CITY OF INDIANOLA COUNCIL STUDY MEETING
July 13, 2026
6:00 PM
City Council Chambers
110 N 1st St., Indianola, IA
Agenda

1. **Library Conceptual Design**
   A. Indianola Public Library Concept Presentation and Report
2. **Discussion and direction regarding the 2024 Building and Fire Code updates.**
   A. Memorandum
3. **Discussion and direction regarding Lexipol Subscription for the Police Department Accreditation**
   A. Memorandum

Indianola Public Library

OPN ARCHITECTS | July 2026


SALEM COURT


BE the SUNSHINE

Project Timeline

December 2024
Project Kick-off

February 2025
Friends of The Library Fundraiser and Open House

March 2025
Survey Feedback

April 2025
Visioning with Stakeholders

May 2025
Collection Analysis & Programming

July 2025
Finalized Program

January 2026
Presentation of Final Concept

February 2026
Initial Cost Estimate Review with Library Steering Committee

May 2026
Final Cost Estimate Review with Library Steering Committee

Today
Friends of The Library, City Council Presentation, and Community Open House

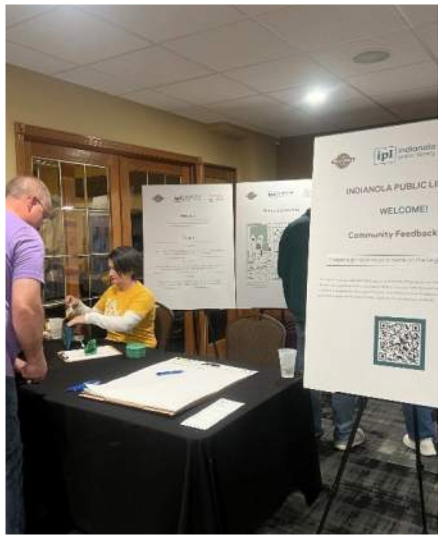
"We love our library, but it's outgrowing its space."

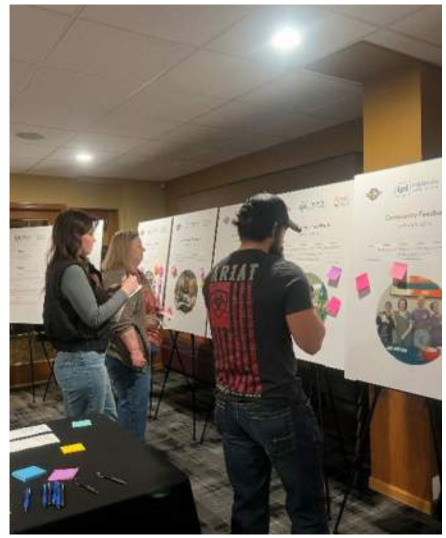
"It's a place of knowledge in a world of opinions."

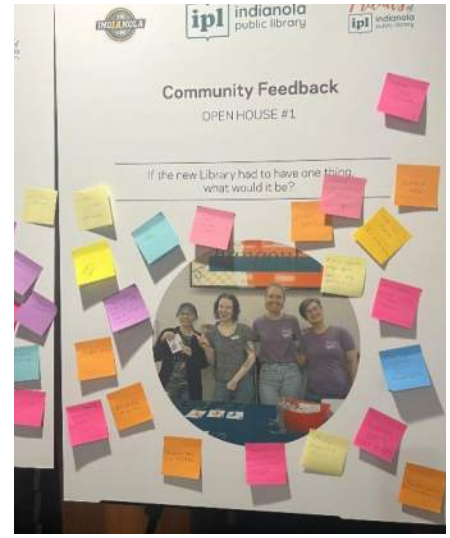
"A larger library could provide more community support."

COMMUNITY AND STAKEHOLDER ENGAGEMENT

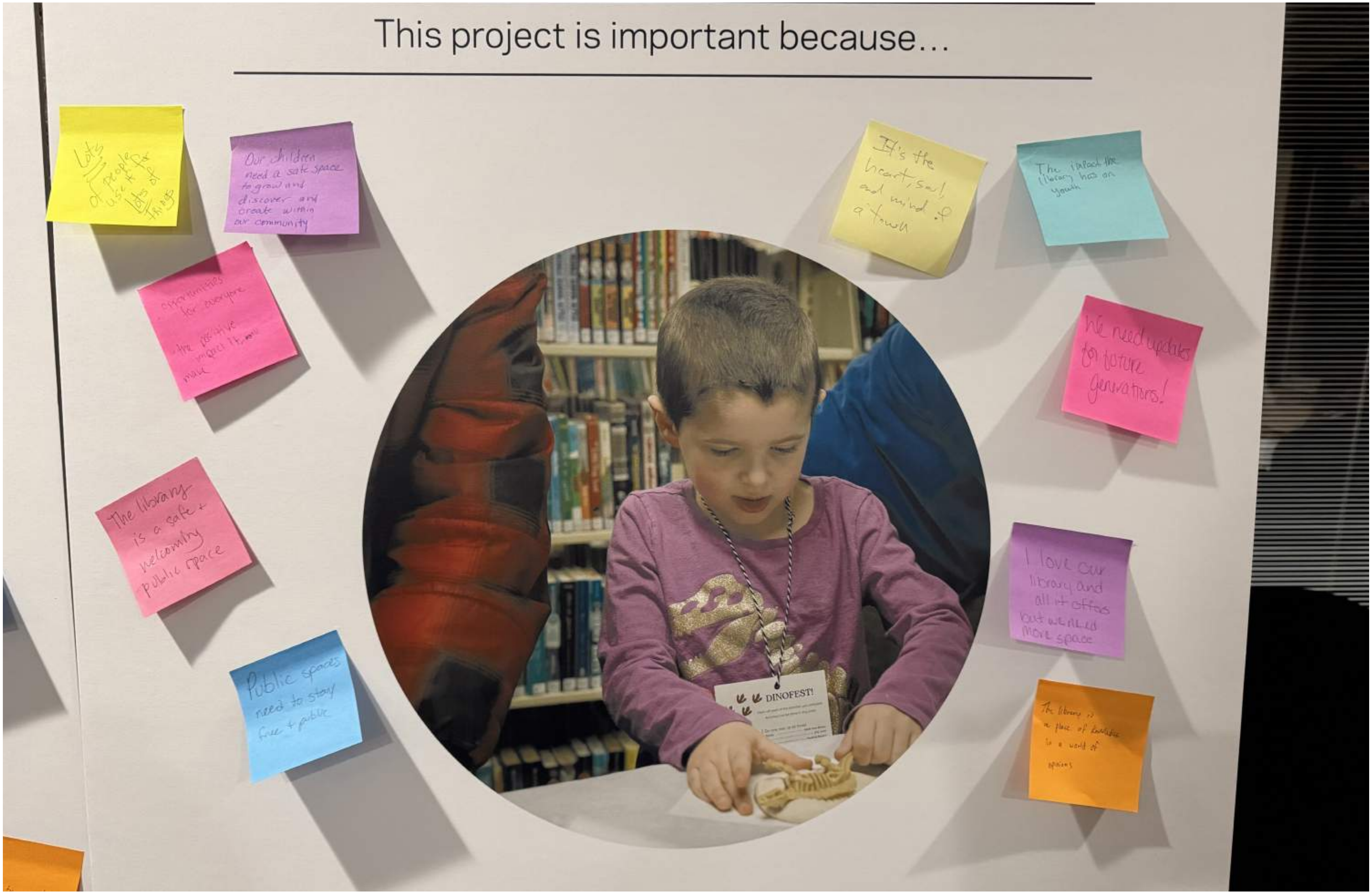
Community and Stakeholder Engagement - Friends of The Library Fundraiser







Community and Stakeholder Engagement



Community and Stakeholder Engagement - Survey & Open House

Why do you come to the Library?

- Library Offerings and Resources
- Programs and Events
- Spaces and Services

When you brag about the Library what do you say?

- Friendly, helpful and community-focused staff
- Strong children's area
- Events for all
- Valuable resources for the community

The Library is unique because...

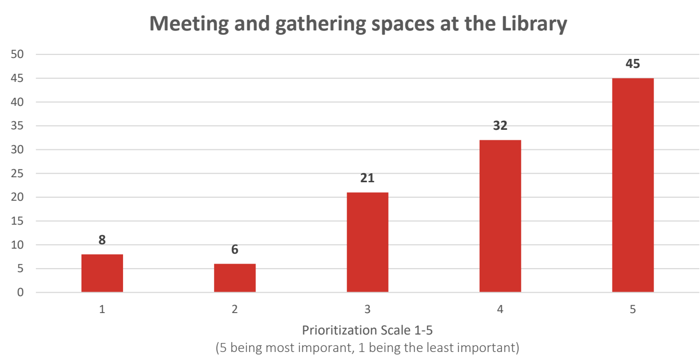
- It's inclusive for everyone
- It offers more than just books
- It's the community glue

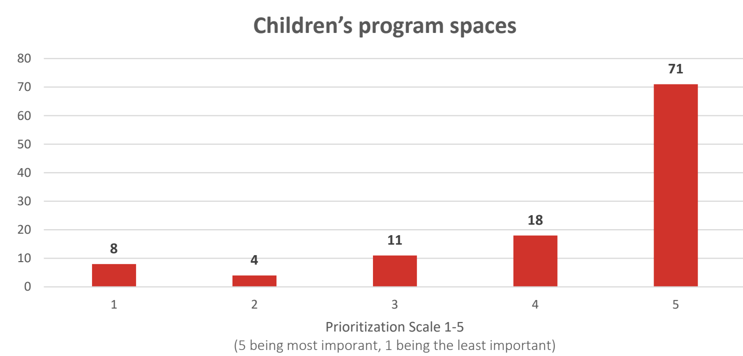
If the new library had to have one thing, what would it be?

- Outdoor space & natural light
- More spaces for meeting, gathering, focusing
- Dedicated spaces to children, teens, adults and people of all abilities
- Maker and content creation spaces.
- Upgraded technology rooms

The project is important because...

- It is deeply valued by the community
- There is a strong need for more space
- People appreciate the staff, programs and diverse resources.
- It plays a key role in supporting youth, families, learning and connection.





Community and Stakeholder Engagement - Key Themes

The library as a community anchor

- Described as the heart, soul and mind of the town
- Provides a safe, welcoming space for all ages
- Acts as a hub for learning, gathering and connection

Need for more space

- Separate areas for children, teens and adults
- Larger children's play and reading areas
- More meeting rooms, study rooms, and flexible spaces

Strong support for programs and resources

- It's inclusive for everyone
- It offers more than just books
- It's the community glue

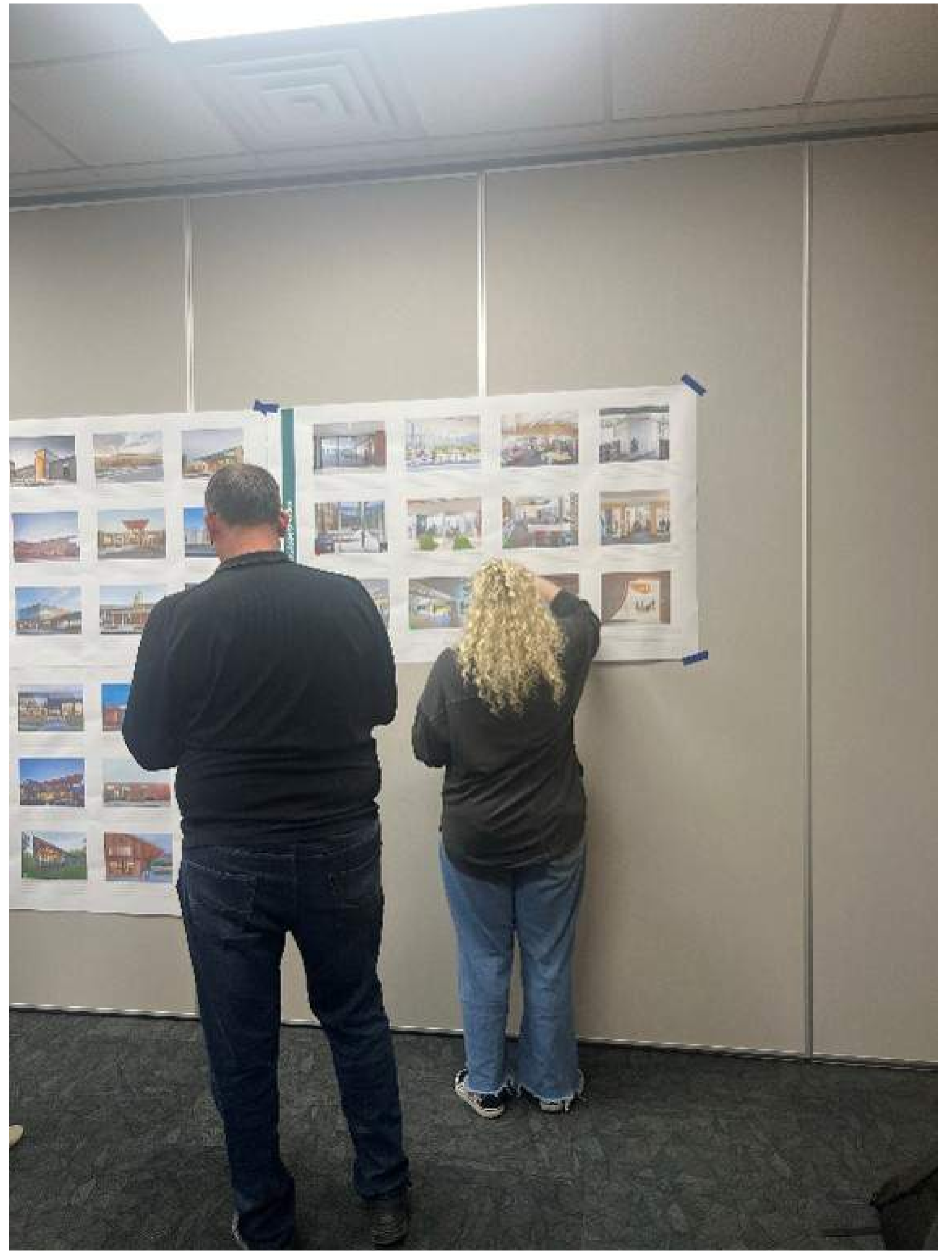
Accessibility & Parking

- Improved access (ADA-compliant)
- Larger parking
- Pedestrian & bike connections

Concerns about funding and necessity

- Concerns about cost and lack of funding
- Some believe the current library is sufficient

Community and Stakeholder Engagement - Affinity Exercise



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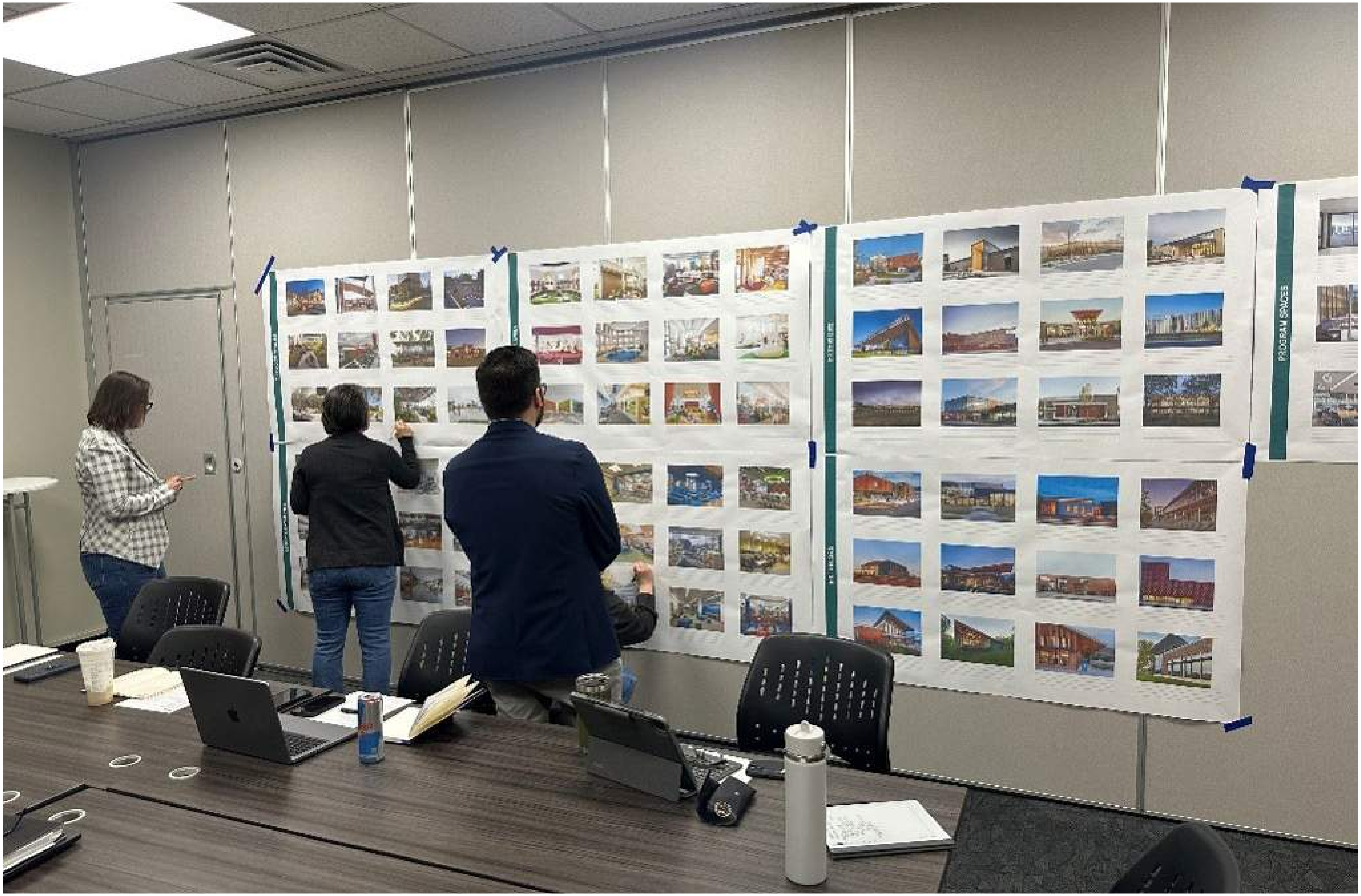
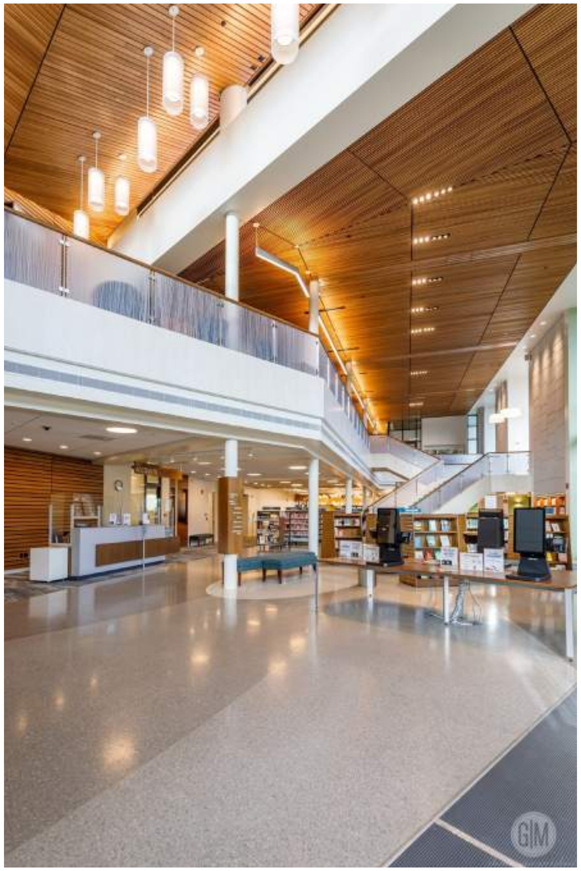


Community and Stakeholder Engagement - Affinity Exercise Preferences

Outdoor Spaces

Lobby & Gathering



Exteriors

Community and Stakeholder Engagement - Affinity Exercise Preferences

Children's Area

Young Adult Area

Program Spaces

LOCATION MAP

Location Map - Aerial

Location Map - Project Site

PROGRAMMING

Indianola Public Library Program - 06.03.2025

			Total	% of Total NSF
A	Community		9,135	36.21%
B	Study/Conference/Meeting		540	2.14%
D	Collection		11,554	45.80%
E	Public Technology		500	1.98%
F	Circulation/Self-Check		460	1.82%
G	Staff/Support		3,040	12.05%
	Total Net Square Feet		25,229	
		Low	*High*	
	Gross Multiplier 20-30%	5,046	7,569	
	Total Gross Square Feet	30,274	32,797	

Indianola Public Library Program - 07.11.2025

			Total	% of Total NSF
A	Community		5,035	26.44%
B	Study/Conference/Meeting		540	2.84%
D	Collection		10,025	52.65%
E	Public Technology		500	2.63%
F	Circulation/Self-Check		460	2.42%
G	Staff/Support		2,480	13.03%
	Total Net Square Feet		19,040	
		Low	*High*	
	Gross Multiplier 20-30%	3,808	5,712	
	Total Gross Square Feet	22,848	24,752	
		30,274	32,797	(initial program)
		7,426	8,045	(square footage reduction)

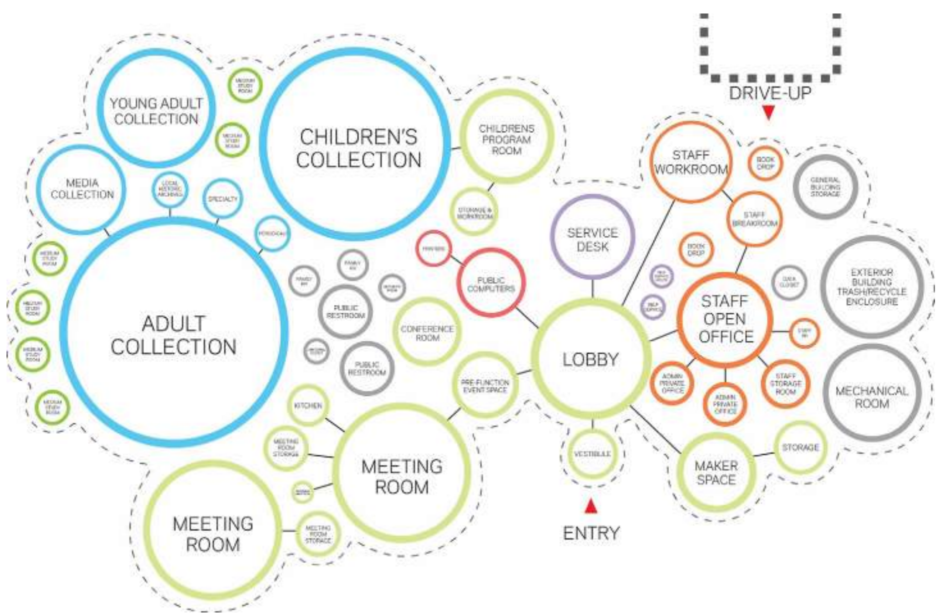
Programming - Peer Community Library Comparison

City	Population	Gross Square Footage	Year Built
Indianola, IA	**16,000**	**25,000 GSF***	**Proposed**
Grimes, IA	18,000	22,300 GSF	2024
Oregon, WI	17,000	31,000 GSF	2024
Norwalk, IA	16,000	40,000 GSF	Proposed
Marion, IA	43,000	50,000 GSF	2022
Carlisle, IA	4,000	11,162 GSF	2026

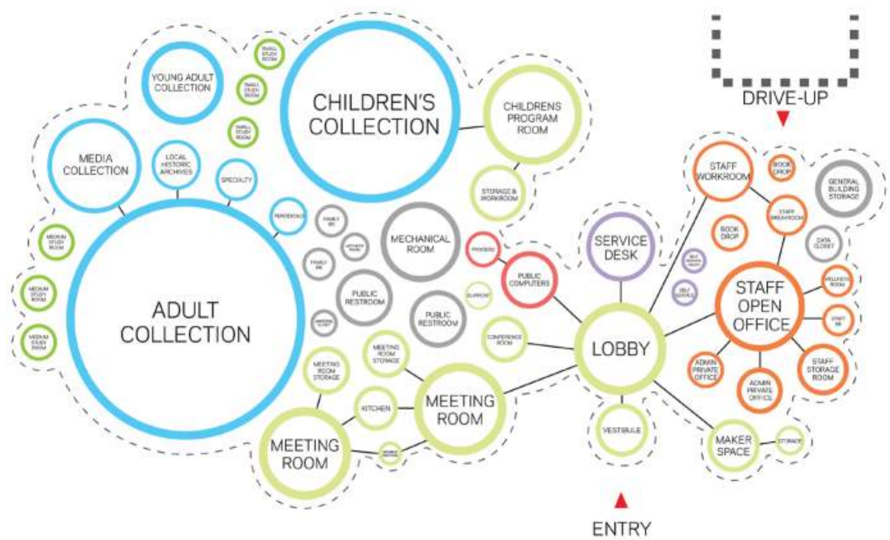
**Current Indianola Public Library square footage: 11,250*

Programming - Right-Sized Program Adjacency Diagrams

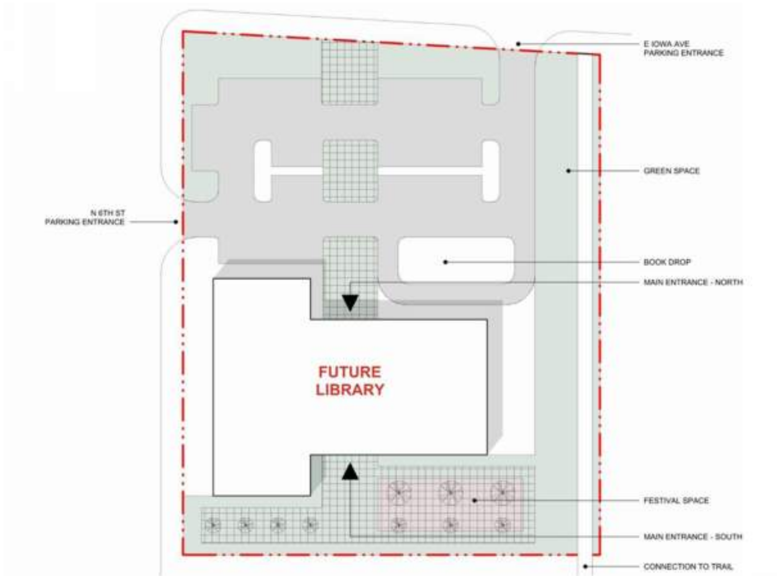
One Story Option 1



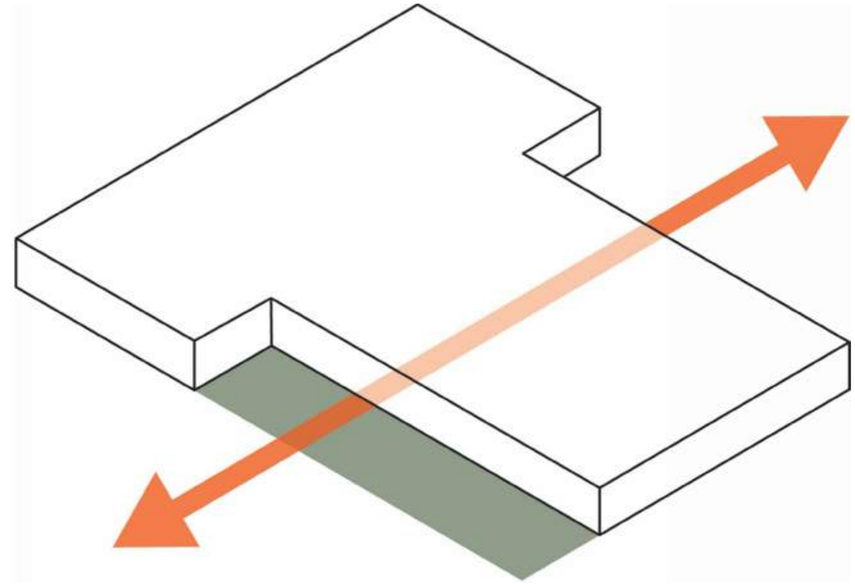
One Story Option 2



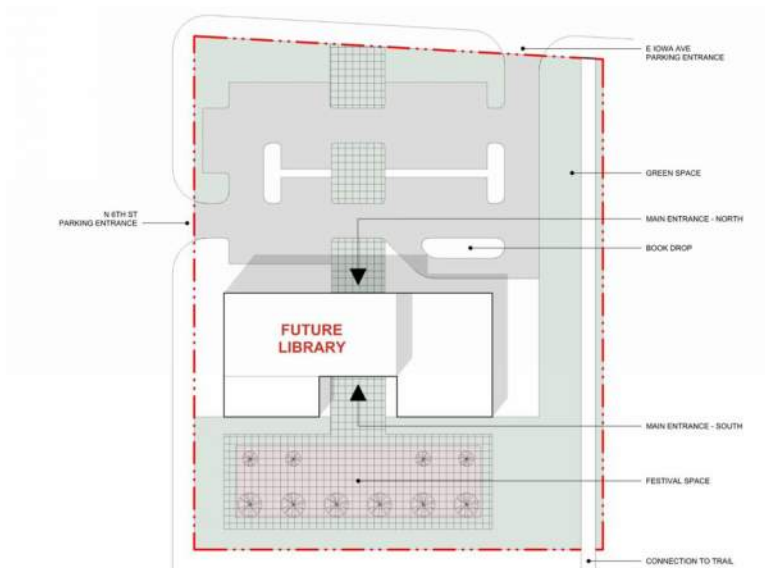
Programming - Initial Site Layout and Massing



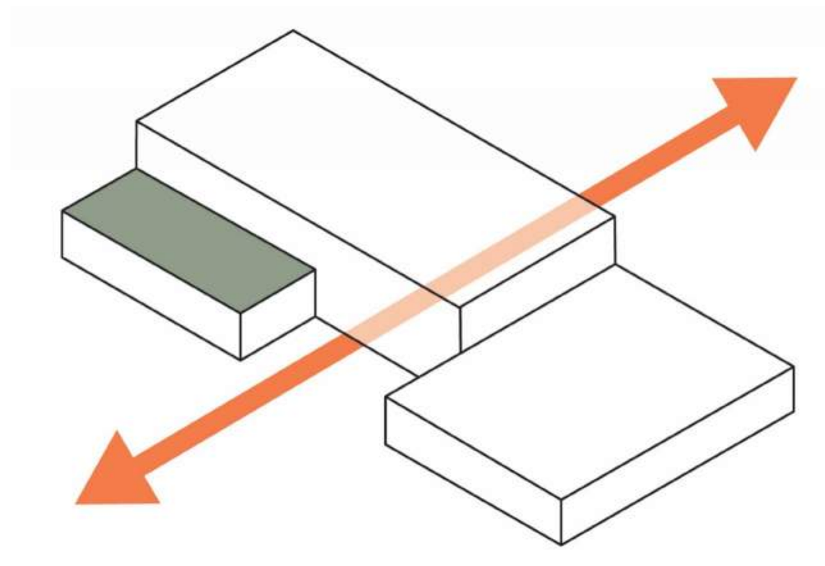
Library Site Layout - Scheme A



Massing Diagram - Scheme A

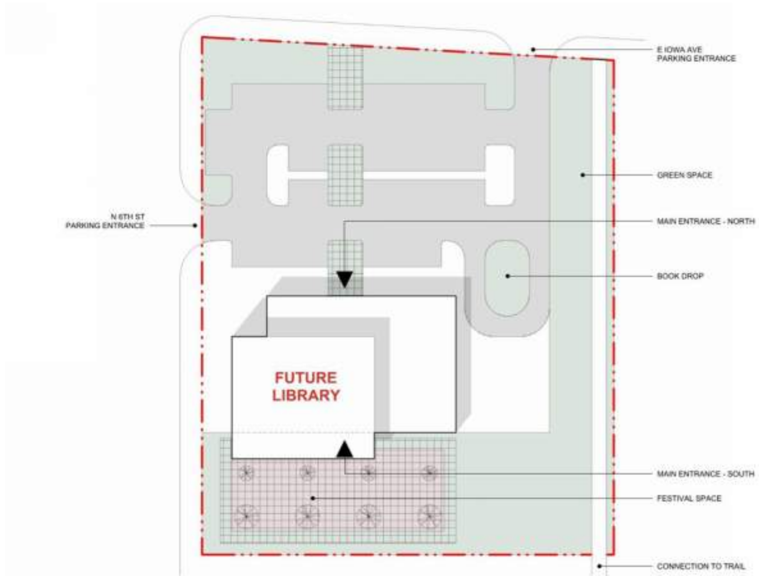


Library Site Layout - Scheme B

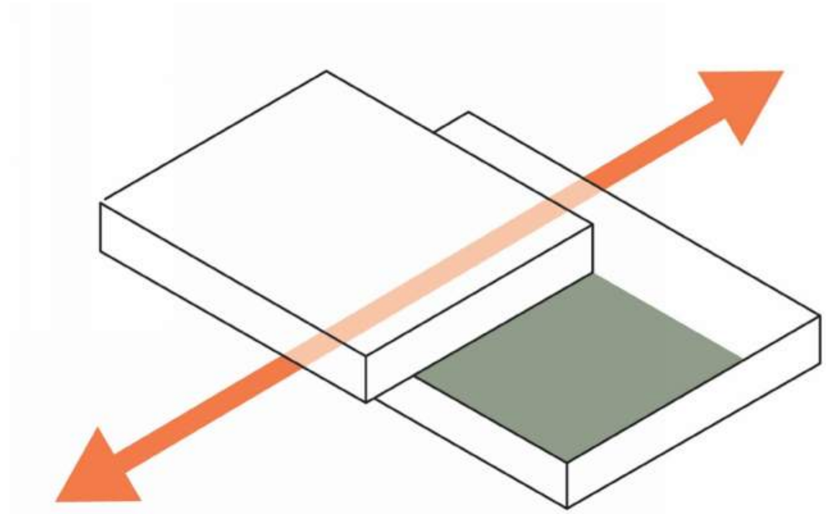


Massing Diagram - Scheme B

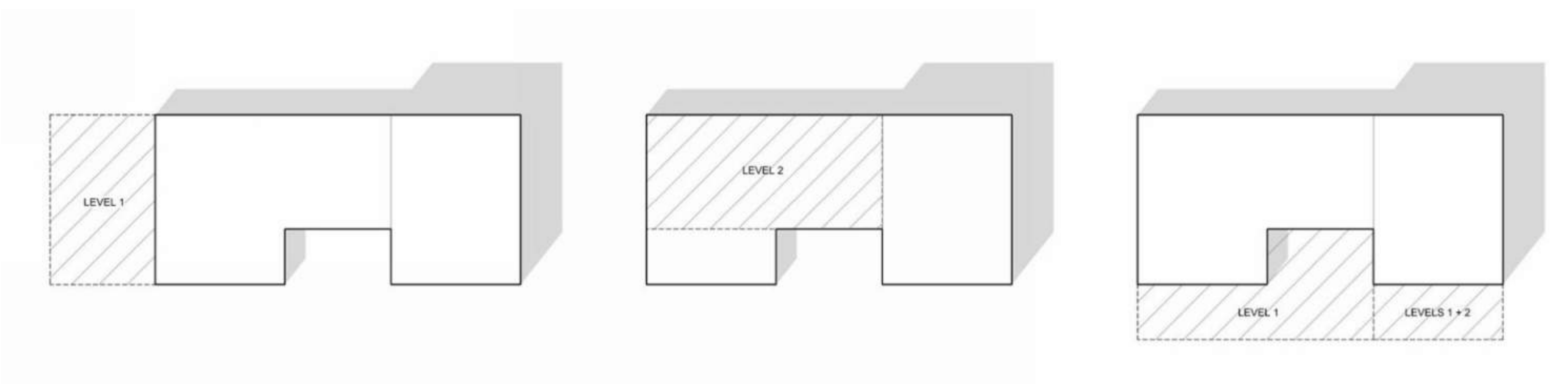
Programming - Initial Site Layout and Massing



Library Site Layout - Scheme C



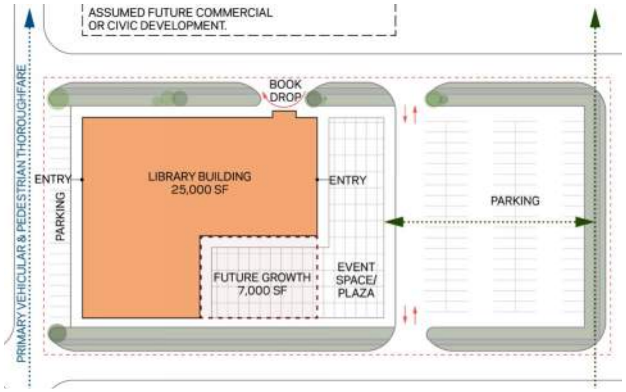
Massing Diagram - Scheme C



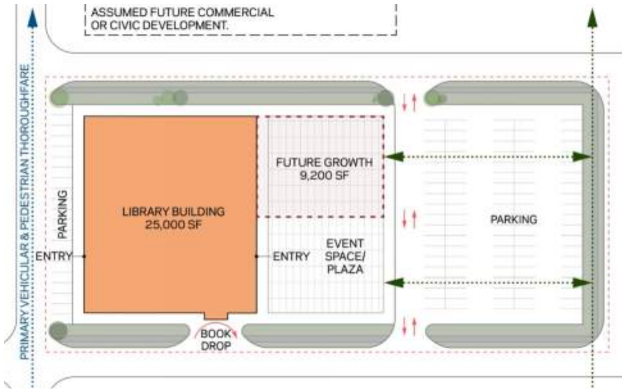
Library Site Layout - Future Expansion

Programming - Library Site Layout

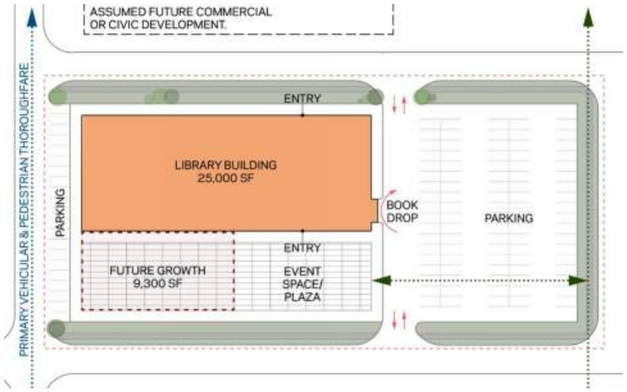
Scheme A



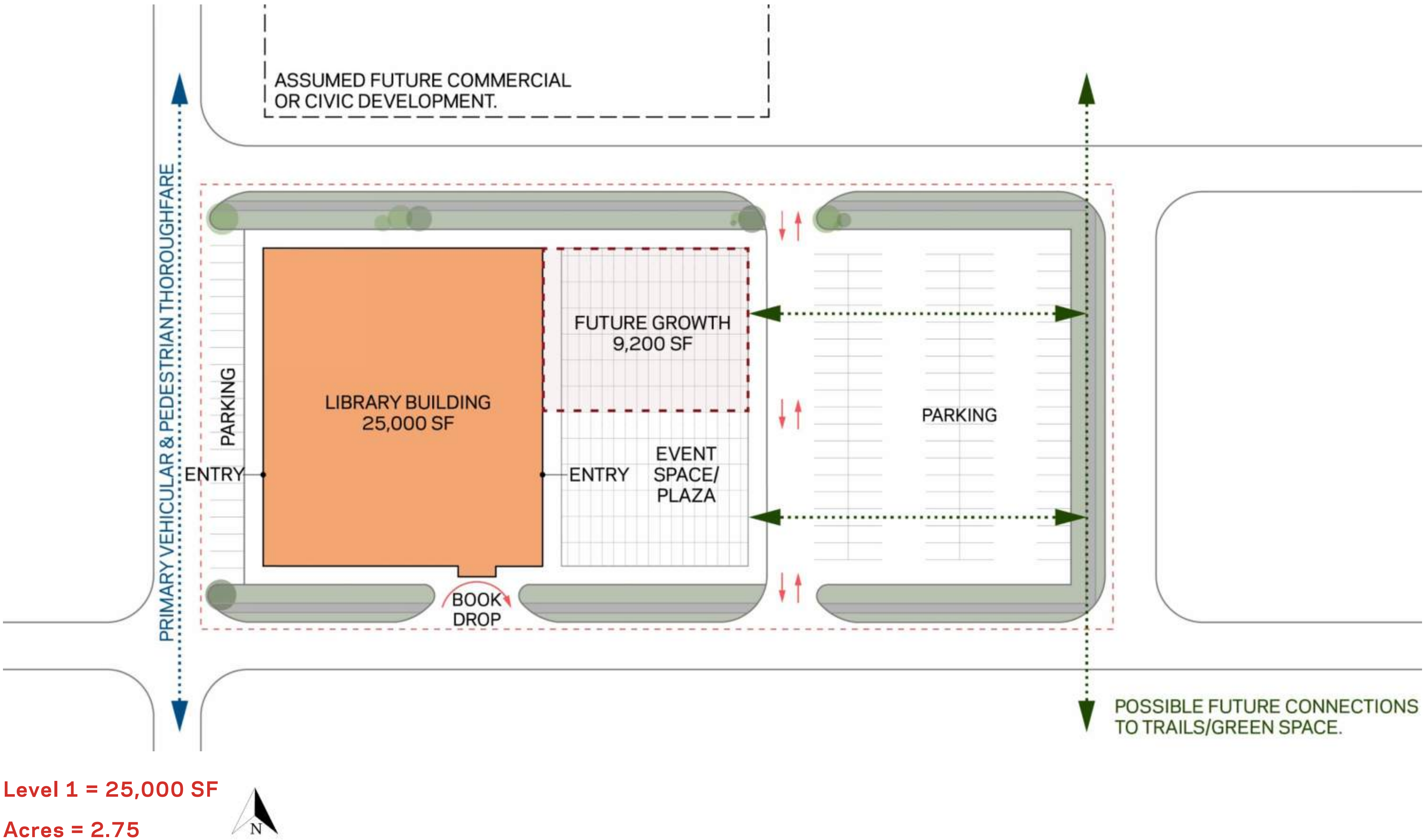
Scheme B



Scheme C



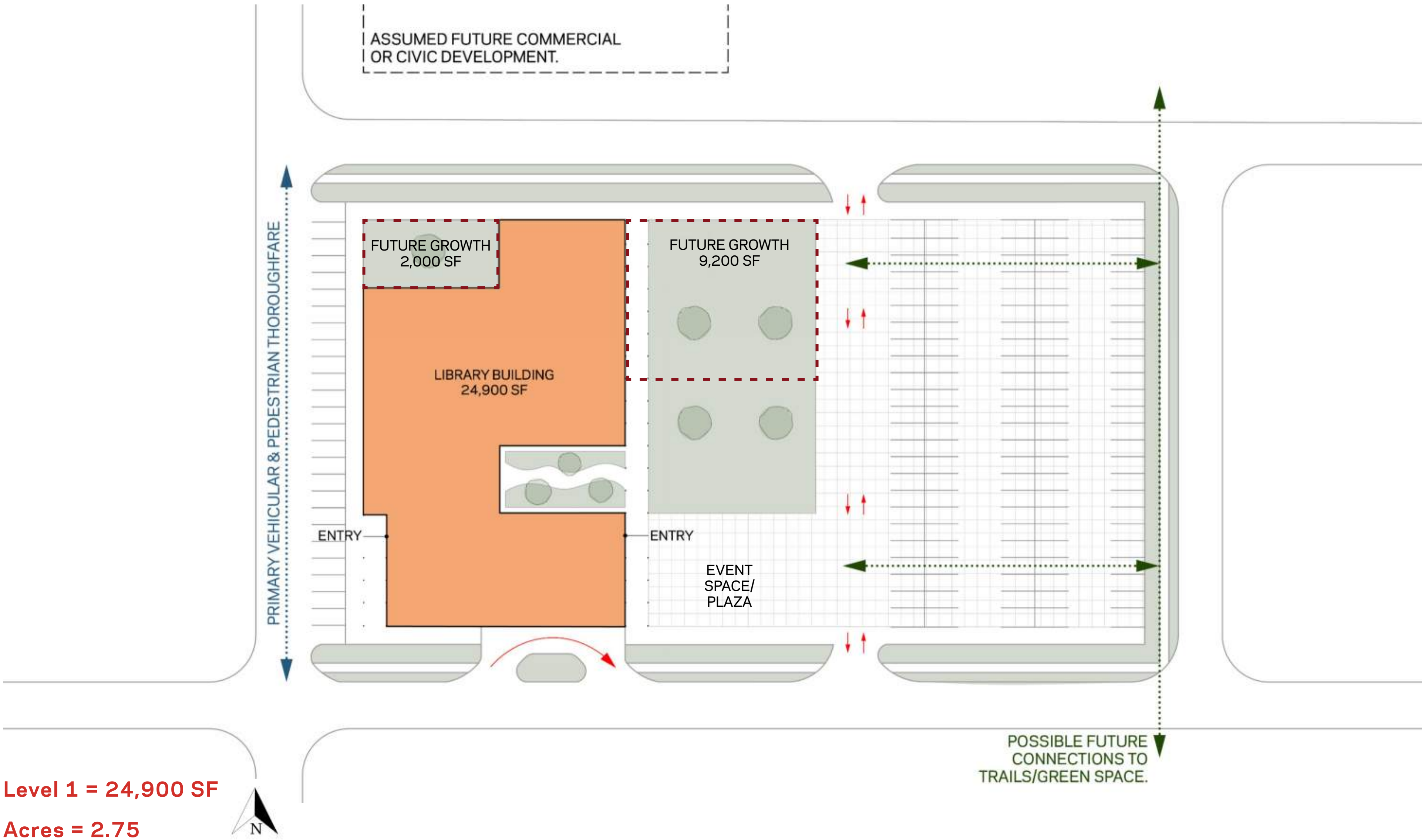
Programming - Library Site Layout Preferred Scheme B



Level 1 = 25,000 SF

Acres = 2.75

Programming - Refined Library Site Layout



Level 1 = 24,900 SF

Acres = 2.75

CONCEPT DESIGN

Concept Design - Option 1a Site Plan

Concept Design - Option 1a Floor Plan

Level 1 = 28,000 SF

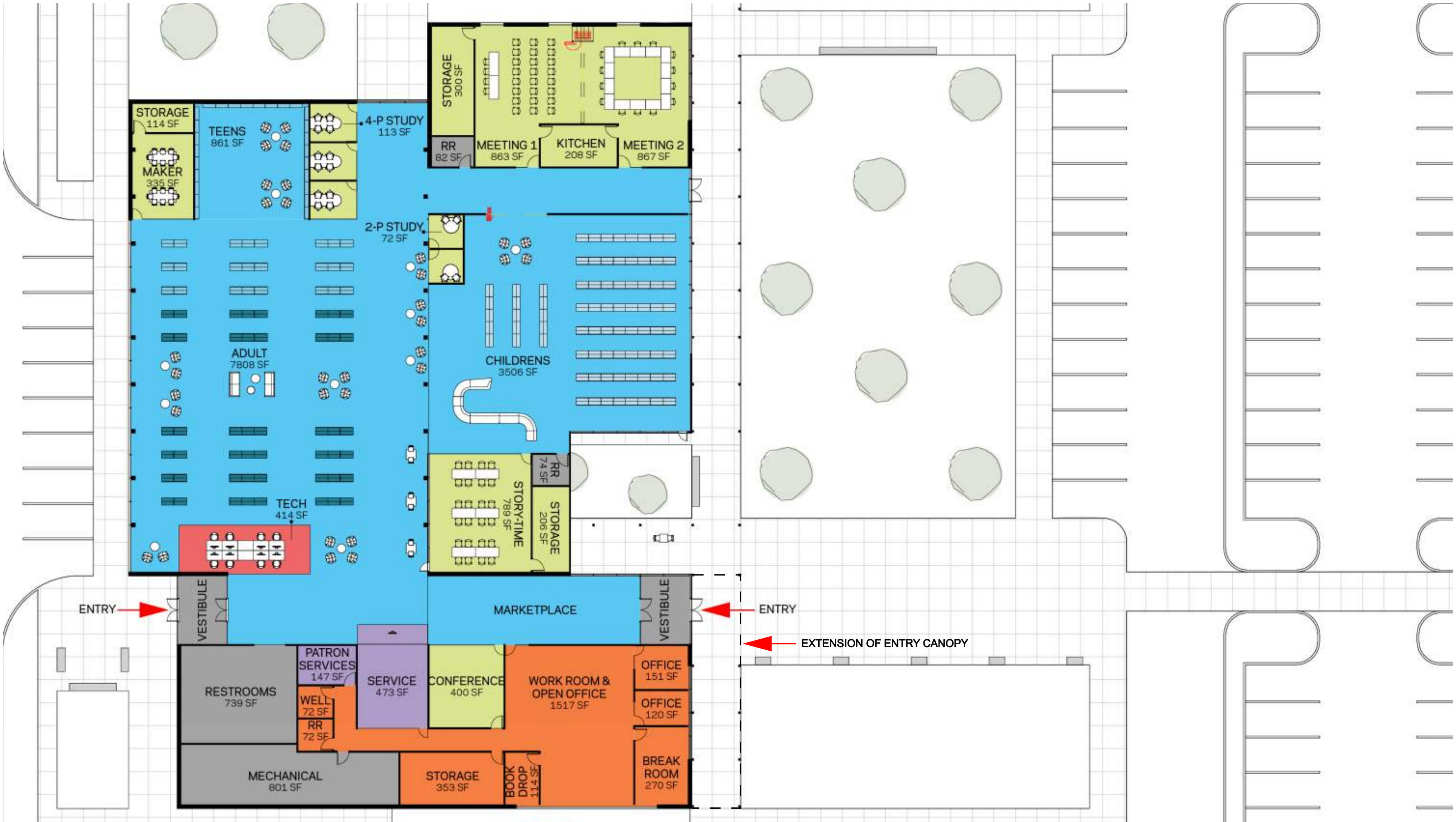
Concept Design - Option 1a East Elevation

Concept Design - Option 1a East Elevation

Concept Design - Option 1a Entrance

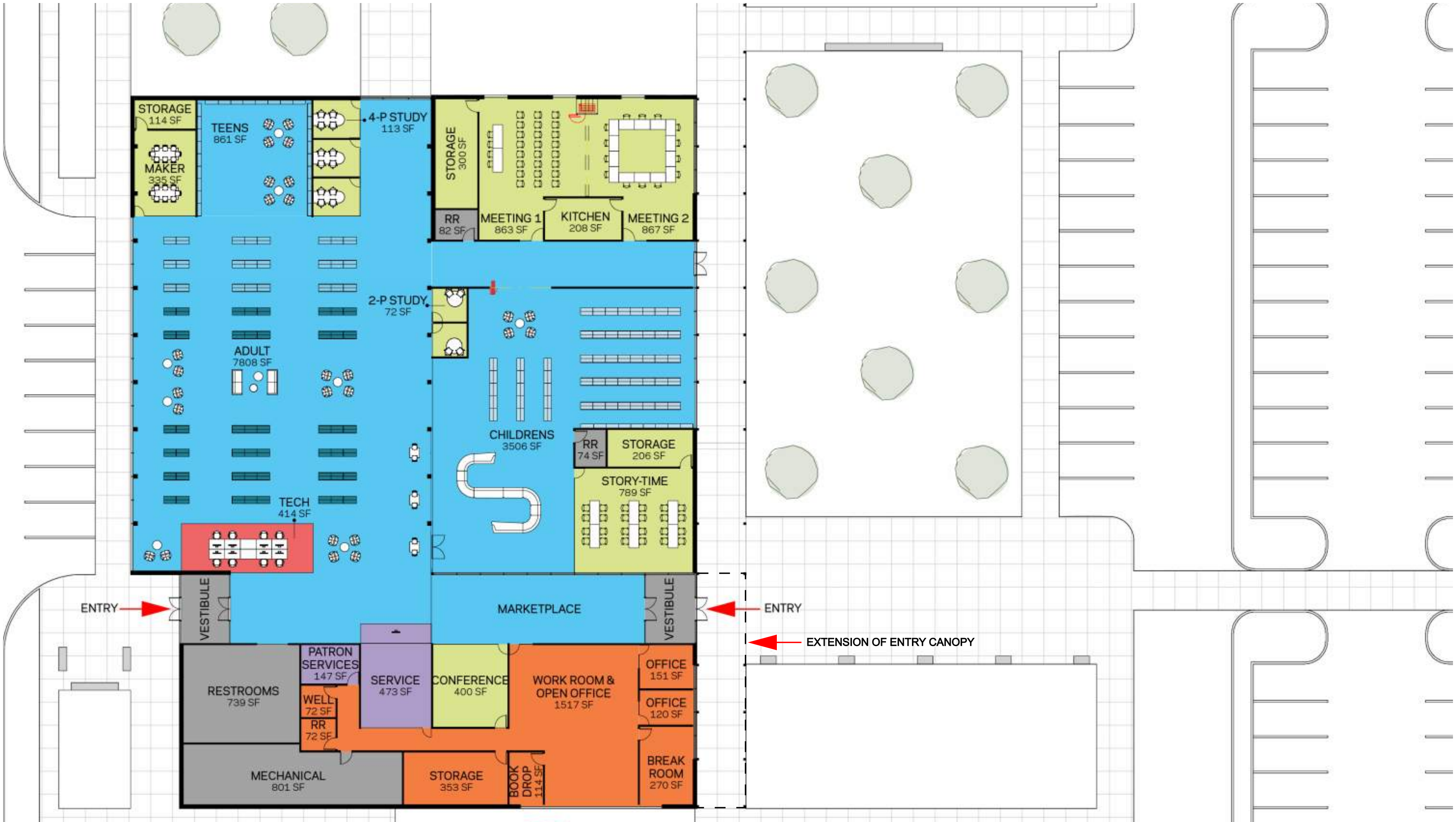
Concept Design - Option 1a Service Counter

Concept Design - Option 1b Floor Plan



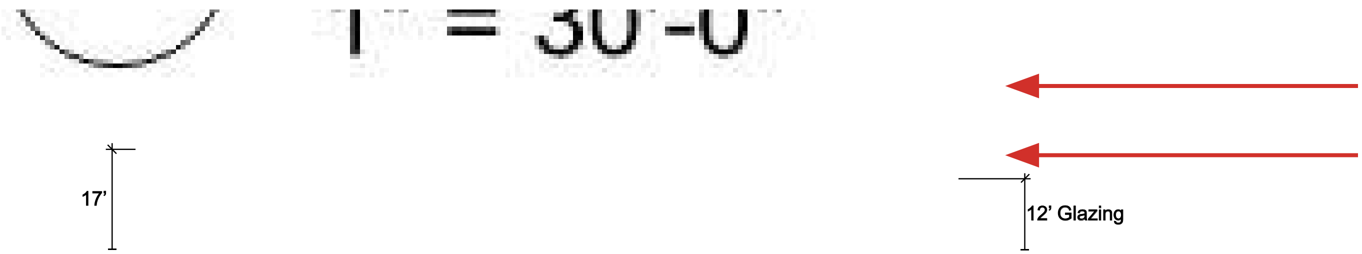
Level 1 = 25,400 SF

Concept Design - Option 2 Floor Plan



Level 1 = 25,400 SF

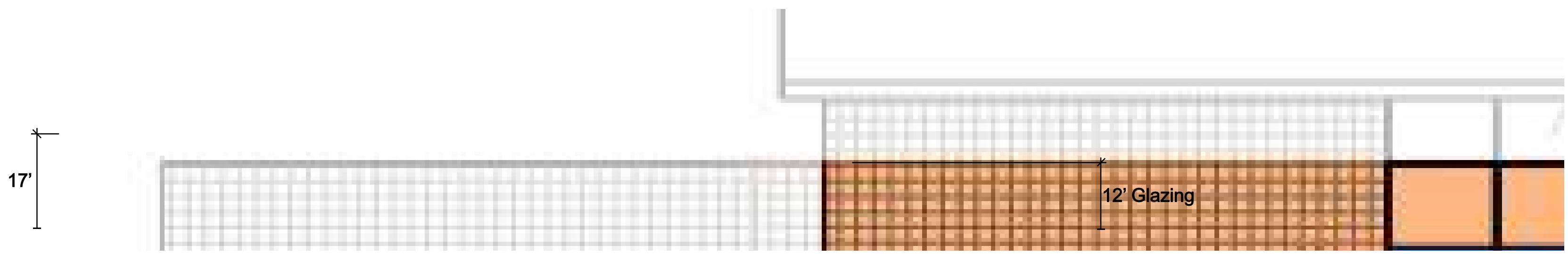
Concept Design - Option 2 Elevations



Extents of Option 1a/b Exterior Elevations

Shaded areas indicated modified Option 2 building height and glazing extents

Exterior Elevation - South



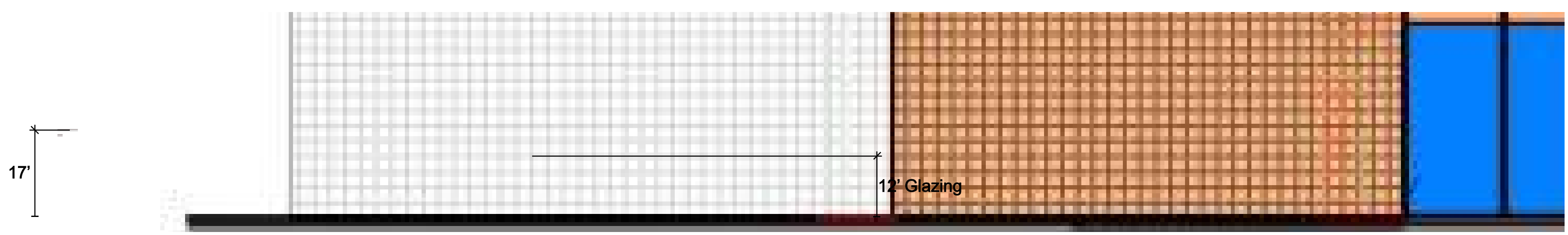
Exterior Elevation - West

Concept Design - Option 2 Elevations

Extents of Option 1a/b Exterior Elevations

Shaded areas indicated modified Option 2 building height and glazing extents

Exterior Elevation - East



Exterior Elevation - North

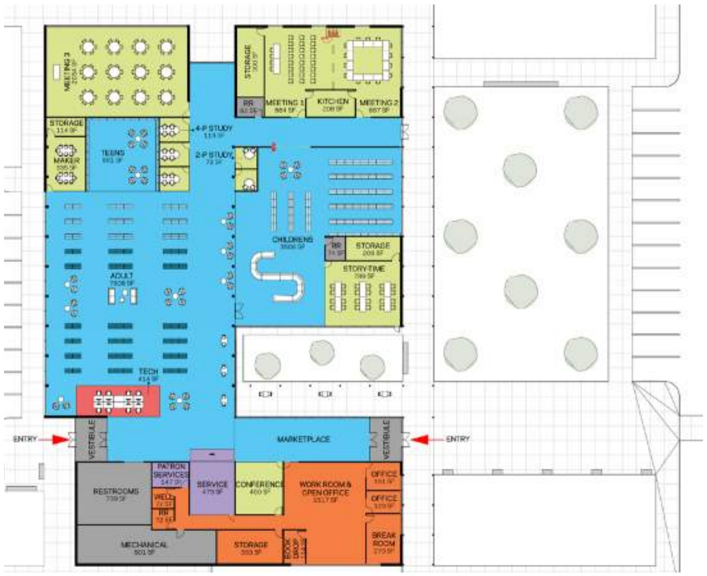
SUMMARY COST ESTIMATE

Summary Cost Estimate - Option 1a

ESTIMATED COSTS	Budget
Building Components	**$15,161,099**
Core & Shell	$11,444,679
TI	$1,958,612
Site Improvements	$1,757,808
Contingency	**$2,319,032**
Construction & Inflation Contingency	$855,836
Design & Owner Contingency	$1,463,196
Owner Design Costs	**$2,189,381**
Land Development, Loan, & Financing	**$0**
FFE, Equipment, Specialty Systems	**$1,340,668**
Owner Move-In	**$15,000**
Total Project Budget	**$21,025,180**

Option 1a Floor Plan

Level 1 = 28,000 SF



Summary Cost Estimate - Option 1b

Initial Budget

Construction - $16,730,131
Total project budget - $21,025,180

Cost Reduction Strategies

Construction Budget Changes	
1. Building Size Adjustments a. Change structure to an all-steel structure in lieu of an all-mass timber structure - Except at large open area which will be a steel structure with a wood deck b. Square up the perimeter of the building c. Remove 2,600sf from the building footprint (area noted as the future addition) d. Change exterior skin to nichiha in lieu of brick veneer 2. Reduce the height of the building by 1'. Reduce the height of the clerestory framing on the east elevation by 4'.	($1,557,000)
3. Reduce the size of the canopy from 3,300sf to 750sf	($537,000)
4. Reduce landscaping allowance from $100k to $65k	($35,000)
5. Escalate construction costs from a spring 2027 construction start to a spring 2028 construction start	$200,000
Subtotal Construction Budget Changes	*($1,929,000)*
Owner Budget Changes	
6. Reevaluate the security budget and reduce from $100k to $75k	($25,000)
7. Reevaluate the furniture budget and reduce from $1million to $900k	($100,000)
Subtotal Owner Budget Changes	*($125,000)*
Construction Budget if all construction changes above are taken	*$14,801,131*
Total Project Budget if all options above are taken	**$18,971,180**

Option 1b Floor Plan

Level 1 = 25,400 SF

Summary Cost Estimate - Option 2

Initial Budget

Construction - $16,730,131
Total project budget - $21,025,180

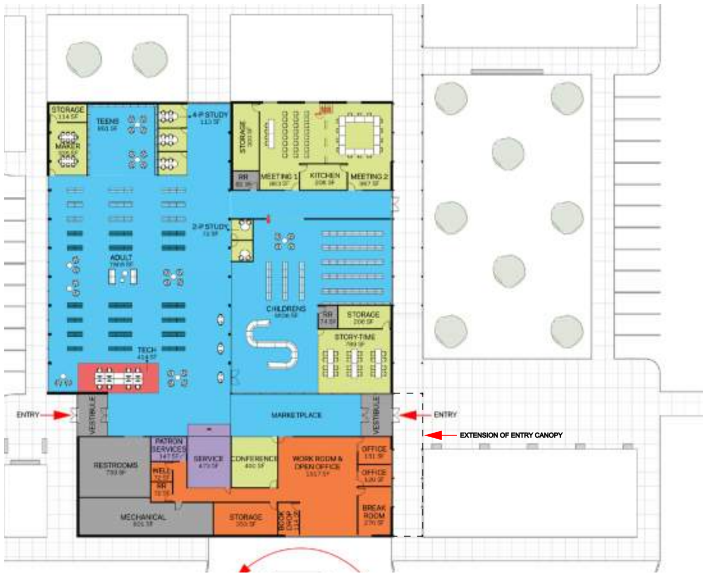
Cost Reduction Strategies

Construction Budget Changes	
1. Building Size Adjustments a. Change structure to an all-wood frame b. Square up the perimeter of the building c. Remove 2,600sf from the building footprint (area noted as the future addition) d. Change exterior skin to nichiha in lieu of brick veneer 2. Reduce the height of the building to a single flat roof line a. Bring glazing openings down to 12' and go to storefront	($3,204,000)
3. Reduce the Size of the canopy to 750sf	($537,000)
4. Reduce Landscaping Allowance	($35,000)
5. Escalate Construction costs to a Spring of 2028 construction start	$200,000
Subtotal Construction Budget Changes	*($3,576,000)*
Owner Budget Changes	
1. Reevaluate the security budget	($25,000)
2. Reevaluate the furniture budget	($100,000)
Subtotal Owner Budget Changes	*($125,000)*
Total Changes	**($3,701,000)**

Revised Construction Budget: $13,154,131
Revised Total Project Budget: $17,324,180

Option 2 Floor Plan

Level 1 = 25,400 SF



OPN ARCHITECTS

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Indianola Public Library

Concept Design Report

OPN ARCHITECTS | July 2026


SALEM COURT


BE the SUNSHINE

OPN ARCHITECTS

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100 Court Avenue, Suite 100
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(515) 309-0722

www.opnarchitects.com

Table of contents

Participants

Indianola Public Library

Michele Patrick, Libary Director
Alison Brown, Teen Services & Marketing Librarian

Indianola Public Library Board of Trustees

Andrew Brittingham, President

Friends of Indianola Public Library

James Hartman

City of Indianola

Jacob Meshke, City Manager
Doug Bylund, Chief of Culture & Recreation
Aaron Young, Communications Manager

OPN Architects

Danielle Hermann, AIA
Toby Olsen, AIA
Isaac Bracher, AIA
Marilyn Stephanou

Executive Summary

The purpose of this concept study is to define the space requirements, community programming needs, and long-term vision for a new, modern Indianola Public Library. As a central hub for the community, the library must continue to accommodate circulation numbers, growing attendance for all-ages programming, and the evolving technological needs of Indianola's residents.

The existing Indianola Public Library, located at 207 N. B Street, has served the community honorably since its construction in 1984. However, after over four decades of service, the facility faces significant operational hurdles due to structural and spatial limitations. The current building can no longer adequately provide designated spaces for highly popular teen and children's programs or accommodate modern community needs—such as public meeting rooms, quiet study areas, collaborative workspaces, and technology labs—which are heavily constrained or entirely absent in the current footprint.

Prior to commissioning this study for a new facility, the City of Indianola conducted extensive preliminary building studies, facility assessments, and community engagement efforts (including those by OPN Architects and Formation Group).

A critical directive resulting from these prior assessments established that repurposing or adding on to the existing structure is not a feasible or sustainable long-term solution due to site, architectural and structural limitations as well as cost inefficiency. The structural modifications and extensive mechanical, electrical, and plumbing upgrades required to bring the 1984 building up to contemporary standards would yield a poor return on investment compared to a purpose-built facility.

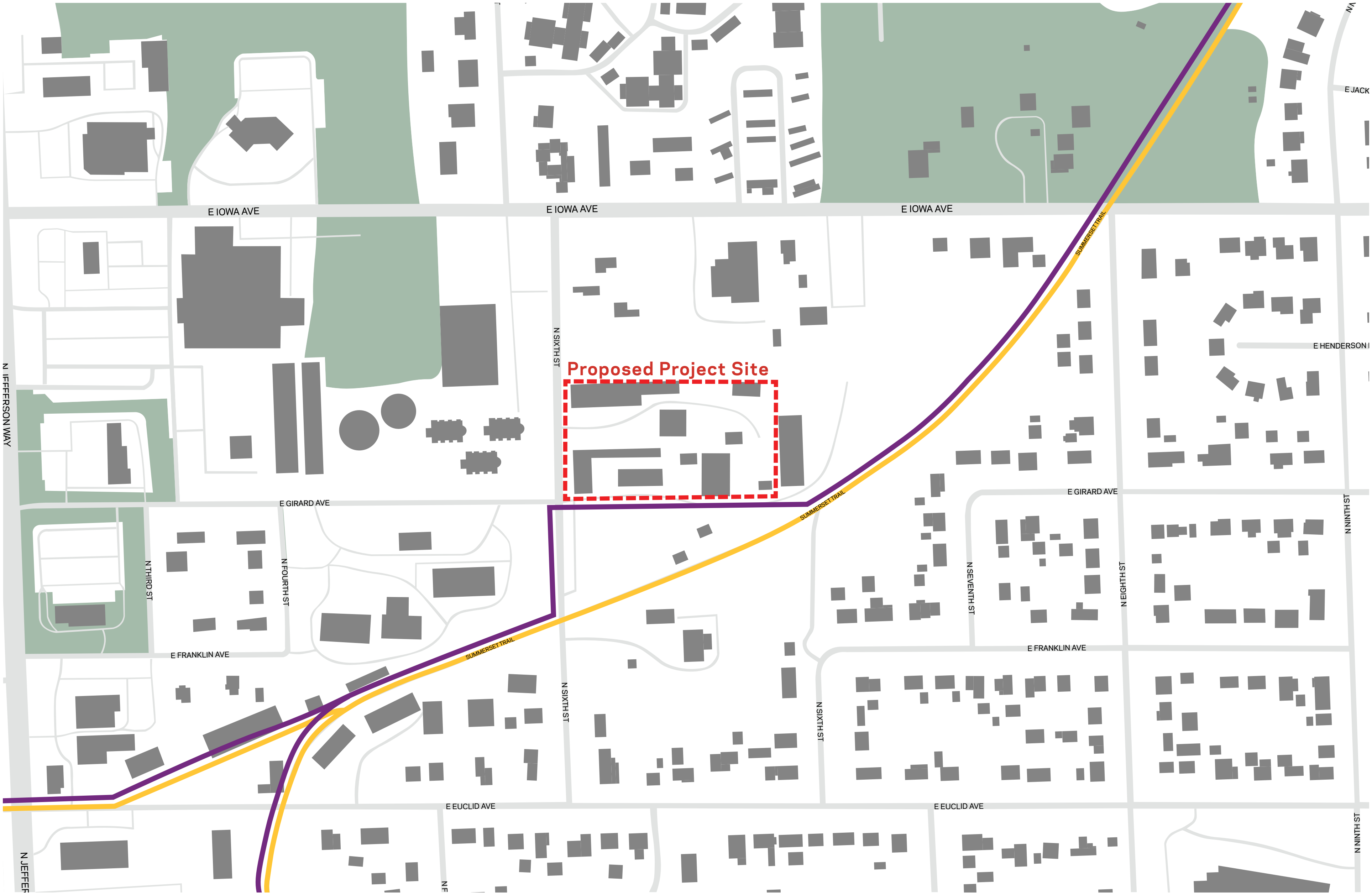
By shifting focus toward a new facility, the city has opened innovative strategic possibilities. This includes the freedom to explore optimal locations—such as anchoring new cultural and development districts.

This study establishes the roadmap for a right-sized, forward-thinking library facility that will foster economic growth, support lifelong learning, and strengthen community connections in Indianola.

LOCATION MAP

Location Map - Aerial

Location Map



"We love our library, but it's outgrowing its space."

"It's a place of knowledge in a world of opinions."

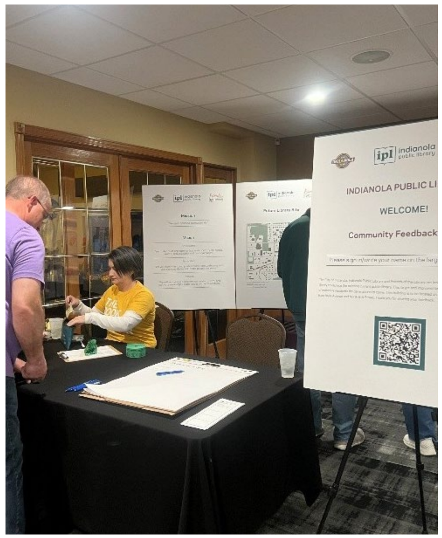
"A larger library could provide more community support."

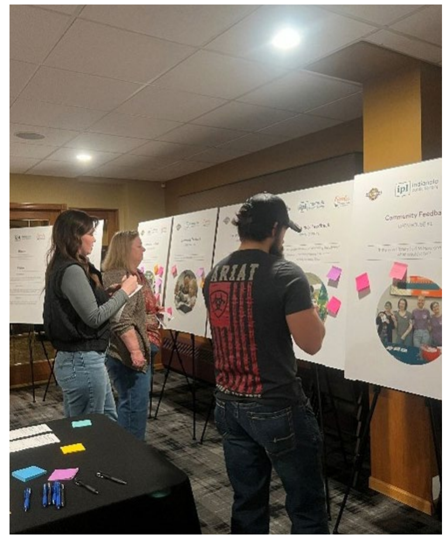
COMMUNITY AND STAKEHOLDER ENGAGEMENT

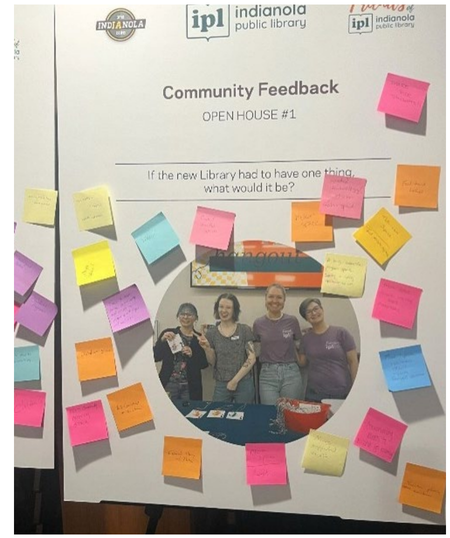
OPN Architects led a series of sessions with Library leaders and community members, to establish a guiding vision for the design of the Indianola Public Libary. The events included exercises to define goals, needs, and aesthetic preferences for the building. Thank you to all the participants who offered their valuable time and input. The following findings provide a framework for the creative process and future design decisions.

Community and Stakeholder Engagement - Friends of The Library Fundraiser

OPN facilitated community input and feedback on the vision and goals for a new library by hosting a pop-up open house event alongside the Friends of the Library Fundraiser on Saturday, February 22, 2025. Community input at the event included a series of boards with questions for individuals to add their answers to as well as a digital link and a hard copy option to fill out a survey. The survey was also distributed digitally to the community by the library and city, with additional hard copies of the survey available at the library for community members. The survey was open from February 22, 2025 through March 11, 2025 to gather as many responses as possible and received 119 survey responses in total. Further visioning and aesthetic preference exercises were conducted with representatives from the city, the library, the library board, and friends of the library to capture specific feedback. The following is a summary of input gathered.







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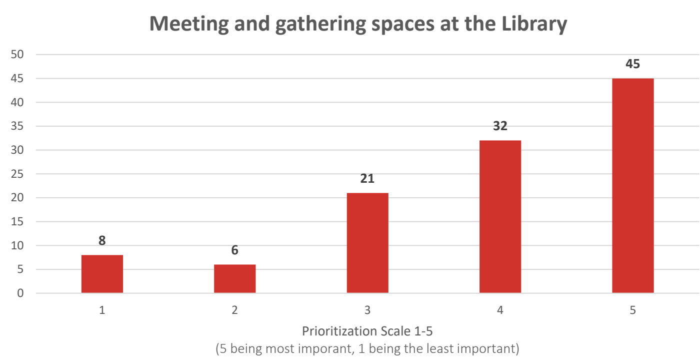
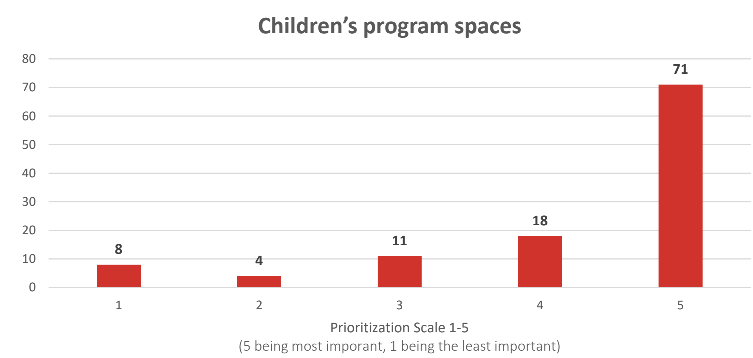
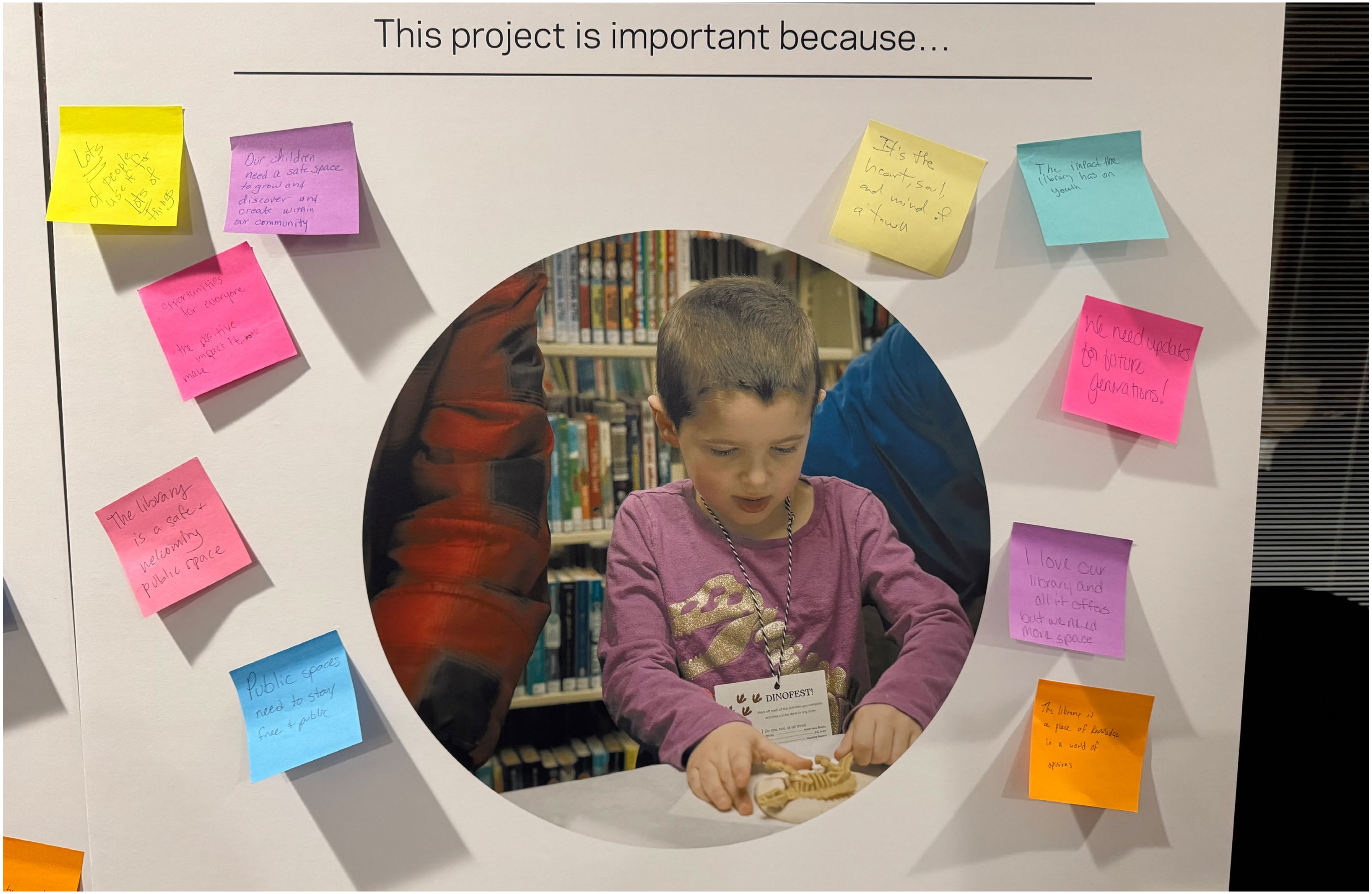




Community and Stakeholder Engagement



Community and Stakeholder Engagement - Key Themes

The library as a community anchor

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- Provides a safe, welcoming space for all ages
- Acts as a hub for learning, gathering and connection

Need for more space

- Separate areas for children, teens and adults
- Larger children's play and reading areas
- More meeting rooms, study rooms, and flexible spaces

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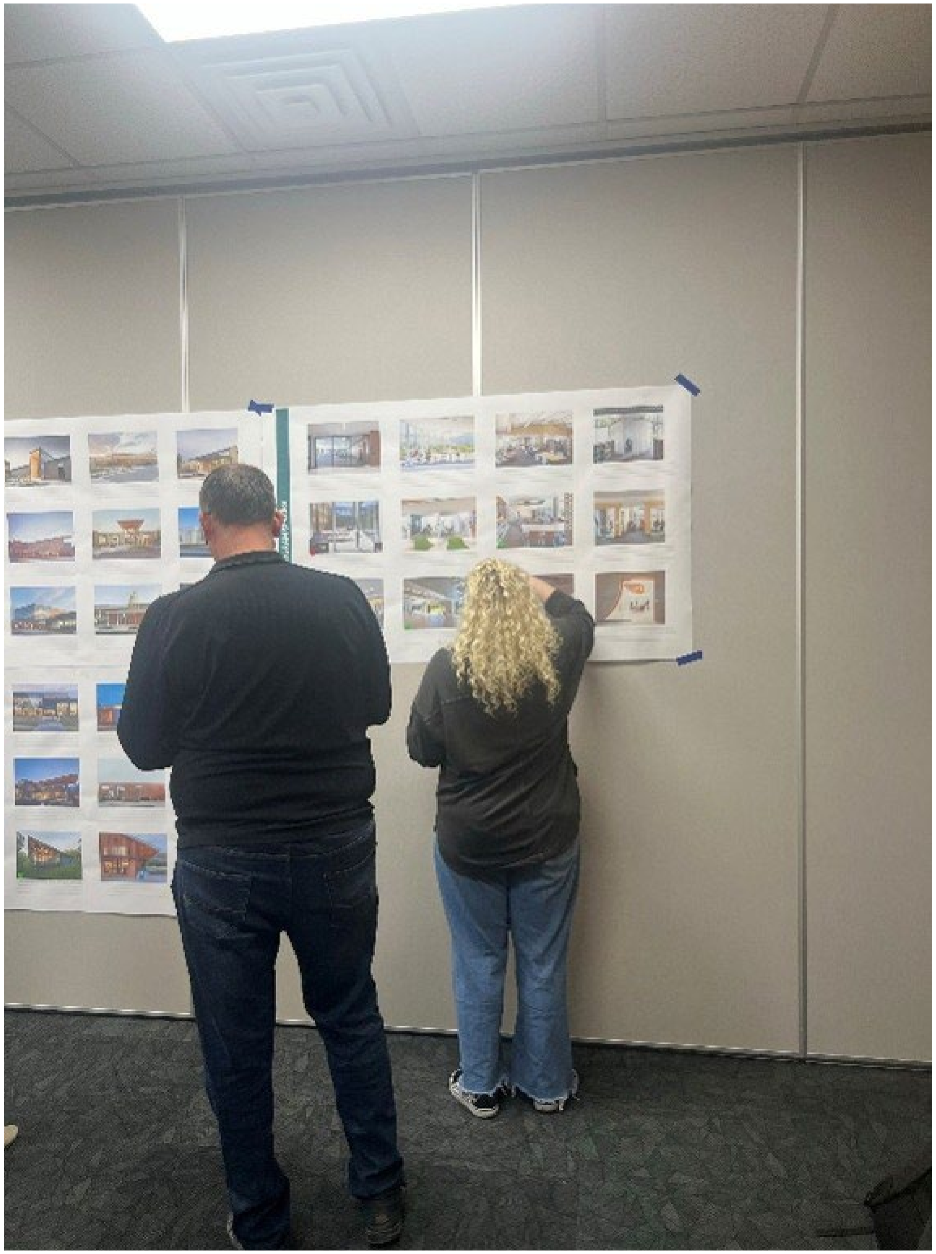
Accessibility & Parking

- Improved access (ADA-compliant)
- Larger parking
- Pedestrian & bike connections

Concerns about funding and necessity

- Concerns about cost and lack of funding
- Some believe the current library is sufficient

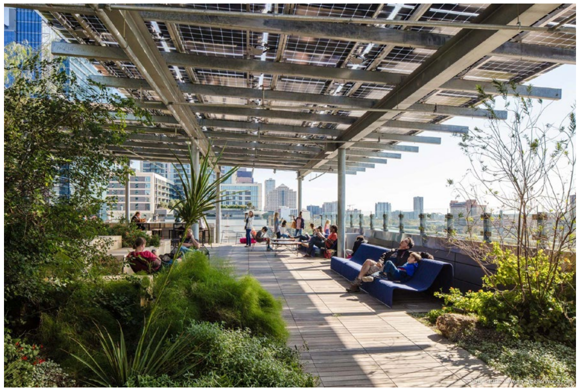
Community and Stakeholder Engagement - Affinity Exercise



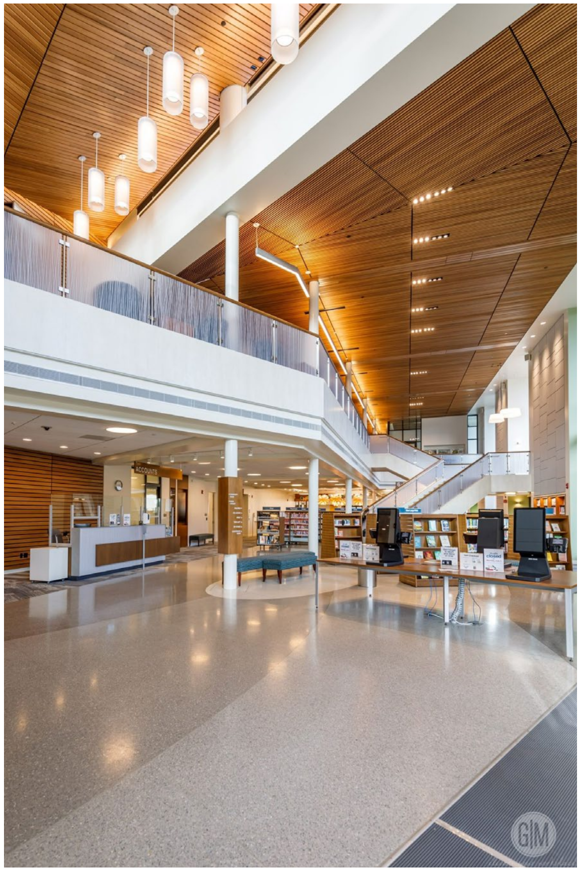
Community and Stakeholder Engagement - Affinity Exercise

Community and Stakeholder Engagement - Affinity Exercise Preferences

Outdoor Spaces



Lobby & Gathering



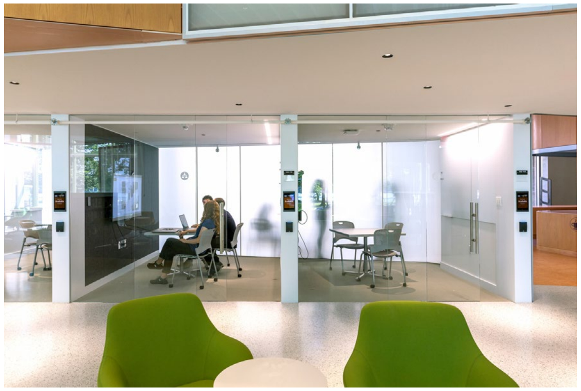
Exteriors

Community and Stakeholder Engagement - Affinity Exercise Preferences

Children's Area

Young Adult Area

Program Spaces



PROGRAMMING

Programming is the process of establishing the scope of work. It represents project research, the establishment of goals and objectives, information gathering, analysis of opportunities and constraints, and quantitative requirements. OPN Architects worked closely with Library leaderhsip and staff, to produce rigorous and detailed programming summaries for the building.

Indianola Public Library Program - 06.03.2025

			Total	% of Total NSF
A	Community		9,135	36.21%
B	Study/Conference/Meeting		540	2.14%
D	Collection		11,554	45.80%
E	Public Technology		500	1.98%
F	Circulation/Self-Check		460	1.82%
G	Staff/Support		3,040	12.05%
	Total Net Square Feet		25,229	
		Low	*High*	
	Gross Multiplier 20-30%	5,046	7,569	
	Total Gross Square Feet	30,274	32,797	

Refer to **Appendix A** for the detailed programming outline.

Indianola Public Library Program - 07.11.2025

			Total	% of Total NSF
A	Community		5,035	26.44%
B	Study/Conference/Meeting		540	2.84%
D	Collection		10,025	52.65%
E	Public Technology		500	2.63%
F	Circulation/Self-Check		460	2.42%
G	Staff/Support		2,480	13.03%
	Total Net Square Feet		19,040	
		Low	*High*	
	Gross Multiplier 20-30%	3,808	5,712	
	Total Gross Square Feet	22,848	24,752	
		30,274	32,797	(initial program)
		7,426	8,045	(square footage reduction)

Refer to **Appendix A** for the detailed programming outline.

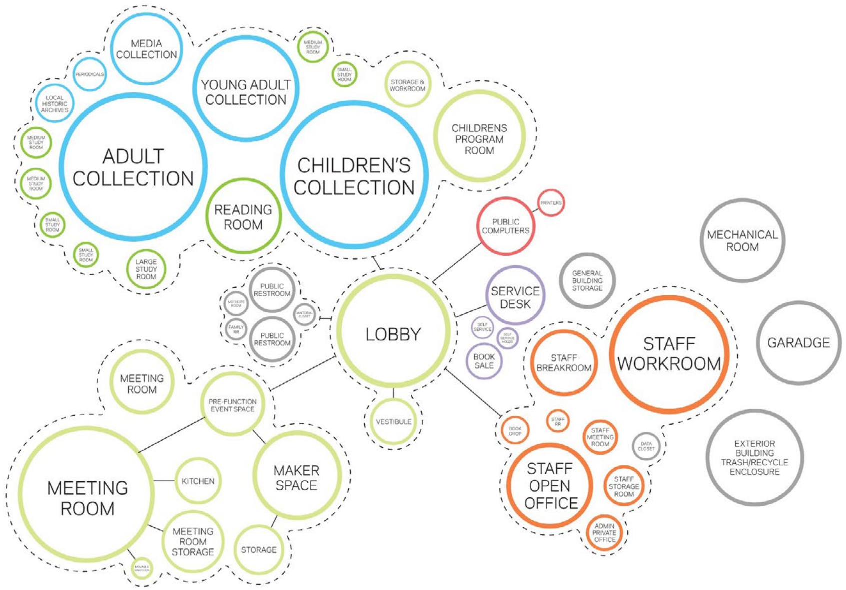
Programming - Peer Community Library Comparison

City	Population	Gross Square Footage	Year Built
Indianola, IA	**16,000**	**25,000 GSF***	**Proposed**
Grimes, IA	18,000	22,300 GSF	2024
Oregon, WI	17,000	31,000 GSF	2024
Norwalk, IA	16,000	40,000 GSF	Proposed
Marion, IA	43,000	50,000 GSF	2022
Carlisle, IA	4,000	11,162 GSF	2026

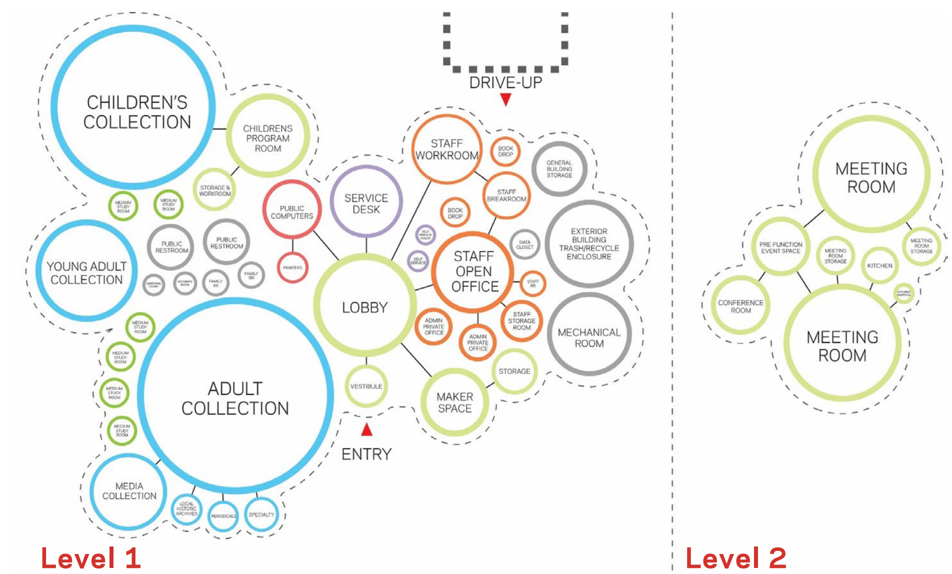
**Current Indianola Public Library square footage: 11,250*

Programming - Full Program Adjacency Diagrams

One Story

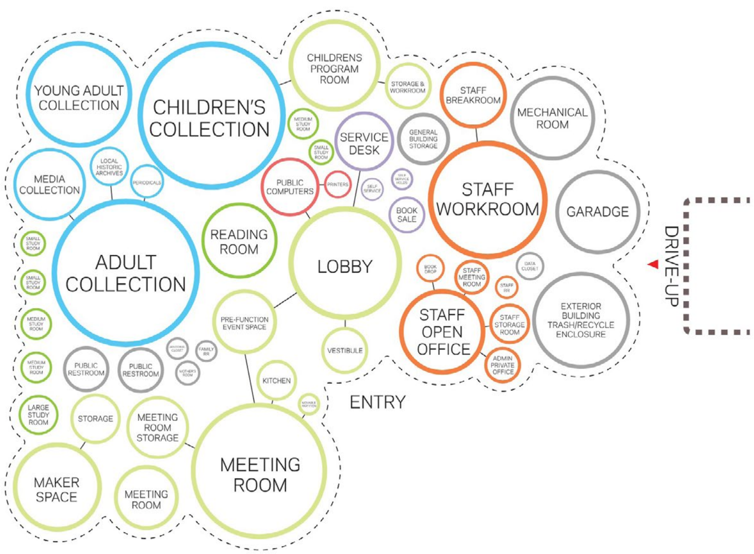


Two Story

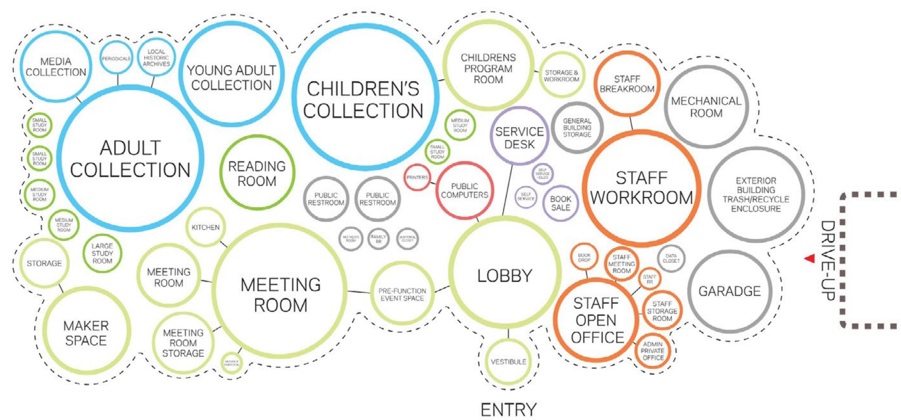


Programming - Full Program Adjacency Diagrams

One Story Option 1

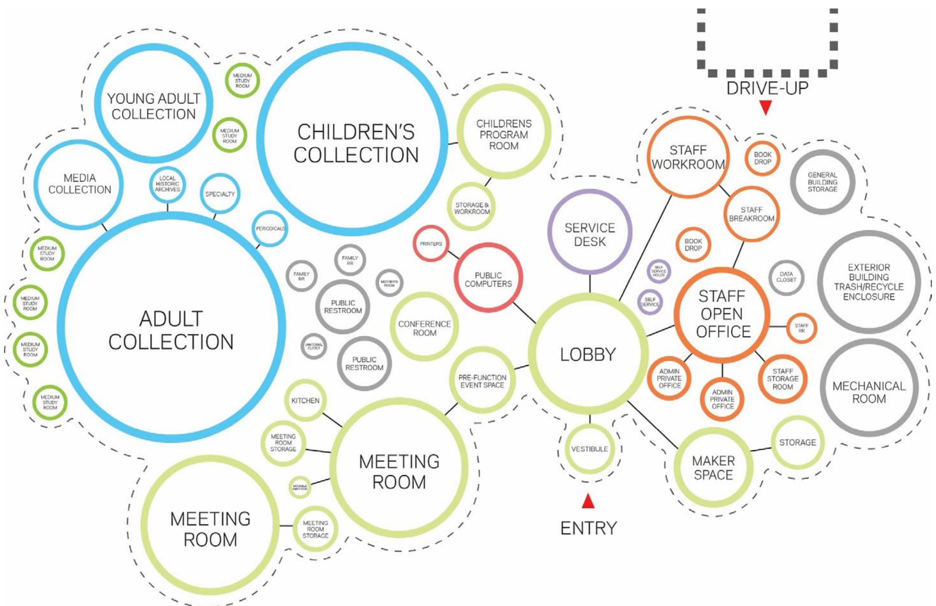


One Story Option 2

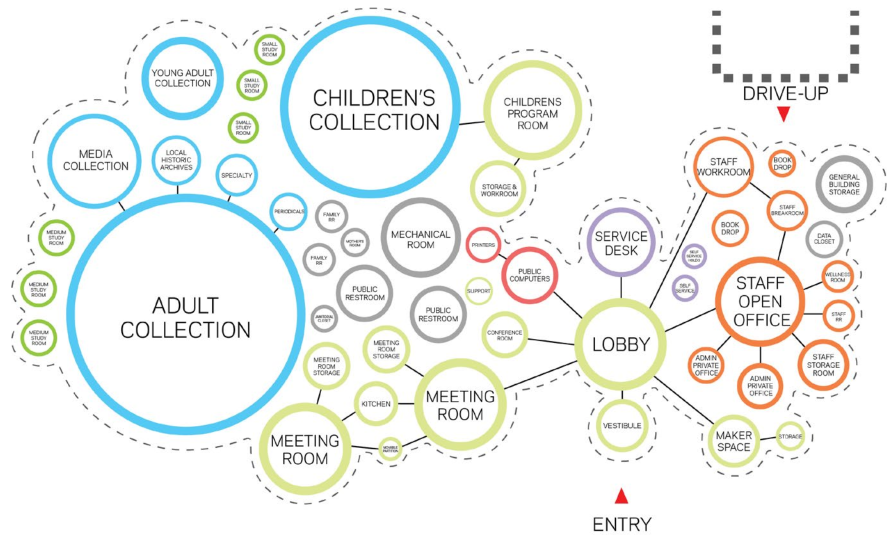


Programming - Right-Sized Program Adjacency Diagrams

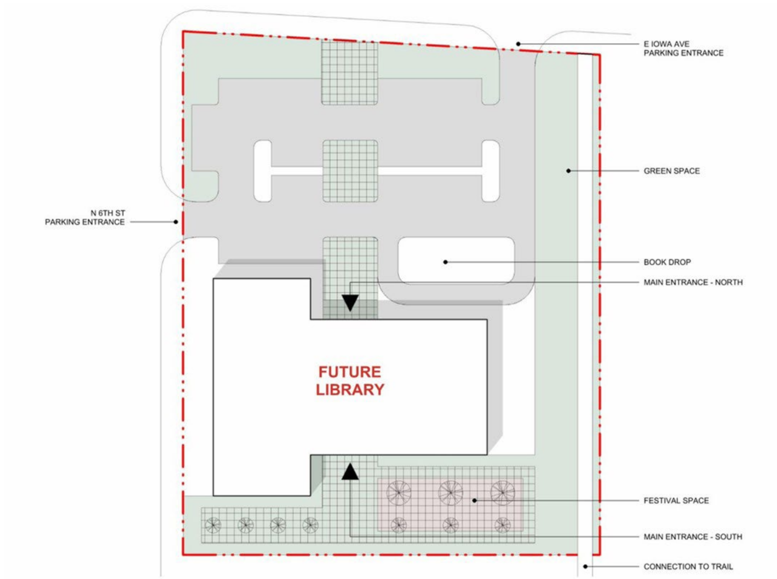
One Story Option 1



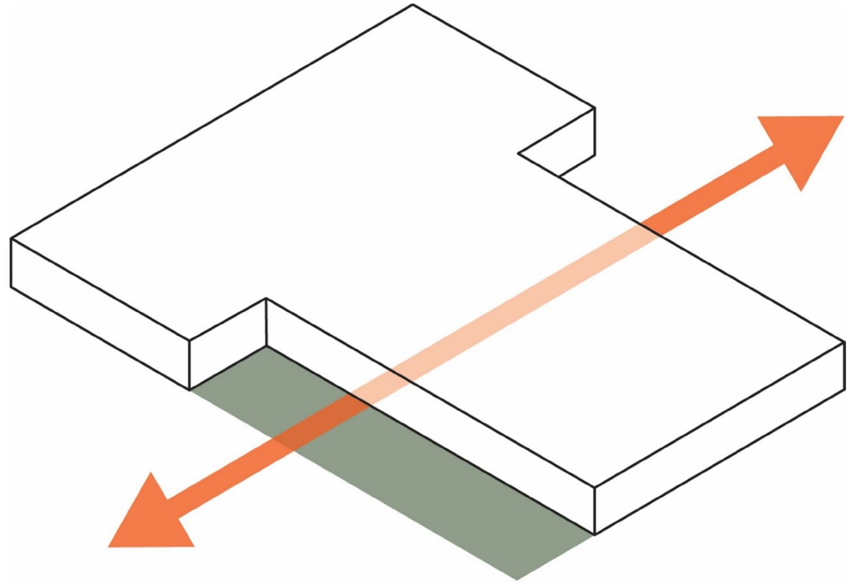
One Story Option 2



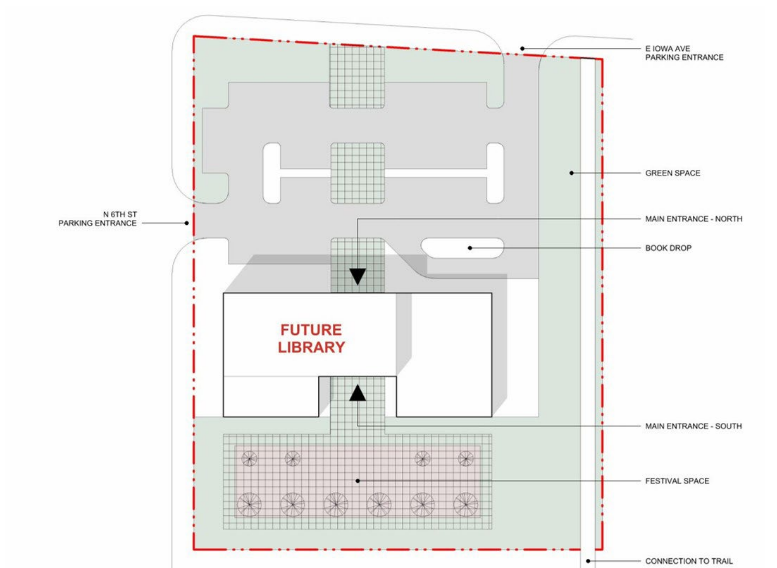
Programming - Initial Site Layout and Massing



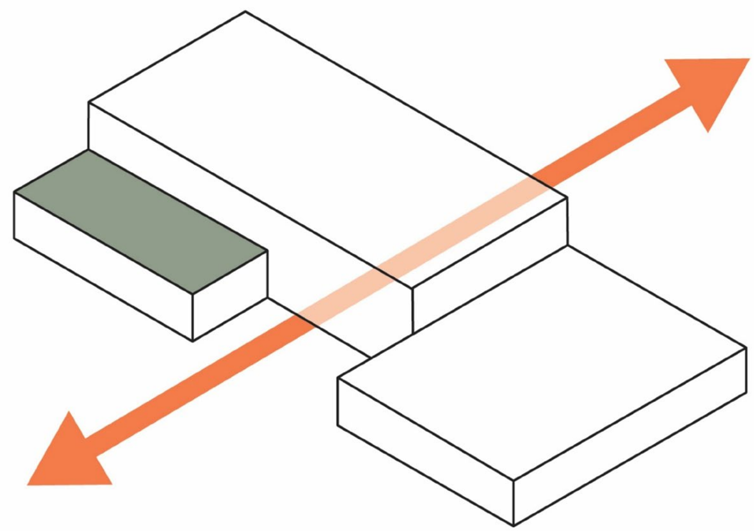
Library Site Layout - Scheme A



Massing Diagram - Scheme A

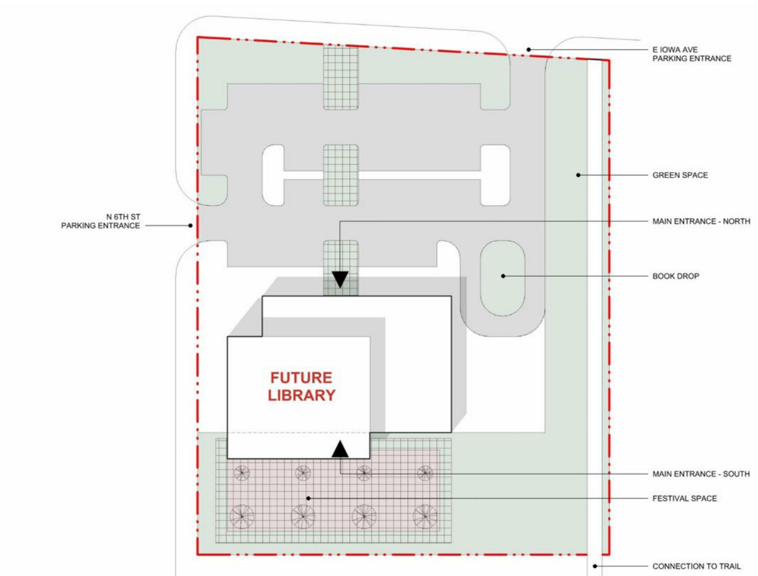


Library Site Layout - Scheme B

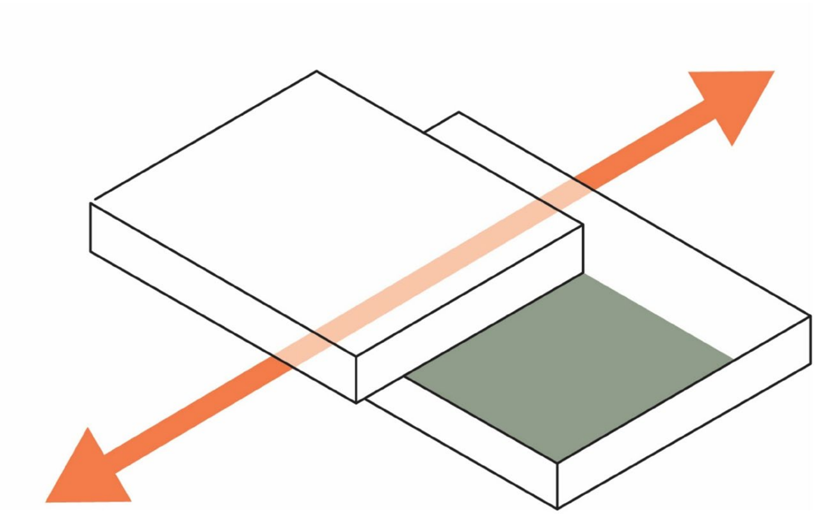


Massing Diagram - Scheme B

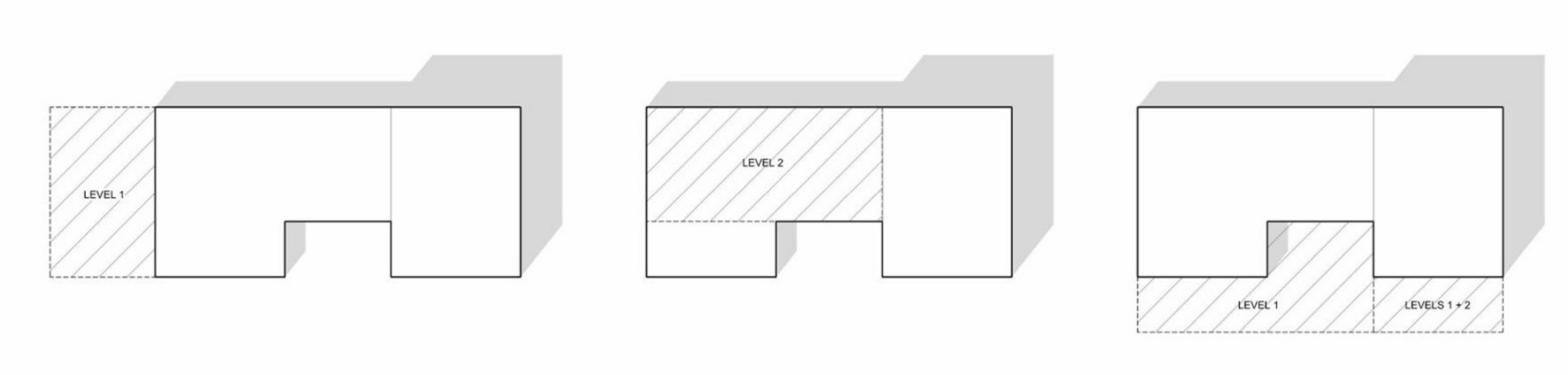
Programming - Initial Site Layout and Massing



Library Site Layout - Scheme C



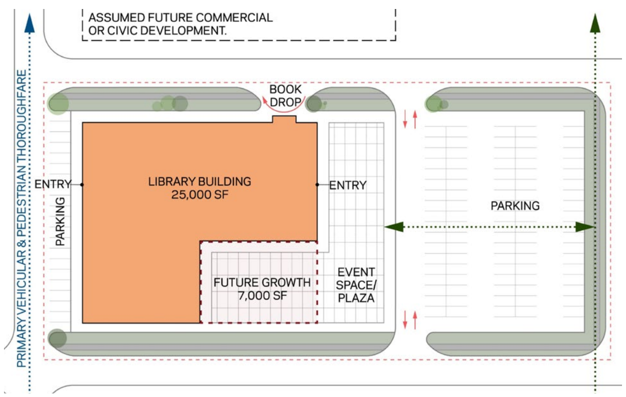
Massing Diagram - Scheme C



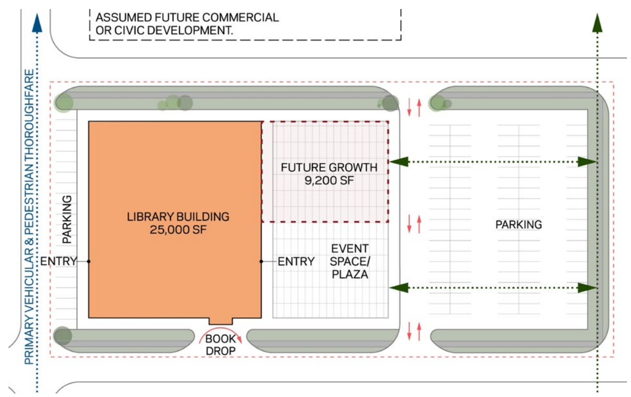
Library Site Layout - Future Expansion

Programming - Library Site Layout

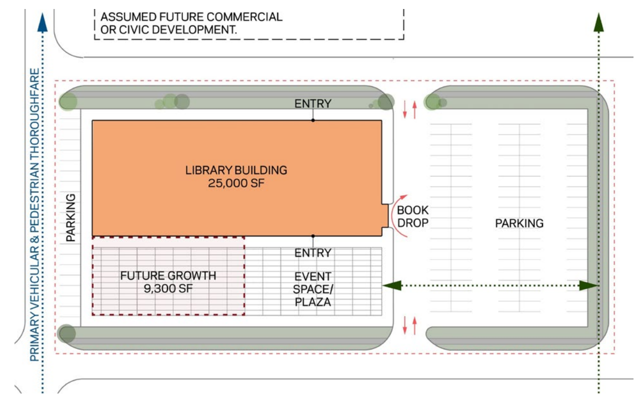
Scheme A



Scheme B

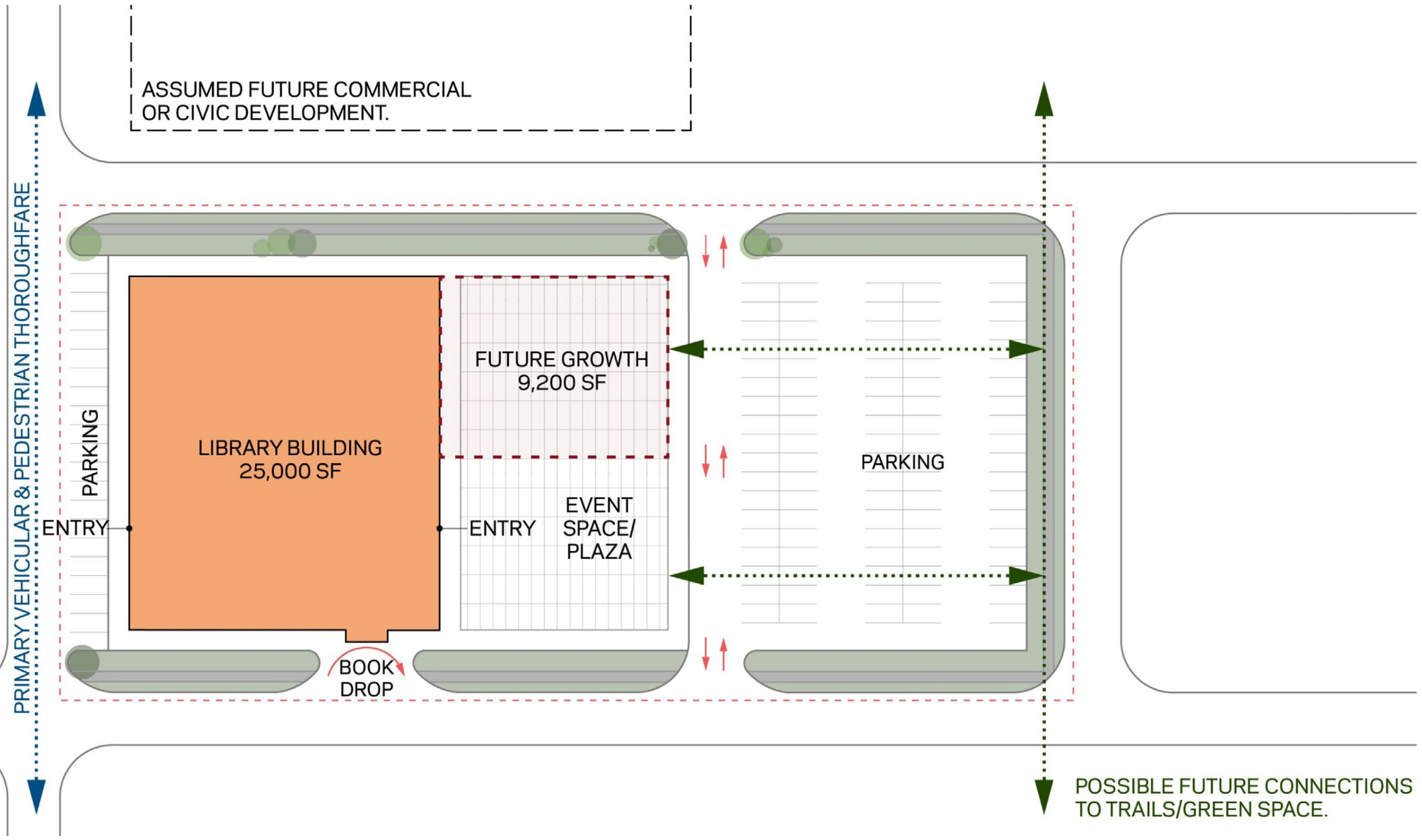


Scheme C



Programming - Library Site Layout Preferred Scheme B

Of the three options presented on the previous page, Scheme B was selected for further development.

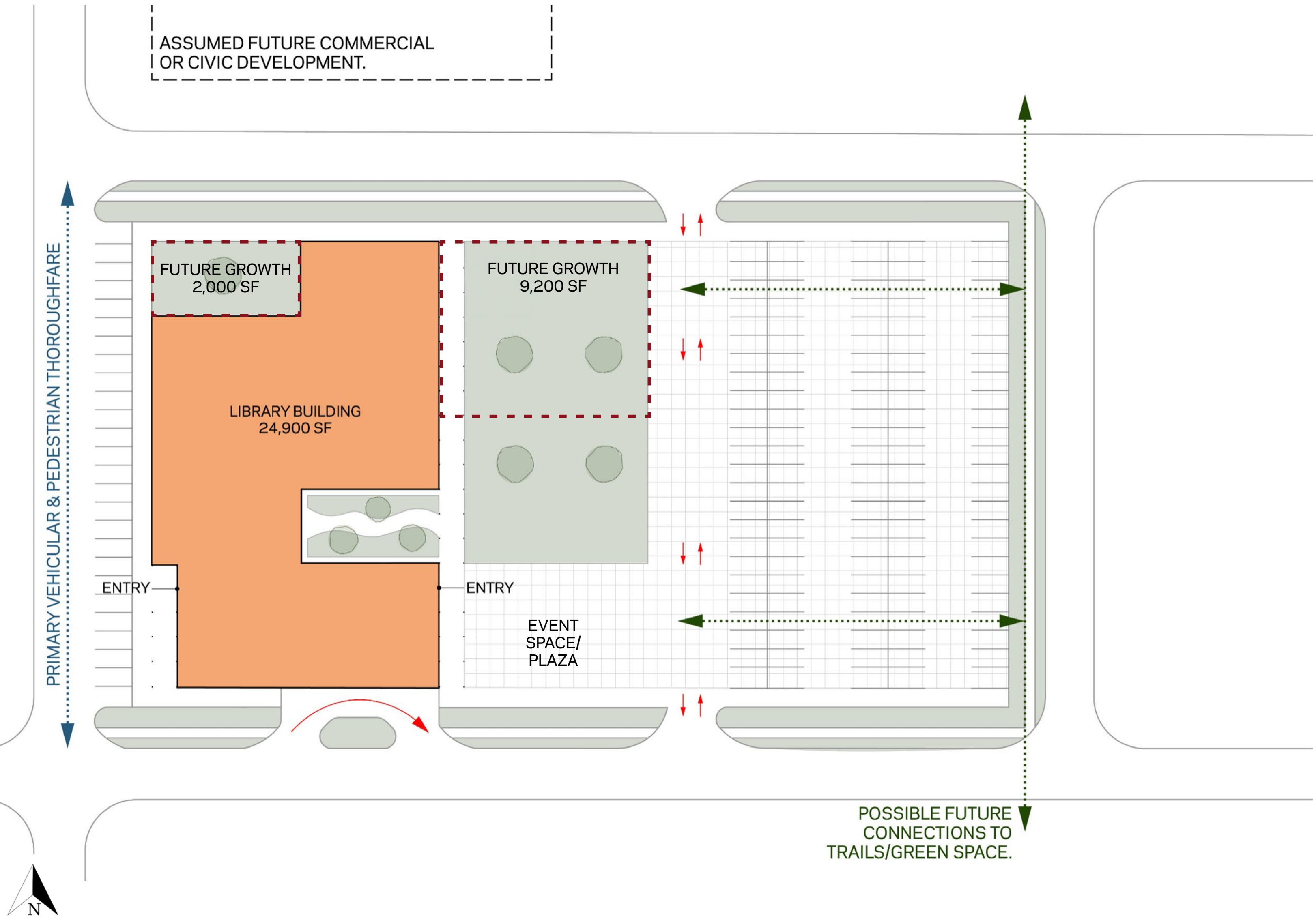


Level 1 = 25,000 SF

Acres = 2.75

Programming - Refined Library Site Layout

To soften the event space/plaza at the entry, more landscape is shown. The building footprint updates reflect a desire to make the building dynamic and connect to nature with the addition of a courtyard adjacent to the entrance.



Level 1 = 24,900 SF

Acres = 2.75

CONCEPT DESIGN

The conceptual design phase of this study consists of space planning followed by developing a preliminary design concept. The space planning essentially develops an organizing floor plan based on the programming outlined previously. This exercise again confirmed the Library space requirements.

Based on conceptual space plans below, the Library requires a need of 25,000 SF.

Concept Design - Option 1a Site Plan

Concept Design - Option 1a Floor Plan

Level 1 = 28,000 SF

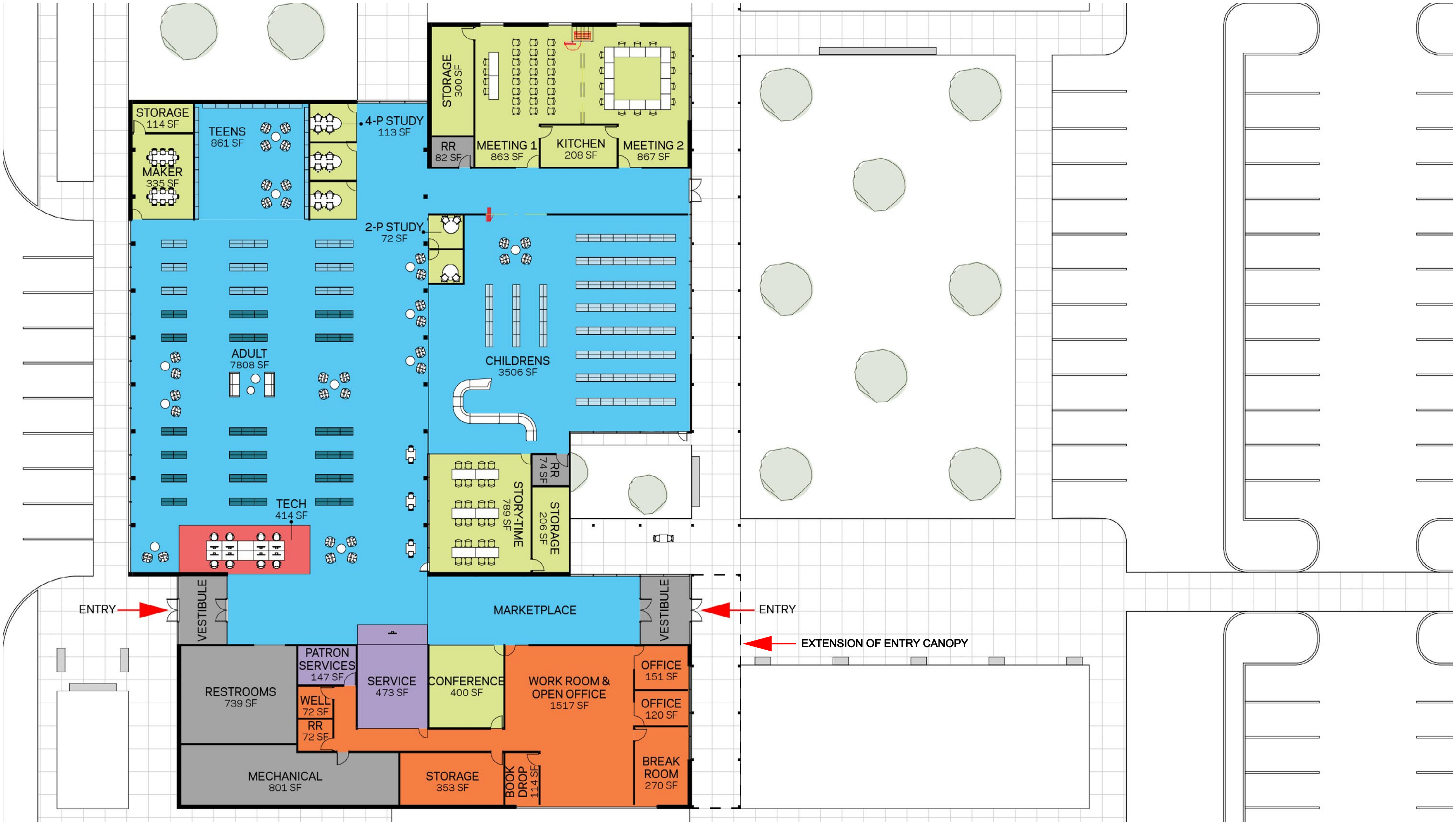
Concept Design - Option 1a East Elevation

Concept Design - Option 1a East Elevation

Concept Design - Option 1a Entrance

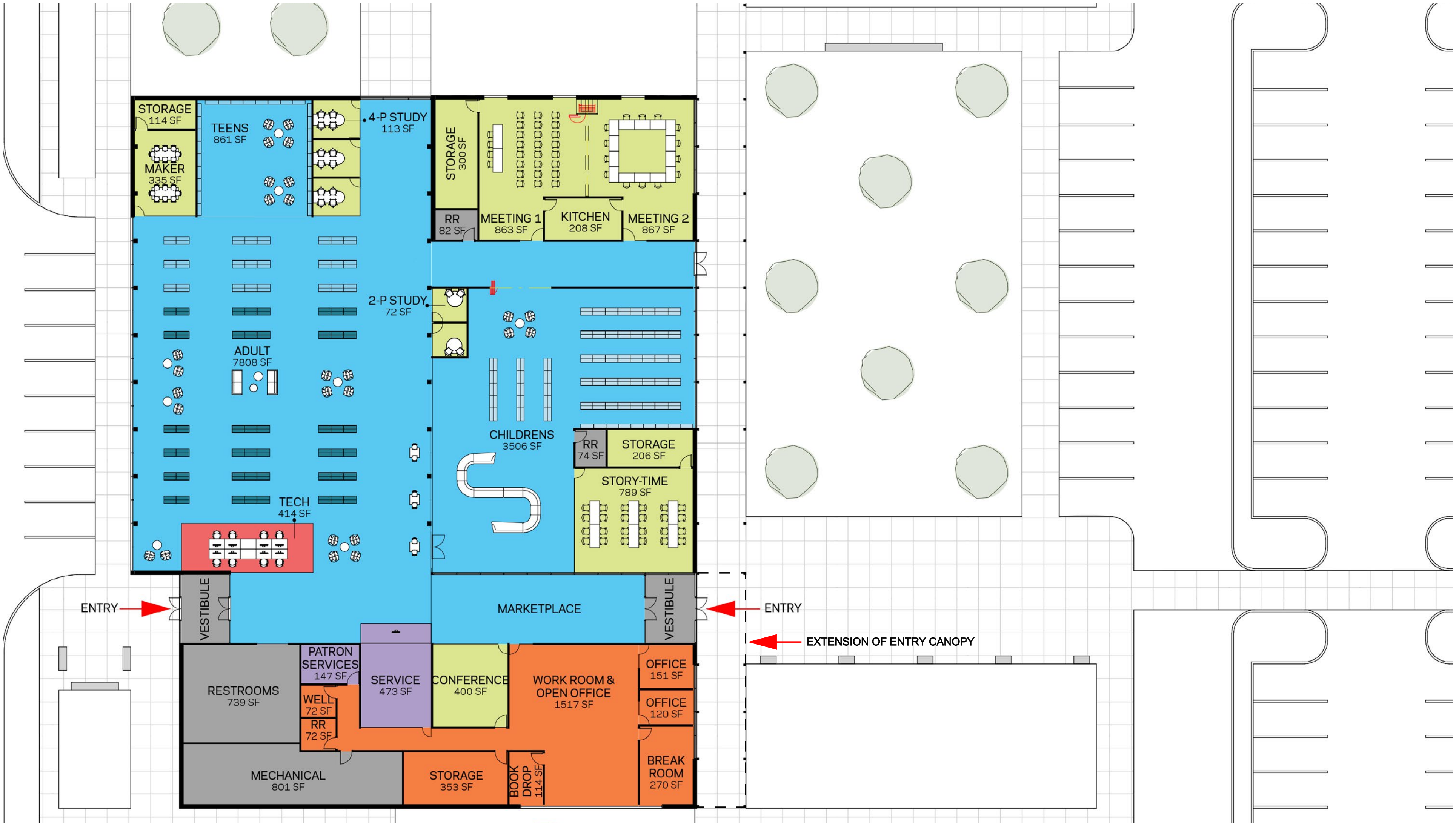
Concept Design - Option 1a Service Counter

Concept Design - Option 1b Floor Plan



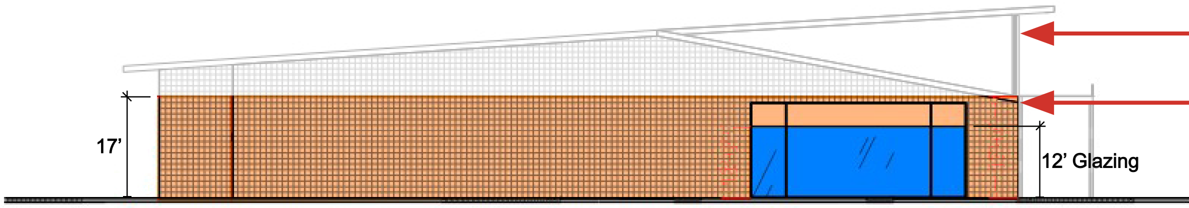
Level 1 = 25,400 SF

Concept Design - Option 2 Floor Plan



Level 1 = 25,400 SF

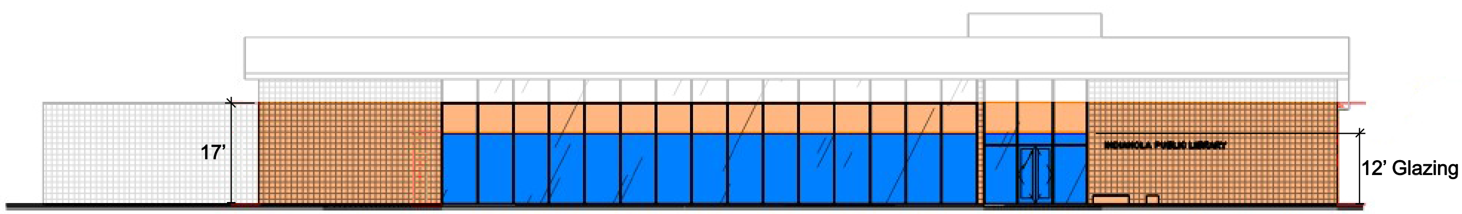
Concept Design - Option 2 Elevations



Extents of Option 1a/b Exterior Elevations

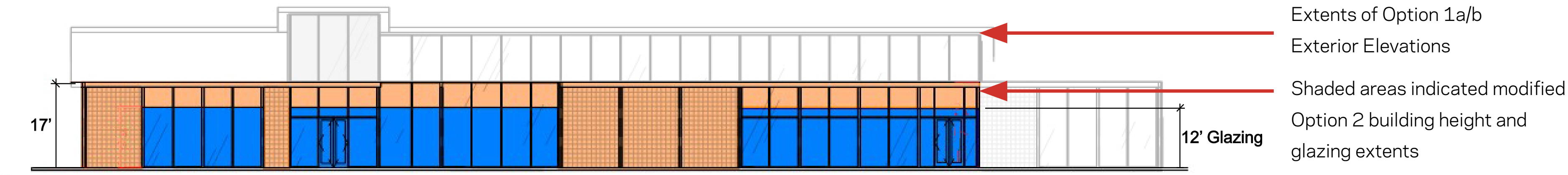
Shaded areas indicated modified Option 2 building height and glazing extents

Exterior Elevation - South

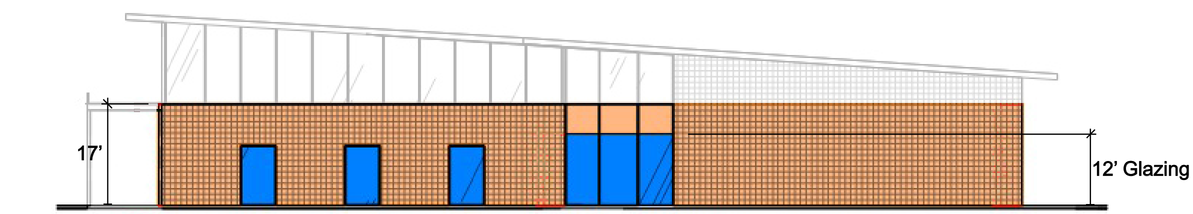


Exterior Elevation - West

Concept Design - Option 2 Elevations



Exterior Elevation - East



Exterior Elevation - North

SUMMARY COST ESTIMATE

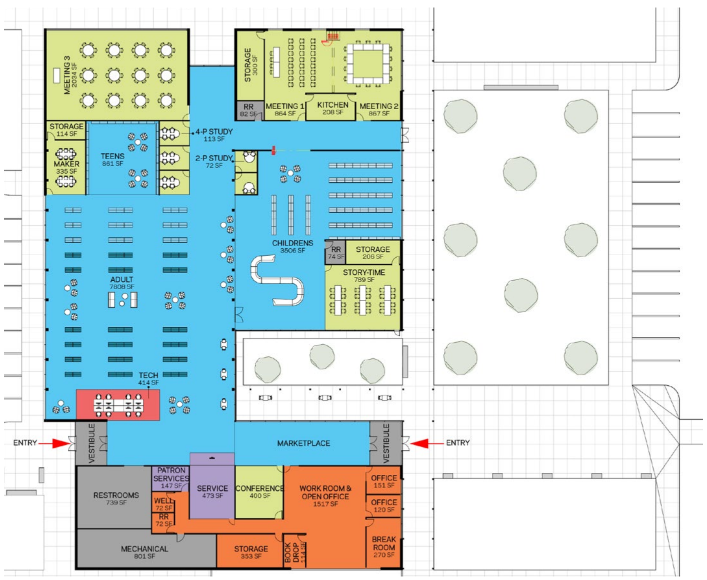
During the estimating phase of this study, OPN Architects worked closely with our industry partners to establish a preliminary construction and total project cost summary. Ryan Companies provided estimating services for this phase and assisted OPN in defining 3 scenarios with identified design parameters and associated magnitude costs or savings.

Summary Cost Estimate - Option 1a

Option 1a Floor Plan

Level 1 = 28,000 SF

ESTIMATED COSTS	Budget
Building Components	**$15,161,099**
Core & Shell	$11,444,679
TI	$1,958,612
Site Improvements	$1,757,808
Contingency	**$2,319,032**
Construction & Inflation Contingency	$855,836
Design & Owner Contingency	$1,463,196
Owner Design Costs	**$2,189,381**
Land Development, Loan, & Financing	**$0**
FFE, Equipment, Specialty Systems	**$1,340,668**
Owner Move-In	**$15,000**
Total Project Budget	**$21,025,180**



Summary Cost Estimate - Option 1b

Initial Budget

Construction - $16,730,131
Total project budget - $21,025,180

Cost Reduction Strategies

Construction Budget Changes	
1. Building Size Adjustments a. Change structure to an all-steel structure in lieu of an all-mass timber structure - Except at large open area which will be a steel structure with a wood deck b. Square up the perimeter of the building c. Remove 2,600sf from the building footprint (area noted as the future addition) d. Change exterior skin to nichiha in lieu of brick veneer 2. Reduce the height of the building by 1'. Reduce the height of the clerestory framing on the east elevation by 4'.	($1,557,000)
3. Reduce the size of the canopy from 3,300sf to 750sf	($537,000)
4. Reduce landscaping allowance from $100k to $65k	($35,000)
5. Escalate construction costs from a spring 2027 construction start to a spring 2028 construction start	$200,000
Subtotal Construction Budget Changes	*($1,929,000)*
Owner Budget Changes	
6. Reevaluate the security budget and reduce from $100k to $75k	($25,000)
7. Reevaluate the furniture budget and reduce from $1million to $900k	($100,000)
Subtotal Owner Budget Changes	*($125,000)*
Construction Budget if all construction changes above are taken	*$14,801,131*
Total Project Budget if all options above are taken	**$18,971,180**

Option 1b Floor Plan

Level 1 = 25,400 SF

Summary Cost Estimate - Option 2

Initial Budget

Construction - $16,730,131
Total project budget - $21,025,180

Cost Reduction Strategies

Construction Budget Changes	
1. Building Size Adjustments a. Change structure to an all-wood frame b. Square up the perimeter of the building c. Remove 2,600sf from the building footprint (area noted as the future addition) d. Change exterior skin to nichiha in lieu of brick veneer 2. Reduce the height of the building to a single flat roof line a. Bring glazing openings down to 12' and go to storefront	($3,204,000)
3. Reduce the Size of the canopy to 750sf	($537,000)
4. Reduce Landscaping Allowance	($35,000)
5. Escalate Construction costs to a Spring of 2028 construction start	$200,000
Subtotal Construction Budget Changes	*($3,576,000)*
Owner Budget Changes	
1. Reevaluate the security budget	($25,000)
2. Reevaluate the furniture budget	($100,000)
Subtotal Owner Budget Changes	*($125,000)*
Total Changes	**($3,701,000)**

Revised Construction Budget: $13,154,131
Revised Total Project Budget: $17,324,180

Option 2 Floor Plan

Level 1 = 25,400 SF

APPENDICES

Appendix A: Full Program

Indianola Public Library Program - 06.03.2025

		# of Spaces	SF per Space	Subtotal	Subtotal	Total	% of Total NSF
A	**Community**					**9,135**	**36.21%**
	Community Room				4,535		
	Meeting Room A, B, C	3	800	2,400			
	Meeting Room D	1	600	1,600			
	Meeting Room Furniture Storage	2	150	300			
	Kitchen	1	200	200			
	Dividable Wall Pocket	1	35	35			
	Pre Function Event Space	1	400	400			
	Conference / Board Room	1			400		
	Conference / Board Room 1	1	400	400			
	Maker Space	1	800	800	1,000		
	Maker Space Storage	1	200	200			
	Children's Program Room / Storytime Room	1	800	800	1,400		
	Storage and Workroom	1	600	600			
	Entrance | Vestibule | Lobby				1,400		
	Vestibules	1	200	200			
	Lobby	1	1,200	1,200			
B	**Study/Conference/Meeting**					**540**	**2.14%**
	2-Person Study Room	3	70	210			
	4-Person Study Room	3	110	330			
	6-Person Study Room	0	200	-			
D	**Collection**	**Collection Size**	**Multiplier**	**Total SF**		**11,554**	**45.80%**
	Children's Collection	15,940	0.250	3,985			
	Young Adult Collection / Teen Space	3,390	0.550	1,865			
	Adult Collection	23,670	0.200	4,734	5,486		
	Media	4,365	0.150	655			
	Periodicals	650	0.150	98			
	Specialty	894	0.150	134			
	Local History Archives	559	0.150	84			
E	**Public Technology**					**500**	**1.98%**
	Public Computers	6	-	400			
	Public Media Print Services	1	100	100			
F	**Circulation/Self-Check**					**460**	**1.82%**
	Service Desk	2	150	300			
	Self Service Checkout Stations	2	40	80			
	Self Service Holds	1	80	80			
	Book Sale	1		-			

Appendix A: Full Program

G	**Staff/Support**					**3,040**	**12.05%**
	Staff Open Office	1	1,000	1,000			
	Workroom	1	600	600			
	Staff Admin				300		
	Private Office (Director)	1	180	180			
	Private Office (Assistant Director)	1	120	120			
	Staff Meeting Room	1	80	80			
	Staff Breakroom	1	330	330			
	Staff Restroom	1	80	80			
	Program Storage Space	1	350	350			
	Book Drop	1	100	100			
	General Building Storage	1	200	200			
I	**Unassigned**				**1,710**		**0.00%**
	Public Restrooms				740		
	Women	1	250	250			
	Men	1	250	250			
	Family	2	80	160			
	New Mother's Room / Wellness Room	1	80	80			
	Janitorial Closet	1	70	70			
	Create Safe Space - Possibly Restroom Core			-			
				-			
	Mechanical	1	800	800			
	Data Closet	1	100	100			
	Total Net Square Feet					**25,229**	
					Low	*High*	
	Gross Multiplier 20-30%				5,046	7,569	
	Total Gross Square Feet				**30,274**	**32,797**	

Appendix A: Right-Sized Program

Indianola Public Library Program - 07.11.2025 - Option A

		# of Spaces	SF per Space	Subtotal	Subtotal	Total	% of Total NSF
A	**Community**					**5,035**	**26.44%**
	Community Room				2,135		
	Meeting Room A & B	2	800	1,600			
	Meeting Room C	0	600	-			
	Meeting Room Furniture Storage	2	150	300			
	Kitchen	1	200	200			
	Dividable Wall Pocket	1	35	35			
	Pre Function Event Space	0	400	-			
	Conference / Board Room	1			400		
	Conference / Board Room 1	1	400	400			
	Maker Space	1	300	300	400		
	Maker Space Storage	1	100	100			
	Children's Program Room / Storytime Room	1	800	800	1,000		
	Storage and Workroom	1	200	200			
	Entrance | Vestibule | Lobby				1,100		
	Vestibules	1	200	200			
	Community Support Space	1	100	100			
	Lobby	1	800	800			
B	**Study/Conference/Meeting**					**540**	**2.84%**
	2-Person Study Room	3	70	210			
	4-Person Study Room	3	110	330			
D	**Collection**	**Collection Size**	**Multiplier**	**Total SF**		**10,025**	**52.65%**
	Children's Collection	15,940	0.200	3,188			
	Young Adult Collection / Teen Space	3,390	0.300	1,017			
	Adult Collection	23,670	0.200	4,734	5,486		
	Media	4,365	0.150	655			
	Periodicals	650	0.150	98			
	Specialty	894	0.150	134			
	Local History Archives	570	0.350	200			
E	**Public Technology**					**500**	**2.63%**
	Public Computers	1	400	400			
	Public Media Print Services	1	100	100			
F	**Circulation/Self-Check**					**460**	**2.42%**
	Service Desk	2	150	300			
	Self Service Checkout Stations	2	40	80			
	Self Service Holds	1	80	80			
	Book Sale	1		-			

Appendix A: Right-Sized Program

G	**Staff/Support**					**2,480**	**13.03%**
	Staff Open Office	1	800	800			
	Workroom	1	500	500			
	Staff Admin				350		
	Private Office (Director)	1	150	150			
	Private Office (Assistant Director)	1	120	120			
	Staff Meeting Room	1	80	80			
	Staff Breakroom	1	300	300			
	Staff Restroom	1	80	80			
	Book Drop	1	100	100			
	General Building Storage / Program Storage	1	350	350			
I	**Unassigned**				**1,710**		**0.00%**
	Public Restrooms				740		
	Women	1	250	250			
	Men	1	250	250			
	Family	2	80	160			
	New Mother's Room / Wellness Room	1	80	80			
	Janitorial Closet	1	70	70			
	Create Safe Space - Possibly Restroom Core			-			
				-			
	Mechanical	1	800	800			
	Data Closet	1	100	100			
	Total Net Square Feet					**19,040**	
					Low	*High*	
	Gross Multiplier 20-30%				3,808	5,712	
	Total Gross Square Feet				**22,848**	**24,752**	
					30,274	32,797	(initial program)
					7,426	8,045	(square footage re

Appendix B: Full Cost Estimate Line Item- Option 1a

ESTIMATED COSTS	NOTES	Construction Budget	Owner Budget
BUILDING COMPONENTS			
Core & Shell		$11,444,679	$0
TI		$1,958,612	$0
Site Improvements		$1,757,808	$0
Total		**$15,161,099**	**$0**
CONSTRUCTION INDIRECT COSTS			
General Conditions		Incl	$0
Construction Testing	Testing & inspections by City.	$0	$50,000
Environmental Testing		$0	$0
Builder's Risk Insurance	Builder's Risk Insurance by City	$0	$75,000
General Liability Insurance	General Liability Insurance by Ryan Co.	Incl	$0
Payment and Performance Bond	Bonds included in Prime Contractor bids	Incl	$0
Architectural, Structural, Civil, MEP Design	OPN	$0	$1,840,314
FFE Design	OPN	$0	$101,567
Specialty Consultants		$0	$10,000
3rd Party Commissioning - Systems CxA		$0	$50,000
3rd Party Commissioning - Building Envelope		$0	$35,000
LEED Commissioning	Assumed this is not a LEED project	$0	$0
Design Contingency	5%	$713,196	$0
Owner Contingency		$0	$750,000
Construction Contingency	3%	$427,918	$0
Inflation Contingency	3%	$427,918	$0
Building Permits		Incl	$0
Trade Permits	Would be included in Prime Contractor bids	Incl	$0
SAC / WAC / Impact / Development Fees		$0	$0
Total		**$1,569,032**	**$2,911,881**
TOTAL DESIGN & CONSTRUCTION COSTS		**$16,730,131**	**$2,911,881**

ESTIMATED SOFT COSTS:			
DEVELOPMENT	***All Development items by City - Complete***		
Land purchase		$0	$0
Interest cost & financing fees		$0	$0
Appraisal		$0	$0
Abstracting		$0	$0
Title opinion		$0	$0
Site Survey (ALTA, Topo, Wetlands, Flood plain)		$0	$7,500
Traffic study		$0	$0
Phase I environmental study		$0	$0
Phase II environmental study		$0	$0
Aerial photography		$0	$0
Other closing costs		$0	$0
Real estate taxes		$0	$0
Legal, Title, Insurance		$0	$0
Broker commissions		$0	$0
Development fees		$0	$0
Total		**$0**	**$7,500**
LOAN / FINANCING	***All financing items by City - Ryan to support budget assembly***		
Construction loan financing / origination fees		$0	$0
Construction loan interest		$0	$0
Permanent loan financing fees		$0	$0
Third party market studies / reports		$0	$0
Lender legal fees		$0	$0
Mortgage recording tax		$0	$0
Title insurance, closing, recording fees		$0	$0
Interim real estate taxes		$0	$0
Land purchase commissions		$0	$0
Property taxes during construction		$0	$0
Total		**$0**	**$0**
SITE / INFRASTRUCTURE / QUALITY CONTROL			
Civic Campus Masterplan Phase 1		$0	$0
Relocating power / gas / telecom		$0	$0

Appendix B: Full Cost Estimate Line Item- Option 1a

ESTIMATED COSTS	NOTES	Construction Budget	Owner Budget
Soil borings & geotech report		$0	$20,000
Wetlands & US Waterways Permits		$0	$0
Environmental assessment(s)		$0	$0
Power service to transformer	Unknown at this time	$0	$0
Telecomm service to building	Unknown at this time	$0	$0
Cable TV	Unknown at this time	$0	$0
Gas	Unknown at this time	$0	$0
Hazardous material abatement		$0	$0
OSHA Inspections		$0	$0
Total		**$0**	**$20,000**
FFE, EQUIPMENT, SPECIALTY SYSTEMS			
Security Systems:			
Security rough-in / pathways		Incl	$0
Security wiring / cabling		Incl	$0
Security devices (cameras & access control devices)		$0	$100,000
Building automation / controls		Incl	$0
Data / Communications:			
Data / Comm. rough-in / pathways		Incl	$0
Data / Comm. wiring / cabling		Incl	$0
Data / Comm. equiment / networking		$0	$75,000
Wireless Internet System		Incl	$0
Building Clock System	Assumed not required	$0	$0
Building Intercom / Paging System	Assumed not required	$0	$0
Cable/Satellite TV	Assumed not required	$0	$0
Electric Vehicle Charging rough-in / pathways		$0	$0
Electric Vehicle Charging wiring / equipment	Not included.	$0	$0
Audio-Visual Equipment, Rough-In and Cabling		$0	$75,000
Office Equipment (Printers, Fax Machines, etc.)	Assumes a combination of new and relocation.	$0	$10,000
Visual Display Boards (tackboards, marker boards, etc.)	Assumes 15ea	$0	$25,000
Furniture - Desks, Booths, Tables, Chairs, Shelving, etc.		$0	$1,015,668
Movable Office & Conference Furniture	Included in furniture budget above.	$0	Incl
Shelving Units / Racking	Included in furniture budget above.	$0	Incl
Reception Desk		Incl	$0
Window Treatments		Incl	$0
Vending Machines		$0	$0
Waste Handling / Compaction Equipment	N/A	$0	$0
Artwork/Environmental Graphics		$0	$10,000
Safety Equipment (AEDs, First Aid Kits, etc.)	AED cabinets only included in construction. Devices by City.	Incl	$5,000
Appliances	Microwave, dishwasher, refrigerator		$5,000
Flag Pole	Assumes 2 new	$0	$10,000
Site Trash Receptacles		Incl	$0
Bike Racks		Incl	$0
Benches/Picnic Tables		Incl	$0
Building Monument Sign		Incl	$0
External Building Signage		Incl	$0
Internal Life Safety Signage		Incl	$0
Other Interior Building Wayfinding Signage		$0	$10,000
Total		**$0**	**$1,340,668**
BUILDING TAKEOVER / MOVE IN			
Move costs (external or internal personnel)		$0	$15,000
Temporary space rental during renovation		$0	$0
IT/Network/Data	See above.	$0	$0
Phone Systems	See above.	$0	$0
Total		**$0**	**$15,000**
FEASIBILITY, MARKETING, TRAVEL	***All by feasibility, marketing, & travel by City - Complete***		
Market Study		$0	$0
Advertising & Marketing		$0	$0
Photography	Final photography by OPN.	$0	$0
Grand Opening Events		$0	$0
Website development & maintenance		$0	$0

Appendix B: Full Cost Estimate Line Item- Option 1a

ESTIMATED COSTS	NOTES	Construction Budget	Owner Budget
Other administrative fees		$0	$0
Travel Costs		$0	$0
Total		**$0**	**$0**
TOTAL SOFT COSTS		**$0**	**$1,383,168**
TOTAL ESTIMATED CONSTRUCTION PROJECT COSTS		**$16,730,131**	
TOTAL ESTIMATED OWNER PROJECT COSTS (NOT IN GMP)			**$4,295,049**
Total Project Budget			**$21,025,180**

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MEMORANDUM

To: Mayor and City Council

From: Bryce Johnson, Community and Economic Development Director

Date: July 13, 2026

Subject: Memorandum

Introduction: The Community and Economic Development department and Fire Department are collaborating to adopt the 2024 International Building and Fire Codes.

Background: The City is currently using the 2018 International Building and Fire Codes and is requesting adoption of the 2024 codes.

Discussion: Building Official, Tim Little, and Fire Marshall, Ted Neller, will present the 2024 Building and Fire Code updates for Council consideration. The purpose of this study session is to provide staff with any questions or input regarding the proposed code amendments.

Next Steps:
- July 20: Set Dates for Public Hearing
- August 3: Hold Public Hearing for the 2024 Building and Fire Codes
- August 17: Second Reading
- September 8: Third Reading, Adoption

Budget Impact: None

Recommendation: Provide input on the 2024 International Building and Fire Codes.

Attachments: None

MEMORANDUM

To: Mayor and City Council

From: Rob Hawkins, Police Chief

Date: July 13, 2026

Subject: Memorandum

Introduction: Staff recommends approval for the purchase of a Lexipol subscription policy. Lexipol provides subscription-based policies that align IPD with best practices and meets Iowa Law Enforcement Accreditation Program (ILEAP) mandates. A Lexipol subscription would allow IPD policies to be legally defensible, instantly updated, provide auditable review for officers, and help IPD achieve ILEAP Accreditation.

Background: The Center for Public Safety Management (CPSM) presented its Police Operations and Data Report at the June 1 City Council meeting, with the City Council formally accepting the findings on June 15. The Report includes 34 recommendations designed to support the Police Department's continued advancement and identify opportunities to improve operational efficiency and effectiveness. Among these recommendations, CPSM advised the Indianola Police Department (IPD) to adopt a policy subscription service to replace the current policy manual and to pursue accreditation through the Iowa Law Enforcement Accreditation Program (ILEAP). Additionally, City Council has established a goal of reviewing and updating City policies and manuals as part of the 2024–2027 Strategic Plan.

In June 2026, IPD applied for inclusion into the ILEAP Accrediation Program and was accepted. All eighty-seven (87) standards of the ILEAP Accreditation Program involve policy-driven initiatives. Lexipol policies meet the standards set by the ILEAP Board and serve as best practices in law enforcement. The current IPD policy manual may not fully reflect the most up-to-date legal standards in key areas, which can present challenges related to liability and organizational defensibility.

Discussion: This request for the Lexipol subscription-based policies will allow IPD to produce and maintain an updated policy manual. This subscription would align with City Council's Strategic Plan and the CPSM Report's recommendations. To achieve ILEAP accreditation, the IPD Policy Manual will need to be updated and pass legal scrutiny.

Achieving accreditation through ILEAP demonstrates the Police Department's commitment to meeting established best-practice standards in law enforcement operations, accountability, and professionalism. This accreditation signals to the community that the department adheres to rigorous policies, continuous improvement, and a high level of organizational excellence.

Budget Impact: The total cost for this data migration is $32,251.60 in FY27 and will be funded through salary savings resulting from two vacant police officer positions. The ongoing annual fee of $15,823.60 will be incorporated into future budget cycles.

Recommendation: Staff recommends discussion and direction.

Attachments: 1. Lexipol Quote
2. Lexipol council presentation 7-2026

LEXIPOL

MASTER SERVICE AGREEMENT

Initial Term Start Date: 08/01/2026

Initial Term End Date: 07/31/2027

Account Executive Information

Karen James
Senior Account Executive
kjames@lexipol.com
(415) 962-8315

Lexipol LLC
2611 Internet Blvd., Ste. 120
Frisco, Texas 75034

Agency Information

Tye Sparks
Lieutenant
tsparks@indianolaiowa.gov
515-961-9400

Indianola Police Department
110 N 1st St POB 299
Indianola, Iowa 50125

This Master Service Agreement (the "Agreement") is entered into by and between Lexipol, LLC, a Delaware limited liability company ("Lexipol"), and the department, entity, or organization referenced above ("Agency").

This Agreement consists of:

(a) this **Cover Sheet**
(b) **Exhibit A** - Selected Services and Associated Fees
(c) **Exhibit B** - Description of Services
(d) **Exhibit C** - Terms and Conditions of Service

Each individual signing below represents and warrants that they have full and complete authority to bind the party on whose behalf they are signing to all terms and conditions contained in this Agreement.

Indianola Police Department

Signature: ______________________

Print Name: ______________________

Title: ______________________

Date Signed: ______________________

Lexipol, LLC

Signature: ______________________

Print Name: ______________________

Title: ______________________

Date Signed: ______________________

Exhibit A

SELECTED SERVICES AND ASSOCIATED FEES

Agency is purchasing the following:

Order Summary

001 Annual Subscription						
Qty	Description	Unit Price	Disc (%)	Disc Amount	Tax Amount	Extended
24	Annual Law Enforcement Policy Manual & Daily Training Bulletins	$15,459.00	15%	$2,318.85	$0.00	$13,140.15
24	Annual Law Enforcement Supplemental Manual(s)	$1,618.00	15%	$242.70	$0.00	$1,375.30
24	Law Enforcement Accreditation Workbench Premium	$1,539.00	15%	$230.85	$0.00	$1,308.15
			Discount:	$2,792.40	Subtotal:	$15,823.60

002 One-Time Full Implementation (200 pages current policy content)						
Qty	Description	Unit Price	Disc (%)	Disc Amount	Tax Amount	Extended
1	Law Enforcement Full Implementation	$17,760.00	20%	$3,552.00	$0.00	$14,208.00
1	Law Enforcement Agency-Specific Content Extraction	$2,775.00	20%	$555.00	$0.00	$2,220.00
			Discount:	$4,107.00	Subtotal:	$16,428.00

Discount:	$6,899.40
Subtotal:	$32,251.60
Tax:	
Total Due:	$32,251.60

Notes

Subscription pricing based on 24 sworn
Implementation based on 200 pages of current agency policy content.

SPECIAL OFFER IN THIS AGREEMENT valid with signed Agreement received on or before 7/22/2026

SPECIAL OFFER LE POLICY:
- Start Aug 2026. 15% annual subscription discount (10% IPCA + 5% Special Offer) + 20% One-Time Full Implementation discount (10% IPCA + 10% Special Offer)
- Start Aug 2026. Invoice Aug 2026.
- Renewal Aug 2027.

Exhibit B

Description of Services

If Professional Services solutions are included in your purchase, the following additional terms apply:

Cancellation and Rescheduling of Meetings
Both the Customer and Vendor recognize that the nature of professional services engagements may necessitate changes to scheduled meetings due to unforeseen circumstances. In the event that either party needs to cancel or reschedule a planned meeting, the following terms shall apply:

1. **Notice of Change:** The party requesting the change must provide email notice to the other party as soon as reasonably possible. A minimum notice period of one (1) business day prior to the scheduled meeting time is required, except in cases of emergency.
2. **Rescheduling Efforts:** Upon receiving a notice of change, both parties agree to make a good faith effort to reschedule the meeting at a mutually convenient time. The party initiating the change shall propose at least two alternative dates and/or times within 5 business days of the original meeting date.
3. **Emergency Cancellations:** Recognizing that emergencies can arise, a shorter notice period may be acceptable at the discretion of the non-initiating party. In such cases, both parties agree to work collaboratively to reschedule the meeting as soon as possible.
4. **Repeated Cancellations:** If either party cancels or requests to reschedule meetings on more than three (3) occasions without adequate notice or justification, it may be considered a breach of the terms of this engagement, subject to review and discussion between the parties to address the impact on the project timelines and deliverables.
5. **Communication:** All notifications regarding meeting cancellations or rescheduling should be communicated through the designated points of contact for each party, using the agreed-upon methods of communication (e.g., email, project management software).

Time is of the essence:
The parties agree that time is of the essence in the performance of the obligations under this Statement of Work (SOW). Lexipol Professional Service shall adhere to the project schedule, milestones, and delivery dates specified herein, recognizing that timely completion is a critical component of the services being provided. Lexipol will recommend a project schedule that has been successful in allowing agencies to complete their policy work within the prescribed timelines. These can be adjusted to fit the needs of the agency/staff availability, but any request by the agency to extend time for performance beyond timeline end dates must be mutually agreed upon by both parties. If Lexipol Professional Services observes that the project is at risk of exceeding the planned duration, an escalation email and conversation will take place with the agency CEO to notify of the schedule concern and discuss a remediation plan to address.

Personnel Changes
Lexipol acknowledges the importance of consistency and continuity in the resources allocated to this project to ensure its successful completion. While we endeavor to maintain the same personnel on the project throughout its duration, we reserve the right to change assigned resources as necessary. Changes in personnel may occur due to unforeseen circumstances such as illness, resignation, or other reasons that may prevent the originally assigned resources from continuing the project. In the event of a change in personnel, Lexipol guarantees that any new resources assigned will possess equivalent qualifications, experience, and expertise necessary to meet or exceed the project's requirements. We are committed to ensuring a seamless transition, minimizing any potential impact on the project timeline and quality of deliverables. Lexipol will provide timely notice to the Customer of any changes in project personnel, along with details of the replacement resource's qualifications and the plan for transition to maintain project continuity.
If personnel changes happen on the Agency side of the project, Lexipol requests that the agency notify the Professional Services Specialist assigned to the project. The Specialist will then work with the agency contacts to determine if there will be a schedule delay while new resources are identified. Once the new resources are onboard, the Specialist will provide a project status overview, training on the KMS Platform, and review of how to view and make any revisions to policies already covered by the project. The project effort will not reset and begin from the beginning, however, to redo any policy decisions that were previously made. The project will resume at the point left off and cover the remaining policies and system functionality.

All services listed in this SOW are services provided in conjunction with other Lexipol subscription services and cannot be ordered as a standalone offering.

Policy Manual
Constitutionally sound, up-to-date policies are the foundation for consistent, safe public safety operations and are key to reducing risk and enhancing personnel and community safety. Lexipol's comprehensive policy manual covers all aspects of your agency's operations.

- More than 155 policies researched and written by public safety attorneys and subject matter experts
- Policies based on State and federal laws and regulations as well as nationwide best practices
- Content customized to reflect your agency's terminology and structure

Daily Training Bulletins (DTBs)
Even the best policy manual lacks effectiveness if it's not backed by training. Lexipol's Daily Training Bulletins are designed to help your personnel learn and apply your agency's policy content through 2-minute training exercises.

- Scenario-based training ties policy to real-world applications

Exhibit C
Terms and Conditions of Service

These Terms and Conditions of Service (the "Terms") govern the rights and obligations of Lexipol, LLC ("Lexipol") and Agency under this Agreement. Lexipol and Agency may each be referred to herein as a "Party" and collectively as the "Parties."

1. **Definitions**. Each of the following capitalized terms will have the meaning included in this Section. Other capitalized terms are defined within their respective sections, below.

1.1 **"Agency"** means the department, agency, office, organization, company, or other entity purchasing and/or subscribing to Lexipol Services, as may be further denoted on the cover sheet to which these Terms are attached.

1.2 **"Agency Data"** means all data, information, and content owned by Agency for purposes of identifying authorized users, confirming departmental information, or which are ancillary to receipt of Lexipol Services.

1.3 **"Agreement"** means the combination of the cover sheet; Exhibit A ("Selected Services and Associated Fees"); Exhibit B (Description of Services); this Exhibit C ("Terms and Conditions of Service"); and any other documents attached hereto and expressly incorporated herein by reference.

1.4 **"Custom Agreement Terms"** refers to any contractual terms contained within Exhibit A to this Agreement. Custom Agreement Terms override and supersede the Terms contained in this Exhibit C.

1.5 **"Initial Term"** means the period beginning on the Initial Term Start Date and ending on the Initial Term End Date.

1.6 **"Initial Term Start Date"** is specified on the cover sheet and represents the first day of the Initial Term.

1.7 **"Initial Term End Date"** is specified on the cover sheet and represents the last day of the Initial Term.

1.8 **"Lexipol Content"** means all content in any format including but not limited to written content, images, videos, data, information, and software multimedia provided by Lexipol and/or its licensors via the Services.

1.9 **"Services"** means all products and services, including but not limited to all online services, software subscriptions, content licensing, professional services, and ancillary support services as may be offered by Lexipol and/or its affiliates.

1.10 "**Sponsor Organization**" means a governmental or quasi-governmental risk pool, joint powers authority, intergovernmental risk-sharing organization, or similar entity that provides risk management, insurance, claims administration, training, accreditation, policy, loss-control, financial sponsorship or related services to Agency.

2. **Term; Renewals; Termination**. This Agreement becomes enforceable upon signature by Agency's authorized representative(s), and effective as of the Initial Term Start Date. Unless Agency provides written notice of non-renewal to Lexipol as set forth below or as modified in Exhibit A, following the Initial Term, this Agreement will automatically renew in successive one-year periods (each, a "Renewal Term"). The Initial Term and all Renewal Terms collectively comprise the "Term" of this Agreement.

2.1 **Non-Renewal**. To avoid renewal of this Agreement or a specific Service, Agency must issue written notice to Lexipol at least sixty (60) days before the end of the then-current Term by emailing customersupport@lexipol.com. If a non-renewal notice is not timely received as required herein, Agency will be obligated to pay all Service fees for the applicable Renewal Term in accordance with this Agreement, regardless of whether Agency later provides notice of non-renewal or notice of termination.

2.2 **Renewal Service Updates**. At renewal, Agency may add and/or remove one or more Services (a "Service Update") Any Service Update will be documented in an updated Exhibit A (Selected Services and Associated Fees) or other written confirmation issued by Lexipol and accepted by Agency, and the fees for the applicable Renewal Term will be adjusted accordingly. If Agency does not timely provide notice of a Service Update, the Services and fees in effect for the then-current Term will carry forward into the next Renewal Term. For clarity, a Service Update is not a termination of this Agreement.

2.3 **Termination**. Either Party may terminate this Agreement if (a) the other party materially breaches this Agreement and does not cure the breach within thirty (30) calendar days after receiving written notice, or (b) the other party makes an assignment for the benefit of creditors or becomes the subject of any bankruptcy, insolvency, or reorganization proceeding. For the avoidance of doubt, non-payment of fees owed under this Agreement constitutes a material breach hereof.

- Understanding and retention of policy content is improved via a singular focus on one distinct aspect of the policy
- Each Daily Training Bulletin concludes with a question that confirms the user understood the training objective
- Daily Training Bulletins can be completed via computers or from smartphones, tablets or other mobile devices
- Reports show completion of Daily Training Bulletins by agency member and topic

Policy Updates
Lexipol's legal and content development teams continuously review state and federal laws and regulations, court decisions and evolving best practices. When needed, we create new and updated policies and provide them to your agency, making it simple and efficient to keep your policy content up to date.

- Updates delivered to you through Lexipol's web-based content delivery platform
- Changes presented in side-by-side comparison against existing policy so you can easily identify modifications/improvements
- Your agency can accept, reject or customize each update

Web-Based Delivery Platform and Mobile App (Knowledge Management System)
Lexipol's online content delivery platform, called KMS, provides secure storage and easy access to all your policy and training content, and our KMS mobile app facilitates staff use of policies and training completion.

- Ability to edit and customize content to reflect your agency's mission and philosophy
- Efficient distribution of policies, updates and training to staff
- Archival and easy retrieval of all versions of your agency's policy manual
- Mobile app provides in-the-field access to policy and training materials

Reports
Lexipol's Knowledge Management System provides intuitive reporting capabilities and easy-to-read reports that enhance command staff meetings and strategic planning.

- Track and report when your personnel have acknowledged policies and policy updates
- Produce reports showing completion of Daily Training Bulletins
- Sort reports by agency member, topic and other subgroups (e.g., shift, assignment)
- Reduce the time your supervisors spend verifying policy acknowledgement and training completion

Supplemental Publication Service
Lexipol's Supplemental Publication Service (SPS) streamlines the storage of your agency's content, giving you one place to access procedures, guidelines, general orders, training guides or secondary policy manuals.

- Electronically links department-specific procedural or supplemental content to your policy manual
- Provides electronic issuance and tracking for your agency's procedural or supplemental content
- Allows you to create Daily Training Bulletins against your procedural content
- Designed for standard operating guidelines, procedures, general orders or field guides

Accreditation Workbench - Premium
Managing the agency accreditation process is a complex task that requires intimate knowledge of policy and extreme attention to detail. Lexipol's Accreditation Workbench Premium provides your agency's Accreditation Manager access to content and tools that significantly reduce the time and effort required to successfully prepare for and execute an accreditation assessment.

- Current standards for supported accreditation programs are preloaded and viewable
- Lexipol policies are pre-tagged to many applicable standards and your Accreditation Manager can easily add or modify tagging to meet your specific program needs
- Compliance checklists are preloaded for each standard, clearly detailing required written directives and proofs of compliance (Accreditation Manager can also customize the checklists)
- Upload, store and organize proofs of compliance (e.g., documents, videos) in a preformatted electronic folder system that is based on how the accrediting body organizes standards and its accreditation review cycle
- Complete self-assessments by using analysis tools to identify gaps in required proofs of compliance
- Streamline assessment process by generating printed reports or showing the assessor compliance items stored in the online system

Lexipol Subscription Service Discussion/direction

Indianola Police Department

July 2026

Overview of Lexipol Subscription Services

Comprehensive policy management platform designed specifically for public safety agencies.

Approximately 70 Iowa agencies currently utilize Lexipol, including West Des Moines, Windsor Heights, Altoona, Pella, and Oskaloosa.

Lexipol reports approximately a 95% customer retention rate.

Recommended by CPSM as a solution to address deficiencies identified in IPD's current policy management system.

Iowa-specific policies developed and continuously updated by public safety attorneys and subject matter experts.

Policies are reviewed and updated to reflect:

- Iowa law
- Federal law
- Relevant case law
- Industry best practices

Policies remain fully customizable to meet IPD's operational needs.

Policy Management

INDIANOLA POLICE

Policy Management continued

- Policies are organized, dated, version controlled, and archived.
- Electronic policy acknowledgment documents when employees receive and review policy updates.
- Supervisors can monitor compliance through reporting features.
- Policy updates include release notes explaining what changed and why.

Policy ownership

IPD RETAINS OWNERSHIP OF ITS POLICY MANUAL.

IF THE SUBSCRIPTION IS DISCONTINUED, THE DEPARTMENT RETAINS ITS POLICIES. FUTURE LEGAL AND POLICY UPDATES WOULD NO LONGER BE PROVIDED.

Legal Support for policies

+ Policies are supported and legally vetted by public safety attorneys and subject matter experts.
+ If a policy is challenged, Lexipol does not directly participate in litigation or investigations.
+ Lexipol provides supporting legal research, including relevant case law and documentation supporting the policy language.

Training

+ Daily Training Bulletins (DTBs) provide approximately two-minute, scenario-based policy training.
+ Employee completion is electronically documented.
+ Reports are available for supervisor review.
+ Accessible by desktop and mobile devices.

Budget Impact

- Lexipol provided a special pricing proposal that includes:
- 15% discount on the annual subscription (10% IPCA + 5% Special Offer).
- 20% discount on one-time implementation (10% IPCA + 10% Special Offer).

Budget Impact

Annual Subscription

Original Annual Cost: **$18,616.00**

Discounted Annual Cost: **$15,823.60**

Annual Savings: **$2,792.40**

One-Time Full Implementation (200-page policy manual)

Original Cost: **$20,535.00**

Discounted Cost: **$16,428.00**

One-Time Savings: **$4,107.00**

Budget Impact

- **Total First-Year Investment**
- Original First-Year Cost: **$39,151.00**
- Discounted First-Year Cost: **$32,251.60**
- Total First-Year Savings: **$6,899.40**
- **Estimated Long-Term Cost (Discounted Pricing)**
- 3-Year Total: Approximately **$63,899**
- 5-Year Total: Approximately **$95,546** (annual subscription pricing remains $15,823.60).
- Will use salary savings in FY27 from officer vacancies* Annual subscription built in future budgets

Lexipol Subscription implementation

- Estimated implementation timeline: **9–12 months**.
- Weekly implementation meetings throughout the project.
- Estimated approximately **4 employee hours per week** dedicated to implementation activities during rollout.
- Includes review, migration, customization, and restructuring of the department's existing policy manual.

ILEAP Accreditation Support

- Each Lexipol policy aligns with Iowa State Accreditation standards.
- Lexipol estimates approximately 90% of policy-related accreditation work is already completed through their system.
- All 87 standards for ILEAP Accreditation are policy driven.
- Accreditation Workbench is available to assist with accreditation management and proof-of-compliance documentation.

Benefits to subscription services

- Addresses the primary policy management concerns identified in the CPSM study.
- Continuous legal review and policy updates.
- Improved policy organization and version control.
- Employee acknowledgment and accountability tracking.
- Updated policy manual aligns with Council's strategic goal of updated policies.
- Daily policy-based training for employees.
- Streamlined ILEAP accreditation process.
- Mobile access to policies and training.
- Centralized policy, training, and compliance management.
- Policies remain the property of IPD.

Considerations of subscription service

- Significant staff time commitment during implementation.
- Ongoing annual subscription costs to put in budget going forward ($15,823.60)
- Agreement renews annually unless canceled in accordance with the contract.
- Lexipol reserves the right to adjust renewal pricing after providing notice.
- The discounted pricing represents approximately **$6,900 in first-year savings** compared to standard pricing.
- The special pricing offer expires **August 1, 2026**. If the department intends to move forward, approving the agreement prior to that date would maximize the available savings.

Alignment with City of Indianola Mayor/Council Goal Setting report

- Back in January 2026, Council supported review and update of City policies and manuals in the Mayor & City Council Goal Setting report.
- A goal was to focus on Department Policy Standardization (Guide & Structure). Create a unified framework and guide for writing department policies. (Exhibit C, Significant Initiatives, Programs, or Policies, 2026).
- City Council Meeting • • CivicClerk

Alignment with Council Strategic Priorities: Resource Optimization

- Governance through transparency and accountability is a listed key impact area in the City's Strategic Priorities document under Strategic Priority Resource Optimization.
- Under Initiatives, review and Update City Policies and Manuals is listed.
- Policy and IPD Manual update would promote fairness and equity, along with best practices, to improve IPD operations.
- This action will build public trust and strong relationships with staff, stakeholders and the community as outlined.
- Indianola-Strategic-Plan-2024-27-PDF

Alignment with Council Strategic Priorities: Protect and Promote Public Health & Safety

+ Governance through transparency and accountability is a listed key impact area in the City's Strategic Priorities document under Strategic Priority Protect and Promote Public Health & Safety.
+ Under Key Impact Areas, providing training and unique growth opportunities for our staff.
+ Policy and IPD Manual training through Lexipol would ensure we are well prepared and provide high quality services during critical incidents. This helps meet the desired outcome of expanded emergency preparedness and training and a safe and connected community.
+ Indianola-Strategic-Plan-2024-27-PDF

ILEAP Accreditation Facts

- Voluntary program with 3 main goals:
  - *Establish and maintain standards* that represent current professional law enforcement practices
  - *Increase effectiveness* and efficiency in the delivery of law enforcement services
  - Establish standards that *reduce liability* for the agency and its members
  - 445 law enforcement agencies in the State of Iowa. Only 23 are ILEAP accredited. 61 LE agencies are in the program, including IPD

Why Lexipol???

+ It's an insurance policy that reduces liability
+ Encourages and enforces best practices for law enforcement and aligns with Council's strategic initiative goal of updated City policies.
+ Improves officer performance at all levels, allowing us to provide high quality police services
+ Allows IPD to gain ILEAP accreditation
+ Provides public trust and transparency. By opening up our policy book to outside sources, its shows we are willing to be evaluated, improved, and consistent with best practices.