved Variance.		3/4/2020



COMMUNITY DEVELOPMENT

To: Ryan J. Waller, City Manager
From: Charlie E. Dissell, AICP, Community and Economic Development Director
Date: April 24, 2020
Subject: Current Projects Update

The purpose of this memorandum is to provide a brief synopsis of different projects that may be of interest to the Council.

- **Williams Terrace (1600 Block of North 9th Street)**
 - Developer hosted a neighborhood meeting on March 9.
 - Rezoning petition received on April 6.
 - The Planning and Zoning Commission reviewed the rezoning request at its April 21 meeting, and recommended approval to the Council.
- **People Bank Administration Building (500 East Iowa Avenue)**
 - Site plan and building permit submitted on March 13.
 - Site plan review comments returned on March 24.
 - Building permit comments returned on April 6.
 - Updated building permit and site plan submitted on April 16.
 - Site plan approved on April 17.
 - Building permit issued on April 17.
- **Peterson Annexation (south of Inwood Street, west of 110th Avenue (North Y Street) and east of County Highway R-63)**
 - Application for annexation was received on February 25th, 2020.
 - The applicant has indicated that this property, if annexed, would be developed residentially.
 - At its meeting on March 25th, the City Council forwarded this applicant to the Board of Trustees and Planning and Zoning Commission for its review.
 - The Board of Trustees reviewed the request at its April 14 meeting.
 - The Planning and Zoning Commission reviewed the request at its April 21 meeting and recommended approval of the request.
- **Apple Tree Inn (1215 North Jefferson Way)**
 - Building permit application for interior remodel submitted on January 10.
 - Review comments were returned on January 13.
 - Revised building plans submitted on February 5.
 - Building Permit issued on February 12.

- **Wal-Mart (1500 North Jefferson Way)**
 - Building Permit application and plans submitted on October 29 for a remodel of this building.
 - Building plans approved on November 7.
 - Building Permit issued on January 16.
 - Applicant has indicated a start date of January 19.
 - Project finalized on April 15.
- **Cabin Coffee (910 East 2nd Avenue)**
 - Sale of D&D lot and development agreement was approved by Council on October 21.
 - Staff hosted a preapplication meeting with the developers on October 22.
 - Developer closed on the property on November 22.
 - On March 16, developer notified City that, due to the COVID 19 pandemic, this project is being suspended until further notice.
 - On April 23, the developer requested a 90-day extension to the approved development agreement.
- **Scooters Coffee (1112 North Jefferson Way)**
 - Site plan and building permit were submitted on October 9.
 - Site plan comments returned to applicant on November 4.
 - Updated site plan submitted on November 18.
 - Staff continues to work with the property owner on a solution for the storm sewer pipe located on this property.
 - Revised site plan submitted on February 28.
 - Site plan comments returned on March 9.
 - Revised site plan submitted on March 9.
 - Site plan approved on March 11.
 - Building Permit issued on April 9.
- **Proposed Campground (Northwest Corner of South Jefferson Way and East 17th Avenue)**
 - Staff held a preapplication meeting on a proposed campground on October 3
 - A rezoning petition was submitted on October 25 for a proposed campground
 - The Planning and Zoning Commission recommended the rezoning for approval at its November 12 meeting.
 - The City Council held a public hearing on the request at its December 16 meeting.
 - The City Council approved the request at its January 21 meeting.
 - A plat of survey to split ground for the campground was submitted on April 1.
 - A rezoning petition was submitted on April 3 for additional ground for the campground.
 - The Planning and Zoning Commission reviewed the Plat of Survey and rezoning at its April 21 meeting and recommended approval of both to the City Council.
- **Missouri Valley JATC Training Facility (1600 East Iowa Avenue)**
 - Site Plan for this project was submitted on April 3 to the City and comments were returned on April 22.
 - City Staff has also held internal meetings regarding new road alignment within the industrial park expansion.

- City staff met with the Missouri Valley on May 1 to discuss access to this site and possible road upgrades/funding.
- A revised site plan was submitted on May 20.
- Revised comments were returned on June 4.
- A second revised site plan was submitted on June 11.
- Site Plan was approved on June 11.
- Building permit application was submitted on June 14.
- Building permit comments were returned on July 2.
- Staff has meet with Missouri Valley on a development agreement related to future infrastructure improvements.
- Building permit application submitted on August 2
- Staff meet with the contractor on August 23 to discuss building/inspection process.
- Fire review comments returned to applicant on September 23.
- Response to fire review comments received on October 29.
- Full building permit issued on November 13.
- **Chumbley's Auto Care (110 South Jefferson Way)**
 - Staff met with the business owner on March 15 to discuss plans for future building.
 - Staff has submitted preliminary comments on the site plan to the business owner.
 - Site plan and building permit application plan were submitted on May 10.
 - Comments were returned to the applicant on May 22.
 - Revised site plans and building permit plans were resubmitted on July 10.
 - Site plan and building permit were issued on July 17.
 - Temp CO issued on November 26. Awaiting seed/sod and landscaping before final CO will be issued.
 - Full CO issued on April 13.
- **Ace Hardware (506 North Jefferson Way)**
 - City staff held a pre-development meeting on this project on February 22.
 - The old car wash was demolished the week of July 15.
 - The existing Mudslingers Coffee Shop would remain.
 - A code review was submitted to the City for review by the architect on July 29.
 - The City returned comments on that code review on July 31.
 - Engineer inquired about site plan approval process on August 23.
 - Site plan submitted on September 5.
 - Initial comments on the site plan were returned on September 19.
 - Variance application for parking submitted on September 24. Will be placed on November 6 agenda.
 - Revised site plan submitted on October 4.
 - Building Permit application and plans submitted on October 14.
 - 2nd review comments on the site plan were returned on October 17.
 - Building permit comments returned on October 18.
 - Revised building permit plans received on October 23.
 - Revised site plan submitted on October 25.

- Variance request for parking was approved by the Board of Adjustment on November 6.
- Site plan approved and building permit issued on November 7.
- **New Heights Church (309 East Hillcrest Avenue)**
 - The project engineer contacted the City on February 7 to clarify plan review comments.
 - Updated site plan was received on March 7.
 - Updated comments returned to applicant on March 20.
 - The project engineer contacted the City on July 11 to clarify plan review comments.
 - Staff responded to those questions on July 12.
 - An updated site plan was submitted on July 29.
 - Staff responded to fire code requirements on August 21.
 - An updated site plan was submitted on August 30.
 - Site plan comments were returned on September 2.
 - Revised site plan submitted on September 20.
 - Site plan comments returned on October 18.
 - An updated site plan was submitted on April 22.
- **Summercrest**
 - Located north of the intersection of North 7th Street and East Hillcrest Avenue.
 - Rezoning/PRD plan and preliminary plat received on April 3.
 - Rezoning/PRD plan was reviewed by the Planning and Zoning Commission at its April 21 meeting and was recommended approval, with conditions, to the Council.
- **Treeline Plat 1**
 - Located north of East Iowa Avenue and south of North 7th Court
 - Preliminary Plat and Construction Plans submitted on March 16.
 - Comments on Preliminary Plat and Construction Plans returned on April 3.
 - Updated Preliminary Plat submitted on April 8.
 - Preliminary Plat was reviewed by Planning and Zoning Commission at its April 21 meeting and was recommended for approval to the Council.
- **Quail Meadows Plat 3**
 - Located north of North 8th Street and East Trail Ridge Place.
 - Staff has been notified that about 30 acres of land in the Summercrest Hills development was sold to a developer who intends to develop single family lots.
 - A rezoning application was submitted on July 1 to change a portion on this land from C-2 to R-3. The Planning and Zoning Commission recommended approval of this request at its August 13 meeting.
 - The City Council held a public hearing and first consideration at its September 16 meeting.
 - This development will require the City to relocate the current lift station north of the Quail Meadows Subdivision to the north of the Summercrest Hills development. The tentative schedule is to have the new lift station designed by this fall, bid by next spring, and completion by fall of 2020.
 - Staff meet with HR Green and Developer engineer to discuss timing of improvements and new lift station on September 9.

- The developer submitted a preliminary plat to the City on September 24.
- Comments on preliminary plat returned on October 4.
- Preliminary plat recommended for approval by Planning and Zoning Commission on November 12.
- City Council approved the preliminary plat at its November 18th meeting.
- Construction plans were submitted on December 2.
- Comments on construction plans returned on December 17.
- Revised construction plans submitted on February 7.
- Comments on construction plans returned on February 18.
- Revised construction plans submitted on March 2.
- Pre-construction meeting for both the Lift Station project and the Qual Meadows 3 development was held on March 11.
- Construction plans approved on March 13.
- **Heritage Hills Plat 10**
 - Located at the west end of Trailridge Road.
 - Preliminary plat for a 10-lot residential subdivision was submitted to the City on July 12.
 - The Planning and Zoning Commission recommended approval of this plat at its August 13 meeting.
 - The City Council approved the preliminary plat at its August 19 meeting.
 - Construction Plans were submitted on August 27.
 - Comments on construction plans returned on September 11.
 - Revised construction plans were submitted on September 18
 - Construction plans were approved on October 8.
 - Plat of survey to convey property to developer was submitted on January 2. This Plat of survey was reviewed by the Planning Commission on January 15 and the City Council adopted a resolution of approval on January 21.
- **Prairie Glynn Plat 2**
 - Located east of East Franklin Avenue and North 15th Street.
 - Construction plans have been submitted and will be approved once changes are made.
 - A second revised preliminary and final plat were submitted on June 5. The Planning and Zoning Commission reviewed the preliminary plat at its July 9 meeting, and the Council approved the preliminary plat at its July 15 meeting.
 - Final Plat submitted on April 2.
- **Autumn Ridge Subdivision Plat 3**
 - Located north of North O Street and West Kentucky Avenue.
 - City Council approved a Development Agreement on June 17.
 - Staff meet with developer on November 14 to outline utility installs and final approvals.



Registration info for 2020 Intro to Planning and Zoning Workshops **Now Online**

📅 April 9, 2020 👤 ejchr

Update: We are cancelling all remaining in person workshops this year as we are prioritizing the health and safety of all. We are now opening registration for four online workshops.

Please register at least one week in advance as we will be mailing the workbooks to you so you can follow along and take notes as we move through the presentation. Participation will require a computer with a strong internet connection, but all interaction will take place through chat and interactive questions on the screen. No microphone or camera are necessary for participation.

For now we are capping each of these workshops at 25 individuals so register soon. We may add more dates in the future depending on demand. The cost to participate is \$25 per registrant. Thank you for your flexibility.

The dates and times for these workshops are:

- Thursday April 23, 2020 5:00-8:30 pm
- Tuesday April 28, 2020 1:00-4:30 pm
- Thursday April 30, 2020 5:00-8:30 pm
- Saturday May 2, 2020 1:00-4:30 pm

To register for the Spring 2020 Introduction to Planning and Zoning workshops please [click here](#).

Recent Posts

- [Registration info for 2020 Intro to Planning and Zoning Workshops **Now Online**](#)
- [Pandemic Checklist for Local Governments](#)
- [Nonprofits and COVID-19](#)
- [State Road Funding Impacts Related to Covid](#)
- [USDA Rural Development Launches COVID-19 Resource Webpage](#)

Tags

2013 legislation 2015 legislation
Annexation cell towers cell tower
shot clock Condemnation
conditional use permits
Easements Equal Protection Fair
Housing Act Federal 6th
Circuit Federal 7th circuit

May 18
Draft Agenda

- Minutes
- Claims
- Applications
- City Manager's Report
- Salaries
- Third consideration of an ordinance amending chapter 110, natural gas franchise, pertaining to franchise fees, Indianola Code of Ordinance
- Third consideration regarding the zoning regulation amendment to Chapter 165, regarding bulk storage of petroleum products
- Treasurer's report for December and January 2020
- Second consideration of the Codification Project.
- Public Hearing for a sign exemption request from Ryne Schroeder of Iowa Sign Company, on behalf of Z's Eatery and Draught Haus, located at 1501 North 1st Street.
- Public Hearing for Elevate Indianola, a Comprehensive Plan Update Prepared with the Citizens of Indianola.
- Resolution directing preparation of detailed plans, specifications, form of contract and notice to bidders for the East Iowa Avenue Paving Project.
- Resolution ordering bids, approving plans, specifications and form of contract and notice to bidders, fixing amount of bid security, and ordering Clerk to post notice and fixing a date for receiving same, and for a public hearing on plans, specifications, form of contract and estimate of costs.
- Police Department Union contract
-

May 4
Draft Agenda

- Minutes
- Claims
- Applications
- City Manager's Report
- Salaries
- Second consideration regarding the zoning regulation amendment to Chapter 165, regarding bulk storage of petroleum products
- Second consideration of an ordinance amending chapter 110, natural gas franchise, pertaining to franchise fees, Indianola Code of Ordinance
- Resolution setting Public Hearing for May 18, 2020, for Elevate Indianola, a Comprehensive Plan Update Prepared with the Citizens of Indianola.
- Public Hearing on CDBG Funding for UV Disinfectant Devices
- Resolution to Approve Contract with IEDA for CDBG Funding
- Adoption of CDBG Required Policies
- Public hearing and first consideration of the Codification Project
- Resolution approving an updated version of the City of Indianola's Employee Handbook
- Resolution authorizing the submission of the Iowa Great Places Application Grant
- Resolution approving amended Farm Lease
- Payment application #1 for the Quail Meadows 3 Lift Station project
- Resolution approving request from Brent K. Culp of Snyder & Associates, Inc. for approval of a Preliminary Plat for Treeline Plat 1.
- Resolution setting Public Hearing for June 1, 2020, for request from Jon F. and Mary Hellen Peterson for an Annexation into the City of Indianola.
- Resolution setting Public Hearing for June 1, 2020, on request from the Edward H. Arp of Civil Engineering Consultants Inc. to rezone a parcel of land in the NE ¼ of the SE ¼ and the SE ¼ of the NE ¼ of Section 36, Township 76 North, Range 24 West Of The 5th P.M., City of Indianola, Iowa, from A-1, Agricultural Zoning District to A-2 Mixed Agricultural Zoning District.
- Resolution setting Public Hearing for June 1, 2020, on request from Josh Moulton of DR Horton for approval of a Proposed Development Plan and to rezone a parcel of land in the SE ¼ of the SW ¼ of Section 18, Township 76 North, Range 23 West Of The 5th P.M., City of Indianola, Iowa from the R-3, Mixed-Residential Zoning District to the R-5, Planned Residence District.
- Resolution setting Public Hearing for June 1, 2020, on request from Barry Accountius of Woda Cooper Development, Inc. to rezone property located on Outlot X of the Replat of the Hillcrest Industrial Park Plat 1, except Parcels B & C, from the M-2 General Industrial Zoning District to the R-4, Multiple Family (Residential) Zoning District.
- Resolution setting May 18, 2020 as a Public Hearing for a sign exemption request from Ryne Schroeder of Iowa Sign Company, on behalf of Z's Eatery and Draught Haus, located at 1501 North 1st Street.

- Receive and file Fiscal Year 2019 Financial Audit
- Resolution approving a professional service agreement with Bolton and Menk, Inc. for engineering services to implement the City Square Master (streetscape) Plan.