



CITY OF INDIANOLA SPECIAL COUNCIL MEETING

June 26, 2018

10:00 A.M..

City Council Chambers

Agenda

1. Call to order
2. Roll call
3. Consent
 - A. Resolution approving fund transfers
 - B. Claims on the computer printout for June 26, 2018
4. Mayor's Report - Kelly B. Shaw
 - A. Consider intern stipend request
5. Other Business
6. Adjourn

City Council Special

3.A.

Meeting Date: 06/26/2018

Subject

Resolution approving fund transfers

Information

In your packet is the resolution and memo from Finance Director Andy Lent. The resolution authorizes the budgeted transfer of funds from various operating funds into the vehicle/equipment fund, capital project funds and YMCA maintenance fund. Included in your packet is the journal entry document for the amounts.

Fiscal Impact

Attachments

Memo

Resolution

Journal Voucher



To: Mayor and Council
From: Andrew J. Lent, Director of Finance
CC: Ryan Waller, City Manager
Date: 6/21/2018
Re: FY2018 End of Year Transfer of Funds

The resolution included in the packet authorizes the budgeted transfer of funds from various operating funds into the vehicle/equipment fund, capital project funds, and YMCA maintenance fund. Please see the journal entry document with the resolution for the amounts. Below is a listing of the equipment and projects for the transfers. Sanitary and storm sewer capital projects are undertaken in their respective capital project funds and do not require a transfer of funds.

Equipment:

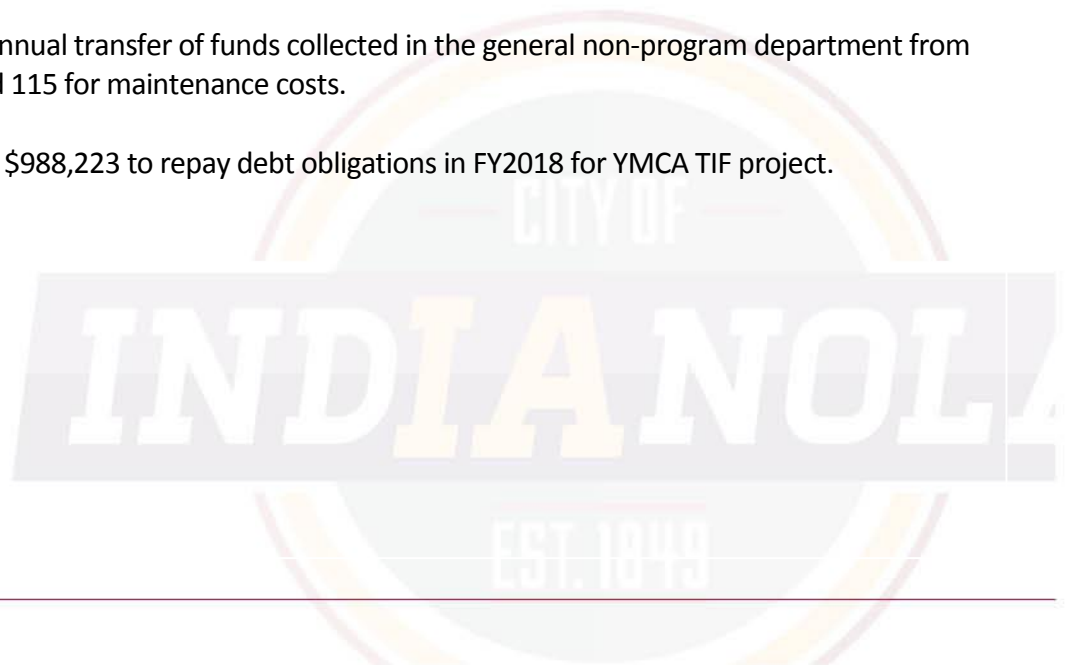
- Streets: tug axle for 2016 Freightliner, 2018 Kubota Track Loader, replacement of 2007 Freightliner, 2 paint machines, and concrete breakers
- Police: door combination locks
- Sewer: F-350 pickup, McCord Lift Station Generator, push camera
- Fire: finishing of Engine #333, 1st half of air packs

Capital Projects-Fund 301 and 302:

- Parks: Partial for greenhouse, median work, emerald ash borer work, and Pickard Park concessions
- Pool: Towards Balloon Tot Slide and slide refurbishing
- Streets: Pavement indexing, finishing 2017 street capital project and engineering

YMCA Maintenance Fund: The annual transfer of funds collected in the general non-program department from YMCA rent and collected in Fund 115 for maintenance costs.

TIF YMCA Debt Service Transfer: \$988,223 to repay debt obligations in FY2018 for YMCA TIF project.



RESOLUTION NO. 2018-____

RESOLUTION APPROVING FUND TRANSFERS

WHEREAS, certain transfers of funds were budgeted in the FY2018 fiscal year from operating funds into the Capital Project Fund for certain capital project expenses; and

WHEREAS, said transfer of funds are outlined on the attached journal entry form.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Indianola, Iowa, that the transfers outlined on the attached journal entry form are deemed necessary and are approved.

PASSED AND APPROVED by the Indianola City Council this 26th day of June 2018

Kelly B. Shaw
MAYOR

ATTEST:

Diana Bowlin
CITY CLERK

City of Indianola Journal Voucher

J.E. Number _____

Month _____

Amount		Amount	
Account	Credit	Debit	Description
190-9300-49000	\$172,686.00		FY2018 Street V/E Transfer
110-2100-69190		\$172,686.00	FY2018 Street V/E Transfer
190-9300-49000	\$277,344.00		FY2018 Fire V/E Transfer
015-1500-69190		\$277,344.00	FY2018 Fire V/E Transfer
190-9300-49000	\$9,000.00		FY2018 Police V/E Transfer
011-1100-69190		\$9,000.00	FY2018 Police V/E Transfer
190-9300-49000	\$87,716.00		FY2018 WWTP V/E Transfer
710-8300-69190		\$87,716.00	FY2018 WWTP V/E Transfer
301-7500-49000	\$20,000.00		FY2018 Parks Admin CIP Transfer
042-4300-69301		\$20,000.00	FY2018 Parks Admin CIP Transfer
301-7500-49000	\$25,000.00		FY2018 Parks CIP Transfer
042-4300-69123		\$25,000.00	FY2018 Parks CIP Transfer
301-7500-49000	\$20,000.00		FY2018 Pool CIP Transfer
045-4500-69301		\$20,000.00	FY2018 Pool CIP Transfer
321-2100-49302	\$421,067.00		FY2018 Streets CIP Transfer
110-2100-69302		\$421,067.00	FY2018 Streets CIP Transfer
115-6500-49000	\$100,000.00		FY2018 YMCA Maintenance Transfer
001-9900-69999		\$100,000.00	FY2018 YMCA Maintenance Transfer
200-7100-49124	\$988,223.00		FY 2018 TIF Debt Service Transfer
125-5200-69124		\$988,223.00	FY 2018 TIF Debt Service Transfer
Total	\$2,121,036.00	\$2,121,036.00	

Approved By:

Date:

City Council Special

3.B.

Meeting Date: 06/26/2018

Subject

Claims on the computer printout for June 26, 2018

Information

Fiscal Impact

Attachments

Vendor Report

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
ATLANTIC BOTTLING CO.				
ATLANTIC BOTTLING CO.	PICKARD CONCESSIONS	06/08/2018	545.75	PARK & RECREATI
ATLANTIC BOTTLING CO.	PICKARD CONCESSIONS	06/15/2018	396.68	PARK & RECREATI
Total ATLANTIC BOTTLING CO.:			942.43	
AVITT AUTOMOTIVE				
AVITT AUTOMOTIVE	MINI-VAN A.C. REPAIR	06/14/2018	813.79	PARK & RECREATI
Total AVITT AUTOMOTIVE:			813.79	
BANKERS TRUST COMPANY				
BANKERS TRUST COMPANY	DEBT RESERVE FEE	04/10/2018	210.29	SEWER CAPITAL P
Total BANKERS TRUST COMPANY:			210.29	
BRICK GENTRY P.C.				
BRICK GENTRY P.C.	20303.011 - PROSECUTIONS	05/25/2018	3,150.00	GENERAL FUND
Total BRICK GENTRY P.C.:			3,150.00	
BYLUND, DOUG				
BYLUND, DOUG	ADULT COED SB	06/14/2018	100.00	PARK & RECREATI
Total BYLUND, DOUG:			100.00	
BYLUND, JOEY				
BYLUND, JOEY	ADULT COED SB	06/14/2018	75.00	PARK & RECREATI
Total BYLUND, JOEY:			75.00	
CAPITAL CITY EQUIPMENT				
CAPITAL CITY EQUIPMENT	REPAIR KUBOTA 4630	06/18/2018	3,689.77	PARK & RECREATI
Total CAPITAL CITY EQUIPMENT:			3,689.77	
CDW GOVERNMENT INC				
CDW GOVERNMENT INC	CITY SQL LICENSE	06/05/2018	5,131.36	GENERAL FUND
Total CDW GOVERNMENT INC:			5,131.36	
CITY STATE BANK				
CITY STATE BANK	INTEREST PAYMENT - CRAIN CHIROPRACTI	06/01/2018	309.37	DOWNTOWN BIZ I
Total CITY STATE BANK:			309.37	
CIVIC SYSTEMS LLC				
CIVIC SYSTEMS LLC	ADDITIONAL CONCURRENT USER/LICENSE	06/05/2018	1,500.00	GENERAL FUND
Total CIVIC SYSTEMS LLC:			1,500.00	
CONCRETE PROFESSIONALS				
CONCRETE PROFESSIONALS	MEDIAN CONCRETE INSTALLATION	06/12/2018	79,074.30	CAPITAL PROJECT
Total CONCRETE PROFESSIONALS:			79,074.30	
CR SERVICES				
CR SERVICES	POOL HAIR/BODY SHAMPOO & SOAP	06/06/2018	248.14	POOL (MEMORIAL)

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
CR SERVICES	TOILET PAPER	06/11/2018	67.11	POOL (MEMORIAL)
CR SERVICES	SUPPLIES	06/11/2018	147.95	ROAD USE TAX FU
Total CR SERVICES:			463.20	
CRAWFORD, RICHARD L.				
CRAWFORD, RICHARD L.	ADULT COED SB	06/14/2018	100.00	PARK & RECREATI
Total CRAWFORD, RICHARD L.:			100.00	
DDVI INC				
DDVI INC	PICKARD CONCESSION/STORAGE BLDG	06/18/2018	10,299.97	PARK & RECREATI
Total DDVI INC:			10,299.97	
DES MOINES AREA COMM COLLEGE				
DES MOINES AREA COMM COL	ACLS REFRESHER	06/04/2018	15.00	AMBULANCE FUN
Total DES MOINES AREA COMM COLLEGE:			15.00	
DUST PROS JANITORIAL				
DUST PROS JANITORIAL	PULL TOWELS & MOP HEADS	06/20/2018	108.80	FIRE FUND
DUST PROS JANITORIAL	MONTHLY CLEANING	06/20/2018	4,000.00	GENERAL FUND
Total DUST PROS JANITORIAL:			4,108.80	
ELECTRIC PUMP				
ELECTRIC PUMP	ANNUAL PUMP MAINTENANCE	06/21/2018	875.00	SEWER FUND
Total ELECTRIC PUMP:			875.00	
EMERGENCY REPORTING				
EMERGENCY REPORTING	EMERGENCY REPORTING TRAINING	06/21/2018	666.22	FIRE FUND
Total EMERGENCY REPORTING:			666.22	
FAREWAY STORE				
FAREWAY STORE	SN DANCE SUPPLIES	06/08/2018	13.28	PARK & RECREATI
Total FAREWAY STORE:			13.28	
FARNER-BOCKEN				
FARNER-BOCKEN	PICKARD CONCESSIONS	05/29/2018	1,066.42	PARK & RECREATI
FARNER-BOCKEN	PICKARD CONCESSIONS	06/04/2018	1,172.03	PARK & RECREATI
FARNER-BOCKEN	POOL CONCESSIONS	06/07/2018	838.14	POOL (MEMORIAL)
FARNER-BOCKEN	POOL CONCESSIONS	06/11/2018	482.74	POOL (MEMORIAL)
FARNER-BOCKEN	PICKARD CONCESSIONS	06/14/2018	1,329.23	PARK & RECREATI
Total FARNER-BOCKEN:			4,888.56	
FIRSTCALL CONSTRUCTION				
FIRSTCALL CONSTRUCTION	REPAIR WORK COMPLETED AT 113 W SALE	06/12/2018	9,592.17	DOWNTOWN REV
Total FIRSTCALL CONSTRUCTION:			9,592.17	
G & L CLOTHING				
G & L CLOTHING	STEVE C.	06/13/2018	352.00	ROAD USE TAX FU
G & L CLOTHING	STEVE G.	06/13/2018	328.00	ROAD USE TAX FU

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
G & L CLOTHING	KEVIN M.	06/13/2018	328.00	ROAD USE TAX FU
G & L CLOTHING	MATT D.	06/13/2018	328.00	ROAD USE TAX FU
G & L CLOTHING	JOE H.	06/13/2018	328.00	ROAD USE TAX FU
G & L CLOTHING	BEN B.	06/13/2018	316.00	ROAD USE TAX FU
G & L CLOTHING	JASON E.	06/13/2018	321.00	ROAD USE TAX FU
Total G & L CLOTHING:			2,301.00	
GRAFFITI SOLUTIONS INC				
GRAFFITI SOLUTIONS INC	ELEPHANT SNOT	12/05/2017	92.00	PARK & RECREATI
Total GRAFFITI SOLUTIONS INC:			92.00	
HAWKINS INC				
HAWKINS INC	S500C SENSOR	06/05/2018	137.87	POOL (MEMORIAL)
HAWKINS INC	S200C SENSOR	06/05/2018	94.50	POOL (MEMORIAL)
HAWKINS INC	AZONE 15	06/05/2018	653.60	POOL (MEMORIAL)
HAWKINS INC	SULFURIC ACID	06/05/2018	227.12	POOL (MEMORIAL)
Total HAWKINS INC:			1,113.09	
HENDERSON TRUCK EQUIPMENT				
HENDERSON TRUCK EQUIPME	HOIST FOR DUMP TRUCK	06/11/2018	2,850.00	VEHICLE RESERV
HENDERSON TRUCK EQUIPME	DUMP TRUCK	06/11/2018	62,175.00	VEHICLE RESERV
Total HENDERSON TRUCK EQUIPMENT:			65,025.00	
INFOMAX OFFICE SYSTEMS INC.				
INFOMAX OFFICE SYSTEMS IN	CONTRACT	06/01/2016	265.64	POLICE FUND
INFOMAX OFFICE SYSTEMS IN	PRINTER CONTRACT	06/12/2018	229.94	FIRE FUND
Total INFOMAX OFFICE SYSTEMS INC.:			495.58	
INFRASTRUCTURE TECHNOLOGIES				
INFRASTRUCTURE TECHNOLO	SERVICE AGREEMENT FOR SEWER CAMER	06/11/2018	1,500.00	SEWER FUND
Total INFRASTRUCTURE TECHNOLOGIES:			1,500.00	
IOWA DEPT OF PUBLIC SAFETY				
IOWA DEPT OF PUBLIC SAFET	IOWA SYSTEM - MISC CONTRACT APRIL - J	06/07/2018	1,065.00	POLICE FUND
Total IOWA DEPT OF PUBLIC SAFETY:			1,065.00	
IOWA DIV OF LABOR SERVICES				
IOWA DIV OF LABOR SERVICE	ELEVATOR PERMIT 1808	06/11/2018	75.00	GENERAL FUND
IOWA DIV OF LABOR SERVICE	PERMIT #13593 - INDIANOLA COMM WELLN	06/14/2018	175.00	GENERAL FUND
Total IOWA DIV OF LABOR SERVICES:			250.00	
IOWA LAW ENFORCEMENT ACADEMY				
IOWA LAW ENFORCEMENT AC	TRAINING - THOMAS	06/07/2018	300.00	POLICE FUND
Total IOWA LAW ENFORCEMENT ACADEMY:			300.00	
IOWA SIGNAL INC.				
IOWA SIGNAL INC.	REPLACED BULBS IN PEDESTRIAN HEADS	05/31/2018	556.00	ROAD USE TAX FU

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
Total IOWA SIGNAL INC.:			556.00	
IOWA STATE UNIVERSITY				
IOWA STATE UNIVERSITY	Z. MCENTEE FF2	06/12/2018	50.00	FIRE FUND
Total IOWA STATE UNIVERSITY:			50.00	
LEIGHTRONIX				
LEIGHTRONIX	LEIGHTRONIX VIEBIT YEARLY	06/18/2018	2,388.00	GENERAL FUND
Total LEIGHTRONIX:			2,388.00	
LENT, ANDREW				
LENT, ANDREW	WELLNESS MAY/JUNE 2018	06/18/2018	50.00	GENERAL FUND
Total LENT, ANDREW:			50.00	
MAHASKA COMMUNICATION GROUP				
MAHASKA COMMUNICATION G	BURY DROP	06/01/2018	305.00	GENERAL FUND
MAHASKA COMMUNICATION G	MONTHLY PHONE SERVICES	06/01/2018	28.70	GENERAL FUND
MAHASKA COMMUNICATION G	MONTHLY PHONE SERVICES	06/01/2018	94.85	GENERAL FUND
MAHASKA COMMUNICATION G	MONTHLY INTERNET SERVICES	06/01/2018	7.60	GENERAL FUND
MAHASKA COMMUNICATION G	MONTHLY INTERNET SERVICES	06/01/2018	250.00	GENERAL FUND
MAHASKA COMMUNICATION G	MONTHLY PHONE SERVICES	06/01/2018	1,048.01	GENERAL FUND
MAHASKA COMMUNICATION G	MONTHLY PHONE SERVICES	06/01/2018	28.51	GENERAL FUND
Total MAHASKA COMMUNICATION GROUP:			1,762.67	
MC COY HARDWARE INC				
MC COY HARDWARE INC	PARTS	06/11/2018	7.18	ROAD USE TAX FU
MC COY HARDWARE INC	HOLE SAW	06/11/2018	11.76	ROAD USE TAX FU
MC COY HARDWARE INC	LAG BOLTS	06/12/2018	1.80	ROAD USE TAX FU
MC COY HARDWARE INC	BITS	06/12/2018	7.10	ROAD USE TAX FU
MC COY HARDWARE INC	CRACK FOAM	06/14/2018	11.45	ROAD USE TAX FU
MC COY HARDWARE INC	LAG BOLTS	06/12/2018	11.08	ROAD USE TAX FU
MC COY HARDWARE INC	SUPPLIES - PICKARD	06/14/2018	6.18	PARK & RECREATI
Total MC COY HARDWARE INC:			56.55	
METRO WASTE AUTHORITY				
METRO WASTE AUTHORITY	COMPOST	05/04/2018	301.76	ROAD USE TAX FU
Total METRO WASTE AUTHORITY:			301.76	
MID AMERICAN ENERGY CO.				
MID AMERICAN ENERGY CO.	26321-30003 ST LIGHTING	06/18/2018	159.29	GENERAL FUND
MID AMERICAN ENERGY CO.	05931-25003 N HWY 65/69 ENTRANCE SIGN	06/18/2018	12.67	GENERAL FUND
Total MID AMERICAN ENERGY CO.:			171.96	
NORWALK READY-MIXED CONCRETE				
NORWALK READY-MIXED CON	POOL SIDEWALK REPAIRS	05/30/2018	1,100.75	POOL (MEMORIAL)
Total NORWALK READY-MIXED CONCRETE:			1,100.75	
O'REILLY AUTO PARTS				
O'REILLY AUTO PARTS	SOLDER	06/11/2018	73.18	ROAD USE TAX FU

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
O'REILLY AUTO PARTS	TAPE	06/11/2018	30.80	ROAD USE TAX FU
Total O'REILLY AUTO PARTS:			103.98	
OXFORD TREE SERVICE				
OXFORD TREE SERVICE	TREE REMOVAL	06/14/2018	1,400.00	STREET CAPITAL
OXFORD TREE SERVICE	TREE REMOVAL	06/14/2018	1,700.00	STREET CAPITAL
Total OXFORD TREE SERVICE:			3,100.00	
PHILIPS MEDICAL CAPITAL				
PHILIPS MEDICAL CAPITAL	CARDIAC MONITOR LEASE	06/09/2018	1,348.11	AMBULANCE FUN
Total PHILIPS MEDICAL CAPITAL:			1,348.11	
PIERCE BROTHERS REPAIR				
PIERCE BROTHERS REPAIR	A/C INSTALL CON. STAND	06/13/2018	24.00	PARK & RECREATI
PIERCE BROTHERS REPAIR	STROBE MOUNT	06/11/2018	9.00	ROAD USE TAX FU
PIERCE BROTHERS REPAIR	WELDING ON TILLER	06/12/2018	12.00	PARK & RECREATI
PIERCE BROTHERS REPAIR	STEEL PLATE	06/15/2018	5.00	ROAD USE TAX FU
Total PIERCE BROTHERS REPAIR:			50.00	
PORTER, PENNY				
PORTER, PENNY	REFUND DAMAGE DEPOSIT	06/18/2018	150.00	PARK & RECREATI
Total PORTER, PENNY:			150.00	
SANDRY FIRE SUPPLY LLC				
SANDRY FIRE SUPPLY LLC	FIREFIGHTING EQUIPMENT	06/07/2018	331.52	FIRE FUND
Total SANDRY FIRE SUPPLY LLC:			331.52	
STALTER, DONALD W				
STALTER, DONALD W	HOME BASE IOWA INCENTIVE PROGRAM	06/18/2018	1,500.00	GENERAL FUND
Total STALTER, DONALD W:			1,500.00	
STETSON BUILDING PRODUCTS INC				
STETSON BUILDING PRODUCT	LIME FOR GRIT	06/05/2018	261.46	SEWER FUND
Total STETSON BUILDING PRODUCTS INC:			261.46	
STRYKER SALES CORPORATION				
STRYKER SALES CORPORATIO	SMT POWER KIT	06/11/2018	1,072.40	AMBULANCE FUN
Total STRYKER SALES CORPORATION:			1,072.40	
TG TECHNICAL SERVICES				
TG TECHNICAL SERVICES	CAL. GAS FOR METERS	06/11/2018	145.00	FIRE FUND
Total TG TECHNICAL SERVICES:			145.00	
THEISEN'S				
THEISEN'S	LAGS	06/12/2018	13.67	ROAD USE TAX FU
Total THEISEN'S:			13.67	

Vendor Name	Description	Invoice Date	Net Invoice Amount	FUND
TRUBANK				
TRUBANK	INTEREST DOWNTOWN BIZ INCENTIVE - OU	06/15/2018	425.82	DOWNTOWN BIZ I
Total TRUBANK:			425.82	
U.S. POSTMASTER				
U.S. POSTMASTER	POSTAGE	06/15/2018	2,500.00	GENERAL FUND
Total U.S. POSTMASTER:			2,500.00	
UNITED HEALTHCARE				
UNITED HEALTHCARE	REFUND	05/24/2018	421.79	AMBULANCE FUN
Total UNITED HEALTHCARE:			421.79	
WALLER, RYAN				
WALLER, RYAN	CELL PHONE 5/9/18 - 6/8/18	06/08/2018	75.00	GENERAL FUND
Total WALLER, RYAN:			75.00	
WARREN CO ECONOMIC DEV CORP				
WARREN CO ECONOMIC DEV	FY 17/18 QTR 3 & QTR 4	06/01/2018	7,500.00	GENERAL FUND
Total WARREN CO ECONOMIC DEV CORP:			7,500.00	
WASHBURN MACHINERY OF IOWA				
WASHBURN MACHINERY OF IO	REPLACE PARTS ON EXTRACTOR	04/26/2018	643.88	FIRE FUND
WASHBURN MACHINERY OF IO	F.C.	06/15/2018	12.70	FIRE FUND
Total WASHBURN MACHINERY OF IOWA:			656.58	
Grand Totals:			224,253.20	

City Council: _____

City Council Special

4.

Meeting Date: 06/26/2018

Subject

Mayor's Report - Kelly B. Shaw

Information

Fiscal Impact

Attachments

No file(s) attached.

City Council Special

4.A.

Meeting Date: 06/26/2018

Subject

Consider intern stipend request

Information

Mayor Shaw will discuss the intern stipend request.

Roll call is in order.

Fiscal Impact

Attachments

Information

Ryan Waller

From: Ryan Waller
Sent: Friday, June 22, 2018 10:25 AM
To: Kelly Shaw
Cc: Melissa McCoy
Subject: RE: Intern Stipend
Attachments: 2.13.18 email re M-C budget.pdf

Good morning, Kelly.

As promised, attached is the email with a copy of the detailed mayor/council budget. As you will see, there is \$200 in the budget for Youth Council expenses. There is no separate line item for an intern. While there was no request made for this during the FY19 fiscal year, if you and council wish to do so, we would be able to research and recommend a solution. As I mentioned below, if this is something all wish to proceed with, staff will be recommending the development of a formal policy. This will help in mitigating various liability issues that could arise. For instance, based on some conversations with the departments that have met Craig, it sounds as if they are more visits to learn of the departments vs actual work for the departments. Having clarity of the expectations of this position re: role and responsibilities will be extremely helpful in determining if/how/when to process payment.

Enjoy the ride-a-long and have a great day!

Ryan

From: Ryan Waller
Sent: Thursday, June 21, 2018 7:05 PM
To: Kelly Shaw <kshaw@indianolaiaowa.gov>
Cc: Melissa McCoy <mmccoy@indianolaiaowa.gov>
Subject: Re: Intern Stipend

Hi, Kelly.

Thanks for the response. This is helpful and we will be sure to include information you provided below in the packet.

I am more than happy to meet with Craig. I'll take a look at the calendar tomorrow morning and get some dates out to him.

In response to your budget question, I'll resend the budget for the mayor/council tomorrow morning. If I remember correctly, there is funding in fy19 for the youth council but no specific allocation for an internship program. Will confirm when I resend the information.

Have a great night.

Ryan

On Jun 21, 2018 at 3:15 PM, <[Kelly Shaw](#)> wrote:

Ryan,

Mr. Marshman has shadowed staff in community development, the police department, and the library. You may check with the respective departmental employees to confirm. In addition, he has met with IMU officials, including Mike Metcalf and Lou Elbert. Please feel free to confirm with these folks the fact that he has put time in with these departments.

In addition, Mr. Marshman has volunteered at the library's event in late May at the Annett Nature Center. He has discussed the role of the city clerk with Diana. And, as with previous interns, he is conducting research on economic development in the city. In this case, he is investigating the comprehensive use plan and how it has been used in the past.

I would like him to meet with you, and perhaps shadow you some time next week, as his mid-term career goal is city management. If you could fit him in sometime next week, that would be great.

As for future program approval, I am fine with that. With previous interns, once the money was approved by Council in the budget, there had not been further need for approval.

Finally, the budget approved by Council this spring was not detailed enough to see if you had included this in the mayor's budget. I would appreciate receiving a detailed budget to know if such a program, as well as funding for the Mayor's Youth Council, has been included.

Thank you for your consideration regarding a job shadow experience with Mr Marshman.

Best,
Kelly

From: Ryan Waller
Sent: Thursday, June 21, 2018 2:01:58 PM
To: Kelly Shaw
Cc: Melissa McCoy
Subject: RE: Intern Stipend

Good afternoon, Kelly.

In looking at what was done previously, the prior intern was paid in August. While there was \$500 budgeted, we do have some concerns processing payment at this time. We have not met with or observed Mr. Marshman performing work for the City. Additionally, we do not have any information concerning Mr. Marshman's role and responsibilities with the City. Accordingly, in order to be responsive to your request and ensure all are on the same page regarding the intern, we will plan on including this as a separate agenda item for the council at the upcoming meeting on June 26th. As a side note, if this is a program that you and council wish to continue in future fiscal years, we feel it would be best to establish a formal internship program policy.

Thank you for the understanding.

Ryan



Ryan J. Waller
City Manager
rwaller@indianolaiowa.gov
p: 515.962.5274
110 N. 1st Street – Indianola, Iowa 50125

From: Kelly Shaw
Sent: Wednesday, June 20, 2018 4:02 PM
To: Melissa McCoy <mmccoy@indianolaiaowa.gov>; marshman@iastate.edu
Cc: Ryan Waller <rwaller@indianolaiaowa.gov>
Subject: Intern Stipend

Melissa,

With the end of the fiscal year fast approaching, I'd like to start the process of getting Craig Marshman, the city's summer intern paid. As you may recall, the budgeted amount for FY 2018 was \$500, with intern Joshua Mosher receiving the first \$250 stipend last July. With the remaining stipend of \$250, please let Craig, copied here, and myself know what you need in order to expedite the process.

Thanks for your assistance.

Kelly