CITY OF INDIANOLA COUNCIL MEETING
July 7, 2025
6:00 PM
City Council Chambers
110 N 1st Street, Indianola, IA
Agenda

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Public Comment**
5. **Consent Agenda**
    A. Approval of Agenda
    B. Approval of Claims
    C. Approval of Minutes of the June 16 and June 26, 2025, meetings.
    D. Approval of Applications
        1. Consideration of the approval of a new tobacco permit for Kwik Star #1742.
        2. Consideration of the issuance of a special event permit to the Indianola Hometown Pride Committee for the Celebrate Warren County Parade to be held on July 26, 2025.
        3. Consideration of the approval of a liquor license renewal for West Hill Brewery Company LLC.
        4. Consideration of the approval of a new liquor license for B.E.S.T Catering and Concessions Inc. doing business as Warren County Fairgrounds.
        5. Consideration of the approval of a liquor license renewal for Feed & Foster, LLC.
    E. West Hill Brewing Company and Roots of Indianola - Balloon Flyover Watch Party
        1. Consideration of the issuance of a special event permit for West Hill Brewing Company and Roots of Indianola for a sky parade watch area to be held on July 10, 2025.
        2. Resolution suspending enforcement of Indianola Code 45.02(2) regarding the consumption of alcohol on City Streets during the Sky Parade as requested by West Hill Brewing Company and Roots of Indianola.

F. Indianola Community Youth Foundation - Back to School Bash Event

1. Consideration of the issuance of a special event and noise permit to the Indianola Community Youth Foundation (ICYF) for a back to school bash event to be held on August 23, 2025.
2. Resolution suspending enforcement of Indianola Code 45.02(2) regarding the consumption of alcohol on city streets during the back to school bash as requested by the Indianola Community Youth Foundation.

G. Resolution approving final payment, final acceptance, and retainage release for the West Clinton Avenue culvert replacement project.

H. Resolution approving Final Pay Application Number 7, Final Acceptance, and Retainage Release for the Traffic Signal Improvements at Buxton Street and 2nd Avenue.

I. Resolution approving a professional services agreement with HR Green for Fiscal Year 2025-2026 on-call general engineering service.

J. Resolution approving an agreement with Safe Building.

K. Resolution authorizing an amendment to the agreement between the City of Indianola and Curtis Architecture and Design P.C. for the Indianola Downtown Facade Improvement Program Project.

L. Receive and file the current listing of Board and Commission members.

M. Approval of the submission of the 2025 Quarter 1 utility write-offs to the State Setoff program for collection.

N. Approval of Urban Revitalization Designations.

O. Resolution approving salaries.

6. Council Reports

A. Committee Reports

B. Receive and file May 2025 Treasurer's Report.

C. Receive and file the May 2025 EMS Billing Activity Report.

7. Mayor's Report

A. Community Update

B. Parks and Recreation Month Proclamation

C. Approval of the appointment of Glen Cowan to the Parks and Recreation Commission with a term beginning July 1, 2025 and ending July 1, 2028.

D. Approval of the reappointment of Bob Greener to the Veterans Memorial Building Commission with a term beginning immediately and ending July 1, 2028.

E. Approval of the reappointment of Brad Green to the Veterans Memorial Building Commission with a term beginning immediately and ending July 1, 2027.

F. Resolution of the City Council of the City of Indianola, Iowa declaring support for the preservation of the Federal TRIO Program.

8. Public Consideration

A. Old Business

1. Resolution approving property deductible with ICAP.
2. SKF Inc, dba I Towner Stop.
   a. Hearing regarding the liquor license renewal application for SKF Inc, dba I Towner Stop.
   b. Consideration of the approval of a liquor license renewal for SKF Inc, dba I Towner Stop.
3. Discussion and direction regarding an agreement with Kiya Koda for animal control.

B. New Business

1. Discussion and direction regarding creating Member Services Coordinator Position at the Indianola Wellness Campus.
2. Discussion and direction regarding filling an open officer position in the Police Department.
3. Joint Fuel Facility
   a. Discussion and direction regarding funding for the joint fuel facility.
   b. Resolution setting a public hearing for August 18, 2025 at 6:00 PM regarding the first budget amendment for the Fiscal Year 26 budget.

9. Other Business

A. City Manager's Report - Jacob Meshke

B. Discussion and action regarding future agenda items.

10. Adjourn

MEMORANDUM

To: Mayor and City Council

From:

Date: July 7, 2025

Subject: Approval of Claims

Recommendation: Roll call is in order.

Attachments: 1. Pending Expense Approval Report

Pending Expense Approval Report
By Fund

City of Indianola, IA

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 001 - General					
Vendor: AHLERS & COONEY P.C.					
AHLERS & COONEY P.C.	894934	07/03/2025	URBAN RENEWAL GENERAL	001-5200-64110	140.00
AHLERS & COONEY P.C.	894935	07/03/2025	(COMMERCIAL) DEER RUN URP	001-5200-64110	245.00
				Vendor AHLERS & COONEY P.C. Total:	**385.00**
Vendor: BOB'S CUSTOM TROPHIES					
BOB'S CUSTOM TROPHIES	39250	07/07/2025	COUNCIL BADGES - INDIANOL…	001-6100-65070	92.00
				Vendor BOB'S CUSTOM TROPHIES Total:	**92.00**
Vendor: CENTURYLINK					
CENTURYLINK	JULY 2025 4971	07/03/2025	MONTHLY SERVICE	001-6210-63730	75.50
CENTURYLINK	JULY 2025 9409	07/03/2025	MONTHLY SERVICE	001-6210-63730	66.62
				Vendor CENTURYLINK Total:	**142.12**
Vendor: CONFLUENCE INC.					
CONFLUENCE INC.	32159	07/03/2025	CITY OF INDIANOLA GATEWA…	001-1700-64900	773.25
				Vendor CONFLUENCE INC. Total:	**773.25**
Vendor: CONTEMPORARY SERVICES CORP					
CONTEMPORARY SERVICES C…	2025 ART FESTIVAL	07/03/2025	2025 ARTS FESTIVAL SECURITY	001-5100-64410	440.00
				Vendor CONTEMPORARY SERVICES CORP Total:	**440.00**
Vendor: DUST PROS JANITORIAL					
DUST PROS JANITORIAL	3356	07/03/2025	2ND QTR WINDOW CLEANING	001-6500-64090	150.00
DUST PROS JANITORIAL	3359	07/03/2025	JANITORIAL SUPPLIES	001-6500-65071	378.25
				Vendor DUST PROS JANITORIAL Total:	**528.25**
Vendor: GREATER DM CONVENTION & VISITORS BUREAU					
GREATER DM CONVENTION &…	24375	07/03/2025	CVB JUNE 2025 CONTRIBUTION	001-5100-64130	6,017.67
				Vendor GREATER DM CONVENTION & VISITORS BUREAU Total:	**6,017.67**
Vendor: HEPNER, LORI ANN					
HEPNER, LORI ANN	2025-0613001	07/03/2025	ILLUMINATE INDIANOLA - FIN…	001-5100-64410	25,000.00
				Vendor HEPNER, LORI ANN Total:	**25,000.00**
Vendor: HOFER, CASSANDRA					
HOFER, CASSANDRA	61325	07/03/2025	MEALS - CLERK CLASS	001-6200-62300	31.00
HOFER, CASSANDRA	61325	07/03/2025	MILEAGE CLERK CLASS-AMES	001-6200-62700	219.89
				Vendor HOFER, CASSANDRA Total:	**250.89**
Vendor: INDIANOLA CHAMBER OF COMMERCE					
INDIANOLA CHAMBER OF CO…	17	07/03/2025	FY 26 CONTRIBUTION	001-5100-64130	25,000.00
				Vendor INDIANOLA CHAMBER OF COMMERCE Total:	**25,000.00**
Vendor: IOWA LEAGUE OF CITIES					
IOWA LEAGUE OF CITIES	105507	07/03/2025	ANNUAL MEMBER DUES 7/25 …	001-6500-62100	7,668.00
				Vendor IOWA LEAGUE OF CITIES Total:	**7,668.00**
Vendor: MCCOY HARDWARE INC					
MCCOY HARDWARE INC	A679346	07/03/2025	COUPLING	001-6220-63100	0.71
MCCOY HARDWARE INC	A679412	07/03/2025	TAPE	001-6220-63100	21.24
				Vendor MCCOY HARDWARE INC Total:	**21.95**
Vendor: MESHKE, JACOB					
MESHKE, JACOB	HOUSING #2	07/03/2025	HOUSING #2 - JULY	001-6500-64990	1,500.00
				Vendor MESHKE, JACOB Total:	**1,500.00**
Vendor: MID AMERICAN ENERGY CO.					
MID AMERICAN ENERGY CO.	568025839 HWY	07/03/2025	ENTRANCE SIGN LIGHTING	001-6500-63710	12.08
MID AMERICAN ENERGY CO.	568336706 CITY	07/03/2025	UTILITIES CITY HALL	001-6500-63710	232.67
				Vendor MID AMERICAN ENERGY CO. Total:	**244.75**

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Vendor: PELLA PRINTING					
PELLA PRINTING	69810	07/03/2025	BUSINESS CARDS - MESHKE	001-6150-65070	108.47
				Vendor PELLA PRINTING Total:	**108.47**
Vendor: PURCHASE POWER					
PURCHASE POWER	JUNE 2025 STMT	07/03/2025	POSTAGE OVERAGE	001-6500-65080	2.25
				Vendor PURCHASE POWER Total:	**2.25**
Vendor: RT'S LAWN & LANDSCAPE LLC					
RT'S LAWN & LANDSCAPE LLC	6-2025	07/03/2025	BRUSH REMOVAL & LANDFILL,...	001-1700-64111	975.00
RT'S LAWN & LANDSCAPE LLC	10-2025	07/03/2025	MOWING - PARCEL 48820000...	001-1700-64111	275.00
RT'S LAWN & LANDSCAPE LLC	7-2025	07/03/2025	MOWING - 1602 E 2ND AVE-A...	001-1700-64111	275.00
RT'S LAWN & LANDSCAPE LLC	8-2025	07/03/2025	MOWING-PARCEL 490232906...	001-1700-64111	385.00
RT'S LAWN & LANDSCAPE LLC	9-2025	07/03/2025	MOWING - 1004 S JEFFERSON...	001-1700-64111	110.00
RT'S LAWN & LANDSCAPE LLC	11-2025	07/03/2025	MOWING - CAVITT CREEK - A...	001-1700-64111	800.00
RT'S LAWN & LANDSCAPE LLC	12-2025	07/03/2025	MOWING - 1001 N L ST - ABA...	001-1700-64111	110.00
RT'S LAWN & LANDSCAPE LLC	13-2025	07/03/2025	MOWING - 207 S H ST - ABAT...	001-1700-64110	110.00
				Vendor RT'S LAWN & LANDSCAPE LLC Total:	**3,040.00**
Vendor: SHULL, DOUG					
SHULL, DOUG	JULY 2025	07/03/2025	MONTHLY CONTRACTED SERV...	001-6500-64990	83.33
				Vendor SHULL, DOUG Total:	**83.33**
Vendor: T.R.M. DISPOSAL LLC					
T.R.M. DISPOSAL LLC	36282	07/03/2025	CITY HALL TRASH REMOVAL	001-6500-64090	125.00
				Vendor T.R.M. DISPOSAL LLC Total:	**125.00**
Vendor: TRUENORTH COMPANIES LC					
TRUENORTH COMPANIES LC	175143	07/03/2025	SAFETY MTG JUNE 2025	001-1700-64990	34.61
TRUENORTH COMPANIES LC	175143	07/03/2025	SAFETY MTG JUNE 2025	001-6500-64990	34.65
				Vendor TRUENORTH COMPANIES LC Total:	**69.26**
Vendor: WARREN COUNTY ASSESSOR					
WARREN COUNTY ASSESSOR	GIS 7/25-6/26	07/03/2025	GIS SERVICE/SUPPORT	001-1700-64190	4,200.00
				Vendor WARREN COUNTY ASSESSOR Total:	**4,200.00**
Vendor: WASTE MANAGEMENT OF IOWA					
WASTE MANAGEMENT OF IO...	8119277-0516-0	07/03/2025	YARD WASTE HAULING	001-2900-64990	1,053.40
				Vendor WASTE MANAGEMENT OF IOWA Total:	**1,053.40**
Vendor: WIEGERT DISPOSAL CO.					
WIEGERT DISPOSAL CO.	JUNE 2025 BRUSH	07/03/2025	KYBO AT BRUSH FACILITY	001-2900-64990	65.00
				Vendor WIEGERT DISPOSAL CO. Total:	**65.00**
				Fund 001 - General Total:	**76,810.59**
Fund: 011 - Police					
Vendor: AMAZON CAPITAL SERVICES					
AMAZON CAPITAL SERVICES	13QK-G1J6-TDQV	07/03/2025	DRONE	011-1100-67245	-999.00
AMAZON CAPITAL SERVICES	1RM3-9MRY-TJ1H	07/03/2025	DRONE PROTECTION PLAN	011-1100-67245	-87.99
				Vendor AMAZON CAPITAL SERVICES Total:	**-1,086.99**
Vendor: AUBERT'S TOWING					
AUBERT'S TOWING	52025	07/03/2025	ABANDONED TOW	011-1100-64860	165.00
				Vendor AUBERT'S TOWING Total:	**165.00**
Vendor: DOWNEY TIRE PROS					
DOWNEY TIRE PROS	26396	07/03/2025	TIRE REPAIR	011-1100-63320	27.98
				Vendor DOWNEY TIRE PROS Total:	**27.98**
Vendor: INTOXIMETERS INC.					
INTOXIMETERS INC.	791089	07/03/2025	PBT DRY GAS	011-1100-65060	135.00
				Vendor INTOXIMETERS INC. Total:	**135.00**
Vendor: JOSH'S AUTO REPAIR LLC					
JOSH'S AUTO REPAIR LLC	5202025	07/03/2025	SERVICE UNITS 211,212,213,2...	011-1100-63320	2,895.00
JOSH'S AUTO REPAIR LLC	52025	07/03/2025	RAM-SERVICE, FILTERS	011-1100-63320	155.00
				Vendor JOSH'S AUTO REPAIR LLC Total:	**3,050.00**

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Vendor: KIYA KODA HUMANE SOCIETY					
KIYA KODA HUMANE SOCIETY	JULY 2025	07/03/2025	MONTHLY CONTRACTED SERV…	011-1100-64137	4,500.00
				Vendor KIYA KODA HUMANE SOCIETY Total:	**4,500.00**
Vendor: MID AMERICAN ENERGY CO.					
MID AMERICAN ENERGY CO.	568179163 POLICE	07/03/2025	MID AMERICAN GAS BILL	011-1100-63710	20.10
				Vendor MID AMERICAN ENERGY CO. Total:	**20.10**
Vendor: T.R.M. DISPOSAL LLC					
T.R.M. DISPOSAL LLC	36287	07/03/2025	GARBAGE BILL	011-1100-63710	23.00
				Vendor T.R.M. DISPOSAL LLC Total:	**23.00**
Vendor: TRANSUNION RISK AND ALTERNATIVE					
TRANSUNION RISK AND ALTE…	305736-202506-1	07/03/2025	TRANSUNION CONTRACT	011-1100-64990	100.00
				Vendor TRANSUNION RISK AND ALTERNATIVE Total:	**100.00**
Vendor: TRUENORTH COMPANIES LC					
TRUENORTH COMPANIES LC	175143	07/03/2025	SAFETY MTG JUNE 2025	011-1100-64990	34.61
				Vendor TRUENORTH COMPANIES LC Total:	**34.61**
Vendor: VERIZON WIRELESS					
VERIZON WIRELESS	6116090283	07/03/2025	VERIZON POLICE BILL	011-1100-63730	1,837.75
				Vendor VERIZON WIRELESS Total:	**1,837.75**
				Fund 011 - Police Total:	**8,806.45**
Fund: 015 - Fire					
Vendor: AUBERT'S TOWING					
AUBERT'S TOWING	32425	07/03/2025	RECOVER FIRE TRUCK FROM Y…	015-1500-65051	175.00
				Vendor AUBERT'S TOWING Total:	**175.00**
Vendor: DINGES FIRE COMPANY					
DINGES FIRE COMPANY	72785	07/03/2025	VENTED SAFETY HELMETS	015-1500-65500	500.00
				Vendor DINGES FIRE COMPANY Total:	**500.00**
Vendor: HEIMAN INC					
HEIMAN INC	0943397	07/03/2025	JUMBO LOK &L LARGE CLAMP…	015-1500-65051	314.85
				Vendor HEIMAN INC Total:	**314.85**
Vendor: MACQUEEN EQUIPMENT LLC					
MACQUEEN EQUIPMENT LLC	P50739	07/03/2025	REFLECTIVE SAFETY TETRA FO…	015-1500-65500	81.15
MACQUEEN EQUIPMENT LLC	P02663	07/03/2025	CALIBRATION GAS FOR SCBA …	015-1500-63410	101.95
MACQUEEN EQUIPMENT LLC	P02664	07/03/2025	CALIBRATION GAS FOR SCBA …	015-1500-63410	46.00
				Vendor MACQUEEN EQUIPMENT LLC Total:	**229.10**
Vendor: MID AMERICAN ENERGY CO.					
MID AMERICAN ENERGY CO.	568171562-FIRE	07/03/2025	UTILITIES 206 N 1ST ST	015-1500-63710	14.54
				Vendor MID AMERICAN ENERGY CO. Total:	**14.54**
Vendor: SAUTER, JAMIE					
SAUTER, JAMIE	62525	07/03/2025	SAUTER - FIRE UNIFORM PAN…	015-1500-61810	52.56
				Vendor SAUTER, JAMIE Total:	**52.56**
Vendor: TARGETSOLUTIONS LEARNING LLC					
TARGETSOLUTIONS LEARNING..	121000	07/03/2025	ONLINE SOFTWARE DEPARTM…	015-1500-67240	4,411.88
				Vendor TARGETSOLUTIONS LEARNING LLC Total:	**4,411.88**
Vendor: TG TECHNICAL SERVICES					
TG TECHNICAL SERVICES	09908	07/03/2025	REPAIRS TO RKI PID INSTRUM…	015-1500-63410	762.46
				Vendor TG TECHNICAL SERVICES Total:	**762.46**
Vendor: TRUENORTH COMPANIES LC					
TRUENORTH COMPANIES LC	175143	07/03/2025	SAFETY MTG JUNE 2025	015-1500-64990	34.61
				Vendor TRUENORTH COMPANIES LC Total:	**34.61**
Vendor: VAN WYK, AUSTIN					
VAN WYK, AUSTIN	53025	07/03/2025	MEALS - NFPA CLASS	015-1500-62300	97.29
				Vendor VAN WYK, AUSTIN Total:	**97.29**

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Vendor: VAN ZANTE, TRACY					
VAN ZANTE, TRACY	61825	07/03/2025	MILEAGE - FIRE INSTRUCTOR 1...	015-1500-62300	46.90
				Vendor VAN ZANTE, TRACY Total:	**46.90**
				Fund 015 - Fire Total:	**6,639.19**
Fund: 016 - Ambulance					
Vendor: BLAIR, WANDA					
BLAIR, WANDA	64739748	07/03/2025	OVERPAYMENT: PATIENT OVE...	016-1600-66990	430.00
				Vendor BLAIR, WANDA Total:	**430.00**
Vendor: BOUND TREE MEDICAL LLC					
BOUND TREE MEDICAL LLC	85818977	07/03/2025	AMBULANCE MEDICAL SUPPLY...	016-1600-65070	1,402.07
				Vendor BOUND TREE MEDICAL LLC Total:	**1,402.07**
Vendor: DESHONG, O. SCOTT					
DESHONG, O. SCOTT	67371248	07/03/2025	OVERPAYMENT: PATIENT OVE...	016-1600-66990	410.48
				Vendor DESHONG, O. SCOTT Total:	**410.48**
Vendor: HAYWARD, CHRISTOPHER A					
HAYWARD, CHRISTOPHER A	67701518	07/03/2025	OVERPAYMENT: PATIENT OVE...	016-1600-66990	63.41
				Vendor HAYWARD, CHRISTOPHER A Total:	**63.41**
Vendor: JOSTES, WAYNE L					
JOSTES, WAYNE L	67574401	07/03/2025	OVERPAYMENT: PATIENT OVE...	016-1600-66990	253.87
				Vendor JOSTES, WAYNE L Total:	**253.87**
Vendor: MCDOLE, SONJA					
MCDOLE, SONJA	67464152	07/03/2025	OVERPAYMENT: PATIENT OVE...	016-1600-66990	129.03
				Vendor MCDOLE, SONJA Total:	**129.03**
Vendor: SCHLOMER, MARCIA					
SCHLOMER, MARCIA	66987566	07/03/2025	OVERPAYMENT: PATIENT OVE...	016-1600-66990	129.21
				Vendor SCHLOMER, MARCIA Total:	**129.21**
				Fund 016 - Ambulance Total:	**2,818.07**
Fund: 041 - Library					
Vendor: TRUENORTH COMPANIES LC					
TRUENORTH COMPANIES LC	175143	07/03/2025	SAFETY MTG JUNE 2025	041-4100-64990	34.61
				Vendor TRUENORTH COMPANIES LC Total:	**34.61**
				Fund 041 - Library Total:	**34.61**
Fund: 042 - Park and Rec Admin					
Vendor: ACE HARDWARE					
ACE HARDWARE	8630	07/03/2025	KEYS FOR PICKARD	042-4200-65070	39.92
ACE HARDWARE	8662	07/03/2025	PICKARD GFI REPLACEMENT	042-4200-65072	77.96
ACE HARDWARE	8674	07/03/2025	PICKARD GFI REPAIR	042-4200-65072	7.56
ACE HARDWARE	8723	07/03/2025	TABLE TIES	042-4200-65070	5.59
ACE HARDWARE	8797	07/03/2025	FUSE CART	042-4300-63100	5.99
				Vendor ACE HARDWARE Total:	**137.02**
Vendor: AMAZON CAPITAL SERVICES					
AMAZON CAPITAL SERVICES	1RM3-9MRY-11YL	07/03/2025	TENNIS SUPPLIES	042-4200-65070	319.98
AMAZON CAPITAL SERVICES	17KX-91WX-XGDX	07/03/2025	OFFICE SUPPLIES-LAMINATOR...	042-4200-65060	44.78
AMAZON CAPITAL SERVICES	17KX-91WX-XGDX	07/03/2025	ACTIVITY CENTER EVENT SUPP...	042-4200-65070	87.46
AMAZON CAPITAL SERVICES	1TGP-GRYW-YMG7	07/03/2025	DISH SOAP PICKARD	042-4200-65060	10.40
AMAZON CAPITAL SERVICES	1TGP-GRYW-YMG7	07/03/2025	PICKARD CONCESSIONS	042-4200-65070	29.94
AMAZON CAPITAL SERVICES	19D7-NFY6-KYWL	07/03/2025	NAME TAGS	042-4200-65060	39.50
				Vendor AMAZON CAPITAL SERVICES Total:	**532.06**
Vendor: CITY SUPPLY CORPORATION					
CITY SUPPLY CORPORATION	S1826571.001	07/03/2025	ADJUSTABLE KIT-COMPLETE V...	042-4300-65070	256.00
				Vendor CITY SUPPLY CORPORATION Total:	**256.00**
Vendor: CORE-MARK MIDCONTINENT INC					
CORE-MARK MIDCONTINENT ...	2176006	07/03/2025	PICKARD CONCESSIONS	042-4200-65070	2,172.20
CORE-MARK MIDCONTINENT ...	2188055	07/03/2025	PICKARD CONCESSIONS	042-4200-65070	581.76

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
CORE-MARK MIDCONTINENT ...	2200464	07/03/2025	PICKARD CONCESSIONS	042-4200-65070	802.82
				Vendor CORE-MARK MIDCONTINENT INC Total:	**3,556.78**
Vendor: CRAWFORD, RICHARD L.					
CRAWFORD, RICHARD L.	61625	07/03/2025	COED CHURCH SB OFFICIAL	042-4200-64250	72.00
				Vendor CRAWFORD, RICHARD L. Total:	**72.00**
Vendor: DLH GRAFX					
DLH GRAFX	20406	07/03/2025	TBALL T-SHIRTS	042-4200-61810	35.60
DLH GRAFX	20411	07/03/2025	DANCE CAMP T-SHIRTS	042-4200-61810	191.30
DLH GRAFX	20419	07/03/2025	TBALL COACH SHIRTS	042-4200-61810	5.75
DLH GRAFX	20432	07/03/2025	DANCE CAMP ADD ON	042-4200-61810	15.75
DLH GRAFX	20433	07/03/2025	2025 IPR DISC GOLF T SHIRTS	042-4200-61810	68.44
DLH GRAFX	20405	07/03/2025	JR POLICE T-SHIRTS	042-4200-61810	178.65
				Vendor DLH GRAFX Total:	**495.49**
Vendor: DUST PROS JANITORIAL					
DUST PROS JANITORIAL	3358	07/03/2025	ACTIVITY CENTER CLEANING S...	042-4200-65070	76.25
				Vendor DUST PROS JANITORIAL Total:	**76.25**
Vendor: FAREWAY STORE					
FAREWAY STORE	657-005	07/03/2025	FRIDAY FAVORITES LUNCHEON	042-4200-65070	75.80
				Vendor FAREWAY STORE Total:	**75.80**
Vendor: FERGUSON					
FERGUSON	1757415	07/03/2025	ACTIVITY CENTER - GOODMAN...	042-4200-63100	2,218.40
				Vendor FERGUSON Total:	**2,218.40**
Vendor: GRIFFITH, SARAH					
GRIFFITH, SARAH	7361	07/03/2025	DANCE CAMP INSTRUCTOR	042-4200-64205	800.00
				Vendor GRIFFITH, SARAH Total:	**800.00**
Vendor: IOWA PARK & REC. ASSOC.					
IOWA PARK & REC. ASSOC.	6153	07/03/2025	IRPA ANNUAL MEMBERSHIP	042-4200-62100	720.00
				Vendor IOWA PARK & REC. ASSOC. Total:	**720.00**
Vendor: JOHN DEERE FINANCIAL					
JOHN DEERE FINANCIAL	6616481	07/03/2025	AIR FILTER	042-4300-63410	70.27
				Vendor JOHN DEERE FINANCIAL Total:	**70.27**
Vendor: KELLY, JACOB					
KELLY, JACOB	60925	07/03/2025	COED CHURCH SB OFFICIAL	042-4200-64250	108.00
KELLY, JACOB	61225	07/03/2025	COED SB OFFICIAL	042-4200-64250	108.00
				Vendor KELLY, JACOB Total:	**216.00**
Vendor: MCCOY HARDWARE INC					
MCCOY HARDWARE INC	C61046	07/03/2025	GLOVES FOR BALLOON CAMP	042-4200-65070	180.00
				Vendor MCCOY HARDWARE INC Total:	**180.00**
Vendor: MID AMERICAN ENERGY CO.					
MID AMERICAN ENERGY CO.	568176812 ACT CTR	07/03/2025	ACTIVITY CENTER UTILITIES	042-4200-63710	42.30
				Vendor MID AMERICAN ENERGY CO. Total:	**42.30**
Vendor: O'REILLY AUTO PARTS					
O'REILLY AUTO PARTS	0337-145465	07/03/2025	WHEEL STUD, LUG NUT	042-4300-63320	5.31
				Vendor O'REILLY AUTO PARTS Total:	**5.31**
Vendor: PARK, KRIS					
PARK, KRIS	6925	07/03/2025	COED CHURCH SB OFFICIAL	042-4200-64250	72.00
PARK, KRIS	61625	07/03/2025	COED CHURCH SB OFFICIALS	042-4200-64250	108.00
				Vendor PARK, KRIS Total:	**180.00**
Vendor: PEPSICO BEVERAGE SALES LLC					
PEPSICO BEVERAGE SALES LLC	13760011	07/03/2025	PICKARD CONCESSIONS	042-4200-65070	842.52
PEPSICO BEVERAGE SALES LLC	35774014	07/03/2025	PICKARD CONCESSIONS	042-4200-65070	900.72
PEPSICO BEVERAGE SALES LLC	58794005	07/03/2025	PICKARD CONCESSIONS	042-4200-65070	679.71
				Vendor PEPSICO BEVERAGE SALES LLC Total:	**2,422.95**

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Vendor: PERFECTION PEST MANAGEMENT					
PERFECTION PEST MANAGEM…	74168	07/03/2025	PEST CONTROL PICKARD CON…	042-4200-64090	74.90
			Vendor PERFECTION PEST MANAGEMENT Total:		**74.90**
Vendor: SIMPSON COLLEGE					
SIMPSON COLLEGE	ZONE WORK STUDY 24-25	07/03/2025	ZONE WORK STUDY WAGES 2…	042-4200-64990	564.46
SIMPSON COLLEGE	2025 TENNIS	07/03/2025	TENNIS CAMP INSTRUCTION S…	042-4200-64990	1,512.00
SIMPSON COLLEGE	2025 TENNIS	07/03/2025	TENNIS CAMP INSTRUCTION S…	042-4200-64990	259.20
SIMPSON COLLEGE	2025 TENNIS	07/03/2025	TENNIS CAMP INSTRUCTION S…	042-4200-64990	864.00
			Vendor SIMPSON COLLEGE Total:		**3,199.66**
Vendor: SPRINGER PROFESSIONAL HOME SERVICES					
SPRINGER PROFESSIONAL H…	959424	07/03/2025	ACTIVITY CENTER PEST CONT…	042-4200-64090	70.40
			Vendor SPRINGER PROFESSIONAL HOME SERVICES Total:		**70.40**
Vendor: TAYLOR, PERRIN					
TAYLOR, PERRIN	61225	07/03/2025	COED SB OFFICIAL	042-4200-64250	72.00
			Vendor TAYLOR, PERRIN Total:		**72.00**
Vendor: TEXTCASTER					
TEXTCASTER	39276	07/03/2025	TEXTING SERVICE	042-4200-64190	262.81
			Vendor TEXTCASTER Total:		**262.81**
Vendor: TRUENORTH COMPANIES LC					
TRUENORTH COMPANIES LC	175143	07/03/2025	SAFETY MTG JUNE 2025	042-4200-64990	34.61
			Vendor TRUENORTH COMPANIES LC Total:		**34.61**
Vendor: VIKING AUTOMATIC SPRINKLER					
VIKING AUTOMATIC SPRINKLER	1025-F412897	07/03/2025	NEW EXTINGUISHERS & 6YR …	042-4300-65500	659.00
			Vendor VIKING AUTOMATIC SPRINKLER Total:		**659.00**
Vendor: WATSON, DAVID EUGENE					
WATSON, DAVID EUGENE	13	07/03/2025	ACTIVITY CENTER CONCERT P…	042-4200-64990	250.00
			Vendor WATSON, DAVID EUGENE Total:		**250.00**
Vendor: WIEGERT DISPOSAL CO.					
WIEGERT DISPOSAL CO.	JUNE 2025	07/03/2025	JANITORIAL SERVICE	042-4200-64090	50.00
WIEGERT DISPOSAL CO.	JUNE 2025	07/03/2025	JANITORIAL SERVICE	042-4300-64090	1,020.00
			Vendor WIEGERT DISPOSAL CO. Total:		**1,070.00**
			Fund 042 - Park and Rec Admin Total:		**17,750.01**
Fund: 045 - Pool					
Vendor: ACCO UNLIMITED CORP.					
ACCO UNLIMITED CORP.	0253531	07/03/2025	LEAF SKIMMER	045-4500-65072	51.18
ACCO UNLIMITED CORP.	0253638	07/03/2025	CHLORINE	045-4500-65011	523.60
ACCO UNLIMITED CORP.	0254000	07/03/2025	POOL ACID SOLUTION	045-4500-65010	397.40
ACCO UNLIMITED CORP.	0254000	07/03/2025	POOL CHLORINE	045-4500-65011	1,130.40
ACCO UNLIMITED CORP.	0254235	07/03/2025	VMAC CHLORINE	045-4500-65011	858.40
ACCO UNLIMITED CORP.	0253437	07/03/2025	VMAC CHLORINE	045-4500-65011	764.00
			Vendor ACCO UNLIMITED CORP. Total:		**3,724.98**
Vendor: AGSOURCE COOPERATIVE SERVICES					
AGSOURCE COOPERATIVE SE…	PS-INV413602	07/03/2025	POOL WATER TESTING	045-4500-64200	42.50
			Vendor AGSOURCE COOPERATIVE SERVICES Total:		**42.50**
Vendor: BAKER ELECTRIC INC					
BAKER ELECTRIC INC	25551-01	07/03/2025	POLE LIGHT REPAIRS	045-4500-63100	1,500.00
			Vendor BAKER ELECTRIC INC Total:		**1,500.00**
Vendor: BOLTON & HAY INC.					
BOLTON & HAY INC.	R2010000228	07/03/2025	VMAC CONCESSIONS	045-4500-65070	115.70
BOLTON & HAY INC.	R202000058	07/03/2025	VMAC CONCESSIONS	045-4500-65070	168.56
			Vendor BOLTON & HAY INC. Total:		**284.26**
Vendor: CENTRAL IOWA FASTENERS					
CENTRAL IOWA FASTENERS	10268	07/03/2025	VMAC CLEANING SUPPLIES	045-4500-65070	92.00
			Vendor CENTRAL IOWA FASTENERS Total:		**92.00**

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Vendor: CORE-MARK MIDCONTINENT INC					
CORE-MARK MIDCONTINENT ...	2176002	07/03/2025	VMAC CONCESSIONS	045-4500-65070	857.11
CORE-MARK MIDCONTINENT ...	2188053	07/03/2025	VMAC CONCESSIONS	045-4500-65070	1,250.75
CORE-MARK MIDCONTINENT ...	2200460	07/03/2025	VMAC CONCESSIONS	045-4500-65070	2,223.04
CORE-MARK MIDCONTINENT ...	2211892	07/03/2025	VMAC CONCESSIONS	045-4500-65070	1,025.71
			Vendor CORE-MARK MIDCONTINENT INC Total:		**5,356.61**
Vendor: JESS' LOCK AND KEY					
JESS' LOCK AND KEY	620011	07/03/2025	KEYS, LOCK REPAIR	045-4500-63100	532.00
			Vendor JESS' LOCK AND KEY Total:		**532.00**
Vendor: MID AMERICAN ENERGY CO.					
MID AMERICAN ENERGY CO.	568195556 POOL	07/03/2025	VMAC UTILITIES	045-4500-63710	3,419.57
			Vendor MID AMERICAN ENERGY CO. Total:		**3,419.57**
Vendor: PEPSICO BEVERAGE SALES LLC					
PEPSICO BEVERAGE SALES LLC	44200006	07/03/2025	POOL CONCESSIONS	045-4500-65070	544.20
			Vendor PEPSICO BEVERAGE SALES LLC Total:		**544.20**
Vendor: PLEVA MECHANICAL					
PLEVA MECHANICAL	5278	07/03/2025	VMAC POOL LEAK DETECTION...	045-4500-63100	11,017.00
			Vendor PLEVA MECHANICAL Total:		**11,017.00**
Vendor: WATERLOO TENT & TARP					
WATERLOO TENT & TARP	69801	07/03/2025	PERMABRELLA TOP	045-4500-63100	3,326.27
			Vendor WATERLOO TENT & TARP Total:		**3,326.27**
Vendor: WIEGERT DISPOSAL CO.					
WIEGERT DISPOSAL CO.	JUNE 2025	07/03/2025	JANITORIAL SERVICE	045-4500-64090	95.00
			Vendor WIEGERT DISPOSAL CO. Total:		**95.00**
			Fund 045 - Pool Total:		**29,934.39**
Fund: 110 - Road Use Tax Fund					
Vendor: AM CONSTRUCTION SUPPLY INC					
AM CONSTRUCTION SUPPLY I...	4252	07/03/2025	MASTER-COMBO BLADE - CO...	110-2100-65076	599.99
			Vendor AM CONSTRUCTION SUPPLY INC Total:		**599.99**
Vendor: AMAZON CAPITAL SERVICES					
AMAZON CAPITAL SERVICES	193C-XMHY-HN1R	07/03/2025	GATORADE, COOLING TOWELS	110-2100-65500	256.03
AMAZON CAPITAL SERVICES	11CT-XQVW-QT63	07/03/2025	CANOPY TENT	110-2100-65500	79.99
			Vendor AMAZON CAPITAL SERVICES Total:		**336.02**
Vendor: DOORS INC					
DOORS INC	362704	07/03/2025	KS43 PADLOCK & LABOR	110-2100-63100	145.00
			Vendor DOORS INC Total:		**145.00**
Vendor: JESS' LOCK AND KEY					
JESS' LOCK AND KEY	620010	07/03/2025	KEYS TRASH PADLOCK	110-2100-65070	40.00
			Vendor JESS' LOCK AND KEY Total:		**40.00**
Vendor: JOHN DEERE FINANCIAL					
JOHN DEERE FINANCIAL	4085976	07/03/2025	MANURE FORK, SPAYER	110-2100-65076	54.98
			Vendor JOHN DEERE FINANCIAL Total:		**54.98**
Vendor: MID AMERICAN ENERGY CO.					
MID AMERICAN ENERGY CO.	567939054 STREET LIGHTING	07/03/2025	STREET LIGHTING	110-2300-63780	261.84
MID AMERICAN ENERGY CO.	568178097 STREETS	07/03/2025	UTILITIES NATURAL GAS	110-2100-63710	62.48
			Vendor MID AMERICAN ENERGY CO. Total:		**324.32**
Vendor: MUNICIPAL SUPPLY INC					
MUNICIPAL SUPPLY INC	0945963	07/03/2025	GRAY ADHESIVE	110-2100-65076	754.20
			Vendor MUNICIPAL SUPPLY INC Total:		**754.20**
Vendor: O'REILLY AUTO PARTS					
O'REILLY AUTO PARTS	0337-143656	07/03/2025	HD CABIN AIR FILTER	110-2100-63320	31.86
O'REILLY AUTO PARTS	0337-145109	07/03/2025	HD CABIN AIR FILTER	110-2100-63320	31.86
			Vendor O'REILLY AUTO PARTS Total:		**63.72**

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Vendor: PERFECTION PEST MANAGEMENT					
PERFECTION PEST MANAGEM…	74540	07/03/2025	PEST CONTROL	110-2100-63100	53.50
			Vendor PERFECTION PEST MANAGEMENT Total:		**53.50**
Vendor: ROCKMOUNT RESEARCH & ALLOYS INC					
ROCKMOUNT RESEARCH & AL…	517	07/03/2025	WELDING SUPPLIES	110-2100-65076	117.31
			Vendor ROCKMOUNT RESEARCH & ALLOYS INC Total:		**117.31**
Vendor: THEISEN'S					
THEISEN'S	4081193	07/03/2025	DIESEL BLUE FLUID	110-2100-63320	15.99
			Vendor THEISEN'S Total:		**15.99**
Vendor: TRUENORTH COMPANIES LC					
TRUENORTH COMPANIES LC	175143	07/03/2025	SAFETY MTG JUNE 2025	110-2100-64990	34.61
			Vendor TRUENORTH COMPANIES LC Total:		**34.61**
Vendor: WARREN COUNTY ASSESSOR					
WARREN COUNTY ASSESSOR	GIS 7/25-6/26	07/03/2025	GIS SERVICE/SUPPORT	110-2100-64190	4,200.00
			Vendor WARREN COUNTY ASSESSOR Total:		**4,200.00**
			Fund 110 - Road Use Tax Fund Total:		**6,739.64**
Fund: 321 - Street Capital Projects Fund					
Vendor: ALLENDER BUTZKE ENG INC					
ALLENDER BUTZKE ENG INC	251161A	07/03/2025	WILLOWCREST AVE EXTENSIO…	321-2100-64071	4,860.00
			Vendor ALLENDER BUTZKE ENG INC Total:		**4,860.00**
Vendor: HEARTLAND UNDERGROUND SOLUTIONS					
HEARTLAND UNDERGROUND …	PAY APP #6 2ND & BUXTON	07/03/2025	PAY APP #6 - 2ND & BUXTON …	321-2100-67707	5,525.20
HEARTLAND UNDERGROUND …	PAY APP #7 2ND & BUXTON	07/03/2025	PAY APP #7 2ND & BUXTON	321-2100-67707	23,572.83
HEARTLAND UNDERGROUND …	RETAINAGE 2ND & BUXTON	07/03/2025	RETAINAGE 2ND & BUXTON	321-2100-67707	19,524.77
			Vendor HEARTLAND UNDERGROUND SOLUTIONS Total:		**48,622.80**
			Fund 321 - Street Capital Projects Fund Total:		**53,482.80**
Fund: 610 - Sewer Fund					
Vendor: ACE HARDWARE					
ACE HARDWARE	8616	07/03/2025	TRIM BRUSH	610-8350-65072	8.99
ACE HARDWARE	8536	07/03/2025	MECHANIC TOOL SET & WRE…	610-8300-65070	129.99
			Vendor ACE HARDWARE Total:		**138.98**
Vendor: CNM OUTDOOR EQUIPMENT					
CNM OUTDOOR EQUIPMENT	248002	07/03/2025	BAR SCABBARD 14"	610-8350-63410	4.49
			Vendor CNM OUTDOOR EQUIPMENT Total:		**4.49**
Vendor: DOWNEY TIRE PROS					
DOWNEY TIRE PROS	26467	07/03/2025	NEW TIRES 2018 FORD F-250	610-8300-63320	1,080.95
			Vendor DOWNEY TIRE PROS Total:		**1,080.95**
Vendor: DUST PROS JANITORIAL					
DUST PROS JANITORIAL	3344	07/03/2025	JANITORIAL SERVICES	610-8350-64090	675.00
DUST PROS JANITORIAL	3357	07/03/2025	2ND QTR WINDOWS	610-8350-64090	50.00
			Vendor DUST PROS JANITORIAL Total:		**725.00**
Vendor: ENVIRONMENTAL DYNAMICS INTERNATIONAL INC					
ENVIRONMENTAL DYNAMICS …	307973	07/03/2025	PARTS	610-8350-63410	4,700.00
			Vendor ENVIRONMENTAL DYNAMICS INTERNATIONAL INC Total:		**4,700.00**
Vendor: GRAINGER INC					
GRAINGER INC	9541215373	07/03/2025	TRANSPORT DRUM	610-8325-65070	195.89
GRAINGER INC	9541215373	07/03/2025	SUMP PUMP VERTICAL FLOAT	610-8325-65072	309.99
			Vendor GRAINGER INC Total:		**505.88**
Vendor: HACH COMPANY					
HACH COMPANY	14538576	07/03/2025	AMMONIA TEST	610-8350-65012	91.95
			Vendor HACH COMPANY Total:		**91.95**
Vendor: JETCO INC					
JETCO INC	18722	07/03/2025	EQUIPMENT REPAIR	610-8350-63410	622.50
JETCO INC	18746	07/03/2025	VFD REPAIRS	610-8350-63410	2,184.00
			Vendor JETCO INC Total:		**2,806.50**

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Vendor: JOHN DEERE FINANCIAL					
JOHN DEERE FINANCIAL	4074374	07/03/2025	BOLTS, NUTS, HOSE	610-8350-63100	10.47
JOHN DEERE FINANCIAL	4078485	07/03/2025	V BELT	610-8325-63410	14.98
JOHN DEERE FINANCIAL	4078510	07/03/2025	TEE POST DRIVER	610-8350-63100	29.99
JOHN DEERE FINANCIAL	4078547	07/03/2025	MINERAL SPIRITS	610-8325-65072	44.97
JOHN DEERE FINANCIAL	4078710	07/03/2025	HOSE, CLAMPS	610-8325-65072	88.34
JOHN DEERE FINANCIAL	4081762	07/03/2025	SCREWS, MARKING PENCIL ETC	610-8350-65070	46.95
				Vendor JOHN DEERE FINANCIAL Total:	**235.70**
Vendor: MACQUEEN EQUIPMENT LLC					
MACQUEEN EQUIPMENT LLC	W05381	07/03/2025	SEWER CAMERA MAINTENAN…	610-8325-63410	7,140.52
				Vendor MACQUEEN EQUIPMENT LLC Total:	**7,140.52**
Vendor: MID AMERICAN ENERGY CO.					
MID AMERICAN ENERGY CO.	568022766 SEWER	07/03/2025	WRRF ELECTRIC/GAS	610-8350-63710	13,577.74
MID AMERICAN ENERGY CO.	568072472 65/69	07/03/2025	65/69 ELECTRIC	610-8325-63710	67.41
MID AMERICAN ENERGY CO.	568074976 WESLEY	07/03/2025	WESLEY ELECTRIC	610-8325-63710	46.86
MID AMERICAN ENERGY CO.	568186956 WILLOW	07/03/2025	QUAIL ELECTRIC	610-8325-63710	91.14
				Vendor MID AMERICAN ENERGY CO. Total:	**13,783.15**
Vendor: NAPA AUTO PARTS					
NAPA AUTO PARTS	118236	07/03/2025	BATTERY 6 MONTH	610-8350-63410	204.15
				Vendor NAPA AUTO PARTS Total:	**204.15**
Vendor: O'REILLY AUTO PARTS					
O'REILLY AUTO PARTS	0337-142571	07/03/2025	MINERAL SPIRITS	610-8325-65072	99.49
				Vendor O'REILLY AUTO PARTS Total:	**99.49**
Vendor: T.R.M. DISPOSAL LLC					
T.R.M. DISPOSAL LLC	36370	07/03/2025	TRASH REMOVAL	610-8350-64990	109.00
				Vendor T.R.M. DISPOSAL LLC Total:	**109.00**
Vendor: TRUENORTH COMPANIES LC					
TRUENORTH COMPANIES LC	175143	07/03/2025	SAFETY MTG JUNE 2025	610-8300-64990	34.61
				Vendor TRUENORTH COMPANIES LC Total:	**34.61**
Vendor: WARREN COUNTY ASSESSOR					
WARREN COUNTY ASSESSOR	GIS 7/25-6/26	07/03/2025	GIS SERVICE/SUPPORT	610-8300-64190	4,200.00
				Vendor WARREN COUNTY ASSESSOR Total:	**4,200.00**
Vendor: WARREN WATER DISTRICT					
WARREN WATER DISTRICT	JUNE 2025	07/03/2025	WRRF WATER	610-8350-63710	95.45
				Vendor WARREN WATER DISTRICT Total:	**95.45**
Vendor: WESTSIDE MUFFLER & REPAIR					
WESTSIDE MUFFLER & REPAIR	31640	07/03/2025	2019 F450 A/C REPAIRS	610-8300-63320	1,726.28
				Vendor WESTSIDE MUFFLER & REPAIR Total:	**1,726.28**
				Fund 610 - Sewer Fund Total:	**37,682.10**
Fund: 650 - Stormwater Utility Fund					
Vendor: ABSOLUTE CONCRETE CONSTRUCTION INC					
ABSOLUTE CONCRETE CONST…	PAY APP #5 W CLINTON	07/03/2025	PAY APP #5 W CLINTON	650-9000-67900	847.87
ABSOLUTE CONCRETE CONST…	W CLINTON RETAINAGE	07/03/2025	W CLINTON RETAINAGE	650-9000-67900	25,796.92
				Vendor ABSOLUTE CONCRETE CONSTRUCTION INC Total:	**26,644.79**
Vendor: NORWALK READY-MIXED CONCRETE INC					
NORWALK READY-MIXED CO…	369166	07/03/2025	INTAKE REPAIR @ 1002 W SU…	650-9000-67650	422.00
NORWALK READY-MIXED CO…	369254	07/03/2025	INTAKE REPAIR @1214 E GIRA…	650-9000-67650	424.00
				Vendor NORWALK READY-MIXED CONCRETE INC Total:	**846.00**
				Fund 650 - Stormwater Utility Fund Total:	**27,490.79**
Fund: 680 - Wellness Campus Fund					
Vendor: ACE HARDWARE					
ACE HARDWARE	8625	07/03/2025	4 PK 60W	680-8700-65072	11.98
				Vendor ACE HARDWARE Total:	**11.98**

Pending Expense Approval Report

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Vendor: AGSOURCE COOPERATIVE SERVICES					
AGSOURCE COOPERATIVE SE…	PS-INV413678	07/03/2025	POOL TESTING	680-8700-63411	42.50
			Vendor AGSOURCE COOPERATIVE SERVICES Total:		**42.50**
Vendor: AMAZON CAPITAL SERVICES					
AMAZON CAPITAL SERVICES	1PFH-NVQ4-XG71	07/03/2025	SUPPLIES-MAINTENANCE	680-8700-65072	21.97
AMAZON CAPITAL SERVICES	1PFH-NVQ4-XG71	07/03/2025	SUPPLIES POOL	680-8700-65073	42.00
AMAZON CAPITAL SERVICES	1PFH-NVQ4-XG71	07/03/2025	SUPPLIES MEMBERSHIP	680-8700-65074	14.99
			Vendor AMAZON CAPITAL SERVICES Total:		**78.96**
Vendor: AMERICAN RED CROSS					
AMERICAN RED CROSS	22849137	07/03/2025	LIFEGUARDING CLASS	680-8700-62300	423.00
			Vendor AMERICAN RED CROSS Total:		**423.00**
Vendor: BLUEMARK ENERGY LLC					
BLUEMARK ENERGY LLC	1-2828-12-20256	07/03/2025	NATURAL GAS	680-8700-63710	1,358.63
			Vendor BLUEMARK ENERGY LLC Total:		**1,358.63**
Vendor: IOWA-DES MOINES SUPPLY INC.					
IOWA-DES MOINES SUPPLY IN…	493265	07/03/2025	MATERIALS/SUPPLIES MAINT…	680-8700-65072	245.23
IOWA-DES MOINES SUPPLY IN…	493265	07/03/2025	MATERIALS/SUPPLIES MEMBE…	680-8700-65074	719.38
IOWA-DES MOINES SUPPLY IN…	497860	07/03/2025	MATERIALS/SUPPLIES-MAINT…	680-8700-65072	352.15
IOWA-DES MOINES SUPPLY IN…	497860	07/03/2025	MATERIALS/SUPPLIES-MEMB…	680-8700-65074	672.54
			Vendor IOWA-DES MOINES SUPPLY INC. Total:		**1,989.30**
Vendor: KIGER, MCKENZIE					
KIGER, MCKENZIE	2505041	07/03/2025	WATER SAFETY INSTRUCTOR …	680-8700-62300	2,250.00
			Vendor KIGER, MCKENZIE Total:		**2,250.00**
Vendor: MILLER ELECTRICAL SERVICES					
MILLER ELECTRICAL SERVICES	19575	07/03/2025	REPAIR BUZZING CONTRACTOR	680-8700-63100	135.00
			Vendor MILLER ELECTRICAL SERVICES Total:		**135.00**
Vendor: T.R.M. DISPOSAL LLC					
T.R.M. DISPOSAL LLC	36291	07/03/2025	TRASH REMOVAL	680-8700-63710	124.00
			Vendor T.R.M. DISPOSAL LLC Total:		**124.00**
Vendor: TRUENORTH COMPANIES LC					
TRUENORTH COMPANIES LC	175143	07/03/2025	SAFETY MTG JUNE 2025	680-8700-64990	34.61
			Vendor TRUENORTH COMPANIES LC Total:		**34.61**
			Fund 680 - Wellness Campus Fund Total:		**6,447.98**
			Grand Total:		**274,636.62**

Report Summary

Fund Summary

Fund	Expense Amount
001 - General	76,810.59
011 - Police	8,806.45
015 - Fire	6,639.19
016 - Ambulance	2,818.07
041 - Library	34.61
042 - Park and Rec Admin	17,750.01
045 - Pool	29,934.39
110 - Road Use Tax Fund	6,739.64
321 - Street Capital Projects Fund	53,482.80
610 - Sewer Fund	37,682.10
650 - Stormwater Utility Fund	27,490.79
680 - Wellness Campus Fund	6,447.98
Grand Total:	**274,636.62**

Account Summary

Account Number	Account Name	Expense Amount
001-1700-64110	Legal Service Fees	110.00
001-1700-64111	Property Maintenance E…	2,930.00
001-1700-64190	Computer/Technology S…	4,200.00
001-1700-64900	Misc Consulting Services	773.25
001-1700-64990	Misc Contractual	34.61
001-2900-64990	Misc Contractual	1,118.40
001-5100-64130	Payments to Other Agen…	31,017.67
001-5100-64410	Public Arts Commission	25,440.00
001-5200-64110	Legal Service Fees	385.00
001-6100-65070	Materials/Supplies	92.00
001-6150-65070	Materials/Supplies	108.47
001-6200-62300	Education/Training	31.00
001-6200-62700	Mileage	219.89
001-6210-63730	Telephone/Cellphone	142.12
001-6220-63100	Repair/Maint	21.95
001-6500-62100	Membership Dues/Subsc…	7,668.00
001-6500-63710	Utilities	244.75
001-6500-64090	Janitorial Services	275.00
001-6500-64990	Misc Contractual	1,617.98
001-6500-65071	Materials/Supplies--Jani…	378.25
001-6500-65080	Postage	2.25
011-1100-63320	Repair/Maint--Vehicle	3,077.98
011-1100-63710	Utilities	43.10
011-1100-63730	Telephone/Cellphone	1,837.75
011-1100-64137	Animal Control/Humane…	4,500.00
011-1100-64860	Towing (abandoned aut…	165.00
011-1100-64990	Misc Contractual	134.61
011-1100-65060	Office Supplies	135.00
011-1100-67245	Specialized Equipment	-1,086.99
015-1500-61810	Uniforms/Clothing Allow…	52.56
015-1500-62300	Education/Training	144.19
015-1500-63410	Repair/Maint--Equipment	910.41
015-1500-63710	Utilities	14.54
015-1500-64990	Misc Contractual	34.61
015-1500-65051	Equipment/Vehicle Parts	489.85
015-1500-65500	Personal Protective Equi…	581.15
015-1500-67240	Computer Hardware/Sof…	4,411.88
016-1600-65070	Materials/Supplies	1,402.07
016-1600-66990	Refund/Reimbursement	1,416.00
041-4100-64990	Misc Contractual	34.61
042-4200-61810	Uniforms/Clothing Allow…	495.49

Account Summary

Account Number	Account Name	Expense Amount
042-4200-62100	Membership Dues/Subsc...	720.00
042-4200-63100	Repair/Maint	2,218.40
042-4200-63710	Utilities	42.30
042-4200-64090	Janitorial Services	195.30
042-4200-64190	Computer/Technology S...	262.81
042-4200-64205	Instructor (Contractual)	800.00
042-4200-64250	Officials	540.00
042-4200-64990	Misc Contractual	3,484.27
042-4200-65060	Office Supplies	94.68
042-4200-65070	Materials/Supplies	6,794.67
042-4200-65072	Materials/Supplies-Main...	85.52
042-4300-63100	Repair/Maint	5.99
042-4300-63320	Repair/Maint--Vehicle	5.31
042-4300-63410	Repair/Maint--Equipment	70.27
042-4300-64090	Janitorial Services	1,020.00
042-4300-65070	Materials/Supplies	256.00
042-4300-65500	Personal Protective Equi...	659.00
045-4500-63100	Repair/Maint	16,375.27
045-4500-63710	Utilities	3,419.57
045-4500-64090	Janitorial Services	95.00
045-4500-64200	Inspections/Testing	42.50
045-4500-65010	Chemicals	397.40
045-4500-65011	Chlorine	3,276.40
045-4500-65070	Materials/Supplies	6,277.07
045-4500-65072	Materials/Supplies-Main...	51.18
110-2100-63100	Repair/Maint	198.50
110-2100-63320	Repair/Maint--Vehicle	79.71
110-2100-63710	Utilities	62.48
110-2100-64190	Computer/Technology S...	4,200.00
110-2100-64990	Misc Contractual	34.61
110-2100-65070	Materials/Supplies	40.00
110-2100-65076	Materials/Supplies--Shop	1,526.48
110-2100-65500	Personal Protective Equi...	336.02
110-2300-63780	Street Lighting	261.84
321-2100-64071	Engineering	4,860.00
321-2100-67707	Traffic Signals	48,622.80
610-8300-63320	Repair/Maint--Vehicle	2,807.23
610-8300-64190	Computer/Technology S...	4,200.00
610-8300-64990	Misc Contractual	34.61
610-8300-65070	Materials/Supplies	129.99
610-8325-63410	Repair/Maint--Equipment	7,155.50
610-8325-63710	Utilities	205.41
610-8325-65070	Materials/Supplies	195.89
610-8325-65072	Materials/Supplies-Main...	542.79
610-8350-63100	Repair/Maint	40.46
610-8350-63410	Repair/Maint--Equipment	7,715.14
610-8350-63710	Utilities	13,673.19
610-8350-64090	Janitorial Services	725.00
610-8350-64990	Misc Contractual	109.00
610-8350-65012	Lab Supplies/Reagents	91.95
610-8350-65070	Materials/Supplies	46.95
610-8350-65072	Materials/Supplies-Main...	8.99
650-9000-67650	Storm Sewer Annual Ma...	846.00
650-9000-67900	Capital Project Expense	26,644.79
680-8700-62300	Education/Training	2,673.00
680-8700-63100	Repair/Maint	135.00
680-8700-63411	Repair/Maint--Pool	42.50
680-8700-63710	Utilities	1,482.63

Account Summary

Account Number	Account Name	Expense Amount
680-8700-64990	Misc Contractual	34.61
680-8700-65072	Materials/Supplies-Main…	631.33
680-8700-65073	Materials/Supplies--Pool	42.00
680-8700-65074	Materials/Supplies--Me…	1,406.91
	Grand Total:	**274,636.62**

Project Account Summary

Project Account Key		Expense Amount
None		274,636.62
	Grand Total:	**274,636.62**

MEMORANDUM

To: Mayor and City Council

From:

Date: July 7, 2025

Subject: Approval of Minutes of the June 16 and June 26, 2025, meetings.

Recommendation: Simple motion is in order.

Attachments:
1. 20250616 CC Minutes
2. 20250626 CC Minutes

CITY OF INDIANOLA COUNCIL MEETING
June 16, 2025
6:00 PM
City Council Chambers
110 N 1st Street, Indianola, IA
Minutes

Call to Order
The Indianola City Council met in regular session at 6:00 PM on June 16, 2025, in the City Hall Council Chambers. Mayor Steve Richardson called the meeting to order and on roll call the following members were present: Josh Rabe, Steve Armstrong, Christina Beach, Mellisa Sones, Bob Lane. Absent: Ron Dalby.

Public Comment
There were no public comments offered.

Consent Agenda
Council Member Beach moved to approve the Consent Agenda, with the CIRTPA policy resolution adding Mellisa Sones as primary policy representative, and Lane seconded it. On roll call, the vote was AYES: Rabe, Armstrong, Beach, Sones, Lane. NAYS: None. Whereas the Mayor declared the motion carried unanimously. The consent agenda was as follows:

- Approval of Agenda
- Approval of Claims
- Approval of Minutes of the prior meetings
- Resolution 2025-101 setting a public hearing and bid letting for the Indianola Downtown Facade Revitalization Program.
- Approval of tobacco permits for Fiscal Year 26.
- Consideration of the issuance of a special event permit for the Indianola Elks Lodge #2814 for a classic and custom car show to be held on July 27, 2025.
- Approval of Payment Application Number 1 to Sternquist Construction for the West Clinton Avenue Reconstruction Project.
- Resolution 2025-102 setting the Fiscal Year 26 meeting schedule for the Indianola City Council.
- Resolution 2025-103 approving salaries for Fiscal Year 26.
- Resolution 2025-104 appointing representatives to the Mid-Iowa Planning Alliance for Community Development (MIPA).
- Resolution 2025-105 appointing the City of Indianola representation to the Des Moines Area Metropolitan Planning Organization and the Central Iowa Regional Transportation Planning Alliance.
- Notice of upcoming Change Order for Indianola Industrial Park Public Improvements Project.
- Receive and file the 2024 Indianola Police Department Annual Report.
- Resolution 2025-106 determining property at 704 North 6th Street to be surplus and authorizing sale of said property.
- Resolution 2025-107 suspending enforcement of Indianola Code 47.01(11) regarding the sale and consumption of alcohol in city parks for the Indianola Summer Arts Festival in Buxton Park.

- Resolution 2025-108 authorizing the submission of a FEMA Fire Prevention and Safety Grant for a fire safety house trailer.
- Resolution 2025-109 authorizing emergency repairs to the Indianola Public Library.
- Approval of Urban Revitalization Designations.
- Resolution 2025-110 approving salaries.

Council Reports
Council Member Sones and Lane reported on recent IMU Board meetings.

Mayor's Report
Mayor Richardson reported on recent events. He then proclaimed June as Small Cities Month in Indianola.

Council Member Armstrong moved to approve the reappointment of Clint Hagedorn to the Veteran's Memorial Building Commission for a term beginning July 1, 2025, and ending July 1, 2028. Beach seconded it. On roll call, the vote was AYES: Rabe, Armstrong, Beach, Sones, Lane. NAYS: None. Whereas the Mayor declared the motion carried unanimously.

Council Member Sones moved to approve the reappointment of Jess Tom to the Veteran's Memorial Building Commission for a term beginning July 1, 2025, and ending July 1, 2028. Lane seconded it. On roll call, the vote was AYES: Rabe, Armstrong, Beach, Sones, Lane. NAYS: None. Whereas the Mayor declared the motion carried unanimously.

Old Business
Council Member Lane moved to approve the second consideration of an ordinance amending Chapter 41.14, Fireworks, of the Code of Ordinance of the City of Indianola and Armstrong seconded it. On roll call, the vote was AYES: Rabe, Armstrong, Beach, Sones, Lane. NAYS: None. Whereas the Mayor declared the motion carried unanimously.

Council Member Lane moved to waive the third reading and adopt Ordinance 1781, amending Chapter 41.14, Fireworks, of the Code of Ordinance of the City of Indianola and Sones seconded it. On roll call, the vote was AYES: Rabe, Armstrong, Beach, Sones, Lane. NAYS: None. Whereas the Mayor declared the motion carried unanimously.

Council Member Armstrong moved to open the public hearing for Jay Ambika (ABC Smoke) regarding the mandatory $300.00 civil penalty prescribed by 453A.22.(2)(a) for the violation of Iowa Code Section 453A.2(1), selling giving or otherwise supplying any tobacco, tobacco products, or cigarettes to any person under twenty-one years of age. Beach seconded it. On roll call, the vote was AYES: Rabe, Armstrong, Beach, Sones, Lane. NAYS: None. Whereas the Mayor declared the motion carried unanimously.

There were no public comments offered.

Sones moved and Lane seconded to close the public hearing. On roll call, the vote was AYES: Rabe, Armstrong, Beach, Sones, Lane. NAYS: None. Whereas the Mayor declared the motion carried unanimously.

Council Member Beach moved to approve the consideration of the violation of Iowa Code Section 453A.2(1), selling, giving or otherwise supplying any tobacco products, or cigarettes to any person under twenty-one years of age and assessing a civil penalty in the amount of $300.00 against Jay Ambika (ABC Smoke), the retail permit holder. Sones seconded it. On roll call, the vote was AYES: Rabe, Armstrong, Beach, Sones, Lane. NAYS: None. Whereas the Mayor declared the motion carried unanimously.

Council Member Beach moved to strike the public hearing for complaints filed on tobacco sales permit violations for Hy-Vee Fast & Fresh from the agenda and accept acknowledgment/settlement agreement for cigarette civil penalty and Sones seconded it. On roll call, the vote was AYES: Rabe, Armstrong, Beach, Sones, Lane. NAYS: None. Whereas the Mayor declared the motion carried unanimously.

Council Member Sones moved to strike public hearing for complaints filed on tobacco sales permit violations for the Indianola Country Club from the agenda and accept acknowledgment/settlement agreement for cigarette civil penalty. Lane seconded it. On roll call, the vote was AYES: Rabe, Armstrong, Beach, Sones, Lane. NAYS: None. Whereas the Mayor declared the motion carried unanimously.

Other Business
City Manager Jacob Meshke reported on recent meetings and provided departmental updates.

Council Member Rabe discussed updates to the former bank building in order for the administration to use the space. The Council directed staff to review the CMAR contract for this project.

City Manager Jacob Meshke requested authorization to fill the Community and Economic Development Director position. The Council directed staff to proceed with the recruitment process.

Council directed staff to cancel the contract with Service Line Warranties of America and to request no letters be sent. They also directed staff to add information on sewer line responsibility to the website.

City Manager Meshke proposed a policy statement to establish an official position of the City of Indianola. The Council directed staff to clarify the language in the policy and return it to the council for approval. Council Member Armstrong moved to table a resolution approving policy statements to establish an official position of the City of Indianola until an indefinite time. Sones seconded it. On roll call, the vote was AYES: Rabe, Armstrong, Beach, Sones, Lane. NAYS: None. Whereas the Mayor declared the motion carried unanimously.

The Council discussed topics for upcoming agendas and study sessions. They requested presentations on annual reports;, an update to development agreements; project updates; discussion on 12-month city manager goals; an updated vicious animals ordinance; truck routes and speeding issues; street types/uses; strategic planning session; joint meetings with school board; township EMS payments; pro bono grant writing; sidewalk installation policy; paving of gravel roads; and recreational vehicle parking on private property.

Council Member Sones moved to enter into closed session at 7:36 PM in accordance with Iowa Code Section 21.5 (1)(c) to discuss strategy with legal counsel in matters that are presently in litigation or where litigation is imminent and where its disclosure would be likely to prejudice or disadvantage the government. Beach seconded it. On roll call, the vote was AYES: Rabe, Armstrong, Beach, Sones, Lane. NAYS: None. Whereas the Mayor declared the motion carried unanimously.

Beach moved to exit the closed session at 8:22 PM and Sones seconded it. On roll call, the vote was AYES: Rabe, Armstrong, Beach, Sones, Lane. NAYS: None. Whereas the Mayor declared the motion carried unanimously.

There was no action taken on items discussed in closed session.

Adjourn
The meeting was adjourned at 8:22 PM on a motion by Armstrong and seconded by Lane. Question was called for and on voice vote the Mayor declared the motion carried unanimously.

____
Steve Richardson, Mayor

ATTEST:

____
Jackie Raffety, City Clerk

CITY OF INDIANOLA COUNCIL MEETING
June 26, 2025
6:00 PM
City Council Chambers
110 N 1st Street, Indianola, IA
Minutes

Call to Order
The Indianola City Council met in regular session at 6:00 PM on June 26, 2025, in the City Hall Council Chambers. Mayor Steve Richardson called the meeting to order and on roll call the following members were present: Josh Rabe, Ron Dalby, Christina Beach, Mellisa Sones, Bob Lane. Absent: Steve Armstrong.

Consent Agenda
Council Member Beach moved to approve the Consent Agenda and Sones seconded it. On roll call, the vote was AYES: Rabe, Dalby, Beach, Sones, Lane. NAYS: None. Whereas the Mayor declared the motion carried unanimously. The consent agenda was as follows:

- Approval of Agenda
- Approval of Claims

New Business
Council Member Armstrong joined the meeting at 6:05 PM.
Council Member Lane moved to set a hearing for July 7, 2025, at 6 PM regarding the approval of a liquor license renewal for SKF Inc, dba I Towner Stop and Rabe seconded it. On roll call, the vote was AYES: Rabe, Dalby, Armstrong, Sones, Lane. NAYS: Beach. Whereas the Mayor declared the motion passed.

Adjourn
The meeting was adjourned at 6:14 PM on a motion by Sones and seconded by Lane. Question was called for and on voice vote the Mayor declared the motion carried unanimously.

Steve Richardson, Mayor

ATTEST:

Jackie Raffety, City Clerk

MEMORANDUM

To: Mayor and City Council

From: Cassandra Hofer, Deputy City Clerk

Date: July 7, 2025

Subject: Consideration of the approval of a new tobacco permit for Kwik Star #1742.

Introduction: Kwik Star #1742 is a new convenience store located at 101 E Trail Ridge Avenue, with plans to open in August 2025.

Background: Kwik Trip Inc. is a corporation.

Discussion: Kwik Star has submitted an application to begin selling over-the-counter cigarettes, tobacco, vapor products, and alternative nicotine products. The application shows a start date of August 1, 2025, and would expire on June 30, 2026.

Budget Impact: A fee of $100.00 is set by the State of Iowa based on our population for applications received July-September.

Recommendation: All paperwork is in order for approval. Simple motion is in order.

Attachments: None

MEMORANDUM

To: Mayor and City Council

From: Cassandra Hofer, Deputy City Clerk

Date: July 7, 2025

Subject: Consideration of the issuance of a special event permit to the Indianola Hometown Pride Committee for the Celebrate Warren County Parade to be held on July 26, 2025.

Introduction: The Indianola Hometown Pride Committee is hosting the Celebrate Warren County Parade on July 26, 2025. This event is a previously approved annual event by the Council. It is being brought for consideration because the parade route has changed due to construction.

Background:

Discussion: The parade starts at 10:30 AM. The parade will line up in Memorial Park on West Detroit Street (from North G to North F Street) beginning at 9:00 AM.

The proposed parade route is as follows:
The parade will head east on West Detroit from Memorial Park, south on North D Street, east on West Salem, north on North Howard, west on East Euclid, north on North Buxton, west on West Henderson, south on North D Street, and west on West Detroit back to Memorial Park.

The applicant is also requesting:

- No Parking on West Henderson from North Buxton to North D Street.
- No Parking on North G Street from East Detroit to East Euclid.

Tear down will begin at noon.

Budget Impact:

Recommendation: Staff has reviewed the application and recommends approval. Simple motion is in order.

Attachments: 1. Celebrate Warren Co. App 2025

City of Indianola Special Event Application

Event Name: Celebrate Warren County Parade

Event Sponsor(s): Indianola Hometown Pride Committee

Event Type: Check all that apply

Parade ☐ Bike Ride/Race ☐ Concert ☐ Fun Run ☐ Timed Race

Other describe: Parade

Will trails/sidewalks be utilized? ☐ Yes ☑ No

Date of Event: Saturday, July 26, 2025

Location: Memorial Park to the Square and Back to Memorial Park

Anticipated Attendance: Per Day Total

Organization: Indianola Hometown Pride Committee

Contact Name: Doug Bylund

Phone: 515-961-9420

Address: 2204 W 2nd Avenue, Indianola, IA 50125

Email Address: dbylund@indianolaiowa.gov

Please describe your request and event:

A parade to kickoff the National Balloon Classic, celebrate all of Warren County including the Warren County Fair and all events and proceed past the Arts Festival at Buxtion Park.

Please describe what streets, trails or parks you are planning to close or use:

Parade Line-up will begin at 9:00 AM in Memorial Park, W Detroit Street (from North G Street to North F Street) and North F Steet (from W Clinton to W Detroit).
Parade will head east on West Detroit from Memorial Park, south on North D Street, east on West Salem, north on North Howard, west on E Euclid, north on N Buxton, west on W Henderson, south on North D Street, and west on W Detroit back to Memorial Park.

No Parking on W Henderson from N Buxton to North D Street.
No Parking on North G Street from E Detroit to E Euclid.

Please describe your plan for cleanup and removal of recyclable goods and garbage during and after your event.

Committee members will follow the parade route and clean up trash.

City of Indianola Special Event Application

	Date	Time	Day of Week
Set Up Begins	July 26, 2025	9:00 AM	Saturday
Event Starts	July 26, 2025	10:30 AM	Saturday
Event Ends	July 26, 2025	Noon	Saturday
Event Dismantle	July 26, 2025	by 1:00 PM	Saturday

Please describe your safety plan including crowd control. *The Police Chief and Fire Chief will review your safety plans to determine if safety is adequate for the planned event. In reviewing the application, they will review the anticipated crowd size, demographics, entertainment, alcohol, prior history with this event or similar events and other criteria.*

Committee members and volunteers will be staged at intersections

Please describe your emergency/medical plan, including your communication procedures. Attach additional sheets if necessary.

Committee Members and Volunteers will be in communication via cell phone and messenger.
Indianola Police will also be leading the Parade.

Suspension of Indianola Code 47.01(11) Sale and Consumption of Alcohol upon City Property

If the applicant is requesting suspension of enforcement of Indianola Code 47.01(11) regarding the sale and consumption of alcohol upon City Property, the City Council will need to approve this request by resolution each year.

☐ I am requesting suspension of Indianola Code 47.01(11) regarding the sale and consumption of alcohol upon City property. Please state the location.

Memorial Park to the Square and Back to Memorial Park

☑ I am not requesting suspension of Indianola Code 47.01(11)

As the event sponsor(s) I have read the rules and certify that our event abides by the rules and regulations set by the Indianola, Iowa City Council.

Applicant Signature: Douglas Bylund

Date: 6/10/2025

2025 Celebrate Warren County Parade

Untitled layer

No Parking

Untitled layer

Parade Start

No Parking

Close Street

No Parking

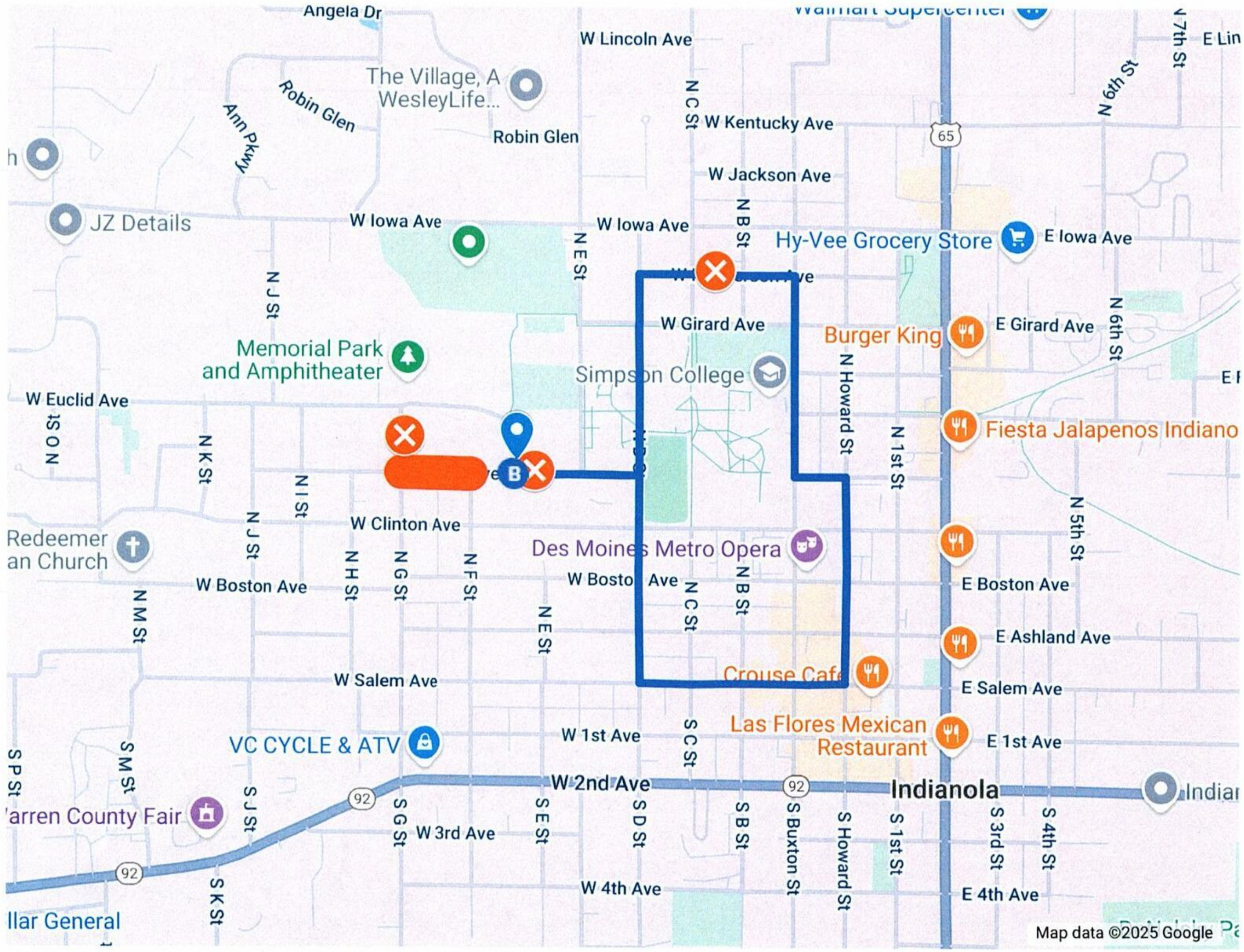
Directions from 708 W Detroit Ave, Indianola, IA 50125, USA to 708 W Detroit Ave, Indianola, IA 50125, USA

A

708 W Detroit Ave, Indianola, IA 50125, USA

B

708 W Detroit Ave, Indianola, IA 50125, USA



MEMORANDUM

To: Mayor and City Council

From: Cassandra Hofer, Deputy City Clerk

Date: July 7, 2025

Subject: Consideration of the approval of a liquor license renewal for West Hill Brewery Company LLC.

Introduction: West HIll Brewing Company, LLC is located at 219 West Salem Avenue and applying for a Class C retail alcohol license.

Background: The application has an effective date of August 1, 2025 and an expiration of July 31, 2026.

Discussion: West Hill Brewing Company, LLC is a limited liability company. The owners listed on the application are Heather and Douglas Gaumer. All paperwork is in order for approval.

Budget Impact:

Recommendation: Approval.

Attachments: None

MEMORANDUM

To: Mayor and City Council

From: Cassandra Hofer, Deputy City Clerk

Date: July 7, 2025

Subject: Consideration of the approval of a new liquor license for B.E.S.T Catering and Concessions Inc. doing business as Warren County Fairgrounds.

Introduction: B.E.S.T Catering & Concessions Inc.is partnering with the Warren County Fairgrounds at 1400 West 2nd Avenue and applying for a Class C retail alcohol license.

Background: The application is for a five day permit starting on July 22, 2025 and ending July 26, 2025.

Discussion: B.E.S.T Catering & Concessions Inc is a corporation. Owners listed on the application are Mandi Graham, Kevin Smith and Janey Smith. All paperwork is in order for approval.

Budget Impact:

Recommendation: Approval.

Attachments: None

MEMORANDUM

To: Mayor and City Council

From: Cassandra Hofer, Deputy City Clerk

Date: July 7, 2025

Subject: Consideration of the approval of a liquor license renewal for Feed & Foster, LLC.

Introduction: Feed & Foster, LLC is located at 103 North Buxton Street, and applying for a Class B retail alcohol license.

Background: The application has an effective date of July 8, 2025 and an expiration of July 7, 2026.

Discussion: Feed & Foster, LLC is a limited liability company. The owners listed on the application are Jane Whalen and Erin Freeberg. All paperwork is in order for approval.

Budget Impact:

Recommendation: Approval.

Attachments: None

MEMORANDUM

To: Mayor and City Council

From: Cassandra Hofer, Deputy City Clerk

Date: July 7, 2025

Subject: Consideration of the issuance of a special event permit for West Hill Brewing Company and Roots of Indianola for a sky parade watch area to be held on July 10, 2025.

Introduction: The National Balloon Classic plans to hold the sky parade on July 10, 2025, from 5-8 PM. Owners of West Hill Brewing Company (Doug Gaumer) and Roots of Indianola (Sheena Gorder) would like to host a viewing area for spectators.

Background:

Discussion:

The applicant requests the following road closures:

1. Salem Avenue between North Howard to the alley east of the Funky Zebra Boutique/Crouse Cafe.
2. Salem Avenue between B Street and the alley west of Canoe Outfitters.

Set up for this event is set to begin at 4:00 PM. The event will end at 8 PM and tear down will follow.

Budget Impact:

Recommendation: Staff has reviewed the application and recommends approval. Simple motion is in order.

Attachments: 1. Sky Parade Viewing

City of Indianola Special Event Application

Event Name: Sky Parade

Event Sponsor(s): Roots + West Hill

Event Type: Check all that apply

Parade ☐ Bike Ride/Race ☐ Concert ☐ Fun Run ☐ Timed Race ☑ other

Other describe: Designated safe viewing areas to watch ballons

Will trails/sidewalks be utilized? ☐ Yes ☐ No

Date of Event: July 10th, 2025

Location: 102 E. Salem + 219 W. Salem

Anticipated Attendance: Per Day Total 200 +/-

Organization:

Contact Name: Sheena Gorder / Doug Gaumer

Phone: 515-210-0145 / 515-491-9597

Address: 102 E. Salem + 219 W. Salem

Email Address: rootsllc1103@gmail.com / westhillbrewingcompany@gmail.com

Please describe your request and event:

- Safe designated viewing areas. On E. Salem will have a few vendors set up outside. Also, chalk + bubbles for kids.
- West Hill will have street games + viewing area.

Please describe what streets, trails or parks you are planning to close or use:

- Howard street to alley to the alley east of Funky Zebra.
- Salem Ave. between "B" street and the alley east of west hill.

Please describe your plan for cleanup and removal of recyclable goods and garbage during and after your event.

Additonal garage cans will be placed on street.

City of Indianola Special Event Application

	Date	Time	Day of Week
Set Up Begins	July 17th	4pm	Thursday
Event Starts	~~5pm~~ July 17th	5pm	" "
Event Ends	~~8pm~~ July 17th	8pm	" "
Event Dismantle	July 17th	9pm	" "

Please describe your safety plan including crowd control. *The Police Chief and Fire Chief will review your safety plans to determine if safety is adequate for the planned event. In reviewing the application, they will review the anticipated crowd size, demographics, entertainment, alcohol, prior history with this event or similar events and other criteria.*

Open area seating with barricades

Please describe your emergency/medical plan, including your communication procedures. Attach additional sheets if necessary.

First aid kit available and staff can call 911

Suspension of Indianola Code 47.01(11) Sale and Consumption of Alcohol upon City Property

If the applicant is requesting suspension of enforcement of Indianola Code 47.01(11) regarding the sale and consumption of alcohol upon City Property, the City Council will need to approve this request by resolution each year.

☐ I am requesting suspension of Indianola Code 47.01(11) regarding the sale and consumption of alcohol upon City property. Please state the location.

☑ I am not requesting suspension of Indianola Code 47.01(11)

As the event sponsor(s) I have read the rules and certify that our event abides by the rules and regulations set by the Indianola, Iowa City Council.

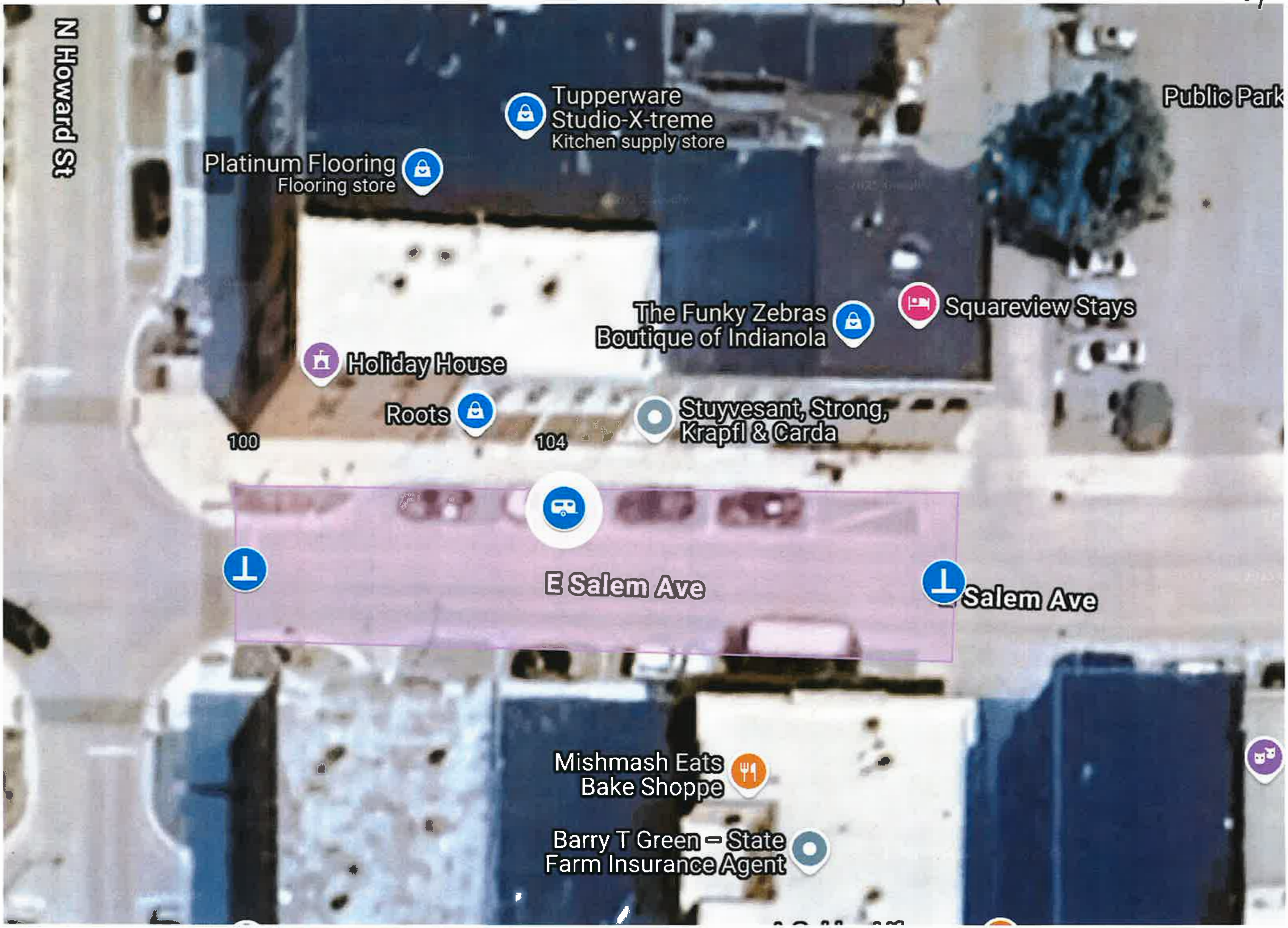
Applicant Signature:

Date: 6/25/25 6-25-25

West Hill

B Street to alley on Salem.

Alley open (State farm & north alley)



MEMORANDUM

To: Mayor and City Council

From: Cassandra Hofer, Deputy City Clerk

Date: July 7, 2025

Subject: Resolution suspending enforcement of Indianola Code 45.02(2) regarding the consumption of alcohol on City Streets during the Sky Parade as requested by West Hill Brewing Company and Roots of Indianola.

Recommendation: Roll call is in order.

Attachments: 1. Res 2025- suspending enforcement- alcohol Sky Parade

City of Indianola

RESOLUTION NO. 2025-000

RESOLUTION SUSPENDING ENFORCEMENT OF INDIANOLA CODE § 45.02(2) REGARDING THE CONSUMPTION OF ALCOHOL ON CITY STREETS DURING THE SKY PARADE AS REQUESTED BY WEST HILL BREWING COMPANY AND ROOTS OF INDIANOLA

WHEREAS, West Hill Brewery Company and Roots of Indianola intend to host a watch party for the Balloon Flyover event on, July 10, 2025; and

WHEREAS, the event organizers plan to close Salem Avenue between North Howard to the alley east of the Funky Zebra Boutique/Crouse Café and Salem Avenue between B Street and the alley west of Canoe Outfitters; and

WHEREAS, the organizer has requested that alcohol consumption be permitted on the close streets for the duration of said event; and

WHEREAS, alcoholic beverages for the event will be served in accordance with the authorization by the State of Iowa; and

WHEREAS, Indianola Code Section 45.02(2) governing alcoholic beverages on City streets reads: "A person shall not use or consume alcoholic liquor, wine or beer upon the public streets or highways. A person shall not use or consume alcoholic liquor in any public place, except premises covered by a liquor control license;" and

WHEREAS, the sales and consumption of alcohol will be required to comply with all other requirements of the Municipal Code of the City for the event along with the terms of the liquor license held by the vendors.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Indianola, Iowa, that the City of Indianola hereby confirms that enforcement of Indianola Code Section 45.02(2) will be temporarily suspended on Salem Avenue between North Howard to the alley east of the Funky Zebra Boutique/Crouse Café and Salem Avenue between B Street and the alley west of Canoe Outfitters from 5:00 p.m. – 9:00 p.m. for balloon flyover parade watch party on July 10, 2025.

BE IT FURTHER RESOLVED that all participants and sponsors of said event shall be required to comply with all other requirements of the Municipal Code of the City, but that enforcement of the prohibition of the consumption of alcohol upon certain public streets is hereby waived.

APPROVED this 7th day of July 2025 by the City Council of Indianola, Iowa.

____

Steve Richardson, Mayor

ATTEST:

____

Jackie Raffety, City Clerk

MEMORANDUM

To: Mayor and City Council

From: Cassandra Hofer, Deputy City Clerk

Date: July 7, 2025

Subject: Consideration of the issuance of a special event and noise permit to the Indianola Community Youth Foundation (ICYF) for a back to school bash event to be held on August 23, 2025.

Introduction: The Indianola Community Youth Foundation (ICYF) hosts a back to school bash annually. The event for this year is planned for August 23, 2025, on North Howard Street on the Downtown Square.

Background: Before the streetscape and courthouse projects began ICYF held their back to school bash on the square. ICYF would like to bring the event back to the square, offering a free family-friendly event.

Discussion: The applicant requests that Howard Street be closed from E Ashland Avenue to E Salem Avenue.

Set up for the event is scheduled to start at 3 PM. The event will be held from 6 PM to 9 PM. Tear down for the event will begin at the end of the event.

Budget Impact:

Recommendation: Staff has reviewed the application and recommends approval. Simple motion is in order.

Attachments: 1. ICYF Back to School Bash 25

City of Indianola Special Event Application

Event Name: ICYF Back to School Bash

Event Sponsor(s): ICYF

Event Type: Check all that apply

Parade ☐ Bike Ride/Race ☐ Concert ☒ Fun Run ☐ Timed Race music

Other describe: activities for kids, meet the Indians, entertainment to end

Will trails/sidewalks be utilized? ☐ Yes ☒ No

Date of Event: 8/23/25 6pm to 9pm (setup around 3 or 4)

Location: square, infront of courthouse

Anticipated Attendance: 300 Per Day Total 300

Organization: ICYF

Contact Name: Taylor Litchkey

Phone: 515-681-5726

Address: PO Box 423 Indianola, IA 50125

Email Address: taylorn@icyf.org

Please describe your request and event:

Back to School Bash was originally held on the square from 2014-2018. During courthouse construction we moved it to the stadium. We would like to bring this free, family-friendly event back to the square - activities include inflatable bounce houses/games, yard games, photo ops, meet the Indians announcement, + closing with musical entertainment.

Please describe what streets, trails or parks you are planning to close or use:

We will close off Howard street - in front of courthouse - to use the courthouse as our "stage"

Please describe your plan for cleanup and removal of recyclable goods and garbage during and after your event.

We will rent trash bins from TRM + can set up can collection bins if needed. After the event, the board will walk the area to clean up any loose trash.

City of Indianola Special Event Application

	Date	Time	Day of Week
Set Up Begins	8/23	3pm	Saturday
Event Starts	8/23	6pm	Saturday
Event Ends	8/23	9pm	Saturday
Event Dismantle	8/23	9-10 pm	Saturday

Please describe your safety plan including crowd control. *The Police Chief and Fire Chief will review your safety plans to determine if safety is adequate for the planned event. In reviewing the application, they will review the anticipated crowd size, demographics, entertainment, alcohol, prior history with this event or similar events and other criteria.*

We will have 1st aid available, restrooms available and I will be the point of contact for everything. We will have barriers on roadways needing to be blocked and will have signs up. In severe weather, we would cancel/teardown event.

Please describe your emergency/medical plan, including your communication procedures. Attach additional sheets if necessary.

We will have 1st aid kits in a designated area but in the event of an emergency would call 911 for help

Suspension of Indianola Code 47.01(11) Sale and Consumption of Alcohol upon City Property

If the applicant is requesting suspension of enforcement of Indianola Code 47.01(11) regarding the sale and consumption of alcohol upon City Property, the City Council will need to approve this request by resolution each year.

☒ I am requesting suspension of Indianola Code 47.01(11) regarding the sale and consumption of alcohol upon City property. Please state the location.

Howard Street on the square

☐ I am not requesting suspension of Indianola Code 47.01(11)

As the event sponsor(s) I have read the rules and certify that our event abides by the rules and regulations set by the Indianola, Iowa City Council.

Applicant Signature: Taylor Litchkers

Date: 6/23/25

City of Indianola

Noise Permit Application

Today's Date: 6/23/25

Event Name: Back to School Bash

Date/Time/ Location of Event: 8/23/25 6 to 9pm in front of courthouse

Event Sponsor(s): ICYF

Contact Information

Organization: ICYF

Contact Name: Taylor Litchkey

Address: PO Box 423 Indianola, IA 50125

Telephone Number: 515-681-5726 Cell Phone: —

Email Address: taylorn@icyf.org

Anticipated Attendance: 300 Per Day 300 Total

Event Information:

Event Starts: Date: 8/23 Time: 6 pm Day of Week: Saturday

Event Ends: Date: 8/23 Time: 9 pm Day of Week: Saturday

Previous Event Information:

Date of Event:________ Time of Event:________

Please provide a map showing the event location and location of band/music, please specify:

X Band X DJ ______ Other (please specify)

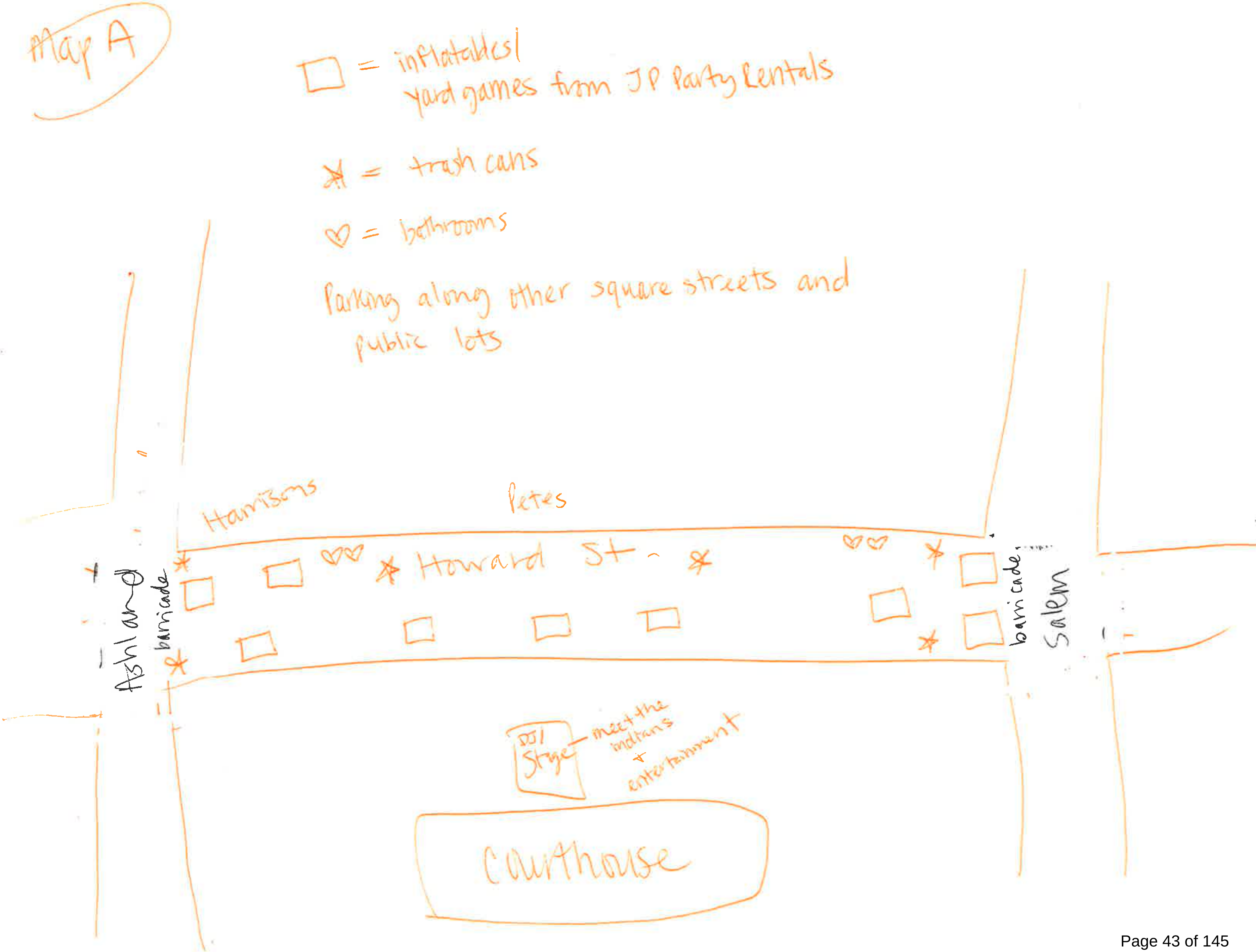
Applicant Signature: Taylor Litchkey

Office Use Only:

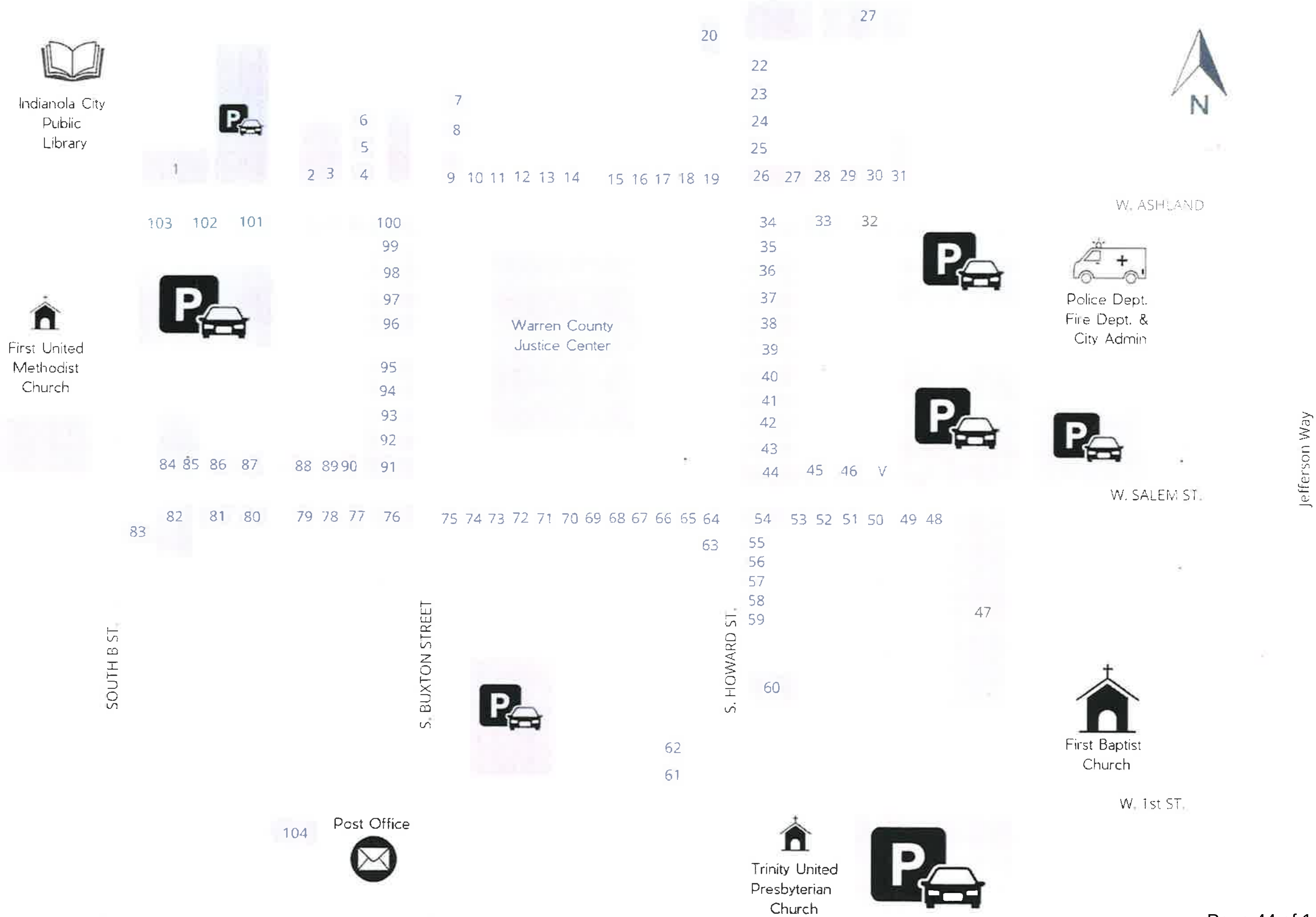
Date Received in office: 6/24/25

Return completed noise application to:

City of Indianola
Attn: Noise Permit Application
110 N 1st Street
PO Box 299
Indianola, Iowa 50125
Email: cityclerk@indianolaiowa.gov

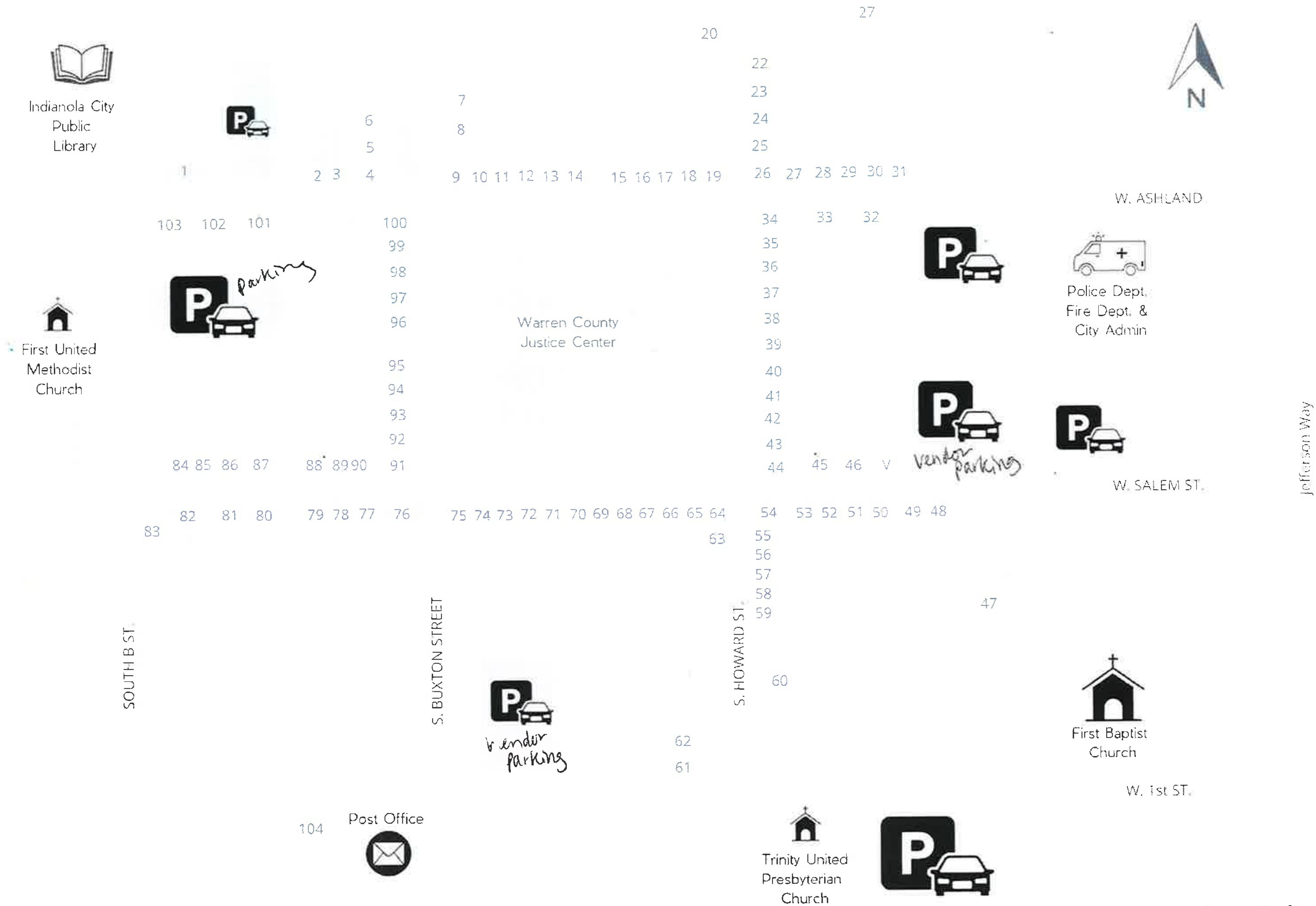

Map A
= inflatables/
yard games from JP Party Rentals
= trash cans
= bathrooms
Parking along other square streets and
public lots
Harrisons
Petes
Howard St
Ashland
barricade
barricade
Salem
DJ/
Stage
meet the
indians
+
entertainment
Courthouse

Indianola Downtown Square Parking/Business Map



Map B

Indianola Downtown Square Parking/Business Map



MEMORANDUM

To: Mayor and City Council

From: Cassandra Hofer, Deputy City Clerk

Date: July 7, 2025

Subject: Resolution suspending enforcement of Indianola Code 45.02(2) regarding the consumption of alcohol on city streets during the back to school bash as requested by the Indianola Community Youth Foundation.

Recommendation: Roll call is in order.

Attachments: 1. Res 2025-000 suspending enforcement- alcohol ICYF Back to school bash

City of Indianola

RESOLUTION NO. 2025-000

RESOLUTION SUSPENDING ENFORCEMENT OF INDIANOLA CODE § 45.02(2) REGARDING THE CONSUMPTION OF ALCOHOL ON CITY STREETS DURING THE BACK TO SCHOOL NIGHT BACH AS REQUESTED BY THE INDIANOLA COMMUNITY YOUTH FOUNDATION

WHEREAS, the Indianola Community Youth Foundation intends to host a back to school bash and a live band at 115 N Howard Street, on August 23, 2025; and

WHEREAS, the event organizers plan to close North Howard Street from E Ashland to E Salem for the event; and

WHEREAS, the organizer has requested that alcohol consumption be permitted on the Downtown Square for the duration of said event; and

WHEREAS, alcoholic beverages for the event will be served in accordance with the authorization by the State of Iowa; and

WHEREAS, Indianola Code Section 45.02(2) governing alcoholic beverages on City streets reads: "A person shall not use or consume alcoholic liquor, wine or beer upon the public streets or highways. A person shall not use or consume alcoholic liquor in any public place, except premises covered by a liquor control license;" and

WHEREAS, the sales and consumption of alcohol will be required to comply with all other requirements of the Municipal Code of the City for the event along with the terms of the liquor license held by the vendors.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Indianola, Iowa, that the City of Indianola hereby confirms that enforcement of Indianola Code Section 45.02(2) will be temporarily suspended on the Downtown Square from 6:00 p.m. – 9:00 p.m. for the back to school bash on August 23, 2025.

BE IT FURTHER RESOLVED that all participants and sponsors of said event shall be required to comply with all other requirements of the Municipal Code of the City, but that enforcement of the prohibition of the consumption of alcohol upon certain public streets is hereby waived.

APPROVED this 7th day of July 2025 by the City Council of Indianola, Iowa.

____
Steve Richardson, Mayor

ATTEST:

____
Jackie Raffety, City Clerk

MEMORANDUM

To: Mayor and City Council

From: Akhilesh Pal, Public Works Director

Date: July 7, 2025

Subject: Resolution approving final payment, final acceptance, and retainage release for the West Clinton Avenue culvert replacement project.

Introduction: This memorandum respectfully requests City Council approval of Final Pay Application Number 5 for the West Clinton Avenue Culvert Replacement Project, along with formal acceptance of the completed work and authorization to release retainage in accordance with Iowa Code and the project specifications.

Background: Frequent neighborhood flooding on West Clinton Avenue, between L Street and N Street, was traced to an undersized reinforced box culvert. Council awarded the construction contract to address this issue, and work began on July 5, 2024. The contract allowed 71 working days, all of which have been used. Snyder & Associates, Inc. has completed final field observations and confirms the project is in substantial compliance with the approved plans and specifications.

Discussion: Final Pay Application Number 5 in the amount of $847.87 and covers final measured quantities and administrative close-out items. In conjunction with this, a final Change Order Number 3 in the amount of -$6,837.85 has been issued to reflect actual field quantities and minor adjustments. With this deduction, the final construction cost—including all approved change orders—is $515,938.30, which is slightly below the original contract amount of $517,847.65.

Acceptance of the project will start applicable warranties and allow the City to release retainage in the amount of $25,796.92, thirty days after Council approval, provided no claims are filed during the statutory period.

Budget Impact: The project is funded through the Stormwater Utility Capital Fund (Fund 670) as part of the FY 2025 Capital Projects program. Although the majority of the project expenses were incurred in the previous fiscal year, this final pay application and retainage release will be recorded in the current fiscal year. A budget amendment will likely be required to transfer funding from the prior fiscal year to align accounting records. However, there are adequate funds available in the current fiscal year to cover the remaining expenses.

Recommendation: Staff and Snyder & Associates recommend that Council approve Final Pay Application Number 5 in the amount of $847.87, approve final Change Order Number 3 in the amount of -$6,837.85, formally accept the West Clinton Avenue Culvert Replacement Project as complete, and authorize release of the retainage of $25,796.92 thirty days after Council approval, provided no claims are filed. This action will officially close out a critical stormwater improvement that significantly reduces flooding risk for residents along West Clinton Avenue.

Attachments:

1. Res 2025- approving final payment, final acceptance, and retainage release for the West Clinton Ave culvert replacement project
2. CO#3_Signed
3. PartialPaymentApp05_Letter_Clinton_Culvert
4. PartialPaymentApp05_WestClintonRCBC_Signed
5. Certification_Complete_2025-06-17_Clinton_Culvert

City of Indianola

RESOLUTION NO. 2025-000

RESOLUTION APPROVING FINAL PAYMENT, FINAL ACCEPTANCE, AND RETAINAGE RELEASE FOR THE WEST CLINTON AVENUE CULVERT REPLACEMENT PROJECT

WHEREAS, the City of Indianola, Iowa, entered into a contract to replace the reinforced box culvert on West Clinton Avenue between L Street and N Street to address recurring flooding; and

WHEREAS, the original contract amount was $517,847.65; and

WHEREAS, Change Order Number 3 in the amount of -$6,837.85 has been submitted to reflect actual field quantities and adjustments; and

WHEREAS, the final construction cost, after all approved change orders, is $515,938.30; and

WHEREAS, Snyder & Associates, Inc., acting as the City's engineer, has inspected the work and certifies that the project has been completed in substantial compliance with the contract plans and specifications; and

WHEREAS, the contractor has submitted Final Pay Application Number 5 in the amount of $847.87; and

WHEREAS, Iowa Code permits release of retainage, in the amount of $25,796.92, thirty (30) days after final acceptance, provided no claims are filed.

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

1. Final Pay Application Number 5 in the amount of $847.87 is hereby approved.
2. Change Order Number 3 in the amount of -$6,837.85 is hereby approved.
3. The West Clinton Avenue Culvert Replacement Project is formally accepted as complete.
4. Retainage in the amount of $25,796.92 shall be released thirty (30) days from the date of this resolution, contingent upon no valid claims being filed.

PASSED this 7th day of July 2025.

____
Steve Richardson, Mayor

ATTEST:

____
Jackie Raffety, City Clerk

CHANGE ORDER NO. 3

OWNER: City of Indianola

PROJECT: West Clinton Avenue Culvert Replacement
S&A PROJECT #: 120.0740.01

To: Absolute Concrete Construction, Inc. dba Absolute Group
Contractor
1800 Burr Oak Blvd
Address
Granger, IA 50109
City, State, Zip

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

1. Description of change to be made:

6.2 MANHOLE ADJUSTMENT, MINOR
9.2 FILTER SOCK, 8"
9.3 FILTER SOCK, REMOVAL
9.7 EROSION CONTROL SEEDING AND MULCHING
12.5 REINFORCING STEEL
12.6 REINFORCING STEEL, EPOXY COATED

2. Reason for Change:

6.2 Quantity adjustment to field measurements.
9.2 Quantity adjustment to field measurements.
9.3 Quantity adjustment to field measurements.
9.7 Item not used.
12.5 Quantity adjustment to field measurements.
12.6 Quantity adjustment to field measurements.

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

Item No.	Item Description	Quantity	Unit	Unit Price	Total Price
6.2	SEE ABOVE	-2.00	EA	$1,550.00	-$3,100.00
9.2	SEE ABOVE	-524.00	LF	$2.00	-$1,048.00
9.3	SEE ABOVE	-524.00	LF	$1.00	-$524.00
9.7	SEE ABOVE	-0.30	AC	$6,000.00	-$1,800.00
12.5	SEE ABOVE	-9.00	LB	$2.15	-$19.35
12.6	SEE ABOVE	-110.00	LB	$3.15	-$346.50
				TOTAL:	**-$6,837.85**

4. This change order will result in a net change in the contract completion time of 0 days and a net change in the cost of the project of -$6837.85 divided as follows:

	Contract Amount	Contract Working Days
Approved funds and contract completion date as per (Engineer's Estimate, Contract or last approved C.O.)	$522,776.15	71.0
Change due to this C.O. (+ or -)	($6,837.85)	0
Totals including this C.O.:	$515,938.30	71.0

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

Absolute Concrete Construction, Inc. dba Absolute Group
CONTRACTOR

By [signature] DATE: 6-24-25

Snyder & Associates, Inc.
ENGINEER

By [signature] DATE: 6-25-2025

City of Indianola
OWNER

By ______________________ DATE: ______________

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June 25, 2025

Akhilesh Pal, PE
Public Works Director
City of Indianola
110 North 1st Street
Indianola, IA 50125

RE: Partial Payment Application No. 5
West Clinton Avenue Culvert Replacement Project

Dear Mr. Pal:

Enclosed please find Application for Partial Payment No. 5 in the amount of $847.87. The project commenced on June 16, 2025.

Snyder and Associates, Inc. has completed field observations and measurements and has found the project to be complete in substantial compliance with the approved plans and specifications. The total project amount, including all change orders and measured quantities is $515,938.30. The original contract/bid amount was $517,847.65.

The contract included 71 working days to complete the project. At the end of the pay period, 71 working days, or 100% of the contract working days, had been used.

Snyder recommends formal project acceptance and approval of Application for Partial Payment No. 5 in the amount of $847.87. The release of retainage in the amount of $25,796.92 will be released thirty (30) days following acceptance of the project.

Payment and Completion Summary for June 2025	
Item	Amount
Partial Payment Application No. 1	$45,600.00
Partial Payment Application No. 2	$197,654.72
Partial Payment Application No. 3	$80,273.57
Partial Payment Application No. 4	$165,765.22
Partial Payment Application No. 5	$847.87
Total of All Payments	$515,938.30
Total Earned	$515,938.30
5% Retainage	$25,796.92
Total Contract Price	$515,938.30
Percent Complete	100%

Please do not hesitate to call or email me should you have any questions.
Respectfully,

SNYDER & ASSOCIATES, INC.

Travis Warnke, P.E.
Project Engineer
Enclosure

APPLICATION FOR PARTIAL PAYMENT NO. 5

PROJECT: West Clinton Avenue Culvert Replacement — S&A PROJECT NO.: 120.0740.01

OWNER: City Of Indianola
CONTRACTOR: Absolute Concrete Construction, Inc. dba Absolute Group
ADDRESS: 1800 Burr Oak Blvd
Granger, IA 50109
DATE: 12/19/2024

PAYMENT PERIOD: 11/1/2024 to 11/30/2024

1. CONTRACT SUMMARY:

Original Contract Amount:	$ 517,847.65
Net Change by Change Order:	$ (1,909.35)
Contract Amount to Date:	$ 515,938.30

CONTRACT PERIOD: TOTAL WORKING DAYS

Notice to Proceed:	July 5, 2024
Number of Contract Working Days:	71
Working Days Used:	71
Working Days Remaining:	0.0
Percentage of Working Days Remaining:	0.0%

2. WORK SUMMARY:

Total Work Performed to Date:		$ 515,938.30
Retainage:	5%	$25,796.92
Total Earned Less Retainage:		$490,141.38
Less Previous Applications for Payment:		$489,293.51
AMOUNT DUE THIS APPLICATION:		$847.87

Percentage of Work Remaining: 0.0%

Est 1	$	45,600.00
Est 2	$	197,654.72
Est 3	$	80,273.57
Est 4	$	165,765.22
Total Previous Payments:	$	489,293.51

3. CONTRACTOR'S CERTIFICATION:

The undersigned CONTRACTOR certifies that:

(1) all previous progress payments received from OWNER on account of Work done under the contract referred to above have been applied to discharge in full all obligations of CONTRACTOR incurred in connection with the Work covered by prior Applications for Payment; and
(2) title to all materials and equipment incorporated in said Work or otherwise listed in or covered by the application for Payment are free and clear of all liens, claims, security interests, and encumbrances

Absolute
CONTRACTOR

By [signature] DATE: 6-24-25

4. ENGINEER'S APPROVAL:

Payment of the above AMOUNT DUE THIS APPLICATION is recommended:

Snyder & Associates, Inc.
ENGINEER

By [signature] DATE: 6-25-2025

5. OWNER'S APPROVAL

OWNER

By DATE:

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6. DETAILED ESTIMATE OF WORK COMPLETED:

ITEM NO.	DESCRIPTION	CONTRACT ITEMS PLAN QTY.	UNIT	UNIT COST	TOTAL	COMPLETED WORK QTY. TO DATE	CO #	COST TOTAL
	EARTHWORK							
2.1	CLEARING AND GRUBBING	1.00	LS	$ 24,750.00	$ 24,750.00	1.00		24,750.00
2.2	EARTHWORK	1.00	LS	$ 4,125.00	$ 4,125.00	1.00		4,125.00
2.3	EXCAVATION, CLASS 13	31.00	CY	$ 18.50	$ 573.50	31.00		573.50
2.4	BELOW GRADE EXCAVATION (CORE OUT)	20.00	CY	$ 107.00	$ 2,140.00	20.00	2	2,140.00
2.5	CHANNEL EXCAVATION	107.00	CY	$ 35.00	$ 3,745.00	107.00		3,745.00
2.6	SUBGRADE PREPARATION	327.00	SY	$ 5.50	$ 1,798.50	327.00		1,798.50
2.7	SUBBASE, MODIFIED	327.00	SY	$ 12.00	$ 3,924.00	327.00		3,924.00
2.8	COMPACTION TESTING	1.00	LS	$ 3,200.00	$ 3,200.00	1.00		3,200.00
	TRENCH AND TRENCHLESS CONSTRUCTION							
3.1	TRENCH FOUNDATION	25.00	TON	$ 54.00	$ 1,350.00	25.00	2	1,350.00
3.2	REPLACEMENT OF UNSUITABLE BACKFILL MATERIAL	25.00	CY	$ 38.00	$ 950.00	25.00	2	950.00
3.3	TRENCH COMPACTION TESTING	1.00	LS	$ 4,225.00	$ 4,225.00	1.00		4,225.00
	SEWERS AND DRAINS							
4.1	STORM SEWER, TRENCHED, RCP, 42"	11.00	LF	$ 400.00	$ 4,400.00	11.00	2	4,400.00
4.2	REMOVAL OF STORM SEWER, CMP, 15"	68.00	LF	$ 30.00	$ 2,040.00	68.00		2,040.00
4.3	REMOVAL OF STORM SEWER, RCP, 42"	27.00	LF	$ 40.00	$ 1,080.00	27.00	2	1,080.00
4.4	SUBDRAIN, PVC, 6"	207.00	LF	$ 30.00	$ 6,210.00	207.00		6,210.00
4.5	SUBDRAIN CLEANOUT, PVC, 6"	4.00	EA	$ 825.00	$ 3,300.00	4.00		3,300.00
4.6	SUBDRAIN OUTLETS AND CONNECTIONS, PVC, 6"	8.00	EA	$ 810.00	$ 6,480.00	8.00		6,480.00
4.7	BOARD INSULATION	168.00	SF	$ 5.50	$ 924.00	168.00		924.00
	WATER MAIN AND APPURTENANCES							
5.1	FITTING, DUCTILE IRON, 6"	90.00	LB	$ 15.00	$ 1,350.00	90.00		1,350.00
5.2	WATER MAIN ABANDONMENT, DIP CAP, 6"	4.00	EA	$ 650.00	$ 2,600.00	4.00		2,600.00
5.3	WATER MAIN REMOVAL, 6"	30.00	LF	$ 30.00	$ 900.00	30.00		900.00
5.4	FIRE HYDRANT ASSEMBLY	2.00	EA	$ 8,050.00	$ 16,100.00	2.00		16,100.00
5.5	VALVE REMOVAL	1.00	EA	$ 320.00	$ 320.00	1.00		320.00
	STRUCTURES FOR SANITARY AND STORM							
6.1	MANHOLE, SW-401, 72"	1.00	EA	$ 12,425.00	$ 12,425.00	1.00	1	12,425.00
6.2	MANHOLE ADJUSTMENT, MINOR	3.00	EA	$ 1,550.00	$ 4,650.00	3.00	1,3	4,650.00
6.3	INTAKE ADJUSTMENT, MAJOR	2.00	EA	$ 3,100.00	$ 6,200.00	2.00	2	6,200.00
	STREETS AND RELATED WORK							
7.1	PAVEMENT, PCC, 8"	147.00	SY	$ 75.00	$ 11,025.00	147.00		11,025.00
7.2	BRIDGE APPROACH PAVEMENT, PCC, 8"	141.00	SY	$ 167.00	$ 23,547.00	141.00		23,547.00
7.3	PCC PAVEMENT SAMPLES AND TESTING	1.00	LS	$ 2,000.00	$ 2,000.00	1.00		2,000.00
7.4	REMOVAL OF SIDEWALK	45.00	SY	$ 10.00	$ 450.00	45.00		450.00
7.5	SIDEWALK, PCC, 4"	46.00	SY	$ 61.50	$ 2,829.00	46.00		2,829.00
7.6	PAVEMENT REMOVAL	314.00	SY	$ 10.00	$ 3,140.00	314.00		3,140.00
	TRAFFIC CONTROL							
8.1	TEMPORARY TRAFFIC CONTROL	1.00	LS	$ 3,125.00	$ 3,125.00	1.00		3,125.00
	SITE WORK AND LANDSCAPING							
9.1	HYDRAULIC SEEDING, FERTILIZING, AND MULCHING	0.30	AC	$ 10,000.00	$ 3,000.00	0.30	2	3,000.00
9.2	FILTER SOCK, 8"	604.00	LF	$ 2.00	$ 1,208.00	604.00	3	1,208.00
9.3	FILTER SOCK, REMOVAL	604.00	LF	$ 1.00	$ 604.00	604.00	3	604.00
9.4	RIP-RAP, CLASS B REVETMENT	263.50	TON	$ 90.50	$ 23,846.75	263.50		23,846.75
9.5	RIP-RAP, CLASS E REVETMENT	104.60	TON	$ 87.00	$ 9,100.20	104.60		9,100.20
9.6	FLEXAMAT PLUS	1,442.00	SF	$ 12.00	$ 17,304.00	1,442.00		17,304.00
9.7	EROSION CONTROL SEEDING AND MULCHING	0.30	AC	$ 6,000.00	$ 1,800.00	0.30	3	1,800.00
9.8	INLET PROTECTION DEVICE, DROP IN	2.00	EA	$ 250.00	$ 500.00	2.00		500.00
9.9	CHAIN LINK FENCE, VINYL COATED, 42"	97.00	LF	$ 89.25	$ 8,657.25	97.00		8,657.25
	MISCELLANEOUS							
11.1	MOBILIZATION	1.00	LS	$ 18,000.00	$ 18,000.00	1.00		18,000.00
11.2	CONCRETE WASHOUT	1.00	LS	$ 650.00	$ 650.00	1.00		650.00
	REINFORCED CONCRETE BOX CULVERT							
12.1	REMOVALS, AS PER PLAN	1.00	LS	$ 6,000.00	$ 6,000.00	1.00		6,000.00
12.2	EXCAVATION, CLASS 20	716.00	CY	$ 17.50	$ 12,530.00	716.00	1	12,530.00
12.3	GRANULAR MATERIAL FOR BLANKET	93.00	CY	$ 117.00	$ 10,881.00	93.00	1	10,881.00
12.4	STRUCTURAL CONCRETE (RCB CULVERT)	126.30	CY	$ 1,500.00	$ 189,450.00	126.30		189,450.00
12.5	REINFORCING STEEL	11,377.00	LB	$ 2.15	$ 24,460.55	11,377.00	3	24,460.55
12.6	REINFORCING STEEL, EPOXY COATED	7,526.00	LB	$ 3.15	$ 23,706.90	7,526.00	3	23,706.90
12.7	ENGINEERING FABRIC	42.00	SY	$ 6.50	$ 273.00	42.00		273.00
		TOTAL ORIGINAL CONTRACT =		$	517,847.65			$ 517,847.65
CHANGE ORDER SUMMARY:								
	CHANGE ORDER 01							
6.1	MANHOLE, SW-401, 72"	-1.00	EA	$ 12,425.00	$ (12,425.00)	-1.00	1	$ (12,425.00)
6.2	MANHOLE ADJUSTMENT, MINOR	2.00	EA	$ 1,550.00	$ 3,100.00	2.00	1	$ 3,100.00
12.2	EXCAVATION, CLASS 20	94.00	CY	$ 17.50	$ 1,645.00	94.00	1	$ 1,645.00
12.3	GRANULAR MATERIAL FOR BLANKET	20.50	CY	$ 117.00	$ 2,398.50	20.50	1	$ 2,398.50
12.8	MANHOLE ACCESS	2.00	EA	$ 650.00	$ 1,300.00	2.00	1	$ 1,300.00
				TOTAL:	$ (3,981.50)			$ (3,981.50)

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	CHANGE ORDER 02									
2.4	BELOW GRADE EXCAVATION (CORE OUT)	-20.00	CY	$	107.00	$ (2,140.00)	-20.00	2	$	(2,140.00)
3.1	TRENCH FOUNDATION	-25.00	TON	$	54.00	$ (1,350.00)	-25.00	2	$	(1,350.00)
3.2	REPLACEMENT OF UNSUITABLE BACKFILL MATERIAL	-25.00	CY	$	38.00	$ (950.00)	-25.00	2	$	(950.00)
4.1	STORM SEWER, TRENCHED, RCP, 42"	-11.00	LF	$	400.00	$ (4,400.00)	-11.00	2	$	(4,400.00)
4.3	REMOVAL OF STORM SEWER, RCP, 42"	-27.00	LF	$	40.00	$ (1,080.00)	-27.00	2	$	(1,080.00)
4.8	STORM SEWER, TRENCHED, RCP, 24"	11.00	LF	$	200.00	$ 2,200.00	11.00	2	$	2,200.00
4.9	REMOVAL OF STORM SEWER, RCP, 24"	17.00	LF	$	40.00	$ 680.00	17.00	2	$	680.00
4.10	RCP CONNECTION TO RCBC	1.00	LS	$	7,000.00	$ 7,000.00	1.00	2	$	7,000.00
6.3	INTAKE ADJUSTMENT, MAJOR	-2.00	EA	$	3,100.00	$ (6,200.00)	-2.00	2	$	(6,200.00)
6.4	REMOVE AND REPLACE INTAKE	2.00	EA	$	4,675.00	$ 9,350.00	2.00	2	$	9,350.00
9.1	HYDRAULIC SEEDING, FERTILIZING, AND MULCHING	0.02	AC	$	10,000.00	$ 200.00	0.02	2	$	200.00
11.3	ELECTRIC SERVICES RELOCATION	1.00	LS	$	5,600.00	$ 5,600.00	1.00	2	$	5,600.00
					TOTAL:	$ 8,910.00			$	8,910.00
	CHANGE ORDER 03									
6.2	MANHOLE ADJUSTMENT, MINOR	-2.00	EA	$	1,550.00	$ (3,100.00)	-2.00	3	$	(3,100.00)
9.2	FILTER SOCK, 8"	-524.00	LF	$	2.00	$ (1,048.00)	-524.00	3	$	(1,048.00)
9.3	FILTER SOCK, REMOVAL	-524.00	LF	$	1.00	$ (524.00)	-524.00	3	$	(524.00)
9.7	EROSION CONTROL SEEDING AND MULCHING	-0.30	AC	$	6,000.00	$ (1,800.00)	-0.30	3	$	(1,800.00)
12.5	REINFORCING STEEL	-9.00	LB	$	2.15	$ (19.35)	-9.00	3	$	(19.35)
12.6	REINFORCING STEEL, EPOXY COATED	-110.00	LB	$	3.15	$ (346.50)	-110.00	3	$	(346.50)
					TOTAL:	$ (6,837.85)			$	(6,837.85)
		TOTAL CHANGE ORDERS =				$ (1,909.35)			$	(1,909.35)
		TOTAL CONTRACT & CHANGE ORDERS				$ 515,938.30			$	515,938.30

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CERTIFICATE OF COMPLETION

WEST CLINTON AVENUE CULVERT REPLACEMENT

Indianola, Iowa

June 17, 2025

We hereby declare that we have made an on-site review of the completed construction of the ***West Clinton Avenue Culvert Replacement*** as performed by Absolute Group.

As Engineers for the project it is our opinion that the work performed is in substantial conformance with the plans and specifications, and that the final amount of the Contract is ***$515,938.30.*** I hereby recommend acceptance of the project.

Respectfully submitted,

SNYDER & ASSOCIATES, INC.

Travis Warnke, P.E.
Project Engineer
Snyder & Associates, Inc.
Iowa License Number P25316

MEMORANDUM

To: Mayor and City Council

From: Akhilesh Pal, Public Works Director

Date: July 7, 2025

Subject: Resolution approving Final Pay Application Number 7, Final Acceptance, and Retainage Release for the Traffic Signal Improvements at Buxton Street and 2nd Avenue.

Introduction: The purpose of this memorandum is to respectfully request City Council approval of Final Pay Application Number 7 for the Traffic Signal Improvements at Buxton Street and 2nd Avenue. This action includes formal acceptance of the completed project and authorization to release the retainage.

Background: On May 6, 2024, City Council awarded the contract for this project to Kline Electric, operating as Heartland Underground Solutions. The project involved full modernization of the traffic signal system and fiber connectivity at the intersection of Buxton Street and 2nd Avenue. Construction began on August 5, 2024, with a completion timeline of 60 working days. The project included new signal equipment, intersection upgrades, final grading, and restoration to improve both safety and traffic operations. All work has now been completed.

Discussion: Final Pay Application Number 7, in the amount of $23,572.83, for final quantities completed during the May 2025 pay period. The project engineer, Travis Warnke of Snyder & Associates, conducted a final walkthrough on May 30, 2025, and verified that all punch list items were completed by June 5, 2025. Based on his final observations, the work is in substantial compliance with the approved plans and specifications. With the project now complete, staff is requesting formal acceptance to activate warranties and authorize the release of retainage. The total final construction contract amount, including all adjustments, is $390,495.49.

Budget Impact: The final cost of $390,495.49 remains within the City's approved project budget. Funding was included in the FY2024 and FY2025 Street Capital Project Fund (Fund 323), and the project also received $200,000 in U-STEP funds through the Iowa DOT. The retainage amount of $19,524.77 has already been accounted for, and no additional financial impact is expected.

Although the majority of the project expenses were incurred in the previous fiscal year, this final pay application and retainage release will be recorded in the current fiscal year. A budget amendment will likely be required to transfer funding from the prior fiscal year to align accounting records. However, there are adequate funds available in the current fiscal year to cover the remaining expenses.

Recommendation: City staff and Snyder & Associates recommend that City Council approve Final Pay Application Number 7 in the amount of $23,572.83, formally accept the Traffic Signal Improvements at Buxton Street and 2nd Avenue as complete, and authorize the release of retainage in the amount of $19,524.77, contingent on no claims being filed during the required 30-day waiting period. Roll call is in order.

Attachments:

1. Res 2025- approving final payment, final acceptance, and retainage release for Buxton St. and 2nd Ave Stoplight Project.
2. Certification_Complete_2025-06-12_Buxton-West2nd-Signals
3. PartialPaymentApp07_Buxton-West2nd-Signals
4. PartialPaymentApp07_Letter_Buxton-Signal

City of Indianola

RESOLUTION NO. 2025-000

RESOLUTION APPROVING FINAL PAYMENT APPLICATION NUMBER 7, FINAL ACCEPTANCE, AND RETAINAGE RELEASE FOR THE TRAFFIC SIGNAL IMPROVEMENTS AT BUXTON STREET AND 2ND AVENUE PROJECT

Whereas, the City of Indianola, Iowa, entered into a contract with Kline Electric, operating as Heartland Underground Solutions, for the Traffic Signal Improvements at Buxton Street and 2nd Avenue Project (referred to as the "Project"); and

Whereas, the project involved full modernization of the traffic signal system and intersection reconfiguration at Buxton Street and 2nd Avenue, including installation of new signals, fiber connectivity, grading, restoration, and related improvements; and

Whereas, the original contract amount was $385,454.75 and, following approved changes and final quantities, the final adjusted contract amount is $390,495.49; and

Whereas, Snyder & Associates, Inc., serving as the City's project engineer, has confirmed the work was completed in accordance with the approved plans and specifications, and has recommended formal acceptance of the project; and

Whereas, the contractor has submitted Final Pay Application Number 7 in the amount of $23,572.83 for final quantities completed during the May 2025 pay period; and

Whereas, Iowa Code and the City's construction specifications allow for release of retainage, in the amount of $19,524.77 for this project, thirty (30) days after final acceptance, provided no claims or disputes have been filed; and

Whereas, the work has been duly completed on this project in compliance with the plans, specifications, and contract documents.

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

Section 1. Final Pay Application No. 6, in the amount of $23,572.83, is hereby approved.

Section 2. The Traffic Signal Improvements at Buxton Street and 2nd Avenue Project is formally accepted as complete.

Section 3. The retainage, in the amount of $19,524.77, shall be released thirty (30) days from the date of this resolution, contingent upon no valid claims being filed.

PASSED AND APPROVED this 7th day of July 2025.

____
Steve Richardson, Mayor

ATTEST:

____
Jackie Raffety, City Clerk

CERTIFICATE OF COMPLETION

W. 2ND AVENUE AND S. BUXTON STREET SIGNAL IMPROVEMENTS

Indianola, Iowa

June 12, 2025

We hereby declare that we have made an on-site review of the completed construction of the ***W. 2nd Avenue and S. Buxton Street Signal Improvements*** as performed by Kline Electric, Inc.

As Engineers for the project it is our opinion that the work performed is in substantial conformance with the plans and specifications, and that the final amount of the Contract is ***$390,495.49.*** I hereby recommend acceptance of the project.

Respectfully submitted,

SNYDER & ASSOCIATES, INC.

Travis Warnke, P.E.
Project Engineer
Snyder & Associates, Inc.
Iowa License Number P25316

APPLICATION FOR PARTIAL PAYMENT NO. 7

PROJECT: W. 2nd Avenue and S. Buxton Street Intersection   S&A PROJECT NO.: 122.0741.01

OWNER: City Of Indianola
CONTRACTOR: Kline Electric, Inc. dba Heartland Underground Solutions
ADDRESS: 6355 NE 14th Street
Des Moines, IA 50313
DATE: 7/3/2025   PAYMENT PERIOD: 5/1/2025 to 5/31/2025

1. CONTRACT SUMMARY:

Original Contract Amount:	$	385,454.75
Net Change by Change Order:	$	5,040.74
Contract Amount to Date:	$	390,495.49

CONTRACT PERIOD: TOTAL WORKING DAYS

Notice to Proceed:	August 5, 2024
Number of Contract Working Days:	62.0
Working Days Used:	62.0
Working Days Remaining:	0.0
Percentage of Working Days Remaining:	0.0%

2. WORK SUMMARY:

Percentage of Work Remaining: 0.0%

Total Work Performed to Date:		$	390,495.49
Total Stockpile Materials:		$	73,332.00
Less Stockpile Materials:		$	73,332.00
Retainage:	5%	$	19,524.77
Total Earned Less Retainage:		$	370,970.72
Less Previous Applications for Payment:		$	347,397.89
AMOUNT DUE THIS APPLICATION:		$	23,572.83

Est 1	$	38,315.44
Est 2	$	125,044.79
Est 3	$	147,524.41
Est 5	$	30,988.05
Est 6	$	5,525.20
Total Previous Payments:		$347,397.89

3. CONTRACTOR'S CERTIFICATION:

The undersigned CONTRACTOR certifies that:

(1) all previous progress payments received from OWNER on account of Work done under the contract referred to above have been applied to discharge in full all obligations of CONTRACTOR incurred in connection with the Work covered by prior Applications for Payment; and
(2) title to all materials and equipment incorporated in said Work or otherwise listed in or covered by the application for Payment are free and clear of all liens, claims, security interests, and encumbrances

Kline Electric, Inc. dba Heartland Underground Solutions
CONTRACTOR

By ______________________ DATE: ____________

4. ENGINEER'S APPROVAL:

Payment of the above AMOUNT DUE THIS APPLICATION is recommended:

Snyder & Associates, Inc.
ENGINEER

By ______________________ DATE: ____________

5. OWNER'S APPROVAL

____
OWNER

By ______________________ DATE: ____________

6. DETAILED ESTIMATE OF WORK COMPLETED:

ITEM NO.	DESCRIPTION	CONTRACT ITEMS PLAN QTY.	UNIT	UNIT COST	TOTAL	COMPLETED WORK QTY. TO DATE	CO #	COST TOTAL
	EARTHWORK							
2.1	TOPSOIL, OFF-SITE	23.00	CY	$ 33.20	$ 763.60	23.00		$ 763.60
2.2	EXCAVATION, CLASS 10	1.00	LS	$ 1,920.00	$ 1,920.00	1.00		$ 1,920.00
2.3	BELOW GRADE EXCAVATION (CORE OUT)	6.00	CY	$ 104.00	$ 624.00	6.00	2	$ 624.00
2.4	SUBBASE, MODIFIED	90.00	SY	$ 14.25	$ 1,282.50	90.00	2	$ 1,282.50
	STREETS AND RELATED WORK							
7.1	CURB AND GUTTER, PCC, 6'	42.00	LF	$ 53.25	$ 2,236.50	42.00	1	$ 2,236.50
7.2	PCC PAVEMENT SAMPLES AND TESTING	1.00	LS	$ 2,685.00	$ 2,685.00	1.00		$ 2,685.00
7.3	REMOVAL OF SIDEWALK	54.00	SY	$ 13.65	$ 737.10	54.00	2	$ 737.10
7.4	REMOVAL OF DRIVEWAY	46.00	SY	$ 13.65	$ 627.90	46.00		$ 627.90
7.5	REMOVAL OF DRIVEWAY, GRANULAR	10.00	SY	$ 16.85	$ 168.50	10.00		$ 168.50
7.6	SIDEWALK, PCC, 4"	33.00	SY	$ 99.25	$ 3,275.25	33.00	2,4	$ 3,275.25
7.7	SIDEWALK, PCC, 6"	28.00	SY	$ 133.75	$ 3,745.00	28.00		$ 3,745.00
7.8	DETECTABLE WARNING	40.00	SF	$ 47.10	$ 1,884.00	40.00		$ 1,884.00
7.9	DRIVEWAY, PAVED, PCC, 7"	6.00	SY	$ 504.00	$ 3,024.00	6.00		$ 3,024.00
7.10	DRIVEWAY, GRANULAR, 6"	10.00	TON	$ 66.90	$ 669.00	10.00		$ 669.00
7.11	FULL DEPTH PATCHES, PCC, 8"	76.00	SY	$ 119.65	$ 9,093.40	76.00	2	$ 9,093.40
7.12	PAVEMENT REMOVAL	85.00	SY	$ 14.20	$ 1,207.00	85.00	2	$ 1,207.00
	TRAFFIC CONTROL							
8.1	TRAFFIC SIGNAL	1.00	LS	$ 241,575.00	$ 241,575.00	1.00		$ 241,575.00
8.2	TRAFFIC SIGNAL REMOVAL	1.00	LS	$ 12,635.00	$ 12,635.00	1.00		$ 12,635.00
8.3	PAVEMENT MARKINGS, THERMOPLASTIC	4.00	STA	$ 695.00	$ 2,780.00	4.00		$ 2,780.00
8.4	PRECUT SYMBOLS AND LEGENDS, THERMOPLASTIC	12.00	EACH	$ 600.00	$ 7,200.00	12.00		$ 7,200.00
8.5	PAVEMENT MARKINGS REMOVED	4.00	STA	$ 235.00	$ 940.00	4.00		$ 940.00
8.6	SYMBOLS AND LEGENDS REMOVED	12.00	EACH	$ 160.50	$ 1,926.00	12.00		$ 1,926.00
8.7	GROOVES CUT FOR PAVEMENT MARKINGS	4.00	STA	$ 267.50	$ 1,070.00	4.00		$ 1,070.00
8.8	GROOVES CUT FOR SYMBOLS AND LEGENDS	12.00	EACH	$ 214.00	$ 2,568.00	12.00		$ 2,568.00
8.9	TEMPORARY TRAFFIC CONTROL	1.00	LS	$ 15,155.00	$ 15,155.00	1.00	1	$ 15,155.00
8.10	PORTABLE DYNAMIC MESSAGE SIGN	32.00	CDAY	$ 155.25	$ 4,968.00	32.00	4	$ 4,968.00
8.11	FIBER OPTIC COMMUNICATION INTERCONNECT SYSTEM	1.00	LS	$ 33,174.00	$ 33,174.00	1.00		$ 33,174.00
	SITE WORK AND LANDSCAPING							
9.1	SOD	21.00	SQ	$ 267.50	$ 5,617.50	21.00		$ 5,617.50
9.2	FILTER SOCK, 12-INCH	330.00	LF	$ 3.75	$ 1,237.50	330.00	4	$ 1,237.50
9.3	FILTER SOCK, REMOVAL	330.00	LF	$ 2.20	$ 726.00	330.00	4	$ 726.00
9.4	EROSION CONTROL MULCHING, HYDROMULCHING	2.00	LS	$ 1,605.00	$ 3,210.00	2.00	4	$ 3,210.00
9.5	INLET PROTECTION DEVICE	4.00	EACH	$ 215.00	$ 860.00	4.00		$ 860.00
	MISCELLANEOUS							
11.1	MOBILIZATION	1.00	LS	$ 13,500.00	$ 13,500.00	1.00		$ 13,500.00
11.2	CONCRETE WASHOUT	1.00	LS	$ 2,370.00	$ 2,370.00	1.00		$ 2,370.00
		TOTAL ORIGINAL CONTRACT =			$ 385,454.75			$ 385,454.75
CHANGE ORDER SUMMARY:								
	CHANGE ORDER 01							
7.1	CURB AND GUTTER, PCC, 6"	2.00	LF	$ 53.25	$ 106.50	2.00	1	$ 106.50
8.9	TEMPORARY TRAFFIC CONTROL	1.00	LS	$ 748.00	$ 748.00	1.00	1	$ 748.00
				TOTAL:	$ 854.50			854.50
	CHANGE ORDER 02							
2.3	BELOW GRADE EXCAVATION (CORE OUT)	-6.00	CY	$ 104.00	$ (624.00)	-6.00	2	$ (624.00)
2.4	SUBBASE, MODIFIED	29.40	SY	$ 14.25	$ 418.95	29.40	2	$ 418.95
7.3	REMOVAL OF SIDEWALK	23.40	SY	$ 13.65	$ 319.41	23.40	2	$ 319.41
7.6	SIDEWALK, PCC, 4"	22.40	SY	$ 133.75	$ 2,996.00	22.40	2	$ 2,996.00
7.11	FULL DEPTH PATCHES, PCC, 8"	27.40	SY	$ 119.65	$ 3,278.41	27.40	2	$ 3,278.41
7.12	PAVEMENT REMOVAL	21.60	SY	$ 14.20	$ 306.72	21.60	2	$ 306.72
				TOTAL:	$ 6,695.49			6,695.49
	CHANGE ORDER 03							
	CONCRETE REMOVAL, ADDITIONAL GRADING, ADDITIONAL SOD	1.00	LS	$ 3,500.00	$ 3,500.00	1.00	3	$ 3,500.00
				TOTAL:	$ 3,500.00			$ 3,500.00
	CHANGE ORDER 04							
7.6	SIDEWALK, PCC, 4"	2.00	SY	$ 99.25	$ 198.50	2.00	4	$ 198.50
8.10	PORTABLE DYNAMIC MESSAGE SIGN	-17.00	CDAY	$ 155.25	$ (2,639.25)	-17.00	4	$ (2,639.25)
9.2	FILTER SOCK, 12-INCH	-330.00	LF	$ 3.75	$ (1,237.50)	-330.00	4	$ (1,237.50)
9.3	FILTER SOCK, REMOVAL	-330.00	LF	$ 2.20	$ (726.00)	-330.00	4	$ (726.00)
9.4	EROSION CONTROL MULCHING, HYDROMULCHING	-1.00	LS	$ 1,605.00	$ (1,605.00)	-1.00	4	$ (1,605.00)
				TOTAL:	$ (6,009.25)			(6,009.25)
		TOTAL CHANGE ORDERS =			$ 5,040.74			$ 5,040.74
		TOTAL CONTRACT & CHANGE ORDERS =			$ 390,495.49			$ 390,495.49
STOCKPILED MATERIAL ALLOWANCE:								
8.1	TRAFFIC SIGNAL	1.00	LS	$ 81,480.00	$ 81,480.00	0.90		$ 73,332.00
		TOTAL STOCKPILED MATERIALS =			$ 81,480.00			$ 73,332.00

July 3, 2025

Akhilesh Pal, PE
Public Works Director
City of Indianola
110 North 1st Street
Indianola, IA 50125

RE: Partial Payment Application No. 7
South Buxton Street & West 2nd Avenue Signalization Project

Dear Mr. Pal:

Enclosed is final Application for Partial Payment No. 7 in the amount of $23,572.83 for work completed in the May 2025 pay period.

Snyder and Associates, Inc. has completed field observations and measurements and has found the project to be complete in substantial compliance with the approved plans and specifications. The total project amount, including all change orders and measured quantities is $390,495.49. The original contract/bid amount was $385,454.75.

Work for this pay period included completion of restoration. The project is 100% and a final project walk-through was conducted on May 30th with the contractor completing the final punch list items on June 5th.

Snyder recommends formal project acceptance and approval of Application for Partial Payment No. 7 in the amount of $23,572.83. Application for Partial Payment No. 7 is the final Application for Partial Payment. The release of retainage for the project in the amount of $19,524.77 will be released thirty (30) days following acceptance of the project.

Payment and Completion Summary for May 2025	
Item	Amount
Partial Payment Application No. 1	$38,315.44
Partial Payment Application No. 2	$125,044.79
Partial Payment Application No. 3	$147,524.41
Partial Payment Application No. 5	$30,988.05
Partial Payment Application No. 6	$5,525.20
Partial Payment Application No. 7	$23,572.83
Total of All Payments	$347,397.89
Total Earned	$390,495.49
5% Retainage	$19,524.77
Total Contract Price	$390,495.49
Percent Complete	100%

Please do not hesitate to call or email me should you have any questions.
Respectfully,

SNYDER & ASSOCIATES, INC.

Travis Warnke, P.E.
Project Engineer
Enclosure

MEMORANDUM

To: Mayor and City Council

From: Akhilesh Pal, Public Works Director, Jared Keenan, WRRD Superintendent

Date: July 7, 2025

Subject: Resolution approving a professional services agreement with HR Green for Fiscal Year 2025-2026 on-call general engineering service.

Introduction: This memorandum seeks City Council approval of an on-call engineering services agreement with HR Green, Inc. for the current fiscal year 2025–2026. The agreement is structured not to exceed $100,000 and is intended to provide continued engineering support to multiple City departments.

Background: HR Green, Inc. has served as a engineering partner for the City of Indianola in recent years. Their work has supported a variety of infrastructure needs, including regulatory compliance, capital planning, and technical review of development projects. The nature of this agreement is flexible, allowing departments to request assistance as needed while ensuring alignment with City standards and policies.

Discussion: This agreement enables HR Green to provide engineering services across several focus areas. General wastewater services include evaluating infrastructure, advising on state regulations, assisting with permits and funding strategies, and supporting small projects or portions of larger projects. They also help with treatment plant optimization and efforts to reduce infiltration and inflow.

Plan review services will cover review of engineering plans, plats, stormwater calculations, and related documents, with a focus on stormwater, detention, and sanitary sewer systems. Reviews will follow the City's ordinances, Iowa SUDAS, and Indianola's local supplements.

Additional services include GIS mapping, drainage system design, construction observation on private development projects that impact public infrastructure, and traffic engineering support for development and transportation planning.

The agreement will be billed based on hourly rates current at the time of signing, with a 30-day notice required for any rate changes. Additional expenses such as travel, communication, and outside services will be billed separately. Because this is an on-call agreement without a fixed scope, the total amount is capped at $100,000 unless amended by mutual written consent.

Budget Impact: Funding for this agreement will be shared across several departments. The Water Resources Recovery Division will cover wastewater-related engineering services. The Community Development Department will fund plan review services. The Public Works Department will allocate funds for general engineering support. Each department has included funding for these services in its respective FY2025–2026 budget.

Recommendation: Staff respectfully recommends that the City Council approve the agreement with HR Green, Inc. for on-call engineering services not to exceed $100,000. This agreement ensures that the City has timely access to essential engineering expertise, which supports both day-to-day operations and long-term infrastructure planning. Roll call is in order.

Attachments:

1. Res 2025- Approving professional service agreement with HR Green
2. agt-061625-2025_2026_Indianola_General_Engineering

City of Indianola
RESOLUTION NO. 2025-000

RESOLUTION APPROVING A PROFESSIONAL SERVICES AGREEMENT WITH HR GREEN FOR FISCAL YEAR 2025-2026 ON-CALL GENERAL ENGINEERING SERVICES

WHEREAS, the City Indianola, Iowa, needs to engage a professional engineering consultant to provide ongoing and on-call general engineering services to support various infrastructure, engineering, and development projects, needed by Water Resource Recovery Department, Community Development Department, and Public Works Department to address technical and regulatory issues in a timely manner; and

WHEREAS, HR Green, Inc. has prepared and presented an agreement for those professional services for an authorized annual amount not to exceed $100,000; and

WHEREAS, after a review of the professional services agreement submitted by HR Green, Inc., the City Council believes it to be in the best interest of the City to engage HR Green, Inc. for general engineering services; and

WHEREAS the term of said agreement shall run from July 1, 2025, through June 30, 2026, providing continuity of service for the full fiscal year; and

WHEREAS funds for these services have been budgeted as follows:
- Water Resources Recovery Division—for wastewater engineering and plant optimization tasks;
- Community Development Department—for plan review and development-related traffic analysis;
- Public Works Department—for drainage evaluations, GIS updates, and other infrastructure support.

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

1. The Professional Services Agreement between the City of Indianola and HR Green, Inc. for an authorized annual amount not to exceed $100,000, during fiscal year 2025-2026, is hereby approved; and

2. The Mayor is authorized and directed to execute the agreement on behalf of the City, and the City Clerk is authorized to attest and seal the same.

PASSED this 7th day of July 2025.

____
Steve Richardson, Mayor

ATTEST:

____
Jackie Raffety, City Clerk

PROFESSIONAL SERVICES AGREEMENT

For

2025-2026 General Engineering Services

HR Green Project Number: 2404232

City of Indianola
110 North 1st Street
Indianola, Iowa 50125-0299
(515) 961-9410

Joe Frankl, Project Manager
HR Green, Inc.
5525 Merle Hay Road
Johnston, IA 50131

June 16, 2025

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THIS **AGREEMENT** is between City of Indianola, Iowa (hereafter "CLIENT") and HR GREEN, INC. (hereafter "COMPANY").

1.0 Project Understanding

1.1 General Understanding

The CLIENT has retained COMPANY to provide general engineering services (the "Project").

This agreement is intended to be for ongoing engineering services support and therefore does not have a defined scope of services. The following Scope of Services identifies services that may be provided by the COMPANY upon request but is not intended to be inclusive of all services that may be provided. Additional related engineering services not identified below may also be provided upon request.

It is anticipated that separate agreements, outside of this general engineering services agreement, will be executed for individual projects or tasks where the anticipated total hours of effort will exceed 80 hours of services.

2.0 Scope of Services

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

General Wastewater Services

- Evaluation of infrastructure and condition assessments
- Advisory services regarding IDNR regulations and positions
- Development assistance and consulting
- Project financing assistance
- Rate reviews – not complete rate studies
- Permitting assistance
- Attend Council meetings as needed to support staff
- Assistance for minor projects (generally projects less than $100,000 in construction costs) where the City solicits quotes or is the contractor and does not require full Contract Documents and a letting
- Assisting with selection of replacement equipment
- Reviewing technical proposals
- Assistance on a minor aspect of a large major project not designed by HR Green (example- provide construction observation, review of electrical service requirements, etc)
- Minor GIS & GPS services
- Capital improvements planning for treatment and collection system improvements
- Wastewater treatment plant optimization
- Infiltration and inflow elimination programming and recommendations
- Assistance with pilot testing of wastewater equipment/technologies
- Assistance with subcontractors to provide geotechnical or surveying services
- Other requested services by CLIENT

Plan Review Services

- Review of engineering plans, plats, stormwater management calculations, and other documents supporting proposed development projects. The COMPANY's review will be limited to stormwater, detention, and sanitary sewer, unless otherwise directed by the CLIENT. Submitted documents will be reviewed according to the requirements and standards of:
  - The City of Indianola Code of Ordinances (Chapter 161 Flood Plain Regulations and Chapter 170 Subdivision Regulations),
  - Iowa SUDAS, and
  - Indianola Supplemental Specifications to SUDAS.

Other

- GIS Mapping: Activities in this task include data collection and site/development plan review of new and existing City infrastructure (streets, storm sewer facilities, sanitary sewer, sidewalks, property pins, etc.) for incorporation into the City's GIS database.
- Drainage: Evaluation, data collection, and design of miscellaneous drainage facilities through the City including storm sewer, culverts and detention ponds.
- Construction Phase Services for Development Projects: Provide as-needed construction observation services for private development projects that impact public infrastructure. This includes observing construction of grading, paving, stormwater, sanitary sewer, and other public improvements for general conformance with approved plans and City standards. Services may also include shop drawing review, documenting daily activities, reviewing materials testing reports, coordinating with CLIENT staff, and communicating with developers and contractors to address field issues.
- Traffic Engineering: Provide traffic engineering services to support CLIENT with development review, operational assessments, and general transportation planning efforts.
- Other requested services by CLIENT.

3.0 Deliverables and Schedules Included in this Agreement

Deliverables will be based on the direction given by the CLIENT for the services requested and may include technical memorandum, calculations, reports, presentations, emails, and other as needed to deliver requested assignments.

As the assignment requires and the Client requests, COMPANY will develop a schedule for completion of services. The schedule prepared to include reasonable allowances for review and approval times required by the CLIENT and public authorities having jurisdiction over the project. This schedule shall be equitably adjusted as the project progresses, allowing for changes in the scope of the project requested by the CLIENT or for delays or other causes beyond the control of COMPANY.

4.0 Items not included in Agreement/Supplemental Services

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

5.0 Client Responsibilities

CLIENT must authorize COMPANY to do work by specific task up to the maximum value of this agreement. Authorization must be in written form.

6.0 Professional Services Fee

6.1 Fees

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

Since this agreement does not have a defined scope of services, accordingly this agreement will have a maximum value of $100,000.00 unless subsequently amended upon mutual written consent, but will be based on hourly rates and applicable expenses as indicated below for ongoing services requested by the Client.

6.2 Term of Agreement

This agreement regarding general engineering services will be in affect from the date of this agreement until June 30, 2026, unless terminated in accordance with the terms of this agreement.

The COMPANY may request an increase of the existing hourly billing rates on an annual basis. All rate changes must be approved in writing by the CLIENT.

6.3 Invoices

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

6.4 Extra Work

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

6.5 Exclusion

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

6.6 Payment

The CLIENT agrees to pay COMPANY on the following basis:

Per current Rate Schedule as delineated in Section 6.1 of this agreement.

7.0 Terms and Conditions

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

7.1 Standard of Care

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

7.2 Entire Agreement

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

7.3 Time Limit and Commencement of Services

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

7.4 Suspension of Services

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

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

7.5 Books and Accounts

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

7.6 Insurance

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

7.7 Termination or Abandonment

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

7.8 Waiver

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

7.9 Severability

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

7.10 Successors and Assigns

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

7.11 Third-Party Beneficiaries

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

7.12 Governing Law and Jurisdiction

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

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

7.13 Dispute Resolution

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

7.14 Attorney's Fees

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

7.15 Ownership of Instruments of Service

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

7.16 Reuse of Documents

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

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

7.17 Failure to Abide by Design Documents or To Obtain Guidance

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

7.18 Opinion of Probable Construction Cost

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

7.19 Design Information in Electronic Form

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

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

7.20 Information Provided by Others

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

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

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

7.21 Force Majeure

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

7.22 Job Site Visits and Safety

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

7.23 Hazardous Materials

CLIENT hereby understands and agrees that COMPANY has not created nor contributed to the creation or existence of any or all types of hazardous or toxic wastes, materials, chemical compounds, or substances, or any other type of environmental hazard or pollution, whether latent or patent, at CLIENT's premises, or in connection with or related to this project with respect to which COMPANY has been retained to provide professional services. The compensation to be paid COMPANY for said professional services is in no way commensurate with, and has not been calculated with reference to, the potential risk of injury or loss which may be caused by the exposure of persons or property to such substances or conditions. Therefore, to the fullest extent permitted by law, CLIENT agrees to defend, indemnify, and hold COMPANY, its officers, directors, employees, and consultants, harmless from and against any and all claims, damages, and expenses, whether direct, indirect, or consequential, including, but not limited to, attorney fees and Court costs, arising out of, or resulting from the discharge, escape, release, or saturation of smoke, vapors, soot, fumes, acid, alkalis, toxic chemicals, liquids gases, or any other materials, irritants, contaminants, or pollutants in or into the atmosphere, or on, onto, upon, in, or into the surface or subsurface of soil, water, or watercourses, objects, or any tangible or intangible matter, whether sudden or not.

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

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

7.24 Certificate of Merit

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

7.25 Limitation of Liability

In recognition of the relative risks and benefits of the Project to both the CLIENT and the COMPANY, the risks have been allocated such that the CLIENT agrees, to the fullest extent permitted by law, to limit the liability of the COMPANY and COMPANY'S officers, directors, partners, employees, shareholders, owners and sub-consultants for any and all claims, losses, costs, damages of any nature whatsoever or claims expenses from any cause or causes, including attorneys' fees and costs and expert witness fees and costs, so that the total aggregate liability of the COMPANY and COMPANY'S officers, directors, partners, employees, shareholders, owners and sub-consultants shall not exceed $50,000.00, or the COMPANY'S total fee for services rendered on this Project, whichever is greater. It is intended that this limitation apply to any and all liability or cause of action however alleged or arising, unless otherwise prohibited by law.

7.26 Construction Observation Without Design

Where the particular scope of services includes construction observation of design work prepared by someone other than COMPANY, it is agreed that the professional services of COMPANY are limited to a review and observation of the work of the contractor to ascertain that such work is proceeding in general accordance with the contract documents and that such contract documents have not been prepared by the COMPANY. Unless otherwise stated, the CLIENT warrants that any documents provided to COMPANY by the CLIENT or by the prior consultant may be relied upon as to their accuracy and completeness without independent investigation by the successor consultant and that the CLIENT has the right to provide such documents to COMPANY free of any claims of copyright or patent infringement or violation of any other party's rights in intellectual property. It is further agreed that the CLIENT will defend, indemnify and hold harmless COMPANY from any claim or suit whatsoever, including all payments, expenses or costs, arising from or alleged to have arisen from an error or omission in the plans, specifications or contract documents. COMPANY agrees to be responsible for its employees own negligent acts, errors or omissions in the performance of their professional services.

7.27 Design Without Construction Observation

Where the particular scope of services includes design services, but does not include any construction observation performed by COMPANY, it is agreed that the professional services of COMPANY do not extend to or include the review or site observation of the contractor's work or performance and the CLIENT assumes all responsibility for interpretation of the contract documents and for construction observation. It is further agreed that the CLIENT will defend, indemnify and hold harmless COMPANY from any claim or suit whatsoever, including but not limited to all payments, expenses or costs involved, arising from the contractor's performance or the failure of the contractor's work to conform to the design intent and the contract documents. COMPANY agrees to be responsible for its employees' negligent acts, errors or omissions.

7.28 Municipal Advisor

The COMPANY is not a Municipal Advisor registered with the Security and Exchange Commission (SEC) as defined in the Dodd-Frank Wall Street Reform and Consumer Protection Act. When the CLIENT is a municipal entity as defined by said Act, and the CLIENT requires project financing information for the services performed under this AGREEMENT, the CLIENT will provide the COMPANY with a letter detailing who their independent registered municipal advisor is and that the CLIENT will rely on the advice of such advisor. A sample letter can be provided to the CLIENT upon request.

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

Sincerely,

HR GREEN, INC.

____

Heath Picken Date
Vice President

CITY OF INDIANOLA, IOWA

Accepted by: ___________________________

Printed/Typed Name: ____

Title: __________________________________ Date: __________________

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HR GREEN
Billing Rate Schedule
Effective January 1, 2025

Professional Services	Billing Rate Range
Principal	$265.00 - $385.00
Senior Professional	$265.00 - $385.00
Professional	$180.00 - $265.00
Junior Professional	$110.00 - $185.00
Senior Technician	$145.00 - $190.00
Technician	$90.00 - $155.00
Senior Field Personnel	$170.00 - $230.00
Field Personnel	$105.00 - $185.00
Junior Field Personnel	$95.00 - $130.00
Senior Administrative	$130.00 - $170.00
Administrative	$75.00 - $130.00
Operator/Interns	$75.00 - $150.00

Reimbursable Expenses

1. All materials and supplies used in the performance of work on this project will be billed at cost plus 10%.

2. Auto mileage will be charged per the standard mileage reimbursement rate established by the Internal Revenue Service. Survey and construction vehicle mileage will be charged on the basis of $0.90 per mile or $85.00 per day.

3. Charges for sub-consultants will be billed at their invoice cost plus 15%.

4. A rate of $6.00 will be charged per HR Green labor hour for a technology and communication fee.

5. All other direct expenses will be invoiced at cost plus 10%.

MEMORANDUM

To: Mayor and City Council

From: Jackie Raffety, City Clerk/Finance Director

Date: July 7, 2025

Subject: Resolution approving an agreement with Safe Building.

Introduction: This agreement authorizes Safe Building to inspections in the absence of our building official, due to vacations or other leaves of absence.

Background: We have previously engaged in Safe Building's services.

Discussion: Legal counsel has advised the contract is acceptable and consistent with agreements approved by other communities.

Budget Impact:

Recommendation: Approval by roll call.

Attachments:
1. Res 2025- Authorizing contract with Safe Building
2. Indianola Service Agreement June 2025

City of Indianola

RESOLUTION NO. 2025-

RESOLUTION AUTHORIZING A CONTRACT WITH SAFE BUILDING

WHEREAS, Safe Building provides commercial building inspections and consulting services; and

WHEREAS, an agreement is necessary for Safe Building to provide inspections, reviews and other services as requested or in the absence of the City's building inspector; and

WHEREAS, the attached service agreement sets forth obligations for Safe Building and the City of Indianola.

NOW, THEREFORE BE IT RESOLVED that the City Council of the City of Indianola, Iowa, hereby authorizes the Mayor to execute the contract with Safe Building on behalf of the City of Indianola.

Approved and passed this 7th day of July 2025.

____
Steve Richardson, Mayor

ATTEST:

____
Jackie Raffety, City Clerk

SERVICES AGREEMENT

This Services Agreement ("**Agreement**") is made and entered into this _____ day of ________, 2025 (the "**Effective Date**") by and between Safe Building ("**Contractor**") and ________________ ("**Client**").

1. **Services to be Provided**. The Contractor shall provide those services detailed in **Schedule A**, attached hereto and incorporated herein by reference (hereinafter referred to as the "**Services**").

2. **Compensation.** In consideration of Contractor's Services hereunder, Client shall pay Contractor the fees outlined in **Schedule B**, attached hereto and incorporated herein by reference. Schedule B may be revised by Contractor unilaterally every twelve (12) months by providing city with sixty (60) days prior written notice of the new fee schedule. All payments under the Agreement shall be due upon receipt of Contractor's invoice and payable no later than thirty (30) days from the date of the invoice. Contractor reserves the right to cease providing Services at any time due to city's failure to make timely payment.

   In the event city fails to pay any invoice in a timely manner and Contractor takes action to collect such amounts, city shall be responsible for all costs and fees, including legal fees, Contractor incurred in enforcing this Agreement.

3. **Term and Termination.** This Agreement will begin on the Effective Date of the signed agreement by both parties and shall continue until either party notifies the other party of the termination of this agreement, which may be terminated by either party with or without cause by giving the other party thirty (30) days prior written notice. Updates to this agreement can be proposed by either party at any time and a new agreement would only become effective upon both parties entering a new signed agreement, which will terminate previous agreements of this type.

4. **Relationship of the Parties**. The parties hereto are independent contractors. This Agreement does not constitute and shall not be construed in any manner so as to create between these parties a joint venture, employment relationship, agency agreement, partnership or any other relationship other than that of independent contractors, except the Contractor shall be treated as Building Official, Electrical Code Official, Plumbing Code Official, Mechanical Code Official and Fire Code Official or other applicable official for the city for the purposes of code enforcement as set out by the International Code Council.

5. **Responsibility, Indemnification and Limitation of Liability**. The Contractor makes no warranty relating to any city provided materials and does not warrant any action or inaction by city and has no responsibility, therefore. Contractor makes no representations regarding the accuracy of city provided materials which are and remain the exclusive responsibility of the city.

The Contractor will hold Commercial General Liability and Workers Compensation for the city that will save the city harmless from any and all claims, settlements and judgements, to include reasonable investigative fees, attorney fees, suit and court costs for personal injury, property damage, and/or death or damages arising out of Safe Building or their employee's negligent acts and errors or omissions for services rendered.

The International Code Council sets forth guidelines for the indemnification of Contractor and for the purposes for this Agreement, Client accepts such guidelines, a copy of which is attached hereto as **Schedule C** and agrees to indemnify and defend Contractor from any and all claims arising out of the performance of this Agreement in any form including all statutory and common law claims except those of gross negligence. Client shall not indemnify Contractor for employee issues such as workers' compensation and wage hour issues.

6. **Miscellaneous Provisions.** This Agreement may not be assigned by either party without the express written consent of the other party. This Agreement is for the benefit of the parties hereto and there shall be no third-party beneficiary. This Agreement may not be amended unless done so in writing, signed by both parties, and approved by the City Council; provided however, **Schedule B** may be amended by Contractor as provided for in Section 2. The invalidity of any provision of this Agreement shall not affect the validity or enforceability of any other provision. This Agreement shall be governed by and construed in accordance with the laws of the State of Iowa.

SAFE BUILDING LLC	**CITY OF INDIANOLA**
By: ______________________________	By: ______________________________
Title: ____________________________	Title: ____________________________
Date: ____________________________	Date: ____________________________

SCHEDULE A – Services

The services provided under this Agreement include, but are not limited to, commercial inspections and consulting as requested. In addition, Safe Building will provide coverage during any absence of the city's inspector.

SCHEDULE B – Fee Schedule

RESIDENTIAL PLAN REVIEW

TOTAL VALUATION	SAFE BUILDING FEE
New homes and projects valued ≤ $50,000	$100
New homes and projects valued > $50,000	$150
Small-scale projects could be charged hourly at our discretion	$100

COMMERCIAL PLAN REVIEW

TOTAL VALUATION	SAFE BUILDING FEE
$1 to $500	$45
$501 to $2,000	$45 for the first $500 plus $1.65 for each additional $100 or fraction thereof, to and including $2,000
$2,001 to $25,000	$45 for the first $2000 plus $7.50 for each additional $1000 or fraction thereof, to and including $25,000
$25,001 to $50,000	$212 for the first $25,000 plus $5.40 for each additional $1,000 or fraction thereof, to and including $50,000
$50,001 to $100,000	$348 for the first $50,000 plus $3.75 for each additional $1,000, or fraction thereof, to and including $100,000
$100,001 to $500,000	$540 for the first $100,000 plus $3.00 for each additional $1,000 or fraction thereof, to and including $500,000
$500,001 to $1,000,000	$1,740 for the first $500,000 plus $2.55 for each additional $1,000 or fraction thereof, to and including $1,000,000
$1,000,001 and up	$3,000 for the first $1,000,000 plus $1.65 for each additional $1,000 or fraction thereof

INSPECTIONS SERVICES

INSPECTION/PERMIT	SAFE BUILDING FEE
Footings, Foundations, Groundworks	$100
Rough-in- Framing, Electrical, Plumbing, Mechanical	$100
Final (ready for Certificate of Occupancy or final)	$150
Mileage charge	Current government rate mileage from Huxley
Re-Inspections	$50

SCHEDULE C –

From the Administration Section of the Internation Codes

104.8 Liability. The building official, member of the board of appeals or employee charged with the enforcement of this code, while acting for the jurisdiction in good faith and without malice

in the discharge of the duties required by this code or other pertinent law or ordinance, shall not thereby be civilly or criminally rendered liable personally and is hereby relieved from personal liability for any damage accruing to persons or property as a result of any act or by reason of an act or omission in the discharge of official duties.

104.8.1 Legal Defense. Any suit or criminal complaint instituted against an officer or employee because of an act performed by that officer or employee in the lawful discharge of duties and under the provisions of this code shall be defended by legal representatives of the jurisdiction until the final termination of the proceedings. The building official or any subordinate shall not be liable for cost in any action, suit or proceeding that is instituted in pursuance of the provisions of this code.

MEMORANDUM

To: Mayor and City Council

From: Jackie Raffety, City Clerk/Finance Director

Date: July 7, 2025

Subject: Resolution authorizing an amendment to the agreement between the City of Indianola and Curtis Architecture and Design P.C. for the Indianola Downtown Facade Improvement Program Project.

Introduction: The Iowa Economic Development Authority has requested that the contract between the Architect and the City be updated to include the required federal Community Development Block Grant (CDBG) language.

Background: The Council approved the contract with Curtis Architecture on June 17, 2024.

Discussion: Legal counsel has reviewed and approved the amendment to the agreement.

Budget Impact: No impact to the budget.

Recommendation: Roll call is in order.

Attachments:
1. Res 2025- Appoving Architect Amendment CDBG
2. CDBG Required Contract Language Amendments for Indianola - Rod signed

City of Indianola

RESOLUTION NO. 2025-

RESOLUTION AUTHORIZING AN AMENDMENT TO THE AGREEMENT BETWEEN THE CITY OF INDIANOLA AND CURTIS ARCHITECTURE AND DESIGN P.C. FOR THE INDIANOLA DOWNTOWN FAÇADE IMPROVEMENT PROGRAM PROJECT

WHEREAS, on May 22, 2024, the City of Indianola was notified that it had received a CDBG Downtown Revitalization (DTR) grant in the amount of $650,000; and

WHEREAS, on June 3, 2024, the City Council authorized the Mayor to execute the Iowa Economic Development Authority Community Development Block Grant (CDBG) Program Contract and the associated required acknowledgment of environmental review requirements; and

WHEREAS, on June 17, 2024, the City of Indianola approved a professional services agreement for architectural services with Curtis Architecture in amount not-to-exceed $1,096,991.78 in Resolution Number 2024-139; and

WHEREAS, the Iowa Economic Development Authority is requiring an amendment to the agreement to include the required federal Community Development Block Grant (CDBG) language.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Indianola, Iowa that the amendment to the professional services agreement with Curtis Architecture for architectural services for the Indianola Downtown Façade Improvement Program Project is hereby approved.

BE IT FURTHER RESOLVED by the City Council of the City of Indianola, Iowa that the City Manager is hereby authorized and directed to execute said amendment on behalf of the City of Indianola.

APPROVED this 7th day of July 2025.

____
Steve Richardson, Mayor

ATTEST:

____
Jackie Raffety, City Clerk

Amendment to Agreement Between Owner (City of Indianola) and Architect (Curtis Architecture & Design PC)

IEDA CDBG Façade Grant 24-DTR-004

Effective June 20, 2025

The following amends the contract referenced above to provide the required federal contract language as part of CDBG requirements, effective as of the date above:

ALL CONTRACTS

1. Access and Maintenance of Records

The contractor must maintain records, including supporting documentation, for the greater of three years after the date the Recipient is notified that the State CDBG contract has been closed with HUD.

At any time during normal business hours and as frequently as is deemed necessary, the contractor shall make available to the Iowa Economic Development Authority, the State Auditor, the General Accounting Office, and the Department of Housing and Urban Development, for their examination, all of its records pertaining to all matters covered by this contract and permit these agencies to audit, examine, make excerpts or transcripts from such records, contract, invoices, payrolls, personnel records, conditions of employment, and all other matters covered by this contract.

2. Civil Rights

The Contractor must comply with the following laws and regulations:

- Title VI of the Civil Rights Act of 1964 (P.L. 88-352).
  States that no person may be excluded from participation in, denied the benefits of, or subjected to discrimination under any program or activity receiving Federal financial assistance on the basis of race, color, or national origin.

- Title VIII of the Civil Rights Act of 1968 (Fair Housing Act), as amended.

- Federal Executive Order 11063, as amended by Executive Order 12259
  Equal Opportunity Housing

- Iowa Civil Rights Act of 1965.
  This Act mirrors the Federal Civil Rights Act.

- Section 109 of Title I of the Housing and Community Development Act of 1974, as amended (42 U.S.C. 5309).
  Provides that no person shall be excluded from participation in, denied the benefits of, or subjected to discrimination on the basis of race, color, national origin, sex, age, or handicap under any program or activity funded in part or in whole under Title I of the Act.

- The Age Discrimination Act of 1975, as amended (42 U.S.C. 1601 et seq.)
  Provides that no person on the basis of age, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any program or activity receiving Federal financial assistance.

- Section 504 of the Rehabilitation Act of 1973, as amended (P.L. 93-112, 29 U.S.C. 794).
  Provides that no otherwise qualified individual shall solely by reason of his/her handicap be excluded from participation in, be denied the benefits of, or be discriminated against under any program or activity receiving Federal financial assistance.

- Americans with Disabilities Act (P.L. 101-336, 42 U.S.C. 12101-12213)
  Provides comprehensive civil rights to individuals with disabilities in the areas of employment, public accommodations, state and local government services, and telecommunications.

- Section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. 1701u).

  The purpose of section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) (section 3) is to ensure that employment and other economic opportunities generated by certain HUD financial assistance shall, to the greatest extent feasible, and consistent with existing Federal, State and local laws and regulations, be directed to low- and very low-income persons, particularly those who are recipients of government assistance for housing, and to business concerns which provide economic opportunities to low- and very low-income persons.

  A. 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.

  B. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 75, 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 75 regulations.

  C. The contractor agrees to post copies of a notice advising workers of the Contractor's commitments under Section 3 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.

  D. The contractor agrees to provide written notice of employment and contracting opportunities to all known Section 3 Workers and Section 3 Businesses.

  E. The contractor agrees to employ, to the greatest extent feasible, Section 3 workers or provide written justification to the recipient that is consistent with 24 CFR Part 75, describing why it was unable to meet minimum numerical Section 3 Worker hours goals, despite its efforts to comply with the provisions of this clause.

  F. The contractor agrees to maintain records documenting Section 3 Workers that were hired to work on previous Section 3 covered projects or activities that were retained by the contractor for subsequent Section 3 covered projects or activities.

  G. The contractor agrees to post contract and job opportunities to the Opportunity Portal and will check the Business Registry for businesses located in the project area.

  H. The contractor agrees to include compliance with Section 3 requirements in every subcontract for Section 3 projects as defined in 24 CFR part 75, and agrees to take appropriate action, as provided in an applicable provision of the subcontract upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 75. 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 75.

  I. 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 75 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 75.

  J. The contractor will certify that they have followed prioritization of effort in 24 CFR part 75.19 for all employment and training opportunities. The contractor will further certify that it meets or exceeds the applicable Section 3 benchmarks, defined in 24 CFR Part 75.23, and if not, shall describe in detail the qualitative efforts it has taken to pursue low- and very low-income persons for economic opportunities.

  K. Noncompliance with HUD's regulations in 24 CFR part 75 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

Section 3 Business Concerns are encouraged to respond to this proposal. A Section 3 Business Concern is one that satisfies one of the following requirements:
1. It is at least 51 percent owned and controlled by low- or very low-income persons;
2. Over 75 percent of the labor hours performed for the business over the prior three-month period are performed by Section 3 Workers; or*
3. It is a business at least 51 percent owned and controlled by current public housing residents or residents who currently live in Section 8-assisted housing.

** A Section 3 Worker is defined as any worker who currently fits or when hired within the past five years fit at least one of the following categories, as documented:*
1. The worker's income for the previous or annualized calendar year is below the applicable income limit established by HUD;
2. The worker is employed by a Section 3 business concern; or
3. The worker is a YouthBuild participant.

Businesses that believe they meet the Section 3 criteria are encouraged to register as a Section 3 Business through HUD's website: https://portalapps.hud.gov/Sec3BusReg/BRegistry/RegisterBusiness

3. Termination Clause

The contractor agrees that their contract contains a Termination Clause that specifies the following:
- *Under what conditions the clause may be imposed.*
- *The form the termination notice must take (e.g., certified letter).*
- *The time frame required between the notice of termination and its effective date.*
- *The method used to compute the final payment(s) to the contractor.*

4. 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 the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of 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.

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."

5. Lead-Safe Housing Regulations (As applicable)

24 CFR Part 35 et. al.

Requirements for Notification, Evaluation and Reduction of Lead-Based Paint Hazards in Federally Owned Residential Properties and Housing Receiving Federal Assistance, Final Rule

6. Recycled Materials

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 which states:

When appropriate, specifications shall include requirements for the use of recovered materials and products.

The specifications shall not restrict the use of alternative materials, exclude recovered materials, or require performance standards that exclude products containing recovered materials unless the subrecipient seeking the product can document that the use of recovered materials will impede the intended use of the product.

7. Notice of Awarding Agency Requirements and Regulations Pertaining to Reporting

The Contractor must provide information as necessary and as requested by the Iowa Economic Development Authority for the purpose of fulfilling all reporting requirements related to the CDBG program.

8. Build America, Buy America Requirements

The Grantee must comply with the requirements of the Build America, Buy America (BABA) Act, 41 USC 8301 note, and all applicable rules and notices, as may be amended, if applicable to the Grantee's infrastructure project. Pursuant to HUD's Notice, "Public Interest Phased Implementation Waiver for FY 2022 and 2023 of Build America, Buy America Provisions as Applied to Recipients of HUD Federal Financial Assistance" (88 FR 17001), any funds obligated by HUD on or after the applicable listed effective dates, are subject to BABA requirements, unless excepted by a waiver.

ALL CONTRACTS IN EXCESS OF $10,000

Federal Executive Orders 11246 and 11375:
Provides that no one be discriminated in employment.

"During the performance of this contract, the contractor agrees as follows:

(1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.

(2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.

(3) The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or workers' representative of the contractor's commitments under Section 202 of the Executive Order No. 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

(4) The contractor will comply with all provisions of Executive Order No. 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

(5) The contractor will furnish all information and reports required by Executive Order No. 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders. In the event of the contractor's non-compliance with the nondiscrimination clause of this contract or with any of such rules, regulations, or orders, this contract may be canceled, terminated or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order No. 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as

provided in Executive Order No. 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

(6) The contractor will include the provisions of Paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order No. 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the contracting agency may direct as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that in the event the contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the contracting agency, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

ALL CONTRACTS IN EXCESS OF $100,000

Clean Air and Water Acts:

- Section 306 of the Clean Air Acts (42 U.S.C. 1857(h)).
- Section 508 of the Clean Water Act (33 U.S.C. 1368).
- Executive Order 11738. *Providing administration of the Clean Air and Water Acts*

During the performance of this contract, the CONTRACTOR agrees as follows:

(1) The CONTRACTOR will certify that any facility to be utilized in the performance of any nonexempt contract or subcontract is not listed on the Excluded Party Listing System pursuant to 40 CFR 32.

(2) The CONTRACTOR agrees to comply with all the requirements of Section 114 of the Clean Air Act, as amended, (42 U.S.C. 1857c-8) and Section 308 of the Federal Water Pollution Control Act, as amended (33 U.S.C. 1318) relating to inspection, monitoring, entry, reports, and information, as well as all other requirements specified in said Section 114 and Section 308, and all regulations and guidelines issued thereunder.

(3) The CONTRACTOR agrees that as a condition for the award of the contract, prompt notice will be given of any notification received from the Director, Office of Federal Activities, Environmental Protection Agency, indicating that a facility utilized or to be utilized for the contract is under consideration to be listed on the Excluded Party Listing System.

(4) The CONTRACTOR agrees that it will include or cause to be included the criteria and requirements in Paragraph (1) through (4) of this section in every nonexempt subcontract and require every subcontractor to take such action as the Government may direct as a means of enforcing such provisions.

ALL CONSTRUCTION CONTRACTS IN EXCESS OF $2,000

Federal Labor Standards

In addition to the preceding provisions, all construction contracts in excess of $2,000 must include the text of the Federal Labor Standards Provisions, including:

- Davis-Bacon and Related Acts
- Contract Work Hours and Safety Standard Act
- Copeland Anti-kickback Act

City of Indianola, Iowa

____
Signature

____
Printed Name & Title

ATTEST:

____
Signature

____
Printed Name & Title

Curtis Architecture & Design PC

____
Signature

RODNEY L. CURTIS - PRES/ARCH.
Printed Name & Title

MEMORANDUM

To: Mayor and City Council

From: Jackie Raffety, City Clerk/Finance Director

Date: July 7, 2025

Subject: Receive and file the current listing of Board and Commission members.

Introduction: Pursuant to City Council Policy, please find attached, as Exhibit A, a listing of current Boards and Commissions members, including the expiration date of their appointments.

Background:

Discussion: Exhibit B is a list of upcoming vacancies for citizen Boards/Commissions. The list is also available on the City's website.

Budget Impact:

Recommendation: Receive and file the listing of members.

Attachments:
1. 2025 Boards and Commissions Members
2. 2025 Boards and Commissions Vacancies

Board/ Commission	Appointed by/ first appt on	Name	Term Begin Date	Term End Date	Term Length
Board of Adjustment	Council		July 1 per City Ordinance	July 1 per City Ordinance	5 years
5 members	10/2/2023	Deidre Hoover	7/1/2023	7/1/2028	1st term
	9/9/2020	Amy Mitchell	9/9/2020	7/1/2025	
	7/19/2021	Lee Bash	7/1/2021	7/1/2026	
	1/18/2022	Jane Whalen	1/18/2022	7/1/2027	due to code change, first term began in January, then expires in July
	2/20/2018	Rene Soldwisch	1/31/2023	7/1/208	due to code change, second term began in January, then expires in July
Civil Service Commission	Mayor w/ Council approval		April 1 per Iowa Code	April 1 per Iowa Code	4 years
3 members (per state code)	5/19/2025	Travis Bell	4/1/2023	4/1/2027	partial term
		VACANT	4/1/2024	4/1/2028	
	2/7/2022	Elizabeth Miller	2/7/2022	4/1/2026	partial term until April 1, 2022 then full term until 2026
Hometown Pride Committee	Council		July 1 per City Ordinance		2 years
11-15 members		Vacant		7/1/2023	
		Vacant		7/1/2023	
		Vacant	2023		
	9/16/2024	Ellen Howell	7/1/2024	7/1/2026	first term
	7/1/2024	Joey Nelson	7/1/2024	7/1/2025	1 yr term in order to stagger
		Vacant			
		Vacant			
		Vacant			
		Vacant			
		Vacant			
		Vacant			
Human Relations Commission	Mayor w/ Council approval		July 1 per City Ordinance	July 1 per City Ordinance	3 years
7 members		VACANT			
		VACANT			
		VACANT			
		VACANT			
		VACANT			
		VACANT			
		VACANT			
IMU Board of Trustees	Mayor w/ Council approval		July 1 per City Ordinance	July 1 per City Ordinance	6 years; can serve for two terms plus any partial term
5 members	8/17/2015	Adam Voigts	7/1/2024	7/1/2030	Council approved a partial term from 8/17/2015 to 1/1/2018 and then a full term 1/1/2018 to 1/2/2024; second term 7/1/24 to 7/1/30
		Vacant	7/1/2025	7/1/2031	
	1/18/2022	Deb White	1/18/2022	7/1/2026	served from 2014-2020; second appointment is a partial term to fill a vacancy
	7/20/2020	Lori Smith	1/1/2021	7/1/2027	Council approved partial term from 1/1/2021 to 7/1/2021 and then a full term from 7/1/2021 to 7/1/2027
	6/6/2022	Dom Selgrade	7/1/2022	7/1/2028	1st term

Board/ Commission	Appointed by/ first appt on	Name	Term Begin Date	Term End Date	Term Length
Indianola Public Arts Commission	Council		July 1 per City Ordinance	July 1 per City Ordinance	3 years
7 members	1/4/2021	Monica Weinman	7/1/2023	7/1/2026	second term
	12/20/2021	Bob Kling	7/1/2023	7/1/2026	Filled a vacancy; first full term 2023
	2/3/2025	Al Kratz	7/1/2024	7/1/2027	Filled a vacancy
	2/3/2025	Rachel Terlop	7/1/2024	7/1/2027	Filled a vacancy
	12/7/2020	Grant Darrah	7/1/2022	7/1/2025	12/7/20 - 7/1/22 first term
	6/2/2025	Kelly Verwers Myers	6/3/2025	7/1/2027	Filled partial term
	6/2/2025	Jessiah McAninch	7/1/2025	7/1/2028	
				7/1/2027	
Library Board	Mayor w/ Council approval		July 1 per City Ordinance	July 1 per City Ordinance	6 years
7 members	6/19/2023	Dawn Goodale	7/1/2024	7/1/2030	filling a vacancy; 1st full term began 7/1/24
	7/2/2018	Cyd Dyer	7/1/2024	7/1/2030	2nd term
	7/1/2020	Sally Van Dorin	7/1/2020	7/1/2026	
	8/7/2023	Valerie Craven	7/1/2020	7/1/2026	filling a vacancy
	7/1/2016	Andrew Brittingham	7/1/2022	7/1/2028	2nd term
	9/3/2024	Teresa Swan Tuite	9/3/2024	7/1/2028	filling a vacancy
	6/6/2022	Randi Malone	7/1/2022	7/1/2028	1st term
Park & Recreation Commission	Mayor w/ Council approval		July 1 per City Ordinance	July 1 per City Ordinance	3 years; can serve for two terms plus any partial term
6 members	9/5/2023	Judy Pauley	7/1/2023	7/1/2026	first term
	9/5/2023	Marcy Hahn	7/1/2023	7/1/2026	first term
	3/3/2025	Matt Garrett	3/3/2025	7/1/2027	first term
	5/5/2025	Mike Baethke	5/5/2025	7/1/2027	Partial Term
	10/15/2018	Kathy Turnball	1/1/2022	7/1/2025	partial term from 10/15/18 to 1/1/2019; first full term from 1/1/2019 to 1/1/2022; second term from 1/1/22 to 7/1/25
	12/5/2022	Randy Bickham	7/1/2025	7/1/2028	partial term 12/5/22-7/1/25, first
Planning & Zoning Commission	Council		July 1 per City Ordinance	July 1 per City Ordinance	5 years
9 members	10/2/2023	Justin Noethe	7/1/2023	7/1/2028	1st term
	2/1/2014	Al Farris	2/1/2024	7/1/2029	3rd term
	2/1/2014	Misty Darling (formerly Sc	2/1/2024	7/1/2029	3rd term
	2/5/2024	Rich Piper	7/1/2025	7/1/2030	partial term 2/5/24-7/1/25 first full term 7/1/25-7/1/30
	2/6/2023	Carrie Woerdeman	2/6/2023	7/1/2025	partial term from 2/6/23 to 7/1/25
	12/20/2021	Cortney Marmon	7/1/2021	7/1/2026	first term
	2/7/2022	Lin Stecker	2/7/2022	7/1/2026	partial term
	6/5/2023	Jake Vice	6/5/2023	7/1/2027	partial term to fill vacancy
	4/3/2017	Sarah Ritchie	2/1/2022	7/1/2027	2nd term
Sustainability Committee	City Council		July 1 per City Ordinance*	July 1 per City Ordinance*	3 years
7 members		Rita Bresnan	1/4/2023	7/1/2026	

Board/ Commission	Appointed by/ first appt on	Name	Term Begin Date	Term End Date	Term Length
		Bill Howard	1/4/2023	7/1/2026	
		Anita Christensen	1/4/2023	7/1/2026	
		Kathie Farris	1/4/2023	7/1/2025	
		Jon Vernon	1/4/2023	7/1/2025	
		Vacant			
		Vacant			
Veteran's Memorial Bldg Commission	Mayor w/ Council approval		July 1 per City Ordinance	July 1 per City Ordinance	3 years
5 members	1/17/2023	Jess Tom	7/1/2025	7/1/2028	partial term, served 1/17/23-7/1/
	2/5/2024	Franklin Ewurs	2/5/2024	7/1/2026	partial term (vacancy from 7/1/23)
	8/16/2021	Brad Green	8/16/2021	7/1/2024	first term
	2/7/2011	Bob Greener	7/1/2022	7/1/2025	4th term (plus a partial term)
	5/1/2023	Clint Hagedorn	7/1/2025	7/1/2028	partial term, served 1/17/23-7/1/

Exhibit B

Current Openings/Terms Expired	
Board of Adjustment	One - July 1, 2025
Civil Service Commission	One - April 1, 2024; One - April 1, 2026
Hometown Pride Committee	11 to 15 - effective immediately - staff is working with Council Member Sones on possibly dissolving committee
Human Relations Commission	Seven - effective immediately
Indianola Municipal Utilities Board of Trustees	One - July 1, 2025
Indianola Public Arts Commission	One - July 1, 2025
Library Board of Trustees	Zero
Park and Recreation Commission	One - July 1, 2025 (have 2 applications)
Planning and Zoning Commission	One - July 1, 2025 (has reapplied)
Sustanability Committee	Three; one effective July 1, 2024; 2 effective July 1, 2025
Veteran's Memorial Building Commission	Two; one effective July 1, 2024; 1 effective July 1, 2025 - they both have submitted reappointment applications

Applications have been received to fill some of these current openings but as of publication have not been approved by the Council.

MEMORANDUM

To: Mayor and City Council

From: Jackie Raffety, City Clerk/Finance Director

Date: July 7, 2025

Subject: Approval of the submission of the 2025 Quarter 1 utility write-offs to the State Setoff program for collection.

Introduction: Council is asked to authorize the past due sewer, recycling, and storm water fees to be sent to the State Setoff Program for collection.

Background: The State Setoff Program withholds tax refunds and gambling/ lottery winnings from those individuals who have had delinquent bills submitted by the City. The City will be able to collect payment before any remaining funds, if any, are released to the individual.

Discussion: IMU has provided the attached report of first quarter 2025 write-offs, as well as a comparison report from the past five years of write-offs.

Budget Impact: Past due balances of $2,422.31 on 40 accounts will be submitted for collection.

Recommendation: Simple motion to approve submitting the write-offs to the State Setoff Program is in order.

Attachments:
1. Master City Write Off Sheet 2025 City
2. Q1 Write Offs 2025 City

Write Offs	2020-2025							
	Sewer	Stormwater	Recycling	Total		Billed		
2020 Q1	$ -	$ -	$ -	$ -			2020 Q1	
2020 Q2	$ -	$ -	$ -	$ -			2020 Q2	
2020 Q3	$ -	$ -	$ -	$ -			2020 Q3	
2020 Q4	$ 14,236.68	$ 470.28	$ 3,411.00	$ 18,117.96	**2020 Year Total**	$4,898,638.47	2020 Q4	
Total	**14236.68**	**470.28**	**$ 3,411.00**		**$ 18,117.96**	**$4,898,638.47**	**Total**	0.37%
2021 Q1	$ 3,429.93	$ 95.83	$ 470.33	$ 3,996.09		$ 1,089,006.46	2021 Q1	
2021 Q2	$ 5,909.19	$ 146.78	$ 822.01	$ 6,877.98		$ 1,213,429.15	2021 Q2	
2021 Q3	$ 5,480.92	$ 187.31	$ 1,132.03	$ 6,800.26		$ 1,329,332.83	2021 Q3	
2021 Q4	$ 3,117.59	$ 550.15	$ 244.49	$ 3,912.23	**2021 Year Total**	$ 1,327,615.39	2021 Q4	
Total	**$ 17,937.63**	**$ 980.07**	**$ 2,668.86**		**$ 21,586.56**	**$4,959,383.83**	**Total**	0.44%
2022 Q1	$ 5,941.44	$ 770.75	$ 449.72	$ 7,161.91		$ 1,214,093.37	2022 Q1	
2022 Q2	$ 3,103.03	$ 585.00	$ 378.00	$ 4,066.03		$ 1,202,955.45	2022 Q2	
2022 Q3	$ 3,184.07	$ 255.00	$ 571.34	$ 4,010.41		$ 1,330,167.83	2022 Q3	
2022 Q4	$ 2,120.79	$ 144.00	$ 457.00	$ 2,721.79	**2022 Year Total**	$ 1,272,050.26	2022 Q4	
Total	**$ 14,349.33**	**$ 1,754.75**	**$ 1,856.06**		**$ 17,960.14**	**$5,019,266.91**	**Total**	0.36%
2023 Q1	$ 3,289.84	$ 316.18	$ 430.17	$ 4,036.19		$ 1,250,955.26	2023 Q1	
2023 Q2	$ 5,981.65	$ 600.47	$ 385.46	$ 6,967.58		$ 1,224,953.58	2023 Q2	
2023 Q3	$ 6,992.68	$ 809.58	$ 374.46	$ 8,176.72		$ 1,579,680.90	2023 Q3	
2023 Q4	$ 3,626.99	$ 721.40	$ 354.25	$ 4,702.64	**2023 Year Total**	$ 1,605,683.08	2023 Q4	
Total	**$ 19,891.16**	**$ 2,447.63**	**$ 1,544.34**		**$ 23,883.13**	**$5,661,272.82**	**Total**	0.42%
2024 Q1	$ 1,887.01	$ 485.07	$ 342.77	$ 2,714.85		$ 1,477,506.54	2024 Q1	
2024 Q2	$ 3,414.15	$ 848.83	$ 294.26	$ 4,557.24		$ 1,471,621.58	2024 Q2	
2024 Q3	$ 6,385.80	$ 418.31	$ 1,054.37	$ 7,858.48		$ 1,511,454.49	2024 Q3	
2024 Q4	$ 3,385.07	$ 742.51	$ 273.47	$ 4,401.05	**2024 Year Total**	$1,585,388.17	2024 Q4	
Total	**$ 15,072.03**	**$ 2,494.72**	**$ 1,964.87**		**$ 19,531.62**	**$6,045,970.78**	**Total**	0.32%
2025 Q1	$ 1,714.33	$ 595.48	$ 112.50	$ 2,422.31		$ 1,490,510.18	2025 Q1	
2025 Q2				$ -			2025 Q2	
2025 Q3				$ -			2025 Q3	
2025 Q4				$ -	**2025 Year Total**		2025 Q4	
Total	**$ 1,714.33**	**$ 595.48**	**$ 112.50**		**$ 2,422.31**	**$1,490,510.18**	**Total**	0.16%

2020-2025	Sewer	Stormwater	Recycling	Total	Billed
Totals	**$ 83,201.16**	**$ 8,742.93**	**$ 11,557.63**	**$ 103,501.72**	**$28,075,042.99**
Averages	**$ 13,866.86**	**$ 1,457.16**	**$ 1,926.27**	**$ 17,250.29**	**$4,679,173.83**

CITY OF INDIANOLA 2025 Q1 Write Offs

Sewer Billed	$1,200,282.56	
Sewer Sent to State Offsets	$1,714.33	0.14%
Recycling Billed	$116,513.34	
Recycling Sent to State Offsets	$595.48	0.51%
Stormwater Billed	$173,714.28	
Stormwater Sent to State Offsets	$112.50	0.06%

Total # of accounts wrote off - 40

Service		Total Dollar Amount
Sewer		$ 1,714.33
Recycling		$ 595.48
Stormwater		$ 112.50
	Grand Total	$ 2,422.31

MEMORANDUM

To: Mayor and City Council

From: Jackie Raffety, City Clerk/Finance Director

Date: July 7, 2025

Subject: Approval of Urban Revitalization Designations.

Introduction: Approving the designation will authorize a tax abatement for the property.

Background:

Discussion: The following comprise a list of Urban Revitalization Designations.

Address	Titleholder or Contract Buyer	Estimated or Actual Cost of Improvements	Prior or Final Approval	Type of Construction
2309 N 7th St	CRUBAUGH, JAMIE D/SPRING M	$625,000	Prior	Residential New Construction
21056 N Summercrest St	BAILEY, JAMES BRIAN	$313,990	Final	Residential New Construction
802 E Hillcrest Ave	APEX STORAGE SOLUTIONS LLC	$166,579	Final	Commercial New Construction
2103 N Summercrest St	SCHNOOR, PATRICIA	$309,990	Final	Residential New Construction
1506 E Girard Ave	SAGE HOMES INC	$306,850	Final	Residential New Construction
1504 E Girard Ave	SAGE HOMES INC	$301,350	Final	Residential New Construction
1502 E Girard Ave	SAGE HOMES INC	$312,920	Final	Residential New Construction

Budget Impact:

Recommendation: All applications are in order for approval.

Attachments: None

MEMORANDUM

To: Mayor and City Council

From:

Date: July 7, 2025

Subject: Resolution approving salaries.

Recommendation: Roll call is in order.

Attachments: 1. Res 2025- Approving salaries 7-7-25

City of Indianola

RESOLUTION NO. 2025-

RESOLUTION APPROVING SALARIES

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

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

Soren Christensen, to Seasonal Lifeguard Year 2, $12.50/hour, effective June 16, 2025; and

Melissa Chapman to Part-time Non-benefitted IWC Non-Certified Swim Lesson Instructor, $13.00/hour, effective June 29, 2025; and

Blake Higgins, to Part-time Non-benefitted IWC Member Services, $11.00/hour, effective June 30, 2025; and

Ann Schimmels, to Part-time Non-benefitted IWC Member Services, $11.00/hour, effective July 7,2025; and

Makayla Cunningham, Part-time Non-benefitted, adding IWC Certified Swim Lesson Instructor, $13.00/hour, effective July 13, 2025.

BE IT FURTHER RESOLVED that the city staff is hereby authorized to execute the resolution to issue payroll checks and make all required supporting payroll payments as required per the personnel manual or required by law.

Passed and approved this 7th day of July 2025.

____

Steve Richardson, Mayor

ATTEST:

____

Jackie Raffety, City Clerk

MEMORANDUM

To: Mayor and City Council

From: Jackie Raffety, City Clerk/Finance Director

Date: July 7, 2025

Subject: Receive and file May 2025 Treasurer's Report.

Introduction: May 2025 marks 92% of the fiscal year, and the revenues and expenditures should be near this benchmark.

Background:

Discussion: As you can see in the report, nearly every expense fund is below the benchmark. A few of the capital projects are slightly over the benchmark due to the timing of the project, but will come in at or under budget for the fiscal year.

Function Check: As of May 2025, the overall expenditures are in-line with the budget reported to the State.

REVENUES:	FY25 Budget	FY25 Actual	Variance	Percent Of Budget
Taxes Levied on Property	9,111,655.00	9,248,445.15	(136,790.15)	102%
TIF Revenues	1,500,000.00	1,565,749.20	(65,749.20)	104%
Other City Taxes	2,699,229.00	2,675,767.46	23,461.54	99%
Licenses & Permits	271,827.00	418,933.84	(147,106.84)	154%
Use of Money & Property	836,413.81	912,660.35	(76,246.54)	109%
Intergovernmental	5,526,629.72	4,850,864.35	675,765.37	88%
Charges for Service	10,030,345.00	9,890,364.72	139,980.28	99%
Special Assessments	98,604.00	98,604.62	(0.62)	100%
Miscellaneous Category	620,409.00	584,714.33	35,694.67	94%
Transfer In	13,327,463.57	13,969,218.21	(641,754.64)	105%
Total Revenues & Other Resources	**34,910,921.10**	**34,966,877.08**	**(55,955.98)**	100%
EXPENDITURES:	**FY25 Budget**	**FY25 Actual**	**Variance**	**Percent of Budget**
Public Safety	9,382,260.10	8,539,104.89	843,155.21	91%
Public Works	2,107,373.00	1,842,175.13	265,197.87	87%
Culture & Recreation	3,046,645.00	2,836,554.33	210,090.67	93%

Community & Economic Development	1,880,797.39	508,427.22	1,372,370.17	27%
General Government	2,202,933.27	2,071,052.67	131,880.60	94%
Debt Service	3,818,700.10	3,825,724.29	(7,024.19)	100%
Capital Projects	7,189,213.00	5,858,083.49	1,331,129.51	81%
Business Type/Enterprise	12,846,302.45	11,869,971.35	976,331.10	92%
Transfer Out	13,992,654.45	14,022,800.65	(30,146.20)	100%
Total Expenditures/Transfers Out	**56,466,878.76**	**51,373,894.02**	**5,092,984.74**	91%

Budget Impact:

Recommendation: Receive and file the May 2025 Treasurer's Report.

Attachments: 1. May 2025

FINANCIAL REPORT

MONTH OF MAY 2025

	Fund	Beginning Balance	Revenue	Expense	Transfers In	Transfers Out	Fund Balance	Revenue Percent	Expense Percent
001	General Government	2,765,703.94	252,429.86	233,779.91	81,936.67	426,838.33	2,439,452.23	108.6%	86.9%
011	Police	1,825,326.67	159,341.32	368,110.33	77,459.39	24,755.30	1,669,261.75	97.0%	86.7%
015	Fire	336,172.14	49,817.01	55,602.92	20,193.72	-	350,579.95	106.5%	81.5%
016	Ambulance	566,537.15	171,575.39	183,162.46	35,777.67	28,250.00	562,477.75	108.7%	81.3%
041	Library	349,385.45	37,737.70	83,815.27	13,066.08	11,250.00	305,123.96	100.5%	84.3%
042	Park & Recreation	838,424.43	24,624.45	113,089.02	23,558.25	-	773,518.11	82.4%	89.9%
045	Memorial Pool	87,777.86	30,864.86	16,501.08	-	1,380.17	100,761.47	66.4%	66.8%
099	Franchise Fee-MEC	666,828.17	-	-	-	-	666,828.17	147.9%	100.0%
	GENERAL FUND SUB-TOTAL	**7,436,155.81**	**726,390.59**	**1,054,060.99**	**251,991.78**	**492,473.80**	**6,868,003.39**		
110	Road Use Tax (Streets)	1,972,269.10	178,266.85	114,314.66	25,000.00	204,529.16	1,856,692.13	91.3%	83.8%
112	Trust & Agency	180,419.99	174,704.48	-	-	174,704.47	180,420.00	100.7%	101.7%
121	Local Option sales Tax	1,008,273.22	197,098.56	-	-	511,425.00	693,946.78	96.9%	75.0%
125	TIF	6,330,990.68	163,165.71	-	-	114,717.67	6,379,438.72	102.5%	80.5%
141	Library Special Revenue	74,954.89	274.05	5,147.86	-	-	70,081.08	45.1%	32.3%
142	Park & Rec Special Revenue	44,777.77	-	579.52	-	-	44,198.25	100.0%	100.5%
160	Dowtown Revolving Loan	17,507.13	-	-	-	8,583.33	8,923.80	0.0%	91.7%
161	Downtown BIZ Program	275,705.25	-	9,209.19	31,000.00	-	297,496.06	29.7%	13.3%
177	Police ForFeiture	-	-	-	-	-	-		
	SPECIAL REVENUE SUB-TOTAL	**9,904,898.03**	**713,509.65**	**129,251.23**	**56,000.00**	**1,013,959.63**	**9,531,196.82**		
200	**DEBT SERVICE (SUB-TOTAL)**	**2,585,931.33**	**72,564.90**	**389,537.10**	**754,179.77**	**-**	**3,023,138.90**	90.7%	19.8%
301	Capital Projects (General)	763,612.17	-	13,320.69	11,250.00	-	761,541.48	76.8%	97.1%
321	Capital Projects (Streets)	1,711,459.05	3,968.80	5,694.25	75,000.00	-	1,784,733.60	88.8%	34.6%
322	Downtown Square Streetscape	161,020.91	-	213.00	-	-	160,807.91	100.0%	94.7%
323	Hillcrest Ave Improvements	(251,665.51)	-	-	-	-	(251,665.51)	0.0%	81.4%
324	K Street Improvements	1,027,433.03	-	-	-	-	1,027,433.03	100.0%	93.6%
340	CH/Public Safety Building	(253,889.74)	-	1,060.82	-	-	(254,950.56)	99.9%	97.3%
353	Community Redevelopment (D&D)	(1,681.52)	-	-	-	-	(1,681.52)	0.0%	100.0%
354	Industrial Park Improvements	496,170.22	-	-	-	-	496,170.22		
	CAPITAL PROJECTS SUB-TOTAL	**3,652,458.61**	**3,968.80**	**20,288.76**	**86,250.00**	**-**	**3,722,388.65**		
541	**LIBRARY ENDOWMENT FUND**	**66,441.68**	**474.64**	**-**	**-**	**-**	**66,916.32**	11130%	0.0%
610	Sewer	552,811.72	-	118,821.56	208,333.33	49,393.65	592,929.84	91.7%	89.5%
650	Stormwater Utility	907,051.89	58,509.59	23,971.20	-	26,666.67	914,923.61	94.1%	83.7%
670	Recycling	223,187.05	39,570.59	28,969.14	-	5,416.66	228,371.84	98.0%	92.8%
680	Indianola Wellness Campus	(208,274.40)	102,937.92	103,972.65	-	-	(209,309.13)	81.7%	86.5%
681	Indianola Wellness Campus-Capital	23,027.20	-	7.98	-	-	23,019.22	0.0%	78.9%
710	Sewer Capital Projects	685,939.80	422,976.34	31,056.00	125,000.00	425,556.66	777,303.48	89.9%	88.7%
771	Sewer Reserve	114,238.70	-	-	-	-	114,238.70		
781	WRRF Construction	623,627.14	-	-	61,500.00	-	685,127.14	75.0%	50.0%
791	Sewer Revenue Bonds	2,066,643.49	-	-	205,223.33	-	2,271,866.82	91.7%	20.2%
820	Health Insurance	2,686,982.85	125,784.65	172,262.69	-	-	2,640,504.81	90.2%	99.6%
830	Health Reimbursement Accounts	-	-	-	-	-	-		
840	Flex/STD	37,886.86	90.00	95.10	-	-	37,881.76	160.9%	74.3%
850	Liability Insurance Reserve-City	(2,856.09)	-	-	4,160.00	-	1,303.91	100.0%	100.0%
890	ISF Vehicles and Equipment	625,642.44	-	2,425.30	259,694.30	-	882,911.44		
	CITY UTILITY & ISF SUB-TOTAL	**8,335,908.65**	**749,869.09**	**481,581.62**	**863,910.96**	**507,033.64**	**8,961,073.44**		
	City Funds Subtotal	31,981,794.11	2,266,777.67	2,074,719.70	2,012,332.51	2,013,467.07	32,172,717.52		
	GRAND TOTAL CITY FUNDS	**31,981,794.11**	**2,266,777.67**	**2,074,719.70**	**2,012,332.51**	**2,013,467.07**	**32,172,717.52**		
	Cross Check Total						**32,172,717.52**		

Investments					
			Clerk's Balance		32,172,717.52
Bankers Trust	$	22,992,063.94			
Iowa Public Agency Inv. Trust	$	131,966.31			
Payroll Account, TruBank					
Checking Account, TruBank	$	110,037.37	Plus Outstanding Checks	$	479,766.12
Sweep Account, TruBank	$	8,353,549.86	Minus Outstanding Deposits	$	(19,629.73)
Indianola Hometown Pride, TruBank	$	26,090.40	Bank Adjustment		
Indianola EMS - TruBank	$	612,284.78	Book Adjustment	$	100.00
Indianola EMS - Bankers Trust	$	406,961.25			
BANK BALANCE		**32,632,953.91**			**32,632,953.91**

INTEREST DISTRIBUTION		% OF TOTAL	INTEREST INCOME	YTD Interest
General Fund (Non-Program 9500)	001-9500-43000	74.00%	$ 35,123.23	$ 534,394.28
TIF (Fund 125)	125-5200-43000	15.00%	$ 7,119.57	$ 108,323.19
Library Endowment Fund (Fund 541)	541-4100-43000	1.00%	$ 474.64	$ 7,221.57
Sewer (Fund 710)	710-8300-43000	2.00%	$ 949.28	$ 14,443.10
Health Insurance	820-9300-43000	8.00%	$ 3,797.12	$ 57,772.29
TOTAL		100.00%	$ 47,463.83	$ 722,154.43

General fund	7,288,702.58
Special Revenue	9,110,497.63
DS	3,023,138.90
CP	3,722,388.65
Permanent	66,916.32
Proprietary	8,961,073.44
	32,172,717.52

MEMORANDUM

To: Mayor and City Council

From: Aaron Hurt, Fire Chief

Date: July 7, 2025

Subject: Receive and file the May 2025 EMS Billing Activity Report.

Introduction: The following information summarizes the EMS billing activity and the fire department's calls for service for the month ending May 31, 2025.

Background: Below are the EMS billing details reflecting the May 2025 billing and collection summaries as reported by Digitech Company, as well as the details surrounding the monthly response totals of the Indianola Fire Department for the month ending May 31, 2025.

Discussion:

Billing Activity & Collection Summary for the Period: 05/01/2025 - 05/31/2025	
Billing Activity Summary	**Collection Report Summary**
New Total Billable: $178,333.29	All Accounts Collected Old/New: $112,513.26
Billable Transports: $176,933.29	Refunds: $930.73
Billable Non-Transports: $1,400.00	Account Closed: $6.29
Non-Billable: ($16,744.16)	Account Closed - Forwarded to Income Offset: $15,083.43
	Account Closed - Other: $1,345.00
	Unfreeze / Unclose - $6.29
	Adjusted - Other Reduction - $166.53
	Adjusted - Primary Insurance - $55,683.61
	Adjusted - Secondary Insurance - $5,048.25
Total Accounts Created: $161,589.13	**Net Total Collected: $111,582.53**

The EMS account balances as of May 31, 2025, as reflected by the statement issued, are as follows: TruBank balance at $612,284.78 and Bankers Trust balance $406,961.25

May Service Report

Incident Type	Count	Percent
Fire	2	0.78%
Rescue & EMS	207	80.86%
Hazardous Condition	2	0.78%
Service Call	19	7.42%
Good Intent	13	5.08%
False Alarm & False Call	13	5.08%
Total	**256**	**100%**

Budget Impact:

Recommendation: Receive and File

Attachments: None

— Office of the Mayor —

PROCLAMATION

Parks and Recreation Month 2025

WHEREAS, Parks and Recreation programs contribute to a high quality of life in a community; and

WHEREAS, these programs also provide friends and families opportunities to spend time together, build strong bonds and enrich their lives; and

WHEREAS, parks have a positive impact on the environment while providing health benefits to the residents; and

WHEREAS, the Indianola community has many dedicated professionals and volunteers who diligently work behind the scenes to provide a variety of experiences that enhance and preserve the quality of life in Indianola; and

WHEREAS, these individuals have created a community with an assortment of parks, trails, recreation facilities and activities which are modern, fun, safe and attractive, highly valued by the community, enhance economic and neighborhood growth and enhance the quality of life for our local citizens.

THEREFORE, I, Mayor Steve Richardson, do hereby proclaim July 2025 as Parks and Recreation Month in the City of Indianola, and encourage our residents to enjoy these essential spaces and participate in the programs the City offers.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Indianola, Iowa this 7th day July 2025.

____

Steve Richardson, Mayor

MEMORANDUM

To: Mayor and City Council

From:

Date: July 7, 2025

Subject: Approval of the appointment of Glen Cowan to the Parks and Recreation Commission with a term beginning immediately and ending July 1, 2028.

Recommendation: Roll call is in order.

Attachments: 1. Glen Cowan 2025

May 27, 2025

TO: Mayor Steve Richardson

I am interested in serving on the Indianola Parks & Recreation Commission. Being retired from 33 years serving the city with the parks and recreation department, I feel I can help provide ideas and suggestions in regards to programming, facilities and operation needs - especially with the happenings that are taking place with the Indianola Wellness Center. Additionally, with the library, wellness center and recreation department all providing recreation program opportunities, I can see some creative opportunities for collaboration, not only with programming but also with staffing.

As you know, I have a sincere interest in the value parks, trails and recreation programs have in providing a good quality of life for the citizens in our community.

I will appreciate your consideration of recommending me to be on the Parks & Recreation Commission. Thank you.

Sincerely,

Glen Cowan

City Clerk's Office

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

Volunteer Application Form to Serve on a City Board or Commission

There are numerous Boards and Commissions to advise the City Council. Terms for the Boards and Commissions vary and are established by Municipal Code. These boards and commissions are vital to the success of the community and are comprised of interested citizens. This form assists the City Council in evaluating the qualifications of applicants for appointment to a board, commission or committee. When terms have expired or vacancies occur, appointments are made during regular City Council meetings that take place on the first and third Monday. The applicant's qualifications may be discussed during the public meeting.

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

*Citizens applying for a position must live within City limits unless applying for the IMU Board of Trustees, Human Relations Commission, Hometown Pride or Sustainability Committees.

Personal Information

Name: Glen Cowan		Today's Date:
Street Address: 1602 W. Euclid Ave		
City, State, Zip: Indianola, IA 50125		Years Resided in Indianola: 45
Email: cowangw2@gmail.com		
Home Phone: 515-664-7343	Cell Phone: same	Work Phone:
Occupation: Retired		
Gender (Optional): M	Age (Optional):	Race (Optional):
Have you previously volunteered on a City Board, here or elsewhere? NO		
Board Name:	Years Served:	City:
Application for (Name of Board/Commission or Committee): Parks & Recreation Commission		
Why do you want to serve on this Board/Commission or Committee? To help meet the community needs with parks, trails, recreation facilities and programs.		
What will you contribute to this Board/Commission or Committee? Ideas and experiences providing a well rounded parks & recreation program, operation efficiencies and support for the staff.		

Please attach additional pages if necessary.

Glen Cowan

1602 W. Euclid Ave.
Indianola, IA 50125
Ph. 515.664.7343
e-mail: cowangw2@gmail.com

EMPLOYMENT HISTORY

1980 –2013 Director of Parks & Recreation, *Indianola, Iowa*
Administrative work directing operations of the city parks, facilities and recreation programs including park & program administration, public relations, customer service, long range planning, staff training and development.

EDUCATION

Central Missouri State University, Warrensburg, Missouri
Bachelor of Science
Major: Recreation & Leisure Services

VOLUNTEER SERVICE & COMMUNITY INVOLVEMENT

- Member, Indianola Noon Lions Club, 1980 – Present
- Treasurer, Keep Indianola Beautiful Committee, 2004 – 2013
- Treasurer, Indianola Community Trees Committee, 1995 – 2013
- Member, Indianola Chamber Board, 2006 – 2012
- Chair, Indianola Tourism Committee, 2009-10

MEMORANDUM

To: Mayor and City Council

From: Cassandra Hofer, Deputy City Clerk

Date: July 7, 2025

Subject: Approval of the reappointment of Bob Greener to the Veterans Memorial Building Commission with a term beginning immediately and ending July 1, 2028.

Recommendation: Roll call is in order.

Attachments: 1. Bob Greener Reappointment 2025

City Clerk's Office

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

Volunteer Application Form to Serve on a City Board or Commission

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

*Citizens applying for a position must live within City limits unless applying for the IMU Board of Trustees, Human Relations Commission, Hometown Pride or Sustainability Committees.

Personal Information

Name: ROBERT GREENER		Today's Date: 6-11-25
Street Address: 208 N. 15TH ST		
City, State, Zip: INDIANOLA IA 50125		Years Resided in Indianola: 30+
Email: greenbobber34@gmail.com		
Home Phone:	Cell Phone: 515·240·4814	Work Phone: 515·961·9400
Occupation: FIREFIGHTER/EMT		
Gender (Optional): M	Age (Optional): 56	Race (Optional): W
Have you previously volunteered on a City Board, here or elsewhere? YES		
Board Name: VMAC	Years Served: 4	City: INDIANOLA
Application for (Name of Board/Commission or Committee): VETERAN'S MEMORIAL AQUATIC CENTER		
Why do you want to serve on this Board/Commission or Committee? I WISH TO CONTINUE SERVING ON THE BOARD AS A VETERAN TO CONTINUE BEING PART OF A GROUP GIVING BACK TO INDIANOLA.		
What will you contribute to this Board/Commission or Committee? CONTINUITY OF SERVICE. IN MANAGING THE VMAC AND ASSIST IN ESTABLISHING RULES AND REGULATIONS FOR MANAGEMENT FOR ANOTHER TERM		

Please attach additional pages if necessary.

Boards, Commissions and Committees

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

MEMORANDUM

To: Mayor and City Council

From: Cassandra Hofer, Deputy City Clerk

Date: July 7, 2025

Subject: Approval of the reappointment of Brad Green to the Veterans Memorial Building Commission with a term beginning immediately and ending July 1, 2027.

Recommendation: Roll call is in order.

Attachments: 1. Brad Green Reappointment 2025

City Clerk's Office

CITY OF INDIANOLA EST. 1849

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

Volunteer Application Form to Serve on a City Board or Commission

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

*Citizens applying for a position must live within City limits unless applying for the IMU Board of Trustees, Human Relations Commission, Hometown Pride or Sustainability Committees.

Personal Information

Name: BRAD GREEN		Today's Date: 24 APR 2025
Street Address: 700 N G St		
City, State, Zip: Indianola, IA 50125		Years Resided in Indianola: 17 years
Email: hooah03@gmail.com		
Home Phone:	Cell Phone: 515-577-7457	Work Phone:
Occupation: weather forecaster / teacher		
Gender (Optional): male	Age (Optional): 53	Race (Optional): white
Have you previously volunteered on a City Board, here or elsewhere? yes		
Board Name: Vet memorial ACC	Years Served: 3	City: Indianola
Application for (Name of Board/Commission or Committee): VMACC		

Why do you want to serve on this Board/Commission or Committee?

To continue what we have been building with the plans for new aquatic center.

What will you contribute to this Board/Commission or Committee?

Experience serving on the board. Having kids who use the pool gives me insight into what the center needs.

Please attach additional pages if necessary.

Boards, Commissions and Committees

☐	**Board of Adjustment/Appeals** meets the first Wednesday of the Month at 6:00 p.m. in the City Hall Council Chambers. This Board reviews applications for variances (zoning setbacks, lot area, off street parking, etc.), rules on special uses and structures listed, and listens to/decides upon appeals or administrative decisions. The Board consists of five members who serve 5-year terms. The City Council appoint this Commission.
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☐	**IMU Board of Trustees** meets the second and fourth Monday of the month at 5:30 p.m. in the City Hall Council Chambers. This Board manages and controls the city's waterworks, electric, light and power plant and also provides telecommunication services. The Board consists of five members serving 6-year terms.
☐	**Indianola Public Arts Commission** is comprised of 7 residents who shall encourage the cooperation and coordination of projects in the field of arts that will enhance the cultural level of the arts in the community. They meet on the 4th Thursday of the month.
☐	**Indianola Wellness Campus Board of Trustees** consists of 7 members appointed by the Mayor. This board adopts rules, policies and regulations governing the use of the facility to foster recreational and wellness activities for the community. They meet monthly at the campus.
☐	**Library Board of Trustees** meets the second Tuesday of the month at 5:30 p.m. in the Library meeting room. This Board has charge, control and supervision of the Library, its appurtenances, fixtures, rooms, and personnel. The Board consists of seven members serving 6-year terms.
☐	**Park and Recreation Commission** meets the second Wednesday of the month at 5:00 p.m. at the Activity Center. This Commission advises City Council on the needed facilities to provide open spaces such as parks, playgrounds and community facilities for other forms of recreation. It oversees city programs and encourages other programs for the leisure time of the City residents of all ages. The Commission consist of six members serving 3-year terms.
☐	**Planning and Zoning Commission** meets the second and fourth Tuesday of the month at 6:00 p.m. in the City Hall Council Chambers. This Commission is qualified by knowledge or experience to act in matters pertaining to the development of the City Plan. The Commission consists of 9 members who serve 5-year terms. The City Council appoint this Commission.
☐	**Sustainability Committee** educates, informs, and encourages clean, renewable energy, conserving resources, reducing waste, encouraging recycling and promoting access to nature. The Committee meets the first Thursday of the month at 5:00 p.m.. The City Council appoints committee members.
☒	**Veterans Memorial Aquatic Center Commission** meets quarterly at 5:30 p.m. at the Activity Center. The Commission consists of honorably discharged soldiers, marines, airmen or coast guard members who manage and control the Veteran's Memorial Aquatic Center and establish rules and regulations for management. The Commission consists of five members serving 3-year terms.

George Bradley Green

EMERGENCY MANAGEMENT COORDINATOR

Details

700 North G St
Indianola, 50125
515-577-7457
hooah03@gmail.com

Skills

- Team Leadership
- Strategic Planning
- Weather Forecasting
- Military Operations
- Self Starter

Profile

Well-coordinated, decisive and eager to make an impact on established structures, improve service quality and contain costs in order to optimize program reach. Knowledgeable about working with committees to effectively manage traumatic incidents, crisis situations and disaster response.

Employment History

Weather Forecaster, Iowa Air National Guard

Currently serving as a Weather Forecaster for the Iowa Air National Guard, providing accurate and timely weather forecasts and analysis to support military operations. Utilize advanced meteorological tools and techniques to forecast weather conditions, including temperature, wind speed, precipitation, and severe weather events. Collaborate with a team of meteorologists and military personnel to ensure the safety and success of missions. Continuously monitor and analyze weather data from various sources to provide the most up-to-date and accurate forecasts. Maintain a high level of situational awareness and communicate weather information effectively to military personnel. Extra duty includes being the unit representative for Emergency Preparedness Coordinator.

College Football Coach, Simpsons College

Serve as a College Football Coach at Simpsons College, providing leadership and guidance to student-athletes. Develop and implement strategic game plans, conduct team practices, and provide individualized coaching and feedback to improve player performance. Foster a positive and supportive team culture, emphasizing teamwork, discipline, and sportsmanship. Collaborate with coaching staff and athletic department to recruit and retain talented student-athletes. Develop strong relationships with student-athletes to support their personal and academic growth.

Represent the college and the football program in a professional and positive manner.

Anesthesia Technician, UnityPoint-Iowa Methodist Medical Center

Worked as an Anesthesia Technician at UnityPoint-Iowa Methodist Medical Center, providing support to anesthesia providers during surgical procedures. Prepared and maintained anesthesia equipment and supplies, ensuring they are clean, functional, and readily available. Assisted with patient positioning and preparation for procedures. Monitored patients during procedures and reported any changes in vital signs or patient condition to the anesthesia provider. Collaborated with the healthcare team to ensure a safe and ef cient surgical environment. Provided support and assistance to anesthesia providers as needed.J

Education

Master's in Applied Meteorology, Mississippi State University

Bachelor's in Secondary Education, Upper Iowa University

MEMORANDUM

To: Mayor and City Council

From:

Date: July 7, 2025

Subject: Resolution of the City Council of the City of Indianola, Iowa declaring support for the preservation of the Federal TRIO Program.

Recommendation: Roll call is in order.

Attachments: 1. Res 2025- Support of TRIO

City of Indianola

RESOLUTION NO. 2025-

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF INDIANOLA, IOWA DECLARING SUPPORT FOR THE PRESERVATION OF THE FEDERAL TRIO PROGRAM

WHEREAS, the Federal TRIO Programs are federal outreach and student service programs that are designed to identify and provide services for those individuals from disadvantaged backgrounds such as low-income individuals, first-generation college students, and individuals with disabilities; and

WHEREAS, over 160 Simpson College students benefit from TRIO Programs; and

WHEREAS, Simpson College generates an estimated $375,000 annually in college revenue through increased retention due to the TRIO Programs; and

WHEREAS, the current Federal government administration desires to eliminate the Federal TRIO Programs; and

WHEREAS, the City Council of the City of Indianola recognizes the importance of the Federal TRIO Programs in providing access to higher education for low-income, first-generation, and disabled students at Simpson College and beyond; and

WHEREAS, the City Council of the City of Indianola strongly supports the Federal TRIO Programs and urges Congress to provide adequate funding for this program that demonstrates a proven track record of success; and

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Indianola, Iowa that we hereby encourage the members of Congress to protect TRIO Programs from proposed tax cuts to ensure that all students have the opportunity to succeed in college and contribute to society.

BE IT FURTHER RESOLVED, that copies of this Resolution shall be furnished to all members of the Iowa Congressional Delegation.

Approved this 7th day of July 2025 by the City Council of Indianola, Iowa.

____
Steve Richardson, Mayor

ATTEST:

____
Jackie Raffety, City Clerk

MEMORANDUM

To: Mayor and City Council

From: Courtney Silliman, Human Resources and Risk Management Director

Date: July 7, 2025

Subject: Resolution approving property deductible with ICAP.

Introduction:

Background: ICAP provides property insurance for the City of Indianola. Deductible limits are $5,000 per occurrence for traffic signals and $30,000 per occurrence for all other property types. Due to the cost and frequency of replacement, staff is recommending a $5,000 deductible for flashing stop signs instead of the current $30,000 deductible.

Discussion: Currently the city insures six flashing stop signs and 11 traffic control signals.

Budget Impact: $2,500.00 additional premium invoiced separate from the FY 25-26 renewal.

Recommendation: Approve $5,000 deductible for flashing signals. Roll call is in order.

Attachments: 1. Res 2025_ ICAP Property Deductible for 2025-2026

City of Indianola

RESOLUTION NO. 2025-

RESOLUTION APPROVING ICAP PROPERTY DEDUCTIBLE INSURANCE FOR FLASHING STOP SIGNS

WHEREAS, ICAP provides property insurance for the City of Indianola; and

WHEREAS, deductible limits are $5,000 per occurrence for traffic signals and $30,000 per occurrence for all other property types; and

WHEREAS, due to the cost and frequency of replacement, staff is recommending a $5,000 deductible for flashing stop signs instead of the current $30,000 deductible; and

WHEREAS, additional premium due totals $2,500.

NOW, THEREFORE, BE IT RESOLVED that the Indianola City Council hereby approves changing the flashing stop sign deductible from $30,000 to $5,000 and authorizes the City Manager to execute the necessary documents, as may be required by the insurance companies.

PASSED this 7th day of July 2025.

____
Steve Richardson, Mayor

ATTEST:

____
Jackie Raffety, City Clerk

MEMORANDUM

To: Mayor and City Council

From: Jackie Raffety, City Clerk/Finance Director

Date: July 7, 2025

Subject: SKF Inc, dba I Towner Stop.

Introduction: This is a renewal of I Towner Stop's Class E retail alcohol license.

Background: I Towner Stop is located at 403 W 2nd Avenue. Their current license expires on July 7, 2025.

The Indianola Police Department has responded to 21 calls for service at this location from December 2, 2020 through June 27, 2025.

Discussion: SKF Inc is a corporation with Sukhjinder Singh listed as the owner. Staff has inspected the premises and reviewed the application. Upon review of the application, the Police Department is recommending denial of the liquor license due to misconduct of employees in 2022 and 2025.

Iowa Code 123 allows denial of a liquor license by the local authority if the applicant is not a person of good moral character or hasn't complied with all laws, ordinances and regulations. Indianola Code 120 also prohibits permit holders from knowingly permitting or engaging in criminal activity on the premises covered by the license. The Indianola City Council can determine that the applicant does not have good moral character under Iowa Code 123.3(40) and provide that as a reason for the denial to the Alcoholic Beverages Division.

Budget Impact:

Recommendation: SKF Inc was notified of the recommendation to deny the approval of a liquor license through certified mail and a hand-delivered notice to I Towner Stop on June 27, 2025. Council should hold a hearing, allowing Mr. Singh to speak about his liquor license application.

After the hearing, the Council shall make a determination to approve or deny the liquor license for SKF Inc.

Attachments: None

MEMORANDUM

To: Mayor and City Council

From: Brian Sher, Police Chief, Jackie Raffety, City Clerk/Finance Director

Date: July 7, 2025

Subject: Discussion and direction regarding an agreement with Kiya Koda for animal control.

Introduction: The City of Indianola is currently under contract with Kiya Koda for animal control services.

Background: The current contract sets a monthly fee through FY24 and is automatically renewed. Either party must provide 60-days notice to terminate the agreement. Funding for FY26 was not included in the budget, knowing a budget amendment would be needed once a contract was negotiated.

Discussion: Animal control is a public safety cost and any funding will come out of the police department budget. We will need to include funding for FY26 in the first budget amendment.

The City of Indianola, by state law, can capture dogs that are known to be unvaccinated for rabies, aggressive, or have bitten another person or animal. There is not a requirement to capture dogs that do not fall into those categories or other pets.

Some municipalities have a contract with ARL where they pay a fee for every animal they ask ARL to take in, instead of a flat monthly fee. These contracts also provide training for capturing dogs. ARL is available 24/7 for intake and includes the holding of vicious animals.If the City of Indianola contracted with the ARL, a cage would need to be purchased for the police truck. Staff has reached out to ARL to discuss a possible contract.

Staff would prefer to stay local while remaining budget-conscious and continue to engage in discussions with Kiya Koda regarding animal control and holding vicious dogs.

Budget Impact: Our annual contract amount is currently $54,000. It is anticipated to be less than $2,000 with a new contract.

Recommendation: Staff is recommending to terminate the current agreement with Kiya Koda, pursue a policy prioritizing enforcement of catching dogs which are known to be unvaccinated, aggressive, or bite-involved, and working out an agreement with Kiya Koda (preferred) or ARL to shelter captured dogs.

Attachments: None

MEMORANDUM

To: Mayor and City Council

From: Doug Bylund, Chief of Culture and Recreation

Date: July 7, 2025

Subject: Discussion and direction regarding creating Member Services Coordinator Position at the Indianola Wellness Campus.

Introduction: As we look to align the IWC operations more closely with the City's departments and long-term vision, Staff is recommending the Indianola Wellness Campus undergo a strategic staffing restructure. With the resignations of the Executive Director and 2 other Part Time leadership positions this spring, this restructuring is essential to the ability for the IWC to evolve and operate as a fully integrated part of the City's infrastructure. With the creation of the Member Service Coordinator position, we will reconfigure the Full-time Membership Operation Coordinator and Part-time Group Exercise Coordinator Roles while re-aligning responsibilities to streamline the operations of the facility.

Background: The proposed new Member Service Coordinator position will be responsible for hiring, training, scheduling and performance management of the Member Services staff and Learn & Play. They will spend 75% of their time as a front line team member, allowing for integrated oversight, leadership and consistent customer service. There will be a reduction in the amount of Part-time Member Services hours worked as a result of this change.

The Membership Operation Coordinator will be responsible for the Core membership, programs and facility management system, weekly performance and membership reports, customer relations and retention, quality assurance and process corrections and the point of contact for the Friends of IWC and the capital donation campaign. The Group Exercise Coordinator will assume the supervision of the Personal Trainers at the IWC.

These changes will continue to assist with our integration with the Parks and Recreation department and focus on the IWC's unique value proposition. With this restructure, the IWC leadership positions would be included on the City's comp and grade system. We will continue to explore and align with shared leadership across seasonal programming, facility management operations and investigate coverage partnerships to streamline our services to the members of our community and visitors.

Discussion:

Budget Impact: This proposal will result in a $40,836 estimated decrease to the overall IWC employee wages and benefits as summarized below GL Account lines.

Indianola Wellness Campus	**FY 26 Approved Budget**	**Proposed Budget**
Salary/Wages--Administration(E)	$ 82,655.00	$ -
Salary/Wages--Clerical(E)	$ 149,303.00	$ 235,000.00
Salary/Wages--All PT Employees(E)	$ 479,233.00	$ 425,000.00
FICA(E)	$ 55,080.00	$ 51,000.00
IPERS(E)	$ 46,017.00	$ 50,000.00
Deferred Comp--457(E)	$ 3,000.00	$ 3,000.00
Employee Assistance Program(E)	$ 506.00	$ 506.00
Wellness Program(E)	$ 315.00	$ 315.00
Health Insurance(E)	$ 7,332.00	$ 16,000.00
Dental Insurance(E)	$ 2,124.00	$ 3,000.00
Vision Insurance(E)	$ 205.00	$ 313.00
HSA Expense(E)	$ 3,200.00	$ 4,000.00
Total IWC Wages and Benefits	$ 828,970.00	$ 788,134.00

Recommendation: Staff recommends moving forward with posting the new Member Service Coordinator position.

Attachments: 1. MEMBER SERVICE COORDINATIOR._job description.pdf 06.11.25

JOB DESCRIPTION

POSITION:	**MEMBER SERVICE COORDINATOR**	**PAY GRADE: 4**
DEPARTMENT:	**WELLNESS CAMPUS**	**FLSA STATUS: NON- EXEMPT**
REPORTS TO:	**CHIEF OF CULTURE AND RECREATION**	**UNION STATUS: NON-UNION**
EMPLOYMENT TYPE:	**FULL TIME**	**CIVIL SERVICE: NO**

SUMMARY:
The Member Services Coordinator is a pivotal leadership role responsible for overseeing the daily operations of the front desk and Learn & Play areas, ensuring exceptional service delivery to members and guests. This position leads and develops a dedicated team of staff, fostering a welcoming environment that promotes member engagement and satisfaction.

EQUIPMENT USED: Standard office equipment.

SUPERVISES:
Member Service Staff,
Learn and Play Staff

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are normal for this position. These are not to be construed as exclusive or all inclusive.

- Supervises part-time staff.
- Oversight of day-to-day front desk and learn and play operations
- Manage scheduling of staff
- Member Service Coordinator will spend 30 hours a week stationed at the member service desk.
- Ensure all member services staffing comply with all Wellness Campus policies and procedures
- Assist in creating a marketing plan with other leadership team members to promote membership
- Provide leadership and direction for member services staff by working alongside them on the floor.
- Manage, supervise, and evaluate assigned staff to ensure satisfactory job performance.
- Establish sound communication procedures to ensure staff team members receive timely and accurate information.
- Provide consistent trainings for staff
- Prepare and submit payroll paperwork and time/attendance information as required Wellness Campus policies and procedures and in compliance with applicable laws and regulations.
- Assist in organization’s financial development efforts.
- Demonstrate and support the objectives of the IWC as embodied in the mission statement and values.
- Attend quarterly meetings.
- Must be available to work opening shifts, closing shifts, and weekend shifts as needed

MINIMUM QUALIFICATIONS:

- High school graduation or equivalent
- Two years' experience customer service/management in setting or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.
- Ability to solve problems, handle sensitive public and department contacts, communicate effectively both verbally and in writing, work independently, evaluate work performance, supervise employees and volunteers.
- Integrity, attention to detail and ability to manage multiple priorities.
- Computer knowledge and use of Microsoft Office.
- Must have a sincere desire and a passion to work, interact with and help the community.
- Must be outgoing, friendly and approachable.
- Must have the ability to motivate all members to be active in programs.
- Must have good planning and organizational skills and be detail oriented.
- Ability to work cooperatively with staff, clients and public and private agencies.
- Ability to exercise initiative and do creative thinking.
- Ability to express one's self clearly and concisely, orally and in writing.
- Must be enthusiastic, a self-motivator and resourceful.
- Subject to a post-offer drug and alcohol screening and background check.

ENVIRONMENTAL CONDITIONS:

The work is performed in a typical office or administrative environment. The worker is not substantially exposed to adverse environmental conditions.

PHYSICAL REQUIREMENTS:

- Sitting approximately 70 percent of the time.
- Standing and/or walking approximately 30 percent of the time.
- Requires the exertion of up to 10 pounds of force frequently to lift or otherwise move objects.
- Upwards of 50 pounds of force occasionally.

VISION REQUIREMENTS:

The minimum standard for use with those whose work deals largely with preparing and analyzing data and figures, accounting, transcription, extensive reading, and computer terminal.

EQUAL OPPORTUNITY EMPLOYER:

The City of Indianola is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals and encourages prospective employees and incumbents to discuss potential accommodations with the employer.

The City of Indianola reserves the right to change this job description at any time.

EMPLOYEE ACKNOWLEDGEMENT:

I acknowledge receiving a copy of my job description. I understand the requirements, essential functions and duties of my position. I understand that should I have any questions regarding my position, I should ask my supervisor or human resources.

____

Print Name

____ ____________________________

Signature Date

MEMORANDUM

To: Mayor and City Council

From: Brian Sher, Police Chief

Date: July 7, 2025

Subject: Discussion and direction regarding filling an open officer position in the Police Department.

Introduction: Due to staff turnover at the Lieutenant position, interim promotions have been used to fill leadership roles creating an open police officer position. Staff recommends filling the open police officer position and conducting promotional processes to fill leadership roles.

Background: Due to staff turnover, Brad Metcalf has been serving as interim Lieutenant and Nicole Brown has been serving as interim Sergeant, which has created a vacancy at police officer. Staff is requesting council's approval to conduct a promotional process to permanently fill the patrol Lieutenant position and permanently fill a Sergeant position as well as fill the vacant police officer position. These positions are vital to the operation of the Indianola Police Department.

Discussion:

1. With the approved construction of 500 new family residential structures, the city's population is expected to increase by 1,500. According to community development, 2.3 people will reside in each unit on average.
2. FBI data states that Indianola falls into Group V (Cities 10,000 to 24,999 population). FBI data shows that the appropriate number of officers per 1,000 residents in the Midwest geographic division is 1.7 officers per 1,000 residents. According to the latest data, and data being used to recruit a new Community Development Director, Indianola's population is currently 16,069. This means with our current approved officer number of 23, we are at 1.43 officers per 1,000 residents. Backfilling to 24 officers will get us to 1.49 officers per 1,000 residents. (Still below FBI's ideal) The 2018 police department staffing study supports this information.
3. With calls for service rising 5.7% in 2024, we can expect a similar rise going forward by adding new residents, more vehicle traffic, increasing the workload.
4. Right now, the minimum officer staffing level for a patrol shift is 2 officers and has been since at least 1994. A staffing study in 2018 noted the desire for a 3-officer minimum, but there has been no progress made to make that a reality.
5. Investigations cases rose 15% in 2024, despite being short-staffed.
6. The captain position is supervising Investigations, SRO's and Lieutenants because of the vacancies in the Lieutenant and Sergeant ranks.
7. Because of the interim status of a lieutenant and sergeant position, a lot of work time has had to be spent cross-training as well as following up to ensure tasks are completed. Need consistency.
8. Not promoting and not having opportunities at upward mobility has a deep effect on morale.
9. Lastly, in the annual report, you can see the difference in traffic enforcement from 2023, when we were down 4 officers, to 2024. There was a rise of 41%. Traffic enforcement keeps the roads safer and has a positive impact on reducing other crimes.

10. Having salaried employees and/or detectives fill open patrol positions hampers the effectiveness of the daily operations of the police department. While patrol shifts need to be filled, other administrative jobs and investigations suffer. Below is a breakdown of the last 3 months of schedule changes:

Between April 2025 to June 2025 (3 months), 3 officers down
• 105 schedule changes
• 20 OT shifts scheduled
• 12 Admin filled shifts
• 10 Detective filled shifts

Budget Impact: The requested staffing considerations are included within the FY26 Budget.

Recommendation: Staff recommends approval to fill the open patrol officer position and conduct promotional processes to fill the lieutenant and sergeant positions.

Attachments: None

MEMORANDUM

To: Mayor and City Council

From: Akhilesh Pal, Public Works Director

Date: July 7, 2025

Subject: Discussion and direction regarding funding for the joint fuel facility.

Introduction: This memorandum presents a proposed budget amendment and outlines a cost-sharing framework related to the Joint Fuel Facility. The City of Indianola has assumed full operational responsibility for the facility as of July 1, 2025. Council consideration is requested to determine a funding approach for shared expenses and operational needs.

Background: Warren County vacated the Joint Fuel Facility effective July 1, 2025, and the City of Indianola has since assumed full management. Current users include the City of Indianola, Indianola Municipal Utilities (IMU), and the Indianola School District. To resume unleaded fuel services and manage operations effectively, a clear budget and insurance plan is required.

Discussion: A budget amendment is proposed to cover initial operating costs for Fiscal Year 2025–2026, including utility service and fuel purchases.

1. Utility Coverage:

Electricity and gas utilities (estimated at $2,400 and $3,600 per year, respectively) total approximately $6,000 annually. Staff proposes that these costs be temporarily funded through the Road Use Fund, based on current usage of the adjacent equipment storage building by the Streets Division. While other departments may benefit from the facility in the future, the Streets Division is currently the primary user of the utility-dependent areas.

2. Annual Shared Expense

The total annual shared expenses for the facility are estimated at approximately $329,700. This includes fuel costs of about $300,000, which are based on historical usage patterns with a modest adjustment for inflation and anticipated demand. The fuel costs are allocated among the users as follows:

- City of Indianola – $118,000 at 39.3%,
- IMU – $39,000 at 13.0%, and
- Indianola School District – $143,000 at 47.7%.

Other shared operating costs, totaling approximately $29,700, cover fiber service, grounds maintenance, FuelMaster software and training, underground storage tank compliance and inspections, and staff certification. Some of these expenses are recurring, while others may be one-time or periodic, depending on staff turnover and inspection schedules. These shared operating costs are listed as follows:

- $4,700 for UST Pollution Insurance – recommended $3 million coverage
- $1,300 for fiber service
- $10,500 for grounds maintenance
- $5,700 for the FuelMaster Premium Plan
- $500 for FuelMaster training (likely a one-time cost depending on turnover)
- $3,000 annually for Unified (UST service provider and inspector)
- $1,000 for annual UST inspections, with a possible additional $1,000 for the triennial inspection (pending confirmation)
- $3,000 for Class A Operator Certification (also likely a one-time cost)

Some of these expenses are expected to recur annually, while others may only be needed as new staff are trained.

Brad Bengston, the City's insurance agent with TrueNorth Companies, obtained UST pollution insurance quotes: $2,000 (@ $1 M), $4,000 (@ $2 M), and $4,700 (@ $3 M). Brad recommends at least the $2 million limit for $4,000 per year and notes the $3 million limit costs only $700 more. Staff concurs with selecting the $3 million option ($4,700 per year) to provide added protection at minimal additional cost increase.

3. Cost Allocation

Shared expenses will be paid from a fund that is yet to be determined, with monthly reimbursements from IMU and the School District based on their respective actual usage. Operational costs will be shared using the following allocation: City of Indianola – 39.3%, IMU – 13.0%, and Indianola School District – 47.7%. Staff will review the allocation after one year and recommend any adjustments. Shared costs are proposed to be allocated proportionally based on fuel usage, with monthly reimbursements from IMU and the School District. The City's share and the upfront payments for these shared expenses will require a funding source to be identified. We need to designate a fund if the budget amendment is approved. Staff will reevaluate the allocation model after one year.

4. Water & Sewer Disconnection

Because the building no longer requires active water or sewer service, staff recommends disconnecting both utilities to avoid unnecessary charges. The building does not require active water or sewer connections, and discontinuing service will help eliminate unnecessary expenses.

5. 28E Agreement

To formalize roles, responsibilities, and cost-sharing arrangements, a 28E agreement will be developed for all shared users of the Joint Fuel Facility. This agreement will be presented to Council for consideration in an upcoming meeting.

Budget Impact: The total proposed budget amendment is $335,700. Of this, $6,000 is proposed to be covered from the Road Use Fund for utility expenses. The remaining $329,700 will require a funding source to be determined, should the budget amendment be approved.

Recommendation: Staff respectfully recommends that Council:

1. Approve the proposed budget amendment for Fiscal Year 2025-2026 to fund startup and operational costs totaling approximately $335,700, which includes:

- $6,000 for electricity and gas utility expenses to be funded from the Road Use Fund, and
- $325,000 for shared operating expenses.
- $4,700 for $3 million UST pollution insurance for shared expenses.

2. Approve the UST pollution insurance quote provided by TrueNorth Companies for $3 million in coverage at an annual cost of $4,700, as recommended by staff.

3. Approve the cost-sharing approach for shared operating expenses, with quarterly reimbursements from the City of Indianola, Indianola Municipal Utilities, and the Indianola School District based on their proportional fuel usage: 39.3%, 13.0%, and 47.7%, respectively.

4. Authorize staff to work with the City Attorney and all fuel facility users to develop and present a 28E agreement to formalize cost-sharing, operational responsibilities, and oversight among all Joint Fuel Facility users.

5. Authorize staff to proceed with disconnection of water and sewer service to the facility, as these utilities are not required for current or planned operations.

Attachments: 1. Fuel Facility Council Resolution

City of Indianola

RESOLUTION NO. 2025-

RESOLUTION APPROVING BUDGET AMENDMENT, INSURANCE COVERAGE AND COST-SHARING FOR THE JOINT FUEL FACILITY

WHEREAS, the City of Indianola has assumed full operational responsibility for the Joint Fuel Facility as of July 1, 2025; and

WHEREAS, a budget amendment is needed to fund initial utility and operating expenses and to establish a cost-sharing arrangement among the City, Indianola Municipal Utilities (IMU), and the Indianola School District; and

WHEREAS, the City has received insurance quotes for underground storage tank (UST) pollution coverage and staff recommends selecting the $3 million option at an annual cost of $4,700; and

WHEREAS, a cost-sharing model based on fuel usage is proposed as follows: City (39.3%), IMU (13.0%), and School District (47.7%), with monthly reimbursements from IMU and the School District.

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

Section 1. The FY 2025–2026 budget is amended to include $335,700 in anticipated expenses for the Joint Fuel Facility. Of this, $6,000 is to be funded from the Road Use Fund. The remaining $329,700 shall be funded from a source to be determined.

Section 2. The $3 million UST pollution insurance quote from TrueNorth Companies is approved at a cost of $4,700 annually and the City Manager is authorized to execute all necessary documents related to the insurance coverage.

Section 3. The proposed cost-sharing model is approved, with monthly reimbursements from IMU and the School District based on actual fuel usage.

Section 4. Staff is authorized to work with the City Attorney and fuel facility users to develop a 28E agreement outlining cost-sharing, responsibilities, and oversight.

Section 5. Staff is authorized to disconnect water and sewer service to the facility.

Section 6. The City Manager is authorized to sign contracts or agreements on behalf of the City of Indianola.

PASSED AND APPROVED this 7th day of July 2025.

____

Steve Richardson, Mayor

ATTEST:

____

Jackie Raffety, City Clerk

MEMORANDUM

To: Mayor and City Council

From:

Date: July 7, 2025

Subject: Resolution setting a public hearing for August 18, 2025 at 6:00 PM regarding the first budget amendment for the Fiscal Year 26 budget.

Recommendation: A budget amendment is necessary if the Council gives direction to proceed with funding for the joint fuel facility.
Roll call is in order.

Attachments: 1. Res 2025- set PH for FY26 budget amendment

City of Indianola

RESOLUTION NO. 2025-

RESOLUTION SETTING TIME AND PLACE FOR A PUBLIC HEARING TO AMEND THE FISCAL YEAR 26 BUDGET

WHEREAS, the City is required to hold a public hearing concerning the amendment of the City's budget for Fiscal Year 26.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF INDIANOLA, IOWA, that a public hearing will be held August 18, 2025, beginning at 6:00 p.m. in the City Hall Council Chambers, 110 N. 1st Street, concerning amending the City's budget for Fiscal Year 2026, and the City Clerk is directed to publish notice of said meeting in the Indianola Record Herald and Tribune.

PASSED AND APPROVED this 7th day of July 2025.

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Steve Richardson, Mayor

ATTEST:

____
Jackie Raffety, City Clerk

MEMORANDUM

To: Mayor and City Council

From:

Date: July 7, 2025

Subject: Discussion and action regarding future agenda items.

Recommendation: This is an opportunity for Council Members to bring forward future agenda items, vote on adding it to an agenda, and give direction to staff.

Attachments: None