



— Clerk's Office —

NOTICE:

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

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

You may also view the meeting via a zoom webinar (Password: 157641):
<https://zoom.us/j/99658070856?pwd=TTZ6NkdVWmdnVVFB0EZjNDBlWVFlZz09>
Password:

Or iPhone one-tap: 1-301-715-8592, 99658070856#,1#,157641# or 1-312-626-6799, 99658070856#, 1#,157641#

Or Telephone Dial: 1-301-715-8592 or 1-312-626-6799 or 1-646-558-8656 or 1-253-215-8782 or 1-346-248-7799 or 1-669-900-9128. Webinar ID: 996 5807 0856

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

cityclerk@indianolaiowa.gov

or

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

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

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

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

Thank you for your cooperation, patience and understanding.

- The City of Indianola



CITY OF INDIANOLA PUBLIC COMMENT FORM

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

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

Please complete the following information:

Your Name: _____

Address: _____

City Council Meeting Date: _____

City Council Agenda Item: _____

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

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



CITY OF INDIANOLA COUNCIL MEETING

June 15, 2020

6:00 p.m.

City Council Chambers

Agenda

1. Call to order
2. Pledge of allegiance
3. Roll call
4. Public comment
5. Consent
 - A. Approval of agenda
 - B. **Page 6** June 1, 2020 Minutes.
 - C. Applications
 1. **Page 11** A renewal Class E Liquor, Class C Beer, Class B Wine and Sunday Sales Privilege license for Jiffy Express, located at 311 N Jefferson.
 2. **Page 12** A new Cigarette Permit application for I-Towner Stop, located at 403 W 2nd Avenue.
 3. **Page 13** A renewal of a refuse hauling permit for Waste Connections Inc.
 - D. **Page 14** Resolution adopting the 2020 Strategic Plan.
 - E. **Page 60** Resolution authorizing the recommended small business recovery grant awards.
 - F. **Page 63** Third consideration of an ordinance adopting the 2020 revised Code of Ordinances of the City of Indianola, Iowa (Codification Project).
 - G. **Page 73** Second consideration of an ordinance approving a rezoning from M-2 General Industrial Zoning District to the R-4, Multiple Family (Residential) Zoning District.
 - H. **Page 75** Second consideration of an ordinance approving a proposed Development Plan and rezoning from the R-3, Mixed-Residential Zoning District to the R-5, Planned Residence District.

- I. **Page 78** Resolution approving a waiver of the sidewalk requirement and installation covenant for New Heights Church for 309 East Hillcrest Avenue.
- J. **Page 83** Receive and file the Fiscal Year 21 Community Development Work Program.
- K. **Page 102** Resolution Setting Public Hearing on Consideration of Ordinance Amending Chapter 100 of the Code of Ordinances of the City of Indianola, Iowa, by Eliminating Interest Charges Associated with Connection Fees in Certain Connection Fee Districts.
- L. **Page 113** Resolution Setting Public Hearing on Consideration of Ordinance Amending Subsection 3 of Section 100.12 of the Code of Ordinances of the City of Indianola, Iowa, by Eliminating Interest Charges Associated with Connection Fees in the Highway 92 West Sewer Benefited District
- M. **Page 125** Resolution authorizing the replacement of manhole E302.
- N. **Page 136** Resolution approving an amendment to the Employee Handbook regarding the clothing reimbursement policy.
- O. **Page 140** Resolution approving liability, auto, property, worker's compensation and machinery and equipment replacement insurance for Fiscal Year 21.
- P. **Page 147** Resolution setting salaries for Fiscal Year 21.
- Q. **Page 151** Resolution approving salaries.
- R. **Page 153** Resolution authorizing the temporary suspension of various administrative and penalty charges for an additional 30 days for City provided utilities.
- S. **Page 155** Resolution increasing ambulance rates and readopting the fee schedule in whole, effective July 1, 2020.
- T. **Page 172** Approval of Pay Application #3 from Vanderpool Construction for the Quail Meadows 3 Lift Station and Sewer Improvements Project in an amount of \$155,531.62.
- U. **Page 177** Claims on the computer printout for June 15, 2020.
- 6. **Page 213** City Treasurer's Report - Doug Shull
 - A. **Page 217** Receive and file the April 2020 EMS Billing Activity Report.
- 7. Council Reports
 - A. **Page 219** Resolution condemning racism and other hateful acts and reaffirming commitment to fighting for justice and human and civil rights for all.
 - B. **Page 221** Resolution adopting City Council Rules of Procedure.
 - C. **Page 238** Consideration of the re-nomination of Erin Freeberg to the Planning and Zoning Commission from July 1, 2020 to June 30, 2025.

- D. **Page 241** Consideration of the nomination of Heidi Levine to the Hometown Pride Committee from July 1, 2020 - June 30, 2022.
- E. Greater Des Moines Convention Report — Council Member John Parker, Jr.
- F. Metro Advisory - Council Member Bob Kling
- G. Bravo Report — Council Member Bob Kling
- 8. Mayor's Report - Kelly B. Shaw
 - A. Community Update
 - 1. Entrepreneurialism and LaunchPad65 Proposal.
 - B. **Page 251** Consideration of the nomination of Emmet Konrad to the Library Board of Trustees.
- 9. Public Consideration
 - A. New Business
 - 1. **Page 254** Resolution approving a professional services agreement with Confluence for various code updates.
 - 2. **Page 289** Presentation on COVID-19 Financial Planning.
- 10. Other Business
 - A. City Manager's Report — Ryan Waller
 - 1. **Page 290** Discussion and direction regarding parking around the Square.
 - 2. **Page 291** Receive and file correspondence from May 29 and June 5, 2020 weekly updates from City Manager, Ryan Waller.
 - B. **Page 327** Enter into closed session in accordance with Iowa Code Section 21.5(1)(i) to evaluate the professional competency of an individual whose appointment, hiring, performance, or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session.
- 11. Adjourn

Information

Subject

June 1, 2020 Minutes.

Information

Fiscal Impact

Attachments

Minutes

Regular Session – June 1, 2020

The City Council met in regular session at 6:00 p.m. on June 1, 2020, in the City Hall Council Chambers. Mayor Kelly B. Shaw called the meeting to order and on roll call the following members were present: Heather Hulen, John Parker, Bob Kling, Gwen Schroder, Greta Southall, Greg Marchant and via phone, Mayor Shaw. Absent: None.

Council Member Southall moved to approve the consent agenda and Kling seconded the motion. In discussion, City Manager Ryan Waller noted that the street usage application request was changed after the publication of the agenda due to weather delays. Southall moved to amend item C2, Street usage application from Warren County to close Ashland Avenue, between Howard and Buxton, from June 2-June 8, 2020, due to construction of the Warren County Justice Center to read June 8-15, 2020 and Parker seconded. On roll call, the vote was AYES: Hulen, Parker, Kling, Schroder, Southall and Marchant. NAYS: None. Whereas the Mayor declared the motion carried unanimously.

On roll call for the approval of the consent agenda, the vote was AYES: Hulen, Parker, Kling, Schroder, Southall and Marchant. NAYS: None. Whereas the Mayor declared the motion carried unanimously. The consent agenda was as follows:

- Approval of agenda
- May 18, 2020 Minutes.
- Annual renewal of cigarette permit applications.
- Street usage application from Warren County to close Ashland Avenue, between Howard and Buxton, from June 2-June 8, 2020, due to construction of the Warren County Justice Center.
- Resolution 2020-117 approving the Police Department union contract for 2020-2021.
- Second consideration of an ordinance adopting the 2020 revised Code of Ordinances of the City of Indianola, Iowa (Codification Project).
- Resolution 2020-118 approving a water meter pit installation by Warren Water District in the amount of \$5400.
- Resolution 2020-119 setting a Public Hearing for Fiscal Year 21 budget amendment for July 6, 2020.
- Resolution 2020-120 authorizing the submission of the application for the Iowa Great Places Grant Program.
- Resolution 2020-121 amending the fee schedule to include loading mulch at the Brush Facility.
- Home Base Iowa Initiative Application from Brian Foust and authorization of a handwritten warrant in the amount of \$1500.00.
- Resolution 2020-122 approving ICAAP Project Change Order #1 to include a rock base for the reconstruction of the one block section of Iowa Avenue.
- Claims for June 1, 2020.

Council Member Kling gave the Metro Advisory Report from the May 12 meeting. He stated they discussed storm water management, upcoming legislation, COVID-19 and city reopening plans. It was noted that Indianola was unique in having a written plan for reopening.

The re-nomination of Jeromy Pribil to the Planning and Zoning Commission, effective July 1, 2020- June 30, 2025 was introduced on a motion by Marchant and seconded by Parker. On roll call, the vote was AYES: Hulen, Parker, Kling, Schroder, Southall and Marchant. NAYS: None. Whereas the Mayor declared the motion carried unanimously.

Mayor Shaw thanked Hometown Pride for their grant work, the police department and City Manager for handling the parking issues around the square, and the individuals involved in Feed-it-Forward. He also urged citizens to reach out to Council or staff members if they have questions about any issues they see happening in the City. Mayor Shaw also stated he was exploring the possibility of reviving the Non-Judicial Human Relations Commission. The Entrepreneurialism and Sustainability Roundtable is scheduled to be held June 25-26. City Manager Waller reminded the Mayor that since the Roundtable was budgeted in FY2020, Finance staff should receive invoices prior to the special meeting, to be recommended for June 24, for approval of final FY2020 claims.

This being the time and place fixed for a public hearing to determine if a nuisance exists at 505 W 2nd Avenue, Mayor Shaw called for any written or oral comments and provided a phone number for residents to call in comments. Charlie Dissell, Community and Economic Development Director, gave a presentation on the history of the City's involvement with the property. No other written or oral comments were offered.

Marchant moved and Kling seconded that a nuisance does exist on the property located at 505 W 2nd Avenue. In discussion, Southall requested that staff allow the homeowner 14 days instead of seven to abate the nuisance; Council agreed. On roll call, the vote was AYES: Hulen, Parker, Kling, Schroder, Southall and Marchant. NAYS: None. Whereas the Mayor declared the motion carried unanimously.

This being the time and place fixed for a public hearing on the matter of an annexation request the Mayor called for any written or oral comments to the approval of a request from Jon F and Mary H Peterson for annexation into the City of Indianola and provided a phone number for residents to call in comments. Dissell provided a presentation on the property. No other oral comments were offered, and the Deputy City Clerk reported that no written objections had been filed.

A motion was made by Kling and seconded by Marchant to approve Resolution 2020-123 approving a request from Jon F and Mary H Peterson for annexation into the City of Indianola. On roll call, the vote was AYES: Hulen, Parker, Kling, Schroder, Southall and Marchant. NAYS: None. Whereas the Mayor declared the motion carried unanimously.

Resolution 2020-124 setting a public hearing for July 6, 2020, to establish the zoning district boundaries regarding the request from Jon F and Mary H Peterson for annexation into the City of Indianola was introduced on a motion by Kling and seconded by Southall. On roll call, the vote was AYES: Hulen, Parker, Kling, Schroder, Southall and Marchant. NAYS: None. Whereas the Mayor declared the motion carried unanimously.

This being the time and place fixed for a public hearing on the matter of a rezoning request, the Mayor called for any written or oral comments to the approval of an ordinance approving a rezoning from M-2 General Industrial Zoning District to the R-4 Multiple Family (Residential) Zoning District and provided a phone number for residents to call in comments. Dissell stated this is a proposed complex for senior housing located on North 9th Street. Nick Surak, Woda Company, said the complex will have 50 units at differing price points. No other oral comments were offered, and the Deputy City Clerk stated no written comments had been submitted.

A motion was made by Marchant and seconded by Southall to approve the first consideration of an ordinance approving a rezoning from M-2 General Industrial Zoning District to the R-4 Multiple

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

This being the time and place fixed for a public hearing on the matter of the proposed development plan and rezoning, the Mayor called for any written or oral comments to the approval of an ordinance approving a proposed development plan and rezoning from the R-3 Mixed Residential Zoning District to the R-5 Planned Residence District and provided a phone number for residents to call in comments. Dissell gave a presentation on the proposed plan and answered Council's questions.

Tom Charlton, 611 E Scenic Valley spoke in opposition to the approval of the proposed development plan and rezoning.

Seth Moulton, DR Horton, provided some information on the proposal from his company. No other oral comments were offered, and the Deputy City Clerk stated no written comments had been submitted.

Marchant moved and Southall seconded to approve the first consideration of an ordinance approving a proposed development plan and rezoning from the R-3 Mixed Residential Zoning District to the R-5 Planned Residence District. In discussion, Parker remarked that this plan is better for the neighborhood than apartment complexes and will be good for the community. On roll call, the vote was AYES: Hulen, Parker, Kling, Southall and Marchant. NAYS: Schroder. Whereas the Mayor declared the motion passed.

This being the time and place fixed for a public hearing on the matter of the campground rezoning, the Mayor called for any written or oral comments to the approval of an ordinance rezoning a parcel of land from the A-1 Agricultural Zoning District to A-2 Mixed Agricultural Zoning District and provided a phone number for residents to call in comments. Dissell stated that the campground developers needed to add a one-hundred-foot strip of land to their design. No other oral comments were offered, and the Deputy City Clerk stated no written comments had been submitted.

It was moved by Marchant and seconded by Kling to approve an ordinance rezoning a parcel of land from the A-1 Agricultural Zoning District to A-2 Mixed Agricultural Zoning District. On roll call, the vote was AYES: Hulen, Parker, Kling, Schroder, Southall and Marchant. NAYS: None. Whereas the Mayor declared the motion carried unanimously.

A motion to waive additional readings of the ordinance rezoning a parcel of land from the A-1 Agricultural Zoning District to A-2 Mixed Agricultural Zoning District was introduced by Kling and seconded by Hulen. On roll call, the vote was AYES: Hulen, Parker, Kling, Schroder, Southall and Marchant. NAYS: None. Whereas the Mayor declared the motion carried unanimously.

Library Director, Michele Patrick, gave a presentation about the plan to reopen the Library with additional safety measures in place. She stated they have shared their plan with other libraries in need of a strategy. Doug Bylund, Parks and Recreation Director, gave a presentation about the new park usage guidelines, reopening plans of some facilities and the recommendation to keep the pool closed for 2020. Council Member Marchant stated that good planning has led to good decisions for all departments. Parker asked about the financial impact of COVID-19 on the City; Waller told Council a presentation will be brought forth to the next meeting addressing those questions. Council approved all recommendations by staff.

Council directed staff to bring a request from Cheryl Geurts of Indianola Preschool on a possible zoning ordinance amendment to the Planning and Zoning Commission.

It was decided to hold a special Council meeting on June 24th at 9:30 am to approve end-of-year claims.

Council directed staff to bring a resolution to the next meeting for the approval of the continuation of the temporary suspension of various administrative and penalty charges for City provided utilities for an additional 30 days.

Kling moved and Southall seconded a motion to receive and file correspondence from May 15 and 22, 2020, weekly updates provided by City Manager, Ryan Waller. On roll call, the vote was, AYES: Hulen, Parker, Kling, Schroder, Southall and Marchant. NAYS: None. Whereas the Mayor declared the motion carried unanimously.

Meeting adjourned at 8:09 pm on a motion by Marchant and seconded by Parker.

Kelly B. Shaw, Mayor

ATTEST:

Andrew J. Lent
City Clerk/Finance Director

Meeting Date: 06/15/2020

Information

Subject

A renewal Class E Liquor, Class C Beer, Class B Wine and Sunday Sales Privilege license for Jiffy Express, located at 311 N Jefferson.

Information

Council will need to consider approving a renewal Class E Liquor, Class C Beer, Class B Wine and Sunday Sales Privilege license for Jiffy Express, located at 311 N Jefferson. All paperwork is in order and staff has approved.

Fiscal Impact

Attachments

No file(s) attached.

Meeting Date: 06/15/2020

Information

Subject

A new Cigarette Permit application for I-Towner Stop, located at 403 W 2nd Avenue.

Information

Council will need to consider approving a new cigarette permit for I-Towner Stop, located at 403 W 2nd Avenue. The owner is Sukhjinder Singh. The paperwork is in order.

Fiscal Impact

Attachments

No file(s) attached.

Meeting Date: 06/15/2020

Information

Subject

A renewal of a refuse hauling permit for Waste Connections Inc.

Information

This is a renewal of Waste Connection, Inc's refuse permit. The paperwork is in order for approval.

Fiscal Impact

Attachments

No file(s) attached.

Meeting Date: 06/15/2020

Information

Subject

Resolution adopting the 2020 Strategic Plan.

Information

In late 2019/early 2020, staff and elected officials conducted facilitated retreats to review and update the City's Strategic Plan (packet). The document will guide decision-making and investment over the next two to three years.

Fiscal Impact

Attachments

Resolution Adopting Plan
Strategic Plan

RESOLUTION NO. 2020-_____

RESOLUTION ADOPTING THE 2020 STRATEGIC PLAN

WHEREAS, in late 2019/early 2020 the City of Indianola elected officials and staff conducted facilitated retreats to review and update the City's Strategic Plan; and

WHEREAS, the purpose of this strategic planning process is to create clarity among the decision makers, with the support of staff leaders, regarding the priorities for 2020 and beyond; and

WHEREAS, the Strategic Plan will continue to guide decision-making and investment during the next two to three years; and

WHEREAS, elected officials defined the set of core values that drive the City's leaders and employees to act in the best interests of the community members of Indianola.

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Indianola that the attached Strategic Plan (Attachment A) is hereby adopted.

Passed and adopted this 15th day of June 2020.

Kelly B. Shaw, Mayor

ATTEST:

Andrew J. Lent, City Clerk/CFO



2020 STRATEGIC PLAN 'DRAFT'

indianola



TABLE OF CONTENTS

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- Coal
- Roadblocks
- Why Do We Exist?
- What Do We Do?
- What Are Our Core Values?
- Strategic Lenses



A photograph of a modern building with a glass facade, illuminated from within at dusk. The building is surrounded by large trees and landscaping. The text is overlaid on the image.

High-quality education.
A thriving business economy.
Enriching amenities.
Small-town character.

Forward

Indianola is a city on the rise! We have set our sights on higher ground and it shows in the number of new building permits, population growth, and total value of capital improvement projects.

As part of our mission statement, our goal is to make each and every citizen proud to be a part of the City of Indianola and to have those who visit, want to be part of it.

We are honored to serve our great community. It is a humbling responsibility to bring the expectations and opportunities of our city to fruition.

Our strength is our community. Indianola is growing at a pace that fits our public dynamic. A vibrant, prideful city within minutes of the Des Moines Metro - Indianola offers a small-town feel with big city vibes.

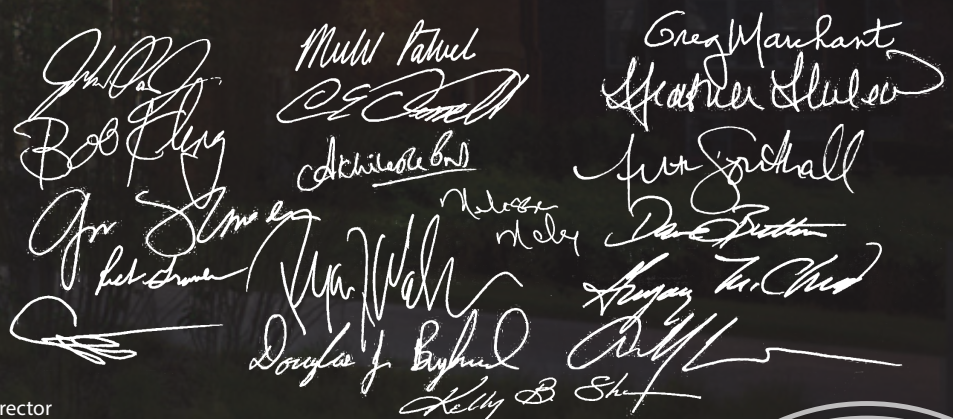
Good city planning proactively manages growth by preparing for the future and anticipating the needs of established businesses and residents. The 2020 Indianola Strategic Plan reflects the input of engaged citizens, community and business partners, elected officials, and city staff.

The City's mission, vision, and values provided the foundation for the strategic plan and together, we developed new policies, actions, and initiatives. The result is an innovative plan that is committed to providing exceptional municipal services and city resources that balance the diverse needs of our community.

A plan is just the beginning. Our promise is that we will use this plan as our playbook; a transparent and trackable guide with an emphasis on partnership, accountability, responsive budgeting, and innovation.

We are extremely grateful for the tremendous effort put into this plan. With this plan as our guidebook, together we will advance Indianola to extraordinary heights.

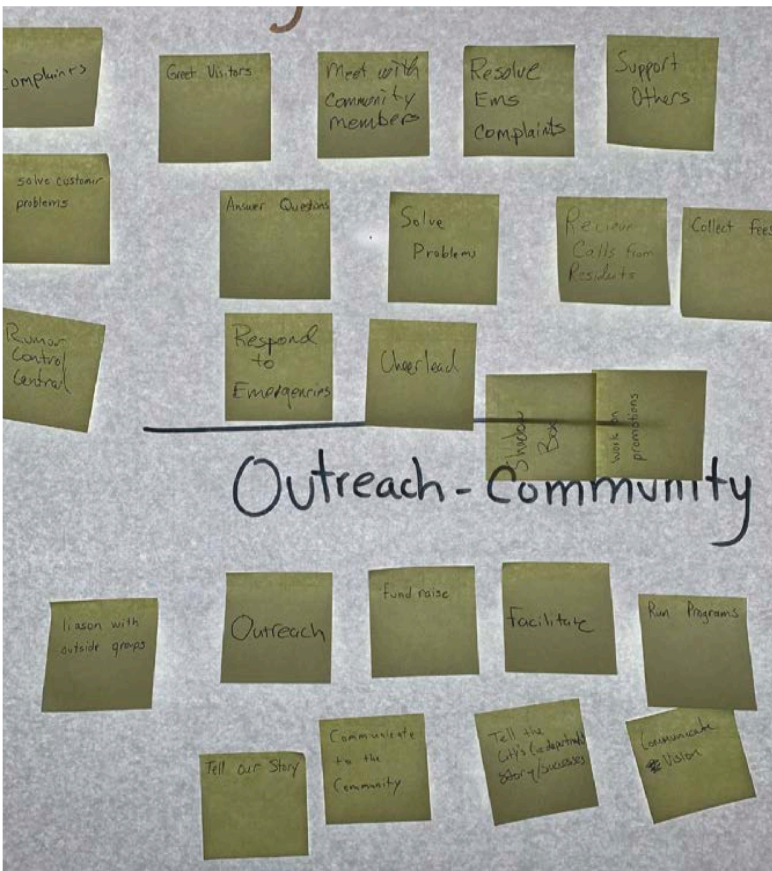
Kelly Shaw - Mayor
John Parker, Jr. - City Council - Ward 1
Heather Hulen - City Council - At - Large
Dave Button - Police Chief
Alex Fowler - IT Director
Akhilesh Pal - Public Works Director
Bob Kling - City Council - Ward 2
Greg Marchant - City Council - At - Large
Doug Bylund - Parks & Recreation Director
Rick Graves - Water Pollution Control Superintendent
Gwen Schroder - City Council - Ward 3
Greg Chia - Fire Chief
Andrew Lent - CFO/City Clerk
Michele Patrick - Library Director
Greta Southall - City Council - Ward 4
Ryan J. Waller - City Manager
Charlie Dissell - Community & Economic Development Director
Melissa McCoy - HR Manager

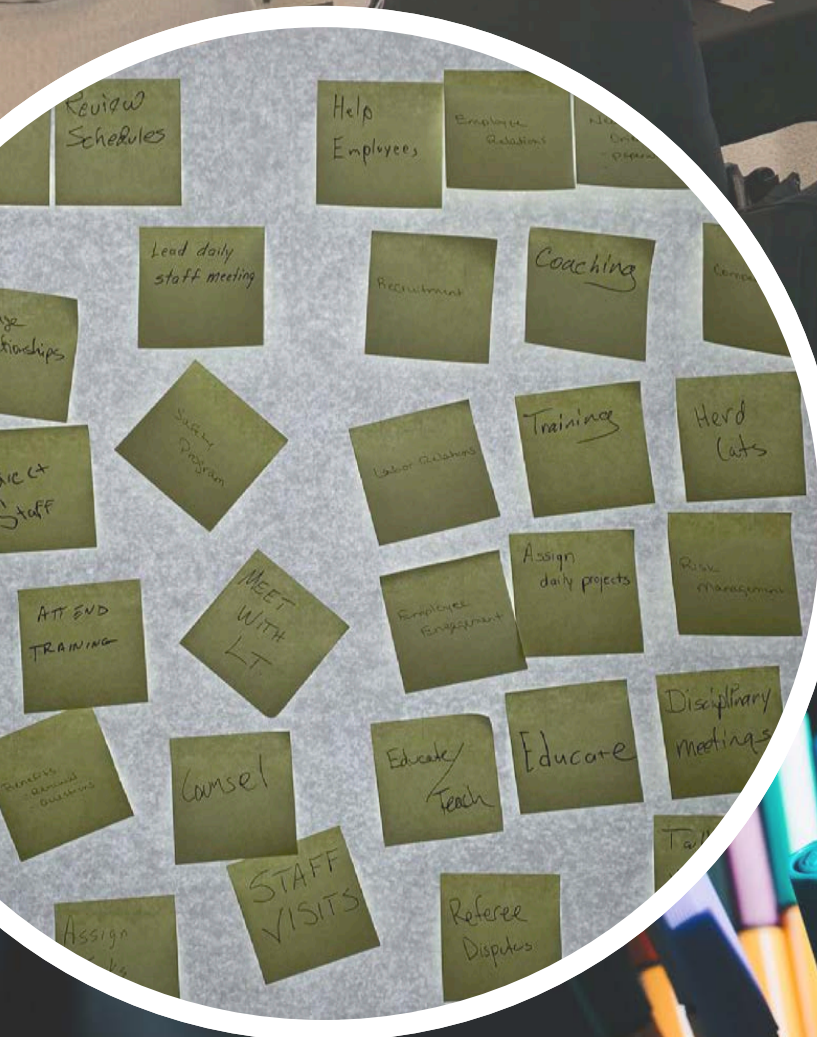






PART I: THE GAME PLAN



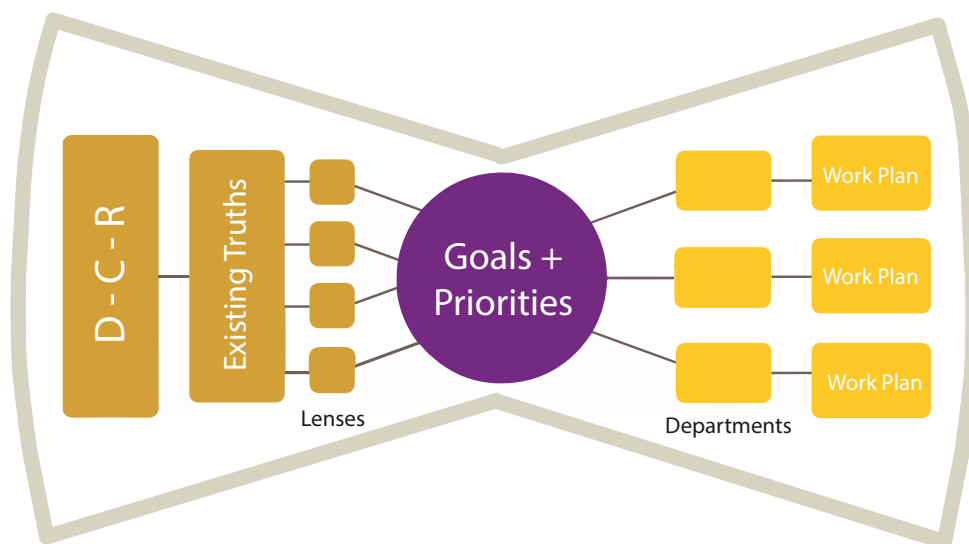


PART I: THE GAME PLAN

Process

On January 30, 2020, all department heads participated in a half-day workshop. During this workshop, participants discussed what Indianola has been doing well, where there is room for improvement and what things stand in the way of continued improvement. Additionally, they were asked to provide their perspective on trends that will impact the community in the coming years and how well they believe the City is prepared to respond to those trends. The results of this workshop were summarized and provided to the City Council, along with a summary of the previously developed Departmental Mission Statements, for review in preparation for a joint work session.

On February 15, 2020, a half-day workshop was conducted that included the Mayor, City Council members and several of the City's department heads. This work session was open to the public with one member of the local news media in attendance. Department heads were present to provide insight and information to the elected officials when needed. The Mayor and City Council members were asked to provide their input on topics similar to those previously discussed by department heads, defining a purpose statement and core values to guide all future decision making, and ultimately identifying a concise set of priorities for 2020.



PERSONAL
ACTION
FORMS

Prepare

Create
Forms

FILL OUT
FORMS

Educate/
Teach

Remove Snow

PART I: THE GAME PLAN

Purpose

Indianola City officials have made great strides in recent years working together for the collective prosperity of the community. This is leading to new opportunities in economic development, infrastructure improvements and expanded quality of life amenities, all priorities identified in the 2019 Citizen Metroquest Survey. In order to continue this success, the City engaged Confluence to facilitate a series of workshops with leadership to identify the Key Initiatives that will guide decision-making and investment during the next 2 to 3 years. Additionally, Elected Officials defined the set of core values that drive the City's leaders and employees to act in the best interests of the community members of Indianola.

Clarity

The purpose of this strategic planning process is to create clarity among the decision makers, with the support of staff leaders, regarding the priorities for 2020 and the following 1-2 years.



PART I: THE GAME PLAN

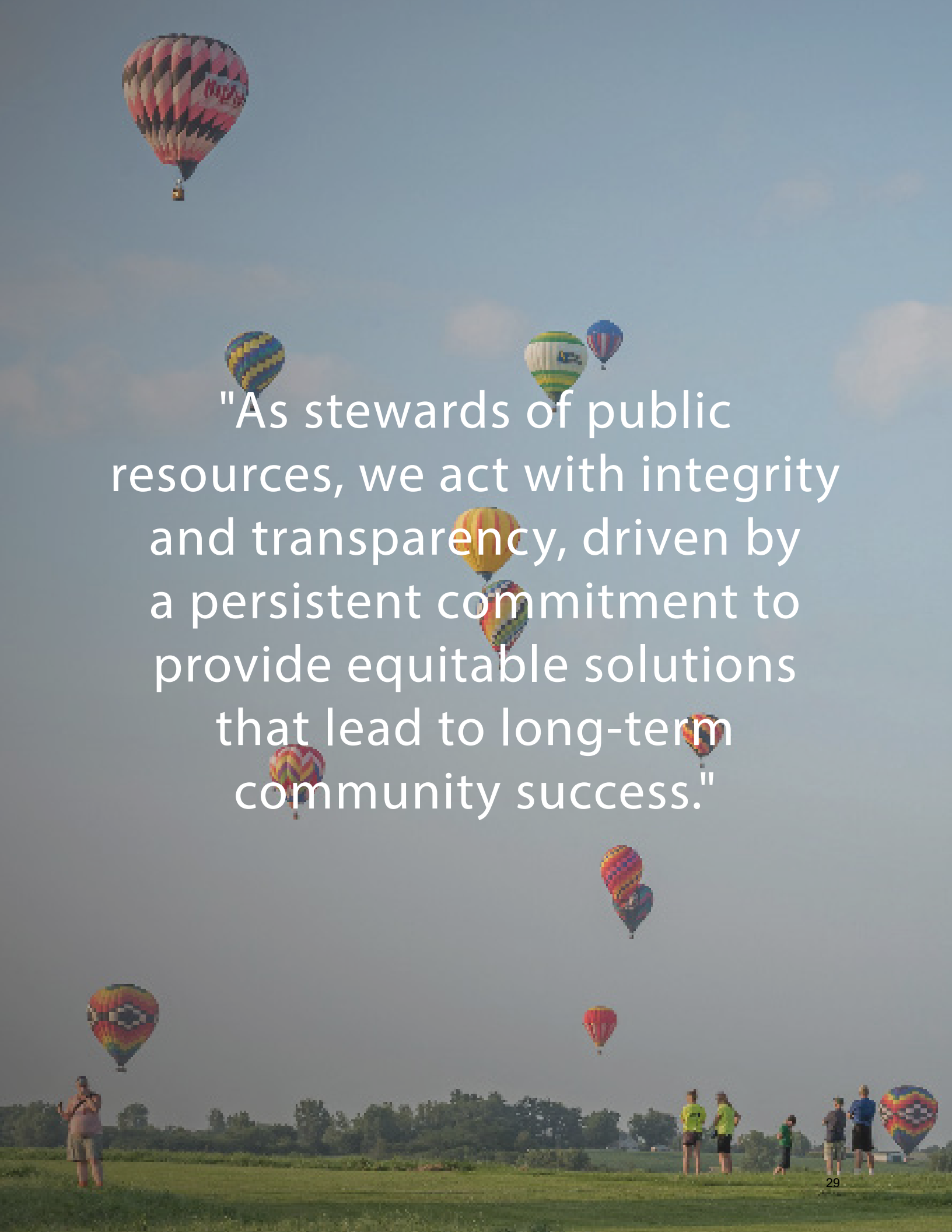
Why Do We Exist?

Through thoughtful decision-making and equitable investment of resources, the City provides the foundation for Indianola residents to enjoy a great quality of life.

How Do We Do This?

Act with integrity and transparency to thoughtfully utilize our resources for the best interest of the Indianola community.





"As stewards of public resources, we act with integrity and transparency, driven by a persistent commitment to provide equitable solutions that lead to long-term community success."

PART I: THE GAME PLAN

Our Core Values

Core values are those values that define you as an individual or organization. They are what make you who you are. While aspirational values may change over time, core values should not. They are the values that you are willing to struggle for and to maintain at all costs.

These values surfaced and were quickly endorsed by the Mayor and the City Council. This is likely attributable to the fact that the leaders of Indianola are more similar than dissimilar and, are called to servant leadership for a common purpose and carry these same values as individuals.

Integrity

Our actions are honest and consistent, whether or not anyone is watching, and we maintain high moral character.

Equitable

Community investment is made in the interest of the common good and based on need and long-term impact. We do not choose favorites.

Stewardship

We thoughtfully care for the assets with which we are entrusted for the long-term benefit of the community.

Transparent

We engage each other and the community with open and honest dialog.

Persistent

Our long-term growth takes continuous effort and a commitment to always strive for collective success.

A hand holding a magnifying glass over a dirt path in a field, with a red circle containing text overlaid on the left.

Strategic Lenses

For successful long-term growth and viability, critical decisions that the City of Indianola makes should consider all the following categories or “Strategic Lenses” of governance.

PART I: THE GAME PLAN



Customer Service & Outreach

The City is in the business of providing service to its residents. Both internal and external services are directly impacted by the decisions of the City Council. Regular and timely communication is important to instilling trust and building support for key initiatives.



Future Planning

In every decision that is made, leaders must consider the City's long-term plans and the effects of today's actions on tomorrow's goals.



Staffing / Human Capital

Providing quality services and programs requires personnel that are technically skilled and community minded. As the community grows and services expand, so too must the staff to manage that growth.



Facilities & Equipment

Facilities and equipment needs, parks and open space, roads and infrastructure require ongoing attention and planned investment to keep up with space needs and to minimize major failures in service due to deferred maintenance.



Budget & Finance

All staffing resources, capital assets, services, and long-term success require thoughtful investment of public funds. Thus, honest and accurate budgeting is imperative and interrelated across all strategic lenses.



PART I: THE GAME PLAN

2020 Priorities

Trying to prioritize too many items within any given period can lead to confusion of purpose among those charged with implementation. When too many things are deemed “top priority” staff struggles with how best to take action and can find themselves at odds with each other and with leadership - trying to maintain progress on too many fronts while not successfully completing any. Many groups struggle with this and it stems from a lack of clarity and trying to prioritize too many things or not prioritizing anything. Indianola leadership has already made great strides in building clear direction among staff, which was reinforced during the strategic planning process.

While there are many important things that will need attention in the coming months and years, the City Council has committed to focusing on four Main Priorities in 2020, all of which are further expanded upon later in this document.

City Code Updates

Update the City's Zoning, Subdivision, Building and Rental Inspection Codes

Public Facilities Study

Complete a facility study for City Hall, the Library and Public Safety

Infrastructure

- Study (i.e. the Paving and Stormwater master planning)
- Repave Hillcrest Avenue (engineering and bidding to commence in FY21)
- Pave (from a gravel road to a concrete road) of South K Street
- Construct the Water Resource Recovery Facility (WRRF)

Downtown Streetscape Improvements

Complete the downtown streetscape improvement plan

What's Next?

The hardest part of implementing any strategic plan is knowing what to do first – how to take that first step. The most important thing to do is “something”.

Work Plan

Achieving the priorities identified by City Council will take continued thoughtful and collaborative effort among the elected officials, city staff, city advisory committees, and even volunteer groups. In a coordinated effort led by the City Manager, Department Leaders are working with their teams and with each other to develop their departmental work plans.

The recently developed Team Charters form the foundation for these work plans by identifying general team goals and objectives. With these in place, department leaders will be able to quickly outline staffing and capital needs as well as realistic timelines to deliver the priorities outlined in the Game Plan.

Plans should:

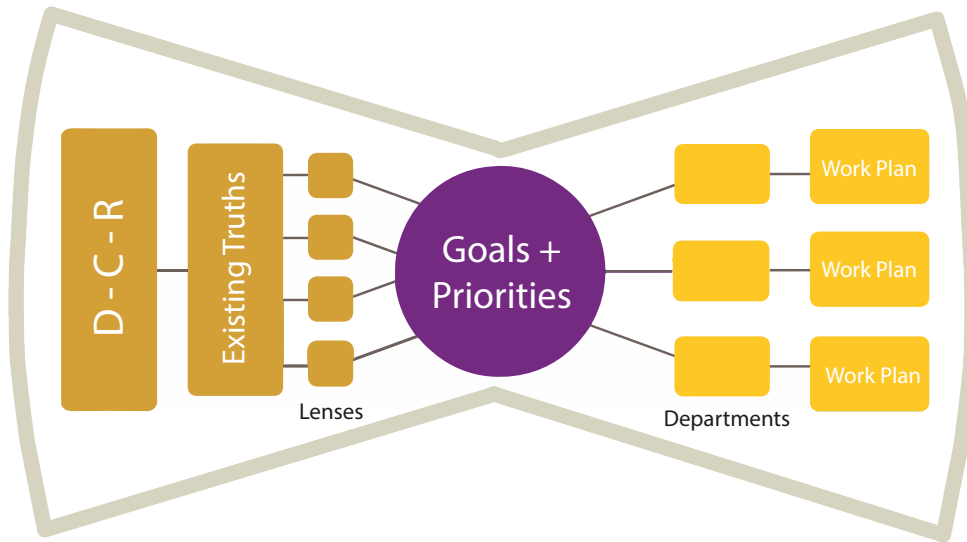
- Identify budgetary requirements,
- Account for staff and equipment resources,
- Outline realistic timelines,
- Identify any conflicts or potential roadblocks and possible solutions, and
- Clearly identify roles and accountability.

The consolidated work plans will become the basis for Capital Improvement Planning and budget/funding strategy and will aid in coordinating scheduling of various initiatives. They are not a static tool and should be reviewed regularly and updated on an as needed basis to keep pace with progress on the various activities.

Transparency

Department Leaders have engaged their teams in development of work plans and they should continue to share these plans with their team members periodically so that they understand how their daily/weekly activities support the big picture. When employees can connect their daily routine to a common goal or higher purpose, they tend to approach their job with more purpose.

PART I: THE GAME PLAN



Department Work Plans



Open Facilities

SIT NEAR
SPACE HEATER
OR
FAN (SEASONAL)

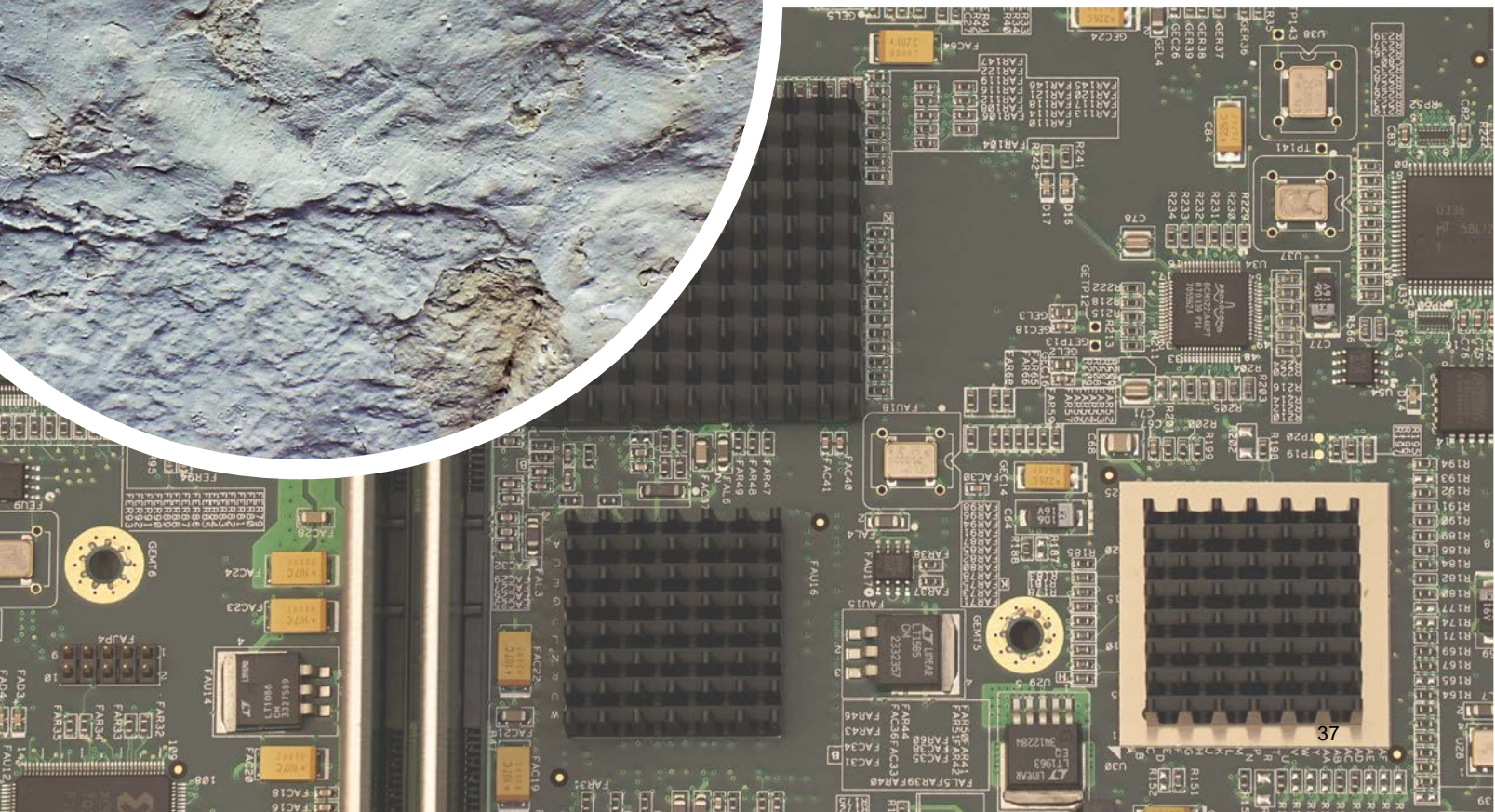
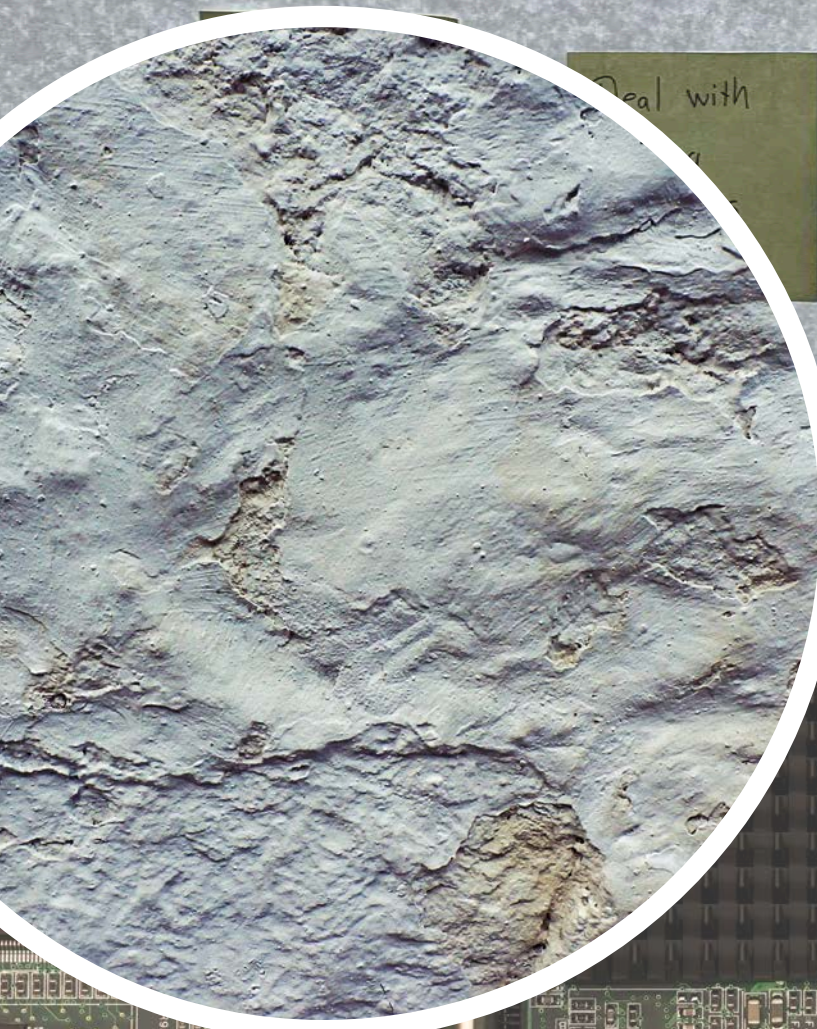
Repair Equipment

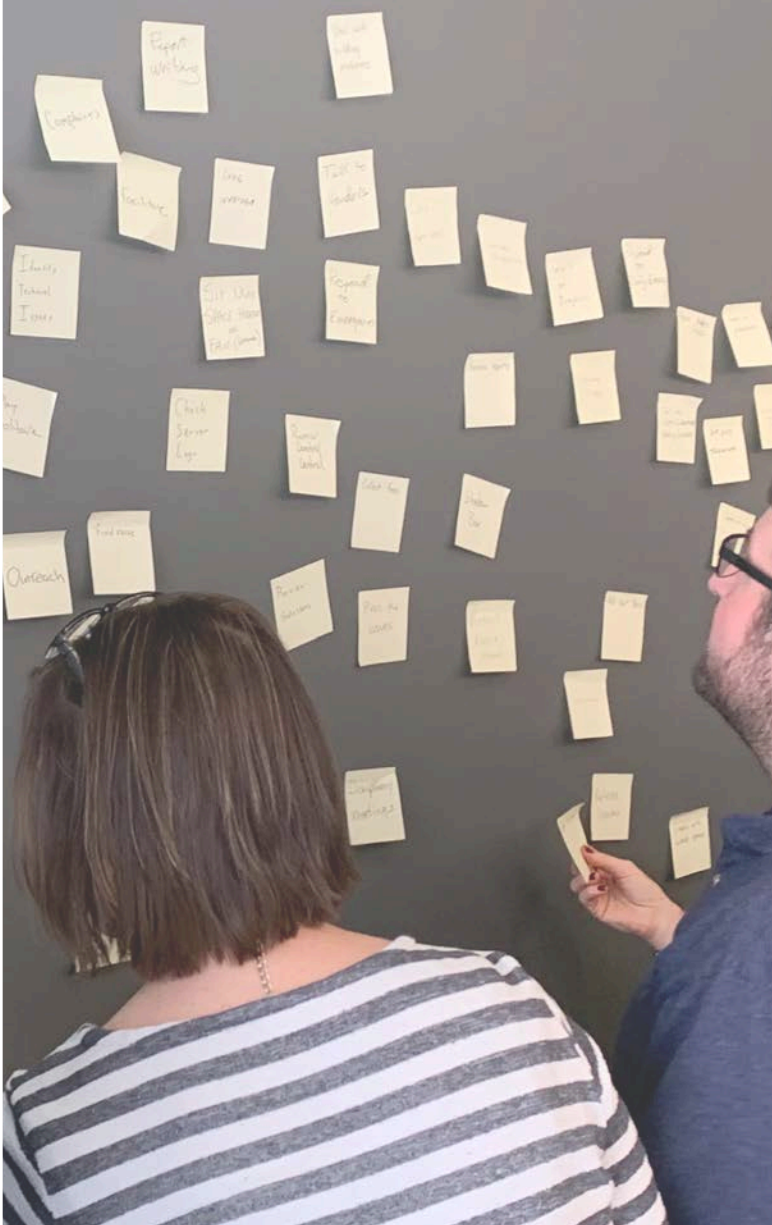
Prepare Athletic
Fields

Deal with

Clean Facilities

Mow





PART II: BACKGROUND



DIAMONDS

1/3

- DOWNTOWN STREETSCAPE
- * □ TEACHING IMPORT. OF PLANNING
- BUILDING THE TEAM (TEAM WORK)*
- PUBLIC COMMUNICATION (ELECTRONIC IN/OUT)
- ... HEADS WITH COMMON VISION
- FAMILY EVENTS
- ... & CONDITIONS



PART II: BACKGROUND

The following is a summary of the information shared during the Indianola Department Leaders Workshop on January 30, 2020. The honest input provided by participants during this series of brainstorm discussions is intended to provide background and help to guide the development of priorities and key initiatives for 2020 by the Mayor and City Council.

Diamonds

List all the great things about the community and the government of Indianola:

- Downtown streetscape
- Teaching importance of planning
- Teamwork / Collaboration
- Public communication (electronic in/out)
- Great department heads with common vision
- Internal Department Communication
 - o Now have a new employee engagement committee (1-yr progress) to address customer service to citizens and employees
 - o Currently implementing recommendations from engagement committee)
- Community-wide family events
- Equipment upgrades and conditions
- Staff dedication to the job
- Success with limited resources / older equipment / (Doing more with less)
- Transparent communication to employees
- Positive small-town character in City Hall (Everyone is treated special)
- Fact / data-based decisions in Planning/Administration
- Professionalism
- Systems infrastructure updates / evaluation
- Quick response to resident questions / concerns
- Affordable living / opportunities
- Defined structure / org. chart respect for roles of staff and Council
- Availability of programming for all ages (i.e. Library and Parks & Rec)
- Community is interested in progress, not anti-growth/progress
- Following policy & procedures
- Council providing staff the tools to do job
- Support / resources to train and perform duties
- Positive, supportive City Council
- Positive public opinion of departments especially Police & Fire Dept.
- Passion of staff



ABILITY OF APPLICANTS
LEVELS

ADAPT/ACCEPT CHANGE
CHANGING MINDSET/OLD IDEAS

DEPT. COMMUNICATION → 1-YR (PROGRESS)
- NOW HAVE A NEW COMMITTEE TO ADDRESS

□ BUILDING NEW WHILE TRYING TO MAINTAIN EXISTING
INFRASTRUCTURE

PART II: BACKGROUND

Coal

List things that, with more attention/work, could become diamonds:

- Public becoming informed about city (a lot of misinformation gets shared by others)
- Staffing
 - o Need more funding
 - o Availability of applicants
 - o Pay levels
- Helping employees adapt / accept change
 - o Changing mindset / old ideas
- Internal Department Communication
- Building new while trying to maintain existing infrastructure
- Dealing with negative social media posts / don't get caught up in negative dialog (stay above the fray)
- Citizen appreciation for the value of what city services they are getting despite the artificially low charges for service
- Facility maintenance / deferred
- Lack of optimism of library staff
 - o Been neglected for years
 - o Feel beat down
- Staffing supply vs. demand
 - o Resources
- New department employees working together, feeling integrated into "team"
- Some recent employee turnover
 - o Some agreed that change can create turnover and that isn't always a bad thing.
- Improve pay / compensation (comp/ pay study in process)
- Relationship with some of the unions
- Accounting software program is new and still trying to get used to it
 - o Should be a good thing in the long run
- Outdated City Facilities

ROADBLOCKS

1/2

❑ COMMUNICATION & NIMBY FOR NEW TREATMENT PLAN

↳ EARLY COMM

↳ BUT GOOD EXAMPLE

- WORKED W/ OUTSIDE RESIDENTS
- SITE DESIGN/RESTRICTIONS

❑ NIMBY & CITIZEN ENGAGEMENT FOR CITY PROJECTS → COMMUNICATION

→ BUT HAVE COMPETITIVE



→ BUT HAVE COMPETITIVE



Roadblocks

What roadblocks exist or (may occur in the future) that could delay or prohibit successfully “turning coal into diamonds”?

- Communication & NIMBY for new wastewater treatment plant (even with early and often communication)
 - o NIMBY & citizen engagement for city projects (communication)
 - o Good example of how, even with good communication, can't make everyone happy
- Staffing – attracting talented staff
 - o Creative benefits (have competitive benefits compared to other similar metro communities)
 - Flex time?
 - Childcare options?
 - Other emotional benefits?
 - o Internal training programs
- Old school community mindset vs. more progressive resident sentiment
- Not enough time / workload (staffing)
- Unfunded state / fed mandates
- County dispatch service
 - o City's communication system, as state mandated, is too modern to work with County system and County likely won't update anytime soon
- Big projects that require multi-year commitment can bridge multiple City Councils that may not have continuity of vision and priorities
 - o Communication / outreach / trust / staff support
- Software bugs – vendor issues
 - o Continuing to stay up to date with current technology but not “too modern” to create issue communicating with other agency/ vendor platforms
- Changing / increasing regulations
 - o This is ongoing and something that staff must stay abreast of
- Mindset & direction of outside organizations may not be keeping pace with where City is headed. City is more trusted in some ways and has a positive/growth-oriented attitude. Noted that communication is as good as ever with school district.
 - o County
 - o School – doing good
 - o Water
 - o IMU



Why Do We Exist?

Indianola's Vision Statement:

"Indianola will be known for high-quality education, a thriving business economy, enriching amenities, and small-town character"

Parks & Recreation: Offer a variety of experiences that enhance and preserve quality of life in Indianola.

Fire Department: As emergency responders to fires, medical emergencies and disasters natural or man-made the Indianola Fire Department protects the lives and property of residents and visitors. The Department promotes public safety through its fire prevention, investigation and education programs. The delivery of the department's services enhances the lifestyle of this community and makes significant contributions to the safety of Indianola, Iowa.

Police Department: The mission of the Indianola Police Department is to work in partnership with our community to protect life and property and enhance the quality of life in our city through excellence in policing.

Streets: The Indianola Streets Department ensures the city's transportation system and all citizens are safe in addition to being helpful and responsive to other departments as needed. We are relied upon for immediate response in critical/emergency situations.

Library: The Indianola Public Library connects individuals to each other, the community, and the world through access to information and activities.

Internal Services: Inspiring and empowering by consistently communicating, ensuring useful resources and supporting professional growth, in a timely manner, all for the betterment of our community.



What Do We Do?

Indianola's Mission Statement:

The mission of the City of Indianola is to provide its citizens with quality and ample services at a fair and affordable price.

We strive to improve the livability in our community through personal dedication, integrity, accountability, innovation and sensitivity to the needs of our citizens whom we serve. Livability will be improved through the provision of first-rate public safety and public utilities, education and leisure programs and administrative services.

Our goal is to make each and every citizen proud to be a part of the City of Indianola and to have those who visit want to be a part of it.

Parks & Recreation: By prioritizing funding allocations with input from team we work to meet community expectations and the calendar. We strive to have open communication between the two departments, share ideas and recognize opportunities that promote the department/team.

Fire Department: Identify strengths and weaknesses and train as a team open to on-going learning, leveraging all resources available and provided; seeing the best in, supporting and trusting each other; leading from where you are and being experts in what we do; with great attention to exhibiting a high-level of conduct on-the-job and in the community.

Police Department: Members of the Indianola Police Department are committed to ongoing education, learning from each other and supporting every team member in their pursuit of professional goals and success. We recognize the challenge of our role and the high-level of trust and commitment we must maintain in order to protect ourselves, our teammates and the community. Every person adds value to our team and offers service in their own unique way, supporting our approach to the work of being empowered and tackling every challenge with the best intentions.

Library: By communicating openly, working together and continually improving, we will not settle for "good enough" but will meet all challenges, exceed patron expectations every day, and wow our community.

Community Development: We contribute to public safety and community vitality by ensuring safe, quality structures compliant with code, providing excellent customer service in a timely manner, being consistent and open to feedback and change. We are sensitive to meeting community need, treating everyone fairly and equitably, creating balance of development and hometown feel resulting in our customers being proud to be part of the city.

Water Pollution Control: Our work starts with each individual property working for our citizens to oversee construction, identify issues and inspect quality, provide maintenance on the system, clean and televise lines, ensuring compliance with standards and regulations.

As a team, we help each other by working together, keeping each other safe, being willing to learn from and ask questions of each other and being open to new ideas. We are knowledgeable, enjoy problem solving, helping our customer, working with our team, helping other departments as needed and are committed to each other. We are proud of the progress we have made and the advances to the system. We make sure everyone is on the same page, we trust each other and take our jobs seriously.



Place Photo Here

What Are Our Core Values?

Consider the answers provided by department leaders (* mentioned by multiple people):

- Safe
- Friendly
- Family-oriented
- Small town
- Education
- Competitive with DM metro
- Facilities
- Town pride
- Growth
- Improvement
- Communication
- Transparency
- Helpful
- Local – have it all in town
- Close knit community
- Good old boys club?
- Cliques
- Growing pains
- Big events
- Silos between groups
- Community of Arts – opera, etc.
- Pride of not being DM metro
- Crowds
- Traffic
- Crime
- Traditional – events, etc.

Outreach - Comm

liason with
outside groups

Outreach

Fund raise

Facilitate

Our Story

Communicate
to the
Community

Tell the
City's (ie departments)
story/successes



Customer Service
& Outreach



PART II: BACKGROUND

Strategic Lenses

Department Leaders were tasked with writing out anything and everything they do on a daily basis, activities that their staff engage in, any factors that impact their day-to-day activities, etc. onto sticky notes to create a mind-map on the wall. They were then asked to sort these items into common topics or themes in order to avoid the ideas being divided by department or individual. All of the notes found their way into categories that were further analyzed and re-sorted by the planning team to create the “Strategic Lenses” through which decisions should be viewed. Although not identified by the participants, while sorting the topics, it became clear that some of the topics in various categories should be reorganized into a “Future Planning” category.

Customer Service & Outreach

- liaison with outside groups
- Outreach
- Fundraise
- Facilitate
- Run programs
- Tell our story
- Communicate to the community
- Tell the City's (i.e. departments) story / successes
- Communicate vision
- Shadow box
- Work on promotions
- Complaints
- Greet visitors
- Meet with community members
- Resolve EMS complaints
- Support others
- Solve customer problems
- Answer questions
- Solve problems
- Receive calls from residents
- Collect fees
- Rumor control central
- Respond to emergencies
- Cheerlead



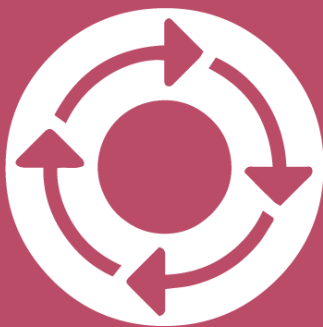
Staffing /
Human Capital



PART II: BACKGROUND

Staffing / Human Capital

- Talk with staff
- Review schedules
- Help employees
- Employee relations
- New hire orientation
 - Paperwork
- Work with other department directors
- Manage relationships
- Lead daily staff meeting
- Recruitment
- Coaching
- Compensation
- Direct staff
- Safety program
- Labor relations
- Training
- Prepare
- Attend training
- Meeting with LT
- Employee engagement
- Assign daily projects
- Risk management
- Benefits
 - Renewal
 - Questions
- Counsel
- Educate / teach
- Disciplinary meetings
- Meet with captain
- Assign tasks
- Staff visits
- Referee disputes
- Talk to vendors
- Follow DNR regs
- Compliance
 - Laws
 - Policy / Procedure
- Treat wastewater
- Sign personnel action forms
- Report writing



Facilities & Equipment

Repair Equipment

Prepare Athletic
Fields

Open up
Facilities

Deal with
building
problems

Clean Facilities

PART II: BACKGROUND

Facilities & Equipment

- Open facilities
- Sit near space heater or fan (seasonal)
- Repair equipment
- Prepare athletic fields
- Open up facilities
- Deal with building problems
- Clean facilities
- Protect river and streams
- Remove snow
- Mow



Budget & Finance

REVIEW
CLAIMS

REVIEW
CAPITAL
PROJECTS
SPENDING

Manage budget

ORGANIZE
BUDGET
TRANSFERS

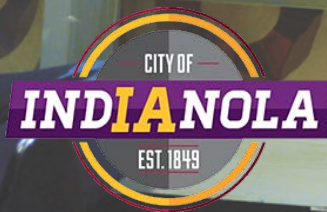
ORDER
NEW
CREDIT
CARDS

MONITOR
CITY
BUDGET

PART II: BACKGROUND

Budget Finance

- Review credit card approvals
- Compile annual budget
- Review claims
- Review capital projects spending
- Manage budget
- Organize budget transfers
- Order new credit cards
- Monitor city budget
- Code invoices
- Manage budget
- How do we pay for it?
- Monitor annual budget
- Pay invoices
- Identify technical issues



Contact Information:

City of Indianola
110 N 1st Street,
Indianola, Iowa 50125
Phone: 515.961.9410
<https://www.indianolaiowa.gov/>

Meeting Date: 06/15/2020

Information
Subject

Resolution authorizing the recommended small business recovery grant awards.

Information

At its special City Council meeting on April 29, 2020, the City Council adopted a resolution authorizing the City to participate in a small business recovery grant program. This regional effort was coordinated by the Greater Des Moines Partnership ("Partnership") and was made possible because of the financial support from Peoples Bank, TruBank, WCEDC, the City and the Partnership. The purpose of the program is to aid small businesses affected by the COVID-19 pandemic. As you may recall, the Partnership hired and paid the \$50,000 fee to the Iowa Center for Economic Success to administer the program.

The application period concluded on May 31, 2020. There were 27 applications submitted and reviewed by the Iowa Center for Economic Success. Of these 27, the 16 were recommended an award with awards ranging from \$1,750 up to \$5,000. Those businesses recommended for award are as follows:

DLH GraFX	\$3,750.00
CrossFit 65 69	\$1,750.00
Affinity Bridals	\$5,000.00
The Local Vine	\$2,625.00
Fusion Fitness	\$4,375.00
Studio Fusco	\$5,000.00
Gib's Indianola A&W	\$5,000.00
Bob's Custom Trophies	\$3,750.00
Tiny Tots to Teens	\$5,000.00
Embark Ink	\$2,250.00
Uppercuts/GoodFinds	\$5,000.00
Casual Rags Embroidery & Apparel	\$5,000.00
adorn	\$3,750.00
The Groggy Dog	\$5,000.00
Sluggers Batting Cages	\$5,000.00
BnB Family Boutique	\$3,750.00

The City Council's Administrative and Policy Committee reviewed the recommended awards and recommends the City Council consider approving as presented.

Fiscal Impact
Attachments

Resolution Authorizing Grant Awards

Grant Recipients

RESOLUTION NO 2020-

RESOLUTION AUTHORIZING THE RECOMMENDED SMALL BUSINESS RECOVERY GRANT AWARDS

WHEREAS, the Greater Des Moines Partnership (“Partnership”) launched a Small Business Recovery Grant Program (“Program”); and

WHEREAS, the purpose of the program is to aid small businesses affected by the COVID-19 pandemic; and

WHEREAS, the Partnership hired the Iowa Center for Economic Success to administer the Program; and

WHEREAS, the Partnership is paying the \$50,000 administration fee; and

WHEREAS, all local funding from the City will be used for grants in the City of Indianola; and

WHEREAS, Peoples Bank, TruBank, WCEDC, the City and the Partnership contributed to the program; and

WHEREAS, at its special meeting on April 29, 2020, the City Council determined it to be in the best interest of its citizens and businesses for the City of Indianola to participate in and contribute funds to the Program; and

WHEREAS, the application period concluded on May 31, 2020 and resulted in 27 applications; and

WHEREAS, the submitted applications were reviewed by the Iowa Center for Economic Success; and

WHEREAS, the Iowa Center for Economic Success recommended 16 businesses be awarded grants ranging from \$1,750 up to \$5,000; and

WHEREAS, the recommended list is attached and hereby incorporated into this resolution.

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Indianola, Iowa that the recommended list is hereby approved.

BE IT FURTHER RESOLVED, that the Mayor or City Manager and City Clerk are hereby authorized and directed to execute the documents necessary for the issuance of the grants.

Passed this 15th day of June 2020.

Kelly B. Shaw, Mayor

Attest:

Andrew J. Lent City Clerk/Finance Director

Recommended Grant Recipients

DLH GraFX	\$3,750.00
CrossFit 65 69	\$1,750.00
Affinity Bridals	\$5,000.00
The Local Vine	\$2,625.00
Fusion Fitness	\$4,375.00
Studio Fusco	\$5,000.00
Gib's Indianola A&W	\$5,000.00
Bob's Custom Trophies	\$3,750.00
Tiny Tots to Teens	\$5,000.00
Embark Ink	\$2,250.00
Uppercuts/GoodFinds	\$5,000.00
Casual Rags Embroidery & Apparel	\$5,000.00
adorn	\$3,750.00
The Groggy Dog	\$5,000.00
Sluggers Batting Cages	\$5,000.00
BnB Family Boutique	\$3,750.00

Meeting Date: 06/15/2020

Information

Subject

Third consideration of an ordinance adopting the 2020 revised Code of Ordinances of the City of Indianola, Iowa (Codification Project).

Information

In 2018, following direction from the City Council, the City Clerk began researching options to improve the readability and searchability of the electronic version of the City Code.

During that process, the City's codifier indicated that this is a service they perform, but also shared that the City's Code had not been through a formal codification process for quite some time. Following approval of the agreement for this project, the City Clerk began working with the codifiers, City Staff, Legal Counsel and the Council's Administrative and Policy Committee on this process.

Through the codification process, the codifier reviews the entire City Code to:

- Ensure consistency with State Law,
- Ensure consistency in references throughout the City Code,
- Incorporate previously adopted ordinances such as regulations pertaining to Bed and Breakfast operations and fence regulations,
- Integrate model language used by the codifier to eliminate conflicts and ambiguity in code language, and
- Incorporate other recommended changes such as the Administrative and Policy Committee's recommendation on the renaming and appointment of the Fine Art and Beautification Commission, and the City Council's direction regarding local amendments to the 2018 version of building, property maintenance and other developmental code updates.

Once the codification process is complete, the Code of Ordinances will be indexed online, which will make it easier to navigate the Code.

Due to the large size of the document, the revised Code of Ordinances may be viewed at City Hall by contacting the City Clerk's office at cityclerk@indianolaiowa.gov or calling 515-961-9410.

Fiscal Impact

Attachments

Ordinance Adopting Codification

ORDINANCE NO. 1636

AN ORDINANCE ADOPTING THE “CODE OF ORDINANCES OF THE CITY OF INDIANOLA, IOWA”

BE IT ORDAINED by the City Council of the City of Indianola, Iowa, that:

SECTION 1. Pursuant to published notice and following public hearing on the 8th and 15th days of May, 2020, so required by Sections 362.3 and 380.8, Code of Iowa, there is hereby adopted by the City of Indianola, Iowa, the “CODE OF ORDINANCES OF THE CITY OF INDIANOLA, IOWA.”

SECTION 2. All of the provisions of the “CODE OF ORDINANCES OF THE CITY OF INDIANOLA, IOWA,” shall be in force and effect on and after the effective date of this ordinance.

SECTION 3. All ordinances or parts thereof in force on the effective date of this ordinance are hereby repealed from and after the effective date of this ordinance, except as hereinafter provided.

SECTION 4. The repeal provided for in the preceding section of this ordinance shall not affect any offense or act committed or done or any penalty or forfeiture incurred or any contract or right established or accruing before the effective date of this ordinance; nor shall such repeal affect any ordinance or resolution promising or guaranteeing the payment of money by the City or authorizing the issuance of any bonds of said City or any evidence of said City's indebtedness or any contract or obligation assumed by said City; nor shall said repeal affect the administrative ordinances or resolutions of the Council not in conflict or inconsistent with the provisions of “THE CODE OF ORDINANCES OF THE CITY OF INDIANOLA, IOWA”; nor shall it affect the following ordinances specifically saved from repeal:

INDUSTRIAL PROPERTY TAX EXEMPTIONS

ORDINANCE NO.	ADOPTED	ORDINANCE NO.	ADOPTED
1244	3-17-03	1416	9-15-08
1280	4-5-04	1421	2-2-09
1286	6-7-04	1469	4-4-11
1330	5-2-05	1471	5-16-11
1364	9-18-06	1478	9-6-11
1371	12-18-06	1483	10-17-11
1374	2-5-07	1495	5-7-12
1375	3-19-07	1505	11-19-12
1384	7-16-07	1555	6-6-16
1393	11-5-07	1559	12-5-16
1394	11-5-07	1560	12-19-16
1401	1-7-08	1565	3-20-17
1409	6-2-08	1574	7-7-17
1410	6-2-08		

URBAN RENEWAL

ORDINANCE NO.	ADOPTED	NAME OF AREA
1026	July 5, 1994	Hillcrest Urban Renewal Area
1137	November 2, 1998	Hillcrest Amendment No. 1 Area
1217	October 1, 2001	Downtown Urban Renewal Area
1218	October 1, 2001	Hillcrest Amendment No. 2 Area
1293	July 19, 2004	East Highway 92 Urban Renewal Area
1314	March 7, 2005	Downtown Amendment No. 1 Area
1323	March 21, 2005	East Highway 92 Amendment No. 1 Area
1336	July 18, 2005	Hillcrest Amendment No. 3 Area
1396	December 17, 2007	Downtown Amendment No. 2 Area
1428	April 20, 2009	Hillcrest Amendment No. 4 Area
1549	December 21, 2015	Unified Hillcrest/Downtown Unified Urban Renewal Area
1613	June 17, 2019	Amendment No. 1 to the Hillcrest/Downtown Unified Urban Renewal Area
1616	September 3, 2019	Amendment No. 2 to the Hillcrest/Downtown Unified Urban Renewal Area

URBAN REVITALIZATION

ORDINANCE NO.	ADOPTED	NAME OF AREA
1130	May 11, 1998	Urban Revitalization Area for the City

STREET AND ALLEY VACATIONS

ORDINANCE NO.	ADOPTED	ORDINANCE NO.	ADOPTED
50	July 20, 1936	156	September 3, 1951
51	January 5, 1937	161	September 24, 1952
53	May 17, 1937	162	April 28, 1952
73	January 7, 1919	163	May 19, 1952
76	May 5, 1941	169	--
84	May 17, 1943	177	December 14, 1953
86	June 21, 1943	186	December 6, 1954
92	June 6, 1944	227	August 18, 1958
93	June 6, 1944	231	March 14, 1959
94	June 6, 1944	239	November 2, 1959
95	July 3, 1944	244	June 6, 1960
99	July 2, 1945	251	February 13, 1961
(number not assigned)	July 7, 1924	252	March 20, 1961
103	March 4, 1946	257	December 18, 1961
104	April 1, 1946	259	June 18, 1962
107	August 19, 1946	270	August 5, 1963
111	April 7, 1947	275	March 16, 1964
115	July 21, 1947	280	October 19, 1964
118	April 5, 1948	281	October 19, 1964
121	June 14, 1948	284	November 16, 1964
130	May 2, 1949	285	November 16, 1964
132	October 3, 1949	289	May 17, 1965
142	May 1, 1950	295	February 7, 1966
146	August 7, 1950	296	February 7, 1966
153	June 4, 1951	299	June 6, 1966
155	June, 1951	300	--

STREET AND ALLEY VACATIONS

ORDINANCE NO.	ADOPTED	ORDINANCE NO.	ADOPTED
312	March 20, 1967	847	October 3, 1988
324	August 19, 1968	850	November 7, 1988
327	December 16, 1968	850	January 3, 1989
328	January 23, 1969	856	January 16, 1989
333	August 4, 1969	863	May 1, 1989
345	March 2, 1970	865	May 15, 1989
351	April 20, 1970	875	August 7, 1989
372	June 7, 1971	878	September 18, 1989
374	June 21, 1971	890	July 2, 1990
391	December 20, 1971	891	July 2, 1990
405	August 25, 1972	892	July 2, 1990
406	September 18, 1972	898	August 6, 1990
410	December 18, 1972	904	September 4, 1990
411	December 18, 1972	907	October 1, 1990
416	January 3, 1973	912	November 5, 1990
417	January 3, 1973	913	November 19, 1990
425	March 5, 1973	916	December 3, 1990
431	May 21, 1973	919	January 7, 1991
450	October 15, 1973	924	April 1, 1991
451	November 5, 1973	928	May 6, 1991
466	June 17, 1974	929	May 6, 1991
476	November 4, 1974	976	September 21, 1992
482	February 17, 1975	978	October 5, 1992
486	May 19, 1975	981	October 19, 1992
488	June 2, 1975	988	November 16, 1992
504	February 17, 1976	989	December 7, 1992
511	June 21, 1976	994	January 4, 1993
537	May 2, 1977	997	January 4, 1993
552	July 5, 1977	1031	September 19, 1996
566	December 19, 1977	1031	February 5, 1994
578	April 17, 1978	1072	March 18, 1996
593	September 5, 1978	1080	August 5, 1996
613	March 19, 1979	1088	October 21, 1996
622	June 18, 1979	1092	December 2, 1996
648	February 19, 1980	1093	January 6, 1997
701	April 19, 1982	1111	September 2, 1997
708	February 22, 1983	1115	October 13, 1997
721	July 18, 1983	1116	November 3, 1997
725	September 19, 1983	1126	April 6, 1998
727	October 3, 1983	1133	August 3, 1998
729	January 16, 1984	1156	September 7, 1999
755	April 16, 1984	1158	October 4, 1999
762	September 4, 1984	1167	February 22, 2000
766	December 17, 1984	1168	March 20, 2000
781	September 16, 1985	1174	June 5, 2000
790	March 3, 1986	1177	July 17, 2000
812	May 18, 1987	1191	March 5, 2001
823	November 16, 1987	1229	August 5, 2002
843	August 1, 1988	1230	August 5, 2002
844	September 19, 1988	1237	October 7, 2002

STREET AND ALLEY VACATIONS

ORDINANCE NO.	ADOPTED	ORDINANCE NO.	ADOPTED
1265	October 6, 2003	1452	March 15, 2010
1268	October 20, 2003	1476	July 5, 2011
1287	June 7, 2004	1497	May 21, 2012
1302	September 20, 2004	1506	January 22, 2013
1303	September 20, 2004	1525	September 3, 2013
1326	March 21, 2005	1538	November 3, 2014
1328	April 18, 2005	1551	April 4, 2016
1337	August 1, 2005	1558	November 21, 2016
1338	September 6, 2005	1572	July 3, 2017
1339	October 17, 2005	1607	January 22, 2019
1365	October 2, 2006	1609	February 19, 2019
1366	October 16, 2006	1614	July 1, 2019
1390	November 5, 2007	1617	October 7, 2019
1434	June 1, 2009	1619	October 7, 2019
1437	July 6, 2009	1623	November 4, 2019
1438	August 17, 2009	1624	November 4, 2019
1451	March 15, 2010		

STREET GRADES

ORDINANCE NO.	ADOPTED	ORDINANCE NO.	ADOPTED
37	September 19, 1933	551	June 20, 1977
119	April 9, 1948	655	March 3, 1980
184	August 2, 1954	656	April 7, 1980
222	May 19, 1958	763	September 4, 1984
236	August 3, 1959	791	March 17, 1986
237	August 31, 1959	792	March 17, 1986
247	August 15, 1960	804	November 17, 1986
253	March 20, 1961	866	May 15, 1989
277	July 10, 1964	926	April 15, 1991
278	July 21, 1964	1034	October 17, 1994
313	May 1, 1967	1071	March 18, 1996
323	June 17, 1968	1082	August 5, 1996
334	July 29, 1969	1279	April 5, 2004
335	September 3, 1969	1298	August 2, 2004
336	October 6, 1969	1429	May 4, 2009
366	April 5, 1971	1461	September 7, 2010
426	April 2, 1973	1472	May 16, 2011
517	September 7, 1976	1493	April 2, 2012

ZONING MAP

ORDINANCE NO.	ADOPTED	ORDINANCE NO.	ADOPTED
344	March 2, 1970	359	December 7, 1970
346	April 6, 1970	360	January 4, 1971
347	April 6, 1970	362	January 18, 1971
350	April 20, 1970	363	January 18, 1971
352	July 27, 1970	364	February 15, 1971
355	November 2, 1970	365	April 5, 1971
356	December 7, 1970	373	June 21, 1971
357	December 7, 1970	375	July 6, 1971
358	December 7, 1970	376	August 2, 1971

ZONING MAP

ORDINANCE NO.	ADOPTED	ORDINANCE NO.	ADOPTED
377	October 4, 1971	559	August 1, 1977
380	October 4, 1971	561	October 10, 1977
396	March 6, 1972	562	November 7, 1977
398	April 3, 1972	571	January 16, 1978
404	August 7, 1972	572	February 6, 1978
428	May 21, 1973	573	February 6, 1978
429	May 21, 1973	574	February 6, 1978
430	May 21, 1973	577	March 20, 1978
437	June 18, 1973	580	June 5, 1978
438	June 18, 1973	583	June 19, 1978
439	June 18, 1973	584	June 19, 1978
449	September 17, 1973	591	July 17, 1978
464	June 3, 1974	601	October 16, 1978
465	June 17, 1974	602	October 16, 1978
468	July 1, 1974	603	October 16, 1978
469	July 15, 1974	604	October 16, 1978
470	July 15, 1974	606	November 6, 1978
481	January 20, 1975	608	December 18, 1978
484	April 7, 1975	614	March 19, 1979
487	May 19, 1975	615	April 16, 1979
497	September 2, 1975	616	April 16, 1979
498	September 2, 1975	617	May 7, 1979
502	January 5, 1976	618	May 7, 1979
503	January 5, 1976	619	May 7, 1979
505	March 1, 1976	625	July 2, 1979
507	April 5, 1976	626	July 16, 1979
510	May 17, 1976	629	August 20, 1979
512	June 21, 1976	630	August 20, 1979
513	July 6, 1976	631	August 20, 1979
514	July 19, 1976	652	February 19, 1980
515	August 16, 1976	653	February 19, 1980
516	August 16, 1976	654	February 19, 1980
521	September 7, 1976	657	April 7, 1980
522	September 7, 1976	661	April 7, 1980
524	November 15, 1976	663	September 15, 1980
525	November 15, 1976	665	November 11, 1980
526	November 15, 1976	668	January 5, 1981
529	December 6, 1976	673	April 20, 1981
538	May 2, 1977	676	May 18, 1981
539	May 2, 1977	677	May 18, 1981
543	May 16, 1977	680	August 17, 1981
544	June 6, 1977	682	August 17, 1981
545	June 6, 1977	686	October 19, 1981
546	June 6, 1977	687	October 19, 1981
547	June 6, 1977	690	December 7, 1981
553	July 5, 1977	691	December 7, 1981
555	August 1, 1977	695	January 18, 1982
556	August 1, 1977	696	January 18, 1982
557	August 1, 1977	697	February 16, 1982
558	August 1, 1977	709	March 10, 1983

ZONING MAP

ORDINANCE NO.	ADOPTED	ORDINANCE NO.	ADOPTED
712	May 2, 1983	1032	September 19, 1994
722	July 18, 1983	1033	October 3, 1994
723	September 19, 1983	1038	January 3, 1995
724	September 19, 1983	1040	January 16, 1995
728	January 16, 1984	1046	May 1, 1995
730	February 6, 1984	1052	August 21, 1995
733	February 21, 1984	1054	September 19, 1995
753	April 16, 1984	1056	October 2, 1995
764	September 17, 1984	1061	December 18, 1995
768	March 18, 1985	1062	December 18, 1995
775	June 17, 1985	1078	June 17, 1996
776	July 1, 1985	1083	August 5, 1996
778	July 17, 1985	1089	October 21, 1996
779	July 17, 1985	1095	January 6, 1997
782	October 21, 1985	1096	January 6, 1997
788	February 18, 1986	1105	July 21, 1997
789	March 3, 1986	1110	August 18, 1997
799	August 18, 1986	1122	January 12, 1998
811	May 18, 1987	1123	January 12, 1998
819	October 19, 1987	1131	June 8, 1998
822	November 16, 1987	1132	July 20, 1998
826	December 7, 1987	1134	August 17, 1998
842	August 1, 1988	1139	December 7, 1998
853	January 3, 1989	1149	June 21, 1999
854	January 3, 1989	1152	August 2, 1999
864	May 1, 1989	1155	September 7, 1999
867	June 5, 1989	1157	September 20, 1999
868	June 5, 1989	1163	January 18, 2000
869	June 19, 1989	1166	February 22, 2000
880	October 30, 1989	1171	June 5, 2000
882	November 6, 1989	1172	June 5, 2000
883	November 6, 1989	1178	August 21, 2000
899	August 6, 1990	1179	August 21, 2000
900	August 20, 1990	1185	December 18, 2000
906	September 17, 1990	1193	April 16, 2001
915	December 3, 1990	1207	June 4, 2001
921	February 11, 1991	1208	August 6, 2001
922	March 25, 1991	1210	August 20, 2001
931	June 3, 1991	1233	September 16, 2002
934	July 15, 1991	1236	October 7, 2002
937	August 5, 1991	1251	June 16, 2003
944	September 16, 1991	1253	July 7, 2003
964	April 20, 1992	1256	July 21, 2003
972	July 20, 1992	1264	September 15, 2003
973	August 4, 1992	1270	December 1, 2003
980	October 19, 1992	1273	December 15, 2003
1004	March 15, 1993	1274	January 5, 2004
1005	April 19, 1993	1283	May 17, 2004
1010	August 16, 1993	1311	February 22, 2005
1019	February 22, 1994	1312	February 22, 2005

ZONING MAP

ORDINANCE NO.	ADOPTED	ORDINANCE NO.	ADOPTED
1324	March 21, 2005	1509	February 4, 2013
1332	June 6, 2005	1522	July 1, 2013
1335	July 18, 2005	1535	September 15, 2014
1341	November 7, 2005	1539	November 17, 2014
1342	November 7, 2005	1541	December 15, 2014
1357	May 1, 2006	1545	June 15, 2015
1377	March 19, 2007	1546	September 21, 2015
1378	March 19, 2007	1548	December 7, 2015
1383	July 2, 2007	1567	May 15, 2017
1423	February 2, 2009	1573	July 17, 2017
1433	June 1, 2009	1575	August 21, 2017
1436	July 6, 2009	1576	August 21, 2017
1462	October 18, 2010	1590	April 16, 2018
1465	December 20, 2010	1593	April 16, 2018
1494	April 16, 2012	1597	August 20, 2018
1496	May 7, 2012	1604	October 15, 2018
1502	October 1, 2012	2018-1606	December 3, 2018
1503	October 1, 2012	1608	January 22, 2019

R-5 PLANS

ORDINANCE NO.	ADOPTED	ORDINANCE NO.	ADOPTED
1224	4-2-02	1290	7-6-04
1250	5-19-03	1301	9-7-04
1263	9-2-03	1348	12-5-05
1269	11-17-03	1386	8-20-07
1282	5-3-04	1618	10-7-19
1285	7-6-04		

nor shall it affect any other right or franchise conferred by any ordinance or resolution of the Council or any other person or corporation; nor shall it affect any ordinance naming, establishing, relocating or vacating any street or public way, whether temporary or permanent; nor shall it affect any ordinance amending the official zoning map, establishing building lines, establishing and changing grades, or dedicating property for public use; nor shall it affect any prosecution, suit or other proceeding pending or any judgment rendered on or prior to the effective date of this ordinance.

SECTION 5. The following ordinances, passed subsequent to the preparation of this code but prior to adoption of this code, are hereby adopted and made a part of this code. These are ordinances 1625-1635. Said ordinances shall be codified and incorporated in published copies of this code as supplements thereto following adoption of this ordinance.

SECTION 6. An official copy of the “CODE OF ORDINANCES OF THE CITY OF INDIANOLA, IOWA,” adopted by this ordinance, including a certificate of the City Clerk as to its adoption and the effective date, is on file in the office of the City Clerk, and shall be kept available for public inspection.

SECTION 7. The City Clerk shall furnish a copy of the “CODE OF ORDINANCES OF THE CITY OF INDIANOLA, IOWA,” to the Judicial Magistrates serving the City of Indianola.

SECTION 8. This ordinance shall be in full force and effect from and after the publication of this ordinance, as required by law.

Passed by the City Council of the City of Indianola, Iowa, the 15th day of June 2020.

ATTEST: _____
CITY CLERK

MAYOR

First Reading: May 18, 2020

Second Reading: June 1, 2020

Third Reading: June 15, 2020

CLERK'S CERTIFICATE

I hereby certify that the foregoing Ordinance No.1636 was published as required by law on the ____ day of _____, _____.

SIGNED _____
CITY CLERK

CLERK'S CERTIFICATE

State of Iowa)
) SS
County of Warren)

I, Andrew J. Lent, City Clerk of the City of Indianola, Iowa, hereby certify that the “CODE OF ORDINANCES OF THE CITY OF INDIANOLA, IOWA,” was adopted by the City Council of the City of Indianola, Iowa, and that an official copy of said Code of Ordinances is on file at the office of the City Clerk, City of Indianola, Iowa, and that Ordinance No. 1636 adopting said Code of Ordinances was passed by the City Council of the City of Indianola, Iowa, on the 15th day of June 2020, signed by the Mayor on the _____ day of June 2020; duly recorded and published as provided by law, and that the effective date of said Code is _____, _____.

Witness my hand and official seal of the City of Indianola, Iowa, this ____ day of _____, _____.

SIGNED: _____
CITY CLERK
CITY OF INDIANOLA, IOWA

Meeting Date: 06/15/2020

Information

Subject

Second consideration of an ordinance approving a rezoning from M-2 General Industrial Zoning District to the R-4, Multiple Family (Residential) Zoning District.

Information

Council will need to consider an ordinance to rezone property located on Outlot X of the Replat of the Hillcrest Industrial Park Plat 1, except Parcels B & C, from the M-2 General Industrial Zoning District to the R-4, Multiple Family (Residential) Zoning District.

Fiscal Impact

Attachments

Ordinance

ORDINANCE NO. 2020 - _____

AN ORDINANCE AMENDING THE MUNICIPAL CODE OF THE CITY OF INDIANOLA, IOWA, FOR CHANGE OF ZONING DISTRICT BOUNDARIES FROM THE M-2 GENERAL INDUSTRIAL ZONING DISTRICT TO THE R-4, MULTIPLE FAMILY (RESIDENTIAL) ZONING DISTRICT

WHEREAS, the City Council of the City of Indianola, Iowa, deems it necessary and proper to amend the zoning from the M-2 General Industrial Zoning District to the R-4, Multiple Family (Residential) Zoning District for real property described as the South 170.52' of Outlot X of the Replat of the Hillcrest Industrial Park Plat 1, except Parcels B & C in Section 19, Township 76 North, Range 23 West of the 5th P.M., Warren County, Iowa.

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

Section 1: That the zoning is amended from the M-2 General Industrial Zoning District to the R-4, Multiple Family (Residential) Zoning District for real property described as the South 170.52' of Outlot X of the Replat of the Hillcrest Industrial Park Plat 1, except Parcels B & C in Section 19, Township 76 North, Range 23 West of the 5th P.M., Warren County, Iowa

Section 2: All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

Section 3: This ordinance shall be in full force and effect after its passage, approval and publication as provided by law.

PASSED AND APPROVED this ____ day of _____ 2020.

Kelly B. Shaw, Mayor

ATTEST:

Andrew J. Lent, City Clerk

First reading: _____

Second reading: _____

Third reading: _____

Publication Date: _____

Meeting Date: 06/15/2020

Information

Subject

Second consideration of an ordinance approving a proposed Development Plan and rezoning from the R-3, Mixed-Residential Zoning District to the R-5, Planned Residence District.

Information

Council will need to consider an ordinance to rezone a parcel of land in the SE ¼ of the SW ¼ of Section 18, Township 76 North, Range 23 West Of The 5th P.M., City of Indianola, Iowa from the R-3, Mixed-Residential Zoning District to the R-5, Planned Residence District.

Fiscal Impact

Attachments

Ordinance

ORDINANCE NO. _____

AN ORDINANCE AMENDING THE MUNICIPAL CODE OF THE CITY OF INDIANOLA, IOWA, FOR CHANGE OF ZONING DISTRICT BOUNDARIES FROM THE R-3, MIXED-RESIDENTIAL ZONING DISTRICT TO THE R-5, PLANNED RESIDENCE DISTRICT AND APPROVAL OF A PROPOSED DEVELOPMENT PLAN

WHEREAS, the City Council of the City of Indianola, Iowa, deems it necessary and proper to amend the zoning from the R-3, Mixed-Residential Zoning District to the R-5, Planned Residence District and approval of a Proposed Development Plan for real property described as the Southeast Quarter of the Southwest Quarter, except Summercrest Hills Plats 2, 3, 4 and 5, of Section 18, Township 76 North, Range 23 West of the 5th P.M., Iowa.

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

Section 1: That the zoning is amended from the A R-3, Mixed-Residential Zoning District to the R-5, Planned Residence District for real property described as the Southeast Quarter of the Southwest Quarter, except Summercrest Hills Plats 2, 3, 4 and 5, of Section 18, Township 76 North, Range 23 West of the 5th P.M., Iowa.

Section 2: That the Proposed Development Plan for real property described as the Southeast Quarter of the Southwest Quarter, except Summercrest Hills Plats 2, 3, 4 and 5, of Section 18, Township 76 North, Range 23 West of the 5th P.M., Iowa, is approved.

Section 3: All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

Section 4: This ordinance shall be in full force and effect after its passage, approval and publication as provided by law.

PASSED AND APPROVED this ____ day of _____ 2020.

Kelly B. Shaw, Mayor

ATTEST:

Andrew J. Lent, City Clerk

First reading: _____

Second reading: _____

Third reading: _____

Publication Date: _____

Meeting Date: 06/15/2020

Information

Subject

Resolution approving a waiver of the sidewalk requirement and installation covenant for New Heights Church for 309 East Hillcrest Avenue.

Information

Fiscal Impact

Attachments

New Heights Memorandum

New Heights Resolution

New Heights Waiver



COMMUNITY DEVELOPMENT

To: Mayor and City Council
From: Charlie E. Dissell, Community and Economic Development Director
CC: Ryan Waller, City Manager
Date: June 5, 2020
Re: Approval of a Waiver of Sidewalk Requirement and Installation Covenant for
New Heights Church, located at for 309 East Hillcrest Avenue

As the Council is aware, according to Section 136.06.1 of the Code of Ordinances of Indianola, Iowa, before any business building or commercial building is occupied or put into its ultimate use, a permanent sidewalk shall be built in front of the building for the entire width of the lot. Furthermore, according to Section 136.06.4 of the Code of Ordinances of Indianola, Iowa, In the event that no grade has been set or there is no curb and gutter on the street upon which the sidewalk, is to be placed, the Council may waive the sidewalk requirement on application of the affected property owner and upon the affected property owner signing an agreement to install such a sidewalk within one hundred twenty (120) days after the property owner has been notified that a curb and gutter has been installed and/or that the grade has been set. The agreement shall be verified and placed on record in the office of the Warren County Recorder and shall be a covenant running with the land binding the heirs and assigns of the property owner.

New Heights Church submitted a proposed site plan to the City in the Fall of 2018. During all reviews, staff noted that a sidewalk waiver would be required prior to occupancy of the building. There is currently no curb and gutter for East Hillcrest Avenue, and, as Council is aware, the reconstruction of Hillcrest, which is scheduled to begin with engineering in 2022, and construction the next two years. This project will include setting grade, and installing curb, gutter and sidewalks. As such, New Heights Church is requesting a waiver from installing a sidewalk with the construction of their new church at this time.

I will attend your June 15th meeting to answer any questions you may have.

INDIANOLA

EST. 1849

RESOLUTION NO. 2020-_____

**RESOLUTION APPROVING A SIDEWALK WAIVER AGREEMENT BETWEEN
NEW HEIGHTS CHURCH AND THE CITY OF INDIANOLA, IOWA**

WHEREAS, New Heights Church is proposing to construct a new building at 309 East Hillcrest Avenue and has requested a waiver to postpone the construction of the required public sidewalk; and

WHEREAS, Council may waive the sidewalk requirement under certain conditions.

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

1. The attached waiver agreement between the City of Indianola and New Heights Church is approved, and
2. The Mayor and City Clerk are authorized to sign the attached waiver agreement on behalf of the City.

APPROVED this 15th day of June 2020.

Kelly B. Shaw, Mayor

ATTEST:

Andrew J. Lent, City Clerk/CFO

WAIVER OF SIDEWALK REQUIREMENT
AND INSTALLATION COVENANT
(No Curb and Gutter)

WHEREAS, New Heights Church proposes to build a 21,787 Square Foot building located at 309 East Hillcrest Avenue, and

WHEREAS, Section 136.06 paragraph 1 of the Indianola Code of Ordinances requires that all structures within the city be serviced with a sidewalk before occupancy, and

WHEREAS, there is no curb and gutter adjacent to 309 East Hillcrest Avenue, and

WHEREAS, the Council may waive the sidewalk requirement on application of the affected property owner and upon the affected property owner signing an agreement to install such a sidewalk within one hundred twenty (120) days after the property owner has been notified that a curb and gutter has been installed and/or that the grade has been set.

IT IS HEREBY AGREED AS FOLLOWS:

1. At such time that a curb and gutter has been installed and/or that the grade has been set, the real estate owner shall be required to install such a sidewalk within one hundred twenty (120) days after notification as provided in Section 136.06 paragraph 4.
2. The installation shall be at the real estate owner's expense.
3. This waiver and covenant relate to real estate locally known as:

309 East Hillcrest Avenue

and legally described as:

Lot 2 of the Auditors Plat of Hulen's Subdivision, now included in and forming a part of the City of Indianola, Warren County, Iowa, except the West 270 feet of the North 199' feet thereof

4. The agreement shall be verified and placed on record in the office of the Warren County Recorder and shall be binding on the undersigned real estate's owner, the real estate owner's heirs and assigns and shall be considered a covenant running with the land.
5. In the event the City of Indianola shall at any time in the future, but before the installation of the above described sidewalk adopt a resolution of necessity (including, but not limited to a resolution of necessity in conjunction with street replacement projects) requiring the installation of sidewalks of which the above is one or a part, the real estate owners hereby consents to the installation of the sidewalk, waives any right of objection thereto and agrees to pay any deficiency that might result as the result of the construction ordered.
6. This agreement is executed by Kelly B. Shaw, Mayor, City of Indianola, Iowa under the authority

of a motion dated the _____ day of _____, 20_____.

CITY OF INDIANOLA, IOWA:

NEW HEIGHTS CHURCH:

KELLY B. SHAW, MAYOR

NEIL NELSON

ATTEST:

ANDREW J. LENT, CITY CLERK

STATE OF IOWA, WARREN COUNTY, ss: (PLEASE PRINT)

On this ____ day of _____, 2020, before me, the undersigned, a Notary Public in and for the State of Iowa, personally appeared Neil Nelson to me known to be the person named in and who executed the foregoing instrument to which is attached; and who did say that he is the elder of New Heights Church; and that said instrument was signed on behalf of said limited liability company by authority of its managers; and acknowledged that he executed the instrument as his voluntary act and deed.

NOTARY PUBLIC IN AND FOR THE STATE OF IOWA

STATE OF IOWA, WARREN COUNTY, ss:

On the ____ day of _____ 2020, before me, the undersigned, a Notary Public in and for the State of Iowa, personally appeared Kelly B. Shaw and Andrew J. Lent, to me personally known, who, being by me duly sworn, did say that they are the Mayor and City Clerk of the City of Indianola, Iowa, a municipal corporation; that the seal affixed to the above and foregoing instrument is the corporate seal of said municipal corporation, and the said Kelly B. Shaw and Andrew J. Lent acknowledged the execution of said instrument to be their voluntary act and deed and the voluntary act and deed of said municipal corporation, by it and by them voluntarily executed.

NOTARY PUBLIC IN AND FOR THE STATE OF IOWA

Information

Subject

Receive and file the Fiscal Year 21 Community Development Work Program.

Information

Fiscal Impact

Attachments

Memorandum
Ongoing Tasks
Short-term Tasks
Medium Tasks
Long-term Tasks



COMMUNITY DEVELOPMENT

To: Mayor and City Council
From: Charlie E. Dissell, Community and Economic Development Director
CC: Ryan Waller, City Manager
Date: June 10, 2020
Re: Receive and file the Fiscal Year 21 Community Development Work Plan

As the Council is aware, its meeting on May 18, Elevate Indianola, which was the Comprehensive Plan update, was adopted. Chapter 9 of the Comprehensive Plan discusses implementation. As stated, implementation of the Comprehensive Plan should occur gradually over a 20-year timeframe. It will require multiple resources in terms of people, funding, and time. It should be integral to the daily operations of the city, and the community should be aware of its vision and goals. A time frame is indicated for implementing each of the actions. Short-term indicates implementation should occur within five years, medium-term within five to ten years, and long-term within ten to twenty years. In some cases, the recommendations are ongoing over the 20- year planning period. Furthermore, the plan also indicates that each fiscal year the Planning and Zoning Commission should develop a work plan to program actions for that year.

Attached to this memo are the 164 implementation actions that were adopted as part of the comprehensive plan, broke into categories based off their implementation timeframe. The ongoing category includes 41 actions, the short-term category includes 77 actions, the medium-term category includes 42 actions and the long-term includes 4 actions. Staffs focus for Fiscal Year 21 is on implementing short-term actions, which are shown on the attached sheet with a green box. You'll see that staff proposes to work towards implementing 25 of the 77 actions in the next fiscal year. Most of those actions directly relate to updating the City's zoning code, which is an item that has been budgeted for Fiscal Year 21 and is on your June 15th meeting to approve a professional services agreement. Additionally, there are other action items proposed for Fiscal Year 21 that have already been started and are being carried over.

This item was presented to the Planning and Zoning Commission at its June 9th meeting. At that meeting, the Planning and Zoning Commission approved the work plan. As part of its approval, the Planning and Zoning Commission requested monthly verbal updates on the work plan, and detailed quarterly updates. I will attend your June 15th meeting if you have any questions.

ED: ECONOMIC DEVELOPMENT

OBJECTIVE	ACTION	TIMELINE	TYPE	RESPONSIBLE PARTY	PARTNER(S)	RESOURCES
Goal ED-1: Attract, retain, and expand commercial and industrial businesses						
ED-1-A: Establish a business-friendly environment	ED-1-A-vi: Maintain use of landscaped buffers between incompatible land uses	Ongoing	Code/Policy	CED	Businesses	City Staff Time
ED-1-B: Proactively seek new businesses that will diversify and strengthen the economy	ED-1-B-v: Support development of businesses that relate to the nearby parks, conservation, and recreational resources, such as equipment rental, overnight accommodations, restaurants, convenience stores, transportation services, and tour operators.	Ongoing	Task	CED	Chamber, HP, IEDA	IEDA
Goal ED-3: Make the downtown square a vibrant and active retail node						
ED-3-D: Support an ongoing downtown businesses association	ED-3-D-i: Meet on a monthly basis (Downtown Assessment Visit Report)	Ongoing	Task	DSA	Chamber	DAVR, IEDA, Main Street
	ED-3-D-ii: Establish an email distribution list for businesses and support organizations, including a city representative (Downtown Assessment Visit Report)	Ongoing	Task	DSA	Chamber	DAVR, IEDA, Main Street
	ED-3-D-iii: Offer regular tours of each business (Downtown Assessment Visit Report)	Ongoing	Task	DSA	Chamber	DAVR

HN: HOUSING & NEIGHBORHOODS

OBJECTIVE	ACTION	TIMELINE	TYPE	RESPONSIBLE PARTY	PARTNER(S)	RESOURCES
Goal HN-1: Provide a variety of attractive housing options for residents, accommodating all income levels and in all stages of life						
HN-1-A: Increase the availability of housing targeted toward households earning more than the city's median income	HN-1-A-i: Maintain and promote tax abatement for new housing	Ongoing	Code/Policy	CED	Developers	City Staff Time
	HN-1-A-ii: Maintain and promote tax abatement for renovations and upgrades to housing	Ongoing	Code/Policy	CED	Neighborhoods	City Staff Time

TR: TRANSPORTATION

OBJECTIVE	ACTION	TIMELINE	TYPE	RESPONSIBLE PARTY	PARTNER(S)	RESOURCES
Goal TR-1: Enable all ages and abilities to move about the city without their own vehicle						
TR-1-A: Develop a non-motorized connectivity for transportation purposes	TR-1-A-ii: Develop trails that separate bicyclists and pedestrians from the roadway and connect trip ends to commercial, residential, educational, and recreational destinations	Ongoing	CIP	Streets	P&R	SUDAS, TAP, SRT, FRT
Goal TR-2: Continue to expand and improve the street network to improve transportation safety, efficiency, equitable mobility, and establish community character						
TR-2-A: Evaluate existing roadways and make necessary improvements	TR-2-A-iv: Continue coordination with the Iowa DOT on signal operation	Ongoing	Task	Streets	Iowa DOT	City Staff Time
TR-2-B: Promote development of a grid street network	TR-2-B-iii: Require all streets in new subdivisions to be connected whenever feasible (natural features and the built environment may necessitate cul-de-sacs or looped roadways)	Ongoing	Code/Policy	Streets	CED	SUDAS
	TR-2-B-iv: Adopt access management plans for the existing and future arterial streets to maintain the capacity of those streets	Ongoing	Code/Policy	Streets	Businesses	SUDAS
	TR-2-B-vi: Manage access to Highways 92 and 65/69 for new development and redevelopment	Ongoing	Code/Policy	Streets	DOT	SUDAS

TR-2-C: Use the street design to establish a character for the city and neighborhoods	TR-2-C-i: Bury utilities with all new development and with redevelopment whenever possible	Ongoing	Code/ Policy	IMU	Streets	SUDAS
	TR-2-C-ii: Revise the street tree ordinance, including tree planting guidelines to improve aesthetics while ensuring that street trees will not interfere with utilities, sidewalks, or the adjacent roadway	Ongoing	Code/ Policy	Streets	CED, P&R, IMU	SUDAS
CS: Community Services						
OBJECTIVE	ACTION	TIMELINE	TYPE	RESPONSIBLE PARTY	PARTNER(S)	RESOURCES
Goal CS-2: Continually aim to improve public community services						
CS-2-A: Improve and expand local library facilities and operations	CS-2-A-iii: Dedicate annual funding to the enhancement of library services, media and technology	Ongoing	CIP	Library	Administration	Local Funding
CS-2-B: Maintain a high level of communication with the community	CS-2-B-i: Provide proactive and transparent communication, easy-to-access information and materials about government activities and policies	Ongoing	Task	Administration	Residents	City Staff Time
	CS-2-B-ii: Strengthen communication with underserved groups	Ongoing	Task	Administration	Residents	City Staff Time
CS-2-C: Ensure that the health needs, both physical and mental, of all residents are being met	CS-2-C-i: Provide common medical services locally	Ongoing	Task	WCHS	Administration	City Staff Time, IDHS
CS-2-D: Ensure that public utilities are sufficient to serve existing and future needs	CS-2-D-iv: Maintain the Inflow and Infiltration policy	Ongoing	Code/ Policy	Water Pollution Control	Administration	City Staff Time
	CS-2-D-v: Maintain the Collection Systems Maintenance Program	Ongoing	Code/ Policy	Water Pollution Control	Administration	City Staff Time
Goal CS-3: Provide high quality parks and recreation amenities for all residents of all ages and abilities						
CS-3-A: Maintain and improve existing park amenities and add amenities to new parks	CS-3-A-ii: Dedicate annual funding in the Capital Improvement Plan	Ongoing	CIP	P&R	Residents	Local Funding
	CS-3-A-iii: Inspect grounds, facilities, and equipment to ensure compliance with safety standards	Ongoing	Task	P&R	Building	City Staff Time
CS-3-B: Connect the existing and future park system with recreational trails	CS-3-B-i: Apply for trail grants on an annual basis	Ongoing	Task	P&R	HP	DMAMPO, Iowa DOT
	CS-3-B-iii: Continue to refer to the 2008 Trails Master Plan for trail design details.	Ongoing	Task	P&R	Streets	City Staff Time
CS-3-C: Provide park space at a rate of 16 acres per 1,000 population and located within a 1/2 mile walk of every resident	CS-3-C-ii: Develop parks concurrent with new residential development to meet level of service needs	Ongoing	Code/ Policy	P&R	CED	NRPA

ES: THE ENVIRONMENT & SUSTAINABILITY

OBJECTIVE	ACTION	TIMELINE	TYPE	RESPONSIBLE PARTY	PARTNER(S)	RESOURCES
Goal ES-1: Promote the use of renewable energy sources						
ES-1-B: Promote renewable energy production such as small scale wind and solar	ES-1-B-i: Promote the small scale wind energy code	Ongoing	Code/Policy	CED	Buildings, IEC, IA Energy	LEED, Clean Cities
	ES-1-B-iii: Incorporate renewable energy technologies in public projects	Ongoing	Task	Administration	Buildings, IEC, IA Energy	LEED, Clean Cities
	ES-1-B-iv: Create programs to improve energy efficiency and promote use of renewable energy sources	Ongoing	Task	IMU	Buildings, IEC, IA Energy	LEED, Clean Cities, AERLP
Goal ES-2: Promote sustainable building development and green infrastructure						
ES-2-A: Promote sustainable development practices	ES-2-A-ii: Provide education for city staff, elected officials, developers, and property owners on the benefits and resources for sustainable development	Ongoing	Task	Administration	Buildings, P&R, CED, Streets, IA Energy	LEED, Clean Cities
	ES-2-A-iii: Integrate environmental sustainability elements in all public projects and strive for LEED certification	Ongoing	Task	Administration	Buildings, P&R, CED, Streets, IA Energy	LEED, Clean Cities, AERLP
Goal ES-3: Preserve and restore natural resources and wildlife habitats						
ES-3-A: Protect wetlands, prairies, stream corridors, and other wildlife habitat	ES-3-A-iv: Foster community connection, access and awareness of natural resources through wildlife parks, trails, and programs	Ongoing	Task	P&R	WCCB, IDNR	TPL, EG, WIG
Goal ES-4: Reduce the negative effects of hazards and improve the response and recovery time of hazards						
ES-4-A: Reduce the extent of property losses on properties with current and future development and reduce the likelihood of personal injury or loss of life (WCHMP)	ES-4-A-ii: Use the most effective approaches to protect buildings from flooding, including acquisition or relocation where warranted (WCHMP)	Ongoing	Task	CED	WCEM	WCHMP
	ES-4-A-iii: Use the most effective approaches to protect buildings from other hazards using both structural and non-structural methods (WCHMP)	Ongoing	Task	CED	WCEM	WCHMP
	ES-4-A-iv: Ensure that building codes protect against fire, severe storms, and other hazards (adapted from WCHMP)	Ongoing	Code/Policy	Building	Building, WCEM	WCHMP
	ES-4-A-vi: Educate the public on self-protection measures for their properties and their personal safety (adapted from WCHMP)	Ongoing	Task	Police, Fire	WCEM	WCHMP
	ES-4-A-vii: Ensure that emergency shelters are well-equipped and available for all residents in need	Ongoing	Task	Police, Fire	WCEM	WCHMP

ES-4-B: Improve public response to hazards and make recovery easier (WCHMP)	ES-4-B-i: Enhance the continuity of government during and after storms by prioritizing the recovery of governmental buildings and essential services (adapted from WCHMP)	Ongoing	Task	Administration	WCEM	WCHMP
	ES-4-B-ii: Enhance cross-agency and intra- and inter-county communications (WCHMP)	Ongoing	Task	Administration	WCEM	WCHMP
	ES-4-B-iii: Review and then either continue, enhance, or establish mutual aid agreements, training, and exercises (WCHMP)	Ongoing	Task	Administration	Police, Fire, WCEM	WCHMP
	ES-4-B-iv: Ensure proper and adequate equipment for first responders (WCHMP)	Ongoing	Task	Police, Fire	WCEM	WCHMP
	ES-4-B-v: Continue to participate in the Warren County Hazard Mitigation Plan updates (adapted from WCHMP)	Ongoing	Task	Administration	Police, Fire, WCEM	WCHMP

ED: ECONOMIC DEVELOPMENT

OBJECTIVE	ACTION	TIMELINE	TYPE	RESPONSIBLE PARTY	PARTNER(S)	RESOURCES	WORK PROGRAM YEAR				
Goal ED-1: Attract, retain, and expand commercial and industrial businesses							FY 21	FY 21	FY 21	FY 21	FY 21
ED-1-A: Establish a business-friendly environment	ED-1-A-i: Develop new and expand existing relationships with economic development partners, such as colleges, school districts, non-profits, and lenders to provide resources to support business growth	Short/ Ongoing	Task	Chamber, CED	Simpson, Schools	City Staff Time					
	ED-1-A-ii: Identify workforce development needs to satisfy market demands	Short/ Ongoing	Task	Chamber	CED	Economists, IWD					
	ED-1-A-iii: Develop financial incentives to support business development	Short/ Ongoing	Code/ Policy	CED	Chamber	IEDA					
	ED-1-A-iv: Review site development and business licensing procedures to identify opportunities to streamline applications and reduce review timelines	Short	Code/ Policy	CED	Chamber, Developers	City Staff Time					
	ED-1-A-vii: Develop a code that uses architecture and urban design to establish compatibility between existing and future land uses	Short	Code/ Policy	CED	Chamber	Urban Designers					
ED-1-B: Proactively seek new businesses that will diversify and strengthen the economy	ED-1-B-i: Identify sites suitable for new restaurants and market those sites to restaurateurs	Short	Task	CED	Chamber, HP	City Staff Time					
	ED-1-B-ii: Work with the Iowa Economic Development Authority to designate “Certified Sites” which are ready for industrial development	Short	Task	CED	Chamber	IEDA					
	ED-1-B-iii: Identify sites suitable for new, licensed, child day care centers and market those to existing and future providers	Short	Task	CED	Chamber, HP, IEDA	City Staff Time, IDHS, CDBG					

Goal ED-2: Encourage and support local businesses											
ED-2-A: Use citywide marketing to promote tourism and local businesses	ED-2-A-i: Develop a brand and update the logo for the city (Downtown Assessment Visit Report)	Short	Task	CED	Chamber, HP	DAVR, graphic designer, marketing professional					
	ED-2-A-ii: Use the brand and logo in marketing (e.g. signage, maps, website, social media, individual business marketing, etc.)	Short/Ongoing	Task	Chamber	CED	DAVR					
	ED-2-A-iii: Use public relations to generate interest in downtown (e.g. interesting facts, business owner profiles, historical anniversaries, etc.) (Downtown Assessment Visit Report)	Short/Ongoing	Task	Chamber	CED	DAVR					
	ED-2-A-iv: Establish a Convention & Visitors Bureau and hire a Tourism Director (Downtown Assessment Visit Report)	Short	Task	Council	Chamber	DAVR, hotel/motel tax					
	ED-2-A-v: Use existing services (e.g. Travel Iowa, Google Maps, etc.) to promote local businesses and special events (Downtown Assessment Visit Report)	Short/Ongoing	Task	Chamber	CED	DAVR, Travel Iowa					
ED-2-B: Encourage entrepreneurship and support of local businesses development	ED-2-B-ii: Establish educational, mentorship, and networking programs (Downtown Assessment Visit Report)	Short	Task	Chamber	CED, HP	DAVR					
ED-2-C: Review zoning codes and ordinances to make sure that they are up-to-date with current development best practices (DAVR)	ED-2-C-i: Develop architectural standards to improve building appearance	Short	Code/Policy	CED	Chamber	Architects					
	ED-2-C-ii: Incorporate more landscaping and streetscaping standards to improve views from roadway and walkability of neighborhoods	Short	Code/Policy	CED	Chamber	DAVR, SGA					
Goal ED-3: Make the downtown square a vibrant and active retail node											
ED-3-A: Create a downtown identity and unique sense of place	ED-3-A-i: Create a customized brand and logo specifically for the downtown square, but which relates to the city logo	Short	Task	DSA	CED, Chamber, HP	DAVR, Main Street					
	ED-3-A-ii: Explore shared marketing campaigns, including print, radio, and social media (Downtown Assessment Visit Report)	Short	Task	DSA	CED	DAVR, Main Street					
	ED-3-A-iii: Market the downtown square in special events throughout the city (Downtown Assessment Visit Report)	Short	Task	DSA	Chamber	DAVR, Main Street					
	ED-3-A-iv: Establish a standard of cross-promotion	Short	Task	DSA	Chamber	DAVR, Main Street					

ED-3-B: Develop the downtown streetscape described in the City Square Master Plan	ED-3-B-iv: Pursue grant funding opportunities to finance the streetscape enhancement project (City Square Master Plan)	Short	Task	DSA	CED, Chamber, HP	CSMP					
	ED-3-B-v: Allow for outdoor dining and limited outdoor sales (City Square Master Plan)	Short	Code/Policy	CED	DSA, Chamber	CSMP					
ED-3-C: Use special events to draw people to the square	ED-3-C-iv: Support businesses ability to host experiential events to draw customers (Downtown Assessment Visit Report)	Short	Task	DSA	Chamber	DAVR, Main Street					
ED-3-D: Support an ongoing downtown businesses association	ED-3-D-iv: Develop goals and action plans for the downtown square business association (Downtown Assessment Visit Report)	Short	Task	DSA	Chamber	DAVR					
Goal ED-4: Enhance and stabilize the historic value of the Downtown Square and historic buildings citywide											
ED-4-A: Offer programs for building maintenance, restoration, preservation and revitalization	ED-4-A-iii: Reinstate the former Façade Grant program, possibly modifying program parameters to meet current needs, including business signage (Downtown Assessment Visit Report)	Short	Code/Policy	DSA	DSA, IEDA	Recurring Funding Source, RemLoan, TIF					
	ED-4-A-iv: Research minimum maintenance agreements to assist with deferred maintenance issues (Downtown Assessment Visit Report)	Short	Code/Policy	CED	DSA	City Staff Time					
HN: HOUSING & NEIGHBORHOODS											
OBJECTIVE	ACTION	TIMELINE	TYPE	RESPONSIBLE PARTY	PARTNER(S)	RESOURCES	WORK PROGRAM YEAR				
Goal HN-1: Provide a variety of attractive housing options for residents, accommodating all income levels and in all stages of life							FY 21	FY 21	FY 21	FY 21	FY 21
HN-1-B: Ensure the housing stock is safe and attractive	HN-1-B-i: Establish property maintenance standards that address safety, maintenance, parking, and aesthetics	Short	Code/Policy	CED	Neighborhoods, Building, Police, Fire	City Staff Time					
	HN-1-B-ii: Develop a policy for identification, notification, and required compliance timeline for properties that are in violation	Short	Code/Policy	CED	Neighborhoods, Building, Police, Fire	City Staff Time					
	HN-1-B-vii: Establish building and site design criteria for multifamily development and major modifications to existing developments	Short	Code/Policy	CED	Developers	City Staff Time					
	HN-1-B-viii: Adopt a City Housing Code in compliance with Section 364.17 of the Iowa Code once the city reaches a population of 15,000, as determined by the decennial census	Short	Code/Policy	CED	US Census	City Staff Time					

HN-1-C: Expand the variety of housing types	HN-1-C-iii: Amend the zoning code to allow for accessory dwelling units in existing neighborhoods and new developments	Short	Code/ Policy	CED	Neighborhoods	SGA, APA					
	HN-1-C-v: Amend the zoning and subdivision regulations to allow for cluster development techniques, particularly for the purpose of preservation of natural areas, provision of parks or open space, or urban agricultural uses	Short	Code/ Policy	CED	Developers	SGA, APA					
	HN-1-C-vi: Evaluate the potential of tiny housing and various cooperative housing models	Short	Task	CED	Developers	SGA, APA					
	HN-1-C-vii: Promote mixed-density housing developments (for example, a combination of single-family detached and multi-family designed to complement each other)	Short	Task	CED	Developers, IEDA	SGA, APA, WHTC					
TR: TRANSPORTATION											
OBJECTIVE	ACTION	TIMELINE	TYPE	RESPONSIBLE PARTY	PARTNER(S)	RESOURCES	WORK PROGRAM YEAR				
Goal TR-1: Enable all ages and abilities to move about the city without their own vehicle							FY 21	FY 21	FY 21	FY 21	FY 21
TR-1-A: Develop a non-motorized connectivity for transportation purposes	TR-1-A-i: Adopt a complete streets policy	Short	Code/ Policy	Streets	CED	NCSC, ITE, DMAMPO					
	TR-1-A-iii: Develop codes or policies to provide end of trip bicycle facilities, such as bicycle parking in compliance with guidelines provided by the Association of Pedestrian and Bicycle Professionals	Short	Code/ Policy	CED	CED, P&R	APBP					
	TR-1-A-iv: Evaluate the need for sidewalks and crosswalks where currently lacking and in new developments	Short	Task	Streets	Schools	TAP					
TR-1-B: Support motorized travel without individual motorized vehicle ownership	TR-1-B-i: Create a city licensing system to enable transportation network companies to provide on-call transportation services (e.g. ride share)	Short	Code/ Policy	CED	Businesses, IEDA	City Staff Time, CLET					
	TR-1-B-iii: Advertise the option of DART's RideShare Vanpooling program and provide a park and ride location(s)	Short	Task	Streets	DART, CED	DART					
	TR-1-B-iv: Coordinate with DART to extend the Heart of Iowa Regional Transit Agency (HIRTAA) operating hours to include the evenings and weekend	Short	Task	Streets	DART	City Staff Time					
	TR-1-B-v: Coordinate with DART to evaluate the potential of bus service to Des Moines	Short	Task	Streets	DART	City Staff Time					

Goal TR-2: Continue to expand and improve the street network to improve transportation safety, efficiency, equitable mobility, and establish community											
TR-2-A: Evaluate existing roadways and make necessary improvements	TR-2-A-i: Create a pavement management plan to guide road repairs	Short	Task	Streets	CED	Engineers					
	TR-2-A-iii: Identify problematic areas and necessary improvements	Short	Task	Streets	Iowa DOT	SUDAS, TEAP					
	TR-2-A-v: Evaluate the sidewalk network for gaps and the need for improved crossings, with focus on areas near schools and community services	Short	Task	Streets	Schools, P&R	SRTS, TAP					
	TR-2-A-vii: Consider Intelligent Transportation Systems (ITS) to improve the transportation network	Short	Task	Streets	Police, Fire, Residents	USDOT					
	TR-2-A-viii: Reevaluate the city's road classifications	Short	Task	Streets	Police, Fire, Residents, Schools, P&R	USDOT					
TR-2-B: Promote development of a grid street network	TR-2-B-v: Prioritize the development of access management plans for East Hillcrest Avenue and Hoover Street	Short	CIP	Streets	Businesses	SUDAS					
	TR-2-B-vii: Establish a policy to identify when there should be a city contribution to road improvements or new road construction that is necessary to support new development, rather than being completely funded by the developer	Short	Code/Policy	CED	Developers	SUDAS					
TR-2-C: Use the street design to establish a character for the city and neighborhoods	TR-2-C-iii: Plant street trees adjacent to all publicly-owned properties whenever possible	Short	CIP	Streets	CED, P&R	Recurring Funding Source					
	TR-2-C-iv: Adopt a zoning overlay to establish the parkway design guidelines	Short	Code/Policy	CED	Streets	APA					
	TR-2-C-v: Develop and use Complete Streets and traffic calming polices and design guidelines for new streets and rehabilitation of existing streets	Short	Code/Policy	Streets	CED	ITE, NCSC, DMAMPO					
CS: Community Services											
OBJECTIVE	ACTION	TIMELINE	TYPE	RESPONSIBLE PARTY	PARTNER(S)	RESOURCES	WORK PROGRAM YEAR				
Goal CS-1: Provide high quality education at all levels for all members of the community							FY 21	FY 21	FY 21	FY 21	FY 21
CS-1-A: Ensure that high school students are prepared for college, post-secondary training, or the workforce	CS-1-A-i: Maintain AP course offerings, concurrent credit courses, and partnership with the DMACC Career Academy	Short	Task	Schools	DMACC	School Budget, IDE					
	CS-1-A-ii: Increase career technical education course opportunities and partnerships such as registered apprenticeships and school-to-work programs	Short	Task	Schools	Chamber, Businesses, HP	School Budget					
CS-1-B: Enrich the workforce	CS-1-B-iii: Support businesses associations and networking programs, including city representatives on committees	Short	Task	Chamber	Businesses, CED	City Staff Time					

CS-1-C: Promote and accommodate lifelong learning	CS-1-C-i: Allow businesses to incorporate on-site child care	Short/ Ongoing	Code/ Policy	CED	Businesses, IEDA	IDHR, CDBG					
	CS-1-C-iii: Provide retirement age and senior classes	Short	Task	P&R, Library	DMACC	Recurring Funding, Volunteerism					
Goal CS-2: Continually aim to improve public community services											
CS-2-B: Maintain a high level of communication with the community	CS-2-B-iii: Craft communications materials to promote existing services	Short	Task	Administration	Residents	City Staff Time					
CS-2-D: Ensure that public utilities are sufficient to serve existing and future needs	CS-2-D-i: Conduct a potable water service infrastructure study to determine where to invest in upgrades to facilitate growth and redevelopment	Short	Task	IMU	Warren County Water District	Staff Time, SUDAS					
	CS-2-D-ii: Follow through with the development of the Water Resource Recovery Facility	Short	Task	IMU	Administration	Funding					
	CS-2-D-iii: Complete a feasibility study of the South Plant service area, including adjoining growth areas, to address capacity issues in the system	Short	Task	IMU	Administration	Funding, City Staff Time					
	CS-2-D-vi: Complete a hydraulic analysis and feasibility study for all sanitary service areas in the city at least every three years	Short	Task	Water Pollution Control	Administration	Local Funding, City Staff Time					
	CS-2-D-vii: Continue to build and expand the Fiber Optic System	Short	Task	Administration	IMU, Providers	Local Funding					
	CS-2-D-viii: Prepare for the Stormwater Utility audit	Short	Task	Water Pollution Control	Administration	City Staff Time					
Goal CS-3: Provide high quality parks and recreation amenities for all residents of all ages and abilities											
CS-3-A: Maintain and improve existing park amenities and add amenities to new parks	CS-3-A-i: Adopt a citywide Park System Master Plan to direct active and passive recreation facilities and programs	Short	Task	P&R	Residents	Local Funding, TPL					
CS-3-B: Connect the existing and future park system with recreational trails	CS-3-B-ii: Require dedication of recreational trail easements concurrent with plat approvals by 2021	Short/ Ongoing	Code/ Policy	P&R	CED	City Staff Time					
CS-3-C: Provide park space at a rate of 16 acres per 1,000 population and located within a 1/2 mile walk of every resident	CS-3-C-i: Modify the parkland dedication ordinance to include maintenance of 16 parkland acres/1,000 population; minimum acreage, location, and accommodation of amenities; and mechanisms for dedication in lieu of land by 2021	Short	Code/ Policy	P&R	CED	NRPA					

ES: THE ENVIRONMENT & SUSTAINABILITY

ES: THE ENVIRONMENT & SUSTAINABILITY											
OBJECTIVE	ACTION	TIMELINE	TYPE	RESPONSIBLE PARTY	PARTNER(S)	RESOURCES	WORK PROGRAM YEAR				
Goal ES-1: Promote the use of renewable energy sources							FY 21	FY 21	FY 21	FY 21	FY 21
ES-1-A: Reduce greenhouse gas emissions	ES-1-A-iii: Promote biking, walking and transit for transportation purposes	Short	Task	Streets	P&R	Bike League					
ES-1-B: Promote renewable energy production such as small scale wind and solar	ES-1-B-ii: Amend the zoning code to allow solar panels	Short	Code/Policy	CED	Buildings, IEC, IA Energy	LEED, Clean Cities					
Goal ES-2: Promote sustainable building development and green infrastructure											
ES-2-A: Promote sustainable development practices	ES-2-A-i: Develop a list of environmentally sustainable practices and resource tools for implementation (e.g. bioswales/rain gardens, native plantings, recycled/repurposed or renewable building materials, rainwater harvesting, gray water systems, renewable energy production, permeable pavements, etc.)	Short	Task	Administration	Buildings, P&R, CED, Streets	LEED					
	ES-2-A-iv: Create a fast-track review process for private projects incorporating environmentally sustainable elements	Short	Code/Policy	CED	Administration	SGA, APA					
	ES-2-A-vi: Develop a rain barrel program	Short	Code/Policy	CED	WCCB	SGA, APA					
Goal ES-3: Preserve and restore natural resources and wildlife habitats											
ES-3-B: Expand urban tree canopy	ES-3-B-i: Establish an annual tree-planting program for public and private properties	Short	CIP	P&R	CED	TPL					
	ES-3-B-ii: Adopt a tree preservation ordinance	Short	Code/Policy	CED	P&R	TPL					
	ES-3-B-iii: Establish minimum landscaping standards for new developments	Short	Code/Policy	CED	Developers	SGA, APA					
ES-3-C: Discourage sprawled urban development of open space and agricultural land	ES-3-C-iii: Reevaluate the Annexation Moratorium Agreement with City of Des Moines and Warren County in 2025.	Short	Task	CED	City of Des Moines, Warren County	Staff Time					
Goal ES-4: Reduce the negative effects of hazards and improve the response and recovery time of hazards											
ES-4-A: Reduce the extent of property losses on properties with	ES-4-A-i: Ensure that public infrastructure and critical assets are protected from hazards (adapted from WCHMP)	Short	Task	Streets, Police, Fire	WCEM, IEDA	WCHMP, CDBG					

current and future development and reduce the likelihood of personal injury or loss of life (WCHMP)	ES-4-A-v: Use zoning and building codes to regulate the nature of development in hazard-prone areas (adapted from WCHMP)	Short	Code/ Policy	CED	WCEM	WCHMP					
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ED: ECONOMIC DEVELOPMENT

OBJECTIVE	ACTION	TIMELINE	TYPE	RESPONSIBLE PARTY	PARTNER(S)	RESOURCES
Goal ED-1: Attract, retain, and expand commercial and industrial businesses						
ED-1-A: Establish a business-friendly environment	ED-1-A-v: Use land use and zoning regulations in a variety of scenarios, including mixed uses and home-based businesses, to attract diverse business	Medium	Code/Policy	CED	Chamber	City Staff Time
ED-1-B: Proactively seek new businesses that will diversify and strengthen the economy	ED-1-B-iv: Establish a business incubator	Medium	Task	Chamber	CED, HP	Funding
Goal ED-2: Encourage and support local businesses						
ED-2-B: Encourage entrepreneurship and support of local businesses development	ED-2-B-i: Establish grant programs that can assist with local business startups and expansion (Downtown Assessment Visit Report)	Medium	Task	CED	Chamber	DAVR
Goal ED-3: Make the downtown square a vibrant and active retail node						
ED-3-A: Create a downtown identity and unique sense of place	ED-3-A-v: Install public art (e.g. murals, sculptures, interactive exhibits, selfie stations, etc.) to support the brand and establish a unique sense of place (Downtown Assessment Visit Report)	Medium	CIP	DSA	CED, HP	DAVR, Main Street
ED-3-B: Develop the downtown streetscape described in the City Square Master Plan	ED-3-B-i: Implement a customized wayfinding system that includes signage from Highway 92 and Highway 65 (modified from City Square Master Plan)	Medium	CIP	DSA	CED, Chamber, HP	CSMP
	ED-3-B-ii: Explore unique design elements for the wayfinding system that could include archway/gateway elements (City Square Master Plan)	Medium	Task	DSA	CED, HP	CSMP
ED-3-C: Use special events to draw people to the square	ED-3-C-i: Use North Howard Street as a community gathering space in conjunction with the new Justice Center (City Square Master Plan)	Medium	Task	CED	DSA	CSMP
	ED-3-C-ii: Establish an event committee for keeping the square programmed throughout the year (Downtown Assessment Visit Report)	Medium	Task	DSA	Chamber	DAVR, Main Street
	ED-3-C-iii: Create a new signature event in downtown (Downtown Assessment Visit Report)	Medium	Task	DSA	Chamber	DAVR, Main Street
Goal ED-4: Enhance and stabilize the historic value of the Downtown Square and historic buildings citywide						
ED-4-A: Offer programs for building maintenance, restoration, preservation and revitalization	ED-4-A-i: Apply for a Community Catalyst Building Remediation Grant to spur further development (Downtown Assessment Visit Report)	Medium	Task	DSA	CED, IEDA	ComCatGrant, SHPO
	ED-4-A-ii: Consider applying for a CDBG Downtown Revitalization Fund grant from the Iowa Economic Development Authority for historically sensitive façade improvements (Downtown Assessment Visit Report)	Medium	Task	DSA	CED, Chamber, IEDA	CDBG, SHPO
ED-4-B: Enhance physical connections with adjacent buildings and neighborhoods	ED-4-B-i: Establish design and landscaping standards to create a desired transition in aesthetic between the Downtown Square and surrounding area	Medium	Code/Policy	CED	DSA	City Staff Time

HN: HOUSING & NEIGHBORHOODS

OBJECTIVE	ACTION	TIMELINE	TYPE	RESPONSIBLE PARTY	PARTNER(S)	RESOURCES
Goal HN-1: Provide a variety of attractive housing options for residents, accommodating all income levels and in all stages of life						
HN-1-A: Increase the availability of housing targeted toward households earning more than the city's median income	HN-1-A-iii: Reevaluate housing needs to determine if the tax abatement programs continue to be justified in their current form	Medium	Code/Policy	CED	Developers	City Staff Time
HN-1-B: Ensure the housing stock is safe and attractive	HN-1-B-iii: Consider a forgivable loan program for safety and repair of exterior elements that could compromise the health and well-being of the occupants, such as roofs, windows, and doors	Medium	Code/Policy	CED	Neighborhoods, Building, Police, Fire	Recurring Funding Source, CDBG
	HN-1-B-iv: Partner with nonprofit agencies to provide residential clean up, maintenance, and repair services	Medium	Task	CED	Nonprofits, Neighborhoods, HP, Habitat	City Staff Time
	HN-1-B-v: Develop an official neighborhood association program in which residents can organize and be recognized by the City as representatives for their neighborhoods	Medium	Task	CED	Neighborhoods, HP	City Staff Time
	HN-1-B-vi: Create a neighborhood improvement mini-grant program for neighborhood associations to be awarded funds for beautification and improvement projects on public property	Medium	Code/Policy; CIP	CED	Neighborhoods, HP	Recurring Funding Source
HN-1-C: Expand the variety of housing types	HN-1-C-i: Create a mixed use zoning district for the area surrounding downtown and for neighborhoods (Neighborhood Mixed Use) that allows for a combination of residential and limited office or limited retail uses	Medium	Code/Policy	CED	Neighborhoods, DSA	SGA, APA
	HN-1-C-ii: Create a mixed use zoning district for transportation nodes and corridors (Community Mixed Use) that allows for medium/high density residential, office, and commercial use	Medium	Code/Policy	CED	Neighborhoods, Developers	SGA, APA
	HN-1-C-iv: Amend the subdivision and zoning regulations to allow for smaller lot sizes and smaller setbacks	Medium	Code/Policy	CED	Developers	SGA, APA

TR: TRANSPORTATION

OBJECTIVE	ACTION	TIMELINE	TYPE	RESPONSIBLE PARTY	PARTNER(S)	RESOURCES
Goal TR-1: Enable all ages and abilities to move about the city without their own vehicle						
TR-1-A: Develop a non-motorized connectivity for transportation purposes	TR-1-A-v: Prepare a bicycle and pedestrian master plan covering engineering, education, enforcement, encouragement, equity, and evaluation of the system	Medium	Task	Streets	Parks	Bike League, NACTO Bike, Rural Bike
TR-1-B: Support motorized travel without individual motorized vehicle ownership	TR-1-B-ii: Revise the zoning code to establish licensing requirements and specify parking areas for car-share programs	Medium	Code/Policy	CED	Businesses	City Staff Time

Goal TR-2: Continue to expand and improve the street network to improve transportation safety, efficiency, equitable mobility, and establish community character						
TR-2-A: Evaluate existing roadways and make necessary improvements	TR-2-A-ii: Create a detailed transportation system master plan	Medium	Task	Streets	CED, Residents	APA, ITE
	TR-2-A-vi: Evaluate the bicycle network for gaps, with focus on connections to commercial, residential, educational, and recreational destinations and recommend improvements	Medium	Task	Streets	Schools, P&R	Bike League, NACTO Bike, Rural Bike
TR-2-B: Promote development of a grid street network	TR-2-B-ii: Prioritize the extension of Hoover Street between Country Club Road and US Highway 65/69	Medium	CIP	Streets	Residents	SUDAS
CS: Community Services						
OBJECTIVE	ACTION	TIMELINE	TYPE	RESPONSIBLE PARTY	PARTNER(S)	RESOURCES
Goal CS-1: Provide high quality education at all levels for all members of the community						
CS-1-B: Enrich the workforce	CS-1-B-i: Increase and promote a diversity of trainings, classes, and certifications	Medium	Task	Chamber	DMACC, Library, P&R	IDHS, IWD, IDE
	CS-1-B-ii: Offer mentoring programs for personal and professional development	Medium	Task	Chamber	Businesses, HP	Recurring Funding, Volunteerism
CS-1-C: Promote and accommodate lifelong learning	CS-1-C-ii: Consider pre-school programming through the City	Medium	Task	P&R, Library	Schools, DMACC	IDE
Goal CS-2: Continually aim to improve public community services						
CS-2-A: Improve and expand local library facilities and operations	CS-2-A-i: Expand library spaces to accommodate entrepreneurship and small business work space/programming	Medium	CIP	Library	Chamber, Businesses, HP	Local Funding
CS-2-B: Maintain a high level of communication with the community	CS-2-B-iv: Hire a communications and marketing professional for the City	Medium	Task	Administration	Chamber	Operating Budget
CS-2-D: Ensure that public utilities are sufficient to serve existing and future needs	CS-2-D-ix: Explore the best practices of refuse, recycling, and lawn waste collection, including the location of the city’s brush facility	Medium	Task	Administration	Waste Management, Providers	City Staff Time
Goal CS-3: Provide high quality parks and recreation amenities for all residents of all ages and abilities						
CS-3-A: Maintain and improve existing park amenities and add amenities to new parks	CS-3-A-iv: Add at least 1 splash pad/wading pool by 2025	Medium	CIP	P&R	HP	Local Funding
ES: THE ENVIRONMENT & SUSTAINABILITY						
OBJECTIVE	ACTION	TIMELINE	TYPE	RESPONSIBLE PARTY	PARTNER(S)	RESOURCES
Goal ES-1: Promote the use of renewable energy sources						
ES-1-A: Reduce greenhouse gas emissions	ES-1-A-i: Conduct an energy audit of all public buildings to identify areas for improvement	Medium	Task	Administration	Buildings, IEC, IA Energy	LEED, Bldg-Benchmark
	ES-1-A-ii: Create a city-wide climate action plan	Medium	Task	Administration	Buildings, IEC, IA Energy	LEED
	ES-1-A-iv: Incorporate electric vehicles and/or those powered by other renewable energy sources into the City’s vehicle fleet.	Medium	CIP	Administration	IA Energy	Funding

Goal ES-2: Promote sustainable building development and green infrastructure						
ES-2-A: Promote sustainable development practices	ES-2-A-v: Develop an incentive program for private projects to incorporate sustainable development practices and to obtain LEED certification	Medium	Task	Administration	CED	LEED
Goal ES-3: Preserve and restore natural resources and wildlife habitats						
ES-3-A: Protect wetlands, prairies, stream corridors, and other wildlife habitat	ES-3-A-i: Create a natural resource zoning district (potentially an overlay district) to establish protection measures	Medium	Code/Policy	CED	WCCB	SGA, APA
	ES-3-A-ii: Acquire environmentally sensitive land for protection	Medium/Long	Task	P&R	INHF, WCCB, IDNR	REAP, LWCF, WIG
	ES-3-A-iii: Enter into conservation easement agreements with private land owners	Medium/Long	Task	P&R	INHF, WCCB	TPL
	ES-3-A-v: Develop watershed management plans and best practices	Medium	Task	P&R	WCCB, IEC, IEDA, IDNR	DMAMPO, DRG, SRF, WIG
ES-3-C: Discourage sprawled urban development of open space and agricultural land	ES-3-C-i: Provide incentives for re-development (using existing buildings) and infill over greenfield development	Medium	Code/Policy	CED	Developers	SGA, APA
	ES-3-C-ii: Create a transfer of development rights program	Medium	Code/Policy	CED	Developers, Neighborhoods	SGA, APA

ED: ECONOMIC DEVELOPMENT

OBJECTIVE	ACTION	TIMELINE	TYPE	RESPONSIBLE PARTY	PARTNER(S)	RESOURCES
Goal ED-3: Make the downtown square a vibrant and active retail node						
ED-3-B: Develop the downtown streetscape described in the City Square Master Plan	ED-3-B-iii: Implement a phased approach to extend the common design elements of the streetscape into other areas of the downtown (City Square Master Plan)	Long	Task	DSA	CED	CSMP

TR: TRANSPORTATION

OBJECTIVE	ACTION	TIMELINE	TYPE	RESPONSIBLE PARTY	PARTNER(S)	RESOURCES
Goal TR-2: Continue to expand and improve the street network to improve transportation safety, efficiency, equitable mobility, and establish community						
TR-2-B: Promote development of a grid street network	TR-2-B-i: Extend streets into priority growth areas while maintaining a grid pattern	Long	CIP	Streets	CED	SUDAS, RISE

CS: Community Services

OBJECTIVE	ACTION	TIMELINE	TYPE	RESPONSIBLE PARTY	PARTNER(S)	RESOURCES
Goal CS-2: Continually aim to improve public community services						
CS-2-A: Improve and expand local library facilities and operations	CS-2-A-ii: Develop a plan for future expansion of library facilities	Long	Task	Library	Administration	Local Funding
Goal CS-3: Provide high quality parks and recreation amenities for all residents of all ages and abilities						
CS-3-A: Maintain and improve existing park amenities and add amenities to new parks	CS-3-A-v: Add at least 1 enclosed shelter for year-round rentals by 2030	Long	CIP	P&R	HP	Local Funding

Meeting Date: 06/15/2020

Information

Subject

Resolution Setting Public Hearing on Consideration of Ordinance Amending Chapter 100 of the Code of Ordinances of the City of Indianola, Iowa, by Eliminating Interest Charges Associated with Connection Fees in Certain Connection Fee Districts.

Information

Fiscal Impact

Attachments

Resolution Setting Hearing

(This Notice to be posted)

AGENDA

Governmental Body: The City Council of Indianola, Iowa.
Date of Meeting: June 15, 2020
Time of Meeting: 6:00 o'clock P.M.
Place of Meeting: Council Chambers, City Hall, 110 North First Street,
Indianola, Iowa.

PUBLIC NOTICE IS HEREBY GIVEN that the above-mentioned governmental body will meet at the date, time and place above set out. The tentative agenda for said meeting is as follows:

- Resolution Setting Public Hearing on Consideration of Ordinance Amending Chapter 100 of the Code of Ordinances of the City of Indianola, Iowa, by Eliminating Interest Charges Associated with Connection Fees in Certain Connection Fee Districts

Such additional matters as are set forth on the additional _____ page(s) attached hereto.
(number)

This notice is given at the direction of the Mayor pursuant to Chapter 21, Code of Iowa, and the local rules of said governmental body.

City Clerk, Indianola, Iowa

June 15, 2020

The City Council of Indianola, Iowa, met in _____ session, in the Council Chambers, City Hall, 110 North First Street, Indianola, Iowa, at six o'clock P.M., on the above date. There were present Mayor _____, in the chair, and the following named Council Members:

Absent: _____

* * * * *

Council Member _____ introduced the following Resolution entitled "RESOLUTION SETTING PUBLIC HEARING ON CONSIDERATION OF ORDINANCE AMENDING CHAPTER 100 OF THE CODE OF ORDINANCES OF THE CITY OF INDIANOLA, IOWA, BY ELIMINATING INTEREST CHARGES ASSOCIATED WITH CONNECTION FEES IN CERTAIN CONNECTION FEE DISTRICTS", and moved its adoption. Council Member _____ seconded the motion to adopt. The roll was called and the vote was,

AYES:

NAYS: _____

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

RESOLUTION SETTING PUBLIC HEARING ON CONSIDERATION OF
ORDINANCE AMENDING CHAPTER 100 OF THE CODE OF ORDINANCES OF
THE CITY OF INDIANOLA, IOWA, BY ELIMINATING INTEREST CHARGES
ASSOCIATED WITH CONNECTION FEES IN CERTAIN CONNECTION FEE
DISTRICTS

WHEREAS, the City Council of the City of Indianola, Iowa, has at various times enacted ordinances establishing connection fee districts pursuant to its authority under Iowa Code section 384.38(3), which impose a connection fee on each person who owns property in each of the respective districts who will be served by the City's Sanitary Sewer Utility; and

WHEREAS, the City has fully satisfied the financing costs for the improvements constructed to benefit certain districts; and

WHEREAS, there have been no connections made in the following established connection fee districts since the enactment of the respective districts:

1. Plainview South Trunk Sewer
2. Plainview North Trunk Sewer
3. North Jefferson Way (US Hwy 65/69) Trunk Sewer
4. East Highway 92 Sanitary Sewer
5. Highway 65/69 Sanitary Sewer

6. North Howard Street Sanitary Sewer

7. West Highway 92 Sanitary Sewer

(“Undeveloped Districts”); and

WHEREAS, the carrying costs for the improvements constructed to benefit each of the Undeveloped Districts have been paid in full and the imposition of such costs upon new connections to the Sanitary Sewer Utility no longer serves the intended purpose of each connection fee district ordinance when enacted; and

WHEREAS, the City Council of the City of Indianola, Iowa, proposes that connection fees in the Undeveloped Districts be modified to eliminate compounding interest charges on fees for new connections within such districts; and

WHEREAS, the connection fee district ordinances shall otherwise remain unchanged; and

WHEREAS, pursuant to Section 384.38(3) of the Iowa Code, the City Council is required to hold a public hearing on the proposed amendment.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF INDIANOLA, IOWA, that this Council meet at 6:00 o'clock P.M. on the 20th day of July, 2020, in the Council Chambers, City Hall, 110 North First Street, Indianola, Iowa, for the purpose of hearing property owners within the following connection fee districts:

1. Plainview South Trunk Sewer
2. Plainview North Trunk Sewer
3. North Jefferson Way (US Hwy 65/69) Trunk Sewer
4. East Highway 92 Sanitary Sewer
5. Highway 65/69 Sanitary Sewer
6. North Howard Street Sanitary Sewer
7. West Highway 92 Sanitary Sewer

and other interested parties for or against the proposed changes to the respective districts' connection fees. Unless a property owner files objections with the Clerk at the time of the hearing on the connection fee ordinance amendment, the property owner shall be deemed to have waived all objections pertaining to the regularity of the proceedings and the legality of the amendments to the connection fee ordinances.

BE IT FURTHER RESOLVED, that the Clerk is hereby instructed to cause notice to be published not less than twenty (20) days prior to the date of the hearing, and mailed not less than fifteen (15) days to each owner of property within the affected districts as required by law concerning the proposal to enact said connection fee ordinance amendment and of the time and place of hearing objections thereto, said Notice to be in substantially the form attached hereto and by reference made a part of this resolution.

PASSED AND APPROVED this 15th day of June, 2020.

Mayor

ATTEST:

City Clerk

CERTIFICATE

STATE OF IOWA)
) SS
COUNTY OF WARREN)

I, the undersigned City Clerk of Indianola, Iowa, do hereby certify that attached is a true and complete copy of the portion of the corporate records of said Municipality showing proceedings of the Council, and the same is a true and complete copy of the action taken by said Council with respect to said matter at the meeting held on the date indicated in the attachment, which proceedings remain in full force and effect, and have not been amended or rescinded in any way; that meeting and all action thereat was duly and publicly held in accordance with a notice of meeting and tentative agenda, a copy of which was timely served on each member of the Council and posted on a bulletin board or other prominent place easily accessible to the public and clearly designated for that purpose at the principal office of the Council (a copy of the face sheet of said agenda being attached hereto) pursuant to the local rules of the Council and the provisions of Chapter 21, Code of Iowa, upon reasonable advance notice to the public and media at least twenty-four hours prior to the commencement of the meeting as required by said law and with members of the public present in attendance; I further certify that the individuals named therein were on the date thereof duly and lawfully possessed of their respective city offices as indicated therein, that no Council vacancy existed except as may be stated in said proceedings, and that no controversy or litigation is pending, prayed or threatened involving the incorporation, organization, existence or boundaries of the City or the right of the individuals named therein as officers to their respective positions.

WITNESS my hand and the seal of said Municipality hereto affixed this _____ day of _____, 2020.

City Clerk, Indianola, Iowa

SEAL

NOTICE TO PROPERTY OWNERS

Notice is hereby given that the City Council of the City of Indianola Iowa, will meet at 6:00 P.M on the 20th day of July 2020, at the City Council Chambers, City Hall, 110 North First Street, Indianola, Iowa, at which time a public hearing will be held on the proposed ordinance amending sections of Chapter 100 of the Code of Ordinances of the City of Indianola, Iowa, to reduce or eliminate interest charges on connection fees within the following connection fee districts:

1. Plainview South Trunk Sewer
2. Plainview North Trunk Sewer
3. North Jefferson Way (US Hwy 65/69) Trunk Sewer
4. East Highway 92 Sanitary Sewer
5. Highway 65/69 Sanitary Sewer
6. North Howard Street Sanitary Sewer
7. West Highway 92 Sanitary Sewer

The connection fee district ordinances shall otherwise remain unchanged.

At said date, time, and location, owners of properties within the connection fee districts, or any other person having an interest in said matter, may appear and be heard for or against the proposed amendments. A property owner will be deemed to have waived all objections unless at the time of the hearing the property owner has filed objections with the City Clerk.

The proposed ordinance amendment has been placed on file for public inspection in the office of the City Clerk. A copy of the City Code is also available for public inspection in the office of the City Clerk. Chapter 100 of the City Code includes the existing connection fee ordinances which are proposed to be amended.

This notice is given by authority of the Council of the City of Indianola, Iowa as provided in Section 384.38(3) of the Code of Iowa, 2019, as amended.

Dated this ____ day of _____, 2020.

City Clerk

CERTIFICATE OF PUBLICATION

AMENDMENTS TO CONNECTION FEE DISTRICT ORDINANCES,
CHAPTER 100 OF CODE OF ORDINANCES – INDIANOLA IOWA

STATE OF IOWA)
) SS
COUNTY OF WARREN)

I, the undersigned, do hereby certify that I am now and was at the time hereinafter mentioned, the duly qualified and acting Clerk of the City of Indianola, in the County of Warren, State of Iowa, and that as such Clerk of said City and by full authority from said City Council, I have caused a

NOTICE TO PROPERTY OWNERS

of which the clipping annexed to the publisher's affidavit hereto attached is in words and figures a correct and complete copy, to be published in
" _____", a legal newspaper published at least once weekly,
printed wholly in the English language, published regularly and mailed through the post office of current entry for more than two years and which has had for more than two years a bona fide paid circulation recognized by the postal laws of the United States, having general circulation in said City, and that said Notice was published in said newspaper in all of the issues thereof published and circulated on the following dates:

_____, 2020.

WITNESS my official signature at Indianola, Iowa, this _____ day of
_____, 2020.

City Clerk

CERTIFICATE OF MAILING

AMENDMENTS TO CONNECTION FEE DISTRICT ORDINANCES,
CHAPTER 100 OF CODE OF ORDINANCES – INDIANOLA IOWA

STATE OF IOWA)
) SS
COUNTY OF WARREN)

I, the undersigned, City Clerk for the City of Indianola, Iowa, do hereby certify that on the _____ day of _____, 2020, I deposited and mailed in the United States mail, at Indianola, Iowa, properly stamped and addressed, a copy of the "Notice To Property Owners" in the form attached hereto to each and every owner of property located within the following established Connection Fee Districts:

1. Plainview South Trunk Sewer
2. Plainview North Trunk Sewer
3. North Jefferson Way (US Hwy 65/69) Trunk Sewer
4. East Highway 92 Sanitary Sewer
5. Highway 65/69 Sanitary Sewer
6. North Howard Street Sanitary Sewer
7. West Highway 92 Sanitary Sewer

at the address shown by the latest available records in the office of the County Auditor. If property is shown to be in the name of more than one owner at the same mailing address, a single notice was mailed, addressed to all owners at that address.

A list of the property owners and their mailing address and certified mail receipts where applicable, are now on file in the official records of said City in my office.

Witness my hand and the seal of said City at Indianola, Iowa, this ____ day of _____, 2020.

City Clerk

SEAL

(Attach to this certificate duplicate copy of Notice to Property Owners, as mailed.)

01725033-1\13538-154

Meeting Date: 06/15/2020

Information

Subject

Resolution Setting Public Hearing on Consideration of Ordinance Amending Subsection 3 of Section 100.12 of the Code of Ordinances of the City of Indianola, Iowa, by Eliminating Interest Charges Associated with Connection Fees in the Highway 92 West Sewer Benefited District

Information

Fiscal Impact

Attachments

Resolution Setting Hearing - Hwy 92

(This Notice to be posted)

AGENDA

Governmental Body: The City Council of Indianola, Iowa.
Date of Meeting: June 15, 2020
Time of Meeting: 6:00 P.M.
Place of Meeting: Council Chambers, City Hall, 110 North First Street,
Indianola, Iowa.

PUBLIC NOTICE IS HEREBY GIVEN that the above-mentioned governmental body will meet at the date, time and place above set out. The tentative agenda for said meeting is as follows:

- Resolution Setting Public Hearing on Consideration of Ordinance Amending Subsection 3 of Section 100.12 of the Code of Ordinances of the City of Indianola, Iowa, by Eliminating Interest Charges Associated with Connection Fees in the Highway 92 West Sewer Benefited District

Such additional matters as are set forth on the additional _____ page(s) attached hereto.
(number)

This notice is given at the direction of the Mayor pursuant to Chapter 21, Code of Iowa, and the local rules of said governmental body.

City Clerk, Indianola, Iowa

June 15, 2020

The City Council of Indianola, Iowa, met in _____ session, in the Council Chambers, City Hall, 110 North First Street, Indianola, Iowa, at 6:00 P.M., on the above date. There were present Mayor _____, in the chair, and the following named Council Members:

Absent: _____

* * * * *

Council Member _____ introduced the following Resolution entitled "RESOLUTION SETTING PUBLIC HEARING ON CONSIDERATION OF ORDINANCE AMENDING SUBSECTION 3 OF SECTION 100.12 OF THE CODE OF ORDINANCES OF THE CITY OF INDIANOLA, IOWA, BY ELIMINATING INTEREST CHARGES ASSOCIATED WITH CONNECTION FEES IN THE HIGHWAY 92 WEST SEWER BENEFITED DISTRICT," and moved its adoption. Council Member _____ seconded the motion to adopt.

The roll was called and the vote was,

AYES:

NAYS: _____

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

RESOLUTION SETTING PUBLIC HEARING ON CONSIDERATION OF
ORDINANCE AMENDING SUBSECTION 3 OF SECTION 100.12 OF THE CODE OF
ORDINANCES OF THE CITY OF INDIANOLA, IOWA, BY ELIMINATING
INTEREST CHARGES ASSOCIATED WITH CONNECTION FEES IN THE
HIGHWAY 92 WEST SEWER BENEFITED DISTRICT

WHEREAS, the City Council of the City of Indianola, Iowa, enacted Ordinance No. 1305 on September 20, 2004, establishing the Highway 92 West Sewer Benefited District ("District"), pursuant to its authority under Iowa Code section 384.38(3), for purposes of collecting a charge from property owners within the District who make application to connect their properties to the City's Sanitary Sewer Utility; and

WHEREAS, the City has fully satisfied the financing costs for the improvements constructed to benefit the District; and

WHEREAS, since the date of enactment, there have been two connections within the District made by the same property owner, for which \$16,355.61 in interest was been paid by said owner pursuant to the schedule of compounded interest imposed under Ordinance No. 1305; and

WHEREAS, the carrying costs for the improvements constructed to benefit the District has been paid in full and the imposition of such costs upon new connections to the Sanitary Sewer Utility no longer serves the intended purpose of the connection fee district ordinance as contemplated when it was enacted; and

WHEREAS, the City Council of the City of Indianola, Iowa, proposes that connection fees in the District be modified to eliminate compounding interest charges on fees for new connections within the District; and

WHEREAS, the connection fee district ordinance shall otherwise remain unchanged; and

WHEREAS, pursuant to Section 384.38(3) of the Iowa Code, the City Council is required to hold a public hearing upon the proposed amendment.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF INDIANOLA, IOWA, that this Council meet at 6:00 P.M. on the 20th day of July, 2020, in the Council Chambers, City Hall, 110 North First Street, Indianola, Iowa, for the purpose of hearing property owners within the Highway 92 West Connection Fee District and other interested parties for or against the proposed changes to the interest rate within the District. Unless a property owner files objections with the Clerk at the time of the hearing on the connection fee ordinance, the property owner shall be deemed to have waived all objections pertaining to the regularity of the proceedings and the legality of the amendments to the connection fee ordinances.

BE IT FURTHER RESOLVED, that the Clerk is hereby instructed to cause notice to be published not less than twenty (20) days prior to the date of the hearing, and mailed not less than fifteen (15) days to each owner of property within the Highway 92 West Sewer Benefited District concerning the proposal to enact said connection fee ordinance amendment and of the time and place of hearing objections thereto, said Notice to be in substantially the form attached hereto and by reference made a part of this resolution.

PASSED AND APPROVED this 15th day of June, 2020.

Mayor

ATTEST:

City Clerk

CERTIFICATE

STATE OF IOWA)
) SS
COUNTY OF WARREN)

I, the undersigned City Clerk of Indianola, Iowa, do hereby certify that attached is a true and complete copy of the portion of the corporate records of said Municipality showing proceedings of the Council, and the same is a true and complete copy of the action taken by said Council with respect to said matter at the meeting held on the date indicated in the attachment, which proceedings remain in full force and effect, and have not been amended or rescinded in any way; that meeting and all action thereat was duly and publicly held in accordance with a notice of meeting and tentative agenda, a copy of which was timely served on each member of the Council and posted on a bulletin board or other prominent place easily accessible to the public and clearly designated for that purpose at the principal office of the Council (a copy of the face sheet of said agenda being attached hereto) pursuant to the local rules of the Council and the provisions of Chapter 21, Code of Iowa, upon reasonable advance notice to the public and media at least twenty-four hours prior to the commencement of the meeting as required by said law and with members of the public present in attendance; I further certify that the individuals named therein were on the date thereof duly and lawfully possessed of their respective city offices as indicated therein, that no Council vacancy existed except as may be stated in said proceedings, and that no controversy or litigation is pending, prayed or threatened involving the incorporation, organization, existence or boundaries of the City or the right of the individuals named therein as officers to their respective positions.

WITNESS my hand and the seal of said Municipality hereto affixed this _____ day of _____, 2020.

City Clerk, Indianola, Iowa

SEAL

NOTICE TO PROPERTY OWNERS

Notice is hereby given that the City Council of the City of Indianola Iowa, will meet at 6:00 P.M on the 20th day of July 2020, at the City Council Chambers, City Hall, 110 North First Street, Indianola, Iowa, at which time a public hearing will be held on the proposed ordinance amending subsection 3 of Section 100.12, of the Code of Ordinances of the City of Indianola Iowa, to reduce or eliminate interest charges on connection fees within the Highway 92 West Sewer Benefited District. The connection fee district ordinance shall otherwise remain unchanged.

At said date, time, and location, owners of properties within the Highway 92 West Benefited District, or any other person having an interest in said matter, may appear and be heard for or against the proposed amendments. A property owner will be deemed to have waived all objections unless at the time of the hearing the property owner has filed objections with the City Clerk.

The proposed ordinance amendment has been placed on file for public inspection in the office of the City Clerk. A copy of the City Code is also available for public inspection in the office of the City Clerk. Chapter 100 of the City Code includes the existing connection fee ordinance which is proposed to be amended.

This notice is given by authority of the Council of the City of Indianola, Iowa as provided in Section 384.38(3) of the Code of Iowa, 2019, as amended.

Dated this _____ day of _____, 2020.

City Clerk

CERTIFICATE OF PUBLICATION

AMENDMENT TO HIGHWAY 92 WEST SEWER BENEFITED DISTRICT
ORDINANCE, CHAPTER 100 OF CODE OF ORDINANCES – INDIANOLA
IOWA

STATE OF IOWA)
) SS
COUNTY OF WARREN)

I, the undersigned, do hereby certify that I am now and was at the time hereinafter mentioned, the duly qualified and acting Clerk of the City of Indianola, in the County of Warren, State of Iowa, and that as such Clerk of said City and by full authority from said City Council, I have caused a

NOTICE TO PROPERTY OWNERS

of which the clipping annexed to the publisher's affidavit hereto attached is in words and figures a correct and complete copy, to be published in
" _____ ", a legal newspaper published at least once weekly,
printed wholly in the English language, published regularly and mailed through the post office of current entry for more than two years and which has had for more than two years a bona fide paid circulation recognized by the postal laws of the United States, having general circulation in said City, and that said Notice was published in said newspaper in all of the issues thereof published and circulated on the following dates:

_____, 2020.

WITNESS my official signature at Indianola, Iowa, this _____ day of
_____, 2020.

City Clerk

CERTIFICATE OF MAILING

AMENDMENT TO HIGHWAY 92 WEST SEWER BENEFITED
DISTRICT ORDINANCE, CHAPTER 100 OF CODE OF ORDINANCES
– INDIANOLA IOWA

STATE OF IOWA)
) SS
COUNTY OF WARREN)

I, the undersigned, City Clerk for the City of Indianola, Iowa, do hereby certify that on the _____ day of _____, 2020, I deposited and mailed in the United States mail, at Indianola, Iowa, properly stamped and addressed, a copy of the "Notice To Property Owners" in the form attached hereto to each and every owner of property located within the following established Highway 92 West Sewer Benefited District at the address shown by the latest available records in the office of the County Auditor. If property is shown to be in the name of more than one owner at the same mailing address, a single notice was mailed, addressed to all owners at that address.

A list of the property owners and their mailing address and certified mail receipts where applicable, are now on file in the official records of said City in my office.

Witness my hand and the seal of said City at Indianola, Iowa, this ____ day of _____, 2020.

City Clerk

SEAL

(Attach to this certificate duplicate copy of Notice to Property Owners, as mailed.)

01725033-1\13538-154

Meeting Date: 06/15/2020

Information

Subject

Resolution authorizing the replacement of manhole E302.

Information

Fiscal Impact

Attachments

Manhole Memorandum

Resolution Approving Replacement



— WATER RESOURCE RECOVERY FACILITY —

June 15, 2020

To: Honorable Mayor and City Council

CC: Ryan J. Waller, City Manager

From: Rick Graves, WRRF Supt.

Re: Replacing Manhole E302

Manhole E302 located east of the High School baseball diamond is beyond repair and needs to be replaced.

As you can see in the picture, the manhole has several structural defects. The manhole sits in a storm water runoff area and when it rains water enters the manhole through the defects.

I have asked 4 contractors for bids and received 3 bids to perform the work.

- Vanderpool Construction \$20,550.00
- J&K Construction \$25,000.00
- Underground Co. \$34,800.00
- Moffitt Trenching ---

I am recommending Vanderpool Construction to replace manhole E302 for \$20,550.00. The funds will come out of the FY21 \$250,000 Sanitary Sewer CIP Maintenance Fund.





E502

E 501

E211

E210

908

E 209

E301

E302

E 212

1170

1168

1169

E 2nd Ave

E303

E304

S 15th St

N 15th St

S 15th St

E 1st Ave

N 15th St

127

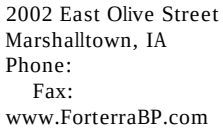
Manhole E302



Cone Section Severely Cracked



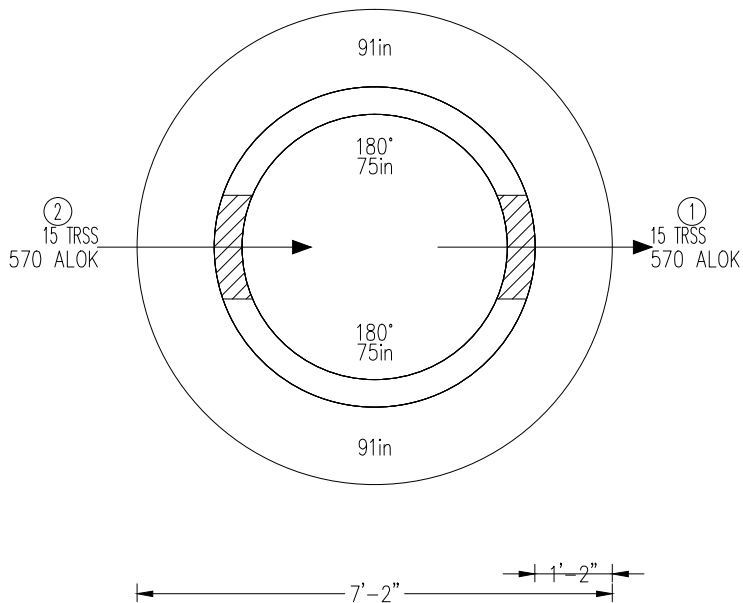
Part of Cone Section Missing near the Water.



Sanitary Sewer
48" (I.D.) Manhole
SAMH-1

Date: 05/13/2020 Revised: 06/01/2020
Plant: 83 MARSHALLTOWN
Coordinator: Troy Asche

Pipe Footage	
ID	LF Description
Elevation	Location: SW-301 48" CONSHIELD REQUIRED



Notes
SW-301
ConShield

Misc. Items		Production Use	
Description	Qty	Mfg. Date:	
48in P2 Gasket	4	Ship Date:	
MH Connector A-Lok 570	2	Frame/Ring:	
		Grate/Cover:	
		PREPOUR:	
		POSTPOUR:	



Built on reliability and integrity

VANDERPOOL CONSTRUCTION, INC.

1100 N 14th STREET * INDIANOLA, IA 50125-1506

PH: 515-961-4682 * FX: 515-961-8813

www.vanderpoolinc.com

06/01/2020
3:18:44 PM

PROPOSAL

ATTN: Rick Graves
(515) 961-9416
rgraves@cityofindianola.com

QUOTE Indianola Sewer Dept.
TO 110 N. 1st. Street
Indianola, IA 50125

Sales Tax Exempt - No Tax
Included
Bond Not Included
No Addenda Acknowledged
Davis Bacon Wages Not Included

JOB	LOCATION	BID DATE
Indianola Baseball Field Manhole Replace	Indianola, IA	05/14/2020

BID ITEM	DESCRIPTION	QUAN	UNIT	UNIT PRICE	EXT PRICE
	Mobilization	1.000	LS	\$1,400.00	\$1,400.00
	Clearing & Grubbing	1.000	LS	\$1,700.00	\$1,700.00
	Remove Existing Manhole	1.000	EA	\$1,800.00	\$1,800.00
	Sanitary Manhole, SW-301, 48" w/ Flat Top	1.000	EA	\$14,900.00	\$14,900.00
	Grade & Seed Area	1.000	LS	\$ 750.00	\$ 750.00
				TOTAL:	\$20,550.00

If you have questions or concerns please do not hesitate to contact me.

Sincerely,

Jamie Crubaugh
Vanderpool Construction
Estimator

Date

Pricing assumes access through the private property (old trailer court to the east). Additional charges to repair access route will apply if we are unable to access through this property.

Exclusions:
Items not specifically listed above
Survey staking
Traffic control or pedestrian protection
Density or concrete testing
Storm Water Pollution Prevention Plan
Erosion control or maintenance of erosion control devices
Excavation or disposal of contaminated soils



ESTIMATE

To: Estimating

Date: 5.28.20

Project: Remove & Replace MH E302

Location: Indianola, IA

ITEM #	ITEM DESCRIPTION	QNTY	UNIT	UNIT PRICE	LINE TOTAL
	Remove/Replace Manhole	1	LS	\$ 25,000.00	\$ 25,000.00
TOTAL:					\$ 25,000.00

**** PLEASE SEE ATTACHED SHEET FOR NOTES AND EXCLUSIONS**

**** PLEASE NOTE THE FOLLOWING:**

***Price does not include seeding, sodding or erosion control measures**

***Vac testing of Manhole only - televising not included**

*All excavations to be per OSHA standards

*All electric, phone, fiber & gas in the way of excavations to be relocated by others

*All jobsite fencing by others

*No throats or pavement inserts included for utility structures

*Steel plates for inlet protection to be provided by others

*Structures are quoted as precast

*Layout, surveying and staking is not included in bid prices

*Compaction testing by others; J&K to coordinate only

*Granular fill under pavement excluded

*Traffic control is not included

*No pavement removal or replacement is included in quote

- Please Sign and Return for Work to Proceed

132



May 20, 2020

Proposal

To: City of Indianola
Rick Graves
Wastewater Superintendent
110 N 1st Street
Indianola, Iowa

Project: E302 Manhole Replacement

Engineer: City of Indianola
Sheet: 0
Plan Date: 0, No Addendum Received

From: The Underground Company Ltd.
12245 Dakota Street
Carlisle, Iowa 50047
Phone: 515.282.8455
Fax: 515.282.8465
Chris Burkhardt: Project Estimator (323.3185)(chrisb@underltd.com)

RE: Manhole Replacement Proposal

We, The Underground Company, Ltd., propose to provide labor, machinery and material to complete the following scope of work for the above referenced project.

Work Scope:

Replace Existing E302 Manhole

Existing Sewer Flow to Be Shut Down by City

Price Does Not Include Seed or Sod Restoration

Project Total: \$34,800.00

Project Total: \$34,800.00

Special Provisions:

- **Price includes safety measures for our work areas**
- **Price does not include the following items unless specified in scope of work or special provisions:** pipe borings, seed or sod, survey/layout, engineering, inspection fees, permits, bond, testing lab services, system development fees, clearing and grubbing, fence removal and replacement, adjustment of existing fixtures including poles, underground lines and utility boxes, irrigation replacement, removal of buried obstructions, concrete box outs in paving, final minor adjustments of intake structures (to be done by paving contractor), backplastering, traffic control, removal and replacement of contaminated or unacceptable soils, rock or shale excavation, dewatering, stabilization rock, treated soils, frost excavation, granular fills, footing excavation and backfill, sidewalk grading, handling of footing and sidewalk dirt, over excavations, import or export soils, silt fence or erosion control including temporary stand pipes, curb cuts or pavement removal and replacement, asbuilt drawings and additional equipment move-ins.

Proposal Acceptance:

This proposal may be withdrawn if not accepted within 30 days

Completed work will be invoiced every 15 days. Payment due upon receipt of invoice. All unpaid amounts will be subject to a service charge of 1.0% per month.

Attachments or exhibits to this proposal shall be considered bound to this proposal and its special provisions.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alterations or deviations from the above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements are contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, wind damage and other necessary insurance. Our workers are fully covered by Workman's Compensation insurance.

Acceptance of Proposal: The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance:

Signature _____
Owner

Signature _____
The Underground Company

**RESOLUTION NO. 2020-
RESOLUTION APPROVING THE REPLACEMENT OF MANHOLE E302**

WHEREAS, the Water Pollution Control Department conducts routine inspections of manholes; and

WHEREAS, Manhole E302, located east of the High School baseball diamond, is beyond repair and needs to be replaced; and

WHEREAS, the City of Indianola, Iowa, has solicited proposals for the repair of the manhole (“Services”); and

WHEREAS, after review of the proposals the City Council believes it to be in the best interest of the City to engage Vanderpool Construction of Indianola, Iowa to perform the Services in the amount of \$20,550.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Indianola, Iowa, that the bid of Vanderpool Construction in the amount of \$20,550 for the replacement of manhole E302 is in the public interest of the citizens of the City of Indianola and is hereby approved.

PASSED this 15th day of June 2020.

Kelly B. Shaw, Mayor

ATTEST:

Andrew J. Lent,
City Clerk/Finance Director

Meeting Date: 06/15/2020

Information

Subject

Resolution approving an amendment to the Employee Handbook regarding the clothing reimbursement policy.

Information

Fiscal Impact

Attachments

Clothing Reimbursement Memorandum

Resolution Amending Handbook



— Human Resources —

Date: June 8, 2020

To: Mayor and Council

From: Melissa McCoy, Human Resources Director

CC: Ryan Waller, City Manager

RE: Uniforms and Clothing Reimbursement Policy

Last month, Council approved the updated Employee Handbook which included the policy, 9.18 Uniforms and Clothing Reimbursement. This policy allows non-union staff within the Public Works, Recreation and Water Pollution Control departments to receive reimbursement for clothing needed for their job that they purchase on their own. Some examples include safety toed boots, Carhart pants and winter hats. In May 2020, Council approved an increase in the reimbursement amount from \$300 to \$350 which matches the increase that was approved during the General Unit union negotiations.

Since the handbook has been approved, it's been brought to Staff's attention that the non-union Police employees receive reimbursement as well. Non-union police employees purchase turtlenecks, undershirts and equipment such as flashlights, binoculars and extra handcuffs. For internal equity purposes, Staff is recommending the Police department be added to this policy and receive a reimbursement in the same amount as recently approved for the Police Union employees of \$700.

Following is the updated policy for your review.



9.18 UNIFORMS AND CLOTHING REIMBURSEMENT

The City of Indianola expects all employees to be dressed appropriately to provide a safe work environment. To assist employees in doing this, the City will provide uniforms and or a clothing reimbursement for particular items.

Non-Union Employees

The City will reimburse non-union employees for the following items. The employee will need to fill out the Clothing Reimbursement Form and submit the form with receipts to their Supervisor. Employees can submit for reimbursement one time of year and will be paid out on the paycheck that includes July 1st. Human Resources must receive the reimbursement form prior to processing payroll for the paycheck that includes July 1st. The City will only reimburse for clothing that was bought within that same fiscal year. According to IRS regulations, clothing reimbursement must be taxed, therefore, reimbursement will be included on the employee's paycheck. Public Works and Water Pollution Control employees are entitled to receive up to \$350 per fiscal year. Police department employees are entitled to receive up to \$700 per fiscal year.

Public Works, Recreation and Water Pollution Control reimbursable examples include (this list is not inclusive):

- Safety toed boots
- Overshoes for steel toed boots
- Work pants, ie. Carhart pants
- Bibs
- Overalls
- Winter hats

Police Department reimbursable examples include (this list is not inclusive):

- Turtlenecks
- Undershirts
- Flashlights
- Binoculars
- Extra handcuffs
- Back up weapons

Union Employees

Union employees should refer to their collective bargaining agreement for information on uniforms and clothing reimbursement.

RESOLUTION NO. 2020-____

RESOLUTION AMENDING THE EMPLOYEE HANDBOOK

WHEREAS, in May 2020 the City Council approved the updated Employee Handbook; and

WHEREAS, the Employee Handbook includes a Uniform and Clothing Reimbursement policy; and

WHEREAS, the Uniform and Clothing Reimbursement policy is being updated to include a reimbursement for the Police Department non-union employees; and

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

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

PASSED this 15th day of June 2020.

Kelly B. Shaw, Mayor

ATTEST:

Andrew J. Lent, City Clerk
Finance Director

Meeting Date: 06/15/2020

Information

Subject

Resolution approving liability, auto, property, worker's compensation and machinery and equipment replacement insurance for Fiscal Year 21.

Information

Fiscal Impact

Attachments

Risk Renewal Memorandum

Letter

Resolution Approving Renewal



— Human Resources —

Date: June 15, 2020

To: Mayor and Council & Board of Trustees

From: Melissa McCoy, Human Resources Director

CC: Ryan Waller, City Manager & Chris DesPlanques, General Manager

RE: Risk Insurance Renewal

In working with our broker, TrueNorth and Weinman Insurance, Staff is recommending the City of Indianola and Indianola Municipal Utilities stay with ICAP for its property, casualty and liability insurance, IMWCA for its workers' compensation coverage and Cincinnati Insurance for its boiler and machinery coverage.

Property, Casualty and Liability

Our ICAP renewal came in at \$257,888 which is about \$16,000 over budget. ICAP provides their clients a voucher. This voucher is for a member credit each entity is afforded when ICAP takes in more contributions in total than the reserve fund requires. The voucher credit allows us to reduce our total premium by the amount on the voucher. Our voucher for FY21 is \$15,837, therefore our annual premium is reduced to \$242,050, which is only \$800 over budget.

Workers' Compensation

Our IMWCA renewal came in at \$141,650, which is about \$14,000 over budget due to a million dollar increase in payroll (this includes IMU). Our FY21 renewal comes with a reduced modification factor of .79, from .86, and increased discounts due to great claims experience. Had we not received the decreased modification factor and increased discounts our renewal would have been \$172,000.

Boiler and Machinery Coverage

Our Cincinnati Insurance renewal came in at \$57,174, which is about \$800 below budget.

Following, please find a letter from TrueNorth, explaining why the City benefits from staying with these carriers.

Weinman Insurance, FMSI, a TrueNorth Company
311 East 2nd Ave
Indianola, IA 50125
515.961.2567

City of Indianola & Indianola Municipal Utilities
110 N 1st Street | 210 West 2nd Ave
Indianola, IA 50125

To: Mayor and Council & Board of Trustees
Cc: Ryan Waller, City Manager & Melissa McCoy, Director of Human Resources
From: Weinman Insurance & TrueNorth Companies
Date: 6/8/2020
Re: 2020/2021 Property & Casualty Insurance Renewal

Dear Mayor and Council & Board of Trustees,

We hope this letter finds all is well for yourselves and the personnel that keep the City of Indianola and Indianola Municipal Utilities running so efficiently.

Our team at Weinman Insurance and TrueNorth Companies is honored to partner with the City and IMU on the Property & Casualty insurance as a Risk Advisor and Insurance Broker. With the insurance package and workers' compensation renewing on July 1st, we wanted to take a moment with this letter to advise on the renewal process, discuss the insurance marketplace, and update the council on our ongoing safety committee meetings and initiatives.

Upcoming Insurance Renewal

For the upcoming July 1, 2020 renewal, the following carriers will be covering the City and IMU:

<u>Insurance Carrier</u>	<u>Coverage</u>	<u>Coverage Limit</u>
Iowa Communities	General Liability	\$2,000,000
Assurance Pool (ICAP)	Law Enforcement Liability	\$2,000,000
	Public Officials Liability	\$2,000,000
	Excess Liability	\$3,000,000
	Auto Liability	\$2,000,000

<u>Insurance Carrier</u>	<u>Coverage</u>	<u>Coverage Limit</u>
	Auto Physical Damage	\$6,936,392
	Property	\$140,990,271
Cincinnati Insurance Companies	Machinery and Equipment & Business Income	\$10,000,000 Direct Damage \$100,000 Business Income
Iowa Municipalities Workers' Compensation Association	Workers' Compensation & Employers' Liability	Per Statutory Law, State of Iowa \$1,000,000
	Chapter 411 Medical Only	Per Iowa Code Chapter 411.15

Weinman Insurance, in partnership with TrueNorth has the honor of representing many municipalities, counties, and other governmental sub-divisions as their insurance advisor and brokerage. We have found in the State of Iowa, there are only a few insurance options for our governmental entities due to complexities involved with insuring public exposures.

ICAP/IMWCA, Employers Mutual Companies (EMC), Travelers Insurance Companies, & Continental Western Group (CWG). ICAP and IMWCA differ from the others in that they are Risk Sharing Pools, where insured entities are members. The others are admitted insurance companies regulated by the State of Iowa Department of Insurance.

The insurance market is currently experiencing its first actual hardening cycle since 2001. Property, Liability, and Auto coverages are seeing pricing increases due to less capacity and increasing loss experience. On average, the insurance marketplace for large accounts is seeing an increase of 9.8% to 12.6% per the Council for Insurance Agents and Brokers Commercial Property/Casualty Market Report for Q1 2020.

As a risk sharing pool, ICAP and IMWCA are mostly insulated from the overall fluctuations in market pricing due to their concentrated expertise in governmental exposures. This allows their pricing models to be more targeted to the risks they insure rather than the national insurance marketplace. Since inception, ICAP has not increased base rates for property coverage which allows them to be competitive for cities and counties with large property schedules, like Indianola and IMU.

IMWCA also has an advantage as a risk sharing pool for cities and governmental sub-divisions. With good experience and longevity credits, the City and IMU currently receive discounts of 45% of the pure premium for the Workers' Compensation. The standard insurance market can only discount up to 30% off of pure premium. With the discounts, and exemplary Experience Modification Factor of .79, the City and IMU's Pure Premium of \$326,377 is discounted down to \$116,444 (include the Police Chapter 411 and total is \$141,650).

This stunningly good Workers' Compensation outcome does not happen by accident. The Safety Committee, led by Director of Human Resources Melissa McCoy, and facilitated by TrueNorth Risk Solutions Advisor Sarah Allender, is proactive in identifying safety issues and putting plans in place to mitigate losses before they happen. Each department has a representative on the committee and all are very active and responsive. Of the many cities our team works with, Indianola and IMU are a leader in how they proactively manage safety for their fellow employees and citizens.

As an independent insurance broker, we are agnostic as to our carriers. All insurance companies we represent are best in class and we do not play favorites with one company over another. Our placement of insurance is based on best pricing and terms, along with claims adjustment and ease of business.

With insurance, there are many terms and acronyms we use without realizing many others may not understand the message we are trying to convey. If the mayor, members of council, or anyone else would like to have follow up conversations, we welcome the opportunity to discuss further. Please do not hesitate to reach out.

Once again, our team appreciates the opportunity to continually earn the trust of the City of Indianola and IMU.

Safe and healthy wishes to all.

Sincerely,

Joe Weinman
Sr. Director, Risk Management
515.961.2567
joe@weinmaninsurance.com

Brad Bengtson
Risk Management Specialist
515.962.8073
brad.bengtson@truenorthcompanies.com

Julie Parker
Account Manager
515.961.2567
julie@weinmaninsurance.com

RESOLUTION NO. 2020-

RESOLUTION APPROVING LIABILITY, AUTO, PROPERTY, WORKER'S COMPENSATION AND MACHINERY AND EQUIPMENT REPLACEMENT INSURANCE FOR FY 20/21

WHEREAS, the City Indianola, Iowa, annually approves insurance policies for the City's various liability, worker's compensation, machinery and equipment replacement insurance needs for the ensuing fiscal year; and

WHEREAS, working through its insurance broker, the City of Indianola, Iowa, has searched the market and negotiated with current providers, and as a result provides the following recommendations for the City of Indianola's insurance policies for July 1, 2020 to June 30, 2021:

- ICAP – Liability, Auto and Property Coverage
 - Total annual cost: \$257,888
 - Premium increase from FY19/20 of \$37,080
 - This is a shared cost with IMU
- IMWCA – Worker's Compensation
 - Total annual cost: \$141,650
 - Premium decrease from FY19/20 of \$9,668
 - This is a shared cost with IMU
- Cincinnati – Boiler and Machinery Coverage
 - Total annual City cost: \$18,621
 - Premium increase from FY19/20 of \$9,877
 - New 3-year rate lock

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Indianola, Iowa, that the following insurance proposals are accepted and approved as the policies to cover the City of Indianola's liability, property, worker's compensation and machinery and equipment replacement:

- ICAP – Liability, Auto and Property Coverage
 - Total annual cost: \$257,888
 - Premium increase from FY19/20 of \$37,080
 - This is a shared cost with IMU
- IMWCA – Worker's Compensation
 - Total annual cost: \$141,650
 - Premium decrease from FY19/20 of \$9,668
 - This is a shared cost with IMU
- Cincinnati – Boiler and Machinery Coverage
 - Total annual City cost: \$18,621

- Premium increase from FY19/20 of \$9,877
 - New 3-year rate lock
1. The City Council of the City of Indianola, Iowa approve the risk insurance plans and premiums presented; and
 2. The Mayor or City Manager are authorized to execute the necessary documents, as may be required by the insurance companies.

PASSED this 15th day of June 2020.

Kelly B. Shaw, Mayor

ATTEST:

Andrew Lent, City Clerk

Meeting Date: 06/15/2020

Information

Subject

Resolution setting salaries for Fiscal Year 21.

Information

Per Iowa Code, the City of Indianola is required to set salaries and benefits annually and authorize the Finance Director to pay employees accordingly.

Fiscal Impact

Attachments

Salary Resolution FY21

A RESOLUTION SETTING THE SALARIES AND BENEFITS FOR APPOINTED OFFICERS AND EMPLOYEES OF THE CITY OF INDIANOLA FOR THE PERIOD BEGINNING JUNE 21, 2020.

Section 1. The following persons and positions named shall be paid the salaries or wages indicated, and the City Clerk is authorized to issue warrants, less legally required or authorized deductions from the amounts set out below, on a biweekly basis, and make such contributions to I.P.E.R.S. and Social Security or other purposes as required by law or authorization of the Council, all subject to audit and review by the Council:

<u>EMP #</u>	<u>NAME</u>	<u>RANGE</u>	<u>ANNUAL</u>	<u>LONGEVITY</u>	<u>*HOURLY</u>	<u>ICMA</u>
751	Aaron Hurt	R8.5 1	\$80,379.01	\$250	\$38.764	\$900
770	Aaron Payette	FF Hire	\$57,509.43		\$27.649	\$900
198	Afton Bradley	CE6-2	\$49,961.37		\$24.020	\$900
432	Akhilesh Pal	CE13-7	\$109,278.25	NA	\$52.538	\$2,100
3592	Alex Fowler	CE11-3	\$81,083.43	NA	\$38.982	\$2,100
343	Alison Brown	CE 5-4	\$47,550.62		\$22.861	\$900
91	Andy Lent	CE13-6	\$106,333.82	NA	\$51.122	\$2,100
305	Angie Buchanan	CE7-4	\$59,063.78	\$250	\$28.516	\$900
776	Benjamin Harrison	EMT			\$15.801	
445	Blake Henry	R 19+ - 4	\$52,132.87		\$25.064	\$900
171	Brad Metcalf	PO 5	\$74,322.07	\$350	\$35.900	\$900
199	Brandon DeCook	CE6-2	\$49,961.37		\$24.020	\$900
660	Brent Baughman	FF5	\$74,322.07	\$400	\$27.113	\$900
133	Brian Sher	R 12.5-5	\$107,440.61	NA	\$51.654	\$2,100
58	Cassandra Mosher	CE4-4	\$43,883.37		\$21.098	\$900
7022	Catherine Brangers	Cross Guard			\$20.070	
132	Charlie Dissell	CE13-6	\$106,333.82	NA	\$51.122	\$2,100
136	Chris Marsh	PO 5	\$74,322.07	\$400	\$35.924	\$900
769	Christopher McIntyre	EMT			\$15.801	
640	Chuck Cross	FF5	\$74,322.07	\$400	\$27.113	\$900
65	Cortney McAlexander	CE4-3	\$42,524.76		\$20.445	\$900
706	Cory Deaton	EMT			\$15.801	
137	Dalton Ebertowski	PO 1	\$60,535.72		\$29.104	\$900
126	Dave Button	CE 13.5-5	\$119,680.52	NA	\$57.539	\$2,100
7020	David Eastman	Paramedic			\$19.902	
3650	Deborah McDaniel	Cross Guard			\$20.070	
340	Denise Core	CE 1-8		\$0.15	\$16.710	
768	Dennis May	Paramedic			\$19.902	
251	Devan Wicks	PO2	\$63,678.37		\$30.615	\$900
118	Devin Thomas	PO2	\$63,678.37		\$30.615	\$900
264	Doug Bylund	CE 10.5-4	\$89,036.02	NA	\$42.806	\$2,100
3696	Erik Elwell	R21.2	\$51,152.46		\$24.593	\$900
713	Eric Wallace	FF 1	\$60,535.72		\$21.965	\$900
70	Garry Cunningham	R21-4	\$56,395.39	\$350	\$27.281	\$900
607	Greg Chia	CE 13.5-5	\$119,680.52	NA	\$57.539	\$2,100
782	Hunter Alexander	Paramedic			\$19.902	
60	Jacqueline Raffety	CE7-1	\$53,095.90		\$25.527	\$900
363	James Taber	CE 1-5		\$0.15	\$15.410	
3314	Janean Hallin	R 1-5		\$0.15	\$16.53	
362	Janis Comer	CE 5-4	\$47,550.62		\$22.861	\$900
757	Jason Kling	FF2	\$63,678.37		\$23.105	\$900
194	Jay Hackett	PO 5	\$74,322.07	\$250	\$35.852	\$900
763	Jennifer Berry	EMT			\$15.801	
195	Jennifer Williams	PO3	\$67,075.48		\$32.248	\$900
709	Jeremy Cross	FF 1	\$60,535.72	\$250	\$22.056	\$900
783	Jill Burrell	Paramedic			\$20.900	
3694	Jillian Brangers	CE1-1.5			\$13.750	
328	Jody Ross	CE4-2	\$41,260.22		\$19.837	\$900
3411	Joe Holaday	R19-2	\$46,341.24		\$22.279	\$900

3697	Joe McCurdy	EMT			\$15.801	
610	Joshua Mamanos	FF Hire	\$57,509.43		\$20.867	\$900
436	Joshua Temple	PO3	\$67,075.48		\$32.248	\$900
177	Justin Keller	CE 8.5-3	\$85,273.50	\$350	\$41.165	\$900
3698	Kameron Graves	EMT			\$15.801	
3118	Kathy Kester	CE6-3	\$51,420.41	\$300	\$24.866	\$900
755	Kayla Schark	Paramedic			\$19.902	
628	KC Tuttle	Paramedic			\$19.902	
2061	Kelly Heinkel	R 19-4	\$51,092.87	\$250	\$24.684	\$900
429	Kelsey Purdy	CE1-1			\$13.490	
469	Kevin Crawford	R 24+ - 4	\$67,680.73	\$400	\$32.731	\$900
148	Krissa Cihaski	CE1-3			\$14.400	
170	Kyle Lux	Academy EMT			\$10.000	
195	Lisa Wilson	CE6-3	\$51,420.41		\$24.721	\$900
188	Luke Buhrow	PO 5	\$74,322.07	\$300	\$35.876	\$900
303	Marty Chittenden	CE7-4	\$59,063.78	\$350	\$28.564	\$900
807	Mary Beth McCune	R2-3			\$17.298	
101	Matt Anders	R 23-4	\$62,634.66	\$400	\$30.305	\$900
3699	Matt Fitch	Paramedic			\$19.902	
54	Melissa McCoy	CE 10-7	\$82,401.72	NA	\$39.616	\$2,100
263	Michael Chia	PO2	\$63,678.37		\$30.615	\$900
139	Michael Visser	R21-2	\$51,152.46		\$24.593	\$900
3313	Michele Burkhart-Patrick	CE 11-4	\$83,537.69	NA	\$40.162	\$2,100
209	Michelle Snyder	R2-3			\$17.298	
766	Mitchell Duver	Paramedic			\$19.902	
350	MyLisa Thompson	CE5-2	\$45,053.99	\$250	\$21.781	\$900
1029	Nicole Stewart	PO Hire	\$57,509.43		\$27.649	\$900
106	Norman Hart	R 24+ - 4	\$67,680.73	\$400	\$32.731	\$900
140	Pat Allsup	CE 6-8	\$59,063.78	\$350	\$28.564	\$900
186	Rachelle Denning	R 14-4	\$39,942.75		\$19.203	\$900
3214	Rebekah Lane	R 18-5	\$51,002.39		\$24.520	\$900
468	Rick Graves	CE 12-7	\$99,313.46	NA	\$47.747	\$2,100
174	Rick Largesse	CE 8.5-4	\$87,832.20	\$350	\$42.395	\$900
162	Rob Hawkins	CE 10.5-5	\$99,315.38	NA	\$47.748	\$2,100
221	Robert Collier	FF2	\$63,678.37		\$23.105	\$900
748	Robert Greener	EMT			\$15.801	
728	Robert Soukup	FF5	\$74,322.07	\$250	\$27.058	\$900
7021	Robert Walker	Paramedic			\$19.902	
205	Roger Berry	Paramedic			\$19.902	
1030	Ross Marshall	PO Hire	\$57,509.43		\$27.649	\$900
737	Ryan Hutton	EMT			\$15.801	
742	Samuel Hofer	FF2	\$63,678.37		\$23.105	\$900
135	Scott Dwyer	CE 8.5-4	\$87,832.20	\$400	\$42.419	\$900
781	Sean Lunde	FF Hire	\$57,509.43		\$20.867	\$900
90	Steve Greif	R23-4	\$62,634.66	\$350	\$30.281	\$900
187	Tammy Bruce	R14-4	\$39,942.75	\$300	\$19.347	\$900
772	Tanner Bishop	Paramedic			\$19.902	
1031	Tanner Ortlund	PO Hire	\$57,509.43		\$27.649	\$900
679	Ted Neller	FF Hire	\$57,509.43		\$20.867	\$900
603	Thad White	Captain/Paramedic			\$19.902	
628	Thomas Spence	Captain/EMT			\$15.801	
1025	Tim Little	CE8-3	\$62,711.39		\$30.150	\$900
166	Tracy Van Zante	Academy EMT/FF			\$10.000	
427	Trinton Wirth	R21-2.5	\$52,431.60		\$25.208	\$900
131	Tye Sparks	PO 1	\$60,535.72		\$29.104	\$900
454	Tyrel Herrick	R 24+ - 4	\$67,680.73	\$300	\$32.683	\$900
775	Vanessa Warren	Paramedic			\$19.902	
3484	Vicki Wood	Cross Guard			\$20.070	

606	Virginia Ricketts	CE1-1		\$0.05	\$14.050	
262	Zach Ewing	PO2	\$63,678.37		\$30.615	\$900
761	Zach McEntee	EMT			\$15.801	

*Includes Longevity

Section 1. Employees will also receive continuation of the Employee Assistance Program

Section 2. Deferred Compensation – up to \$75.00/month dollar-for-dollar matching contribution for all full-time, non-union classified employees. In addition, employees range CE 9 and higher receive \$100/month.

Section 3. The City will pay full time non-management employees longevity pay.

<u>Years</u>	<u>Annual Pay</u>
0-4	\$0
5-9	\$250
10-14	\$300
15-19	\$350
20+	\$400

Section 4. Compensation, stipend, for paid on call fire department members

Captain.....\$650 per year

Section 5. The City Clerk is hereby directed to publish this resolution

Meeting Date: 06/15/2020

Information

Subject

Resolution approving salaries.

Information

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

Fiscal Impact

Attachments

Resolution Approving Salaries

**RESOLUTION 2020-
APPROVING SALARIES**

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

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

Kathy Kester, Marketing Coordinator, from \$51,720.41/year to \$53,299.70/year, effective July 5, 2020;

Josh Mamanos, Fire Fighter/EMT, from \$57,509.43/year to \$60,535.72/year, effective July 19, 2020;

Ted Neller, Fire Fighter/EMT, from \$57,509.43/year to \$60,535.72/year, effective July 19, 2020;

Aaron Payette, Fire Fighter/EMT, from \$57,509.43/year to \$60,535.72/year, effective July 19, 2020;

Tye Sparks, Police Officer, from \$60,535.72/year to \$63,678.37/year, effective August 2, 2020;

MyLisa Thompson, IT Technical Services Specialist, from \$45,435.49/year to \$46,435.49/year, effective August 2, 2020.

Passed and approved on the 15th day of June 2020.

Kelly B. Shaw, Mayor

ATTEST:

Andrew J. Lent
City Clerk / Finance Director

Meeting Date: 06/15/2020

Information

Subject

Resolution authorizing the temporary suspension of various administrative and penalty charges for an additional 30 days for City provided utilities.

Information

Fiscal Impact

Attachments

Resolution Extending Suspension

RESOLUTION NO _____

**RESOLUTION AUTHORIZING THE TEMPORARY SUSPENSION OF VARIOUS ADMINISTRATIVE
AND PENALTY CHARGES FOR CITY PROVIDED UTILITIES**

WHEREAS, following the declaration of a global pandemic due to COVID-19 by the WHO, other declarations and proclamations have been issued which are establishing mandates and recommendations that are causing cancelations and disruptions; and

WHEREAS, the cancelations and disruptions may have an impact on Indianola residents to fulfill obligations regarding payment of administrative and late fees for City provided utilities as established by City Code; and

WHEREAS, on March 25, 2020, the City of Indianola City Council approved a resolution authorizing the temporary suspension of various administrative and penalty charges for city provided utilities for a period of 60 days; and

WHEREAS, staff is recommending extending the temporary suspension through June 30, 2020; and

WHEREAS, the City Council believes it to be in the best interest of the community to grant an extension.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Indianola that payment of administrative and late fees for City provided utilities as established by City Code are temporarily suspended through June 30, 2020.

PASSED AND APPROVED this 15th day of June 2020.

Kelly B. Shaw, Mayor

ATTEST:

Andrew J. Lent, City Clerk

Meeting Date: 06/15/2020

Information

Subject

Resolution increasing ambulance rates and readopting the fee schedule in whole, effective July 1, 2020.

Information

The Fire Department utilizes Wellmark service agreement schedule of maximum allowable fees to establish their emergency medical service fees. The new fee schedule has been established and an increase to ambulance rates is recommended.

Fees were also reorganized in the Parks & Recreation department so that the entire FY2021 fee schedule should be readopted. The fee schedule is included in the packet.

Fiscal Impact

Attachments

Resolution Approving Fee Schedule
Fee Schedule

RESOLUTION 2020-

**RESOLUTION INCREASING AMBULANCE RATES AND READOPTING THE FEE SCHEDULE IN WHOLE
EFFECTIVE JULY 1, 2020**

WHEREAS, the City of Indianola Fire Department is authorized to provide emergency medical services, including emergency medical transport (ambulance) services; and

WHEREAS, this emergency medical service provides a direct benefit to the individuals who use this service; and

WHEREAS, the City of Indianola Fire Department utilizes Wellmark Service Agreement Schedule of maximum allowable fee (MAF) for establishing their emergency medical services fees; and

WHEREAS, effective July 1, 2020 Wellmark has established new fee schedules to which the City of Indianola Fire Department uses to set their emergency medical service fees; and

WHEREAS, an adjustment to the fees is recommended to maximize its ability to recover cost associated with administering emergency medical care,

WHEREAS, besides adjusting ambulance rates, fees were reorganized in the Parks and Recreation Department so that the entire FY2021 Fee Schedule should be readopted.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Indianola, Iowa that the following fees are adopted to be effective on July 1, 2020:

Basic Life Support Rate Emergency	\$620.00
Advanced Life Support Rate (ALS 1) Emergency	\$735.00
Advanced Life Support 2 Rate (ALS 2) Emergency	\$1065.00
Treat & Release	\$200.00
ALS Tier	\$350.00
Mileage	\$13.00

And that the attached FY2021 Fee Schedule is approved and adopted by Council.

Passed and approved this 15th day of June 2020.

Kelly B. Shaw, Mayor

ATTEST:

Andrew J. Lent, City Clerk/CFO

City of Indianola Fee Schedule

ADOPTED BY INDIANOLA CITY COUNCIL ON JUNE 15, 2020.
FEES EFFECTIVE UPON APPROVAL.

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City Clerk Fees

Permits/Licenses

Fee Description	Cost	Cost Description
Cigarette Permit	\$75.00	Per Year
Refuse Hauling Permit	\$150.00	Per Packer
Refuse Hauling Permit	\$100.00	Units Other than Packer
Solicitors	\$100.00	Per Year
Peddlers or Transient Merchant.....	\$50.00	For one day
Peddlers or Transient Merchant.....	\$100.00	For one week
Peddlers or Transient Merchant.....	\$200.00	For up to six (6) months
Peddlers or Transient Merchant.....	\$300.00	For one year or any major part thereof
Ice Cream Vendors.....	\$20.00	One Day
Ice Cream Vendors.....	\$30.00	One Week
Ice Cream Vendors.....	\$50.00	One Month
Ice Cream Vendors.....	\$100.00	One Month to six months
Mobile Food & Beverages Vendors	\$50.00	For one day
Mobile Food & Beverages Vendors	\$100.00	For one week
Mobile Food & Beverages Vendors	\$200.00	For up to six (6) months
Mobile Food & Beverages Vendors	\$300.00	For over six (6) months to one year

Event Fees

Fee Description	Cost	Cost Description
Bike Night Fee.....	\$750.00	Per Event to Lease Square (April-September)
Bike Night Fee.....	\$80.00	Per Event to Sweep the Square
Deck Fees.....	\$0.50	Per square foot

Miscellaneous

Fee Description	Cost	Cost Description
Returned Check/Debit/Credit Card	\$30	
Copies	\$0.25	per copy sheet of paper

Street Department

Brush Facility

Fee Description	Cost	Cost Description	Additional Fees Description
Bundle.....	\$5.00	Each	
Pickup Load.....	\$15.00	Each	
Trailer Load	\$20.00	Each	
Small Truck.....	\$30.00	Each	
Large Truck	\$45.00	Each	
Anything that is 1/2" or more in diameter. Items may be loose or in paper bags only			
Computer Monitor/TV	\$15.00	Each	
Console/Projection TV	\$30.00	Each	
Mulch Load Service Fee	\$10.00	per vehicle	

Community Development Fees

Administrative Fees

Alley Closing Fee.....	\$200.00	Per 1/2 block
Board of Adjustment Hearing.....	\$150.00	
Nuisance/Property Maintenance Administrative Fee....	\$25.00	Per Hour
Nuisance/Property Maintenance Abatement Fee.....	Contractors Invoiced Fee	
Rezoning Request.....	\$250.00	Plus Outside Engineering Costs
Site Plan Review.....	\$225.00	Plus Outside Engineering Costs
Street Bond Permit.....	\$10.00	Per square foot

Sign Permit Fees

24 sq. ft. or less	\$50.00	
25-100 sq. ft.	\$75.00	
100+ sq. ft.	\$100.00	Additional \$0.20 per sq. ft. over 100
Exemption Request.....	\$50.00	
Code Appeal Procedure	\$50.00	
Banner Application.....	\$25.00	Additional \$2.00 per banner
Temporary Sign Permit.....	\$25.00	For the first 10-day period, \$5.00 additional for 10 additional days (must be consecutive)
Temporary Sign Permit.....	\$25.00	For a 3-day period

Subdivision Fees

Plat of Survey	\$75.00	
Preliminary Plat Review.....	\$250.00	Additional \$10.00 for each lot in excess of 10 lots, Plus Outside Engineering Costs
Final Plat Review	\$150.00	Additional \$10.00 for each lot in excess of 10 lots, Plus Outside Engineering Costs
Construction Document Review.....	\$100.00	Plus Outside Engineering Costs

Building Permit Fees

Total valuation of \$1.00 - \$500.00	\$30.00	
Total valuation of \$501.00 - \$2,000.00	\$30.00	for the 1st \$500.00 plus \$1.75 for each additional \$100.00 or fraction thereof, to and including \$2000.00
Total valuation of \$2,001.00 - \$25,000.00.....	\$50.00	for the 1st \$2,000.00 plus \$9.00 for each additional \$1,000.00 or fraction thereof to and including \$25,000.00
Total valuation of \$25,001.00 - \$50,000.00.....	\$276.00	for the 1st \$25,000.00 plus \$8.00 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00
Total valuation of \$50,001.00 - \$100,000.00.....	\$457.00	for the 1st \$50,000.00 plus \$6.25 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00

Total valuation of \$100,001.00 - \$500,000.00.....	\$738.00	for the 1st \$100,000.00 plus \$5.25 for each additional \$1,000.00 or fraction thereof, to and including \$500,000.00
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Total valuation of \$500,001.00 - \$1,000,000.00.....	\$2,703.00	for the 1st \$500,000.00 plus \$4.00 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000.00
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Total valuation of \$1,000,001.00 and up.....	\$4,546.00	for the 1st \$1,000,000.00 plus \$3.00 for each additional \$1,000.00 or fraction thereof
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Inspections outside of normal business hours.....	\$40.00	Per hour
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Re-inspection fee.....	\$25.00	Per hour
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Inspections for which no fee is specifically indicated.....	\$25.00	Per hour
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Additional plan review required by changes, additions or revisions to approved plans....	\$25.00	Per hour
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Miscellaneous Permit Fees

Electrical Permit Fee	\$80.00
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Electrical Permit Fee	\$120.00
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Basic Overhead Fee with New Service Connection

Basic Underground Fee with New Service Connection

Additional Fees based on # of meters, circuits, openings, fixed appliances, motors, etc.

Mechanical Permit Fee	\$50.00
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Basic Fee

Additional Fees based on installation, relocation or replacement of furnaces, appliances, cooling units, boiler, air handling unit, ventilation fan, and gas piping

Plumbing Permit Fee.....	\$50.00
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Basic Fee

Additional Fees based on each plumbing fixture.

Demolition Permit Fee	\$125.00
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Driveway Permit.....	\$25.00
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Planting in Parking Permit.....	\$5.00
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Right of Way Permit.....	\$100.00
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Sidewalk Permit.....	\$20.00
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Utility Construction Fees

Electric Service Fees.....	\$60.00
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Electric Service Fees.....	\$100.00
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Electric Service Fees.....	\$35.00
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Electric Meter.....	\$100.00
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Water Connection.....	\$150.00
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Water Meter Connection.....	\$50.00
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Construction Water.....	\$35.00
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Water Inspection.....	\$40.00
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Water Permit.....	\$15.00
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Sewer Inspection.....	\$100.00-\$200.00
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Sewer Permit.....	\$20.00
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Sewer Tap Fee	TBD
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Overhead

Underground

Temporary Construction

Plus Cost of Meter

Dependent upon sewer connection fee

Information Technology Fees

Indianola Magazine Ad

8.75 w x 11.25 h - full page premium-4 issues.....	\$875/issue
8.75 w x 11.25 h - full page premium-single issue.....	\$1,025/issue
8.75 w x 11.25 h -full page - 4 issues	\$750/issue
8.75 w x 11.25 h - full page -single issue.....	\$900/issue
8.75 w x 5.75 h-half page-4 issues	\$400/issue
8.75 w x 5.75 h-half page-single issue	\$550/issue

Police Department Fees

Report Fee.....	\$5.00	Per copy
Trip Sheets	\$1.00	Per page
Color Photos.....	\$5.00	Per sheet
Color Photos on Compact Disc.....	\$20.00	Per disc
Videos & Recordings on CD.....	\$20.00	Per disc
Email photos.....	\$5.00	Per report
Videos, recordings & reports transferred to USB drive provided by requestor.....	\$10.00	
Compiling historical record(s).....	\$10.00	Per hour
Simpson Parking Hanger	\$5.00	5 – hangers no charge each placement

Fire/EMS Fees

Transport Fees

Basic Life Support Rate	\$620.00
Advanced Life Support	\$735.00
Advanced Life Support 2	\$1,023.00
Loaded Mileage Transport Fee	\$13.00 Per loaded mile

Treatment Fees

Treatment Only (Does not include Transport).....	\$200.00
ALS Tier.....	\$350.00

Permit Fees

Burn Permit.....	\$35.00
Construction Permit for Fire Alarm.....	\$35.00
Construction Permit for Fire Pump.....	\$35.00
Above Ground Installation of Flammable Liquids/Flammable Gas Tanks	\$50.00
Fire Works Display/Pyrotechnics Special Effects Permit	150/event

Special Event Fees

Firefighter/Paramedic.....	32.71/hour
Firefighter/EMT	28.26/hour
Firefighter/Paramedic/Full Time.....	\$45.05-\$54.97/hour

Billings for other agencies

EMS Billing Fee	\$35.00/Report
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Library Fees

Lost or Damaged Materials

Missing barcode	\$1.00
Missing/damaged cases for audio or audiobooks	\$2.50-\$9.00
Missing/damaged cases for DVD & CD's.....	\$1.50-\$4.00
Lost inserts	\$3.00
Library card replacement.....	\$1.00
Torn page	\$2.00
Damaged beyond repair	Cost of the Item
Damaged but repairable	Check with Library Director

Printing Fees

Black and white photocopies	\$0.15 Per page
Color photocopies	\$0.50 Per page
Computer Printouts	\$0.15 Per page

Fines

Printed Materials	\$0.15 Per day	Max of \$5.00
DVDs and games	\$0.50 Per day	Max of \$5.00

Miscellaneous

Meeting room reservation.....	\$25.00	For 4 hours, \$5.00/hour thereafter
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Veterans Memorial Pool and Aquatic Center Fees

Admissions

Daily Pool Admission	\$5.00	2 & under Free
After 5 PM Admission.....	\$2.50	
Tot Splash Time	\$2.00	Free with season pass
Adult Lap Swim.....	\$2.00	Free with season pass
Open Night Swim	\$2.00	Free with season pass
10 Swim Punch Card.....	\$50.00	
20 Swim Punch Card.....	\$100.00	

Season Passes (20% Discount Through April 19)

1 Person Season Pool Pass	Resident: \$61.00	Non-Resident: \$71.00
2 Person Season Pool Passes.....	Resident: \$107.00	Non-Resident: \$123.00
3 Person Season Pool Passes.....	Resident: \$117.00	Non-Resident: \$135.00
4 Person Season Pool Passes.....	Resident: \$127.00	Non-Resident: \$147.00
5 Person Season Pool Passes.....	Resident: \$137.00	Non-Resident: \$159.00
Each Additional Person	Resident: \$10.00	Non-Resident: \$12.00

Season Passes (April 20 – End of Season)

1 Person Season Pool Pass	Resident: \$76.00	Non-Resident: \$88.00
2 Person Season Pool Passes.....	Resident: \$134.00	Non-Resident: \$154.00
3 Person Season Pool Passes.....	Resident: \$144.00	Non-Resident: \$166.00
4 Person Season Pool Passes.....	Resident: \$154.00	Non-Resident: \$178.00
5 Person Season Pool Passes.....	Resident: \$164.00	Non-Resident: \$190.00
Each Additional Person	Resident: \$10.00	Non-Resident: \$12.00

Lessons

Mighty Minnows Swim Lessons	Resident: \$21.50	Non-Resident: \$26.50
Red Cross Swim Lessons.....	Resident: \$35.00	Non-Resident: \$40.00

Pool Party Rental Fees

Entire Pool.....	\$325.00
Large Pool Only	\$240.00
Shallow Pool Only	\$150.00
Birthday Party Area.....	\$50.00

Parks and Recreation Program Fees

Special Needs Dances	\$3.00	
Adult Dances	\$5.00	
Family Sweetheart Dance	\$15.00/child	\$20.00/adult
Family Fun Night	\$15.00/child	\$20.00/adult
Flashlight Easter Egg Hunt.....	Resident: \$6.00	Non-Resident: \$7.50
Mad Science Workshops.....	Resident: \$29.00	Non-Resident: \$34.00
Mad Science Camps	Resident: \$79-\$139.00	Non-Resident: \$84.00-\$144.00
Bricks 4 Kidz Workshops	Resident: \$32.00-\$40.00	Non-Resident: \$37.00-\$45.00
Bricks 4 Kidz Academy.....	Resident: \$119.00	Non-Resident: \$124.00
Lego Robotics Lab	Resident: \$36.00-\$40.00	Non-Resident: \$41.00-\$45.00
Nature Explorers	Resident: \$35.00-\$40.00	Non-Resident: \$40.00-\$45.00
Family Horseback Rides	Resident: \$26.50-\$32.00	Non-Resident: \$31.50-\$37.00
Junior Police Academy	Resident: \$23.00	Non-Resident: \$28.00
Junior Fire Academy.....	Resident: \$17.50	Non-Resident: \$22.00
Rocket Camp	Resident: \$99.00	Non-Resident: \$104.00
Magicamp	Resident: \$35.00	Non-Resident: \$40.00
Hot Air Balloon Camp.....	\$50.00	
Bullseye Camp.....	Resident: \$55.00	Non-Resident: \$60.00
Creative Geniuses	Resident: \$41.00-\$65.00	Non-Resident: \$46.00-\$70.00
Creative Geniuses Art Night.....	Resident: \$20.00	Non-Resident: \$25.00
Rounded Minds Art.....	Resident: \$70.00	Non-Resident: \$75.00
Rounded Minds Soccer	Resident: \$40.00-\$68.00	Non-Resident: \$45.00-\$73.00
Kids Cooking.....	Resident: \$15.00	Non-Resident: \$18.75
Babysitting Clinic.....	Resident: \$26.00	Non-Resident: \$31.00
It's Tea Time.....	Resident: \$10.00	Non-Resident: \$12.50
Dinner Delights.....	Resident: \$100.00-\$200.00	Non-Resident: \$105.00-\$205.00
Adult Dance Classes	Resident: \$44.00	Non-Resident: \$49.00
Beginning Quilting.....	Resident: \$32.00-\$48.00	Non-Resident: \$37.00-\$53.00
Adult Painting Workshops	Resident: \$20.00-\$45.00	Non-Resident: \$25.00-\$50.00
Beginning Vegetable Gardening	Resident: \$9.00	Non-Resident: \$11.25
Starting Plants from Seeds.....	Resident: \$5.00	Non-Resident: \$6.25
Think Spring Garden Seminar	\$45.00	
Garden Art.....	\$20.00-\$40.00	
Senior Trips	Resident: \$8.00-\$45.00	Non-Resident: \$8.00-\$50.00
Youth Softball Leagues.....	Resident: \$52.00-\$68.00	Non-Resident: \$57.00-\$73.00
Adult Slow Pitch Leagues	\$400-\$470/team	
T-Ball Leagues	Resident: \$22.00-\$33.00	Non-Resident: \$27.00-\$38.00
Youth Tennis Lessons	Resident: \$29.00	Non-Resident: \$34.00
Youth Flag Football Leagues	Resident: \$44.00	Non-Resident: \$49.00
Youth Basketball Leagues	Resident: \$52.00	Non-Resident: \$57.00
Adult Basketball Leagues	\$165.00/team	
Adult Bags League.....	\$40/team	
Chicometrics.....	Resident: \$31.00-\$41.00	Non-Resident: \$36.00-\$46.00

Parks and Recreation Facility Fees

Buxton Room – Weekend/No Alcohol	\$300/day	\$200 deposit
Buxton Room – Weekend/Alcohol.....	\$500/day	\$400 deposit
Buxton Room – Weekday.....	\$30/hr	
Conference & Arts/Craft Rooms	\$10/hr	
Park Shelters	Resident: \$5.00/hr	Non-Resident: \$6.00/hr
Pickard Campground.....	\$12.00/day	
Buxton Gazebo.....	\$35.00/day	
Amphitheater.....	\$60.00/day	\$100/deposit
Amphitheater Back Stage.....	\$25.00/day	
Selling Concessions Permit.....	\$25.00/day	
Charging Admissions Permit	\$25.00/day	
Softball Field Practices – Spring	\$220/team	
Softball Field Practices – Fall.....	\$120/team	
Softball Field Practices	\$10/75 minutes	
Adult Softball Field.....	\$75.00/day	
Youth Softball Field.....	\$60.00/day	
Dog Park Pass	\$25.00/year	
Recreation Equipment	\$0.50-\$10.00/day	
Cross Country Course.....	\$100.00/day	

Water Resource Recovery (WPC) Department Fees

Cleaning/Televising Lines

Normal Cleaning of Sewer Lines	\$1.25/foot	
Televise Lines with USB Report.....	\$1.25/foot	
Jet/Vac Lines with 2 Laborers	\$225.00/hour	Minimum 1 hour per call
Jet/Vac Lines with 2 Laborers Overtime	\$260.00/hour	Minimum 1 hour per call
Camera Van.....	\$195.00/hour	Minimum 1 hour per call
Camera Van Overtime.....	\$230.00/hour	Minimum 1 hour per call
Service Truck	\$175.00/hour	Minimum 1 hour per call
Labor	\$40.00/hour	Minimum 1 hour per call
Labor Overtime	\$60.00/hour	Minimum 1 hour per call

Miscellaneous Fees

Time of Sale Inspection Fee	\$50.00
Time of Sale Re-inspection Fee	\$25.00
Administration Fee.....	5%
Late payment penalty	5% of the amount due shall be added to each delinquent bill

Meeting Date: 06/15/2020

Information

Subject

Approval of Pay Application #3 from Vanderpool Construction for the Quail Meadows 3 Lift Station and Sewer Improvements Project in an amount of \$155,531.62.

Information

Fiscal Impact

Attachments

Pay Application



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

Main 515.278.2913 + Fax 515.278.1846

▷ HRGREEN.COM

June 8, 2020

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

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

Dear Rick:

Attached is an electronic copy of Payment Application No. 3 from Vanderpool Construction Inc. for the Quail Meadows 3 Lift Station and Sewer Improvements project. Items included in this application include construction survey, construction testing, traffic control, dewatering, rock excavation, manhole, lift station (wetwell), and granular driveway.

The total request for Payment Application No. 3 is \$155,531.62. As of this Pay Application, Vanderpool Construction has been paid 37.1% of the contract. We have reviewed and recommend full partial payment of Payment Application No. 3 as submitted by Vanderpool. Please execute the pay application and distribute copies to all parties.

Sincerely,
HR Green, Inc.

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

Joseph Frankl, P.E.
Project Manager

Cc: Andy Lent, City Clerk
File

Enclosures

J:\2019\190699\Construction\Payment\Pay_Estimates\#3\Revised\ltr-060820-Indianola_QM3_Vanderpool_Pay_Request3.docx

AIA Type Document
Application and Certification for Payment

Pg 1 of 3

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

PROJECT: Quail Meadows Lift Station

APPLICATION NO: 3
PERIOD TO: 5/21/2020

DISTRIBUTION
TO:
_ **OWNER**
_ **ARCHITECT**
_ **CONTRACTOR**

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

VIA (ARCHITECT):

ARCHITECT'S
PROJECT NO:

CONTRACT FOR:

CONTRACT DATE: 2/4/2020

CONTRACTOR'S APPLICATION FOR PAYMENT

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

1. **ORIGINAL CONTRACT SUM** \$ 834,449.00
2. **Net Change by Change Orders** \$ 0.00
3. **CONTRACT SUM TO DATE** (Line 1 + 2) \$ 834,449.00
4. **TOTAL COMPLETED AND STORED TO DATE** \$ 325,481.00

5. RETAINAGE:

a. 5.00 % of Completed Work \$ 16,274.07

b. 0.00 % of Stored Material \$ 0.00

Total retainage (Line 5a + 5b) \$ 16,274.07

6. **TOTAL EARNED LESS RETAINAGE** \$ 309,206.93
(Line 4 less Line 5 Total)

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT

(Line 6 from prior Certificate) \$ 153,675.31

8. **CURRENT PAYMENT DUE** \$ 155,531.62

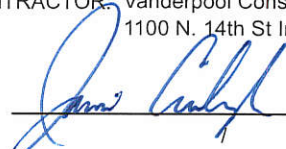
9. BALANCE TO FINISH, INCLUDING RETAINAGE

(Line 3 less Line 6) \$ 525,242.07

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

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

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

By: 

Date: 6/8/2020

State of:

County of:

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

Notary Public:

My Commission Expires :

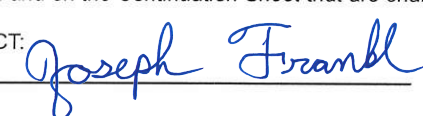
ARCHITECT'S CERTIFICATE FOR PAYMENT

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

AMOUNT CERTIFIED \$ 155,531.62

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

ARCHITECT:

By: 

Date: 6/8/2020

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

AIA Type Document
Application and Certification for Payment

Pg 2 of 3

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

PROJECT: Quail Meadows Lift Station

APPLICATION NO: 3
PERIOD TO: 5/21/2020

DISTRIBUTION
TO:
☐ **OWNER**
☐ **ARCHITECT**
☐ **CONTRACTOR**

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

VIA (ARCHITECT):

ARCHITECT'S
PROJECT NO:

CONTRACT FOR:

CONTRACT DATE: 2/4/2020

ITEM	DESCRIPTION	PLAN QTY	UNIT PRICE	SCHEDULED VALUE	PREVIOUSLY COMP QTY/%	PREVIOUS APPL	COMP QTY/% THIS PERIOD	COMP AMT THIS PERIOD	STORED MATERIAL	COMPLETED AND STORED	%	BALANCE
1	Construction Survey		.0000	4,200.00	50.000%	2,100.00	25.000%	1,050.00	0.00	3,150.00	75.00	1,050.00
2	Mobilization/ General Requirements		.0000	25,000.00	50.000%	12,500.00	.000%	0.00	0.00	12,500.00	50.00	12,500.00
3	Construction Testing		.0000	4,200.00	50.000%	2,100.00	25.000%	1,050.00	0.00	3,150.00	75.00	1,050.00
4	Traffic Control		.0000	1,500.00	50.500%	757.50	24.500%	367.50	0.00	1,125.00	75.00	375.00
5	Clearing and Grubbing		.0000	7,800.00	100.000%	7,800.00	.000%	0.00	0.00	7,800.00	100.00	.00
6	Topsoil On-Site	861.000	25.0000	21,525.00	430.500	10,762.50	.000	0.00	0.00	10,762.50	50.00	10,762.50
7	Dewatering		.0000	5,500.00		0.00	100.000%	5,500.00	0.00	5,500.00	100.00	.00
8	Rock Excavation	130.000	200.0000	26,000.00	.000	0.00	130.000	26,000.00	0.00	26,000.00	100.00	.00
9	Sanitary Sewer Gravity Main Trenched PVC 8	1,130.000	56.0000	63,280.00	1,090.000	61,040.00	25.000	1,400.00	0.00	62,440.00	98.67	840.00
10	Sanitary Sewer Force Main Trenched PVC 6	1,185.000	26.0000	30,810.00	1,080.000	28,080.00	.000	0.00	0.00	28,080.00	91.14	2,730.00
11	Sanitary Sewer Force Main Trenched PVC 6 RJ	81.000	44.0000	3,564.00	20.000	880.00	.000	0.00	0.00	880.00	24.69	2,684.00
12	Fitting DI MJ 45 Degree Bend 6	2.000	675.0000	1,350.00	.000	0.00	.000	0.00	0.00	0.00	.00	1,350.00
13	Fitting DI MJ Cap 8	2.000	400.0000	800.00	1.000	400.00	.000	0.00	0.00	400.00	50.00	400.00
14	Tracer Wire System		.0000	850.00	75.000%	637.50	.000%	0.00	0.00	637.50	75.00	212.50
15	6 Subdrain	70.000	19.0000	1,330.00	.000	0.00	.000	0.00	0.00	0.00	.00	1,330.00
16	6 Subdrain Outlet	1.000	500.0000	500.00	.000	0.00	.000	0.00	0.00	0.00	.00	500.00
17	Connection to Existing Sewer Main	2.000	7,300.0000	14,600.00	1.000	7,300.00	.000	0.00	0.00	7,300.00	50.00	7,300.00
18	Manhole SW-301 48 Diameter	4.000	6,500.0000	26,000.00	3.000	19,500.00	1.000	6,500.00	0.00	26,000.00	100.00	.00
19	Remove Existing Field Fence	80.000	8.0000	640.00	80.000	640.00	.000	0.00	0.00	640.00	100.00	.00
20	Lift Station Complete		.0000	448,500.00		0.00	10.000%	44,850.00	0.00	44,850.00	10.00	403,650.00

AIA Type Document
Application and Certification for Payment

Pg 3 of 3

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

PROJECT: Quail Meadows Lift Station

APPLICATION NO: 3
PERIOD TO: 5/21/2020

DISTRIBUTION TO:
☐ **OWNER**
☐ **ARCHITECT**
☐ **CONTRACTOR**

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

VIA (ARCHITECT):

ARCHITECT'S PROJECT NO:

CONTRACT FOR:

CONTRACT DATE: 2/4/2020

ITEM	DESCRIPTION	PLAN QTY	UNIT PRICE	SCHEDULED VALUE	PREVIOUSLY COMP QTY/%	PREVIOUS APPL	COMP QTY/% THIS PERIOD	COMP AMT THIS PERIOD	STORED MATERIAL	COMPLETED AND STORED	%	BALANCE
21	Existing Lift Station Decommissioning		.0000	11,000.00		0.00	.000%	0.00	0.00	0.00	.00	11,000.00
22	Driveway Granular	3,300.000	28.0000	92,400.00	.000	0.00	2,750.000	77,000.00	0.00	77,000.00	83.33	15,400.00
23	Hydraulic Seeding Seed Fertilize Mulch T2 Hay	3.600	2,350.0000	8,460.00	.000	0.00	.000	0.00	0.00	0.00	.00	8,460.00
24	SWPPP Preparation		.0000	1,300.00	100.000%	1,300.00	.000%	0.00	0.00	1,300.00	100.00	.00
25	SWPPP Management		.0000	3,100.00	50.000%	1,550.00	.000%	0.00	0.00	1,550.00	50.00	1,550.00
26	Filter Sock	100.000	3.0000	300.00	.000	0.00	.000	0.00	0.00	0.00	.00	300.00
27	Silt Fence	300.000	2.0000	600.00	987.000	1,974.00	.000	0.00	0.00	1,974.00	329.00	-1,374.00
28	Stabilized Construction Entrance	111.000	22.0000	2,442.00	111.000	2,442.00	.000	0.00	0.00	2,442.00	100.00	.00
29	Chain Link Fence 7'	148.000	38.5000	5,698.00	.000	0.00	.000	0.00	0.00	0.00	.00	5,698.00
30	20' Chain Link Gate 7'	1.000	1,000.0000	1,000.00	.000	0.00	.000	0.00	0.00	0.00	.00	1,000.00
31	Remove and Replace Existing Chain Link Fence	25.000	48.0000	1,200.00	.000	0.00	.000	0.00	0.00	0.00	.00	1,200.00
32	Landscape Fabric/Rock	44.000	120.0000	5,280.00	.000	0.00	.000	0.00	0.00	0.00	.00	5,280.00
33	Erosion Stone	280.000	49.0000	13,720.00	.000	0.00	.000	0.00	0.00	0.00	.00	13,720.00
REPORT TOTALS				<u>\$834,449.00</u>		<u>\$161,763.50</u>		<u>\$163,717.50</u>		<u>\$325,481.00</u>		
									<u>\$0.00</u>			<u>\$508,968.00</u>

Meeting Date: 06/15/2020

Information

Subject

Claims on the computer printout for June 15, 2020.

Information

Fiscal Impact

Attachments

Vendor Report

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
A 6FT GEEK LLC				
A 6FT GEEK LLC	JANITORIAL SERVICE	05/15/2020	1,325.00	LIBRARY FUND
A 6FT GEEK LLC	JANITORIAL SERVICES	06/03/2020	1,325.00	LIBRARY FUND
A 6FT GEEK LLC	SUPPLIES	06/03/2020	140.80	LIBRARY FUND
A 6FT GEEK LLC	JANITORIAL SUPPLIES	06/03/2020	248.00	GENERAL FUND
A 6FT GEEK LLC	ACTIVITY CENTER CLEANING SUPPLIES	06/03/2020	28.00	PARK & RECREATI
Total A 6FT GEEK LLC:			3,066.80	
ACME TOOLS				
ACME TOOLS	TOOLS	05/28/2020	269.00	ROAD USE TAX FU
Total ACME TOOLS:			269.00	
ADAMS DOOR COMPANY INC.				
ADAMS DOOR COMPANY INC.	PD OVDERHEAD DOOR FIX	05/12/2020	669.80	GENERAL FUND
ADAMS DOOR COMPANY INC.	OVERHEAD DOOR ADJUSTED	05/26/2020	177.00	FIRE FUND
Total ADAMS DOOR COMPANY INC.:			846.80	
ADAMS, BRIAN				
ADAMS, BRIAN	REFUND OF T-BALL	05/26/2020	22.00	PARK & RECREATI
Total ADAMS, BRIAN:			22.00	
AGRILAND FS INC				
AGRILAND FS INC	PRE-EMIRGENT & FERTILIZER	05/28/2020	169.00	PARK & RECREATI
AGRILAND FS INC	2.5 GALLONS OF BULLZEYE	06/01/2020	73.30	SEWER FUND
Total AGRILAND FS INC:			242.30	
AIR-CON MECHANICAL CORP.				
AIR-CON MECHANICAL CORP.	SERVICE CALL	05/11/2020	658.18	LIBRARY FUND
AIR-CON MECHANICAL CORP.	QUARTERLY AGREEMENT	05/21/2020	979.50	LIBRARY FUND
AIR-CON MECHANICAL CORP.	POLICE DEPT - REPLACE CONDENSOR	05/26/2020	4,629.61	GENERAL FUND
AIR-CON MECHANICAL CORP.	AIR COMPRESSOR MAKING NOISE	05/29/2020	298.35	GENERAL FUND
Total AIR-CON MECHANICAL CORP.:			6,565.64	
AKES, TERRI				
AKES, TERRI	REFUND SEASON POOL PASS	06/02/2020	61.00	POOL (MEMORIAL)
Total AKES, TERRI:			61.00	
ALLSUP, PAT				
ALLSUP, PAT	CELL PHONE - MAY	05/20/2020	50.00	POLICE FUND
Total ALLSUP, PAT:			50.00	
AMAZON CAPITAL SERVICES				
AMAZON CAPITAL SERVICES	CAMERA TRIPOD	05/15/2020	14.99	PARK & RECREATI
AMAZON CAPITAL SERVICES	COMPUTER EQUIPMENT	05/25/2020	115.96	POLICE FUND
AMAZON CAPITAL SERVICES	SUPPLIES	05/25/2020	256.80	POLICE FUND
AMAZON CAPITAL SERVICES	SUPPLIES	05/25/2020	284.64	POLICE FUND
AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	05/27/2020	44.26	PARK & RECREATI
AMAZON CAPITAL SERVICES	WELDER TIPS	05/16/2020	14.89	SEWER FUND
AMAZON CAPITAL SERVICES	ZEP AND FLEX SEAL	06/06/2020	287.08	SEWER FUND
AMAZON CAPITAL SERVICES	PARAMEDIC BOOK	05/28/2020	50.99	AMBULANCE FUN

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
Total AMAZON CAPITAL SERVICES:			1,069.61	
ANDERSON, JONATHAN				
ANDERSON, JONATHAN	REFUND FOR T-BALL	06/01/2020	33.00	PARK & RECREATI
Total ANDERSON, JONATHAN:			33.00	
ANDERSON, KATHY				
ANDERSON, KATHY	REFUND POOL PASS	06/02/2020	117.00	POOL (MEMORIAL)
Total ANDERSON, KATHY:			117.00	
ANGLICK, RACHEL				
ANGLICK, RACHEL	REFUND POOL PASS	06/02/2020	61.00	POOL (MEMORIAL)
Total ANGLICK, RACHEL:			61.00	
ARMSTRONG, LINDSAY				
ARMSTRONG, LINDSAY	REFUND FOR T-BALL	05/26/2020	22.00	PARK & RECREATI
Total ARMSTRONG, LINDSAY:			22.00	
ARNOLD, TIFFANY				
ARNOLD, TIFFANY	REFUND FOR T-BALL	05/28/2020	38.00	PARK & RECREATI
Total ARNOLD, TIFFANY:			38.00	
AUBERT'S TOWING				
AUBERT'S TOWING	TOW - BURNED CARS	05/27/2020	200.00	FIRE FUND
AUBERT'S TOWING	TOWING IMPOUND	04/18/2020	170.00	POLICE FUND
AUBERT'S TOWING	TOWING IMPOUND	04/18/2020	170.00	POLICE FUND
AUBERT'S TOWING	TOWING IMPOUND	04/22/2020	160.00	POLICE FUND
AUBERT'S TOWING	TOWING IMPOUND	05/01/2020	155.00	POLICE FUND
Total AUBERT'S TOWING:			855.00	
AUDLEHELM, EMILY				
AUDLEHELM, EMILY	REFUND POOL PASS	06/02/2020	61.00	POOL (MEMORIAL)
Total AUDLEHELM, EMILY:			61.00	
AVESIS THIRD PARTY ADMINISTRATORS INC				
AVESIS THIRD PARTY ADMINIS	VISION	05/28/2020	9.98	GENERAL FUND
AVESIS THIRD PARTY ADMINIS	VISION	05/28/2020	4.51	GENERAL FUND
AVESIS THIRD PARTY ADMINIS	VISION	05/28/2020	19.96	GENERAL FUND
AVESIS THIRD PARTY ADMINIS	VISION	05/28/2020	135.94	POLICE FUND
AVESIS THIRD PARTY ADMINIS	VISION	05/28/2020	10.90	FIRE FUND
AVESIS THIRD PARTY ADMINIS	VISION	05/28/2020	61.75	AMBULANCE FUN
AVESIS THIRD PARTY ADMINIS	VISION	05/28/2020	29.49	PARK & RECREATI
AVESIS THIRD PARTY ADMINIS	VISION	05/28/2020	28.98	GENERAL FUND
AVESIS THIRD PARTY ADMINIS	VISION	05/28/2020	19.00	GENERAL FUND
AVESIS THIRD PARTY ADMINIS	VISION	05/28/2020	40.43	ROAD USE TAX FU
AVESIS THIRD PARTY ADMINIS	VISION	05/28/2020	36.43	SEWER FUND
AVESIS THIRD PARTY ADMINIS	VISION	05/28/2020	10.98	HEALTH INSURAN
AVESIS THIRD PARTY ADMINIS	VISION	05/28/2020	374.00	GENERAL FUND
AVESIS THIRD PARTY ADMINIS	VISION	05/28/2020	21.94	PARK & RECREATI
AVESIS THIRD PARTY ADMINIS	VISION	05/28/2020	25.94	LIBRARY FUND

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
Total AVESIS THIRD PARTY ADMINISTRATORS INC:			830.23	
BAETHKE, MIKE				
BAETHKE, MIKE	REFUND POOL PASS	06/02/2020	61.00	POOL (MEMORIAL)
Total BAETHKE, MIKE:			61.00	
BAHR, HEATHER				
BAHR, HEATHER	REFUND SWIM LESSONS	06/02/2020	40.00	POOL (MEMORIAL)
BAHR, HEATHER	REFUND SWIM LESSONS	06/02/2020	40.00	POOL (MEMORIAL)
Total BAHR, HEATHER:			80.00	
BAKER & TAYLOR ENTERTAINMENT				
BAKER & TAYLOR ENTERTAINM	DVD	05/15/2020	19.56	LIBRARY FUND
BAKER & TAYLOR ENTERTAINM	DVD	05/15/2020	10.86	LIBRARY FUND
Total BAKER & TAYLOR ENTERTAINMENT:			30.42	
BAKER AND TAYLOR				
BAKER AND TAYLOR	BOOKS	05/04/2020	236.16	LIBRARY FUND
BAKER AND TAYLOR	PROGRAMMING	05/04/2020	19.00	LIBRARY FUND
BAKER AND TAYLOR	BOOKS	05/08/2020	404.25	LIBRARY FUND
BAKER AND TAYLOR	PROGRAMMING	05/08/2020	21.40	LIBRARY FUND
BAKER AND TAYLOR	BOOKS	05/13/2020	285.10	LIBRARY FUND
BAKER AND TAYLOR	PROGRAMMING	05/13/2020	10.70	LIBRARY FUND
BAKER AND TAYLOR	BOOKS	05/13/2020	347.44	LIBRARY FUND
BAKER AND TAYLOR	BOOKS	05/20/2020	238.72	LIBRARY FUND
BAKER AND TAYLOR	PROGRAMMING	05/20/2020	9.50	LIBRARY FUND
BAKER AND TAYLOR	BOOKS	05/21/2020	235.65	LIBRARY FUND
BAKER AND TAYLOR	FRIENDS - SRP	05/21/2020	15.68	LIBRARY SPECIAL
BAKER AND TAYLOR	PROGRAMMING	05/21/2020	8.32	LIBRARY FUND
BAKER AND TAYLOR	BOOKS	05/21/2020	642.52	LIBRARY FUND
BAKER AND TAYLOR	BOOKS	05/27/2020	225.04	LIBRARY FUND
BAKER AND TAYLOR	BOOKS	05/28/2020	280.31	LIBRARY FUND
BAKER AND TAYLOR	BOOKS	06/03/2020	186.51	LIBRARY FUND
BAKER AND TAYLOR	MEMORIAL FUND	06/03/2020	16.24	LIBRARY SPECIAL
BAKER AND TAYLOR	FRIENDS - SRP	06/03/2020	10.20	LIBRARY SPECIAL
Total BAKER AND TAYLOR:			3,192.74	
BAKER AND TAYLOR SPOKEN WORD				
BAKER AND TAYLOR SPOKEN	BOOK ON CD - MEMORIAL FUND	04/30/2020	26.38	LIBRARY SPECIAL
BAKER AND TAYLOR SPOKEN	BOOK ON CD	05/15/2020	75.19	LIBRARY FUND
BAKER AND TAYLOR SPOKEN	BOOK ON CD - MEMORIAL FUND	05/15/2020	21.59	LIBRARY SPECIAL
Total BAKER AND TAYLOR SPOKEN WORD:			123.16	
BALES, KYLIE				
BALES, KYLIE	REFUND POOL PARTY	06/04/2020	325.00	POOL (MEMORIAL)
Total BALES, KYLIE:			325.00	
BANKS, KATIE				
BANKS, KATIE	REFUND FOR T-BALL	05/26/2020	22.00	PARK & RECREATI
BANKS, KATIE	REFUND SWIM LESSONS	06/02/2020	35.00	POOL (MEMORIAL)
BANKS, KATIE	REFUND SWIM LESSONS	06/02/2020	35.00	POOL (MEMORIAL)

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
BANKS, KATIE	REFUND SWIM LESSONS	06/02/2020	35.00	POOL (MEMORIAL)
BANKS, KATIE	REFUND SWIM LESSONS	06/02/2020	35.00	POOL (MEMORIAL)
Total BANKS, KATIE:			162.00	
BARBER, JESSICA				
BARBER, JESSICA	REFUND POOL PASS	06/02/2020	117.00	POOL (MEMORIAL)
Total BARBER, JESSICA:			117.00	
BARDWELL, RACHEL				
BARDWELL, RACHEL	REFUND POOL PASS	06/02/2020	127.00	POOL (MEMORIAL)
Total BARDWELL, RACHEL:			127.00	
BARRY, TAMMY				
BARRY, TAMMY	REFUND SWIM LESSONS	06/02/2020	40.00	POOL (MEMORIAL)
Total BARRY, TAMMY:			40.00	
BAUMANN, MEGAN				
BAUMANN, MEGAN	REFUND FOR T-BALL	05/26/2020	33.00	PARK & RECREATI
Total BAUMANN, MEGAN:			33.00	
BECK, HEATHER				
BECK, HEATHER	REFUND SWIM LESSONS	06/02/2020	40.00	POOL (MEMORIAL)
Total BECK, HEATHER:			40.00	
BECKER, MCKENZIE				
BECKER, MCKENZIE	REFUND FOR T-BALL	05/29/2020	22.00	PARK & RECREATI
Total BECKER, MCKENZIE:			22.00	
BERG, DEANNE				
BERG, DEANNE	REFUND POOL PASS	06/02/2020	137.00	POOL (MEMORIAL)
BERG, DEANNE	REFUND SWIM LESSONS	06/02/2020	35.00	POOL (MEMORIAL)
BERG, DEANNE	REFUND SWIM LESSONS	06/02/2020	35.00	POOL (MEMORIAL)
Total BERG, DEANNE:			207.00	
BERMINGHAM, DOUG				
BERMINGHAM, DOUG	REFUND POOL PASS	06/02/2020	117.00	POOL (MEMORIAL)
BERMINGHAM, DOUG	REFUND SWIM LESSONS	06/02/2020	35.00	POOL (MEMORIAL)
Total BERMINGHAM, DOUG:			152.00	
BETZER, KATHY				
BETZER, KATHY	REFUND FOR CANCELLED TRIP	05/26/2020	29.00	PARK & RECREATI
BETZER, KATHY	REFUND FROM ACCOUNT	05/26/2020	26.00	PARK & RECREATI
Total BETZER, KATHY:			55.00	
BIANCHI, KASSIDY				
BIANCHI, KASSIDY	REFUND SWM LESSONS	06/02/2020	35.00	POOL (MEMORIAL)

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
Total BIANCHI, KASSIDY:			35.00	
BIRKLAND, KRIS				
BIRKLAND, KRIS	REFUND POOL PASS	06/02/2020	137.00	POOL (MEMORIAL)
Total BIRKLAND, KRIS:			137.00	
BLAIR, MICHAEL F.				
BLAIR, MICHAEL F.	REFUND POOL PASS	06/02/2020	117.00	POOL (MEMORIAL)
Total BLAIR, MICHAEL F.:			117.00	
BOLSTAD, JACOB				
BOLSTAD, JACOB	REFUND FOR T-BALL	05/26/2020	33.00	PARK & RECREATI
Total BOLSTAD, JACOB:			33.00	
BONNETT, AMBER				
BONNETT, AMBER	REFUND FOR T-BALL	06/01/2020	27.00	PARK & RECREATI
Total BONNETT, AMBER:			27.00	
BONNIE'S BARRICADES				
BONNIE'S BARRICADES	TRAFFIC CONTROL	05/22/2020	868.80	PARK & RECREATI
Total BONNIE'S BARRICADES:			868.80	
BOOZELL, SHAWNA				
BOOZELL, SHAWNA	REFUND POOL PASS	06/02/2020	117.00	POOL (MEMORIAL)
BOOZELL, SHAWNA	REFUND SWIM LESSONS	06/02/2020	35.00	POOL (MEMORIAL)
Total BOOZELL, SHAWNA:			152.00	
BORNER, NIKKI				
BORNER, NIKKI	REFUND POOL PASS	06/02/2020	147.00	POOL (MEMORIAL)
Total BORNER, NIKKI:			147.00	
BOUSQUET, SARA				
BOUSQUET, SARA	REFUND FOR T-BALL	06/01/2020	22.00	PARK & RECREATI
Total BOUSQUET, SARA:			22.00	
BOWN, JOAN				
BOWN, JOAN	REFUND POOL PASS	06/02/2020	137.00	POOL (MEMORIAL)
Total BOWN, JOAN:			137.00	
BRAND, JUSTIN				
BRAND, JUSTIN	REFUND POOL PASS	06/02/2020	123.00	POOL (MEMORIAL)
Total BRAND, JUSTIN:			123.00	
BRANDT, LAUREN				
BRANDT, LAUREN	REFUND POOL PASS	06/02/2020	127.00	POOL (MEMORIAL)

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
Total BRANDT, LAUREN:			127.00	
BRAVO GREATER DES MOINES				
BRAVO GREATER DES MOINES	3RD QTR FY20 PAYMENT	06/10/2020	3,567.08	GENERAL FUND
Total BRAVO GREATER DES MOINES:			3,567.08	
BREEDING, LISA A				
BREEDING, LISA A	PATIENT OVERPAID RESPONSIBILITY	07/07/2019	112.00	AMBULANCE FUN
Total BREEDING, LISA A:			112.00	
BREWER, CHAD				
BREWER, CHAD	REFUND POOL PASS	06/02/2020	127.00	POOL (MEMORIAL)
Total BREWER, CHAD:			127.00	
BRIGGS, DIANA				
BRIGGS, DIANA	REFUND POOL PASS	06/02/2020	123.00	POOL (MEMORIAL)
Total BRIGGS, DIANA:			123.00	
BRYANT, MICHELLE				
BRYANT, MICHELLE	REFUND SWIM LESSONS	06/02/2020	40.00	POOL (MEMORIAL)
Total BRYANT, MICHELLE:			40.00	
BURCHETT, CHELSEA				
BURCHETT, CHELSEA	REFUND POOL PASS	06/02/2020	71.00	POOL (MEMORIAL)
Total BURCHETT, CHELSEA:			71.00	
BURKE, MEGAN				
BURKE, MEGAN	REFUND SWIM LESSONS	06/02/2020	21.50	POOL (MEMORIAL)
BURKE, MEGAN	REFUND SWIM LESSONS	06/02/2020	35.00	POOL (MEMORIAL)
BURKE, MEGAN	REFUND SWIM LESSONS	06/02/2020	35.00	POOL (MEMORIAL)
Total BURKE, MEGAN:			91.50	
BURROWS, DANIELLE				
BURROWS, DANIELLE	REFUND FOR T-BALL	05/29/2020	22.00	PARK & RECREATI
Total BURROWS, DANIELLE:			22.00	
BUSH, TINA				
BUSH, TINA	REFUND POOL PASS	06/02/2020	61.00	POOL (MEMORIAL)
Total BUSH, TINA:			61.00	
BUSS, KATIE				
BUSS, KATIE	REFUND FOR T-BALL	05/26/2020	33.00	PARK & RECREATI
BUSS, KATIE	REFUND SWIM LESSONS	06/02/2020	35.00	POOL (MEMORIAL)
BUSS, KATIE	REFUND SWIM LESSONS	06/02/2020	35.00	POOL (MEMORIAL)
Total BUSS, KATIE:			103.00	

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
BYERS, JO				
BYERS, JO	REFUND POOL PASS	06/02/2020	61.00	POOL (MEMORIAL)
BYERS, JO	REFUND POOL PASS	06/02/2020	117.00	POOL (MEMORIAL)
Total BYERS, JO:			178.00	
CARNES, AMANDA				
CARNES, AMANDA	REFUND FOR T-BALL	06/01/2020	22.00	PARK & RECREATI
Total CARNES, AMANDA:			22.00	
CARTER, BECKI				
CARTER, BECKI	REFUND POOL PASS	06/02/2020	117.00	POOL (MEMORIAL)
Total CARTER, BECKI:			117.00	
CARTER, ELIZABETH				
CARTER, ELIZABETH	REFUND POOL PASS	06/02/2020	107.00	POOL (MEMORIAL)
CARTER, ELIZABETH	REFUND SWIM LESSONS	06/02/2020	35.00	POOL (MEMORIAL)
Total CARTER, ELIZABETH:			142.00	
CARTER, MAYA				
CARTER, MAYA	REFUND FOR T-BALL	06/01/2020	38.00	PARK & RECREATI
Total CARTER, MAYA:			38.00	
CASH				
CASH	PETTY CASH - LIBRARY	05/27/2020	100.00	LIBRARY FUND
Total CASH:			100.00	
CENGAGE LEARNING				
CENGAGE LEARNING	BOOKS	05/14/2020	30.39	LIBRARY FUND
CENGAGE LEARNING	BOOKS	05/22/2020	49.60	LIBRARY FUND
Total CENGAGE LEARNING:			79.99	
CHAMBERLAIN, JENNIFER				
CHAMBERLAIN, JENNIFER	REFUND POOL PASS	06/02/2020	61.00	POOL (MEMORIAL)
Total CHAMBERLAIN, JENNIFER:			61.00	
CHESS, JENNIFER				
CHESS, JENNIFER	REFUND POOL PASS	06/02/2020	137.00	POOL (MEMORIAL)
Total CHESS, JENNIFER:			137.00	
CHEW, MAISY				
CHEW, MAISY	REFUND POOL PASS	06/02/2020	117.00	POOL (MEMORIAL)
CHEW, MAISY	REFUND SWIM LESSONS	06/02/2020	35.00	POOL (MEMORIAL)
CHEW, MAISY	REFUND SWIM LESSONS	06/02/2020	35.00	POOL (MEMORIAL)
Total CHEW, MAISY:			187.00	
CHRISTENSEN, BRITTANY				
CHRISTENSEN, BRITTANY	REFUND FOR T-BALL	05/26/2020	27.00	PARK & RECREATI

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
Total CHRISTENSEN, BRITTANY:			27.00	
CINTAS CORPORATION				
CINTAS CORPORATION	SHOP SAFETY SUPPLIES	06/03/2020	37.94	ROAD USE TAX FU
Total CINTAS CORPORATION:			37.94	
CIRCLE B CASHWAY				
CIRCLE B CASHWAY	CROSSWALK STENCIL	06/03/2020	12.59	ROAD USE TAX FU
CIRCLE B CASHWAY	BOARD AND POST	06/03/2020	51.25	SEWER FUND
CIRCLE B CASHWAY	4 X 4's FOR FARM GATE	06/04/2020	34.92	SEWER FUND
Total CIRCLE B CASHWAY:			98.76	
CITY OF INDIANOLA - UTILITY				
CITY OF INDIANOLA - UTILITY	UTILITIES	06/01/2020	41.82	FIRE FUND
CITY OF INDIANOLA - UTILITY	UTILITIES ADULT SOFTBALL	06/01/2020	127.51	PARK & RECREATI
CITY OF INDIANOLA - UTILITY	NORTH PLANT ELECTRIC, WATER SEWERR	06/01/2020	8,735.71	SEWER FUND
CITY OF INDIANOLA - UTILITY	LIFT STATIONS ELECTRIC	06/01/2020	5,682.29	SEWER FUND
CITY OF INDIANOLA - UTILITY	AQUATIC CENTER UTILITIES	06/01/2020	630.90	POOL (MEMORIAL)
CITY OF INDIANOLA - UTILITY	ACTIVITY CENTER UTILITIES	06/01/2020	467.84	PARK & RECREATI
Total CITY OF INDIANOLA - UTILITY:			15,686.07	
CLARK, ELIASIA				
CLARK, ELIASIA	REFUND POOL PASS	06/02/2020	147.00	POOL (MEMORIAL)
CLARK, ELIASIA	REFUND SWIM LESSONS	06/02/2020	40.00	POOL (MEMORIAL)
CLARK, ELIASIA	REFUND SWIM LESSONS	06/02/2020	40.00	POOL (MEMORIAL)
CLARK, ELIASIA	REFUND SWIM LESSONS	06/02/2020	40.00	POOL (MEMORIAL)
CLARK, ELIASIA	REFUND SWIM LESSONS	06/02/2020	40.00	POOL (MEMORIAL)
Total CLARK, ELIASIA:			307.00	
CNM OUTDOOR EQUIPMENT				
CNM OUTDOOR EQUIPMENT	LEAF BLOWER REPAIR	05/28/2020	29.00	ROAD USE TAX FU
CNM OUTDOOR EQUIPMENT	REPAIRS ON FS 55R TRIMMER, TRIMMER LI	06/01/2020	77.26	PARK & RECREATI
Total CNM OUTDOOR EQUIPMENT:			106.26	
COOLEY, AMY				
COOLEY, AMY	REFUND FOR T-BALL	06/01/2020	27.00	PARK & RECREATI
Total COOLEY, AMY:			27.00	
COOPER, MEGAN				
COOPER, MEGAN	REFUND FOR T-BALL	06/01/2020	22.00	PARK & RECREATI
Total COOPER, MEGAN:			22.00	
CORNELISON, ALYSSA				
CORNELISON, ALYSSA	REFUND SWIM LESSONS	06/02/2020	26.50	POOL (MEMORIAL)
Total CORNELISON, ALYSSA:			26.50	
CORTUM, MEKENZE				
CORTUM, MEKENZE	REFUND FOR T-BALL	05/28/2020	27.00	PARK & RECREATI

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
Total CORTUM, MEKENZE:			27.00	
COWAN, AMANDA				
COWAN, AMANDA	REFUND POOL PASS	06/02/2020	117.00	POOL (MEMORIAL)
Total COWAN, AMANDA:			117.00	
CR SERVICES				
CR SERVICES	CAN LINERS	06/01/2020	55.20	PARK & RECREATI
CR SERVICES	SOAP DISPENSERS, FOAMING SOAP, NITRIL	06/01/2020	274.34	PARK & RECREATI
CR SERVICES	SANITIZER STANDS	06/08/2020	330.55	LIBRARY FUND
Total CR SERVICES:			660.09	
CRAWLEY, ANGELA				
CRAWLEY, ANGELA	REFUND SWIM LESSONS	06/02/2020	40.00	POOL (MEMORIAL)
CRAWLEY, ANGELA	REFUND SWIM LESSONS	06/02/2020	40.00	POOL (MEMORIAL)
Total CRAWLEY, ANGELA:			80.00	
CREASON, JARED				
CREASON, JARED	REFUND FOR T-BALL	06/01/2020	22.00	PARK & RECREATI
CREASON, JARED	REFUND FOR T-BALL	06/01/2020	33.00	PARK & RECREATI
Total CREASON, JARED:			55.00	
CROUSE, JOLENE				
CROUSE, JOLENE	REFUND POOL PASS	06/02/2020	133.00	POOL (MEMORIAL)
Total CROUSE, JOLENE:			133.00	
CROUSE, JOSHUA				
CROUSE, JOSHUA	REFUND POOL PASS	06/02/2020	135.00	POOL (MEMORIAL)
CROUSE, JOSHUA	REFUND SWIM LESSONS	06/02/2020	40.00	POOL (MEMORIAL)
CROUSE, JOSHUA	REFUND SWIM LESSONS	06/02/2020	40.00	POOL (MEMORIAL)
CROUSE, JOSHUA	REFUND SWIM LESSONS	06/02/2020	40.00	POOL (MEMORIAL)
CROUSE, JOSHUA	REFUND SWIM LESSONS	06/02/2020	40.00	POOL (MEMORIAL)
Total CROUSE, JOSHUA:			295.00	
CROUSE, MARIETA				
CROUSE, MARIETA	REFUND FOR T-BALL	06/01/2020	22.00	PARK & RECREATI
CROUSE, MARIETA	REFUND POOL PASS	06/02/2020	117.00	POOL (MEMORIAL)
Total CROUSE, MARIETA:			139.00	
CRUBAUGH, JAMIE				
CRUBAUGH, JAMIE	REFUND FOR T-BALL	06/01/2020	22.00	PARK & RECREATI
Total CRUBAUGH, JAMIE:			22.00	
CUNNINGHAM, CHELSIE				
CUNNINGHAM, CHELSIE	REFUND FOR T-BALL	06/01/2020	22.00	PARK & RECREATI
Total CUNNINGHAM, CHELSIE:			22.00	

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
CUSTOMIZED ENVIRONMENTAL SOLUTIONS INC				
CUSTOMIZED ENVIRONMENTA	LAND APPLICATION	06/04/2020	94,703.06	SEWER FUND
Total CUSTOMIZED ENVIRONMENTAL SOLUTIONS INC:			94,703.06	
DAVIS, SHANNON				
DAVIS, SHANNON	REFUND FOR T-BALL	05/26/2020	33.00	PARK & RECREATI
Total DAVIS, SHANNON:			33.00	
DAWSON, ANNA				
DAWSON, ANNA	REFUND SWIM LESSONS	06/02/2020	35.00	POOL (MEMORIAL)
Total DAWSON, ANNA:			35.00	
DECKER, KRISTAN				
DECKER, KRISTAN	REFUND POOL PASS	06/02/2020	107.00	POOL (MEMORIAL)
DECKER, KRISTAN	REFUND SWIM LESSONS	06/02/2020	35.00	POOL (MEMORIAL)
DECKER, KRISTAN	REFUND SWIM LESSONS	06/02/2020	35.00	POOL (MEMORIAL)
Total DECKER, KRISTAN:			177.00	
DEMCO EDUCATIONAL CORP				
DEMCO EDUCATIONAL CORP	COVERING MATERIALS	05/05/2020	966.03	LIBRARY FUND
Total DEMCO EDUCATIONAL CORP:			966.03	
DENMAN & COMPANY LLP				
DENMAN & COMPANY LLP	FY2019 AUDIT	05/29/2020	3,000.00	GENERAL FUND
DENMAN & COMPANY LLP	FY2019 AUDIT	05/29/2020	2,000.00	SEWER FUND
Total DENMAN & COMPANY LLP:			5,000.00	
DESPLANQUES, MEGAN				
DESPLANQUES, MEGAN	REFUND SWIM LESSONS	06/02/2020	21.50	POOL (MEMORIAL)
DESPLANQUES, MEGAN	REFUND SWIM LESSONS	06/02/2020	21.50	POOL (MEMORIAL)
Total DESPLANQUES, MEGAN:			43.00	
DITTMER, SCHANTELE				
DITTMER, SCHANTELE	REFUND FOR T-BALL	06/01/2020	16.50	PARK & RECREATI
Total DITTMER, SCHANTELE:			16.50	
DIXSON, KRISTEN				
DIXSON, KRISTEN	REFUND FOR T-BALL	05/29/2020	22.00	PARK & RECREATI
Total DIXSON, KRISTEN:			22.00	
DOOLEY, ARIA				
DOOLEY, ARIA	REFUND POOL PASS	06/02/2020	159.00	POOL (MEMORIAL)
Total DOOLEY, ARIA:			159.00	
DOWNARD, SARAH				
DOWNARD, SARAH	REFUND POOL PASS	06/02/2020	137.00	POOL (MEMORIAL)

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
Total DOWNARD, SARAH:			137.00	
DUNCAN, LISA				
DUNCAN, LISA	REFUND POOL PASS	06/02/2020	71.00	POOL (MEMORIAL)
Total DUNCAN, LISA:			71.00	
EADS, PAYTON				
EADS, PAYTON	REFUND SWIM LESSONS	06/02/2020	26.50	POOL (MEMORIAL)
Total EADS, PAYTON:			26.50	
EATON, MEGAN				
EATON, MEGAN	REFUND SWIM LESSONS	06/02/2020	40.00	POOL (MEMORIAL)
Total EATON, MEGAN:			40.00	
EBERT, CHERYL				
EBERT, CHERYL	REFUND POOL PASS	06/02/2020	147.00	POOL (MEMORIAL)
EBERT, CHERYL	REFUND SWIM LESSONS	06/02/2020	35.00	POOL (MEMORIAL)
EBERT, CHERYL	REFUND SWIM LESSONS	06/02/2020	35.00	POOL (MEMORIAL)
EBERT, CHERYL	REFUND SWIM LESSONS	06/02/2020	35.00	POOL (MEMORIAL)
Total EBERT, CHERYL:			252.00	
EDEL, ASHLEE				
EDEL, ASHLEE	REFUND FOR T-BALL	05/26/2020	22.00	PARK & RECREATI
Total EDEL, ASHLEE:			22.00	
ELECTRICAL ENG & EQUIP				
ELECTRICAL ENG & EQUIP	MCCORD GENERATOR PM	05/15/2020	450.00	SEWER FUND
ELECTRICAL ENG & EQUIP	PLAINVIEW GENERATOR PM	05/15/2020	425.00	SEWER FUND
ELECTRICAL ENG & EQUIP	QUAIL MEADOWS GENERATOR PM	05/15/2020	300.00	SEWER FUND
ELECTRICAL ENG & EQUIP	MORLOCK GENERATOR PM	05/18/2020	1,175.00	SEWER FUND
Total ELECTRICAL ENG & EQUIP:			2,350.00	
ENDRISS, DAVID				
ENDRISS, DAVID	REFUND POOL PASS	06/02/2020	137.00	POOL (MEMORIAL)
Total ENDRISS, DAVID:			137.00	
ENTINGER, ERIKA				
ENTINGER, ERIKA	REFUND FOR T-BALL	06/01/2020	33.00	PARK & RECREATI
Total ENTINGER, ERIKA:			33.00	
EPPS, KENDRA				
EPPS, KENDRA	REFUND FOR T-BALL	05/27/2020	33.00	PARK & RECREATI
EPPS, KENDRA	REFUND FOR T-BALL	05/27/2020	33.00	PARK & RECREATI
Total EPPS, KENDRA:			66.00	
ERNST, RHIANNON				
ERNST, RHIANNON	REFUND FOR T-BALL	05/26/2020	22.00	PARK & RECREATI
ERNST, RHIANNON	REFUND SWIM LESSONS	06/02/2020	21.50	POOL (MEMORIAL)

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
Total ERNST, RHIANNON:			43.50	
FAITH, JESSICA				
FAITH, JESSICA	REFUND FOR T-BALL	06/01/2020	33.00	PARK & RECREATI
Total FAITH, JESSICA:			33.00	
FARLEY, RACHEL				
FARLEY, RACHEL	REFUND FOR T-BALL	05/26/2020	44.00	PARK & RECREATI
FARLEY, RACHEL	REFUND POOL PARTY	06/02/2020	127.00	POOL (MEMORIAL)
Total FARLEY, RACHEL:			171.00	
FARWELL, SHELBY				
FARWELL, SHELBY	REFUND POOL PASS	06/02/2020	127.00	POOL (MEMORIAL)
Total FARWELL, SHELBY:			127.00	
FELICE, STEPHANIE				
FELICE, STEPHANIE	REFUND POOL PASS	06/02/2020	137.00	POOL (MEMORIAL)
Total FELICE, STEPHANIE:			137.00	
FIRST ASSEMBLY OF GOD CHURCH				
FIRST ASSEMBLY OF GOD CHU	REFUND - MOATS PARK	06/03/2020	180.00	PARK & RECREATI
Total FIRST ASSEMBLY OF GOD CHURCH:			180.00	
FISHER, KEVIN				
FISHER, KEVIN	REFUND FOR T-BALL	06/01/2020	16.50	PARK & RECREATI
FISHER, KEVIN	REFUND SWIM LESSONS	06/02/2020	17.50	POOL (MEMORIAL)
FISHER, KEVIN	REFUND POOL PASS	06/02/2020	51.00	POOL (MEMORIAL)
Total FISHER, KEVIN:			85.00	
FLINN, DANA BRANDYN				
FLINN, DANA BRANDYN	REFUND FOR T-BALL	05/27/2020	27.00	PARK & RECREATI
FLINN, DANA BRANDYN	REFUND POOL PASS	06/02/2020	135.00	POOL (MEMORIAL)
FLINN, DANA BRANDYN	REFUND SWIM LESSONS	06/02/2020	40.00	POOL (MEMORIAL)
FLINN, DANA BRANDYN	REFUND SWIM LESSONS	06/02/2020	40.00	POOL (MEMORIAL)
Total FLINN, DANA BRANDYN:			242.00	
FORRET, TODD				
FORRET, TODD	REFUND TEAM SOFTBALL	06/03/2020	220.00	PARK & RECREATI
Total FORRET, TODD:			220.00	
FOSTER, VICTORIA				
FOSTER, VICTORIA	REFUND SWIM LESSONS	06/02/2020	35.00	POOL (MEMORIAL)
Total FOSTER, VICTORIA:			35.00	
FOUST, BRIAN				
FOUST, BRIAN	HOME BASE IOWA WARRANT	06/01/2020	1,500.00	GENERAL FUND

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
Total FOUST, BRIAN:			1,500.00	
FOWLER, ALEX				
FOWLER, ALEX	REFUND POOL PASS	06/02/2020	61.00	POOL (MEMORIAL)
Total FOWLER, ALEX:			61.00	
FRANZEN, TINA				
FRANZEN, TINA	REFUND POOL PASS	06/02/2020	61.00	POOL (MEMORIAL)
Total FRANZEN, TINA:			61.00	
FULLER, DENISE				
FULLER, DENISE	REFUND POOL PASS	06/02/2020	147.00	POOL (MEMORIAL)
Total FULLER, DENISE:			147.00	
FULLER, JEN				
FULLER, JEN	REFUND FOR T-BALL	05/26/2020	33.00	PARK & RECREATI
Total FULLER, JEN:			33.00	
FULTON, SHAUNA				
FULTON, SHAUNA	REFUND FOR T-BALL	06/01/2020	33.00	PARK & RECREATI
Total FULTON, SHAUNA:			33.00	
GALLATIN, SAMANTHA				
GALLATIN, SAMANTHA	REFUND FOR T-BALL	06/01/2020	22.00	PARK & RECREATI
Total GALLATIN, SAMANTHA:			22.00	
GALLS LLC				
GALLS LLC	UNIFORMS	05/07/2020	157.98	POLICE FUND
GALLS LLC	UNIFORMS	05/15/2020	213.98	POLICE FUND
GALLS LLC	UNIFORMS	05/27/2020	89.98	FIRE FUND
GALLS LLC	UNIFORM	06/05/2020	44.49	AMBULANCE FUN
Total GALLS LLC:			506.43	
GANEM, BLAIR				
GANEM, BLAIR	REFUND FOR T-BALL	05/28/2020	22.00	PARK & RECREATI
Total GANEM, BLAIR:			22.00	
GEELAN, ALLISHA				
GEELAN, ALLISHA	REFUND POOL PASS	06/02/2020	147.00	POOL (MEMORIAL)
Total GEELAN, ALLISHA:			147.00	
GENTZLER, PAM				
GENTZLER, PAM	REFUND POOL PASS	06/02/2020	117.00	POOL (MEMORIAL)
GENTZLER, PAM	REFUND SWIM LESSONS	06/02/2020	35.00	POOL (MEMORIAL)
Total GENTZLER, PAM:			152.00	

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
GOMEZ, AMANDA				
GOMEZ, AMANDA	REFUND FOR T-BALL	05/26/2020	33.00	PARK & RECREATI
Total GOMEZ, AMANDA:			33.00	
GREATER DM CONVENTION & VISITORS BUREAU				
GREATER DM CONVENTION &	1ST QTR 2020 PAYMENT	06/05/2020	3,567.08	GENERAL FUND
Total GREATER DM CONVENTION & VISITORS BUREAU:			3,567.08	
GREEN, JACI				
GREEN, JACI	REFUND POOL PASS	06/02/2020	147.00	POOL (MEMORIAL)
Total GREEN, JACI:			147.00	
GRIFFIN, ANNIE				
GRIFFIN, ANNIE	REFUND FOR T-BALL	06/01/2020	22.00	PARK & RECREATI
GRIFFIN, ANNIE	REFUND SWIM LESSONS	06/02/2020	21.50	POOL (MEMORIAL)
Total GRIFFIN, ANNIE:			43.50	
GRISSOM, MEGANN				
GRISSOM, MEGANN	REFUND SWIM LESSONS	06/02/2020	35.00	POOL (MEMORIAL)
Total GRISSOM, MEGANN:			35.00	
GROTH, STACY				
GROTH, STACY	REFUND FOR T-BALL	05/29/2020	22.00	PARK & RECREATI
GROTH, STACY	REFUND SWIM LESSONS	06/02/2020	35.00	POOL (MEMORIAL)
GROTH, STACY	REFUND SWIM LESSONS	06/02/2020	35.00	POOL (MEMORIAL)
Total GROTH, STACY:			92.00	
GUSTAFSON, MEGAN				
GUSTAFSON, MEGAN	REFUND FOR T-BALL	05/28/2020	27.00	PARK & RECREATI
GUSTAFSON, MEGAN	REFUND POOL PASS	06/02/2020	159.00	POOL (MEMORIAL)
Total GUSTAFSON, MEGAN:			186.00	
GUTE, MEGAN				
GUTE, MEGAN	REFUND SWIM LESSONS	06/02/2020	40.00	POOL (MEMORIAL)
GUTE, MEGAN	REFUND SWIM LESSONS	06/02/2020	40.00	POOL (MEMORIAL)
GUTE, MEGAN	REFUND SWIM LESSONS	06/02/2020	40.00	POOL (MEMORIAL)
Total GUTE, MEGAN:			120.00	
GUYER, HOLLIE				
GUYER, HOLLIE	REFUND FOR T-BALL	06/01/2020	33.00	PARK & RECREATI
Total GUYER, HOLLIE:			33.00	
HACH COMPANY				
HACH COMPANY	LAB SUPPLIES	05/29/2020	454.49	SEWER FUND
HACH COMPANY	LAB SUPPLIES	06/01/2020	49.89	SEWER FUND
Total HACH COMPANY:			504.38	

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
HACKETT, ANDREA				
HACKETT, ANDREA	REFUND POOL PASS	06/02/2020	147.00	POOL (MEMORIAL)
Total HACKETT, ANDREA:			147.00	
HALLAM, FAITH				
HALLAM, FAITH	REFUND FOR T-BALL	06/01/2020	22.00	PARK & RECREATI
Total HALLAM, FAITH:			22.00	
HART, MELANIE				
HART, MELANIE	REFUND FOR T-BALL	05/27/2020	22.00	PARK & RECREATI
Total HART, MELANIE:			22.00	
HART, NORMAN				
HART, NORMAN	WELLNESS MARCH, APRIL, & MAY	05/26/2020	64.09	SEWER FUND
Total HART, NORMAN:			64.09	
HARTFORD, KRISTI				
HARTFORD, KRISTI	REFUND POOL PASS	06/02/2020	137.00	POOL (MEMORIAL)
Total HARTFORD, KRISTI:			137.00	
HAUSWIRTH, NICHOLE				
HAUSWIRTH, NICHOLE	REFUND FOR T-BALL	05/27/2020	27.00	PARK & RECREATI
Total HAUSWIRTH, NICHOLE:			27.00	
HAWKINS, ROB				
HAWKINS, ROB	CELL PHONE 4/26/20 - 5/25/20	05/26/2020	50.00	POLICE FUND
Total HAWKINS, ROB:			50.00	
HEADRICK, RYAN				
HEADRICK, RYAN	REFUND POOL PASS	06/02/2020	61.00	POOL (MEMORIAL)
Total HEADRICK, RYAN:			61.00	
HECKINGER, TRACIE				
HECKINGER, TRACIE	REFUND FOR T-BALL	06/01/2020	22.00	PARK & RECREATI
HECKINGER, TRACIE	REFUND FOR T-BALL	06/01/2020	22.00	PARK & RECREATI
Total HECKINGER, TRACIE:			44.00	
HENDRICKSON, MERCEDES				
HENDRICKSON, MERCEDES	REFUND FOR T-BALL	06/01/2020	22.00	PARK & RECREATI
Total HENDRICKSON, MERCEDES:			22.00	
HERRING, SUMMER				
HERRING, SUMMER	REFUND SWIM LESSONS	06/02/2020	35.00	POOL (MEMORIAL)
HERRING, SUMMER	REFUND SWIM LESSONS	06/02/2020	35.00	POOL (MEMORIAL)
HERRING, SUMMER	REFUND SWIM LESSONS	06/02/2020	35.00	POOL (MEMORIAL)
Total HERRING, SUMMER:			105.00	

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
HILDENBRAND, MELISSA				
HILDENBRAND, MELISSA	REFUND FOR TENNIS LESSONS	05/28/2020	29.00	PARK & RECREATI
HILDENBRAND, MELISSA	REFUND POOL PASS	06/02/2020	137.00	POOL (MEMORIAL)
HILDENBRAND, MELISSA	REFUND SWIM LESSONS	06/02/2020	35.00	POOL (MEMORIAL)
HILDENBRAND, MELISSA	REFUND SWIM LESSONS	06/02/2020	35.00	POOL (MEMORIAL)
Total HILDENBRAND, MELISSA:			236.00	
HOFER, SARAH				
HOFER, SARAH	REFUND POOL PASS	06/02/2020	117.00	POOL (MEMORIAL)
Total HOFER, SARAH:			117.00	
HOFFMAN, JO				
HOFFMAN, JO	REFUND POOL PASS	06/02/2020	61.00	POOL (MEMORIAL)
Total HOFFMAN, JO:			61.00	
HOLMES, JEFF & CASEY				
HOLMES, JEFF & CASEY	REFUND POOL PASS	06/02/2020	61.00	POOL (MEMORIAL)
Total HOLMES, JEFF & CASEY:			61.00	
HOLTER, ALEX				
HOLTER, ALEX	REFUND SWIM LESSONS	06/02/2020	35.00	POOL (MEMORIAL)
HOLTER, ALEX	REFUND POOL PASS	06/02/2020	127.00	POOL (MEMORIAL)
HOLTER, ALEX	REFUND SWIM LESSONS	06/02/2020	35.00	POOL (MEMORIAL)
Total HOLTER, ALEX:			197.00	
HOOVER, DEIDRE				
HOOVER, DEIDRE	REFUND SWIM LESSONS	06/02/2020	35.00	POOL (MEMORIAL)
HOOVER, DEIDRE	REFUND SWIM LESSONS	06/02/2020	35.00	POOL (MEMORIAL)
HOOVER, DEIDRE	REFUND SWIM LESSONS	06/02/2020	35.00	POOL (MEMORIAL)
HOOVER, DEIDRE	REFUND POOL PASS	06/02/2020	147.00	POOL (MEMORIAL)
Total HOOVER, DEIDRE:			252.00	
HOUGE, MARY JANE				
HOUGE, MARY JANE	REFUND FOR BUXTON ROOM	06/01/2020	200.00	PARK & RECREATI
HOUGE, MARY JANE	DAMAGE DEPOSIT BUXTON ROOM	06/01/2020	150.00	PARK & RECREATI
Total HOUGE, MARY JANE:			350.00	
HOWELL, SHELBY				
HOWELL, SHELBY	REFUND FOR T-BALL	06/01/2020	22.00	PARK & RECREATI
Total HOWELL, SHELBY:			22.00	
HOXMEIER, KASSI				
HOXMEIER, KASSI	REFUND FOR T-BALL	05/27/2020	27.00	PARK & RECREATI
Total HOXMEIER, KASSI:			27.00	
HR GREEN INC				
HR GREEN INC	WRRF CONST ENGINEERING	05/01/2020	60,553.26	WWTP FACILITY C
HR GREEN INC	ON CALL SERVICES	05/22/2020	721.00	SEWER CAPITAL P
HR GREEN INC	WRRF CONST ENGINEERING	05/22/2020	95,589.87	WWTP FACILITY C

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
HR GREEN INC	SEWER MODEL UPDATE	06/04/2020	26,850.00	SEWER CAPITAL P
Total HR GREEN INC:			183,714.13	
HUFF, KATE				
HUFF, KATE	REFUND FOR T-BALL	06/01/2020	22.00	PARK & RECREATI
HUFF, KATE	REFUND FOR T-BALL	06/01/2020	22.00	PARK & RECREATI
Total HUFF, KATE:			44.00	
INDIANOLA MUNICIPAL UTILITIES				
INDIANOLA MUNICIPAL UTILITIE	PROFESSIONAL SERVICES US 11%	06/09/2020	3,842.01	SEWER FUND
INDIANOLA MUNICIPAL UTILITIE	PROFESSIONAL SERVCIES US 2%	06/09/2020	699.00	STORMWATER UTI
INDIANOLA MUNICIPAL UTILITIE	PROFESSIONAL SERVCIES US 2%	06/09/2020	699.00	RECYCLING FUND
INDIANOLA MUNICIPAL UTILITIE	PROFESSIONAL SERVICES US 2%	06/01/2020	698.67	STORMWATER UTI
INDIANOLA MUNICIPAL UTILITIE	PROFESSIONAL SERVICES US 11%	06/01/2020	3,842.67	SEWER FUND
INDIANOLA MUNICIPAL UTILITIE	PROFESSIONAL SERVCIES US 2%	06/01/2020	698.67	RECYCLING FUND
Total INDIANOLA MUNICIPAL UTILITIES:			10,480.02	
INSURANCE STRATEGIES CONSULTING LLC				
INSURANCE STRATEGIES CON	509A STUDY	09/23/2019	975.00	HEALTH INSURAN
Total INSURANCE STRATEGIES CONSULTING LLC:			975.00	
IOWA LEAGUE OF CITIES				
IOWA LEAGUE OF CITIES	GRANTFINDER.COM SUBSCRIPTION	05/27/2020	50.00	GENERAL FUND
Total IOWA LEAGUE OF CITIES:			50.00	
IOWA PRISON INDUSTRIES				
IOWA PRISON INDUSTRIES	SIGNS	05/13/2020	292.05	ROAD USE TAX FU
IOWA PRISON INDUSTRIES	SIGNS	05/13/2020	83.05	ROAD USE TAX FU
Total IOWA PRISON INDUSTRIES:			375.10	
IOWA SIGNAL INC.				
IOWA SIGNAL INC.	TRAFFIC SIGNAL REPAIR @ HWY92/BUXTO	05/27/2020	1,312.50	ROAD USE TAX FU
Total IOWA SIGNAL INC.:			1,312.50	
IOWA WATER MANAGEMENT CO.				
IOWA WATER MANAGEMENT C	WATER MGR LIBRARY	06/01/2020	40.00	LIBRARY FUND
IOWA WATER MANAGEMENT C	WATER MGR MUN BLDG	06/01/2020	150.00	GENERAL FUND
Total IOWA WATER MANAGEMENT CO.:			190.00	
JACOBS, LEAH				
JACOBS, LEAH	REFUND POOL PASS	06/02/2020	117.00	POOL (MEMORIAL)
Total JACOBS, LEAH:			117.00	
JACOBSEN, NANCY				
JACOBSEN, NANCY	REFUND POOL PASS	06/02/2020	61.00	POOL (MEMORIAL)
Total JACOBSEN, NANCY:			61.00	

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
JERICO SERVICES INC				
JERICO SERVICES INC	DUST CONTROL ON K STREET	05/19/2020	2,354.40	ROAD USE TAX FU
JERICO SERVICES INC	DUST CONTROL FOR McCORD PARK	05/27/2020	220.00	PARK & RECREATI
JERICO SERVICES INC	DUST CONTROL FOR DOWNEY PARK-ROAD	05/29/2020	412.00	PARK & RECREATI
Total JERICO SERVICES INC:			2,986.40	
JESS' LOCK AND KEY				
JESS' LOCK AND KEY	REPAIR	04/08/2020	65.00	POLICE FUND
Total JESS' LOCK AND KEY:			65.00	
JEVNE, SHANNON				
JEVNE, SHANNON	REFUND POOL PASS	06/02/2020	127.00	POOL (MEMORIAL)
Total JEVNE, SHANNON:			127.00	
JIMMERSON, ANDREA				
JIMMERSON, ANDREA	REFUND SWIM LESSONS	06/02/2020	35.00	POOL (MEMORIAL)
JIMMERSON, ANDREA	REFUND SWIM LESSONS	06/02/2020	35.00	POOL (MEMORIAL)
JIMMERSON, ANDREA	REFUND SWIM LESSONS	06/02/2020	35.00	POOL (MEMORIAL)
Total JIMMERSON, ANDREA:			105.00	
JONES-TWEEDY, SAMANTHA				
JONES-TWEEDY, SAMANTHA	REFUND POOL PASS	06/02/2020	123.00	POOL (MEMORIAL)
Total JONES-TWEEDY, SAMANTHA:			123.00	
KAPPELMAN, KRISTY				
KAPPELMAN, KRISTY	REFUND POOL PASS	06/02/2020	137.00	POOL (MEMORIAL)
Total KAPPELMAN, KRISTY:			137.00	
KAPPELMAN, LINDSAY				
KAPPELMAN, LINDSAY	REFUND POOL PASS	06/02/2020	159.00	POOL (MEMORIAL)
Total KAPPELMAN, LINDSAY:			159.00	
KEENEY, SARAH				
KEENEY, SARAH	REFUND SWIM LESSONS	06/02/2020	35.00	POOL (MEMORIAL)
Total KEENEY, SARAH:			35.00	
KELLER, STACY				
KELLER, STACY	REFUND SWIM LESSONS	06/02/2020	35.00	POOL (MEMORIAL)
KELLER, STACY	REFUND POOL PASS	06/02/2020	117.00	POOL (MEMORIAL)
Total KELLER, STACY:			152.00	
KELLOW, MARCI				
KELLOW, MARCI	REFUND POOL PASS	06/02/2020	157.00	POOL (MEMORIAL)
Total KELLOW, MARCI:			157.00	
KELLY, MIMI				
KELLY, MIMI	REFUND POOL PASS	06/02/2020	137.00	POOL (MEMORIAL)

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
Total KELLY, MIMI:			137.00	
KIMBALL, KELLY				
KIMBALL, KELLY	REFUND FOR T-BALL	05/27/2020	27.00	PARK & RECREATI
Total KIMBALL, KELLY:			27.00	
KING, BECKY				
KING, BECKY	REFUND POOL PASS	06/02/2020	117.00	POOL (MEMORIAL)
Total KING, BECKY:			117.00	
KIRK, BRIDGETT				
KIRK, BRIDGETT	REFUND SWIM LESSONS	06/02/2020	40.00	POOL (MEMORIAL)
KIRK, BRIDGETT	REFUND POOL PASS	06/02/2020	76.00	POOL (MEMORIAL)
Total KIRK, BRIDGETT:			116.00	
KIYA KODA HUMANE SOCIETY				
KIYA KODA HUMANE SOCIETY	CONTRACTED SERVICES	06/01/2020	2,912.00	POLICE FUND
Total KIYA KODA HUMANE SOCIETY:			2,912.00	
KREINBRING, KRISTI				
KREINBRING, KRISTI	REFUND FOR T-BALL	06/01/2020	22.00	PARK & RECREATI
Total KREINBRING, KRISTI:			22.00	
LAMPMAN, EMILY				
LAMPMAN, EMILY	REFUND FOR T-BALL	06/01/2020	22.00	PARK & RECREATI
Total LAMPMAN, EMILY:			22.00	
LANGBEHN, KAYLA				
LANGBEHN, KAYLA	REFUND FOR T-BALL	06/01/2020	33.00	PARK & RECREATI
Total LANGBEHN, KAYLA:			33.00	
LAPOUR, KATELYN				
LAPOUR, KATELYN	REFUND POOL PASS	06/02/2020	127.00	POOL (MEMORIAL)
Total LAPOUR, KATELYN:			127.00	
LARBI-SIAW, LISA				
LARBI-SIAW, LISA	REFUND SWIM LESSONS	06/02/2020	21.50	POOL (MEMORIAL)
LARBI-SIAW, LISA	REFUND POOL PASS	06/02/2020	107.00	POOL (MEMORIAL)
Total LARBI-SIAW, LISA:			128.50	
LATCHAM, BROOKELYNNE				
LATCHAM, BROOKELYNNE	REFUND FOR T-BALL	05/26/2020	27.00	PARK & RECREATI
Total LATCHAM, BROOKELYNNE:			27.00	
LAWRENCE, CODY				
LAWRENCE, CODY	REFUND FOR T-BALL	06/01/2020	22.00	PARK & RECREATI
LAWRENCE, CODY	REFUND FROM ACCOUNT	06/05/2020	254.50	PARK & RECREATI

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
Total LAWRENCE, CODY:			276.50	
LAWSON PRODUCTS				
LAWSON PRODUCTS	PPE	05/20/2020	208.80	ROAD USE TAX FU
Total LAWSON PRODUCTS:			208.80	
LOFTUS, BRENDA				
LOFTUS, BRENDA	REFUND POOL PASS	06/02/2020	61.00	POOL (MEMORIAL)
Total LOFTUS, BRENDA:			61.00	
LOFTUS, SHANA				
LOFTUS, SHANA	REFUND POOL PASS	06/02/2020	61.00	POOL (MEMORIAL)
Total LOFTUS, SHANA:			61.00	
LOGAN CONTRACTORS SUPPLY INC.				
LOGAN CONTRACTORS SUPPL	DIAMOND BLADES	05/27/2020	1,250.00	ROAD USE TAX FU
Total LOGAN CONTRACTORS SUPPLY INC.:			1,250.00	
LOGSDON, AMY				
LOGSDON, AMY	REFUND FOR T-BALL	05/27/2020	27.00	PARK & RECREATI
Total LOGSDON, AMY:			27.00	
LOWE, DANIELLE				
LOWE, DANIELLE	REFUND SWIM LESSONS	06/02/2020	35.00	POOL (MEMORIAL)
LOWE, DANIELLE	REFUND SWIM LESSONS	06/02/2020	35.00	POOL (MEMORIAL)
Total LOWE, DANIELLE:			70.00	
MACQUEEN EQUIPMENT				
MACQUEEN EQUIPMENT	WARRANTY PARTS FOR SWEEPER	04/09/2020	87.52	ROAD USE TAX FU
MACQUEEN EQUIPMENT	WARRANTY PARTS FOR SWEEPER	04/29/2020	87.52	ROAD USE TAX FU
MACQUEEN EQUIPMENT	SWEEPER PARTS	04/29/2020	1,528.63	ROAD USE TAX FU
MACQUEEN EQUIPMENT	SWEEPER PARTS	05/07/2020	974.32	ROAD USE TAX FU
Total MACQUEEN EQUIPMENT:			2,502.95	
MAHLSTADT, TYPHANIE				
MAHLSTADT, TYPHANIE	REFUND POOL PASS	06/02/2020	177.00	POOL (MEMORIAL)
Total MAHLSTADT, TYPHANIE:			177.00	
MARTIN MARIETTA MATERIALS				
MARTIN MARIETTA MATERIALS	STORM SEWER REPAIR	05/18/2020	263.69	ROAD USE TAX FU
Total MARTIN MARIETTA MATERIALS:			263.69	
MASON, BROOKE				
MASON, BROOKE	REFUND FOR T-BALL	05/26/2020	33.00	PARK & RECREATI
MASON, BROOKE	REFUND FOR T-BALL	05/27/2020	22.00	PARK & RECREATI
Total MASON, BROOKE:			55.00	

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
MATCHIE, STEPHANIE				
MATCHIE, STEPHANIE	REFUND SWIM LESSONS	06/02/2020	35.00	POOL (MEMORIAL)
MATCHIE, STEPHANIE	REFUND SWIM LESSONS	06/02/2020	35.00	POOL (MEMORIAL)
MATCHIE, STEPHANIE	REFUND POOL PASS	06/02/2020	127.00	POOL (MEMORIAL)
Total MATCHIE, STEPHANIE:			197.00	
MATHESON TRI-GAS INC				
MATHESON TRI-GAS INC	OXYGEN	05/31/2020	115.49	AMBULANCE FUN
Total MATHESON TRI-GAS INC:			115.49	
MATT PARROTT				
MATT PARROTT	AP CHECKS	05/14/2020	467.50	GENERAL FUND
Total MATT PARROTT:			467.50	
MATTLY, CHRISTA				
MATTLY, CHRISTA	REFUND POOL PASS	06/02/2020	127.00	POOL (MEMORIAL)
Total MATTLY, CHRISTA:			127.00	
MAY, PAULA				
MAY, PAULA	REFUND POOL PASS	06/02/2020	61.00	POOL (MEMORIAL)
Total MAY, PAULA:			61.00	
MCANINCH, TRACI				
MCANINCH, TRACI	REFUND FOR T-BALL	05/26/2020	33.00	PARK & RECREATI
Total MCANINCH, TRACI:			33.00	
MCCONNELL, DIXIE				
MCCONNELL, DIXIE	REFUND POOL PASS	06/02/2020	147.00	POOL (MEMORIAL)
Total MCCONNELL, DIXIE:			147.00	
MCCOY HARDWARE INC				
MCCOY HARDWARE INC	PHOTO CELL FOR LIGHT CONTROL	06/01/2020	9.89	PARK & RECREATI
MCCOY HARDWARE INC	DUCT TAPE	05/28/2020	6.37	ROAD USE TAX FU
MCCOY HARDWARE INC	TRUCK MAINTENANCE	05/26/2020	6.74	ROAD USE TAX FU
MCCOY HARDWARE INC	HARDWARE, DRAIN TAIL PIECE WASHER	05/28/2020	15.54	PARK & RECREATI
MCCOY HARDWARE INC	WEATHER STRIP FOR DOOR	05/28/2020	8.99	SEWER FUND
MCCOY HARDWARE INC	FERTILIZER	05/28/2020	26.98	PARK & RECREATI
MCCOY HARDWARE INC	SIGNAGE - GORILLA TAPE	06/01/2020	18.68	PARK & RECREATI
MCCOY HARDWARE INC	PIPING FOR BIO SOLIDS TANK	06/02/2020	28.03	SEWER FUND
MCCOY HARDWARE INC	PAINT & SUPPLIES FOR FOUNTAIN	06/02/2020	45.45	PARK & RECREATI
MCCOY HARDWARE INC	1 1/2" FLANG SPUD WASHER	06/02/2020	4.12	PARK & RECREATI
MCCOY HARDWARE INC	WATER COOLER HARDWARE	06/02/2020	32.52	GENERAL FUND
MCCOY HARDWARE INC	1/2" BALL VALVE, ABRASIVE CLOTH	06/03/2020	19.33	PARK & RECREATI
MCCOY HARDWARE INC	PARTS SUPPLIES	06/03/2020	10.78	ROAD USE TAX FU
MCCOY HARDWARE INC	BATTERIES - PEDOMETERS	06/03/2020	21.55	PARK & RECREATI
MCCOY HARDWARE INC	DUCT TAPE	06/02/2020	30.57	PARK & RECREATI
MCCOY HARDWARE INC	WATER COOLER HARDWARE	06/02/2020	7.71	GENERAL FUND
Total MCCOY HARDWARE INC:			293.25	

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
MCINTIRE MANAGEMENT GROUP				
MCINTIRE MANAGEMENT GRO	AIR RELEASE VALVE	06/08/2020	5,940.00	SEWER FUND
Total MCINTIRE MANAGEMENT GROUP:			5,940.00	
MCVAY, JEANIE				
MCVAY, JEANIE	REFUND FOR T-BALL	05/26/2020	33.00	PARK & RECREATI
MCVAY, JEANIE	REFUND SWIM LESSONS	06/02/2020	35.00	POOL (MEMORIAL)
MCVAY, JEANIE	REFUND SWIM LESSONS	06/02/2020	35.00	POOL (MEMORIAL)
Total MCVAY, JEANIE:			103.00	
MEDTRAK SERVICES				
MEDTRAK SERVICES	411 RX	04/30/2020	87.37	POLICE FUND
MEDTRAK SERVICES	411 RX	05/15/2020	19.36	POLICE FUND
Total MEDTRAK SERVICES:			106.73	
MENARDS				
MENARDS	PICKLEBALL FENCE	06/02/2020	49.44	PARK & RECREATI
Total MENARDS:			49.44	
MERTZ, JAMES				
MERTZ, JAMES	REFUND SWIM LESSONS	06/02/2020	35.00	POOL (MEMORIAL)
MERTZ, JAMES	REFUND POOL PASS	06/02/2020	117.00	POOL (MEMORIAL)
Total MERTZ, JAMES:			152.00	
METLIFE - GROUP BENEFITS				
METLIFE - GROUP BENEFITS	DENTAL	05/28/2020	86.42	GENERAL FUND
METLIFE - GROUP BENEFITS	DENTAL	05/28/2020	210.48	LIBRARY FUND
METLIFE - GROUP BENEFITS	DENTAL	05/28/2020	1,465.00	GENERAL FUND
METLIFE - GROUP BENEFITS	DENTAL	05/28/2020	1,016.98	POLICE FUND
METLIFE - GROUP BENEFITS	DENTAL	05/28/2020	74.58	FIRE FUND
METLIFE - GROUP BENEFITS	DENTAL	05/28/2020	422.61	AMBULANCE FUN
METLIFE - GROUP BENEFITS	DENTAL	05/28/2020	185.77	PARK & RECREATI
METLIFE - GROUP BENEFITS	DENTAL	05/28/2020	161.70	PARK & RECREATI
METLIFE - GROUP BENEFITS	DENTAL	05/28/2020	20.57	GENERAL FUND
METLIFE - GROUP BENEFITS	DENTAL	05/28/2020	172.84	GENERAL FUND
METLIFE - GROUP BENEFITS	DENTAL	05/28/2020	231.05	GENERAL FUND
METLIFE - GROUP BENEFITS	DENTAL	05/28/2020	127.56	GENERAL FUND
METLIFE - GROUP BENEFITS	DENTAL	05/28/2020	317.47	ROAD USE TAX FU
METLIFE - GROUP BENEFITS	DENTAL	05/28/2020	185.77	SEWER FUND
Total METLIFE - GROUP BENEFITS:			4,678.80	
MID AMERICAN ENERGY CO.				
MID AMERICAN ENERGY CO.	UTILITIES	05/20/2020	23.15	FIRE FUND
MID AMERICAN ENERGY CO.	UTILITIES	05/20/2020	13.35	FIRE FUND
MID AMERICAN ENERGY CO.	ACTIVITY CENTER UTILITIES	05/20/2020	112.08	PARK & RECREATI
MID AMERICAN ENERGY CO.	HEAT/BUILDING	05/20/2020	23.56	POLICE FUND
MID AMERICAN ENERGY CO.	NATURAL GAS	05/20/2020	16.21	LIBRARY FUND
Total MID AMERICAN ENERGY CO.:			188.35	
MIDDLESWART, BRIDGET				
MIDDLESWART, BRIDGET	REFUND SWIM LESSONS	06/02/2020	35.00	POOL (MEMORIAL)

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
Total MIDDLESWART, BRIDGET:			35.00	
MIDWEST BEARING & SUPPLY LLC				
MIDWEST BEARING & SUPPLY	BEARINGS FOR SPINNER NOZZLE	06/08/2020	78.72	SEWER FUND
Total MIDWEST BEARING & SUPPLY LLC:			78.72	
MILLER ELECTRIC SERVICES				
MILLER ELECTRIC SERVICES	REPAIRS TO LIGHTS @ BUXTON PARK	05/26/2020	629.57	PARK & RECREATI
Total MILLER ELECTRIC SERVICES:			629.57	
MILLER, JANICE				
MILLER, JANICE	PATIENT OVER PAID RESPONSIBILITY	02/28/2020	200.00	AMBULANCE FUN
Total MILLER, JANICE:			200.00	
MILLER, LINDSAY				
MILLER, LINDSAY	REFUND POOL PASS	06/02/2020	117.00	POOL (MEMORIAL)
Total MILLER, LINDSAY:			117.00	
MOELLER, HANNAH				
MOELLER, HANNAH	REFUND SWIM LESSONS	06/02/2020	21.50	POOL (MEMORIAL)
MOELLER, HANNAH	REFUND SWIM LESSONS	06/02/2020	35.00	POOL (MEMORIAL)
MOELLER, HANNAH	REFUND SWIM LESSONS	06/02/2020	35.00	POOL (MEMORIAL)
Total MOELLER, HANNAH:			91.50	
MOORE, SHAWNA				
MOORE, SHAWNA	REFUND POOL PASS	06/02/2020	63.00	POOL (MEMORIAL)
Total MOORE, SHAWNA:			63.00	
MORROW, AMANDA				
MORROW, AMANDA	REFUND FOR T-BALL	05/27/2020	22.00	PARK & RECREATI
MORROW, AMANDA	REFUND POOL PASS	06/02/2020	137.00	POOL (MEMORIAL)
Total MORROW, AMANDA:			159.00	
MOSHER, CASSANDRA				
MOSHER, CASSANDRA	COMPUTER PRINTER INK	06/01/2020	19.23	GENERAL FUND
Total MOSHER, CASSANDRA:			19.23	
MUNICIPAL SUPPLY INC				
MUNICIPAL SUPPLY INC	CAULK GUN	05/27/2020	282.70	SEWER FUND
MUNICIPAL SUPPLY INC	MANHOLES, PRO RINGS, CAULK	06/05/2020	6,215.20	SEWER FUND
Total MUNICIPAL SUPPLY INC:			6,497.90	
MURILLO, DIANNA				
MURILLO, DIANNA	REFUND FOR T-BALL	05/28/2020	33.00	PARK & RECREATI
Total MURILLO, DIANNA:			33.00	

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
MUSSER, JARED				
MUSSER, JARED	REFUND SWIM LESSONS	06/02/2020	21.50	POOL (MEMORIAL)
MUSSER, JARED	REFUND SWIM LESSONS	06/02/2020	35.00	POOL (MEMORIAL)
Total MUSSER, JARED:			56.50	
MUTUAL OF OMAHA				
MUTUAL OF OMAHA	LIFE, AD&D, LTD, STD	05/29/2020	49.63	GENERAL FUND
MUTUAL OF OMAHA	LIFE, AD&D, LTD, STD - ADJ	05/29/2020	1.12	PARK & RECREATI
MUTUAL OF OMAHA	LIFE, AD&D, LTD, STD	05/29/2020	135.30	PARK & RECREATI
MUTUAL OF OMAHA	LIFE, AD&D, LTD, STD	05/29/2020	225.85	SEWER FUND
MUTUAL OF OMAHA	LIFE, AD&D, LTD, STD	05/29/2020	1,153.37	GENERAL FUND
MUTUAL OF OMAHA	LIFE, AD&D, LTD, STD	05/29/2020	957.45	POLICE FUND
MUTUAL OF OMAHA	LIFE, AD&D, LTD, STD	05/29/2020	88.23	FIRE FUND
MUTUAL OF OMAHA	LIFE, AD&D, LTD, STD	05/29/2020	499.96	AMBULANCE FUN
MUTUAL OF OMAHA	LIFE, AD&D, LTD, STD	05/29/2020	198.38	PARK & RECREATI
MUTUAL OF OMAHA	LIFE, AD&D, LTD, STD	05/29/2020	45.04	GENERAL FUND
MUTUAL OF OMAHA	LIFE, AD&D, LTD, STD	05/29/2020	81.90	GENERAL FUND
MUTUAL OF OMAHA	LIFE, AD&D, LTD, STD	05/29/2020	163.89	GENERAL FUND
MUTUAL OF OMAHA	LIFE, AD&D, LTD, STD	05/29/2020	127.23	GENERAL FUND
MUTUAL OF OMAHA	LIFE, AD&D, LTD, STD	05/29/2020	202.60	ROAD USE TAX FU
MUTUAL OF OMAHA	LIFE, AD&D, LTD, STD	05/29/2020	157.49	LIBRARY FUND
Total MUTUAL OF OMAHA:			4,087.44	
MYERS, NICOLE				
MYERS, NICOLE	REFUND FOR T-BALL	06/01/2020	27.00	PARK & RECREATI
Total MYERS, NICOLE:			27.00	
NEAL, ANNA				
NEAL, ANNA	REFUND POOL PASS	06/02/2020	117.00	POOL (MEMORIAL)
Total NEAL, ANNA:			117.00	
NELSEN, KELLY				
NELSEN, KELLY	REFUND POOL PASS	06/02/2020	147.00	POOL (MEMORIAL)
Total NELSEN, KELLY:			147.00	
NICCUM, JERRICA				
NICCUM, JERRICA	REFUND FOR T-BALL	05/28/2020	27.00	PARK & RECREATI
Total NICCUM, JERRICA:			27.00	
NICHOLSON, AMBER				
NICHOLSON, AMBER	REFUND POOL PASS	06/02/2020	147.00	POOL (MEMORIAL)
Total NICHOLSON, AMBER:			147.00	
NIELAND, SARA				
NIELAND, SARA	REFUND SWIM LESSONS	06/02/2020	21.50	POOL (MEMORIAL)
Total NIELAND, SARA:			21.50	
NORRIS, GENELLE				
NORRIS, GENELLE	REFUND POOL PASS	06/02/2020	107.00	POOL (MEMORIAL)

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
Total NORRIS, GENELLE:			107.00	
NORTH CENTRAL LABS OF WISCONSIN				
NORTH CENTRAL LABS OF WIS	LAB SUPPLIES	05/28/2020	107.43	SEWER FUND
Total NORTH CENTRAL LABS OF WISCONSIN:			107.43	
NORTHERN TOOL & EQUIPMENT				
NORTHERN TOOL & EQUIPMEN	CREDIT ON ACCOUNT	05/26/2020	94.99-	ROAD USE TAX FU
Total NORTHERN TOOL & EQUIPMENT:			94.99-	
NORWALK READY-MIXED CONCRETE				
NORWALK READY-MIXED CON	CONCRETE - BENCH PADS AT MOATS	05/13/2020	132.00	PARK & RECREATI
NORWALK READY-MIXED CON	STORM SEWER REPAIR	05/18/2020	586.50	ROAD USE TAX FU
NORWALK READY-MIXED CON	STORM SEWER REPAIR	05/19/2020	832.00	ROAD USE TAX FU
NORWALK READY-MIXED CON	CONCRETE FOR SIDEWALK REPAIR @ MAC	05/19/2020	552.00	PARK & RECREATI
NORWALK READY-MIXED CON	STORM SEWER REPAIR	05/21/2020	588.63	ROAD USE TAX FU
NORWALK READY-MIXED CON	STREET REPAIRS	05/26/2020	585.00	ROAD USE TAX FU
NORWALK READY-MIXED CON	STREET REPAIR	05/27/2020	756.00	ROAD USE TAX FU
Total NORWALK READY-MIXED CONCRETE:			4,032.13	
NYDLE, LACEE				
NYDLE, LACEE	REFUND FOR T-BALL	05/27/2020	22.00	PARK & RECREATI
NYDLE, LACEE	REFUND POOL PASS	06/02/2020	117.00	POOL (MEMORIAL)
Total NYDLE, LACEE:			139.00	
O'BRIEN, MARY				
O'BRIEN, MARY	REFUND FOR T-BALL	05/27/2020	22.00	PARK & RECREATI
Total O'BRIEN, MARY:			22.00	
O'BRIEN, ROXANE				
O'BRIEN, ROXANE	REFUND FOR T-BALL	05/26/2020	33.00	PARK & RECREATI
O'BRIEN, ROXANE	REFUND FOR T-BALL	05/26/2020	22.00	PARK & RECREATI
O'BRIEN, ROXANE	REFUND POOL PASS	06/02/2020	127.00	POOL (MEMORIAL)
Total O'BRIEN, ROXANE:			182.00	
O'HALLORAN INTERNATIONAL				
O'HALLORAN INTERNATIONAL	FUEL PUMP/LABOR FOR JETTER	06/05/2020	1,618.44	SEWER FUND
Total O'HALLORAN INTERNATIONAL:			1,618.44	
ONSTOT, NICHOLE				
ONSTOT, NICHOLE	REFUND FOR T-BALL	06/01/2020	22.00	PARK & RECREATI
Total ONSTOT, NICHOLE:			22.00	
O'REILLY AUTO PARTS				
O'REILLY AUTO PARTS	SWEEPER REPAIR	04/21/2020	39.10	ROAD USE TAX FU
O'REILLY AUTO PARTS	REFUND SWEEPER PARTS	04/30/2020	39.10-	ROAD USE TAX FU
Total O'REILLY AUTO PARTS:			.00	

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
OTTO, GRACE				
OTTO, GRACE	REFUNDS FOR T-BALL	05/27/2020	55.00	PARK & RECREATI
Total OTTO, GRACE:			55.00	
OWENS, BRITTANY				
OWENS, BRITTANY	REFUND FOR T-BALL	06/01/2020	27.00	PARK & RECREATI
Total OWENS, BRITTANY:			27.00	
OXFORD TREE SERVICE				
OXFORD TREE SERVICE	TREE REMOVAL	05/28/2020	1,942.50	PARK & RECREATI
Total OXFORD TREE SERVICE:			1,942.50	
PADGET, NICOLE				
PADGET, NICOLE	REFUND POOL PASS	06/03/2020	107.00	POOL (MEMORIAL)
Total PADGET, NICOLE:			107.00	
PARKER SIGNS & GRAPHICS				
PARKER SIGNS & GRAPHICS	BRUSH FACILITY SIGNAGE (COVID-19)	06/02/2020	46.31	GENERAL FUND
PARKER SIGNS & GRAPHICS	SNEEZE GUARDS	06/04/2020	895.00	LIBRARY FUND
Total PARKER SIGNS & GRAPHICS:			941.31	
PARROTT, JAIME				
PARROTT, JAIME	REFUND SWIM LESSONS	06/02/2020	35.00	POOL (MEMORIAL)
Total PARROTT, JAIME:			35.00	
PARSONS, ASHLEY				
PARSONS, ASHLEY	REFUND POOL PASS	06/03/2020	117.00	POOL (MEMORIAL)
Total PARSONS, ASHLEY:			117.00	
PAYETTE, DESIREE				
PAYETTE, DESIREE	REFUND FOR T-BALL	06/01/2020	27.00	PARK & RECREATI
Total PAYETTE, DESIREE:			27.00	
PEDERSEN, AMBER				
PEDERSEN, AMBER	REFUND FOR T-BALL	05/28/2020	38.00	PARK & RECREATI
Total PEDERSEN, AMBER:			38.00	
PER MAR SECURITY				
PER MAR SECURITY	ACTIVITY CENTER FIRE ALARM MONITORIN	06/08/2020	143.70	PARK & RECREATI
Total PER MAR SECURITY:			143.70	
PFAFF, TANNER				
PFAFF, TANNER	REFUND POOL PASS	06/03/2020	127.00	POOL (MEMORIAL)
Total PFAFF, TANNER:			127.00	
PHILLIPS, TRACEY				
PHILLIPS, TRACEY	REFUND POOL PASS	06/03/2020	127.00	POOL (MEMORIAL)

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
Total PHILLIPS, TRACEY:			127.00	
PIERCE BROTHERS REPAIR				
PIERCE BROTHERS REPAIR	PIPE FOR WATER COOLER	05/28/2020	5.00	GENERAL FUND
Total PIERCE BROTHERS REPAIR:			5.00	
PINE VALLEY INSPECTIONS/CONSULTING LLC				
PINE VALLEY INSPECTIONS/CO	PLAN REVIEWS	05/24/2020	175.00	GENERAL FUND
Total PINE VALLEY INSPECTIONS/CONSULTING LLC:			175.00	
POLLARD, MICHAEL				
POLLARD, MICHAEL	REFUND POOL PASS	06/03/2020	127.00	POOL (MEMORIAL)
Total POLLARD, MICHAEL:			127.00	
POTTORFF, BROOKE				
POTTORFF, BROOKE	REFUND POOL PASS	06/02/2020	117.00	POOL (MEMORIAL)
Total POTTORFF, BROOKE:			117.00	
PRAXAIR DISTRIBUTION INC				
PRAXAIR DISTRIBUTION INC	MIG NOZZLE	05/31/2020	29.62	SEWER FUND
Total PRAXAIR DISTRIBUTION INC:			29.62	
PRIBIL, JEN				
PRIBIL, JEN	REFUND FOR T-BALL	05/27/2020	22.00	PARK & RECREATI
Total PRIBIL, JEN:			22.00	
PUTNEY, ALLISON				
PUTNEY, ALLISON	REFUND OF AMBULANCE PAYMENT	06/08/2020	932.00	AMBULANCE FUN
Total PUTNEY, ALLISON:			932.00	
PUTNEY, KATHY				
PUTNEY, KATHY	REFUND POOL PASS	06/02/2020	61.00	POOL (MEMORIAL)
Total PUTNEY, KATHY:			61.00	
QUALITY PLUMBING				
QUALITY PLUMBING	SUMP PUMP REPAIR	06/02/2020	96.30	LIBRARY FUND
Total QUALITY PLUMBING:			96.30	
RECORDED BOOKS INC				
RECORDED BOOKS INC	BOOK ON CD	05/27/2020	31.50	LIBRARY FUND
Total RECORDED BOOKS INC:			31.50	
REYNOLDS, GARRETT				
REYNOLDS, GARRETT	REFUND FOR T-BALL	06/01/2020	22.00	PARK & RECREATI
Total REYNOLDS, GARRETT:			22.00	

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
RICHARDS, JULIE				
RICHARDS, JULIE	REFUND POOL PASS	06/02/2020	71.00	POOL (MEMORIAL)
Total RICHARDS, JULIE:			71.00	
RICHESON, JOLENE				
RICHESON, JOLENE	REFUND POOL PASS	06/03/2020	117.00	POOL (MEMORIAL)
Total RICHESON, JOLENE:			117.00	
RIDLEN, SARAH				
RIDLEN, SARAH	REFUND FOR T-BALL	05/27/2020	22.00	PARK & RECREATI
Total RIDLEN, SARAH:			22.00	
RIGG, BEVERLY				
RIGG, BEVERLY	REFUND SHELTER RENTAL	06/08/2020	40.00	PARK & RECREATI
Total RIGG, BEVERLY:			40.00	
RINARD, ABBY				
RINARD, ABBY	REFUND FOR TENNIS LESSONSS	05/27/2020	29.00	PARK & RECREATI
RINARD, ABBY	REFUND FOR TENNIS LESSONS	05/27/2020	29.00	PARK & RECREATI
Total RINARD, ABBY:			58.00	
RIST, PATRICK C				
RIST, PATRICK C	PATIENT OVERPAID RESPONSIBILITY	08/16/2019	146.85	AMBULANCE FUN
Total RIST, PATRICK C:			146.85	
RIZZUTI, SHAWNA				
RIZZUTI, SHAWNA	REFUND SHELTER RENTAL	06/05/2020	24.00	PARK & RECREATI
Total RIZZUTI, SHAWNA:			24.00	
ROBB, SARAH				
ROBB, SARAH	REFUND SWIM LESSONS	06/02/2020	35.00	POOL (MEMORIAL)
ROBB, SARAH	REFUND POOL PASS	06/03/2020	117.00	POOL (MEMORIAL)
Total ROBB, SARAH:			152.00	
ROBERG, SARAH				
ROBERG, SARAH	REFUND POOL PASS	06/03/2020	127.00	POOL (MEMORIAL)
Total ROBERG, SARAH:			127.00	
ROBINSON, KELLY				
ROBINSON, KELLY	REFUND FOR T-BALL	06/01/2020	22.00	PARK & RECREATI
ROBINSON, KELLY	REFUND FOR T-BALL	06/01/2020	33.00	PARK & RECREATI
Total ROBINSON, KELLY:			55.00	
ROBINSON, LAURA				
ROBINSON, LAURA	REFUND FOR T-BALL	05/26/2020	38.00	PARK & RECREATI
Total ROBINSON, LAURA:			38.00	

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
RODGERS, BARB				
RODGERS, BARB	REFUND POOL PARTY	06/04/2020	240.00	POOL (MEMORIAL)
Total RODGERS, BARB:			240.00	
ROTH, ALICIA				
ROTH, ALICIA	REFUND POOL PASS	06/03/2020	159.00	POOL (MEMORIAL)
Total ROTH, ALICIA:			159.00	
ROTHCHILD, LAURA				
ROTHCHILD, LAURA	REFUND POOL PASS	06/03/2020	147.00	POOL (MEMORIAL)
Total ROTHCHILD, LAURA:			147.00	
RUNYAN, HALLIE				
RUNYAN, HALLIE	REFUND FOR T-BALL	06/01/2020	27.00	PARK & RECREATI
Total RUNYAN, HALLIE:			27.00	
SADLER, ANDI				
SADLER, ANDI	REFUND SWIM LESSONS	06/02/2020	40.00	POOL (MEMORIAL)
SADLER, ANDI	REFUND SWIM LESSONS	06/02/2020	40.00	POOL (MEMORIAL)
SADLER, ANDI	REFUND SWIM LESSONS	06/02/2020	40.00	POOL (MEMORIAL)
SADLER, ANDI	REFUND SWIM LESSONS	06/02/2020	40.00	POOL (MEMORIAL)
SADLER, ANDI	REFUND POOL PASS	06/03/2020	171.00	POOL (MEMORIAL)
Total SADLER, ANDI:			331.00	
SAMSON, JAMIE				
SAMSON, JAMIE	REFUND SWIM LESSONS	06/02/2020	35.00	POOL (MEMORIAL)
SAMSON, JAMIE	REFUND SWIM LESSONS	06/02/2020	35.00	POOL (MEMORIAL)
Total SAMSON, JAMIE:			70.00	
SANTI, STEPHANIE				
SANTI, STEPHANIE	REFUND SWIM LESSONS	06/02/2020	35.00	POOL (MEMORIAL)
SANTI, STEPHANIE	REFUND SWIM LESSONS	06/02/2020	35.00	POOL (MEMORIAL)
SANTI, STEPHANIE	REFUND POOL PASS	06/03/2020	127.00	POOL (MEMORIAL)
Total SANTI, STEPHANIE:			197.00	
SEMPLE, DANIEL				
SEMPLE, DANIEL	REFUND FOR T-BALL	05/26/2020	33.00	PARK & RECREATI
Total SEMPLE, DANIEL:			33.00	
SHAWN'S LAWNS				
SHAWN'S LAWNS	ABATEMENT PARCEL 48775010130	06/03/2020	236.25	GENERAL FUND
SHAWN'S LAWNS	ABATEMENT PARCEL 48775010180	06/03/2020	210.00	GENERAL FUND
SHAWN'S LAWNS	ABATEMENT SOUTH WALMART	05/21/2020	261.00	GENERAL FUND
SHAWN'S LAWNS	ABATEMENT 110 S KENWOOD	05/21/2020	453.15	GENERAL FUND
SHAWN'S LAWNS	ABATEMENT PARCEL 4877501000	05/21/2020	125.00	GENERAL FUND
Total SHAWN'S LAWNS:			1,285.40	
SHER, BRIAN				
SHER, BRIAN	REFUND FOR T-BALL	05/27/2020	27.00	PARK & RECREATI

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
Total SHER, BRIAN:			27.00	
SHIELDS, GARY				
SHIELDS, GARY	REFUND FOR T-BALL	05/26/2020	27.00	PARK & RECREATI
Total SHIELDS, GARY:			27.00	
SHULL, DOUG				
SHULL, DOUG	MONTHLY CONTRACTED SERVICES	06/01/2020	83.33	GENERAL FUND
Total SHULL, DOUG:			83.33	
SIMMERING-CORY				
SIMMERING-CORY	ONLINE CODE SETUP	06/02/2020	1,350.00	GENERAL FUND
Total SIMMERING-CORY:			1,350.00	
SIMPSON COLLEGE				
SIMPSON COLLEGE	ZONE WORK STUDY STAFF	05/14/2020	306.28	PARK & RECREATI
Total SIMPSON COLLEGE:			306.28	
SIXTYFIVEEIGHTYFIVE CONSULTING				
SIXTYFIVEEIGHTYFIVE CONSU	BUSINESS COACHING - RICK GRAVES	05/28/2020	1,000.00	SEWER FUND
Total SIXTYFIVEEIGHTYFIVE CONSULTING:			1,000.00	
SMITH, KATIE				
SMITH, KATIE	REFUND FOR T-BALL	05/27/2020	27.00	PARK & RECREATI
Total SMITH, KATIE:			27.00	
SMITH, MICHELLE				
SMITH, MICHELLE	REFUND FOR T-BALL	05/27/2020	22.00	PARK & RECREATI
Total SMITH, MICHELLE:			22.00	
SORENSEN, KAREN				
SORENSEN, KAREN	REFUND FOR T-BALL	06/01/2020	38.00	PARK & RECREATI
SORENSEN, KAREN	REFUND FOR T-BALL	06/01/2020	38.00	PARK & RECREATI
Total SORENSEN, KAREN:			76.00	
STANFORD, KANDI				
STANFORD, KANDI	REFUND FOR T-BALL	05/27/2020	22.00	PARK & RECREATI
Total STANFORD, KANDI:			22.00	
STARK, ALYSON				
STARK, ALYSON	REFUND FOR T-BALL	05/27/2020	22.00	PARK & RECREATI
Total STARK, ALYSON:			22.00	
STARK, DUSTIN				
STARK, DUSTIN	REFUND FOR T-BALL	05/29/2020	33.00	PARK & RECREATI

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
Total STARK, DUSTIN:			33.00	
STEEPLES, MOLLY				
STEEPLES, MOLLY	REFUND POOL PASS	06/02/2020	61.00	POOL (MEMORIAL)
Total STEEPLES, MOLLY:			61.00	
STEIL, LILLIAN				
STEIL, LILLIAN	REFUND FOR T-BALL	06/01/2020	38.00	PARK & RECREATI
Total STEIL, LILLIAN:			38.00	
STOBER, ERIN				
STOBER, ERIN	REFUND POOL PASS	06/02/2020	61.00	POOL (MEMORIAL)
Total STOBER, ERIN:			61.00	
STRABLE, ELANA				
STRABLE, ELANA	REFUND FOR T-BALL	05/27/2020	27.00	PARK & RECREATI
STRABLE, ELANA	REFUND FOR T-BALL	05/28/2020	38.00	PARK & RECREATI
Total STRABLE, ELANA:			65.00	
SUTTON, AMANDA				
SUTTON, AMANDA	REFUND FOR T-BALL	05/28/2020	22.00	PARK & RECREATI
Total SUTTON, AMANDA:			22.00	
T.R.M. DISPOSAL LLC				
T.R.M. DISPOSAL LLC	ACCT 1506	05/24/2020	85.00	GENERAL FUND
T.R.M. DISPOSAL LLC	GARBAGE - BUILDING ACCT #159	05/24/2020	17.00	POLICE FUND
T.R.M. DISPOSAL LLC	TRASH REMOVAL	05/24/2020	97.00	LIBRARY FUND
T.R.M. DISPOSAL LLC	ACCT #583-TRASH-NORTH PLANT	05/24/2020	82.00	SEWER FUND
T.R.M. DISPOSAL LLC	ACCT #583-TRASH-SOUTH PLANT	05/24/2020	54.00	SEWER FUND
Total T.R.M. DISPOSAL LLC:			335.00	
TARGETSOLUTIONS LEARNING LLC				
TARGETSOLUTIONS LEARNIN	TRAINING SOFTWARE	06/05/2020	3,603.45	FIRE FUND
Total TARGETSOLUTIONS LEARNING LLC:			3,603.45	
TG TECHNICAL SERVICES				
TG TECHNICAL SERVICES	RKI GAS MONITOR	05/26/2020	492.27	SEWER FUND
Total TG TECHNICAL SERVICES:			492.27	
THAYER, KELLIE				
THAYER, KELLIE	REFUND FOR T-BALL	05/29/2020	55.00	PARK & RECREATI
Total THAYER, KELLIE:			55.00	
THEISEN'S				
THEISEN'S	STORM SEWER PARTS	06/02/2020	23.16	ROAD USE TAX FU
THEISEN'S	PARTS TO FIX FARM GATE	06/05/2020	34.00	SEWER FUND
THEISEN'S	HYDRAULIC CYLINDER 2" SPACER	06/08/2020	18.99	PARK & RECREATI
THEISEN'S	ROD FOR JETTER SKID	06/08/2020	25.16	SEWER FUND

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
Total THEISEN'S:			101.31	
TRUENORTH COMPANIES LC				
TRUENORTH COMPANIES LC	SAFETY COMMITTEE MEETING MAY 2020	05/27/2020	16.66	GENERAL FUND
TRUENORTH COMPANIES LC	SAFETY COMMITTEE MEETING MAY 2020	05/27/2020	16.67	GENERAL FUND
TRUENORTH COMPANIES LC	SAFETY COMMITTEE MEETING MAY 2020	05/27/2020	16.67	ROAD USE TAX FU
TRUENORTH COMPANIES LC	SAFETY COMMITTEE MEETING MAY 2020	05/27/2020	16.66	SEWER FUND
TRUENORTH COMPANIES LC	SAFETY COMMITTEE MEETING MAY 2020	05/27/2020	16.67	POLICE FUND
TRUENORTH COMPANIES LC	SAFETY COMMITTEE MEETING MAY 2020	05/27/2020	16.67	FIRE FUND
TRUENORTH COMPANIES LC	SAFETY COMMITTEE MEETING MAY 2020	05/27/2020	16.66	LIBRARY FUND
TRUENORTH COMPANIES LC	SAFETY COMMITTEE MEETING MAY 2020	05/27/2020	16.66	PARK & RECREATI
Total TRUENORTH COMPANIES LC:			133.32	
TUPPER, JENNIE				
TUPPER, JENNIE	REFUND POOL PASS	06/02/2020	61.00	POOL (MEMORIAL)
Total TUPPER, JENNIE:			61.00	
U.S. CELLULAR				
U.S. CELLULAR	FIRE DEPT	05/12/2020	112.78	AMBULANCE FUN
U.S. CELLULAR	CELL PHONES - 3 STREET	05/12/2020	69.02	ROAD USE TAX FU
U.S. CELLULAR	CELL PHONE - PARK	05/12/2020	28.12	PARK & RECREATI
U.S. CELLULAR	CELL PHONES - 2 - SEWER	05/12/2020	86.83	SEWER FUND
Total U.S. CELLULAR:			296.75	
U.S. POSTMASTER				
U.S. POSTMASTER	PO BOX RENT 12 MONTHS	06/03/2020	208.00	GENERAL FUND
Total U.S. POSTMASTER:			208.00	
ULTIMATE TRAINING MUNITIONS				
ULTIMATE TRAINING MUNITION	EQUIPMENT	05/26/2020	3,656.04	POLICE FUND
Total ULTIMATE TRAINING MUNITIONS:			3,656.04	
UNIQUE MANAGEMENT SERVICES				
UNIQUE MANAGEMENT SERVI	COLLECTION SERVICES	05/01/2020	50.00	LIBRARY FUND
Total UNIQUE MANAGEMENT SERVICES:			50.00	
UPHDM OCCUPATIONAL MEDICINE				
UPHDM OCCUPATIONAL MEDIC	PHYSICAL	03/31/2020	12.60	FIRE FUND
UPHDM OCCUPATIONAL MEDIC	PHYSICAL	03/31/2020	71.40	AMBULANCE FUN
UPHDM OCCUPATIONAL MEDIC	PHYSICAL	03/31/2020	591.00	AMBULANCE FUN
UPHDM OCCUPATIONAL MEDIC	PHYSICAL	03/31/2020	591.00	AMBULANCE FUN
UPHDM OCCUPATIONAL MEDIC	PHYSICAL	03/31/2020	269.00	ROAD USE TAX FU
UPHDM OCCUPATIONAL MEDIC	PHYSICAL	03/31/2020	14.70	FIRE FUND
UPHDM OCCUPATIONAL MEDIC	PHYSICAL	03/31/2020	83.30	AMBULANCE FUN
Total UPHDM OCCUPATIONAL MEDICINE:			1,633.00	
UTILITY EQUIPMENT CO.				
UTILITY EQUIPMENT CO.	2 EJ MANHOLES	05/28/2020	602.76	SEWER FUND

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
Total UTILITY EQUIPMENT CO.:			602.76	
VANDEKAMP, BRITTNEY				
VANDEKAMP, BRITTNEY	REFUND FOR T-BALL	06/01/2020	22.00	PARK & RECREATI
Total VANDEKAMP, BRITTNEY:			22.00	
VANDERPOOL CONSTRUCTION				
VANDERPOOL CONSTRUCTION	QM 3 LIFT STATION PAY #3	06/08/2020	155,531.62	SEWER CAPITAL P
Total VANDERPOOL CONSTRUCTION:			155,531.62	
VERIZON WIRELESS				
VERIZON WIRELESS	DATA	05/15/2020	488.65	POLICE FUND
Total VERIZON WIRELESS:			488.65	
VESTWEBER				
VESTWEBER	REFUND FOR T-BALL	05/27/2020	44.00	PARK & RECREATI
VESTWEBER	REFUND POOL PASS	06/02/2020	127.00	POOL (MEMORIAL)
Total VESTWEBER:			171.00	
VESTWEBER, WHITNEY				
VESTWEBER, WHITNEY	REFUND FOR T-BALL	06/01/2020	27.00	PARK & RECREATI
Total VESTWEBER, WHITNEY:			27.00	
VETTER EQUIPMENT CO				
VETTER EQUIPMENT CO	PARKS CASE IH TRACTOR	05/28/2020	27,850.00	VEHICLE RESERV
Total VETTER EQUIPMENT CO:			27,850.00	
WARNER, KATHRYN				
WARNER, KATHRYN	REFUND POOL PASS	06/02/2020	61.00	POOL (MEMORIAL)
WARNER, KATHRYN	REFUND POOL PASS	06/02/2020	61.00	POOL (MEMORIAL)
WARNER, KATHRYN	REFUND POOL PASS	06/02/2020	71.00	POOL (MEMORIAL)
Total WARNER, KATHRYN:			193.00	
WARREN CO FIRE ASSOC				
WARREN CO FIRE ASSOC	FIRE/EMS DUES	05/30/2020	35.00	FIRE FUND
Total WARREN CO FIRE ASSOC:			35.00	
WARREN COUNTY ENGINEER				
WARREN COUNTY ENGINEER	FUEL DISTRIBUTION	06/04/2020	41.08	GENERAL FUND
WARREN COUNTY ENGINEER	FUEL DISTRIBUTION	06/04/2020	512.18	FIRE FUND
WARREN COUNTY ENGINEER	FUEL DISTRIBUTION	06/04/2020	163.23	AMBULANCE FUN
WARREN COUNTY ENGINEER	FUEL DISTRIBUTION	06/04/2020	720.35	POLICE FUND
WARREN COUNTY ENGINEER	FUEL DISTRIBUTION	06/04/2020	233.74	PARK & RECREATI
WARREN COUNTY ENGINEER	FUEL DISTRIBUTION	06/04/2020	25.77	PARK & RECREATI
WARREN COUNTY ENGINEER	FUEL DISTRIBUTION	06/04/2020	73.13	PARK & RECREATI
WARREN COUNTY ENGINEER	FUEL DISTRIBUTION	06/04/2020	800.96	ROAD USE TAX FU
WARREN COUNTY ENGINEER	FUEL DISTRIBUTION	06/04/2020	210.11	SEWER FUND

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
Total WARREN COUNTY ENGINEER:			2,780.55	
WASTE MANAGEMENT OF IOWA				
WASTE MANAGEMENT OF IOW	RECYCLING APT	05/27/2020	3,646.58	RECYCLING FUND
WASTE MANAGEMENT OF IOW	GARBAGE SERVICE	05/27/2020	36.47	ROAD USE TAX FU
WASTE MANAGEMENT OF IOW	RECYCLING TOTE	05/27/2020	6.41	LIBRARY FUND
WASTE MANAGEMENT OF IOW	PULL/RETURN	06/01/2020	1,179.92	GENERAL FUND
WASTE MANAGEMENT OF IOW	RECYCLING RES	05/27/2020	20,248.34	RECYCLING FUND
Total WASTE MANAGEMENT OF IOWA:			25,117.72	
WASTE SOLUTIONS OF IA				
WASTE SOLUTIONS OF IA	TOILET SERVICES	05/20/2020	85.00	GENERAL FUND
Total WASTE SOLUTIONS OF IA:			85.00	
WEITZEL, JOSH				
WEITZEL, JOSH	REFUND FOR T-BALL	05/26/2020	33.00	PARK & RECREATI
Total WEITZEL, JOSH:			33.00	
WESTSIDE MUFFLER & REPAIR				
WESTSIDE MUFFLER & REPAIR	FIX AC '15 F250	06/02/2020	149.76	SEWER FUND
WESTSIDE MUFFLER & REPAIR	TIRES FOR TRAILER	06/10/2020	162.00	SEWER FUND
Total WESTSIDE MUFFLER & REPAIR:			311.76	
WIEGERT DISPOSAL CO.				
WIEGERT DISPOSAL CO.	JANITORIAL SERVICES	05/01/2020	175.00	PARK & RECREATI
Total WIEGERT DISPOSAL CO.:			175.00	
WITTE, ROBIN				
WITTE, ROBIN	REFUND FOR PARK SHELTER	05/26/2020	48.00	PARK & RECREATI
Total WITTE, ROBIN:			48.00	
WOOSLEY LANDSCAPING & MOWING				
WOOSLEY LANDSCAPING & M	MOWING - PLANT	06/01/2020	1,025.00	SEWER FUND
WOOSLEY LANDSCAPING & M	MOWING - LIFTS	06/01/2020	450.00	SEWER FUND
Total WOOSLEY LANDSCAPING & MOWING:			1,475.00	
YAZELL, KELSEY				
YAZELL, KELSEY	REFUND FOR T-BALL	05/29/2020	33.00	PARK & RECREATI
Total YAZELL, KELSEY:			33.00	
YOUNG, JILL				
YOUNG, JILL	REFUND POOL PASS	06/02/2020	71.00	POOL (MEMORIAL)
Total YOUNG, JILL:			71.00	
ZIMMERMAN, BETH				
ZIMMERMAN, BETH	REFUND POOL PASS	06/02/2020	127.00	POOL (MEMORIAL)

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
Total ZIMMERMAN, BETH:			127.00	
ZWIRLEIN, KELLY				
ZWIRLEIN, KELLY	REFUND POOL PASS	06/02/2020	61.00	POOL (MEMORIAL)
Total ZWIRLEIN, KELLY:			61.00	
Grand Totals:			638,292.27	

City Council: _____

Meeting Date: 06/15/2020

Information

Subject

City Treasurer's Report - Doug Shull

Information

The April Treasurer's Report does not include eLation information from IMU.
Roll call to receive and file the Treasurer's Report is in order.

Fiscal Impact

Attachments

April Report

**FINANCIAL REPORT
MONTH OF APRIL 2020**

Page 1

	Fund	Beginning Balance	Revenue	Expense	Transfers In	Transfers Out	Fund Balance
001	General Government	2,832,519.28	129,136.77	169,780.59	80,100.14	5,498.36	2,866,477.24
011	Police	1,199,364.58	646,808.81	223,537.23	8,694.21	4,753.58	1,626,576.79
015	Fire	160,989.35	159,143.65	29,497.66	-	725.95	289,909.39
016	Ambulance	(53,163.23)	203,688.02	115,407.37	-	4,113.69	31,003.73
041	Library	155,182.96	188,930.63	39,997.44	-	3,180.86	300,935.29
042	Park & Recreation	606,730.04	337,112.81	75,094.34	-	3,757.69	864,990.82
045	Memorial Pool	175,928.89	40,954.83	930.76	-	-	215,952.96
071	General Fund Debt Service	56,354.58	-	-	-	-	56,354.58
099	Franchise Fee-MEC	709,147.43	-	-	-	-	709,147.43
	GENERAL FUND SUB-TOTAL	5,843,053.88	1,705,775.52	654,245.39	88,794.35	22,030.13	6,961,348.23
	-	-	-	-	-	-	-
110	Road Use Tax (Streets)	2,258,542.03	166,442.21	53,804.50	-	30,520.13	2,340,659.61
112	Trust & Agency	36,668.20	786,849.54	-	-	-	823,517.74
115	YMCA Maintenance Obligations	359,322.50	-	-	-	-	359,322.50
121	Local Option sales Tax	5,427,751.86	91,907.60	-	-	-	5,519,659.46
125	TIF	4,356,835.47	800,311.26	-	-	-	5,157,146.73
141	Library Special Revenue	101,724.51	567.60	6,019.56	-	-	96,272.55
142	Park & Rec Special Revenue	116,046.22	1,254.77	9,046.88	-	-	108,254.11
160	Downtown Revolving Loan	140,870.51	-	-	-	-	140,870.51
161	Downtown BIZ Program	117,391.47	-	-	-	-	117,391.47
177	Police Forfeiture	19,830.07	-	-	-	-	19,830.07
190	Vehicle Reserve	512,178.16	-	55,243.77	-	-	456,934.39
199	Police Retirement	25,163.25	29.46	-	-	2,083.33	23,109.38
	SPECIAL REVENUE SUB-TOTAL	13,472,324.25	1,847,362.44	124,114.71	-	32,603.46	15,162,968.52
	-	-	-	-	-	-	-
200	DEBT SERVICE (SUB-TOTAL)	1,345,512.70	186,514.52	-	7,758.33	-	1,539,785.55
	-	-	-	-	-	-	-
301	Capital Projects (General)	239,056.97	-	329.53	-	-	238,727.44
321	Capital Projects (Streets)	(72,941.66)	384.64	23,921.63	-	-	(96,478.65)
344	Community Athletic Facility	-	-	-	-	-	-
353	Community Redevelopment (D&D)	88,494.36	92.58	-	-	-	88,586.94
	CAPITAL PROJECTS SUB-TOTAL	254,609.67	477.22	24,251.16	-	-	230,835.73
	-	-	-	-	-	-	-
610	Sewer	1,007,728.98	-	134,262.99	136,132.25	32,564.76	977,033.48
650	Stormwater Utility	334,419.14	17,611.95	755.09	-	6,123.00	345,153.00
670	Recycling	149,630.13	24,451.16	20,016.22	-	798.00	153,267.07
710	Sewer Capital Projects	1,204,214.90	451,364.06	36,685.38	-	209,431.99	1,409,461.59
771	Sewer Reserve	114,238.70	-	-	-	-	114,238.70
781	Sewer Plant Improvements	(1,054,987.31)	-	76,245.48	2,083.33	-	(1,129,149.46)
791	Sewer Revenue Bonds	803,338.91	-	42,647.50	68,783.08	-	829,474.49
820	Health Insurance	1,464,713.24	122,024.83	128,361.36	-	-	1,458,376.71
830	Health Reimbursement Accounts	24,330.94	-	1,600.50	-	-	22,730.44
840	Flex/STD	186,475.53	230.76	266.46	-	-	186,439.83
850	Liability Insurance Reserve-City	19,047.40	21.04	7,540.60	-	-	11,527.84
	CITY UTILITY & is SUB-TOTAL	4,263,630.58	615,703.80	448,381.58	206,998.66	248,917.75	4,378,553.69
	-	-	-	-	-	-	-
	TOTAL CITY FUNDS	25,179,131.08	4,355,833.50	1,250,992.84	303,551.34	303,551.34	28,283,971.74

65%

TOTAL IMU FUNDS	15,678,205.94	1,470,992.41	2,250,751.28	-	-	14,898,447.07	35%
GRAND TOTAL CITY & IMU	40,857,337.02	5,826,825.91	3,501,744.12	303,551.34	303,551.34	43,182,418.81	
Cross Check Total						43,182,418.81	
Investments						43,182,418.81	
Bankers Trust-City Investment Account	\$ 21,800,004.26	0.85%					
Iowa Public Agency Inv. Trust	\$ 116,173.99	0.13%					
Payroll Account, TruBank	\$ -						
Checking Account, TruBank	\$ 109,940.10	0.11%					
Sweep Account, TruBank	\$ 6,849,821.17	0.40%					
Indianola Hometown Pride, TruBank	\$ 353.58						
Indianola EMS - TruBank	\$ 138,531.14						
Wells Fargo	\$ 1,080.00						
City USDA Funds - TruBank	\$ 75,000.00						
Bankers Trust IMU Elec Fiber Project	\$ 7,298,248.90	1.42%					
Bankers Trust IMU Debt Reserve - Peoples Bank	\$ 900,498.78	0.85%					
IMU USDA Funds - TruBank	\$ 375,000.00						
IMU Telecom - TruBank							
IMU Sweep Account	\$ 6,072,516.15						
IMU Commercial Account	\$ 249,923.44						
BANK BALANCE	43,987,091.51					43,987,091.51	

Clerk's Balance	43,182,418.81
Outstanding Deposit-City	\$ -
Plus Outstanding Checks-City	\$ 162,507.76
Bank Adjustment-City	\$ (43,025.39)
Book Adjust (Checks Voided in May)	\$ (10,480.02)
Outstanding Deposit-IMU	\$ -
Plus Outstanding Checks-IMU	\$ 915,483.62
Bank Adjustment-IMU	\$ (18,371.08)
Utility Cash Clearing- Caselle	\$ (201,442.19)
Telecom Tru Bank Account	\$ -
Outstanding Deposit - Telecom	\$ -
Plus Outstanding Checks-Telecom	\$ -
Plus Bank Adjustment	\$ -

600 Water	751,053.23	188,588.33	90,361.01	-	-	849,280.55
620 IMU Administration	(89,771.72)	5,240.01	105,918.05	-	-	(190,449.76)
625 Revolving Economic Development	113,983.62	113.62	-	-	-	114,097.24
626 USDA RLF	375,000.00	-	-	-	-	375,000.00
630 Electric	6,808,557.66	1,114,667.25	958,460.01	-	-	6,964,764.90
640 Fiber/Communications	3,725.85	53,654.27	52,137.63	-	-	5,242.49
-	-	-	-	-	-	-
700 Water Capital Projects	1,769,815.59	-	29,355.86	-	-	1,740,459.73
730 Electric Capital Projects	4,586,589.88	108,716.30	69,904.72	-	-	4,625,401.46
740 Fiber/Comm Capital Projects	20,123.18	-	-	-	-	20,123.18
-	-	-	-	-	-	-
770 Water Reserve	-	-	-	-	-	-
773 Electric Reserve	-	-	-	-	-	-
780 Water Capital Improvement	75,000.00	-	-	-	-	75,000.00
783 Electric Improvement	-	-	-	-	-	-
790 Water Revenue Bonds	-	-	-	-	-	-
793 Electric Revenue Bonds	1,250,041.80	-	944,614.00	-	-	305,427.80
855 Liability Insurance Reserve--IMU	14,086.85	12.63	-	-	-	14,099.48
IMU SUB-TOTAL	15,678,205.94	1,470,992.41	2,250,751.28	0.00	0.00	14,898,447.07

<u>INTEREST DISTRIBUTION</u>	INTEREST		C	A	F
	INCOME	% OF TOTAL	LYTD	YTD	YTD
Electric Funds	\$ 14,842.00	32.57%	\$ 196,196.52	\$ 82,541.10	
Water Funds	\$ 2,916.45	6.40%	\$ 36,491.66	\$ 14,958.23	
Sewer Funds	\$ 3,249.11	7.13%	\$ 50,364.18	\$ 18,116.82	
Police Retirement	\$ 50.13	0.11%	\$ 810.54	\$ 278.47	
TIF	\$ 3,367.59	7.39%	\$ 8,682.48	\$ 8,682.48	
All other	\$ 21,144.25	46.40%	\$ 338,567.88	\$ 122,858.02	
TOTAL	\$ 45,569.53	100.00%	\$ 631,113.26	\$ 247,435.12	

Meeting Date: 06/15/2020

Information

Subject

Receive and file the April 2020 EMS Billing Activity Report.

Information

Roll call to receive and file the EMS billing report for April is in order.

Fiscal Impact

Attachments

April EMS Report



FIRE DEPARTMENT

TO: Mayor Kelly Shaw and City Council Members
CC: City Manager Ryan Waller, Finance Director Andy Lent
FROM: Fire Chief Gregory M. Chia
DATE: 06-10-2020
RE: April 2020 EMS Billing Activity

April 2020 EMS billing activity from Intermedix (R1) Company is posted below. R1 has posted financial activity for Indianola Fire Department EMS section. The information shown is the fire department and R1's activity for the month of April 2020.

Details for the month of April 2020 EMS Billing activity.

For the period: 04/01/2020 to 04/30/2020

New Charges: \$86,985.00	All Accounts Collected Old / New: \$59,137.90
Billable Transports: \$83,785.00	Non-Transports Collected: \$1000.00
Non-Transports Billable: \$600.00	Unidentified Payments Collected: \$0
Total Non-Billable: (\$8,217.00)	Refunds: (\$1597.77)
ALS Tier: 0	
Total Accounts Created: \$78,768.00	Net Total Collected: \$57,540.13

With the above activity the TruBank Account Balance now stands at \$138,531.14 as reflected on April 30, 2020.



Meeting Date: 06/15/2020

Information

Subject

Resolution condemning racism and other hateful acts and reaffirming commitment to fighting for justice and human and civil rights for all.

Information

The Administrative & Policy Committee respectfully requests the Council's consideration of the attached resolution.

Fiscal Impact

Attachments

Resolution

City of Indianola
RESOLUTION NO 2020-

**RESOLUTION CONDEMNING RACISM AND OTHER HATEFUL ACTS AND REAFFIRMING
COMMITMENT TO FIGHTING FOR JUSTICE AND HUMAN AND CIVIL RIGHTS**

WHEREAS, the City of Indianola, its governing body, departments, and employees city-wide, are deeply saddened by the tragic events that have recently occurred across the country; and

WHEREAS, racism, hate and bigotry have no place in our city, and we are committed to working actively against all forms of racism. We are committed to safeguarding our community against the damages that racism and bigotry cause and to ensuring that the Constitutional rights of every person who lives, works, and visits our great city are protected; and

WHEREAS, the Indianola Police Department has had long-standing policies of honesty, openness, and transparency, and is committed to continuing these policies with internal and external stakeholders in a continuing effort to build on the culture of trust with whom they serve; and

WHEREAS, the City of Indianola truly appreciates the overwhelming support of our departments like the Police Department that we receive from this great community, and it is our promise to each of you that we will continue to work diligently every day to exceed your expectations in all aspects of city-wide operations.

THEREFORE, IT IS RESOLVED that the Mayor and City Council of the City of Indianola, hereby strongly condemns racism and other hateful acts and reaffirms our commitment to fighting for justice and human and civil rights for all.

Passed and approved this 15th day of June 2020.

Kelly B. Shaw, Mayor

ATTEST:

Andrew J. Lent, City Clerk/CFO

Meeting Date: 06/15/2020

Information

Subject

Resolution adopting City Council Rules of Procedure.

Information

Roll call is in order.

Fiscal Impact

Attachments

Resolution Adopting Rules

Rules of Procedure

RESOLUTION 2020-

RESOLUTION ADOPTING CITY COUNCIL RULES OF PROCEDURE

WHEREAS, the Iowa League of Cities recommends cities adopt rules of operation for the City Council; and

WHEREAS, such a document will provide clear direction to the Mayor, Council, staff, and the public in the procedures of the Indianola City Council so business of the City can be conducted in an orderly and efficient manner; and

WHEREAS, the Indianola City Council has drafted a Rules of Procedure document, attached hereto as Exhibit A; and

WHEREAS, the document provides for requirements, duties and actions of the Mayor and Council Members in meetings; order of business; public input guidelines; and preparation and publication of the agenda and minutes; and

WHEREAS, the Council Rules of Procedure have been reviewed by counsel and complies with current state law.

NOW THEREFORE BE IT RESOLVED, that the Indianola City Council hereby approves and adopts the Rules of Procedure for Conduct of City Council Business.

Passed and approved this 15th day of June 2020.

Kelly B. Shaw, Mayor

ATTEST:

Andrew J. Lent, City Clerk/CFO

City of Indianola

Rules of Procedure For Conduct of City Council Business

INSERT DATE

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RULES OF PROCEDURE

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

QUORUM

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

AGENDA

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

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

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

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

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

LENGTH OF MEETING

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

CONDUCT OF BUSINESS

Order of Business

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

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

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

Special Meeting

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

Closed Session: Executive Session Policy

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

Exceptions to the Open Meetings Law

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

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

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

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

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

Electronic Meeting

(Reference Code of Iowa §21.8)

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

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

Work Session Meeting

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

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

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

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

DECORUM DURING COUNCIL MEETINGS

Requirements

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

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

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

DUTIES OF PRESIDING OFFICER

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

APPROVAL OF MINUTES

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

CORRECTION OF MINUTES

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

RULES OF DEBATE

Presiding Officer

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

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

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

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

Council Member

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

ADDRESSING COUNCIL FROM FLOOR

Securing Permission to Speak

Any persons desiring to address the Council are required to follow the procedures as posted in Council Chambers and shall complete a public comment card indicating the agenda item on which they wish to comment, or the topic for items not on the agenda. Remarks should be directed to the matter being considered and toward the City Council, not City Staff.

Individuals

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

Spokesperson for Group Presentations

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

Open Forum

A maximum of twenty (20) minutes will be set aside for members of the public to address the Council on any item not on the agenda and on any subject over which the Council has the authority to act.

- Presentations will be limited to three (3) minutes **to a maximum of (5) minutes.**
- Preference will be given to individuals who did not speak at the previous council meeting's Open Forum.
- Individuals may not speak more than once during Open Forum.
- All speakers must address the entire Council and will not be permitted to engage in dialogue.

Any individual addressing the Council will be asked by the presiding officer to clearly state his/her name and address prior to speaking before the Council or minimally during or after his/her presentation to the Council so that his/her name may be accurately recorded in the minutes of the meeting.

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

Public Hearings

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

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

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

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

PREPARATION OF THE MINUTES

Method of Keeping Minutes

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

Remarks of Council Members Entered in Minutes

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

Delivery of Minutes

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

PROCESSING COUNCIL MAIL

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

SPECIAL COMMITTEES

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

PREPARATION AND REVIEW OF ORDINANCES, RESOLUTIONS AND CONTRACT DOCUMENTS

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

COUNCIL ACTION

(Reference Code of Iowa §380.3, 380.4)

Procedure for Council Action

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

Disqualifications/Abstentions

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

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

Vote Required

(Reference Code of Iowa §380.4)

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

a. Ordinances, Amendments and Resolutions

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

b. Motions

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

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

Motion to Reconsider

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

Motion to Table

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

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

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

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

Motion to Postpone

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

Tie Vote

When a tie vote occurs, the motion is lost.

INTERPRETATION OF THE RULES OF PROCEDURE

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

REPORTING

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

The City Council oversees the following:

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

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

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

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

When contacted by a constituent regarding any city concern/complaint, elected officials **shall** contact the City Manager so that appropriate staff can be involved in the process. If a personal visit is requested by the constituent, no elected official should make this visit without a staff person from the appropriate department. 4/9/2019 4/9/2019 ~~6/9/2020 2/19/2020~~

MISCELLANEOUS

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

DRAFT

Meeting Date: 06/15/2020

Information

Subject

Consideration of the re-nomination of Erin Freeberg to the Planning and Zoning Commission from July 1, 2020 to June 30, 2025.

Information

Roll call is in order.

Fiscal Impact

Attachments

Freeberg Application

Freeberg Resume



City Clerk / Finance Office

PO Box 299, Indianola, IA 50125-0299 • www.indianolaiowa.gov
515-961-9410 phone • 515.961.9402 fax

VOLUNTEER APPLICATION FORM TO SERVE ON A CITY BOARD AND COMMISSION

There are numerous Boards and Commissions to advise the City Council. Appointments are approved at a Council meeting when terms have expired or vacancies occur.

To be considered, interested individuals must be Indianola residents. Terms for the Boards and Commissions vary and are established by Municipal Code. These boards and commissions are vital to the success of the community and are comprised of interest citizens. The City of Indianola desires to have diverse representation on the Boards and Commissions to reflect the age, race/ethnicity and gender of the Indianola community. All appointments are made during the City Council meetings that take place on the first and third Monday.

*Interested residents must complete and submit this form along with a resume or bio to the City Clerk Office:
via email to CityClerk@indianolaiowa.gov or by mail at 110 N. 1st Street, Indianola, IA 50125*

PERSONAL INFORMATION

NAME:	Erin Freeberg				
STREET ADDRESS:	409 R63 Hwy				
CITY:	Indianola	STATE:	Iowa	ZIP:	50125
EMAIL:	erin@adorngiftandhome.com				
HOME PHONE:	5159882956	CELL PHONE:	5159882956	WORK PHONE:	
GENDER:	F	AGE (OPTIONAL):		RACE (OPTIONAL):	

☐ BOARD OF ADJUSTMENT / APPEALS meets the first Wednesday of the Month at 6:00 p.m. in the City Hall Council Chambers. This Board reviews applications for variances (zoning setbacks, lot area, off street parking, etc.), rules on special uses and structures listed, and listens to/decides upon appeals or administrative decisions. The Board consists of five members who serve 5-year terms. This Commission is appointed by the City Council.	☐ 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. This committee helps rural Iowa communities restore pride by improving their local image and appearance resulting in enhanced economic and cultural vitality of the community. It is a long term (up to five years) program of consistent technical and leadership assistance to citizens in building stronger and more sustainable places to live.
☐ 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.	☐ 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 and rooms and personnel. The Board consists of seven members serving 6-year terms.	☐ 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.
☐ PARK & 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 & ZONING COMMISSION meets the second Tuesday of the month at 6:00 p.m. in the City Hall Council Chambers. This commission is qualified by knowledge or experience to act in matters pertaining to the development of the City Plan. The commission consists of 10 members who serve 5-year terms. This Commission is appointed by the City Council.	☐ SUSTAINABILITY COMMITTEE This committee reviews options to become a more "green" community and reduce the city's carbon footprint.

ERIN FREEBERG

409 R 63 HWY INDIANOLA, IA
erin@aodrngiftandhome.com (515) 988-2956

PROFILE

Civic minded. Community Focused. Indiana native. Small business owner.

EXPERIENCE

OWNER, FEED & FOSTER

INDIANOLA, IA 2020-PRESENT

Developed and designed a second retail store concept. Responsible for marketing/branding, buying and daily operations. Opening July 2020

OWNER, ADORN

INDIANOLA, IA 2012-PRESENT

Responsible for concept, buying and oversee daily operations of retail store. Recipient of 2015 Warren County Economic Development Woman-Owned Business of the Year.

ASSOCIATE DIRECTOR OF ANNUAL GIVING, SIMPSON COLLEGE

INDIANOLA, IA 2010-2012

Vital member of College Advancement fundraising staff. Responsible for building relationships and securing gifts from Simpson alumni, friends and corporate partners in support of The Simpson Fund, the campus-wide unrestricted fund

CORPORATE MEETING PLANNER, PRINCIPAL FINANCIAL GROUP

DES MOINES, IA 2009-2010

Managed all aspects of business meetings and events from planning to implementation, while ensuring the most cost effective methods were used for all business units.

MARKETING COORDINATOR, FHBL DES MOINES

DES MOINES, IA 2004-2009

Managed planning, marketing, communication and logistics of member education conferences attended by over 3,500 executive level attendees from 1,200 financial institutions in a five state region each year.

EDUCATION

Washburn University - Topeka, Kansas

B.A. Mass Communication/Public Relations 1996-2000

COMMUNITY INVOLVEMENT

Indianola Planning and Zoning Commission

Indiana Chamber of Commerce

Simpson Guild

Market at the Square

Indianola Community Youth Foundation

Meeting Date: 06/15/2020

Information

Subject

Consideration of the nomination of Heidi Levine to the Hometown Pride Committee from July 1, 2020 - June 30, 2022.

Information

Roll call is in order.

Fiscal Impact

Attachments

Levine Application

Levine Resume



City Clerk / Finance Office

PO Box 299, Indianola, IA 50125-0299 • www.indianolaiowa.gov
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via email to CityClerk@indianolaiowa.gov or by mail at 110 N. 1st Street, Indianola, IA 50125*

PERSONAL INFORMATION

NAME:	Heidi Levine				
STREET ADDRESS:	1000 Kensington Court				
CITY:	Indianola	STATE:	IA	ZIP:	50125
EMAIL:	heidi.levine@simpson.edu				
HOME PHONE:		CELL PHONE:	319-491-4188	WORK PHONE:	515-961-1617
GENDER:	woman (why?)	AGE (OPTIONAL):	60	RACE (OPTIONAL):	white

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HEIDI LEVINE
1000 Kensington Court
Indianola, IA 50125
(515) 961-1617 (office)
(319) 491-4188 (cell)
Heidi.levine@simpson.edu

EDUCATION

Ph.D.	Temple University Counseling Psychology	1994
M.S.	The Pennsylvania State University Counselor Education (College Student Personnel Services)	1983
B.A.	Northern Illinois University Psychology	1981
Certificate	Bryn Mawr College & HERS Mid-America Summer Institute for Women in Higher Education Administration	2004

STUDENT AFFAIRS EXPERIENCE

Vice President for Student Development & Planning **2015 – Present**
Simpson College; Indianola, IA

Simpson College is a private, residential, Baccalaureate/ Arts & Sciences institution enrolling 1,200 undergraduate students

Responsible for leadership of student affairs division at small, residential, liberal arts college. Areas include residence life, dean of students/student conduct, student life (student activities, Greek life, intramurals), career development & civic engagement, multicultural affairs, counseling & health services, campus security. Oversee total budget (personnel and operations) in excess of \$1.5 million. Serve as institution's Accreditation Liaison Officer.

Selected Accomplishments:

- Evaluating division priorities, capacity and organization in light of institutional position and resource reductions.
- Led institutional assessment of campus climate, as well as initiatives to disseminate results and incorporate findings to increase student experience of inclusion and intercultural competence.
- Leading cross-institutional, collaborative initiative to integrate community dialogue and civil discourse into campus life, increasing student and community capacity for dialogue across difference.
- Convened team to develop protocol for managing campus protests and disruptive speakers.
- Serve as member of institutional and consortial sexual assault policy and response team.
- Implemented divisional professional development program to increase staff intercultural competence.
- Guided division in articulating intended student learning outcomes and developing division-wide assessment plan.
- Collaboratively led other institutional representatives in developing and implementing protocols in compliance with Federal consumer information mandates.

Assistant Vice President for Student Affairs & Dean of Students
Dean of Students

2012 – 2015
2008 – 2012

Cornell College; Mt. Vernon, IA

Cornell College is a private, residential, Baccalaureate/ Arts & Sciences institution enrolling 1,200 undergraduate students

Responsible for leadership of student life programs at small, residential, liberal arts college. Responsibilities included direct supervision of directors of residence life, campus safety, student life, counseling, health services and intercultural life; provided coordination and oversight for student conduct system. Oversaw departmental operating budgets of approximately \$520,000.

Selected Accomplishments:

- Led team that completed and operationalized institutional emergency operations plan. External risk management review identified plan as potential model for other institutions.
- Revised policies and report/grievance processes pertaining to sexual misconduct, bias-related incidents and student privacy, ensuring compliance with federal mandates and best practice guidelines.
- Served on institutional leadership and strategic planning teams focused on maximizing opportunities for student engagement and “reimagining the liberal arts.” Outcomes included increasing participation in civic engagement programs and creation of a civic engagement minor. Plans are underway to create a multi-disciplinary experiential learning center, bridging Academic and Student Affairs, and making engagement a centerpiece of the College’s strategic plan implementation.
- Initiated staff development program to increase the intercultural competence of Cornell’s Student Affairs staff. This initiative has significantly increased individual participants’ and the division’s capacity to identify and effectively respond to a range of both highly visible bias-related incidents and micro-aggressions.
- Implemented an assessment project focused on identifying existing strengths and gaps in leadership development. The results of this multi-faceted assessment led to the development and implementation of a co-curricular leadership certificate program based on the Social Change Model of leadership development.

Director, Student Health & Counseling

2000 – 2008

State University of New York at Geneseo; Geneseo, NY

SUNY Geneseo is a highly selective, public, Master’s level institution enrolling 5,300 undergraduate and 300 graduate students

Responsible for the provision of primary health and psychological care, health promotion and education; managed departmental operations, including personnel and fiscal management. Managed an annual budget (operations and personnel) in excess of \$1,000,000. Served as a member of the management team of the Division of Student and Campus Life.

Selected Accomplishments:

- Engaged in strategic planning and mission development to successfully integrate health and counseling into holistic, student-focused service.
- Evaluated scope of service and eliminated underutilized services.
- Significantly increased the visibility and reputation of services on campus.
- Identified and assessed student learning outcomes and trends.
- Collaborated with County Department of Health to offer on-site, low-cost reproductive health care.
- Maintained departmental accreditation through period of reorganization and mission change.

Interim Director, Center for Counseling & Student Development 1999 – 2000
Associate Director, Center for Counseling & Student Development 1996 – 1999
Radford University; Radford, VA

Radford University is a public, Master's level comprehensive institution enrolling 8,600 undergraduate and 960 graduate students

Oversaw operations of counseling, disability services and sexual assault/substance abuse education; provided individual brief therapy and counseling to students; co-facilitated group for women with eating disorders; coordinated academic support program for students on probation; developed assessment and evaluation tools for center's clients; conducted student survey on needs and perceptions related to counseling services.

Selected Accomplishments:

- Collaborated with Dean of Students to implement alcohol assessment program.
- Coordinated and assessed successful retention program for academically at-risk students.
- Implemented computerized scheduling and data management system.
- Participated on research team assessing student knowledge and behaviors related to HIV/AIDS and prevention.

Director of Counseling Services 1993 – 1996
Coordinator of Summer Orientation, Advising and Registration 1994 – 1996
Cabrini College; Radnor, PA

Cabrini is a private, Master's level institution enrolling 1,366 undergraduate and 1,925 graduate students

Coordinated and managed policy, procedural, staff, and fiscal operations of the counseling services; provided individual, couple and group counseling and therapy to students; coordinated accommodations for students with psychological disabilities

Selected Accomplishments:

- Chaired campus-wide committee on minority student/diversity issues.
- Managed all aspects of new student and parent orientation, including selection and training of student staff, coordination of advising and registration.

Counselor 1985 – 1990
Acting Director of Counseling 1988 – 1989
Director of Orientation 1988 – 1989

Philadelphia College of Textiles & Science (now Philadelphia University); Philadelphia, PA

Philadelphia University is a private, Master's level institution enrolling 3,200 undergraduate and graduate students

Provided counseling services to students with personal, academic, & career concerns; advised and taught students in state-funded educational opportunity program; managed all administrative and clinical operations of the counseling center.

Selected Accomplishments:

- Managed all aspects of new student and parent orientation, including selection and training of student staff, coordination of advising and registration.
- Developed protocol for handling psychological emergencies on campus.
- Established policy & procedures on mandatory psychiatric evaluation & withdrawal of students.

Resident Director

1983 – 1985

College of New Rochelle; New Rochelle, NY

College of New Rochelle is a private, Master's level institution enrolling 4,200 undergraduate and graduate students

Managed residence hall housing 150 students, supervised a staff of five Resident Assistants; advised hall judicial panel.

COLLEGE/UNIVERSITY SERVICE (SELECTED)

President's Committee on Diversity& Inclusion; Simpson College, 2016 – Present

All-College Budget Committee; Simpson College, 2017 – 2019

Strategic Planning Steering Committee; Simpson College, 2017

Crisis Planning & Preparedness Committee (chair); Cornell College, 2010 – 2015

Strategic Planning Committee; Cornell College, 2012 – 2015

Student Success Team; Cornell College, 2011 – 2013

Accreditation Committee; Cornell College, 2010 – 2013

Civic Engagement Committee; Cornell College, 2008 – 2010

President's Commission on Diversity & Community; SUNY Geneseo, 2002 – 2008

Co-chair; coordinated Commission's work in campus assessment, campus outreach (2006-08)

Campus Emergency Planning Team; SUNY Geneseo, 2003 – 2008

Pandemic Response Planning Team (chair); SUNY Geneseo, 2006 – 2008

Campus-Community Alcohol Coalition; SUNY Geneseo, 2002 – 2008

Geneseo First Response Squad Board of Directors; SUNY Geneseo, 2003 – 2008; chair 2003 – 04

First Year Experience Task Force; SUNY Geneseo, 2006 – 07

Affirmative Action Hearing Panel; SUNY Geneseo, 2004 – 05

Teaching Learning Center Advisory Board; SUNY Geneseo, 2003 – 06

Academic Advising Committee; Radford University, 1997– 2000

Institutional Review Board; Radford University, 1998 – 2000

Enrollment Management Committee, Minority Student Support Subcommittee (chair); Cabrini College, 1995 – 96

Academic Standards Committee; Philadelphia College of Textiles & Science, 1986 – 88

TEACHING EXPERIENCE

Supervision and Human Resource Management

University of Wisconsin – LaCrosse, Department of Student Affairs Administration; 2019

Career Observation

Simpson College; 2017, 2018, 2019

Basic Helping Skills

University of Iowa, Department of Higher Education/Student Affairs; 2012, 2013, 2014

Multicultural Counseling

Radford University Department of Psychology; 1997, 1998, 1999

Counseling Gays & Lesbians

Radford University Department of Psychology; 1998

Master's Practicum/Fieldwork in Counseling

Temple University Department of Counseling Psychology; 1994, 1995

Counseling in Schools & Urban Agencies

Temple University Department of Counseling Psychology; 1992, 1994

PUBLICATIONS

Levine, H. & Stock, S. (Eds.). *New Directions in College Student Mental Health*, Jossey-Bass, Inc. December, 2016.

Levine, H. Curbing alcohol abuse on college campuses: Why bother, indeed? In *Contested Issues Within Student Affairs* (P. Magolda & M. Baxter Magolda, eds.), Stylus Press, 2011.

Raynor, D. A. & Levine, H. Associations Between the Five-Factor Model of Personality and Health Behavior Among College Students. *Journal of American College Health*, July/August, 2009.

Levine, H. Suicide and its impact. In *Assisting Bereaved College Students* (H. Servaty & D. Taub, eds.), San Francisco: Jossey-Bass, Inc. (Spring, 2008).

Engle, C. C., Reilly, N. P., & Levine, H. B. A case study of an academic retention program. *Journal of College Student Retention*, (Summer, 2004).

Levine, H. & Love, P. G. Religiously Affiliated Institutions and Sexual Orientation. In *Toward Acceptance* (V. Wall & N. Evans, eds.), ACPA Media, 2000.

Levine, H. A Further Exploration of the Lesbian Identity Development Process and its Measurement. *Journal of Homosexuality*, Fall, 1997.

Bieschke, J. K.; Bowman, G. D.; Hopkins, M.; Levine, H.; & McFadden, K. Improvement and Satisfaction with Short-Term Therapy at a University Counseling Center. *Journal of College Student Development*, November/December, 1995.

Levine, H. & Evans, N. J. The Development of Gay, Lesbian, and Bisexual Identities. In *Beyond Tolerance: Gays, Lesbians, and Bisexuals on Campus* (N. Evans & V. Wall, eds.), ACPA Media, 1991.

Evans, N. J. & Levine, H. L. Perspectives on Sexual Orientation. In *Evolving Theoretical Perspectives on Students*, Jossey-Bass, Inc., 1990.

PRESENTATIONS (SELECTED)

Levine, H., Bayless, L., & Lee, D. *Leveraging Emotional Intelligence to Lead Through Challenging Times*. 2020 ACPA Convention; Nashville, TN

Stock, S. & Levine, H. *Mental Health is Everyone's Business: A Primer for Student Affairs Leaders*. 2017 ACPA Convention; Columbus, OH

Levine, H. & Elkins, B. *Learning to Bend: Helping Traditional-Aged College Students Develop Resilience*. 2016 ACPA Convention; Montreal, Quebec, CA

- Elkins, B., Holmes-Leopold, RJ, Levine, H., & Schimek, G. *Building Social Justice Staff Capacity Through Inclusion Conversations*. 2015 ACPA Convention; Tampa, FL
- Stock, S., Levine, H., & Bershad, C. *Leadership and Development: Many Paths, Many Stories*. 2015 ACPA Convention; Tampa, FL
- Kugler, D. & Levine, H. *Academic Support Services: A Look into the Future*. 2010 ACPA Convention; Boston, MA
- Levine, H., Wiltgen, C., Duval, D., & Franzen, K. *Connecting with At-Risk Students through Early Warning Programs*. 2009 ISPA/ICCSA Conference; Cedar Rapids, IA
- Levine, H., Mitchell, S., Osterhoudt, L., & Sweeney, K. *Effective Training Programs for Faculty & Staff*. Invited panel moderator, SUNY Safety Symposium, 2007
- Caruso, L., Levine, H. & Welge, C. *Yours, Mine and Ours: Resource Availability and Allocation in an Emergency*. Invited panel member, SUNY Pandemic Flu Symposium, 2006
- Axelrod, H., Levine, H., Morris, C. *Dealing with Disruptive Behavior*. Invited panel member, SUNY Safety Symposium, 2004
- Levine, H. & Holthaus, R. *Making Merger Work: One Center's Story*. 2002 New York State College Health Association Annual Conference; Binghamton, NY
- Levine, H. & Bonfiglio, R. *Confidentiality and the Educational Need to Know*. 1999 ACPA Convention; Atlanta, GA
- Levine, H., Forrest, A. W., McCulloh, S. A. & Culver, S. M. *HIV/AIDS on College Campuses Today: Assessment and Program Development*. 1999 ACPA Convention; Atlanta, GA.
- Bonfiglio, R. & Levine, H. *Dealing with Disruptive Students*. National Conference on Student Services; Lake Buena Vista, FL, 1997
- Lark, J. S.; Croteau, J. M.; Evans, N.; & Levine, H. *Publishing on Lesbian/Gay/Bisexual Concerns: Literature that Transforms*. 1995 ACPA Convention; Boston, MA
- Levine, H.; Bowman, G. D.; Hopkins, M.; McFadden, K.; Bieschke, K.; & Pricken, P. *Justifying our Existence: Counseling Center Evaluations*. 1994 ACPA Convention; Indianapolis, IN
- Levine, H. & Bahr, J. *Beyond Chickering: Rethinking Lesbian & Gay Identity Development*. 1988 ACPA Convention; Miami, FL

PROFESSIONAL ASSOCIATIONS & SERVICE

American College Health Association (Institutional Member)	2000 – 2008
Member, Mental Health Standards Task Force	2005 – 2009
American College Personnel Association (ACPA)	1981 – Present
Past President	2012 – 13

President	2011 – 12
Vice President	2010 – 11
Convention Planning Team, Pre-Convention Programs Chair	2008 – 10
Editorial Board Member, ACPA Books & Media	2006 – 10
Member, Executive Committee	2004 – 06
Director of Commissions	2004 – 06
Chair, Presidential Scholarship Task Force	2001 – 02
Editor, <i>ACPA Developments</i>	1999 – 2002
Chair, Commission for Counseling & Psychological Services	1998 – 2000
ACPA Foundation	2016 – Present
President-elect	2020 – 2021
Vice President	2017 – 2020
Trustee	2016 – Present
American Counseling Association	1981 – 1992
American Psychological Association	1990 – 2007
Division 17 (Counseling Psychology)	1994 – 2007
Association for University and College Counseling Center Directors	2000 – 2008
Iowa Student Personnel Administrators	2008 – Present
National Association of Student Personnel Administrators	2007 – 2011, 2015 – Present

REGIONAL & NATIONAL SERVICE

Higher Learning Commission	
Peer Review Corps member	2018 – present
State University of New York	
Member, Chancellor's Personal Safety Task Force Alcohol & Violence Committee	2003 – 2006
Secretary/Treasurer, Association of SUNY Counseling Center Directors	2005 – 06
SUNY Brockport	
Consultant, Counseling Services external review	2003
U.S. Dept. of Health & Human Services, Substance Abuse & Mental Health Services Administration	
Invited Member, Suicide Prevention Dialogue Meeting	2007

HONORS

Iowa/Minnesota Campus Compact Civic Engagement Leadership Award, 2020
 Iowa Student Personnel Association Distinguished Service Award, 2016
 ACPA Foundation Diamond Honoree, 2007
 ACPA *Annuity Coeptis*, Senior Practitioner Award Recipient, 2004

CIVIC ENGAGEMENT

RAGBRAI Indianola Advisory Committee	2019
Drake University/Community Choir	
Member	2016 - present

National Resilience Institute (Mt. Vernon, IA)

Board of Directors

2011 – 2017

Chair

2015 – 2017

Secretary

2012 – 2015

Cedar Rapids Concert Chorale

Member

2009 – 2015

Mental Health Association of the New River Valley (Blacksburg, VA)

Board of Directors

1997 – 2000

President

1998 – 1999

Blacksburg Master Chorale

Member

1997 – 2000

Meeting Date: 06/15/2020

Information

Subject

Consideration of the nomination of Emmet Konrad to the Library Board of Trustees.

Information

Roll call is in order.

Fiscal Impact

Attachments

Konrad Application



City Clerk / Finance Office

PO Box 299, Indianola, IA 50125-0299 • www.indianolaiowa.gov
515-961-9410 phone • 515.961.9402 fax

VOLUNTEER APPLICATION FORM TO SERVE ON A CITY BOARD AND COMMISSION

There are numerous Boards and Commissions to advise the City Council. Appointments are approved at a Council meeting when terms have expired or vacancies occur.

To be considered, interested individuals must be Indianola residents. Terms for the Boards and Commissions vary and are established by Municipal Code. These boards and commissions are vital to the success of the community and are comprised of interest citizens. The City of Indianola desires to have diverse representation on the Boards and Commissions to reflect the age, race/ethnicity and gender of the Indianola community. All appointments are made during the City Council meetings that take place on the first and third Monday.

*Interested residents must complete and submit this form along with a resume or bio to the City Clerk Office:
via email to CityClerk@indianolaiowa.gov or by mail at 110 N. 1st Street, Indianola, IA 50125*

PERSONAL INFORMATION

NAME:	Emmett Konrad				
STREET ADDRESS:	1505 W 5th Avenue				
CITY:	Indianola	STATE:	Iowa	ZIP:	50125
EMAIL:	elkonrad12@gmail.com				
HOME PHONE:		CELL PHONE:	(515)971-9262	WORK PHONE:	
GENDER:	Male	AGE (OPTIONAL):		RACE (OPTIONAL):	

☐ BOARD OF ADJUSTMENT / APPEALS meets the first Wednesday of the Month at 6:00 p.m. in the City Hall Council Chambers. This Board reviews applications for variances (zoning setbacks, lot area, off street parking, etc.), rules on special uses and structures listed, and listens to/decides upon appeals or administrative decisions. The Board consists of five members who serve 5-year terms. This Commission is appointed by the City Council.	☐ 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. This committee helps rural Iowa communities restore pride by improving their local image and appearance resulting in enhanced economic and cultural vitality of the community. It is a long term (up to five years) program of consistent technical and leadership assistance to citizens in building stronger and more sustainable places to live.
☐ 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.	☒ 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 and rooms and personnel. The Board consists of seven members serving 6-year terms.	☐ 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.
☐ PARK & 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 & ZONING COMMISSION meets the second Tuesday of the month at 6:00 p.m. in the City Hall Council Chambers. This commission is qualified by knowledge or experience to act in matters pertaining to the development of the City Plan. The commission consists of 10 members who serve 5-year terms. This Commission is appointed by the City Council.	☐ SUSTAINABILITY COMMITTEE This committee reviews options to become a more "green" community and reduce the city's carbon footprint.

Indianola City Council Members,

I am thankful for the opportunity to apply for the open position on the Library Board of Trustees. Upon reading my biography below, I hope to assure you of the value I would add to the board and the manner of which I would serve the City of Indianola.

I attended Iowa State University and graduated in 2015 with a Bachelors of Science in Mechanical Engineering. During my tenure at Iowa State, a colleague and I reinstated the American Society of Heating, Refrigeration, and Air-Conditioning Engineers (ASHRAE) Student Chapter of which I was president for three years. After graduation I began serving as the Student Activities Co-chair for the ASHRAE Iowa Chapter from 2016-2018. During that time, I also wanted to give back to this community and took on the role as Co-Chair and eventually Chair of Indianola Hometown Pride from 2018 to January 2020. In the spring of 2019 I attended and graduated from the Warren County Leadership Institute where I learned many valuable skills that I continue to apply today. Further, I am currently Treasurer of the Friends of the Indianola Public Library and have served on the board since 2018. I have acquired a multitude of learning experiences from the aforementioned board and committee appointments and will continue to utilize those experiences while serving on the Library Board of Trustees.

As a professional, I worked for MODUS Engineering as an intern from the summer of 2012 to December of 2015. I became a full-time employee at MODUS in January of 2016. In the fall of 2018 I joined BBS Architects | Engineers where I currently serve as a mechanical engineer designing commercial HVAC, Plumbing, and Fire Protection systems. My vocation requires me to think creatively and analytically while also utilizing foresight to predict future conflicts before they occur. I believe the skills I use every day would have a direct correlation to serving on the Library Board of Trustees.

I am seeking a position on the Library Board of Trustees because serving on the Friends of the Indianola Public Library Board the past two years has given me a glimpse into the amazing opportunities the Indianola Public Library has to offer and I would be honored to have a hand in the educational, entertainment, and social contributions the library provides to our community.

Sincerely,



Emmett Konrad

Meeting Date: 06/15/2020

Information

Subject

Resolution approving a professional services agreement with Confluence for various code updates.

Information

Roll call is in order.

Fiscal Impact

Attachments

Code Update Memorandum

Bolton and Menk Proposal

Confluence Proposal

Snyder Proposal

Resolution Approving Agreement

Professional Services Agreement



COMMUNITY DEVELOPMENT

To: Mayor and City Council
From: Charlie E. Dissell, Community and Economic Development Director
CC: Ryan Waller, City Manager
Date: June 5, 2020
Re: Resolution approving a professional service agreement with Confluence, Inc. for various code updates

As the City Council is aware, on May 18 of this year, Elevate Indianola, a Comprehensive Plan Update Prepared with the Citizens of Indianola, was adopted. The new Comprehensive Plan includes a total of 164 implementation actions, broke into categories based off their implementation timeframe. The ongoing category includes 41 actions, the short-term category includes 77 actions, the medium-term category includes 42 actions and the long-term includes 4 actions. Short-term indicates implementation should occur within five years, medium-term within five to ten years and long-term within ten to twenty years.

Of the 77 short -term actions, 19 of them relate directly to updating the City's Zoning Code (Chapter 165), Plantings in Parking (Chapter 151), Sign Regulations (Chapter 155), Site Plan (Chapter 166), and Subdivision Regulations (Chapter 170). Additionally, the new Comprehensive Plan calls for a Parkland Dedication Ordinance as part of the site plan and subdivision process.

Anticipating the need for these code updates, Staff included a budget line item of \$50,000 for consulting services as part of the Fiscal Year 21 budget to provide for updates to City codes. Knowing the scope of the services requested, staff anticipates the codes updates will take two budget years to complete. Staff has solicited three (3) quotes for said services from Bolton and Menk, Confluence and Snyder and Associates. These three consulting firms were chosen as they have done work on various projects for the City over the past year. Bolton and Menk returned a quote of \$79,990, Confluence \$78,500 and Snyder and Associates \$105,100.

Based on the quotes, it is Staff's recommendation to enter into a Professional Services Agreement with Confluence. The professional service agreement would outline that for Fiscal Year 2021, Phase 1 services would be completed for an amount not to exceed \$41,000. Then, if approved as part of the Fiscal Year 2022 budget, the City would extend the Professional Services Agreement with Confluence, Inc. for Fiscal Year 2022 in an amount not to exceed \$37,500 for Phase 2 services.

I will attend your June 15 meeting if you have any questions.



Real People. Real Solutions.

309 E 5th Street
Suite 202
Des Moines, IA 50309-1981

Ph: (515) 259-9190
Fax: (515) 233-4430
Bolton-Menk.com

June 3, 2020

Charlie E. Dissell, AICP
Director of Community & Economic Development
City of Indianola
110 North 1st Street
Indianola, Iowa 50125

Mr. Dissell,

The City of Indianola is seeking consulting services to complete an update to several sections of Chapter 165, Zoning Code (of the Municipal Code) in addition to a variety of other development related code sections, including Chapter 170, Subdivisions. The updates are necessary to modernize the regulations to allow for current development practices as well as to ensure consistency with the recently adopted Elevate Indianola Plan. We believe you will find outstanding value in our approach to the revisions of Zoning Code for the following reasons:

Ordinance Experts – Our team understands the statutory requirements of a zoning code and the need for it to be both legally defensible and user-friendly. A well-written ordinance is easy for the public, developers, and ordinance administrators to understand. A successful ordinance should be straightforward in its administration and serve as a tool for implementing the city's goals found in the Elevate Indianola Plan and in other planning documents. An ordinance is not a one-size-fits-all document; it should address the issues specific to the City of Indianola. We will work jointly with Kendig Keast Collaborative on the code drafting process. An introduction of Kendig Keast Collaborative is provided later in the proposed scope of work. They bring a wealth of drafting and codification experience to the team with projects from across the country and Iowa specifically.

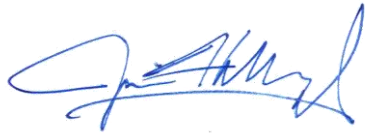
We Add Value – Our Team has the benefit of one-of-a-kind web-based technology that will be used in drafting the Zoning Code Update. It will be shared with City staff during the drafting process to efficiently collaborate in drafting and editing the draft code. Upon adoption, the Zoning Code will be hosted on the Internet providing an easily navigable, interactive site that may include links to/from the zoning map, a land use lookup tool, and/or parking, landscaping, signage, development yield, or land dedication calculators. Links to other Iowa community sites are included in this proposal. We will be pleased to provide more information or to provide a demonstration upon request.

We Know Your Community – Our firm's strong focus and expertise in municipal services gives us an opportunity to help the communities where we live, work, and play. We are committed and passionate about the success of our clients. We want to be here for the long term, to create and help implement great plans for your community. We offer the expertise of a national firm, but we are just down the road.

We Watch Your Bottom Line — Like any community, we understand the City of Indianola is watching its bottom line. Bolton & Menk planners are creative problem solvers, which means we work to find the right solution at the right budget. You can trust us to work efficiently to make sure the city's code update gets done right and is completed on budget. We have provided a proposed scope of work that can be phased to accommodate your budget and timeline.

Rose Schroder will serve as your lead client contact and project manager. Rose can be reached by phone at (515) 380-4396 or by email at rose.schroder@bolton-menk.com. In continued service to the City of Indianola, we are excited at the opportunity to complete the requested code updates. This proposal will remain valid for a period of no less than 60 days from the date of submittal. We look forward to hearing from you.

Respectfully submitted,
Bolton & Menk, Inc.



Jim Harbaugh, PLA
Principal-in-Charge

FIRM PROFILES

The project team will be led by Bolton & Menk with assistance from Kendig Keast Collaborative. An overview of each firm is included for your consideration.



Real People. Real Solutions.

The planning and urban design team of Bolton & Menk provides a variety of planning work products to our client communities. Planning services include: Comprehensive Plans, Visioning, Master Plans, Small Area Plans, Land Use Studies, Zoning Code Updates, Corridor Planning, and multi-disciplinary work on many types of design projects with our engineering team members.



KKC's implementation and regulatory practice has served over 175 communities nationwide, and includes evaluating, drafting, and amending consensus-based zoning and land development regulations. Through thorough analysis and close attention to community input, KKC tailors regulatory strategies to achieve specific desired outcomes and foster sensitive site design and creative development practices, sometimes crafting standards to ensure preservation of community character and environmental resources.

KKC is the parent company of enCodePlus, which offers a user-friendly software platform used for writing, editing, updating, amending, and codifying the Zoning Code. Designed and developed by community planners (and former local government staff members), enCodePlus is the most feature-rich online content management and code publishing and viewing system available. Upon adoption, the Zoning Code will be published online as a searchable, graphically-oriented document. KKC will train City staff for its ongoing use to maintain and manage the Zoning Code, and potentially the Code of Ordinances as well.

For examples, visit:

- Johnston, IA (<http://online.encodeplus.com/regs/johnston-ia/>)
- Pleasant Hill, IA (<http://online.encodeplus.com/regs/pleasanthill-ia/>)



FIRM PROFILE

We believe all people should live in a safe, sustainable, and beautiful community and we take pride in our ability to make that happen. It's why we get out of bed every morning.

Our commitment to communities began in 1949 with two hard working Midwesterners—John Bolton and Martin Menk. They saw people in their surrounding communities who had dreams of a bright future, a desire to grow, and a common challenge of aging infrastructure. John and Martin's goal was to help communities make progress by listening to what people want, finding the best solutions for their needs, and treating them right. Their legacy lives on. We still want to help, we work hard every day, and we always remember what got us here—we're people helping people. Today, Bolton & Menk, Inc. has more than 450 employees including a professional staff of more than 150 engineers, planners, landscape architects, and surveyors.

We opened our first Iowa location in Ames in 1985 with a staff of three. We liked the traits of a small business so much—the personal feel, local presence, and ability to act quickly—we brought them with us as we grew. Now we have 6 Iowa locations with more than 70 employees. We provide the technical ability of a large firm with the higher level of service and cost of a small one, it's the best of both worlds.



We specialize in providing public infrastructure solutions.

We take care of our clients by providing the best services and solutions for them. From advocating for our communities to designing their dreams to finding funding; we take pride in our work throughout the Upper Midwest. Because we live here too. We believe in the power of face-to-face meetings, friendly conversations, and collaborative decision-making to keep your projects on schedule, within budget, and focused on real, workable solutions.

We promise every client two things: we'll work hard for you and we'll do a good job. We take a personal interest in the work being done around us. And at the end of the day, we're *Real People* offering *Real Solutions*.

**BOLTON
& MENK**

Real People. Real Solutions.

Bolton & Menk, Inc.
309 E 5th Street Suite 202
Des Moines, IA 50309
P: 515-259-9190 | F: 515-233-4430

SERVICES PROVIDED:

- Civil/Municipal Engineering & Planning
- Water & Wastewater Engineering
- Transportation Planning & Engineering
- Structural Engineering
- Aviation Services
- Water Resources Engineering
- Planning & Urban Design
- Land Surveying
- Geographic Information Systems
- Project Funding & Financing

Kendig Keast Collaborative

Kendig Keast Collaborative (KKC) represents the collaboration of owner and Chief Executive Officer **Bret C. Keast, AICP**; **KKC President Gary Mitchell, FAICP**, and a select group of talented principals and associates. Our firm has earned a reputation for its innovation and repeated success in solving problems of varying complexities for small and large clients in a range of environments. Our practice emphasizes the pursuit of good land stewardship, as well as conserving resources, preserving and enhancing community character, safeguarding neighborhood integrity, and ensuring fiscal responsibility.

From our founder Lane Kendig's seminal work, *Performance Zoning* (1980), to his new book *Using the New Performance Zoning* (2019), and to their co-written *Community Character, Principles for Design and Planning* (2010) and *A Guide to Planning for Community Character* (2011), Lane Kendig and Bret Keast are leaders in articulating and advancing comprehensive strategies to define, protect, and enhance community character. In 2009, Lane Kendig retired, although he remains a Strategic Advisor to the firm and its employees.

KKC's unique approach and process is grounded in the encouragement of meaningful public participation, a clear understanding of planning issues and implementation options, and a direct linkage between plans and ordinances to ensure they are both politically feasible and able to be implemented.

KKC principals and personnel allocate their time nearly equally between comprehensive community plans and development code work. We also complete other special plans and studies for local government clients, including socioeconomic analyses; downtown, corridor, neighborhood, and redevelopment plans; parks, recreation, and trails master plans; land use and development impact studies; growth management and annexation assessments; and 3-D visualization and mapping projects.

Community Character

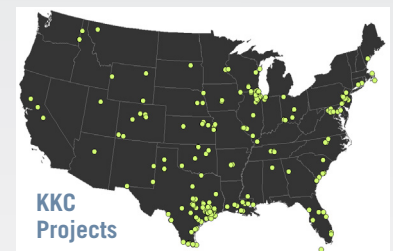
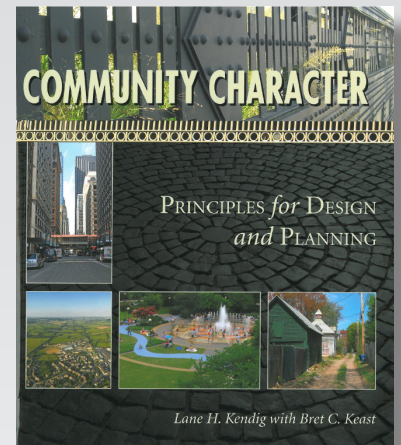
KKC submits that the central function of any long-range plan should be protecting and enhancing the community character traits that residents and visitors value. Tying plans together with the thread of community character ensures that decisions about land use, open space, resource protection, transportation, economic development, and utilities all support the City's articulated vision.

Planning

Our principals and senior staff have led project teams and played substantial roles in the preparation of dozens of plans in more than 100 jurisdictions across the U.S. We offer significant experience with overall comprehensive plans, as well as with stand-alone projects and work products in the fields of land use planning, strategic planning, and parks, recreation, and trails planning.

Implementation

KKC's implementation and regulatory practice, having served nearly 150 communities nationwide, includes evaluating, drafting, and amending consensus-based land development regulations. Through thorough analysis and close attention to community input, we tailor regulatory strategies to achieve specific desired outcomes and foster sensitive site design and creative development practices, sometimes crafting interim ordinances to ensure protection of community character or resources while permanent regulations are drafted.



Texas (CORPORATE OFFICE)

1415 Highway 6 South, Ste. D-100
Sugar Land, TX 77478
(281) 242-2960

Kentucky/Indiana

100 W. Court Avenue, Ste. 200
Jeffersonville, IN 47130
(812) 748-8111

South Carolina

309 English Oak Road
Simpsonville, SC 29681
(864) 248-6161



KENDIG KEAST
COLLABORATIVE

Project Team



Jim Harbaugh, PLA

Principal-in-Charge

Jim will ensure the work is executed with the proper personnel and resources to accomplish the work within the agreed upon schedule. He will monitor progress, schedule, and budget as well as work closely with Rose to ensure issues are addressed in a timely manner.

Jim understands the long-term investment required for successful projects and approaches all of his design work with long-term maintenance in mind. He started his career in 1995, and as the firm's lead landscape architect, has extensive experience in university projects; downtown redevelopment; trail, park, and recreation master planning; and construction administration. He is adept at working with city staff and community members to effectively garner public support. Jim loves the challenges of complex urban projects and the problem-solving aspect of helping communities and clients realize their visions.



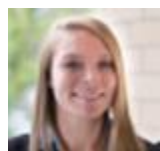
Rose Schroder, AICP

Senior Urban Planner/Project Manager

Rose will be responsible for project management and overall quality control. She will provide expertise in current case law, state, and federal statutes, and identify other ordinance provisions that should be modernized in a comprehensive way. Rose is passionate about identifying solutions to meet our clients' needs.

She has previous experience working at the county and city levels where she was responsible for land use and community development, including managing the master planning of corridors and redevelopment areas as well as development project review. Her primary areas of expertise include municipal planning, comprehensive plan development, and land use analysis. She serves as the advocacy and outreach coordinator for the American Planning Association - Iowa Chapter Board. Rose went into the planning field because she believes that quality of life is directly related to the quality of place. The built environment, as well as the services and opportunities available to all residents, businesses, and visitors impact the vitality of a community.

Rose has the benefit of having worked for more than 18 years in the public sector and understands the daily challenges of zoning and development regulation administration. Her approach to writing text amendments and code updates always starts with identifying the problems and challenges that require attention and only then proposing the possible solutions. Every solution must be practical in its implementation and must be a functional tool for realizing a vision.



Shannon Gapp

Planner

Shannon will assist in evaluating the current ordinance and provide technical assistance for the update.

She will also assist with scheduling meetings and formatting the final document(s).



Bret C. Keast, AICP

Owner and Chief Executive Officer, Kendig Keast Collaborative

Bret will support Rose in providing a *Best Practices* review, drafting sections of the Code, and developing a cloud-based application for drafting and publishing the Code in a web-based, interactive format.

Bret has experience in both the public and private sectors since 1989, having previously worked for the Iowa Northland Regional Council of Governments in Waterloo, the City of Olathe, KS, as the National Practice Leader for Wilbur Smith Associates (now CDM Smith), and as Owner and CEO of KKC. He has consulted small and large communities in both rural and urban settings, led interdisciplinary project teams, and has authored and managed comprehensive and general plans, small area master plans, zoning and land development codes, corridor and urban design studies; parks and recreation master plans, transit and transportation plans, and an array of special studies. Bret has led projects in 35 states including Iowa. He has managed more than 75 zoning ordinance projects, ranging from unified codes to individual ordinances and development guidelines.

Bret is known for his communicative skill and approach to public facilitation, translating technical planning terms and innovative concepts into plain language for laypersons and citizen planners. He has been consistently recognized by his peers with numerous awards for outstanding plans and projects. Bret is known by his clients and other consultants with whom he has associated as a diligent manager and an effective communicator.

Bret has been actively involved as a leader in the American Planning Association, holding positions in the past on the Executive Boards in the Kansas and Texas Chapters. He has been a member of a National APA membership committee and served as the Houston Section Director and Section Director Representative to the Texas Chapter.

WORK EXPERIENCE

The project team presents the following selected, relevant work experience:

Hiawatha, Iowa: Robins Road Corridor Overlay District – Bolton & Menk

Redefining the Robins Road corridor was a goal of the city, community partners, and constituents for some time. The city desired a vision for this corridor that would boost the city's image, raise resident awareness, and intrigue developers. Bolton & Menk developed a roadway reconstruction, streetscape plan and future land use plan that would leverage both public and private investment and explore additional opportunities for growth and development for the corridor. One of the implementation elements of the corridor study was development of a regulatory mechanism to ensure that the development concepts could be realized. A new overlay district was created for the corridor that evaluated uses and development form. The district was adopted and appended to the City's zoning map.

Marshalltown, Iowa: Mixed Use Development District – Bolton & Menk

As a transportation backbone bisecting the community, the Highway 14 corridor is crucial to the success of many local businesses and to the people who depend on it for daily travel. Over time, the quality and functionality of the corridor has declined. The Highway 14 Corridor Study was the pivotal first step for the City of Marshalltown to improve public safety, enhance community pride, and better the economic and social vitality of the corridor.

Study areas were identified following extensive outreach and community discussions with more than 800 participants. Areas included properties forecasted to turn over or become vacant and sites that presented the greatest safety concerns, blight, or incompatible land uses. Illustrations of various redevelopment scenarios demonstrated potential land use changes, incorporation of a more active streetscape, and opportunities made possible by a four- to three-lane road diet. Study outcomes tapped the potential for reinvigorating impoverished neighborhoods; improving vehicular and pedestrian safety; and creating a beautified and user-friendly corridor streetscape.



Immediately following adoption of the Highway 14 Corridor Study, the city began the implementation process. Bolton & Menk have drafted a new mixed-use district with development standards for application to the corridor. The new district and zoning map amendment was scheduled for public hearing as the impacts of COVID-19 and access to public facilities were impacted. The consideration is on hold until an in-person robust public hearing can be held.

Van Meter, Iowa: Downtown District – Bolton & Menk

The City of Van Meter completed a community visioning process through the Iowa Living Roadways program. Among the desired changes to the community were more modern development standards for the downtown commercial area and entry into the community. Bolton & Menk has been retained to develop new and updated zoning regulations for the area. This project is in progress.

Zoning and Sign Code for Sioux City, Iowa – Kendig Keast Collaborative

The City of Sioux City, Iowa, hired Kendig Keast Collaborative (KKC) to create a Zoning and Sign Code with a Zoning Map (ZSC). The result is a one-of-a-kind code document written for the expressed purposes of implementing the City's plans, integrating the design guidelines in the form of deliberate standards, infusing sustainable development practices, better accommodating infill and redevelopment projects, and protecting the values and integrity of existing neighborhoods, it is also organized in a manner that is easier to understand and use. The sign code pre-dated the content-neutral requirements of *Reed v. Town of Gilbert*.

Given its setting along the Missouri River and among the scenic Loess Hills, a new approach was taken to the structure of the zoning districts. Rather than focusing solely on the use of land, instead the districts are based on development character, which reflects the pattern, form, and scale of development, while still observing the necessary characteristics of individual use types. The availability of by-right development options within each district allows for more flexibility, fewer steps in the development process, and streamlined approvals. The process is now clearer, fewer meetings are necessary, and the outcomes are precise. A major change in the ZSC is standards and requirements that are better and more clearly written, which enables administrative staff approval of 21 different permits. This has reduced the weight of agendas, shortened time to development, and dramatically eased what was a cumbersome process. Sioux City also chose to utilize **enCodePlus™** for online publishing of their code. The ZSC was adopted in March 2015.



The Sioux City Zoning and Sign Code is published in enCodePlus™:
<http://online.encodeplus.com/regs/siouxcity-ia/>

Unified Development Ordinance for Ankeny, Iowa – Kendig Keast Collaborative

Ankeny, Iowa, is the fastest growing city in the state, but its zoning ordinance and subdivision regulations are antiquated and not very user friendly. Kendig Keast Collaborative (KKC) was hired as part of a team to assess and update the City's development regulations and combine them into a Unified Development Ordinance (UDO). Project goals include:

- Implement the recommendations of The Ankeny Plan 2040 and other plans;
- Bring national best practices into the UDO;
- Improve the development review processes;
- Create regulations that are effective and practical; legally sound and consistent with federal and state laws; and concise, consistent, and effective for all users;
- Involve stakeholders in an open, fair, and equitable process; and
- Incorporate graphics and our Internet-based platform to improve friendliness.

KKC has overhauled the City's existing amorphous site design guidelines currently geared mostly toward suburban contexts (landscaping, parking, building exterior, etc.) into articulate, objective standards that additionally apply to the Uptown area along with continuing to produce quality suburban outcomes. KKC has also worked to recalibrate the City's zoning districts to allow more development options without the need to rezone property, allowing for streamlining of development review, while simultaneously building in neighborhood protections for existing developments. In addition, the City's sign standards are undergoing legal review for compliance with the U.S. Constitution and relevant decisions of the Supreme Court.

KKC has participated in presentations of the draft modules to the City Council and Planning Commission, and meetings with stakeholders and special interest groups; and is currently preparing the Public Review Draft to solicit final input prior to recommendation and adoption, expected in mid-2020.

The Ankeny Unified Development Ordinance is published (in draft form) in enCodePlus™:
<http://online.encodeplus.com/regs/ankeny-ia/>

Project Scope & Methodology

Bolton & Menk, Inc., hereafter known as CONSULTANT, agrees to provide professional services required for the code update sections identified in Task 2 below. The following pages describe the scope and approach that the project team will utilize. Bolton & Menk will lead all local research, public engagement, and will lead the drafting effort. Kendig Keast Collaborative will assist with the code drafting components of the project. The team will utilize the enCodePlus software to collaboratively draft and edit the code, which will provide the City an online, interactive code that can be maintained and updated by the City in the future.

BASIC SERVICES

The basic services to be provided by CONSULTANT are as follows:

TASK 1: PROJECT MANAGEMENT AND COORDINATION

The project will be led by Rose Schroder with assistance from the Kendig Keast Collaborative. Bret Keast will assist with the interactive drafting of specific sections.

Task 1.A – Project Initiation and Project Management

1. The CONSULTANT will facilitate a project kick-off meeting with CLIENT Staff to accomplish the following:
 - a. Review and confirm the scope of the project
 - b. Review available information relative to the project
2. Bi-weekly check-in meetings will be conducted to review progress and budget and provide input on project strategy and direction. We will be available to check in on a more frequent basis, as needed. Monthly status reports will be provided to the City.
3. Up to four (4) In-person meetings will be held with the CONSULTANT and the CLIENT after the initial kickoff meeting. These meetings will discuss findings, issues, schedule, and needs to keep the project progressing.

TASK 2: CODE REVIEW AND EVALUATION

Bolton & Menk and KKC will review the following code sections to identify outdated language and procedures, and to determine updates necessary for compliance with state statutes and current case law. Throughout the process of drafting and update selected code sections consideration will be given to the location within the code document. For example, it may be desirable to move chapters like sign regulations or the planting regulations from separate chapters into Chapter 165, Zoning.

Task 2.A – Code Sections for Review

1. CONSULTANT will review the following existing available data:
 - a. Chapter 165, Zoning Code, which would include (but not limited to):
 - i. Definitions
 - ii. Zoning District Regulations
 - iii. Permitted Uses
 - iv. Updated zoning map
 - v. Architectural guidelines
 - vi. Open Space, Buffering, Screening, and Landscaping
 - vii. Off-Street Parking
 - viii. Wireless Communications Facilities
 - ix. Solar/wind regulations
 - b. Chapter 151, Plantings in Parking
 - c. Chapter 155, Sign Regulations
 - d. Chapter 166, Site Plan
 - e. Chapter 170, Subdivision Regulations

Task 2.B – Consultant will create and incorporate into the appropriate code location:

1. Parkland Dedication Ordinance

Task 2.C. – Elevate Indianola Plan Review

1. Consultant will review the recently adopted Elevate Indianola Plan and other strategic planning studies to inform the implementation goals and vision for future development in the community. The Zoning Code and other related development regulations are a primary tool for implementation of the visioning effort of the community. In particular, the zoning districts will be reconciled to implement the categories of the Future Land Use Plan.
2. Consider Implementation strategies from the Elevate Indianola Plan and other best practices in both the Zoning and Subdivision updates including but not limited to:
 - a. Residential districts that provide for a variety of housing typologies, densities, and geographic placement, as well as accommodating resource and open space protection;
 - b. Mixed use zoning alternatives to allow for different typologies and mixes for commercial and residential uses;
 - c. Parking standards and requirements that are consistent with a modern development standard and take into consideration placement, modes of transportation, shared spaces, and efficient use of land;
 - d. Overlay districts and/or other tools that require a variety of location appropriate street treatments and/or other form-based design enhancements;
 - e. Energy alternatives for development and methodologies to include them in a code format. This could include wind, solar and others.
 - f. District standards and/or other tools to protect sensitive, conservation, or hazard prone areas.
 - g. Integration of stormwater management requirements and procedures.
 - h. Standards for dedication of appropriate public amenities that are customarily part of development including things such as parks and open space, sidewalks, trails, greenway connections or other public spaces.
 - i. Consideration of accessory uses, secondary uses and/or structures.
 - j. Administrative and procedural (transitional) considerations including zoning designation of annexed land.
 - k. Evaluation of sections that are commonly impacted by case law such as non-conformities, signs, and communications facilities.

TASK 3: PUBLIC INVOLVEMENT AND ADOPTION

The following public involvement is proposed for the project considering the recent engagement process of the Elevate Indianola Plan. Additional meetings and techniques are available if city staff desires more engagement.

Task 3.A – Public Open House

1. The CONSULTANT will organize and conduct one public open house:
 - a. Present the draft recommendations to the community prior to city Planning Commission and City Council meeting.

Task 3.B – Additional meetings

1. The CONSULTANT will organize up to 4 focus groups and/or one-on-one meetings with selected stakeholders, as determined necessary by City staff. This could include the private development community, organized community groups, or specific individuals with development interest.

Task 3.C. – Public hearings

1. The CONSULTANT will present the final draft regulations at one City Planning Commission
2. The CONSULTANT will present the final draft regulations at one City Council meeting.
 - a. At the City's preference the above presentations could be held in a joint session.

TASK 4: DRAFT UPDATE

The Team will work to draft each section based on Elevate Indianola Plan, best practices, current case law, City staff input and stakeholder feedback. It may be necessary to work in sections based on the chapters and components listed in Task 2 as many sections are directly related and/or dependent on the other. The initial methodology will include (this is also the suggested phasing of the overall project if necessary):

Task 4.A– Setting up the cloud-based project site used for drafting and publishing interim and final deliverable to the web, which will be shared with City staff for providing comments and tracking progress.

Task 4.B - The components of Chapter 165: Zoning Code, Chapter 151: Plantings in Parking and Chapter 155: Signs.

Task 4.C – Chapter 166: Site Plan and Chapter 170: Subdivision Regulations

Task 4.D. – Parkland Dedication Ordinance

PROJECT DELIVERABLES

The following are the project deliverables:

1. Draft Language
2. Monthly Progress Reports
3. Meeting Minutes
4. Final Code Sections in MS Word, Adobe PDF and web-based formats

PROPOSED SCHEDULE

The project team will start immediately after approval of the contract by the Indianola City Council. The work identified above can be completed within 6 months of the notice to proceed. The project can also be phased, as identified in Task 4, if necessary to accommodate budget and/or other time constraints as identified by the City.

COMPENSATION

The work included in the identified scope can be completed for an estimated fee of \$79,990. Additional fee considerations will include further refinement to the scope. Bolton & Menk, Inc. will invoice on an hourly, not to exceed basis following our standard fee schedule for time spent on the project.

Task 1 (Project Management and Coordination)	\$ 6,540
Task 2 (Code Review and Evaluation)	\$ 13,940
Task 3 (Public Involvement)	\$ 8,860
Task 4: (Draft Update)	\$ 50,650
<i>TOTAL</i>	<i>\$79,990</i>

ADDITIONAL SERVICES NOT INCLUDED IN THIS SCOPE OF WORK

Any service not listed above is excluded from this proposal. Additional services may be added as part of a change order or a new service proposal and will require additional scoping discussions.

CITY OF INDIANOLA, IOWA - ZONING CODE UPDATE P L A N N I N G S E R V I C E S A G R E E M E N T

PROJECT DESCRIPTION

Planning services will be provided by Confluence (Consultant) to the City of Indianola, Iowa, (Client) for the development of updates to the City's current zoning and subdivision related codes. Confluence anticipates working collaboratively with City Staff, the City Council, and the Planning and Zoning Commission. The Planning and Zoning Commission will further serve as the Zoning Advisory Committee (steering committee) for the code update.

Zoning and subdivision related codes, for the purposes of this agreement, may include the following chapters of the city code: Chapter 23 - Planning and Zoning Commission, Chapter 145 - Manufactured and Mobile Homes, Chapter 146 - Mobile Home Parks, Chapter 155 - Sign Code, Chapter 164 - Small Wind Energy Conversion Systems, Chapter 165 - Zoning Regulations, Chapter 166 - Site Plan, and Chapter 170 - Subdivision Regulations.

It is understood that this code update may be completed in multiple phases over several budget years. Priority will first be given to the areas of the code that are in the greatest need of being reviewed and updated. Where necessary, tables and illustrations will be included within the code updates to improve code comprehension and to better convey code intent.

The following Scope of Services are based on our understanding of the City's desires. Services to be provided by our team are as follows:

A. SCOPE OF SERVICES

PHASE 1 UPDATES

TASK 1: KICK-OFF MEETING AND CODE ANALYSIS + STAKEHOLDER INPUT (1 MONTH)

- 1.1 Confluence will facilitate and conduct a project Kick-Off Meeting with City Staff and the Zoning Advisory Committee (ZAC). The purpose of this meeting will be to review the project scope and schedule, identify areas of concern with the current zoning code reoccurring variances, future goals of the community, and desired development standards. This may include a driving tour of Indianola with City Staff and the Planning Commission Chair or designee. (ZAC Meeting #1)
- 1.2 Over a 2-day period, Confluence will meet with community stakeholders to obtain general comments and concerns related to the City's current zoning code. Stakeholders may include representatives from Simpson College, local realtors, major landowners, developers, and neighborhood groups.

TASK 2: DRAFT PHASE 1 UPDATES

(3 - 4 MONTHS)

2.1 Confluence will prepare drafts for each of the Phase 1 Updates, identified as follows:

- a. Zoning Code Outline - Confluence will develop an idealized outline of a fully updated zoning and subdivision regulations to form the basis for the ongoing code update. Included will be recommendations for merging and relocation of certain code chapters and sections into a new consolidated zoning code chapter.
- b. Zoning Code Definitions – Confluence will draft an update to the definitions contained within the current Zoning Code to clarify residential uses and to add additional and modern zoning and use definitions.
- c. Permitted Uses Summary Tables – Confluence will draft a table that summarize the permitted uses by zoning district building upon the use types defined in the current code.
- d. Zoning District Regulations – As envisioned by the Comprehensive Plan and as clarified at the Kick-Off meeting in Task 1, Confluence will draft updates for the current zoning district regulations and draft a new Neighborhood Mixed-Use and Community Mixed Use zoning districts and a Natural Resources zoning district or zoning overlay.

The updates will include provisions for:

- residential cluster development,
 - accessory dwelling units (ADUs),
 - home occupations,
 - outdoor sale, storage, and seating, and
 - solar and wind energy systems regulations.
- e. Architectural Guidelines – Confluence will draft a new section on architectural design guidelines for all uses/zoning districts.
 - f. Open Space, Buffering, Screening, and Landscaping - Confluence will draft a new section on open space, buffering and landscaping to apply to all zoning districts including specific buffer planting details and open space requirements and landscaping standards.
 - g. Off-Street Parking - Confluence will draft a new section on off-street parking requirements and standards that will apply to all zoning districts.
 - h. Parkland Dedication Ordinance - Confluence will draft a Parkland Dedication Ordinance include park standards based upon the Comprehensive Plan.
 - i. Chapter 160: Site Plan - Confluence will draft an update to the Site Plan chapter to refine and clarify the site plan review and approval process and standards including the relocation of certain standards to the zoning code chapter.
 - j. New GIS Based Zoning Map - Confluence will create a new GIS based Zoning Map for the City of Indianola based on the City's current official zoning map. The new Zoning Map can include any revised district names and any proposed rezonings as may be desired by the City. The GIS base files will be provided to the City for their future use.

2.2 Confluence will submit drafts to the City and facilitate a preliminary review meeting with City Staff.

TASK 3: DRAFT REVIEW

(2 MONTHS)

- 3.1 Confluence will update the drafts as directed by City Staff and facilitate a review of the Phase 1 Updates at a work session with the Planning and Zoning Commission/Zoning Advisory Committee (ZAC). (ZAC meeting #2)
- 3.2 Following the work session, Confluence will make changes as requested and submit revised drafts to the City.
- 3.3 Over a 2-day period, Confluence will meet with the previously identified community stakeholders to review the proposed code updates and obtain comments and feedback. The consultant will provide to City Staff recommendations for any modifications based upon and in response to stakeholder feedback.
- 3.4 Confluence will conduct a Public Workshop to review the proposed code amendments and compile comments and feedback.

TASK 4: PUBLIC HEARINGS

(1 - 2 MONTHS)

- 4.1 Confluence will update the drafts as directed by City Staff and facilitate a review of the Phase 1 final drafts at a work session with the Planning and Zoning Commission/Zoning Advisory Committee (ZAC). (ZAC meeting #3)
- 4.2 Confluence will finalize the code drafts for presentation at the public hearings.
- 4.3 Confluence will attend, present, and answer questions as necessary at the Planning Commission public hearing and the City Council public hearing for the review and adoption of the Zoning Code updates. (2 meetings)

DELIVERABLES

Various drafts of the Phase 1 Updates will be provided as inserts into the current zoning code booklet and a final updated copy of the entire zoning code booklet will be provided as a final deliverable. Copies of the Phase 1 Updates and final updated booklet will be provided to the City in both PDF and Word formats. The new Zoning Map will be provided in PDF format and the GIS base files will be provided to the City for their future use.

PHASE 2 UPDATES

TASK 1: KICK-OFF MEETING AND CODE ANALYSIS + STAKEHOLDER INPUT

(1 MONTH)

- 1.1 Confluence will facilitate and conduct a Phase 2 project Kick-Off Meeting with City Staff and the Zoning Advisory Committee (ZAC). The purpose of this meeting will be to review the Phase 2 project scope and schedule, identify areas of concern with those current zoning and subdivision codes, future goals of the community, and desired development standards. This may include a second driving tour of Indianola with City Staff and the Planning Commission Chair or designee. (ZAC Meeting #1)

- 1.2 Over a 2-day period, Confluence will meet with community stakeholders to obtain general comments and concerns related to the City's current zoning and subdivision codes. Stakeholders may include representatives from Simpson College, local realtors, major landowners, developers, paving contractors, sign companies, and neighborhood groups.

TASK 2: DRAFT PHASE 2 UPDATES

(3 - 4 MONTHS)

2.1 Confluence will prepare drafts for each of the Phase 2 Updates, identified as follows:

- a. Sign Regulations - Confluence will draft updates to the City's current sign regulations to address sign code definitions, sign design standards, on-premise and off-premise signs, temporary signs, and content neutral sign code language. It is anticipated that the City Attorney will assist with the legal review of this section. If not, the Consultant can contract with outside counsel to provide a legal review of the draft sign code.
- b. Wireless Communications Facilities - Confluence will draft updates to make wireless communications facilities a by-right use with unified design and setback standard and a simplified review and approval process.
- c. Subdivision Regulations - Confluence will draft various updates to the subdivision regulations to be consistent with the zoning code updates and comprehensive plan goals.
- d. Chapter 151: Plantings in Parking - Confluence will update this chapter to address latest standards in streetscape planting and other City goals.

2.2 Confluence will submit drafts to the City and facilitate a preliminary review meeting with City Staff.

TASK 3: DRAFT REVIEW

(2 MONTHS)

- 3.1 Confluence will update the drafts as directed by City Staff and facilitate a review of the Phase 2 Updates at a work session with the Planning and Zoning Commission/Zoning Advisory Committee (ZAC). (ZAC meeting #2)
- 3.2 Following the work session, Confluence will make changes as requested and submit revised drafts to the City.
- 3.3 Over a 2-day period, Confluence will meet with the previously identified community stakeholders to review the proposed code updates and obtain comments and feedback. The consultant will provide to City Staff recommendations for any modifications based upon and in response to stakeholder feedback.
- 3.4 Confluence will conduct a Public Workshop to review the proposed code amendments and compile comments and feedback.

TASK 4: PUBLIC HEARINGS

(1 - 2 MONTHS)

- 4.1 Confluence will update the drafts as directed by City Staff and facilitate a review of the Phase 2 final drafts at a work session with the Planning and Zoning Commission/Zoning Advisory Committee (ZAC). (ZAC meeting #3)
- 4.2 Confluence will finalize the code drafts for presentation at the public hearings.

4.3 Confluence will attend, present, and answer questions as necessary at the Planning Commission public hearing and the City Council public hearing for the review and adoption of the Zoning Code updates. (2 meetings)

DELIVERABLES

Various drafts of the Phase 2 Updates will be provided as inserts into the current zoning and subdivision code booklets and a final updated copy of the entire zoning and subdivision code booklets will be provided as a final deliverable. Copies of the Phase 2 Updates and final updated booklets will be provided to the City in both PDF and Word formats.

ALTERNATE SERVICES: ONLINE CODE

If desired by the City, Confluence will contract with *enCodePlus* to develop an online zoning code that can be utilized to track the code updates and house and make publicly available the updated zoning and subdivision code. This can occur as part of Phase 1 or Phase 2.

B. SCHEDULE

Confluence is prepared to provide the professional services described herein immediately upon your notice to proceed. It is anticipated that Phase 1 of the project will take approximately 7 to 9 months to complete and that Phase 2 of the project will also take approximately 7 to 9 months to complete. A more definitive schedule for completion of activities can be established with the Client at the outset of the project as requested.

C. SCOPE SERVICE FEES BY TASK

The Client will compensate Confluence on a lump sum basis towards the following anticipated fee for each task. Anticipated reimbursable expenses are not included in these fee estimates as outlined below. If the nature of the scope of services changes or if the anticipated fees outlined herein require an increase, Confluence will notify the Client of the revised scope and/or fee before proceeding with any additional work.

ANTICIPATED FEES

Phase 1

Task 1: Kick-Off Meeting and Code Analysis + Stakeholder Input	\$4,500.00
Task 2: Draft Phase 1 Update	\$24,300.00
Task 3: Draft Review	\$8,300.00
Task 4: Public Hearings	\$3,900.00
Total (Tasks 1 – 4, not including reimbursable expenses)	\$41,000.00

Phase 2

Task 1: Kick-Off Meeting and Code Analysis + Stakeholder Input	\$4,500.00
Task 2: Draft Phase 1 Update	\$22,800.00
Task 3: Draft Review	\$6,300.00
Task 4: Public Hearings	\$3,900.00
Total (Tasks 1 – 4, not including reimbursable expenses)	\$37,500.00

Phase 1 and Phase 2 Total: \$78,500.00

ALTERNATE SERVICES: ONLINE CODE

Estimated at \$22,000 to \$30,000

EXCLUSIONS

Reimbursable expenses, limited to printing, are not included in the service fee. All travel costs are included in the services fee. Printing expenses will be included on each monthly invoice as incurred in accordance with "Exhibit A".

D. COMPENSATION

Service fees and reimbursable expenses will be billed to the Client monthly by Confluence. Payment is due upon receipt of invoice. The Client agrees to provide payment to Confluence within thirty (30) days of the invoice date and that payment is not dependent on the success or failure of the project, project approvals or non-approvals, or project feasibility. Payment not received by Confluence within thirty (30) days of the invoice date is considered past due. Past due balances will be charged simple interest rate at 1% per month based upon the original invoice amount. In the event the account becomes past due, Confluence may suspend performance of services on the project until the account is paid.

In the event an invoice is disputed by the Client, the Client shall inform Confluence within a reasonable timeframe (within 10 days of Client's receipt of invoice), and both parties agree to meet with each other in a timely manner (within 10 days of Confluence's receipt of dispute notice) to further clarify the nature of the dispute in an effort to resolve it while minimizing impacts to the performance of the services outlined herein. In the event the dispute remains unresolved, Confluence, at its discretion, may suspend performance of services on the project until the account is paid.

E. TERMINATION

Confluence or the Client may terminate this Agreement at any time by written notice. If the Agreement is terminated by either Confluence or the Client, the Client will pay Confluence for service provided and expenses incurred by Confluence up to the time notice is either sent by Confluence or received by Confluence.

F. MISCELLANEOUS

The Client shall furnish base information for the project including electronic copies of the relevant sections of City code. The Client shall also provide the timely review of code drafts, assist with scheduling meetings, provide meeting space, and be responsible for all required public meeting notices and advertising.

G. LIMITATION OF LIABILITY

The total cumulative liability of Confluence, its agents, servants, employees, and sub-consultants to the Client with respect to services performed or to be performed pursuant to this Agreement, whether in contract, indemnity, contribution, tort (including, but not limited to, negligence) or otherwise shall be limited to Confluence's professional liability insurance coverage limits in place at the time of performance of the services outlined herein. Confluence shall not be liable to the Client for special or consequential losses or damages including, but not limited to, loss of use. Confluence shall not be liable to the Client for losses, damages, or claims for which the Client fails to give notice to Confluence within reasonable time, not to exceed ninety (90) days from discovery.

H. WITNESS FEES

Confluence's employees shall not be retained as expert witnesses except by separate, written agreement. Client agrees to pay Confluence's legal expenses, administrative costs, and fees pursuant to Confluence's then current fee schedule for Confluence to respond to any subpoena.

I. APPROVAL AND ACCEPTANCE

Upon review of the foregoing terms, this proposal for services is approved and accepted by The City of Indianola, Iowa, (Client) and Confluence as confirmed by the signatures below.

Offered by:

Confluence, Inc.
525 17th Street
Des Moines, IA 50309



(signature)

Name: Christopher Shires, AICP

Title: Principal

Date: June 4, 2020

Accepted by:

City of Indianola, Iowa
110 N. 1st Street
Indianola, IA 50125

(signature)

Name: _____

Title: _____

Date: _____

EXHIBIT 'A'

CONFLUENCE

STANDARD HOURLY RATES

Senior Principal	\$160.00 - \$210.00 per hour
Principal	\$140.00 - \$195.00 per hour
Associate Principal	\$130.00 - \$170.00 per hour
Associate	\$110.00 - \$160.00 per hour
Senior Project Manager	\$100.00 - \$150.00 per hour
Project Manager	\$90.00 - \$120.00 per hour
Senior Landscape Architect	\$90.00 - \$120.00 per hour
Landscape Architect	\$80.00 - \$110.00 per hour
Senior Project Planner	\$90.00 - \$120.00 per hour
Planner II	\$80.00 - \$110.00 per hour
Planner I	\$70.00 - \$100.00 per hour
Landscape Architect-In-Training	\$70.00 - \$100.00 per hour
Landscape Architect Intern / Landscape Designer	\$60.00 - \$85.00 per hour
Draftsperson	\$50.00 - \$85.00 per hour
Graphic Designer	\$70.00 - \$100.00 per hour
Clerical / System Staff	\$42.00 - \$80.00 per hour

REIMBURSABLE EXPENSES

Social Pinpoint Public Engagement Tool	\$1,500.00
Filing Fees	1.15 x cost
Materials and Supplies	1.15 x cost
Meals and Lodging	1.15 x cost
Mileage	\$.575 per mile
Postage	1.15 x cost
Printing by Vendor	1.15 x cost
B/W Photocopies/Prints 8½ x 11	\$.05 each
B/W Photocopies/Prints 11x17	\$.09 each
Color Photocopies/Prints 8½ x 11	\$.65 each
Color Photocopies/Prints 11x17	\$1.50 each
Large Format Plotting – Bond	\$2.50/SF
Large Format Plotting - Mylar	\$4.50/SF
Large Format Plotting - Photo	\$5.00/SF
Flash Drives	\$10.00 each
Booklet Binding (cover, coil, back)	\$4.50 each
Foam Core	\$8.00 each
Easel Pads	\$32.75 each
Electronic Files	\$50.00 Each
Online Meeting Service	\$35.00 Each

June 3, 2020

Mr. Charlie Dissell
Director of Community and Economic Development
City of Indianola
PO Box 299
Indianola, Iowa 50125

RE: CITY ZONING, SUBDIVISION, AND OTHER CODE REVISIONS

Dear Charlie:

Snyder & Associates is pleased to present the attached Scope of Services for updating the Code of Ordinances for the City of Indianola. Having just finished the *Elevate Indianola Comprehensive Plan*, we are well-positioned to move forward to implementation through these Code changes.

I have experience working with numerous communities in Central Iowa on Municipal Code updates, particularly zoning and subdivision ordinances, and I stay up-to-date with the legal requirements impacting those Codes. I am currently working with the City of Norwalk on their new Subdivision Regulations, including parkland dedication, which is scheduled to go to P&Z next Monday for their consideration. I am also working with Polk City on their new Subdivision Regulations which will be presented to P&Z in July. My experience includes preparation of new zoning regulations for Polk City, Marion County, and Hartford; tree preservation, site plan with architectural guidelines, PUD master plan, signs, small wind energy conversion systems, and cluster mailbox ordinances for Polk City; and zoning, wind, and solar ordinances for Monona County. For the City of Ames, I completed a single-family conversion overlay study to maintain the balance of uses in a mixed-use district that was later codified.

Mindy Moore will remain involved to ensure that the Code updates are consistent with the Comprehensive Plan recommendations. Similar to the Comprehensive Plan project, we are partnering again with Matt Brown, AIA, of Formation Group for assistance on the architectural design guidelines.

We are happy to negotiate the attached Scope of Services to better meet your priorities, timeline, and available budget as needed.

Respectfully Submitted,

SNYDER & ASSOCIATES, INC.



Kathleen Connor
Project Manager

NOW ON THIS 3 day of June, 2020, **Snyder & Associates, Inc.**,
2727 SW Snyder Blvd., P.O. Box 1159, Ankeny, IA 50023, (hereinafter, Professional), and
City of Indianola, PO Box 299, Indianola, Iowa 50125
(hereinafter, Client) do hereby agree as follows:

1. **PROJECT:** Professional agrees to provide Professional Services (Services) for Client's project known and identified as: City Zoning, Subdivision, and Other Code Revisions
2. **SCOPE AND FEES:** The Scope of and the fees to be paid for said Services are set forth on Exhibit A attached hereto and by this reference made a part of this Agreement. Any Services not shown on Exhibit A shall be considered Additional Services. Additional Services may only be added by written change order, amendment or supplement to this agreement signed by both parties.
3. **TIMELINESS:** Professional will perform its services with reasonable diligence and expediency consistent with sound professional practices and within the time period(s), if any, set forth in Exhibit A.
4. **STANDARD OF CARE:** In providing Services under this Agreement, the Professional shall perform in a manner consistent with that degree of care and skill ordinarily exercised by members of the same professional discipline currently practicing under similar circumstances at the same time and in the same or similar locality. Professional makes no warranty, express or implied, as to its professional services rendered under this Agreement. Client shall promptly report to Professional any defects or suspected defects in the Professional's Services of which Client becomes aware. Withholdings, deductions or offsets shall not be made from the Professional's compensation for any reason unless the professional has been found to be legally liable for such amounts by a court of competent jurisdiction.
5. **INVOICE, PAYMENT, INTEREST, SUSPENSION:** Professional shall prepare invoices in accordance with its standard invoicing practices and submit the invoice(s) to Client on a monthly basis. Client agrees to timely pay each invoice within 30 days of the invoice date. Payments not paid within said 30 days shall accrue interest on unpaid balances at the rate of 1.5% per month (or the maximum rate of interest permitted by law, if less) from said 30th day. In addition, Professional may, after giving 7 days written notice to Client, suspend services under this Agreement until Professional has been paid in full for Services, interest, expenses and other related charges rendered, accrued, advanced and/or incurred by Professional to the date of suspension. Client waives any and all claims against Professional arising out of or resulting from said suspension. Payments will be credited first to interest, then to expenses, then to principal.
6. **RELIANCE:** The Client shall furnish, at its expense, all information, requirements, reports, data, surveys and instructions required by this Agreement and Professional may use such furnished information and material in performing its services and is entitled to rely upon the accuracy and completeness thereof. The Professional 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.
7. **ASSIGNMENT:** Client shall not transfer, sublet or assign any rights or duties under or interest in this Agreement, without the prior written consent of Professional.
8. **OWNERSHIP OF INSTRUMENTS OF SERVICE:** All reports, drawings, specifications, electronic and hard copy files, field data, notes and other documents and instruments prepared by Professional for the Project are acknowledged to be instruments of service and shall remain the property of the Professional. The Professional shall retain all common law, statutory and other reserved rights, including, without limitation, the copyrights thereto. If Professional agrees to allow transfer of its electronic media file(s), Client understands and agrees that as a condition precedent, it will sign the Professional's "Electronic Media Transfer Agreement" form prior to the transfer of an electronic media file.

ADDITIONAL TERMS AND CONDITIONS

9. **MUTUAL INDEMNIFICATION:** The Professional and the Client mutually agree, to the fullest extent permitted by law, to indemnify and hold each other harmless from any and all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, arising from their own negligent acts, errors or omissions, or willful misconduct in the performance of their services, duties and responsibilities under this Agreement, to the extent that each party is responsible for such damages, liabilities and costs on a comparative basis of fault.
10. **MUTUAL WAIVERS:** Notwithstanding any other provision of this Agreement, and to the fullest extent permitted by law, neither the Client nor the Professional, their respective officers, directors, partners, employees, contractors or subconsultants shall be liable to the other or shall make any claim for any incidental, indirect or consequential damages arising out of or connected in any way to the Project or to this Agreement.
11. **LIMITATION:** In allocating the risks of this Project and notwithstanding any other provision of this Agreement, the Client agrees to limit, to the maximum extent permitted by law, the Professional's liability for the Client's damages to the aggregate sum of the Professional's fee for this Project. This limitation shall apply regardless of the cause of action or legal theory pled or asserted.
12. **DISPUTE RESOLUTION:** Any disputes that arise during the Project or following the completion of the Project will be resolved by representatives from each party who have authority to settle. Those issues not resolved shall be submitted to formal nonbinding mediation prior to submission to a court of competent jurisdiction. Each party shall endeavor to include a similar dispute resolution in all agreements with other consultants, contractors and subcontractors of any tier who are retained for the project so that formal mediation is required as the primary form of dispute resolution.
13. **SEVERABILITY:** If any term or provision of this Agreement is held to be invalid or unenforceable under any applicable statute or rule of law, such holding shall be applied only to the provision so held, and the remainder of this Agreement shall remain in full force and effect.
14. **SURVIVAL:** Notwithstanding completion or termination of this Agreement for any reason, all rights duties and obligations of the parties to this Agreement shall survive such completion or termination and remain in full force and effect until fulfilled.
15. **GOVERNING LAW AND JURISDICTION:** The Client and the Professional 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 laws provisions, which may apply the laws of other jurisdictions. It is further agreed that any legal action between the Client and the Professional 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.
16. **ATTORNEYS FEES, COSTS:** In the event legal action is necessary to enforce the payment terms of this Agreement, Professional shall be entitled to collect from Client and Client agrees to pay to Professional any judgment or settlement sum(s) due, plus reasonable attorneys' fees, court costs and other expenses incurred by Professional for such collection action and, in addition, the reasonable value of the Professional's time and expenses spent for such collection action, computed according to the Professional's prevailing fee schedule and expense policy.
17. **INCORPORATION BY REFERENCE:** It is understood and agreed that the provisions of the following attached Exhibits are incorporated herein and by this reference made a part of this Agreement:

Exhibit A Scope of Services

Exhibit

Exhibit B Standard Fee Schedule

Exhibit

City of Indianola (Client)

SNYDER & ASSOCIATES, INC. (Professional)

By: _____
(Authorized agent)

By: _____
(Authorized agent)

(Printed or typed signature)

David N. Moeller

(Printed or typed signature)

Route executed copy to: Kathleen Connor

EXHIBIT A**CITY ZONING, SUBDIVISION, AND OTHER CODE REVISIONS
INDIANOLA, IOWA**

CLIENT: MR. CHARLIE DISSELL
DIRECTOR OF COMMUNITY AND ECONOMIC DEVELOPMENT
CITY OF INDIANOLA
PO BOX 299
INDIANOLA, IOWA 50125

CONSULTANT: SNYDER & ASSOCIATES, INC.

DATE: JUNE 3, 2020

PROJECT DESCRIPTION

To provide planning services related to preparation of updates to the *Code of Ordinances* of the City of Indianola to fulfill recommendations identified in the *2020 Elevate Indianola Comprehensive Plan*. This project has been broken down into four subparts, which may be conducted consecutively:

PART A - ZONING CODE – Chapter 165, Zoning Code regulation updates may include:

1. Purpose
2. Definitions
3. Zoning District Regulations, including establishment of new districts recommended by the Comprehensive Plan
4. Overlay zoning districts or suitable alternative for Parkway Design and Natural Resources
5. Permitted Principal and Accessory Uses and Special Exceptions
6. Updated Zoning Map
7. Supplementary district regulations
8. Off-Street Parking, including bike parking

Sections 165.12 through 165.39 are not anticipated to be amended with this project.

PART B - SITE PLANS – Chapter 166, Site Plan regulation updates may include:

1. Procedure
2. Required Information
3. Specific Design Standards
4. General Design Policies
5. Open Space, Buffering, Screening, and Landscaping (Consider moving to Zoning Regs)
6. Architectural design guidelines (General guidelines only, to be prepared with assistance by SUBCONSULTANT, Formation Group)
7. Traffic Impact Studies

PART C - SUBDIVISION REGULATIONS – Chapter 170 Subdivision Regulation may include:

1. Procedure, including preliminary plats, construction drawings, final plats and plats of survey
2. Parkland dedication requirements

3. Easements, such as recreational trail easements, conservation easements, and buffer easements
4. Reference to Complete Streets Policy (Policy to be developed separately)
5. Design standards, including street connectivity
6. Indianola Municipal Utilities coordination
7. Traffic Impact Study requirements
8. Required minimum improvements and developer's responsibility to construct
9. Policy for city participation in additional public improvements

PART D – ADDITIONAL MUNICIPAL CODE CHAPTERS

1. Chapter 151, Plantings in Parking
2. Chapter 155, Sign Regulations
3. Chapter 164, Small Wind Energy Conversion Systems, incorporating solar power
4. Wireless Communications Facilities

SCOPE OF SERVICES

I. CODE AMENDMENT PROCESS

For each of the Parts described in the PROJECT DESCRIPTION, The CONSULTANT will prepare Code language that will amend and restate the City of Indianola's current Municipal Code based upon input from a review committee or stakeholders as necessary and the Planning & Zoning Commission and City Council. For each of the above Parts, the CONSULTANT will conduct the following process:

- A. **ISSUE IDENTIFICATION** – The CONSULTANT will use the *2020 Elevate Indianola Comprehensive Plan* and a meeting with the CLIENT to review issues that are to be resolved with the Code amendment. Consultant will deliver a memo of these issues to be addressed with the Code amendment.
- B. **RESEARCH** – The CONSULTANT will research the code regulations of central Iowa communities to determine common practices for the particular Code section. The CONSULTANT will also incorporate recommended best practices through the American Planning Association. Consultant will deliver a memo describing the research gathered.
- C. **DRAFT CODE** – The CONSULTANT will prepare four drafts each for Parts A, B, C and D of the Code amendments and present them as follows:
 1. Draft #1 – The initial draft of the proposed Code amendment will be prepared for review by the CLIENT.
 2. Draft #2 – Upon feedback from the CLIENT, CONSULTANT will prepare Draft #2 of the proposed Code amendment. Depending upon which Part of the code is being reviewed, the necessary number of meetings to review Draft #2 may vary; see ANTICIPATED MEETINGS in this SCOPE OF SERVICES, below. The CONSULTANT will present a summary of the issues and research gathered and used to prepare the draft. The stakeholders may vary based upon which Part is being considered and will include city staff, IMU, business owners, neighborhood leaders, developers, representative members of P&Z and/or City Council as appropriate. CONSULTANT will prepare a summary memo of feedback from the review meeting(s).

3. Draft #3 – Upon feedback on Draft #2, the CONSULTANT will prepare Draft #3 of the proposed Code amendment for presentation at a follow up meeting. Consultant will prepare a summary memo of feedback.
 4. Draft #4 – If needed, the CONSULTANT will prepare Draft #4 of the proposed Code amendment for Planning and Zoning Commission recommendation and public hearing.
- D. For PART A – Zoning Code, the CONSULTANT will also prepare an update of the Zoning map along with the Code drafts.
 - E. The CONSULTANT will provide a draft copies of Part A, B, C, and D code amendments to the City Attorney for review prior to presentation of the document to City Council for approval.
 - F. The CONSULTANT will prepare a draft Resolution adopting the amended and restated Code regulations and a draft Notice of Public Hearing for review by the City Attorney.
 - G. The CONSULTANT will present the proposed Code regulations to the City Council and the general public at the public hearing. The CONSULTANT will revise the proposed Code Regulations as directed by City Council based on input at the public hearing prior to final adoption by City Council.
 - H. The CONSULTANT will provide an electronic copy of the proposed Code amendment in Word format, so that the CLIENT may use it for codification purposes.
- II. ANTICIPATED MEETINGS – The CONSULTANT will attend and facilitate meetings as required for this project. The CONSULTANT suggests the following meetings, but the actual number of meetings will be only as directed in writing by the CLIENT.
- A. PART A – Zoning Code
 - i. Issues identification with CLIENT: 1 meeting
 - ii. Joint P&Z Commission/Stakeholders Work Session: 2 meetings
 - iii. P&Z Commission - recommendation: 1 meeting
 - iv. Council & Public Hearing: 1 meeting
 - B. PART B – Site Plan
 - i. Issues identification with CLIENT: 1 meeting
 - ii. Joint P&Z Commission/Stakeholders Work Session: 2 meetings
 - iii. P&Z Commission - recommendation: 1 meeting
 - iv. Council & Public Hearing: 1 meeting
 - C. PART C – Subdivision
 - i. Issues identification with CLIENT: 1 meeting
 - ii. Staff/Steering Committee Work Session: 2 meetings
 - iii. P&Z Commission: 2 meetings
 - iv. Council & Public Hearing: 1 meeting
 - D. PART D – Other Code Chapters
 - i. Issues identification with CLIENT: 1 meeting
 - ii. Staff/Steering Committee Work Session: 1 meeting
 - iii. P&Z Commission: 2 meetings
 - iv. Council & Public Hearing: 1 meeting

III. PROPOSED SCHEDULE

The CONSULTANT will adhere to a mutually agreed upon schedule based on the following parameters, to the extent possible given circumstances outside the CONSULTANT's control, including meeting scheduling. The CONSULTANT will communicate any changes to the schedule as soon as they are identified and make adjustments as necessary. Each of the Parts could take place over a seven-month schedule. The tentative schedule proposed by the CONSULTANT for Part A is as follows:

Issues Identification Meeting & Memo	June
Research & Memo	July
Draft #1 Code/CLIENT review	August
Draft #2 Code/P&Z + Stakeholder Work Session #1 & Memo	September
Draft #3 Code/P&Z + Stakeholder Work Session #2 & Memo	October
Draft #4 Code/P&Z Recommendation	November
City Council Public Hearing	December

IV. RESPONSIBILITIES OR INFORMATION TO BE PROVIDED BY CLIENT

- A. Establish a Review Committee or identify stakeholders for each of Part A, B, C, and D
- B. Provide current Code of Ordinances, in Word format if available
- C. Provision of zoning map in GIS format
- D. Provision of other miscellaneous maps, background studies

V. COMPENSATION

Compensation will be based on a Lump Sum Fee for services, which are based upon hourly rates and fixed expenses as outlined in the CONSULTANT'S Standard Fee Schedule. The current fee schedule is shown in the attached Exhibit B.

PART A - ZONING CODE	\$29,700
PART B - SITE PLAN	\$20,300
PART C - SUBDIVISION ORDINANCE	\$28,900
PART D - OTHER CODE CHAPTERS	\$26,200
SUBTOTAL:	\$105,100

Additional Meetings if Needed

Fee per Each Microsoft Teams or Zoom Meeting	\$800
Fee per Each In-person Meeting	\$1,000

Total fees for services shall not exceed the above total without approval of the CLIENT. If the CONSULTANT anticipates that actual costs will exceed estimated costs, the CONSULTANT shall immediately notify the CLIENT, in writing, of such proposed increase and the reasons therefore. The CLIENT shall thereupon review such proposed increase and either accept or reject it.

VI. ADDITIONAL SERVICES

The following items shall be considered additional services as may be requested by the Client. Additional services may be performed on an hourly basis or should a specific scope of services be defined, a quotation for services may be performed.

- A. Meetings above and beyond those listed in Scope of Services.
- B. Drafts above and beyond those listed in Scope of Services.
- C. Research and/or revisions of additional sections of the Code of Ordinances.
- D. Development of additional Code requirements or policies beyond those listed in Scope of Services

EXHIBIT B

SNYDER & ASSOCIATES, INC. 2020-21 STANDARD FEE SCHEDULE

Billing Classification/Level	Billing Rate
Professional	
<i>Engineer, Landscape Architect, Land Surveyor, GIS, Environmental Scientist Project Manager, Planner, Right-of-Way Agent, Graphic Designer</i>	
Principal II	\$214.00 /hour
Principal I	\$203.00 /hour
Senior	\$182.00 /hour
VIII	\$169.00 /hour
VII	\$160.00 /hour
VI	\$152.00 /hour
V	\$142.00 /hour
IV	\$132.00 /hour
III	\$120.00 /hour
II	\$109.00 /hour
I	\$96.00 /hour
Technical	
<i>CADD, Survey, Construction Observation</i>	
Lead	\$129.00 /hour
Senior	\$123.00 /hour
VIII	\$115.00 /hour
VII	\$106.00 /hour
VI	\$95.00 /hour
V	\$85.00 /hour
IV	\$78.00 /hour
III	\$66.00 /hour
II	\$58.00 /hour
I	\$50.00 /hour
Administrative	
II	\$66.00 /hour
I	\$54.00 /hour
Reimbursables	
Mileage	<i>current IRS standard rate</i>
Outside Services	<i>As Invoiced</i>

RESOLUTION NO. 2020-_____

RESOLUTION APPROVING A PROFESSIONAL SERVICES AGREEMENT WITH CONFLUENCE, INC. FOR VARIOUS CODE UPDATES

WHEREAS, the City Indianola, Iowa, is in need of engaging a company to provide various code updates to help implement the recently adopted Comprehensive Plan, including an update to Chapter 165, Zoning Code, a Parkland Dedication Ordinance, Chapter 151, Plantings in Parking, Chapter 155, Sign Regulations, Chapter 166, Site Plan and Chapter 170, Subdivision Regulations (hereinafter referred to as “Services”); and

WHEREAS, the City of Indianola, Iowa, has solicited three (3) quotes for said Services; and

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

WHEREAS, it is the determination of the City Council that the City should enter into a Professional Services Agreement with Confluence, Inc. for Fiscal Year 2021 in an amount not to exceed \$41,000 for Phase 1 services as shown on the form attached as Exhibit “A”. If approved as part of the Fiscal Year 2022 budget, the City should extend the Professional Services Agreement with Confluence, Inc. for Fiscal Year 2022 in an amount not to exceed \$37,500 for Phase 2 services as shown on the form attached as Exhibit “A”.

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

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

APPROVED this 15th of June 2020.

Kelly B. Shaw, Mayor

ATTEST:

Andrew J. Lent, City Clerk

PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT, made and entered this 15th day of June 2020, by and between the **CITY OF INDIANOLA**, a municipal corporation of the State of Iowa, hereinafter referred to as "CITY," and **CONFLUENCE, INC.** hereinafter referred to as "SERVICE PROVIDER."

WHEREAS, the CITY is in need of a various code updates to help implement the recently adopted Comprehensive Plan, including an update to Chapter 165, Zoning Code, a Parkland Dedication Ordinance, Chapter 151, Plantings in Parking, Chapter 155, Sign Regulations, Chapter 166, Site Plan and Chapter 170, Subdivision Regulations, hereinafter referred to as "SERVICES"; and

WHEREAS, the CITY solicited three (3) quotes for said SERVICES; and

WHEREAS, the SERVICE PROVIDER was determined to be the best suited to meet the CITY's needs for the SERVICES.

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

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

1. SERVICES provided to the CITY by the SERVICE PROVIDER shall not to exceed \$41,000 for Fiscal Year 2021, which would include Phase 1 services to be completed. Then, if approved as part of the Fiscal Year 2022 budget, the CITY would extend this Professional Services Agreement with SERVICE PROVIDER for Fiscal Year 2022 in an amount

not to exceed \$37,500 for Phase 2 services. SERVICE PROVIDER shall provide CITY with monthly reports indicating the SERVICES provided and total cost to the CITY. If total cost to the CITY is close to the maximum allowable, SERVICE PROVIDER and CITY shall re-evaluate the agreement.

2. SERVICE PROVIDER shall indemnify and save harmless CITY, its agents, servants and employees from and against any claim, demand or cause of action arising out of negligent or intentional act or error or omission of SERVICE PROVIDER, its agents, servants or employees in the performance of SERVICES under this agreement, whether direct or indirect, except that SERVICE PROVIDER shall not be liable under this section for damages arising out of injury or damage to persons or property directly caused or resulting from the sole negligence of CITY or any of its officers, agents or employees.

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

4. SERVICE PROVIDER shall not commence operations and/or labor pursuant to the terms of this Agreement until certification of proof of insurance detailing terms and provisions of coverage has been received and approved by the CITY.

5. This Agreement may be terminated by either party for cause or by CITY for convenience upon fourteen (14) days' written notice by the terminating party to the other party of such termination in which event SERVICE PROVIDER will be paid for SERVICES actually performed to termination date. "Cause" is defined to be, but not limited to, violation of any of the covenants, duties or terms of this Agreement. In the event that SERVICE PROVIDER

abandons this Agreement or causes it to be terminated, SERVICE PROVIDER shall indemnify CITY against any loss resulting from this termination.

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

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

"CITY":

CITY OF INDIANOLA

By: _____
Ryan J. Waller, City Manager

Attest: _____
Andrew J. Lent, City Clerk

"SERVICE PROVIDER":

CONFLUENCE, INC.

By: _____

Name: _____

Title: _____

Meeting Date: 06/15/2020

Information

Subject

Presentation on COVID-19 Financial Planning.

Information

Andrew Lent, Finance Director and City Clerk, will give a presentation on how COVID-19 has affected the City's financial plans.

Fiscal Impact

Attachments

No file(s) attached.

Meeting Date: 06/15/2020

Information

Subject

Discussion and direction regarding parking around the Square.

Information

Fiscal Impact

Attachments

No file(s) attached.

Meeting Date: 06/15/2020

Information

Subject

Receive and file correspondence from May 29 and June 5, 2020 weekly updates from City Manager, Ryan Waller.

Information

Roll call to receive and file correspondence is in order.

Fiscal Impact

Attachments

Waller's Weekly 0529
Storm Drain Picture
Norwalk Letter
Current Projects 0529
Code Enforcement 0529
Anticipated June 15 Agenda
Anticipated July 6 Agenda
Waller's Weekly 0605
July 6 Anticipated Agenda
July 15 Anticipated Agenda
Building Permits 0529
Current Projects 0605
Planning Zoning Agenda
Ashland Closure
Code Enforcement
Intake Repairs

Jackie Raffety

From: Ryan Waller
Sent: Friday, May 29, 2020 4:42 PM
To: Ryan Waller
Subject: Waller's Weekly 5.29.2020
Attachments: Sewer Picture.png; Anticipated July 6 CC Agenda.pdf; Anticipated June 15 CC Agenda.pdf; Norwalk Letter.pdf; Curent Projects Update- May 29.pdf; Code Enforcement-May 29.pdf; 2020 Permits-MAY 29.pdf

Hi, all.

I hope this finds you well. Below and attached, please find this week's update email. If there are any questions on these items or other City matters, please let me know.

Have a wonderful weekend!

Ryan



Ryan J. Waller

City Manager

rwaller@indianolaiowa.gov

p: 515.962.5274

110 N. 1st Street – Indianola, Iowa 50125

June 1st City Council Meetings – The City Council will meet on Monday, June 1st for its regular meeting. The agenda and meeting material are available on the City's website at <http://indianolaiowa.gov/AgendaCenter>. The meeting will be aired live via the City's YouTube channel (accessed [here](#)) and a Zoom Webinar.

Norwalk Letter – Attached is a letter from the City of Norwalk providing notification they will be charging an additional fee for ambulance services if called to Indianola as part of our mutual aid agreement. City staff are reviewing alternatives. As you may recall, following staff studies of the Police and Fire Departments, a staffing plan was developed to correct the staffing deficiencies in these departments. The approved plan calls for three additional Fire/EMS staff in the Fiscal Year that begins July 1, 2021 to help address the increasing calls for service from the Fire Department.

Yard Waste – Following the recent rain events, the City received a few calls about flooding in streets. In response, crews from the Streets and Water Pollution Control departments worked together to televiser and clear storm sewer lines. In these cases, yard waste debris was the

contributing factor. In one area, a sewer had to be cleaned twice in three days due to additional yard waste blocking the sewer. As such, the City would like to provide a friendly reminder that regulations prohibit placing debris on roadways. This is to prevent the blocking of the storm sewer drains (as seen in this picture) so that proper drainage can occur. The public's assistance is greatly appreciated.

Spring Clean-up – The City has recently received inquiries on the status of spring clean-up. This service is provided by a private company (Waste Management). At the onset of the COVID pandemic, Waste Management notified the City it was canceling the originally scheduled service. Waste Management has indicated it continues to evaluate the possibility of rescheduling. City staff does follow-up regularly to inquire of reschedule dates, but at the present no new information has been received. If larger collections are needed in the interim, residents may contact their local refuse hauler as some do provide extra pickups for a fee. If/when information is received, it will be communicated via the City's website and social media outlets.

Small Business Grant Program – The deadline for the Small Business Grant Program has been extended to May 31st. Thank you to Peoples Bank, TruBank, WCEDC and the Greater Des Moines Partnership for their financial support to the Small Business Recovery Grant program to aid small businesses affected by the COVID-19 pandemic. Information about the grant program and the application may be found at www.DSMpartnership.com/smallbusinessgrant.

Traffic Signal Timing & Iowa Avenue Project – The contractor (Sternquist Construction) anticipates this project to commence the week of June 8th. As a reminder, this project, which is partially funded by a grant, will improve the synchronization of the traffic signals on Jefferson Way (US highway 65/69) and 2nd Ave (IA 92) and will involve the reconstruction of Iowa Avenue from 1st Street to Jefferson Way. The contract for this project has a late completion date of July 17, 2020.

Square Streetscape – This week, staff held a kickoff meeting with Bolton and Menk regarding the implementation of the design process for the Square Streetscape Plan. Next week, the initial phase of the project will begin that consists of gathering existing information and surveying the project area. Surveying work was scheduled for this past week; however, progress was delayed due to weather.

Board of Adjustments – The Board of Adjustments is scheduled to meet on Wednesday, June 3rd. The agenda is published on the City's website and may be found [here](#).

Warren County Justice Center (WCJC) Weekly Update – This week, DCI notes they will likely work on Saturday due to being rained out a few times this week. Concrete foundation work will continue into next week. Waterline work (on Ashland) will follow the second week of June.

Community Development Reports – Attached are the following reports provided by the Community Development Department:

- **Current Projects Update** - The final plat for Autumn Ridge Plat 3 was submitted. Coming up next week, the City Council will review various development applications at its June 1st meeting.
- **2020 Building Permits** - Six building permits applications were submitted, which includes two for single family dwellings. Five building permits were issued this week. There are currently five building permit applications in review and 82 building permits that have been issued year to date.
- **Code Enforcement** - Three code enforcement cases were opened. There are currently 30 open code enforcement cases.

Upcoming City Council Agenda – Attached, please find the anticipated agendas for the June 15th and July 6th upcoming meetings. As a reminder, these are fluid documents that can change on a regular basis (i.e. some items may get added/rescheduled due to Council direction, as well as other factors that may or may not be within the control of the City departments).





City of Norwalk
Fire Department
1100 Chatham Avenue
Norwalk, IA 50211
Office: (515) 981-4316
Fax: (515) 981-4779
www.norwalk.iowa.gov

May 18, 2020

**City of Indianola
Attn: Chief Greg Chia
110 N 1st St
Indianola, IA 50125**

Dear Chief,

The City of Norwalk and the Norwalk Fire Department have a long standing 28E agreement in place to provide mutual aid services of fire and EMS to the City of Indianola. During a recent study, it was identified that during the 2019 calendar year, 7.5 percent of the Norwalk Fire Department's total call volume was providing aid to the City of Indianola. This percentage reflects the Norwalk Fire Department being utilized as a secondary resource, rather than in an occasional, mutual aid capacity. Through our budget review process it was also identified that Norwalk taxpayers are funding fire and EMS services at a levy of \$1.32 while the residents of Indianola are receiving the same services for free.

It has been the direction of Norwalk elected officials to propose an amicable solution that would allow for continuation of services while remaining equitable to the taxpayers of Norwalk. Beginning October 1, 2020 an updated service agreement will reflect a mutual aid fee to be assessed for all EMS related calls for service (transports, refusals, public assists, etc.) at the rate of \$150.00 per incident. Please feel free to contact my office with any questions or to discuss this further at 515-981-4316 or via email at rcoburn@norwalk.iowa.gov.

Respectfully,

Ryan Coburn
Fire Chief, City of Norwalk



COMMUNITY DEVELOPMENT

To: Ryan J. Waller, City Manager
From: Charlie E. Dissell, AICP, Community and Economic Development Director
Date: May 29, 2020
Subject: Current Projects Update

The purpose of this memorandum is to provide a brief synopsis of different projects that may be of interest to the Council.

1. Williams Terrace (1600 Block of North 9th Street)

- Developer hosted a neighborhood meeting on March 9.
- Rezoning petition received on April 6.
- The Planning and Zoning Commission reviewed the rezoning request at its April 21 meeting, and recommended approval to the Council.
- The City Council will hold a public hearing on June 1.

2. People Bank Administration Building (500 East Iowa Avenue)

- Site plan and building permit submitted on March 13.
- Site plan review comments returned on March 24.
- Building permit comments returned on April 6.
- Updated building permit and site plan submitted on April 16.
- Site plan approved on April 17.
- Building permit issued on April 17.

3. Peterson Annexation (south of Inwood Street, west of 110th Avenue (North Y Street) and east of County Highway R-63)

- Application for annexation was received on February 25th, 2020.
- The applicant has indicated that this property, if annexed, would be developed residentially.
- At its meeting on March 25th, the City Council forwarded this applicant to the Board of Trustees and Planning and Zoning Commission for its review.
- The Board of Trustees reviewed the request at its April 14 meeting.
- The Planning and Zoning Commission reviewed the request at its April 21 meeting and recommended approval of the request.
- The City Council will hold a public hearing on June 1.

4. Apple Tree Inn (1215 North Jefferson Way)

- Building permit application for interior remodel submitted on January 10.
- Review comments were returned on January 13.
- Revised building plans submitted on February 5.
- Building Permit issued on February 12.

5. Cabin Coffee (910 East 2nd Avenue)

- Sale of D&D lot and development agreement was approved by Council on October 21.
- Staff hosted a preapplication meeting with the developers on October 22.
- Developer closed on the property on November 22.
- On March 16, developer notified City that, due to the COVID 19 pandemic, this project is being suspended until further notice.
- On April 23, the developer requested a 90-day extension to the approved development agreement.
- Council approved the extension at its May 18 meeting.

6. Scooters Coffee (1112 North Jefferson Way)

- Site plan and building permit were submitted on October 9.
- Site plan comments returned to applicant on November 4.
- Updated site plan submitted on November 18.
- Staff continues to work with the property owner on a solution for the storm sewer pipe located on this property.
- Revised site plan submitted on February 28.
- Site plan comments returned on March 9.
- Revised site plan submitted on March 9.
- Site plan approved on March 11.
- Building Permit issued on April 9.

7. Crow's Nest Campground (Northwest Corner of South Jefferson Way and East 17th Avenue)

- Staff held a preapplication meeting on a proposed campground on October 3
- A rezoning petition was submitted on October 25 for a proposed campground
- The Planning and Zoning Commission recommended the rezoning for approval at its November 12 meeting.
- The City Council held a public hearing on the request at its December 16 meeting.
- The City Council approved the request at its January 21 meeting.
- A plat of survey to split ground for the campground was submitted on April 1.
- A rezoning petition was submitted on April 3 for additional ground for the campground.
- The Planning and Zoning Commission reviewed the Plat of Survey and rezoning at its April 21 meeting and recommended approval of both to the City Council.
- The City Council will hold a public hearing on June 1.
- Site plan submitted on May 18.

8. Missouri Valley JATC Training Facility (1600 East Iowa Avenue)

- Site Plan for this project was submitted on April 3 to the City and comments were returned on April 22.
- City Staff has also held internal meetings regarding new road alignment within the industrial park expansion.
- City staff met with the Missouri Valley on May 1 to discuss access to this site and possible road upgrades/funding.
- A revised site plan was submitted on May 20.
- Revised comments were returned on June 4.

- A second revised site plan was submitted on June 11.
- Site Plan was approved on June 11.
- Building permit application was submitted on June 14.
- Building permit comments were returned on July 2.
- Staff has meet with Missouri Valley on a development agreement related to future infrastructure improvements.
- Building permit application submitted on August 2
- Staff meet with the contractor on August 23 to discuss building/inspection process.
- Fire review comments returned to applicant on September 23.
- Response to fire review comments received on October 29.
- Full building permit issued on November 13.

9. Ace Hardware (506 North Jefferson Way)

- City staff held a pre-development meeting on this project on February 22.
- The old car wash was demolished the week of July 15.
- The existing Mudslingers Coffee Shop would remain.
- A code review was submitted to the City for review by the architect on July 29.
- The City returned comments on that code review on July 31.
- Engineer inquired about site plan approval process on August 23.
- Site plan submitted on September 5.
- Initial comments on the site plan were returned on September 19.
- Variance application for parking submitted on September 24. Will be placed on November 6 agenda.
- Revised site plan submitted on October 4.
- Building Permit application and plans submitted on October 14.
- 2nd review comments on the site plan were returned on October 17.
- Building permit comments returned on October 18.
- Revised building permit plans received on October 23.
- Revised site plan submitted on October 25.
- Variance request for parking was approved by the Board of Adjustment on November 6.
- Site plan approved and building permit issued on November 7.

10. New Heights Church (309 East Hillcrest Avenue)

- The project engineer contacted the City on February 7 to clarify plan review comments.
- Updated site plan was received on March 7.
- Updated comments returned to applicant on March 20.
- The project engineer contacted the City on July 11 to clarify plan review comments.
- Staff responded to those questions on July 12.
- An updated site plan was submitted on July 29.
- Staff responded to fire code requirements on August 21.
- An updated site plan was submitted on August 30.
- Site plan comments were returned on September 2.
- Revised site plan submitted on September 20.
- Site plan comments returned on October 18.

- An updated site plan was submitted on April 22.
- Site plan approved on May 18

11. Ashton Park Plat 7

- Located east of the intersections of East Euclid Avenue and North 18th Street and East Boston Avenue and North 18th Street
- Preliminary plat submitted on April 27.
- The Planning and Zoning Commission recommended approval of the preliminary plat at its May 12th meeting.
- City Council approved the preliminary plat at its May 18th meeting.

12. Summercrest

- Located north of the intersection of North 7th Street and East Hillcrest Avenue.
- Rezoning/PRD plan and preliminary plat received on April 3.
- Rezoning/PRD plan was reviewed by the Planning and Zoning Commission at its April 21 meeting and was recommended approval, with conditions, to the Council.
- The Planning and Zoning Commission recommended approval of the preliminary plat at its May 12th meeting.
- The City Council will hold a public hearing on June 1 regarding the Rezoning/PRD plan.
- The City Council will review the preliminary plat upon final consideration of the Rezoning/PRD plan.

13. Treeline Plat 1

- Located north of East Iowa Avenue and south of North 7th Court
- Preliminary Plat and Construction Plans submitted on March 16.
- Comments on Preliminary Plat and Construction Plans returned on April 3.
- Updated Preliminary Plat submitted on April 8.
- Preliminary Plat was reviewed by Planning and Zoning Commission at its April 21 meeting and was recommended for approval to the Council.
- The City Council approved the preliminary plat at its May 4 meeting.

14. Quail Meadows Plat 3

- Located north of North 8th Street and East Trail Ridge Place.
- Staff has been notified that about 30 acres of land in the Summercrest Hills development was sold to a developer who intends to develop single family lots.
- A rezoning application was submitted on July 1 to change a portion on this land from C-2 to R-3. The Planning and Zoning Commission recommended approval of this request at its August 13 meeting.
- The City Council held a public hearing and first consideration at its September 16 meeting.
- This development will require the City to relocate the current lift station north of the Quail Meadows Subdivision to the north of the Summercrest Hills development. The tentative schedule it to have the new lift station designed by this fall, bid of by next spring, and completion by fall of 2020.
- Staff meet with HR Green and Developer engineer to discuss timing of improvements and new lift station on September 9.
- The developer submitted a preliminary plat to the City on September 24.

- Comments on preliminary plat returned on October 4.
- Preliminary plat recommended for approval by Planning and Zoning Commission on November 12.
- City Council approved the preliminary plat at its November 18th meeting.
- Construction plans were submitted on December 2.
- Comments on construction plans returned on December 17.
- Revised construction plans submitted on February 7.
- Comments on construction plans returned on February 18.
- Revised construction plans submitted on March 2.
- Pre-construction meeting for both the Lift Station project and the Qual Meadows 3 development was held on March 11.
- Construction plans approved on March 13.

15. Heritage Hills Plat 10

- Located at the west end of Trailridge Road.
- Preliminary plat for a 10-lot residential subdivision was submitted to the City on July 12.
- The Planning and Zoning Commission recommended approval of this plat at its August 13 meeting.
- The City Council approved the preliminary plat at its August 19 meeting.
- Construction Plans were submitted on August 27.
- Comments on construction plans returned on September 11.
- Revised construction plans were submitted on September 18
- Construction plans were approved on October 8.
- Plat of survey to convey property to developer was submitted on January 2. This Plat of survey was reviewed by the Planning Commission on January 15 and the City Council adopted a resolution of approval on January 21.
- Final Plat submitted on May 8.
- The Planning and Zoning Commission will review the final plat at its June 9 meeting.

16. Prairie Glynn Plat 2

- Located east of East Franklin Avenue and North 15th Street.
- Construction plans have been submitted and will be approved once changes are made.
- A second revised preliminary and final plat were submitted on June 5. The Planning and Zoning Commission reviewed the preliminary plat at its July 9 meeting, and the Council approved the preliminary plat at its July 15 meeting.
- Final Plat submitted on April 2.
- The Planning and Zoning Commission will review the final plat at its June 9 meeting.

17. Autumn Ridge Subdivision Plat 3

- Located north of North O Street and West Kentucky Avenue.
- City Council approved a Development Agreement on June 17.
- Staff meet with developer on November 14 to outline utility installs and final approvals.
- Final Plat submitted on May 22
- The Planning and Zoning Commission will review the final plat at its June 9 meeting.



Community Development

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Code Enforcement Tracking Report

Case Status	Case No.	Complaint Date	Description of Complaint	Location/Address	Date of Initial Inspection	Date of Written Notice	Current Status	Property Owner Contact	Next Follow-up Date	Final Compliance Date
Open	CE: 24-2020	4/16/2020	Vehicles parked in front yard and other junk debris piled up in front and side of house.	505 West 2nd Avenue	4/17/2020	4/20/2020	Sent letter on 4/20/2020 giving 14 days to abate. Spoke with property owner. He sent letter back requesting to be heard before city council to determine if nuisasnce exists. Hearing is set for 6/1/2020		6/1/2020	
Open	CE: 39-2020	5/27/2020	Tall Grass/Weeds	1510 West Euclid	5/27/2020		Left door hanger 5/27/2020		6/1/2020	
Open	CE: 40-2020	5/27/2020	Tall Grass/Weeds	610 North N Street	5/27/2020		Left door hanger 5/27/2020		6/1/2020	
Open	CE: 41-2020	5/27/2020	Tall Grass/Weeds	608 North N Street	5/27/2020		Left door hanger 5/27/2020		6/1/2020	
Open		9/17/2019	Tall Grass/Weeds, Debris	Property E of East Scenic Valley Ave	9/17/2019		Discussed this with the representative for property owner. Tall grass and weeds will be mowed, and they will work to get remaining construction debris off the property. Vanderpool is supposed to remove construction debris from property within the next few days.		6/5/2020	
Open	CE: 04-2020	1/9/2020	Junk and junk debris throughout property	107 North Kenwood	1/10/2020	1/10/2020	Sent letter of Nuisance and Demand for Abatement on 1/10/2020 and established a deadline of January 20th, 2020. Spoke with homeowner and she said she will have van removed from property as soon as the weather turns. Vehicles were not listed in the original Nuisance and Demand for Abatement Letter. I have drafted a new letter with the vehicles included allowing 14 days for abatement. One vehicle has been moved back inside a garage. Other vehicle (van) still remains on trailer. Allowed one more week for compliance otherwise we will move forward with municipal infraction. Owner making progress little by little.		6/5/2020	
Open	CE: 08-2020	1/9/2020	Sign missing panels	1801 West 2nd	1/10/2020	1/14/2020	Sent letter of Nuisance and Demand for Abatement on 1/14/2020 and established a deadline of February 13th, 2020. Spoke with Deb from DML Management. She is working with a sign company and will be taking care of the existing sign as soon as possible. Established another deadline of March 31st, 2020. Spoke with Deb on Tuesday (4-7) about the status of the sign. She said they got a quote of \$18,000.00 for the new sign, which the landlord is a little hesitant to spend that much money with everything going on right now but will when things calm down. I granted additional time and told her I would follow up the first week in June.	Debbie with DML Management 515-229-3773	6/5/2020	
Open	CE: 09-2020	1/10/2020	Shed in front/side yard	640 North N	1/14/2020	1/16/2020	Sent letter of ordinance violation on 1/16/2020 and established a deadline of February 14th, 2020. Spoke with Diana and gave extension until May 1st, 2020. Asked for extension until end of May for company to move shed.		6/5/2020	
Open	CE: 17-2020	3/3/2020	Abandoned, unsafe & dangerous building	1009 E Salem		3/4/2020	Sent letter of Unsafe/Dangerous Building on 3/4/2020. Has until April 3rd to secure building permit and June 2nd to complete the work.		6/5/2020	
Open	CE: 20-2020	4/8/2020	Chickens	1106 North 9th	4/8/2020	4/8/2020	Spoke with Crystal on 4/9/2020 and established 30 day deadline (May 9th, 2020) for compliance. Without any complaints, I cannot confirm the chickens are still present but will keep the case open for now.	Crystal 515-442-6813	6/5/2020	
Open	CE: 22-2020	4/15/2020	Junk race car in front yard, garbage, trash, and construction debris piled in back yard.	808 West 3rd Avenue	4/15/2020	4/16/2020	30 Days to bring property use back into compliance. Spoke with owner 5/21/2020. Gave until Monday 5/25/2020 to have all construction debris cleaned up. Just a few items left to be removed.		6/5/2020	
Open	CE: 21-2020	4/15/2020	Sidewalk Violation	100 West Orchard	4/15/2020	4/16/2020	Sent letter 4/17/2020 Allowing 30 days for compliance. Owner asked for extension to June 1st.		6/5/2020	
Open	CE: 28-2020	5/4/2020	Junk and junk debris throughout property	308 West 1st Avenue	5/4/2020	5/4/2020	Left door Hanger on 5/4/2020. Sent Letter 5/8/2020 allowing 2 weeks for compliance. Trailer onsite full of half the garbage and junk piled up on back side of house. Will continue to moniter progress.		6/5/2020	
Open	CE: 33-2020	5/12/2020	Tall grass and weeds, junk debris scattered throughout property, trash on back deck.	502 South D Street	5/12/2020	5/12/2020	Sent letter on 5/12/2020 allowing 10 days for compliance. (Abating next week)		6/5/2020	
Open	CE: 35-2020	5/19/2020	Tall grass and weeds	48775010130 (North L in cul-de-sac)	5/19/2020	5/19/2020	Sent Letter 5/19/2020 (Abating next week)		6/5/2020	
Open	CE: 36-2020	5/19/2020	Tall grass and weeds	48775010180 (Lot in between 1015 and 1105 North L)	5/19/2020	5/19/2020	Sent Letter 5/19/2020 (Abating next week)		6/5/2020	



Community Development

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Code Enforcement Tracking Report

Open	CE: 37-2020	5/19/2020	Tall grass and weeds	1009 E Salem Ave	5/19/2020	5/19/2020	Sent Letter 5/19/2020 (Abating next week)		6/5/2020	
Open	CE:38-2020	5/19/2020	Tall grass and weeds	1603 West Detroit Ave	5/19/2020	5/19/2020	Sent Letter 5/19/2020 (Abating next week)		6/5/2020	
Open			Abandon/Unsafe Building	310 E Boston	3/28/2019	4/5/2019	Property posted as unsafe. Building has been ordered to be vacated and was posted to prevent further occupancy until the work is completed. Met with owner to discuss timing for making improvements. Deadline set for November 1. Work has commenced on west side of house. Will check regularly. Owner continues to make progress on west side of structure. Will send letter to property owner stating requirements for completion of next phase. Moving forward with Municipal Infraction.		6/5/2020	
Open			Junk/Junk Vehicles	1105 E Salem	4/22/2019	4/26/2019	Spoke with Kevin King. He said he will remove manhole and keep us updated. Will check regularly.		6/5/2020	
Open			Abandon/Unsafe Building	911 N C Street	3/28/2019	4/5/2019	Notice of unsafe building issued. Property owner has applied for a building permit. Default judgement issued by court on December 6. Property owner had until January 5 to have all work completed. Working on getting quotes for work to be completed to determine next steps. In the process of getting quotes to abate the property. Not going to abate. Will continue to issue Municipal Infractions.		6/5/2020	
Open			Abandon/Unsafe Building	506 N Kenwood Blvd	4/17/2018	5/6/2019	Municipal Infraction Issued. Service has been attempted on property owner, and has failed. Discovered that property was in foreclosure, and was sold on August 15. New owner is working on updating property. Property is now for sale. Will check regularly. House is up for sale by Berkshire Hathaway. Moving forward with Municipal Infraction.		6/6/2020	
Open	CE: 42-2020	5/26/2020	Vehicles parked on grass	1816 North 7th	5/27/2020	5/29/2020	Sent letter 5/29/2020 allowing 10 days for compliance.		6/8/2020	
Open			Abandon/Unsafe Building	2103 N Jefferson	4/17/2018	5/6/2019	Municipal Infraction Issued. Court order issued establishing a deadline for abatement of June 9, 2020. Will check regularly.		6/8/2020	
Open	CE: 32-2020	5/7/2020	Subsoil drainage discharging directly onto neighbor's property to the east.	102 South 20th Street	5/8/2020	5/11/2020	Sent letter on 5/11/2020 allowing 30 days for compliance.		6/10/2020	
Open	CE 07-2020	1/9/2020	Abandoned/Dangerous/Unsafe Building	2110 West 2nd	1/9/2020	1/10/2020	Sent letter of Abandoned, Dangerous, & Unsafe Building on 1/10/2020 and established a date of April 9th for completion. No progress has been made. Bid for abatement or move forward with Municipal Infraction. Moving forward with Municipal Infraction. Owner called and said he will take care of everything noted on the dangerous building letter by next weekend. Still moving forward with court date and infraction to insure that work will be completed.		6/12/2020	
Open	CE: 02-2020	1/9/2020	Trailer park needs to be cleaned up. Junk and junk vehicles.	307 West 2nd	1/10/2020	1/10/2020	Sent letter of Nuisance and Demand for Abatement on 1/10/2020 and established a deadline of April 30th, 2020. Spoke with Larry today 4/16/2020. 4 vehicles have been removed and they continue to make progress on junk/debris removal. He informed me that he may not have everything completed by April 30th and may need to ask for an extension. Still gradually making progress. Asked for extension to June 15th. Extension granted, however this is the final extension before municipal infraction.	Larry Throckmorton 515-249-9639	6/15/2020	
Open			Unsafe Building	210 N Jefferson	7/29/2019	7/31/2019	Relative of the property owner claimed the home would be rehabbed. Notice of unsafe building issued. Work being done on building. Spoke with contractor on 10/17/19 about structural portion of front porch. Contractor will be pulling building permit sometime within the next week. Spoke with property owner on 10/30. She asked for a 30 day extension to finish the exterior. 30 day extension was granted. Spoke with contractor, he said their waiting on materials and work will resume as soon as they are available but no later than 1/31/2020. Spoke with property owner. Contractor is waiting to finish siding until the weather warms up to avoid cracking the vinyl. Trying to make contact with owner before moving forward with a municipal infraction. Spoke with Diane and she will have her contractor get in touch with me beginning of next week. Still have not heard from contractor. If no update is recieved by 5/4/2020, then we will move forward with municipal infraction. Moving forward with Municipal Infraction. Spoke with owner and she informed me that everything noted on the dangerous building letter will be completed by June 15th. Still moving forward with court date and infraction to insure that work will be completed.	Diane Lenning 515-835-1806	6/15/2020	
Open			Unsafe Building	401 W Salem	6/25/2019	6/26/2019	Notice of unsafe building issued. Property owner obtained a building permit for work. Substantial progress made. Still needs to finish roof and siding. Owner continues to make progress.		7/3/2020	
Open	CE: 19-2020	3/24/2020	Junk/Junk Vehicles and dead potentially dangerous trees in back yard	501 S G St	3/24/2020	4/9/2020	Upon inspection, there is junk in the rear yard that needs to be abated. Will send notice. Sent letter 4/17/2020. Established deadline of July 17th, 2020 (90 days) for compliance due to the amount of junk in back yard.		7/8/2020	



Community Development

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Code Enforcement Tracking Report

Open			Unsafe Building	407 West 1st Ave	12/11/2019	12/11/2019	House caught fire over thanksgiving weekend 11/28/2019. Inspected house on 12/11/2019 to determine extent of damage and see if the structure can be saved. Unfortunately the structure cannot be saved and must be torn down. Sent letter to property owner on 12/11/2019 ordering the house to be demolished by January 20th, 2020. Person in charge of the estate called in on 2/3/2020. Insurance claim has been filed, and adjuster will evaluate. Still waiting on insurance adjuster. Sent Dangerous & Unsafe Building letter to Raviro Shoniwa, asset prevention coordinator with Mortgage Contracting Services on March 26th, 2020. Raviro contacted me on 4/22/2020 asking for the date upon which the house was to be demolished by. I told her it was to be demolished by the middle of January 2020 and seeing how it hasnt been demolished yet, we will be moving forward with a Municipal Infraction if we dont have something in writing from the mortgage/insurance company within the next 2 weeks showing a timeframe of when it will be demolished. Moving forward with Municipal Infraction.	Roy Hay 515-201-4933	TBD	
Closed	CE: 01-2020	12/27/2019	Multiple Campers on property. Junk and junk vehicles parked on driveway and other miscellaneous junk debris.	1801 West Euclid	1/2/2020	1/2/2020	Sent letter of Nuisance and Demand for Abatement on 1/10/2020 and established a deadline of January 20th, 2020. Spoke with Uele and established a 30 day deadline for each camper to be removed/moved from property. Only one camper remains. All vehicles are now parked on the driveway.			5/21/2020
Closed	CE: 23-2020	4/17/2020	Junk accumulating on apartment balconies	801 South R	4/17/2020	4/18/2020	Emailed Jason Frederick on 4/18/2020 about tennants collecting junk on their apartment balconies, and of trash such as old furniture and appliances sitting outside of dumpsters. Sent pictures on Monday 4/20/2020 giving 14 days to abate. He responded by saying he will take care of it. Dumpster onsite. Progress is being made. Owner abated nuisance.	Jason Fredrick 989-282-4173 or 810-656-9147		5/21/2020
Closed	CE: 26-2020	4/22/2020	Tall grass and weeds	Parcel ID: 48775011000, (North L & Iowa)	4/22/2020	4/22/2020	Sent letter allowing one week for compliance. Bid for abatement. City abated 5/21/2020			5/21/2020
Closed	CE: 25-2020	4/23/2020	Clutter and trash on the back deck. Tall grass and weeds. Junk vehicle.	110 South Kenwood	4/23/2020	4/23/2020	Left door hanger for clutter/trash on back deck. Upon inspection, I noticed the grass is higher than what ordinance allows for and made note of it on the door hanger as well. Junk vehicle. Sent Letter 5/8/2020 allowing one week for compliance. Contact for abatement. May need to tow a couple vehicles. Contact for abatement. City Abated 5/21/2020			5/21/2020
Closed	CE: 27-2020	4/30/2020	Possible driveway violation	110 Buxton Place	5/1/2020		Currently looking into violation. No violation at this time.			5/21/2020
Closed	CE: 31-2020	5/5/2020	Tall grass and weeds	Parcel ID: 48870190655	5/5/2020	5/5/2020	Sent Letter 5/6/2020. Contact for abatement. City abated 5/21/2020	Crestview Builders Inc 9550 NW Prairie Rd Kansas City MO 64153		5/21/2020
Closed	CE: 34-2020	5/14/2020	Tall grass and weeds	Deer Run golf course, south side of West 13th, east side of cart path	5/15/2020		Spoke with property owner and he said he will take care of it.			5/21/2020
Closed	CE: 30-2020	5/5/2020	Tall grass and weeds	Parcel ID: 48335001003	5/5/2020	5/5/2020	Spoke with property owner. Said it will be mowed by this weekend			5/11/2020
Closed	CE: 16-2020	2/20/2020	Green wrecked Malibu? No doors, in the side yard.	Parcel ID: 48860001371 503 West 2nd Ave	2/20/2020	2/21/2020	Left notice with tennant on 2/21/2020. Sent letter 3/6/2020. Gave until April 13th to have vehicle moved inside. Vehicle hasn't moved. Trying to make contact with owner before we abate. Spoke with Brenda 4/23/2020 and gave final extension to May 4th. If not removed by May 4th, we will abate the following day. Spoke with towing company. Vehicle will be moved elsewhere by 5/8/2020.	Tennant Brenda 515-210-1433		5/8/2020
Closed	CE: 29-2020	5/4/2020	Tall grass and weeds	513 West Jackson	5/4/2020	5/4/2020	Left door Hanger on 5/4/2020			5/8/2020
Closed			Unsafe Building	206 N Jefferson	4/17/2018		Demolition has taken place. Will close out once all work is completed, and lot has been seeded. Lot has been seeded.			5/8/2020
Closed			Unsafe Building	208 N Jefferson Way	4/17/2018		Demolition has taken place. Will close out once all work is completed, and lot has been seeded. Lot has been seeded.			5/8/2020
Closed			Unsafe Building	306 S F Street	4/17/2018	8/16/2019	Property no longer Dangerous or Unsafe.			4/24/2020
Closed	CE: 18-2020	3/9/2020	Unlicensed vehicle on jack stands in driveway, Trailers parked in front yard, Junk debris scattered throughout property.	1108 North B Street	3/11/2020	3/11/2020	Door hanger left on 3/11/2020. The car in the driveway will be off jack stands within 2 weeks, the trailers have been moved out of the front yard and the remainder of the yard will be picked up and disposed of during spring cleanup. Car is no longer on jack stands, property has been cleaned up and is back in compliance as of April 20th, 2020.	Chris 515-865-3965		4/20/2020

June 15, 2020

Draft Agenda

- Minutes
- Claims
- Applications
- City Manager's Report
- Salaries
- Treasurer's Report
- Third consideration of the Code of Ordinances
- Resolution adopting the draft City Council Rules and Procedures Document
- Resolution approving the ICAP and IMWCA renewal
- Resolution approving an amendment to the clothing reimbursement policy.
- Resolution setting salaries for FY 21
- Year-End Transfer resolution
- Receive and file Fiscal Year 21/22 budget calendar
- Second consideration of an ordinance approving a rezoning from M-2 General Industrial Zoning District to the R-4, Multiple Family (Residential) Zoning District.
- Second consideration of an ordinance approving a proposed Development Plan and rezoning from the R-3, Mixed-Residential Zoning District to the R-5, Planned Residence District.
- Second consideration of a request rezoning from the A-1, Agricultural Zoning District to A-2 Mixed Agricultural Zoning District.

July 6, 2020
Draft Agenda

- Minutes
- Claims
- Applications
- City Manager's Report
- Salaries
- Consider recommendation of a request from Jeffrey A. Gaddis of Civil Engineering Consultants, Inc for approval of a Plat of Survey for a parcel of land in the NE ¼ of the SE ¼ and the SE ¼ of the NE ¼ of Section 36, Township 76 North, Range 24 West Of The 5th P.M., City of Indianola, Iowa.
- Public hearing and consideration to establish the zoning district boundaries regarding the request from Jon F. and Mary Hellen Peterson for Annexation into the City of Indianola.
- Third consideration of an ordinance approving a rezoning from M-2 General Industrial Zoning District to the R-4, Multiple Family (Residential) Zoning District.
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- Third consideration of a request rezoning from the A-1, Agricultural Zoning District to A-2 Mixed Agricultural Zoning District.
- Approval of Fiscal Year 21 Council meeting dates and times.
- FY21 Budget amendment hearing and resolution

Jackie Raffety

From: Andy Lent
Sent: Friday, June 5, 2020 3:06 PM
Subject: FW: Waller Weekly, 5 June 2020
Attachments: July 6 Draft.pdf; June 15 Draft.pdf; Curent Projects Update-June 5.pdf; 2020 Permits-June 5.pdf; 06092020 Agenda.pdf; Ashland Closure.pdf; Code Enforcement-June 5.pdf; Street and Stormwater Intake Repairs.pdf; Street and Stormwater Intake Repairs.pdf

Hello all. Ryan asked me to assist with his weekly email this week as he is out, so see below for a compilation for this week's highlights. Tomorrow, of course, is D-Day, so please take a moment and contemplate the enormous sacrifice that was made 76 years ago to ensure our freedom.

Andrew Lent
City Clerk/CFO
City of Indianola, Iowa
P: 515-962-5246
E: alent@indianolaiowa.gov

Water Resource Recovery Facility—Progress continues on the Water Resource Recovery facility. Please visit <http://indianolaiowa.gov/632/Wastewater-Treatment-Plant-Updates> for the latest photos.

Traffic Signal Timing & Iowa Avenue Project – The contractor (Sternquist Construction) will begin this project on Monday, June 8th. As a reminder, this project, which is partially funded by a grant, will improve the synchronization of the traffic signals on Jefferson Way (US highway 65/69) and 2nd Ave (IA 92) and will involve the reconstruction of Iowa Avenue from 1st Street to Jefferson Way. The contract for this project has a late completion date of July 17, 2020.

Pavement Markings: During this week, the Streets staff has resumed the annual pavement markings that includes the stop lines, crosswalks, turn indicators, on-street parking, bike lanes, and dashed lines down the middle of the lanes. Rainy weather conditions have continued to be a challenge to apply paint on the roadways, but a few good days early this week allowed staff to get some progress on the pavement markings on various locations throughout the city.

Street & Stormwater Intake Repairs: Staff continued repairing deteriorated concrete pavement sections and upgrading ADA compatible sidewalk ramps on the cul-de-sac of Sunset Circle. They performed full-depth patching to restore the integrity and rideability of the concrete pavement. This full-depth patching process involves full-depth saw cuts to remove the deteriorated concrete down to the base, repairing the disturbed base, and refilling the excavated area with new concrete. They have also repaired a failed stormwater intake on

North U Street that created a void underneath the concrete pavement. See attached document for pictures.

Re-Open Plan Matrix – During the June 1st City Council meeting, Staff provided an update on the plans for various programs and facilities impacted by the COVID-19 pandemic. The major items discussed were the opening of the Library, which will be discussed further at the next Library Board Meeting, and the closure of the swimming pool. The updated matrix providing the status of impacted programs, services and facilities may be found at https://www.indianolaiaowa.gov/DocumentCenter/View/11268/Reopening-Matrix_622020. (Green = current status, in effect or open; Red = closed, not in effect, postponed).

FY2021 Budget Document—Finance staff and MyLisa from IT have been working to complete the FY2021 Budget Presentation Document. The main purpose of this document is to provide the public with a hand reference for the FY2021 City budget from July 1, 2020 to June 30, 2021. The secondary purpose is submittal to the Government Finance Officers Association (GFOA) for an award program where the document is judged on specific criteria that GFOA has determined to best present the budget to the public. Final document should be completed in early July.

Special City Council Meeting – As the current fiscal year nears an end (June 30, 2020), the City Council will be holding a special meeting at 9:30 a.m. on Wednesday, June 24th to ensure remaining bills from this fiscal year are paid, as well as end of year transfers between funds.

West Ashland Avenue Closure—Beginning next Monday, West Ashland Avenue will be closed at mid-block between North Buxton and North Howard as part of the Warren County Justice Center Construction Project. The closure is necessary to extend a new water service line into the site for both domestic and fire protection service. The closure is anticipated to last through the weekend, reopening on Monday morning, June 15. Attached is a map showing the area that will be closed. There will still be parking available on the north side of Ashland for businesses, but with the closure occurring at mid-block, traffic will have enter and exit from both sides.

Community Development Reports – Attached are the following reports provided by the Community Development Department:

- **Current Projects Update-** This week, the City Council reviewed various development applications at its June 1 meeting, including the Peterson Annexation, which was approved, the Crow's Nest Campground rezoning, which was approved, The Summercrest Subdivision rezoning/PRD plan, which will have its second consideration at the Council's June 15th meeting and the Williams Terrace rezoning, which will have its second consideration at the Council's June 15th meeting.
- **2020 Building Permits-** This week, one (1) building permit applications was submitted and four (4) building permits were issued. There are currently two (2) building permit applications in review and 86 building permits that have been issued year to date.
- **Code Enforcement-** This week, seven (7) code enforcement cases were opened and 11 cases were closed. There are currently 27 open code enforcement cases.

Planning and Zoning Commission – Next week, the Planning and Zoning Commission will hold its scheduled monthly meeting. The agenda for the meeting is attached, which includes three (3) final subdivision plats.

Upcoming City Council Agenda – Attached, please find the anticipated agendas for the June 15th and July 6th upcoming meetings. As a reminder, these are fluid documents that can change on a regular basis (i.e. some items may get added/rescheduled due to Council direction, as well as other factors that may or may not be within the control of the City departments).

July 6, 2020

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June 15, 2020

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- Second consideration of a request rezoning from the A-1, Agricultural Zoning District to A-2 Mixed Agricultural Zoning District.
- Resolution authorizing replacement of a manhole east of the baseball diamond.
- Resolution adopting the 2020 Strategic Plan
- Resolution approving the suspension of late charges for an additional 30 days for city provided utilities
- Resolution setting a public hearing on amendments to the connection fee district ordinance
- Resolution approving of a sidewalk waiver for 309 East Hillcrest Avenue due to no curb and gutter
- Resolution approving Final Plat for Prairie Glynn Plat 2
- Resolution approving Final Plat for Heritage Hills Plat 10
- Resolution approving Final Plat for Autumn Ridge Plat 3
- Receive and file the Fiscal Year 21 Community Development Work Program
- Consideration of the re-nomination of Erin Freeberg to the Planning and Zoning Commission
- Executive Session

Study Session

- Presentation on COVID-19 Financial Planning



Community Development

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2020 Building Permit Report

Date Application Submitted	Permit	DATE Permit Issued	NAME	ADDRESS	CONTRACTOR	CONSTRUCTION	SQUARE FEET *new residential only	Finaled Date	C.O.Date	VALUE
12/31/2019	1	1/2/2020	North American MHC LLC	9 Leonard Avenue	Heartland Living	Mobile Home				\$51,300
12/31/2019	2	1/2/2020	North American MHC LLC	21 Leonard Avenue	Heartland Living	Mobile home				\$51,300
1/7/2020	3	1/7/2020	Chad Keller	206 N Jefferson	B and D	DEMO				
1/7/2020	4	1/7/2020	Chad Keller	208 N Jefferson	B and D	DEMO				
1/7/2020	5	1/8/2020	North American MHC LLC	24 Leonard	Heartland Living	Mobile Home				\$51,300
1/7/2020	6	1/8/2020	North American MHC LLC	26 Alfred	Heartland Living	Mobile Home				\$38,494
1/7/2020	7	1/8/2020	North American MHC LLC	6 Leonard	Heartland Living	Mobile Home				\$38,494
1/14/2020	8	1/14/2020	Foxwood Apts	1005 W 3rd	Rainbow International	Remodel				\$859,560
1/7/2020	9	1/13/2020	Kurt Ripperger	804 N B	Construction by Cambron	Remodel				\$80,000
10/29/2019	10	1/16/2020	Wal Mart	1500 N Jefferson Way	Midland	Commercial Remodel		4/15/2020		\$1,891,511
1/15/2020	11	1/20/2020	Jerry's Homes	506 N 17th	Jerry's Homes	Basement Finish				\$18,000
1/15/2020	12	1/27/2020	Jerry's Homes	402 N 18th	Jerry's Homes	Single Family Dwelling	1435			\$208,000
1/15/2020	13	1/27/2020	Jerry's Homes	406 N 18th	Jerry's Homes	Single Family Dwelling	1339			\$203,000
1/15/2020	14	1/27/2020	Jerry's Homes	408 N 18th	Jerry's Homes	Single Family Dwelling	1474			\$217,000
1/15/2020	15	1/27/2020	Jerry's Homes	1708 Detroit	Jerry's Homes	Single Family Dwelling	1644			\$201,000
1/15/2020	16	1/27/2020	Jerry's Homes	1704 Detroit	Jerry's Homes	Single Family Dwelling	1605			\$212,000
1/31/2020	17	2/3/2020	Sherwin and Leeann Back	808 W Salem	Vanderpool	Alteration				\$15,158
2/10/2020	18	2/10/2020	Dusty Jordan	1107 N 6th Street	Jordan Building & Design LLC	Screened In Porch	192			\$15,000
1/10/2020	19	2/12/2020	Pritesh Patel	1215 N Jefferson Way	Rod Curtis	Commercial Remodel				\$80,000
2/12/2020	20	2/12/2020	KC Inc	404 W Jefferson	Iowa Demolition	DEMO				
2/13/2020	21	2/18/2020	Top Hat Homes	810 W Orchard	Top Hat Homes	Single Family Dwelling	2404			\$448,000
2/21/2020	22	2/28/2020	North American MHC LLC	29 Alfred	Heartland Living	Mobile Home				\$38,494
3/2/2020	23	3/2/2020	Kyle Tipling	411 W Salem	Dirt Work	Garage Demo				
2/22/2020	24	3/2/2020	Horton-Robinson	709 Sunset	Horton-Robinson	Single Family Dwelling	1850			\$257,000
3/11/2020	25	3/11/2020	North American MHC LLC	24 Leonard	Miller Scrap Metal	DEMO				
3/11/2020	26	3/11/2020	North American MHC LLC	6 Leonard	Miller Scrap Metal	DEMO				
3/11/2020	27	3/11/2020	Jerry's Homes	400 N 18th	Jerry's Homes	Basement Finish				\$15,000
3/9/2020	28	3/9/2020	Tyler Christonski	1319 S O	Crosscut Custom Carpentry	Four Seasons Room				\$41,500
3/13/2020	29	3/13/2020	North American MHC LLC	38 Alfred	Miller Scrap Metal	DEMO				
3/13/2020	30	3/13/2020	North American MHC LLC	52 Lincoln	Miller Scrap Metal	DEMO				
3/13/2020	31	3/13/2020	Jerry's Homes	1703 Euclid	Jerry's Homes	Basement Finish				\$7,000
3/13/2020	32	3/13/2020	Steger Construction	608 S Y	Steger Construction	Duplex	18400			\$100,000
3/13/2020	33	3/13/2020	Steger Construction	610 S Y	Steger Construction	Duplex	18400			\$100,000
3/13/2020	34	3/13/2020	Rory and Kathy Crooks	1209 W Euclid	Rory and Kathy Crooks	Deck				\$1,650



Community Development

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2020 Building Permit Report

3/4/2020	35	3/16/2020	WJH LLC	1800 E Euclid	Century Complete	Single Family Dwelling	1810			\$92,047
3/4/2020	36	3/16/2020	WJH LLC	1710 E Euclid	Century Complete	Single Family Dwelling	1417			\$84,942
3/4/2020	37	3/16/2020	WJH LLC	1708 E Euclid	Century Complete	Single Family Dwelling	2009			\$98,876
3/4/2020	38	3/16/2020	WJH LLC	1706 E Euclid	Century Complete	Single Family Dwelling	1810			\$92,047
3/4/2020	39	3/16/2020	WJH LLC	1704 E Euclid	Century Complete	Single Family Dwelling	1625			\$90,935
3/4/2020	40	3/16/2020	WJH LLC	1606 E Euclid	Century Complete	Single Family Dwelling	1417			\$84,942
3/4/2020	41	3/16/2020	WJH LLC	1504 E Euclid	Century Complete	Single Family Dwelling	2009			\$98,876
3/4/2020	42	3/16/2020	WJH LLC	1502 E Euclid	Century Complete	Single Family Dwelling	1810			\$92,047
3/4/2020	43	3/16/2020	WJH LLC	1500 E Euclid	Century Complete	Single Family Dwelling	1417			\$84,942
3/4/2020	44	3/16/2020	WJH LLC	602 N 17th	Century Complete	Single Family Dwelling	1417			\$84,942
3/4/2020	45	3/16/2020	WJH LLC	600 N 17th	Century Complete	Single Family Dwelling	1602			\$90,542
3/20/2020	46	3/23/2020	Scott and Janelle Greene	1512 W Salem	self	Shed				\$2,000
3/6/2020	47	3/26/2020	Giovanti Homes	1401 W 14th	Giovanti Homes	Single Family Dwelling	3940			\$401,000
3/26/2020	48	3/26/2020	North American MHC LLC	45 Lincoln	Heartland Living	Mobile Home				\$37,080
3/26/2020	49	4/2/2020	Stephen Muldrow	400 E 1st	Stephen Muldrow	Single Family Dwelling	2022			\$109,300
3/26/2020	50	4/2/2020	Carlson Homes LLC	1107 S O	Carlson Homes	Single Family Dwelling	1675			\$275,000
3/26/2020	51	4/2/2020	North American MHC LLC	41 Alfred	Heartland Living	Mobile Home				\$37,679
3/26/2020	52	4/2/2020	North American MHC LLC	58 Lincoln	Heartland Living	Mobile Home				\$37,080
3/26/2020	53	4/2/2020	North American MHC LLC	11 Leonard	Heartland Living	Mobile Home				\$37,080
4/3/2020	54	4/6/2020	GroundBreaker Homes	1001 W Orchard	GroundBreaker Homes	Single Family Dwelling	1751			\$220,000
4/3/2020	55	4/6/2020	GroundBreaker Homes	1108 S O	GroundBreaker Homes	Single Family Dwelling	2781			\$210,000
10/9/2019	56	4/9/2020	Brew Enterprises (Scooters)	1112 N Jefferson Way	ASI Commerical Construction	Commercial Building	561			\$75,000
4/9/2020	57	4/13/2020	Five Seven Enterprises/Eagle Homes	1306 S L	Eagle Homes	Single Family Dwelling	1642			\$322,080
4/13/2020	58	4/17/2020	Cody McKasson	1312 E Detroit	Cody McKasson	Deck Overhang				\$1,000
3/13/2020	59	4/17/2020	People's Bank	500 E iowa	Downing	Commerical	5616			\$1,050,000
4/17/2020	60	4/20/2020	Orton Homes	1304 S L	Orton Homes	Single Family Dwelling	2244			\$320,000
4/23/2020	61	4/27/2020	Dan Corsair	1611 W Iowa	Top Notch Renovations	Deck addition				\$4,050
4/27/2020	62	4/29/2020	Chris Bauer	811 N U	Chris Bauer	Deck				\$550
4/23/2020	63	4/30/2020	Mark Gaddls	1605 W Detroit	Crosscut Construction Co	Deck				\$6,500
4/29/2020	64	4/30/2020	Sam Bedwell	1204 Ann Pkwy	Sam Bedwell	Deck				\$2,500
4/29/2020	65	4/30/2020	Shelly Sponner	509 S Freeman	Risetter Construction	Deck				\$5,000
4/27/2020	66	5/1/2020	Fisher Decker	403 W 18th Pl	Fisher Decker	Deck				\$1,500
5/5/2020	67	5/5/2020	Marice and Dwight Freeman	104 S 4th	Marice and Dwight Freeman	DEMO				\$5,000
4/29/2020	68	5/5/2020	Pamela Hodges	805 W 4th	Pamela Hodges	Deck				\$1,100



Community Development

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2020 Building Permit Report

5/5/2020	69	5/6/2020	Jerry's Homes	1709 Clinton	Jerry's Homes	Basement Finish				\$14,500
4/15/2020	70	5/7/2020	Bunnell Properties	1003 E Lincoln	Gruringre Construction	Single Family Dwelling	2734			\$336,000
4/13/2020	71	5/11/2020	Construction By Cambron	1602 S K	Construction by Cambron	Commerical Building	2500			\$299,950
5/7/2020	72	5/12/2020	Brian Marron	303 N 16th	Brian Marron	Deck				\$12,000
5/14/2020	73	5/14/2020	James Oakes	607 W 1st	James Oakes	Deck				\$1,500
5/6/2020	74	5/14/2020	Tony Hixson	1227 S 3rd St	Self	Fence				
5/14/2020	75	5/19/2020	Darko Blazevic	308 S G	Darko Blazevic	Deck				\$3,000
5/18/2020	76	5/20/2020	Kimberly Development	1208 S O	Kimberly Development	Single Family Dwelling	1582			\$310,000
5/19/2020	77	5/20/2020	Wade Williams	1206 S O	Cornerstone Construction Ser	Single Family Dwelling	1585			\$276,100
4/17/2020	78	5/25/2020	Bill Bussanmas	1409 W 6th	Marvin Van Dam	Single Family Dwelling	2400			\$589,000
5/21/2020	79	5/27/2020	Joseph and Rhonda Casazza	712 W Ashland	Joseph Casazza	Garage				\$24,500
5/21/2020	80	5/27/2020	Todd Koeppan	911 W Boston	Wet Paint Co Inc	Deck				\$2,000
5/25/2020	81	5/27/2020	Jerry's Homes	502 N 18th	Jerry's Homes	Single Family Dwelling	1605			\$212,900
5/25/2020	82	5/27/2020	Jerry's Homes	504 N 18th	Jerry's Homes	Single Family Dwelling	1297			\$199,900
5/20/2020			IR Chad Amos	1200 S O	Chad Amos	Single Family Dwelling	3569			\$560,000
5/27/2020			IR Will Miller	1200 N E	Will Miller	Deck Expansion				\$834
5/27/2020			IR Greg Rhoulhac	1522 W Salem	Beardmore Construction	Deck Expansion				\$2,000
5/27/2020			IR David and Natasha Cooper	1321 S Jefferson	Denny Clayton	Garage				\$28,560
5/28/2020			IR Chris and Darla Freshly	1219 S 4th	Pro1 Construction LLC	Deck remodel				\$4,000



COMMUNITY DEVELOPMENT

To: Ryan J. Waller, City Manager
From: Charlie E. Dissell, AICP, Community and Economic Development Director
Date: June 5, 2020
Subject: Current Projects Update

The purpose of this memorandum is to provide a brief synopsis of different projects that may be of interest to the Council.

1. Williams Terrace (1600 Block of North 9th Street)

- Developer hosted a neighborhood meeting on March 9.
- Rezoning petition received on April 6.
- The Planning and Zoning Commission reviewed the rezoning request at its April 21 meeting, and recommended approval to the Council.
- The City Council will hold a public hearing on June 1.

2. People Bank Administration Building (500 East Iowa Avenue)

- Site plan and building permit submitted on March 13.
- Site plan review comments returned on March 24.
- Building permit comments returned on April 6.
- Updated building permit and site plan submitted on April 16.
- Site plan approved on April 17.
- Building permit issued on April 17.

3. Peterson Annexation (south of Inwood Street, west of 110th Avenue (North Y Street) and east of County Highway R-63)

- Application for annexation was received on February 25th, 2020.
- The applicant has indicated that this property, if annexed, would be developed residentially.
- At its meeting on March 25th, the City Council forwarded this applicant to the Board of Trustees and Planning and Zoning Commission for its review.
- The Board of Trustees reviewed the request at its April 14 meeting.
- The Planning and Zoning Commission reviewed the request at its April 21 meeting and recommended approval of the request.
- The City Council approved the annexation on June 1.

4. Apple Tree Inn (1215 North Jefferson Way)

- Building permit application for interior remodel submitted on January 10.
- Review comments were returned on January 13.
- Revised building plans submitted on February 5.
- Building Permit issued on February 12.

5. Cabin Coffee (910 East 2nd Avenue)

- Sale of D&D lot and development agreement was approved by Council on October 21.
- Staff hosted a preapplication meeting with the developers on October 22.
- Developer closed on the property on November 22.
- On March 16, developer notified City that, due to the COVID 19 pandemic, this project is being suspended until further notice.
- On April 23, the developer requested a 90-day extension to the approved development agreement.
- Council approved the extension at its May 18 meeting.

6. Scooters Coffee (1112 North Jefferson Way)

- Site plan and building permit were submitted on October 9.
- Site plan comments returned to applicant on November 4.
- Updated site plan submitted on November 18.
- Staff continues to work with the property owner on a solution for the storm sewer pipe located on this property.
- Revised site plan submitted on February 28.
- Site plan comments returned on March 9.
- Revised site plan submitted on March 9.
- Site plan approved on March 11.
- Building Permit issued on April 9.

7. Crow's Nest Campground (Northwest Corner of South Jefferson Way and East 17th Avenue)

- Staff held a preapplication meeting on a proposed campground on October 3
- A rezoning petition was submitted on October 25 for a proposed campground
- The Planning and Zoning Commission recommended the rezoning for approval at its November 12 meeting.
- The City Council held a public hearing on the request at its December 16 meeting.
- The City Council approved the request at its January 21 meeting.
- A plat of survey to split ground for the campground was submitted on April 1.
- A rezoning petition was submitted on April 3 for additional ground for the campground.
- The Planning and Zoning Commission reviewed the Plat of Survey and rezoning at its April 21 meeting and recommended approval of both to the City Council.
- The City Council approved the rezoning on June 1.
- Site plan submitted on May 18.

8. Missouri Valley JATC Training Facility (1600 East Iowa Avenue)

- Site Plan for this project was submitted on April 3 to the City and comments were returned on April 22.
- City Staff has also held internal meetings regarding new road alignment within the industrial park expansion.
- City staff met with the Missouri Valley on May 1 to discuss access to this site and possible road upgrades/funding.
- A revised site plan was submitted on May 20.
- Revised comments were returned on June 4.

- A second revised site plan was submitted on June 11.
- Site Plan was approved on June 11.
- Building permit application was submitted on June 14.
- Building permit comments were returned on July 2.
- Staff has meet with Missouri Valley on a development agreement related to future infrastructure improvements.
- Building permit application submitted on August 2
- Staff meet with the contractor on August 23 to discuss building/inspection process.
- Fire review comments returned to applicant on September 23.
- Response to fire review comments received on October 29.
- Full building permit issued on November 13.

9. Ace Hardware (506 North Jefferson Way)

- City staff held a pre-development meeting on this project on February 22.
- The old car wash was demolished the week of July 15.
- The existing Mudslingers Coffee Shop would remain.
- A code review was submitted to the City for review by the architect on July 29.
- The City returned comments on that code review on July 31.
- Engineer inquired about site plan approval process on August 23.
- Site plan submitted on September 5.
- Initial comments on the site plan were returned on September 19.
- Variance application for parking submitted on September 24. Will be placed on November 6 agenda.
- Revised site plan submitted on October 4.
- Building Permit application and plans submitted on October 14.
- 2nd review comments on the site plan were returned on October 17.
- Building permit comments returned on October 18.
- Revised building permit plans received on October 23.
- Revised site plan submitted on October 25.
- Variance request for parking was approved by the Board of Adjustment on November 6.
- Site plan approved and building permit issued on November 7.

10. New Heights Church (309 East Hillcrest Avenue)

- The project engineer contacted the City on February 7 to clarify plan review comments.
- Updated site plan was received on March 7.
- Updated comments returned to applicant on March 20.
- The project engineer contacted the City on July 11 to clarify plan review comments.
- Staff responded to those questions on July 12.
- An updated site plan was submitted on July 29.
- Staff responded to fire code requirements on August 21.
- An updated site plan was submitted on August 30.
- Site plan comments were returned on September 2.
- Revised site plan submitted on September 20.
- Site plan comments returned on October 18.

- An updated site plan was submitted on April 22.
- Site plan approved on May 18

11. Ashton Park Plat 7

- Located east of the intersections of East Euclid Avenue and North 18th Street and East Boston Avenue and North 18th Street
- Preliminary plat submitted on April 27.
- The Planning and Zoning Commission recommended approval of the preliminary plat at its May 12th meeting.
- City Council approved the preliminary plat at its May 18th meeting.

12. Summercrest

- Located north of the intersection of North 7th Street and East Hillcrest Avenue.
- Rezoning/PRD plan and preliminary plat received on April 3.
- Rezoning/PRD plan was reviewed by the Planning and Zoning Commission at its April 21 meeting and was recommended approval, with conditions, to the Council.
- The Planning and Zoning Commission recommended approval of the preliminary plat at its May 12th meeting.
- The City Council held a public hearing and first consideration on June 1 regarding the Rezoning/PRD plan.
- The City Council will review the preliminary plat at final consideration of the Rezoning/PRD plan.

13. Treeline Plat 1

- Located north of East Iowa Avenue and south of North 7th Court
- Preliminary Plat and Construction Plans submitted on March 16.
- Comments on Preliminary Plat and Construction Plans returned on April 3.
- Updated Preliminary Plat submitted on April 8.
- Preliminary Plat was reviewed by Planning and Zoning Commission at its April 21 meeting and was recommended for approval to the Council.
- The City Council approved the preliminary plat at its May 4 meeting.

14. Quail Meadows Plat 3

- Located north of North 8th Street and East Trail Ridge Place.
- Staff has been notified that about 30 acres of land in the Summercrest Hills development was sold to a developer who intends to develop single family lots.
- A rezoning application was submitted on July 1 to change a portion on this land from C-2 to R-3. The Planning and Zoning Commission recommended approval of this request at its August 13 meeting.
- The City Council held a public hearing and first consideration at its September 16 meeting.
- This development will require the City to relocate the current lift station north of the Quail Meadows Subdivision to the north of the Summercrest Hills development. The tentative schedule it to have the new lift station designed by this fall, bid of by next spring, and completion by fall of 2020.
- Staff meet with HR Green and Developer engineer to discuss timing of improvements and new lift station on September 9.
- The developer submitted a preliminary plat to the City on September 24.

- Comments on preliminary plat returned on October 4.
- Preliminary plat recommended for approval by Planning and Zoning Commission on November 12.
- City Council approved the preliminary plat at its November 18th meeting.
- Construction plans were submitted on December 2.
- Comments on construction plans returned on December 17.
- Revised construction plans submitted on February 7.
- Comments on construction plans returned on February 18.
- Revised construction plans submitted on March 2.
- Pre-construction meeting for both the Lift Station project and the Qual Meadows 3 development was held on March 11.
- Construction plans approved on March 13.

15. Heritage Hills Plat 10

- Located at the west end of Trailridge Road.
- Preliminary plat for a 10-lot residential subdivision was submitted to the City on July 12.
- The Planning and Zoning Commission recommended approval of this plat at its August 13 meeting.
- The City Council approved the preliminary plat at its August 19 meeting.
- Construction Plans were submitted on August 27.
- Comments on construction plans returned on September 11.
- Revised construction plans were submitted on September 18
- Construction plans were approved on October 8.
- Plat of survey to convey property to developer was submitted on January 2. This Plat of survey was reviewed by the Planning Commission on January 15 and the City Council adopted a resolution of approval on January 21.
- Final Plat submitted on May 8.
- Staff inspected the public improvements on June 5.
- The Planning and Zoning Commission will review the final plat at its June 9 meeting.

16. Prairie Glynn Plat 2

- Located east of East Franklin Avenue and North 15th Street.
- Construction plans have been submitted and will be approved once changes are made.
- A second revised preliminary and final plat were submitted on June 5. The Planning and Zoning Commission reviewed the preliminary plat at its July 9 meeting, and the Council approved the preliminary plat at its July 15 meeting.
- Final Plat submitted on April 2.
- The Planning and Zoning Commission will review the final plat at its June 9 meeting.

17. Autumn Ridge Subdivision Plat 3

- Located north of North O Street and West Kentucky Avenue.
- City Council approved a Development Agreement on June 17.
- Staff meet with developer on November 14 to outline utility installs and final approvals.
- Final Plat submitted on May 22
- The Planning and Zoning Commission will review the final plat at its June 9 meeting.



PLANNING AND ZONING COMMISSION

June 9, 2020
6:00 P.M.
City Council Chambers

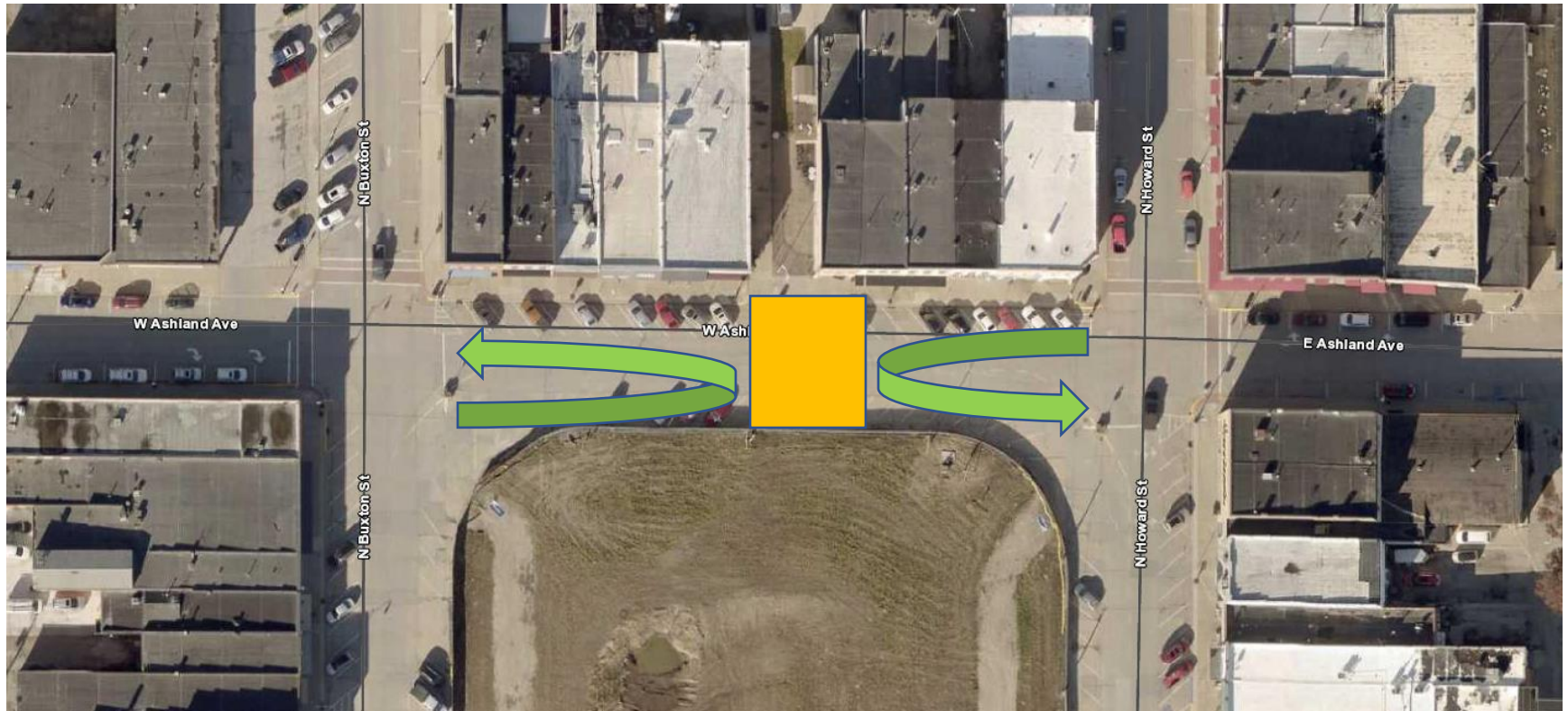
AGENDA

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of Minutes
 - A. May 12, 2020
5. Public Comments
6. Old Business
7. New Business
 - A. Consider recommendation on request for approval of a Final Plat for Prairie Glynn Plat 2
 - B. Consider recommendation on request for approval of a Final Plat for Heritage Hills Plat 10
 - C. Consider recommendation on request for approval of a Final Plat for Autumn Ridge Plat 3
 - D. Discussion and Direction regarding the Fiscal Year 21 Community Development Work Plan
8. Comments
 - A. Commission Members
 - B. Staff
9. Adjournment

Distribution:

Planning and Zoning Commission
Mayor/ City Council
City Manager
City Clerk
City Attorney
IMU General Manager

Bulletin Board
Business Leader
Independent Advocate
KNIA/KRLS
Record Herald
Warren County Zoning





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Code Enforcement Tracking Report

Case Status	Case No.	Complaint Date	Description of Complaint	Location/Address	Date of Initial Inspection	Date of Written Notice	Current Status	Next Follow-up Date	Final Compliance Date
Open		9/17/2019	Tall Grass/Weeds, Debris	Property E of East Scenic Valley Ave	9/17/2019		Discussed this with the representative for property owner. Tall grass and weeds will be mowed, and they will work to get remaining construction debris off the property. Vanderpool is supposed to remove construction debris from property within the next few days.	6/12/2020	
Open	CE: 08-2020	1/9/2020	Sign missing panels	1801 West 2nd	1/10/2020	1/14/2020	Sent letter of Nuisance and Demand for Abatement on 1/14/2020 and established a deadline of February 13th, 2020. Spoke with Deb from DML Management. She is working with a sign company and will be taking care of the existing sign as soon as possible. Established another deadline of March 31st, 2020. Spoke with Deb on Tuesday (4-7) about the status of the sign. She said they got a quote of \$18,000.00 for the new sign, which the landlord is a little hesitant to spend that much money with everything going on right now but will when things calm down. I granted additional time and told her I would follow up the first week in June.	6/12/2020	
Open	CE 07-2020	1/9/2020	Abandoned/Dangerous/Unsafe Building	2110 West 2nd	1/9/2020	1/10/2020	Sent letter of Abandoned, Dangerous, & Unsafe Building on 1/10/2020 and established a date of April 9th for completion. No progress has been made. Bid for abatement or move forward with Municipal Infraction. Moving forward with Municipal Infraction. Owner called and said he will take care of everything noted on the dangerous building letter by next weekend. Still moving forward with court date and infraction to insure that work will be completed.	6/12/2020	
Open	CE: 09-2020	1/10/2020	Shed in front/side yard	640 North N	1/14/2020	1/16/2020	Sent letter of ordinance violation on 1/16/2020 and established a deadline of February 14th, 2020. Spoke with Diana and gave extension until May 1st, 2020. Asked for extension until end of May for company to move shed.	6/12/2020	
Open	CE: 17-2020	3/3/2020	Abandoned, unsafe & dangerous building	1009 E Salem		3/4/2020	Sent letter of Unsafe/Dangerous Building on 3/4/2020. Has until April 3rd to secure building permit and June 2nd to complete the work. No permit pulled for demolition. Moving forward with Municipal Infraction.	6/12/2020	
Open	CE: 20-2020	4/8/2020	Chickens	1106 North 9th	4/8/2020	4/8/2020	Spoke with Crystal on 4/9/2020 and established 30 day deadline (May 9th, 2020) for compliance. Without any complaints, I cannot confirm the chickens are still present but will keep the case open for now.	6/12/2020	
Open	CE: 22-2020	4/15/2020	Junk race car in front yard, garbage, trash, and construction debris piled in back yard.	808 West 3rd Avenue	4/15/2020	4/16/2020	30 Days to bring property use back into compliance. Spoke with owner 5/21/2020. Gave until Monday 5/25/2020 to have all construction debris cleaned up. Just a few items left to be removed. Owner has now cut down half of a tree in back corner of property. Has 7 days to remove.	6/12/2020	
Open	CE: 28-2020	5/4/2020	Junk and junk debris throughout property	308 West 1st Avenue	5/4/2020	5/4/2020	Left door Hanger on 5/4/2020. Sent Letter 5/8/2020 allowing 2 weeks for compliance. Trailer onsite full of half the garbage and junk piled up on back side of house. Will continue to monitor progress.	6/12/2020	
Open	CE: 33-2020	5/12/2020	Tall grass and weeds, junk debris scattered throughout property, trash on back deck.	502 South D Street	5/12/2020	5/12/2020	Sent letter on 5/12/2020 allowing 10 days for compliance. Tenants mowed inside fence line but missed the 4' high grass outside the fence line. Will abate outside of fence line.	6/12/2020	
Open	CE: 40-2020	5/27/2020	Tall Grass/Weeds	610 North N Street	5/27/2020		Left door hanger 5/27/2020. Will abate next week	6/12/2020	
Open	CE: 43-2020	6/3/2020	Tall grass and weeds	207 South H Street	6/4/2020	6/4/2020	Sent Letter 6/5/2020 giving until 6/12/2020 for compliance.	6/12/2020	
Open	CE: 44-2020	6/3/2020	Tall grass and weeds	123 North Y Street	6/4/2020	6/4/2020	Sent Letter 6/5/2020 giving until 6/12/2020 for compliance.	6/12/2020	
Open	CE: 45-2020	6/3/2020	Tall grass and weeds	105 South E Street	6/4/2020	6/4/2020	Sent Letter 6/5/2020 giving until 6/12/2020 for compliance.	6/12/2020	
Open	CE: 46-2020	6/3/2020	Tall grass and weeds	1212 South O Street	6/4/2020	6/4/2020	Sent Letter 6/5/2020 giving until 6/12/2020 for compliance.	6/12/2020	
Open	CE: 47-2020	6/3/2020	Tall grass and weeds	1308 South O Street	6/4/2020	6/4/2020	Sent Letter 6/5/2020 giving until 6/12/2020 for compliance.	6/12/2020	
Open	CE: 49-2020	6/3/2020	Tall grass and weeds	209 North D Street	6/4/2020	6/4/2020	Sent Letter 6/5/2020 giving until 6/12/2020 for compliance.	6/12/2020	
Open			Abandon/Unsafe Building	310 E Boston	3/28/2019	4/5/2019	Property posted as unsafe. Building has been ordered to be vacated and was posted to prevent further occupancy until the work is completed. Met with owner to discuss timing for making improvements. Deadline set for November 1. Work has commenced on west side of house. Will check regularly. Owner continues to make progress on west side of structure. Will send letter to property owner stating requirements for completion of next phase. Moving forward with Municipal Infraction.	6/12/2020	



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Open			Abandon/Unsafe Building	911 N C Street	3/28/2019	4/5/2019	Notice of unsafe building issued. Property owner has applied for a building permit. Default judgement issued by court on December 6. Property owner had until January 5 to have all work completed. Working on getting quotes for work to be completed to determine next steps. In the process of getting quotes to abate the property. Not going to abate. Will continue to issue Municipal infractions.	6/12/2020	
Open			Abandon/Unsafe Building	506 N Kenwood Blvd	4/17/2018	5/6/2019	Municipal Infraction Issued. Service has been attempted on property owner, and has failed. Discovered that property was in foreclosure, and was sold on August 15. New owner is working on updating property. Property is now for sale. Will check regularly. House is up for sale by Berkshire Hathaway. Moving forward with Municipal Infraction.	6/12/2020	
Open			Abandon/Unsafe Building	2103 N Jefferson	4/17/2018	5/6/2019	Municipal Infraction Issued. Court order issued establishing a deadline for abatement of June 9, 2020. Will check regularly. House has been demolished. Lot just needs seeded.	6/12/2020	
Open	CE: 02-2020	1/9/2020	Trailer park needs to be cleaned up. Junk and junk vehicles.	307 West 2nd	1/10/2020	1/10/2020	Sent letter of Nuisance and Demand for Abatement on 1/10/2020 and established a deadline of April 30th, 2020. Spoke with Larry today 4/16/2020. 4 vehicles have been removed and they continue to make progress on junk/debris removal. He informed me that he may not have everything completed by April 30th and may need to ask for an extension. Still gradually making progress. Asked for extension to June 15th. Extension granted, however this is the final extension before municipal infraction.	6/15/2020	
Open	CE: 24-2020	4/16/2020	Vehicles parked in front yard and other junk debris piled up in front and side of house.	505 West 2nd Avenue	4/17/2020	4/20/2020	Sent letter on 4/20/2020 giving 14 days to abate. Spoke with property owner. He sent letter back requesting to be heard before city council to determine if nuisance exists. Hearing is set for 6/1/2020. Has two weeks for compliance.	6/15/2020	
Open			Unsafe Building	210 N Jefferson	7/29/2019	7/31/2019	Relative of the property owner claimed the home would be rehabbed. Notice of unsafe building issued. Work being done on building. Spoke with contractor on 10/17/19 about structural portion of front porch. Contractor will be pulling building permit sometime within the next week. Spoke with property owner on 10/30. She asked for a 30 day extension to finish the exterior. 30 day extension was granted. Spoke with contractor, he said their waiting on materials and work will resume as soon as they are available but no later than 1/31/2020. Spoke with property owner. Contractor is waiting to finish siding until the weather warms up to avoid cracking the vinyl. Trying to make contact with owner before moving forward with a municipal infraction. Spoke with Diane and she will have her contractor get in touch with me beginning of next week. Still have not heard from contractor. If no update is received by 5/4/2020, then we will move forward with municipal infraction. Moving forward with Municipal Infraction. Spoke with owner and she informed me that everything noted on the dangerous building letter will be completed by June 15th. Still moving forward with court date and infraction to insure that work will be completed.	6/15/2020	
Open	CE: 48-2020	6/3/2020	Race car	1106 West 1st Ave	6/4/2020	6/4/2020	Sent Letter 6/5/2020 giving until 6/19/2020 for compliance.	6/19/2020	
Open			Unsafe Building	401 W Salem	6/25/2019	6/26/2019	Notice of unsafe building issued. Property owner obtained a building permit for work. Substantial progress made. Still needs to finish roof and siding. Owner continues to make progress.	7/3/2020	
Open	CE: 19-2020	3/24/2020	Junk/Junk Vehicles and dead potentially dangerous trees in back yard	501 S G St	3/24/2020	4/9/2020	Upon inspection, there is junk in the rear yard that needs to be abated. Will send notice. Sent letter 4/17/2020. Established deadline of July 17th, 2020 (90 days) for compliance due to the amount of junk in back yard.	7/8/2020	



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Open			Unsafe Building	407 West 1st Ave	12/11/2019	12/11/2019	House caught fire over thanksgiving weekend 11/28/2019. Inspected house on 12/11/2019 to determine extent of damage and see if the structure can be saved. Unfortunately the structure cannot be saved and must be torn down. Sent letter to property owner on 12/11/2019 ordering the house to be demolished by January 20th, 2020. Person in charge of the estate called in on 2/3/2020. Insurance claim has been filed, and adjuster will evaluate. Still waiting on insurance adjuster. Sent Dangerous & Unsafe Building letter to Raviro Shoniwa, asset prevention coordinator with Mortgage Contracting Services on March 26th, 2020. Raviro contacted me on 4/22/2020 asking for the date upon which the house was to be demolished by. I told her it was to be demolished by the middle of January 2020 and seeing how it hasnt been demolished yet, we will be moving forward with a Municipal Infraction if we dont have something in writing from the mortgage/insurance company within the next 2 weeks showing a timeframe of when it will be demolished. Moving forward with Municipal Infraction.	TBD	
Closed	CE: 41-2020	5/27/2020	Tall Grass/Weeds	608 North N Street	5/27/2020		Left door hanger 5/27/2020		6/1/2020
Closed	CE: 39-2020	5/27/2020	Tall Grass/Weeds	1510 West Euclid	5/27/2020		Left door hanger 5/27/2020		6/1/2020
Closed	CE: 04-2020	1/9/2020	Junk and junk debris throughout property	107 North Kenwood	1/10/2020	1/10/2020	Sent letter of Nuisance and Demand for Abatement on 1/10/2020 and established a deadline of January 20th, 2020. Spoke with homeowner and she said she will have van removed from property as soon as the weather turns. Vehicles were not listed in the original Nuisance and Demand for Abatement Letter. I have drafted a new letter with the vehicles included allowing 14 days for abatement. One vehicle has been moved back inside a garage. Other vehicle (van) still remains on trailer. Allowed one more week for compliance otherwise we will move forward with municipal infraction. Owner making progress little by little. Van removed from trailer and has current tags. Other vehicle has been moved inside garage.		6/4/2020
Closed			Junk/Junk Vehicles	1105 E Salem	4/22/2019	4/26/2019	Spoke with Kevin King. He said he will remove manhole and keep us updated. Will check regularly.		6/4/2020
Closed	CE: 35-2020	5/19/2020	Tall grass and weeds	48775010130 (North L in cul-de-sac)	5/19/2020	5/19/2020	Sent Letter 5/19/2020 (Abating next week) Abated		6/3/2020
Closed	CE: 36-2020	5/19/2020	Tall grass and weeds	48775010180 (Lot in between 1015 and 1105 North L)	5/19/2020	5/19/2020	Sent Letter 5/19/2020 (Abating next week) Abated		6/3/2020
Closed	CE: 37-2020	5/19/2020	Tall grass and weeds	1009 E Salem Ave	5/19/2020	5/19/2020	Sent Letter 5/19/2020 (Abating next week) Abated		6/3/2020
Closed	CE:38-2020	5/19/2020	Tall grass and weeds	1603 West Detroit Ave	5/19/2020	5/19/2020	Sent Letter 5/19/2020 (Abating next week) Abated		6/3/2020
Closed	CE: 21-2020	4/15/2020	Sidewalk Violation	100 West Orchard	4/15/2020	4/16/2020	Sent letter 4/17/2020 Allowing 30 days for compliance. Owner asked for extension to June 1st.		6/1/2020
Closed	CE: 42-2020	5/26/2020	Vehicles parked on grass	1816 North 7th	5/27/2020	5/29/2020	Sent letter 5/29/2020 allowing 10 days for compliance.		6/3/2020
Closed	CE: 32-2020	5/7/2020	Subsoil drainage discharging directly onto neighbor's property to the east.	102 South 20th Street	5/8/2020	5/11/2020	Sent letter on 5/11/2020 allowing 30 days for compliance.		6/3/2020
Closed	CE: 01-2020	12/27/2019	Multiple Campers on property. Junk and junk vehicles parked on driveway and other miscellaneous junk debris.	1801 West Euclid	1/2/2020	1/2/2020	Sent letter of Nuisance and Demand for Abatement on 1/10/2020 and established a deadline of January 20th, 2020. Spoke with Uele and established a 30 day deadline for each camper to be removed/moved from property. Only one camper remains. All vehicles are now parked on the driveway.		5/21/2020
Closed	CE: 23-2020	4/17/2020	Junk accumulating on apartment balconies	801 South R	4/17/2020	4/18/2020	Emailed Jason Frederick on 4/18/2020 about tennants collecting junk on their apartment balconies, and of trash such as old furniture and appliances sitting outside of dumpsters. Sent pictures on Monday 4/20/2020 giving 14 days to abate. He responded by saying he will take care of it. Dumpster onsite. Progress is being made. Owner abated nuisance.		5/21/2020
Closed	CE: 26-2020	4/22/2020	Tall grass and weeds	Parcel ID: 48775011000, (North L & Iowa)	4/22/2020	4/22/2020	Sent letter allowing one week for compliance. Bid for abatement. City abated 5/21/2020		5/21/2020
Closed	CE: 25-2020	4/23/2020	Clutter and trash on the back deck. Tall grass and weeds. Junk vehicle.	110 South Kenwood	4/23/2020	4/23/2020	Left door hanger for clutter/trash on back deck. Upon inspection, I noticed the grass is higher than what ordinance allows for and made note of it on the door hanger as well. Junk vehicle. Sent Letter 5/8/2020 allowing one week for compliance. Contact for abatement. May need to tow a couple vehicles. Contact for abatement. City Abated 5/21/2020		5/21/2020
Closed	CE: 27-2020	4/30/2020	Possible driveway violation	110 Buxton Place	5/1/2020		Currently looking into violation. No violation at this time.		5/21/2020



Community Development

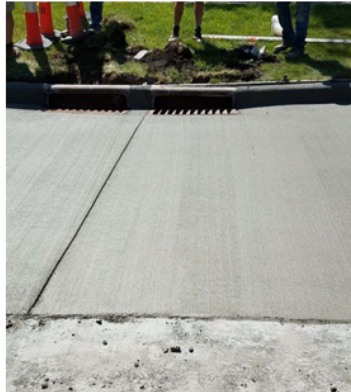
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Code Enforcement Tracking Report

Closed	CE: 31-2020	5/5/2020	Tall grass and weeds	Parcel ID: 48870190655	5/5/2020	5/5/2020	Sent Letter 5/6/2020. Contact for abatement. City abated 5/21/2020		5/21/2020
Closed	CE: 34-2020	5/14/2020	Tall grass and weeds	Deer Run golf course, south side of West 13th, east side of cart path	5/15/2020		Spoke with property owner and he said he will take care of it.		5/21/2020
Closed	CE: 30-2020	5/5/2020	Tall grass and weeds	Parcel ID: 48335001003	5/5/2020	5/5/2020	Spoke with property owner. Said it will be mowed by this weekend		5/11/2020
Closed	CE: 16-2020	2/20/2020	Green wrecked Malibu? No doors, in the side yard.	Parcel ID: 48860001371 503 West 2nd Ave	2/20/2020	2/21/2020	Left notice with tennant on 2/21/2020. Sent letter 3/6/2020. Gave until April 13th to have vehicle moved inside. Vehicle hasn't moved. Trying to make contact with owner before we abate. Spoke with Brenda 4/23/2020 and gave final extension to May 4th. If not removed by May 4th, we will abate the following day. Spoke with towing company. Vehicle will be moved elsewhere by 5/8/2020.		5/8/2020
Closed	CE: 29-2020	5/4/2020	Tall grass and weeds	513 West Jackson	5/4/2020	5/4/2020	Left door Hanger on 5/4/2020		5/8/2020
Closed			Unsafe Building	206 N Jefferson	4/17/2018		Demolition has taken place. Will close out once all work is completed, and lot has been seeded. Lot has been seeded.		5/8/2020
Closed			Unsafe Building	208 N Jefferson Way	4/17/2018		Demolition has taken place. Will close out once all work is completed, and lot has been seeded. Lot has been seeded.		5/8/2020



The above pictures shows the repairs of the deteriorated concrete pavement sections and the upgrades to ADA compatible sidewalk ramps on the cul-de-sac of Sunset Circle.



The above pictures shows the before-after repairs of the failed stormwater intake on North U Street.

Thanks.

Meeting Date: 06/15/2020

Information

Subject

Enter into closed session in accordance with Iowa Code Section 21.5(1)(i) to evaluate the professional competency of an individual whose appointment, hiring, performance, or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session.

Information

Roll call to go into closed session is in order.

Fiscal Impact

Attachments

No file(s) attached.
