

Tentative Agenda
Glenwood City Council Meeting
February 25, 2025
Located at City Hall at 5 N. Vine St. ~7:00pm

Committee Meetings 6:00 - 7:00 pm

Admin

- Website

Finance

- FY 26 Budget

Public Works

Parks & Rec

- Trail Update
-

Council Meeting - 7:00 p.m.

1. Pledge Allegiance

2. Call to order/roll call

3. Consent agenda - All items listed under the consent agenda will be enacted by one motion. There will be no separate discussion on these items unless a request is made prior to the time Council votes on the motion:

- | | |
|-------------------------------------------------------------------------|-------------------------------------------------------------------------------|
| a. Agenda | d. Adrianos Brick Oven- Class C Retail Alcohol License |
| b. Abstract of Claims #16 | e. The Farmer's Daughters Flowers- Special Class B Retail Native Wine License |
| c. Minutes from 02.11.2025 & 02.15.2025 | |

4. Allow visitors to address council

Visitors may address the Council at this time; however, comments will be limited to 3 minutes. As per Iowa's Open Meetings Law, Council can only listen during public comments and cannot take any action on items that are not posted on the agenda. Council may take issues under advisement and if needed refer them to a department head, Mayor's committee, or add them to a future agenda.

5. Public Hearing for Chestnut Street Drainage Project

6. Bid Opening for Chestnut Street Drainage Project

7. Departmental Reports

- a. Painter – Library
- b. Collins – Cemetery
 - i. [Stump grinder quotes](#)
 - ii. Motion to Approve purchase of Stump Grinder.
- c. Mattox – Park
- d. Clark-Public Works
- e. Johansen – Police Dept
 - i. Motion to approve [Defensive Driving Program](#)
 - ii. Motion to approve the Police [Department Cadet Program](#)
- f. Gray – Fire & Rescue/ Code enforcement
- g. Kolf – Administration
 - i. [Website Project](#)
 - 1. Motion to Approve Website Update.
 - ii. Special Meeting Reminder for 27th.
 - iii. Baseball Field Fence
 - 1. Motion to approve quote from [S&W Fence approved by ICAP Insurance](#)

8. Committee Reports

- a. Parks & Rec
 - i. Trail update

- b. Finance
 - i. FY 26 Budget

- c. Admin
 - i. Website

9. Eagle Engineering

- a. **Motion to Approve Potential Award of Bid for Chestnut Street Drainage Project**
- b. **Trails Project Update - Scope**

10. Public Hearing for Budget Amendment #2

11. [Resolution 3704](#) to Approve Budget Amendment #2

12. [Resolution 3703](#) Setting Time and Place for A Public Hearing for the Purpose of Considering the Proposed Property Tax Levy for the City's Proposed Fiscal Year 2026 Budget

13. Motion to Authorize Mayor to Sign Fiscal Sponsor Agreements with Omaha Community Foundation for the following Grant Applications:

- a. [Hiley Park Project Application](#)
- b. [Fire Department Ice Rescue Equipment Application](#)

14. Motion to approve [State ROW Permit](#)

15. Community Development Block Grant-Disaster Recovery Projects:

- a. **Motion to approve the Following Pass Through CDBG Funds:**
 - i. [GAX 54](#)-Arbor Hills -19-DRH-018 in the amount of \$105,000.00

16. Committee Reports

- b. Parks & Rec/Public Works
 - i. Trail update

- b. Finance
 - i. FY 26 Budget

- c. Public Admin
 - i. Website

17. Mayor's Report

18. Council Member Report

19. Motion to Adjourn

Order of agenda at discretion of Mayor

For hearing assistance contact City Hall seven business days prior to the meeting date.

PLEASE NOTE New Streaming Address: <https://www.youtube.com/@CityofGlenwoodIA>

Glenwood City Council Committee Meeting Minutes

February 11, 2025

Glenwood City Council met for a committee meeting on Tues, 2.11.2025 at 6:00pm in Council Chambers prior to the City Council meeting. Mayor Angela Winquist called the meeting to order with the following Council Members present: Laurie Smithers, Christina Duran, Natalie McEwen, Donnie Kates & Mike Lines. City employees present: Chief Eric Johansen, Chief Matt Gray, Jamey Clark, Mitch Kolf, Dannielle Arnold and Nancy Godfrey. Guests: Jake Zimmerer.

Committee meetings are open to the public and for discussion only, no action is taken, but a quorum is usually present. Action, if any, will be taken during the Council Meeting following the committee meetings or at another scheduled council meeting.

Finance - Budget-There was a general property tax overview..

Parks & Rec-Trail Grant Overview-Working with MAPA and DOT to see if we can rescope the project and combine grant awards. Currently Grant 608 covers sidewalk square to bridge and was awarded in 2019. Grant 609 builds off 608 and incorporates the trailhead to the baseball fields to the south of town. The SRT does not include the 608 portion, but does include the mainline sidewalks along Sharp Street.

Glenwood City Council Minutes

February 11, 2025

Glenwood City Council met in regular session on Tuesday, February 11th, 2025 at 7:00pm in Council Chambers. Mayor Winquist called the meeting to order and the Pledge of Allegiance was recited. The following Council Members present: Laurie Smithers, Christina Duran, Natalie McEwen, Donnie Kates & Mike Lines. City employees present: Chief Eric Johansen, Chief Matt Gray, Jamey Clark, Mitch Kolf, Dannielle Arnold, Nancy Godfrey and Ron Mattox. Guests: Jake Zimmerer, Sandy Spaulding and guest

Motion Smithers/2nd Kates to approve the Consent Agenda as printed: Agenda, Abstract of Claims #15 and Minutes from January 28th, 2025: Roll Call: Ayes-5 Nays-0 Motion Carried

Committee Reports:

Parks & Rec: Mike Lines advised there would be 3 options to use the funds for the Trails projects. Mitch would contact the proper authorities to see about combining and rescoping the project so as not to lose those funds.

Finance-Budget Update: Natalie McEwen advised on a high level overview on property tax to prepare the council for the FY25 Budget meeting scheduled for Saturday, February 15th at 9am.

Sandy Spaulding with Nebraska Trailblazers came requesting approval for a 5 & 10 K walk Special Event Application for June 28th, 2025 9am-12pm. Starting at the Glenwood Lake Park at the Museum. At this time the approval was tabled due to needing to go in front of the park board and walking paths needing approved from other establishments.

Motion McEwen/2nd Duran to Approve Mills County Chamber of Commerce Kegs & Eggs Fun Run Special Events Application; Roll Call: Ayes-5 Nays-0 Motion Carried

Departmental Reports:

Parks & Rec-Ron Mattox was present to discuss the need for a new mower for the Park Department. He provided 3 bids and expressed his desire to go with Uphoff at a price of \$14,724.22 and their locality for future servicing. This was also the lowest price of the 3 bids. Ron also stated he will meet with Sports Clubs soon to determine needs for the upcoming season. Finally, Ron stated the Campground road was closed due to snow.

Motion Lines/2nd Kates to Approve the Purchase of a New Mower through Uphoff for \$14,724.22; Roll Call: Ayes-5 Nays-0 Motion Carried

Chief Johansen-Police Department-The grinder pump for the PD bathrooms failed and has been getting quotes to repair or replace the pump.

Chief Gray-Fire Department-There were 76 calls for service. Chief Gray will work with Jamey Clark and Chief Johansen to close Sharp Street so property owners can remove units from the roof of the Family Fare building. Also, there will be a meeting with Structural Engineers on Friday, February 14th to discuss the issues with the Robinson Building.

City Admin-Mitch Kolf advised of requests made for union negotiations. A reminder that the FY25/26 Budget meeting is scheduled for Saturday, February 15th. Researching LOST funds purpose statement to broaden the use of LOST funds. Working with IPAIT to learn about investing city reserves through their program.. December and January Financial Reports were presented.

Community Development Block Grant-Disaster Recovery Projects

a. Motion Kates/2nd McEwen to Approve the Following Pass Through CDBS Funds: Roll Call: Ayes-5 Nays-0 Motion Carried

- i. GAX 11- Burr Oak-19-DRH-008 in the amount of \$8,467.75
- ii. GAX 12- Burr Oak-19-DRH-008 in the amount of \$597,099.75
- iii. GAX 53-Arbor Hills-19-DHR-018- in the amount of \$13,794.86

Motion Smithers/2nd McEwen to Approve Sharp Street Paving Improvements (Myrtle Street to west of Locust Street) authorizing Eagle Engineering to set bid date for March 25th, 2025 and to publish the Notice of Hearing and Letting for the Project: Roll Call: Ayes-5 Nays-0 Motion Carried

Motion Smithers/2nd Lines to Approve Getting Information and Evaluating Options for Trail Grants to determine if Grants can be combined and rescoped for the Size of a Smaller Project; Roll Call: Ayes-5 Nays-0 Motion Carried

Mayor's Report: The Mayor discussed the union meeting scheduled February 13th, 2025 at City Hall.

Motion McEwen/2nd Smithers to adjourn meeting at 7:30pm; Ayes- 5 Nays-0 meeting adjourned

Attest:

Angela Winquist, Mayor

Dannielle Arnold, City Clerk

Glenwood Budget Work Session Minutes

February 15, 2025

Glenwood City Council met in Council Chambers for a budget workshop on February 15, 2025 at 9:08 a.m. Present were: Mayor Angela Winqvist; Council Members: Laurie Smithers, Christina Duran, Michael Lines & Natalie McEwen; City employees: Police Chief Johansen, Fire Chief Gray, Mitch Kolf, Tara Painter & Nancy Godfrey were also present. Donnie Kates was absent.

Discussions were held regarding the FY26 budget, potential cuts and increases to departmental budgets and a review of revenue structures. No action was taken at this meeting. Discussions will continue at the next city council meeting on Feb 25, 2025.

The meeting concluded at 11:34 a.m.

Attest:

Angela Winqvist, Mayor

Dannielle Arnold, City Clerk

NOTICE TO BIDDERS AND NOTICE OF PUBLIC HEARING

Notice is hereby given that a public hearing will be held by the City of Glenwood, Iowa on the proposed contract documents (plans, specifications, and form of contract) and estimated cost for the Chestnut Street Drainage Improvements in accordance with the provisions of Chapter 26.12, Code of Iowa, at its meeting at 7:00 p.m. on Tuesday, February 25, 2025, in said City Hall, Glenwood, Iowa.

General Nature of the Public Improvement

Project includes the construction of drainage improvements including storm sewer, paving, and inlet construction.

Sealed bids for the work comprising of each improvement as stated below must be filed before 7:00 p.m., on Tuesday, February 25, 2025, in the office of City Hall, Glenwood, Iowa. Bids received after the deadline for submission of bids as stated herein shall not be considered and shall be returned to the late bidder unopened. The sealed proposals will be opened and bids tabulated immediately after conclusion of the public hearing.

Work on the improvement shall be commenced immediately upon approval of the contract by the Council, and be completed as stated below.

Copies of the contract documents are available from the Issuing Office: A&D Technical Supply Co. Inc., 4320 S 89th Street, Omaha, Nebraska, 68127, (402) 592-4950. Prospective Bidders may examine the Bidding Documents at the Issuing Office on Mondays through Fridays between the hours of 8 a.m. to noon and 1 p.m. to 5 p.m., and may obtain copies of the Bidding Documents from the Issuing Office as described below.

Bidding Documents also may be examined at Lincoln Builders Bureau, Master Builders of Iowa, Omaha Builders Exchange; online at A&D Technical Supply Co. Inc. (www.adtechsupply.com); the office of the City of Glenwood, Iowa, on Mondays through Fridays between the hours of 8 a.m. to noon and 1 p.m. to 5 p.m. and the office of the Engineer, EAGLE ENGINEERING GROUP, 12100 W Center Road, Suite 803, Omaha, Nebraska 68144, Jacob Zimmerer, PE, jakez@olmstedperry.com.

Bidding Documents may be obtained from the Issuing Office during the hours indicated above. Bidding Documents are available for download or on compact disc (as portable document format (PDF) files) for a non-refundable charge of \$20.00 payable to "A&D Technical Supply Co. Inc." Alternatively, printed Bidding Documents may be obtained from the Issuing Office either via in-person pick-up or via mail, upon Issuing Office's receipt of payment for the Bidding Documents. The refundable cost of printed Bidding Documents is \$50.00 per set, payable to "EAGLE ENGINEERING GROUP", plus a non-refundable shipping charge. Refundable deposit shall be returned to the Bidder upon 1) receipt of the contract documents in good useable condition and 2) within 14 days after award of the project. Upon Issuing Office's receipt of payment, printed Bidding Documents will be sent via the prospective Bidder's delivery method of choice; the shipping charge will depend on the shipping method chosen. The date that the Bidding Documents are transmitted by the Issuing Office will be considered the prospective Bidder's date of receipt of the Bidding Documents. Partial sets of Bidding Documents will not be available from the Issuing Office. Neither Owner nor Engineer will be responsible for full or partial sets of Bidding Documents, including Addenda if any, obtained from sources other than the Issuing Office.

By virtue of statutory authority, preference will be given to products and provisions grown and coal produced within the State of Iowa, and to Iowa domestic labor, to the extent lawfully required under Iowa statutes.

In accordance with Iowa statutes, a resident bidder shall be allowed a preference as against a nonresident bidder from a state or foreign country if that state or foreign country gives or requires any preference to bidders from that state or foreign country, including but not limited to any preference to bidders, the imposition of any type of labor force preference, or any other form of preferential treatment to bidders or laborers from that state or foreign country. The preference allowed shall be equal to the preference given or required by the state or foreign country in which the nonresident bidder is a resident. In the instance of a resident labor force preference, a nonresident bidder shall apply the same resident labor force preference to a public improvement in this state as would be required in the construction of a public improvement by the state or foreign country in which the nonresident bidder is a resident.

Each bidder shall accompany its bid with bid security as defined in Iowa Code Section 26.8, as security that the successful bidder will enter into a contract for the work bid upon and will furnish after the award of contract a corporate surety bond, in a form acceptable to the Jurisdiction, for the faithful performance of the contract, in an amount equal to 100% of the amount of the contract. The bidder's security shall be in the amount fixed in the Instruction to Bidders and shall be in the form of a cashier's check or a certified check drawn on an FDIC insured bank in Iowa or on an FDIC insured bank chartered under the laws of the United States; or a certified share draft drawn on a credit union in Iowa or chartered under the laws of the United States; or a bid bond on the form provided in the contract documents with corporate surety satisfactory to the Jurisdiction. The bid shall contain no condition except as provided in the specifications.

Bidder shall not include sales tax in the bid. A sales tax exemption certificate will be available for all material purchased for incorporation in the project.

The City of Glenwood, Iowa reserves the right to defer acceptance of any bid for a period of sixty (60) calendar days after receipt of bids and no bid may be withdrawn during this period.

Each successful bidder will be required to furnish a corporate surety bond in an amount equal to 100% of its contract price. Said bond shall be issued by a responsible surety approved by City of Glenwood, Iowa and shall guarantee the faithful performance of the contract and the terms and conditions therein contained and shall guarantee the prompt payment of all material and labor, and protect and save harmless City of Glenwood, Iowa from claims and damages of any kind caused by the operations of the contract and shall also guarantee the maintenance of the improvement caused by failures in materials and construction for a period of two years from and after acceptance of the contract.

The City of Glenwood, Iowa, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

Contractor shall fully complete the project prior to August 30, 2025. Should the contractor fail to complete the work in this timeframe, liquidated damages of \$250.00 per calendar day will be assessed for work not completed within the designated contract term.

The City of Glenwood, Iowa does hereby reserve the right to reject any or all bids, to waive informalities, and to enter into such contract, or contracts, as it shall deem to be in the best interest of the jurisdiction.

This notice is given by authority of the City of Glenwood, Iowa.

Owner: City of Glenwood, Iowa

By: Mitch Kolf

Title: City Administrator

Date: February 12, 2025

Posted to Website of: Master Builders of Iowa
Construction Update Network
Iowa League of Cities

3-Point PTO Stump Grinder with 34 Carbide Teeth (PTO Shaft Included with Slip Clutch), for 15-45HP Tractor, SG24

SG24

mp Grinder with 34 Carbide Teeth (PTO Shaft Included , for 15-45HP Tractor, SG24

reviews)



\$1799⁰⁰ ~~\$2,399.00~~
Save \$600

From \$162.37/mo with **shop Pay** [Check your purchasing power](#)

PayPal As low as \$96.87/mo. [Learn more](#)

✓ **FREE SHIPPING**, Liftgate service available for an add fee at checkout.

Delivery in 10 - 15 Business Days [Details](#)

Color : **Orange** **In Stock**

Orange

Green

1

Add to Cart

Payment:



917-772-7273
Sales Contact Number



service@me
Sales Contact E

STUMP GRINDERS / WG24 STUMP GRINDER



WG24 STUMP GRINDER

\$2,199.00

WAS ~~\$2,399.00~~

★★★★★ 4.9 | 1575 Review

• SAVE \$200



PTO HP RANGE
15 - 45
HP



MAX GRINDING DEPTH
6"
15 cm



FLYWHEEL DIAMETER
24"
61 cm



TUNGSTEN CARBIDE TEETH
34

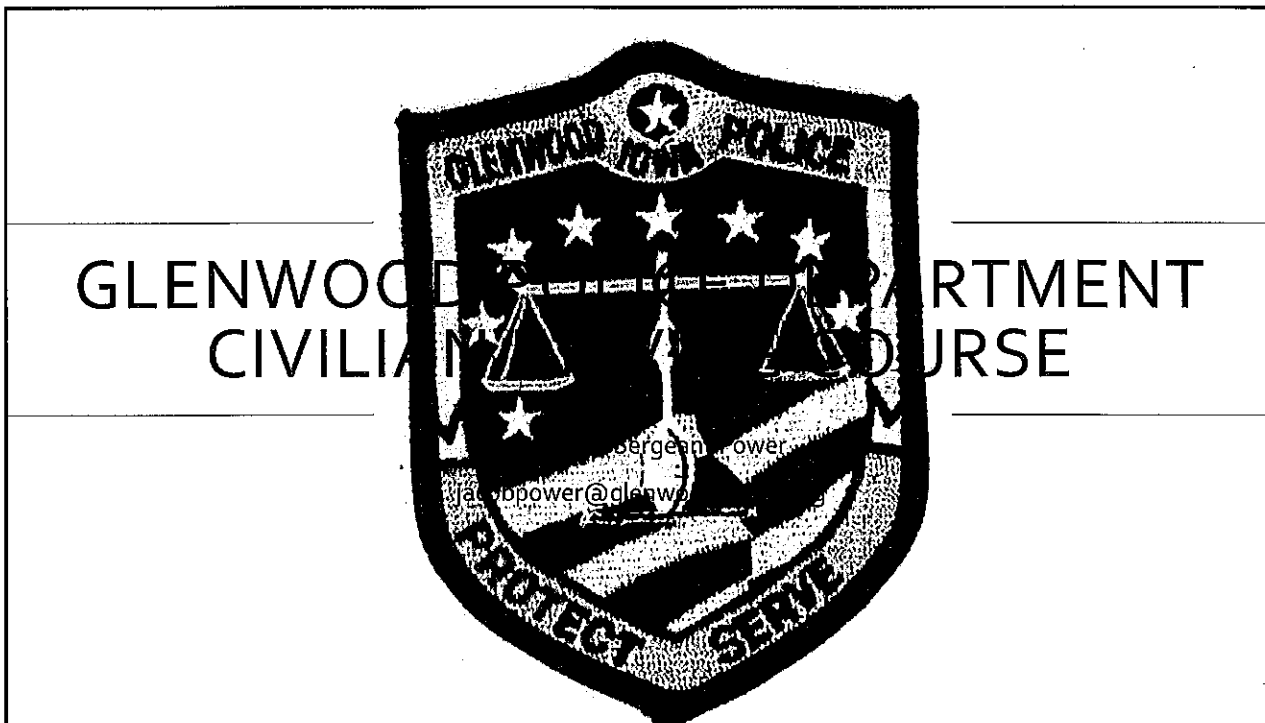
The Woodland Mills WG24 PTO powered stump grinder is designed for tractors with power ranging from 15 to 45 HP at the PTO. It connects directly to the tractor's 3-point hitch system and is driven by the PTO shaft.

The WG24 is equipped with a large 24" (61 cm) diameter solid steel grinding flywheel with 34 tungsten carbide cutting teeth. It will easily remove stumps from your property, grinding up to 6" (15 cm) below the ground.

The WG24 stump grinder is also quick-attach compatible, making hook up to your tractor quick and easy for customers equipped with a quick-attach receiver.

- \$199 Flat Rate Shipping
- In Stock - Ships from our Buffalo, NY warehouse within 1 week

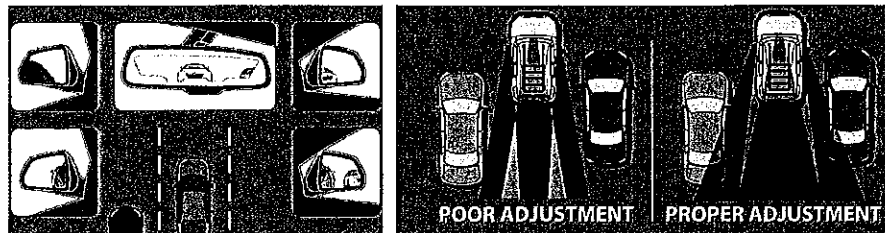
ADD TO CART



1

Proper Mirror Adjustment

- If properly adjusted you should see a little of your car in the side mirrors.
 - There will still be a blind spot next to front doors.
- Helps driver to know vehicle front, side, and rear clearance
 - Should see some of the roadway
- Why avoid rear camera dependency?



2

Vehicle Control Methods

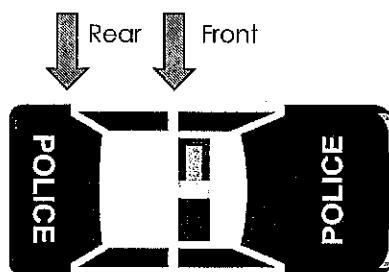
- Braking and accelerator
 - Foot position
 - Use right foot only
 - Smoothness
- Steering
 - 9-3 or 8-4
 - Two handed steering
 - Shuffle Steer!!
 - Hand over hand issues?



3

Vehicle Control

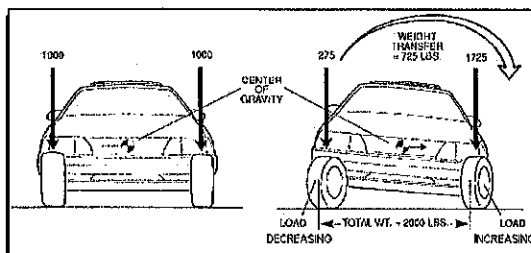
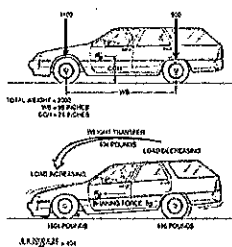
- Pivot Points
 - Where are the pivot points on a vehicle
 - Driving forward?
 - Driving backwards?
- Backing
 - 25% of all collisions.
 - Front end swing.
 - Keep hand high or low on wheel.
 - Avoid backing if able.
 - Back into parking spots.



4

Weight Transfer

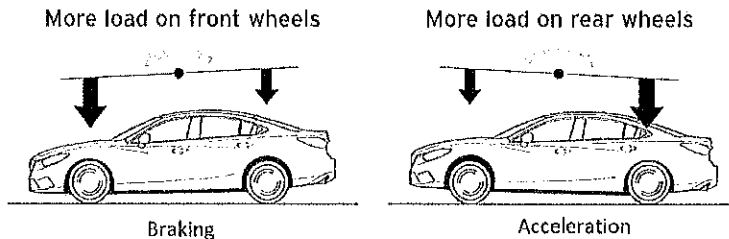
- When a vehicle changes speed and/or direction, it is a physical fact that weight is moved around the car, depending on the inputs of the driver to the brake, accelerator, steering or a combination.
- The total weight of the vehicle does not change, just the distribution.



5

Balance

- The key to driving is controlling the balance of the vehicle.
- Balance is the weight equally distributed over all four tires.
- We must control this weight transfer to our advantage.



6

Driving Techniques for Vehicle Control

- The use of your eyes
- Steering
- Use of the brake
- Use of the accelerator



7

EYES

- The eyes are 99% of driving
- Drivers must look
 - where they want the car to go, not where the car is going.
 - 5 to 12 seconds ahead
- Must learn to drive in the future
 - Allow this by not following too closely!
 - Following distance of 3-5 seconds.



8

Steering

- Steering requires smooth input
 - Abrupt steering changes may cause sudden weight transfer,
- Must keep steering hooked to your eyes.
- Steering inputs at high speeds have a magnified effect.



9

Brake and Accelerator

- Application of the brake or accelerator must be **smooth!**
- Acceleration or deceleration should be in direct relationship to the vehicle's intended path of travel.
- Consider
 - Engine power
 - Traction / roadway conditions
 - Roadway characteristics
 - Curve , intersections, uphill, downhill, etc



10

Stopping Distance

MPH	Stopping Distance	Feet Per Second
35	58.54	51.33
55	144.56	80.67
70	234	102.67
75	268	110.00
85	345	124.67
110	578.24	161.33

11

Unbalanced Car

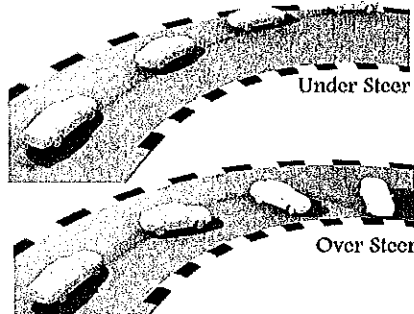
○ Those annoying things called:

○ SKIDS

12

Types of Skids

- Understeer Skids (Front/push)
 - The tendency of the vehicle to continue in a straight line even though the front wheels are turned
- Oversteer Skids (Rear/loose)
 - the tendency of the vehicle to tighten its turn as the rear of the vehicle slips to the outside of the turn



13

Controlling Understeer

1. Smoothly straighten front tires out to regain tire contact efficiency.
2. If traction not gained let off accelerator.
3. If traction not gained apply a controlled, temporary brake to put weight forward.

Avoid slamming on the brake and trying to make strong corrective steering measures. The front tires need traction before attempting to correct the vehicle from running off the road. This is created through weight transfer to the front tires.

14

Controlling Oversteer Skids

1. Stop accelerating and avoid using the brake.
2. Steer into the slide.
3. Hold it for a moment / wait for a pause in the skid.
4. Turn the wheel towards the curve again to recover.

15

Braking Skids

- One or more brakes lock up.
- Loss of steering if front brakes lock up.
- There is an increase in braking distance.
- Cause :
 - Driver brakes too late or too hard.
- Solution :
 - Release a minimum amount of brake pressure until wheels unlock. Then steer in the direction you want vehicle to go.

16

Common reasons for skids

- Braking too late
- Too much **speed** on a curve
- Rough or excessive steering
- Accelerating too early or too hard in the middle of a curve
- Too fast for conditions



17

Rules Of the Driving Course

- Windows must be fully rolled down.
- No Cell phones while driving.
- If someone else enters the course stop immediately.
- If I instruct you to stop, stop immediately.
- Seatbelts must be worn while driving.
- Only enter the course when instructed to do so.

18

Iowa Law Enforcement Academy

Basic Academy—Level 1

Vehicle Ops : Threshold Braking

Lesson Plan



Total Program/Course Length: 52 Hours	Lesson Length: 1 Hours	Lesson 12 of 28
----------------------------------------------	-------------------------------	------------------------

Certified Instructor(s): *This course must be overseen and conducted by an ILEA approved PDI. The classroom and hands-on driving portions are all approved by ILEA.*

Overall Program/Course Description: *This program focuses on precision driving, vehicle control, legal aspects of the Iowa Code, common maneuvers, and reaction time. Throughout the program, participants will understand vehicle dynamics, perform a multitude of techniques and skills that demonstrate vehicle control and techniques for proactive driving.*

- Program/Course Goals That Align With This Lesson:**
 Recruits who successfully complete this program will be able to:
- Understand vehicle dynamics.
 - ~~➤ Understand Iowa 321 Code~~
 - ~~➤ Discuss state and federal Case Law~~
 - ~~➤ Discuss different factors to consider when driving in an emergency or pursuit situation~~
 - Perform with proficiency a multitude of techniques that demonstrate vehicle control.
 - Perform with proficiency a multitude of techniques that demonstrate proactive driving.

Lesson Description: This driving lesson will focus on improving the student’s understanding and ability to smoothly stop a vehicle. The student will bring the vehicle to at least 25 miles per hour until reaching the cue cones. The instructor running the course will determine if speeds can be increased or should be decreased based on vehicle and environmental conditions. At this point they will smoothly apply the brake and bring the vehicle to a controlled stop before reaching the cones signaling the stopping point. This course will usually be done in conjunction with the Straight Line Backing course as the same course layout is used.

Successful completion of this course is required training for certification under 321.231.

- Lesson Learning Objectives:**
RECRUITS WILL:
- Gain understanding of how to smoothly and safely drive their vehicle to stop.
 - Understand the different between forcefully applying the brakes and smoothly applying the brakes.
 - Understand when and how to activate Anti-Lock Braking System.
 - Demonstrate understanding of an Automated Driving-Assistance System.
 - Maintain proper control of the vehicle at all times.
 - Wear seatbelts at all times.

- Lesson Essential Question(s):**
1. Under what conditions or circumstances would you use this driving technique?
 2. How does hard braking affect stopping distance?

- Agenda:**
1. Objectives stated
 2. Connection to job
 3. Understanding of expectations
 4. Safety Expectations
 5. Logistics Outline

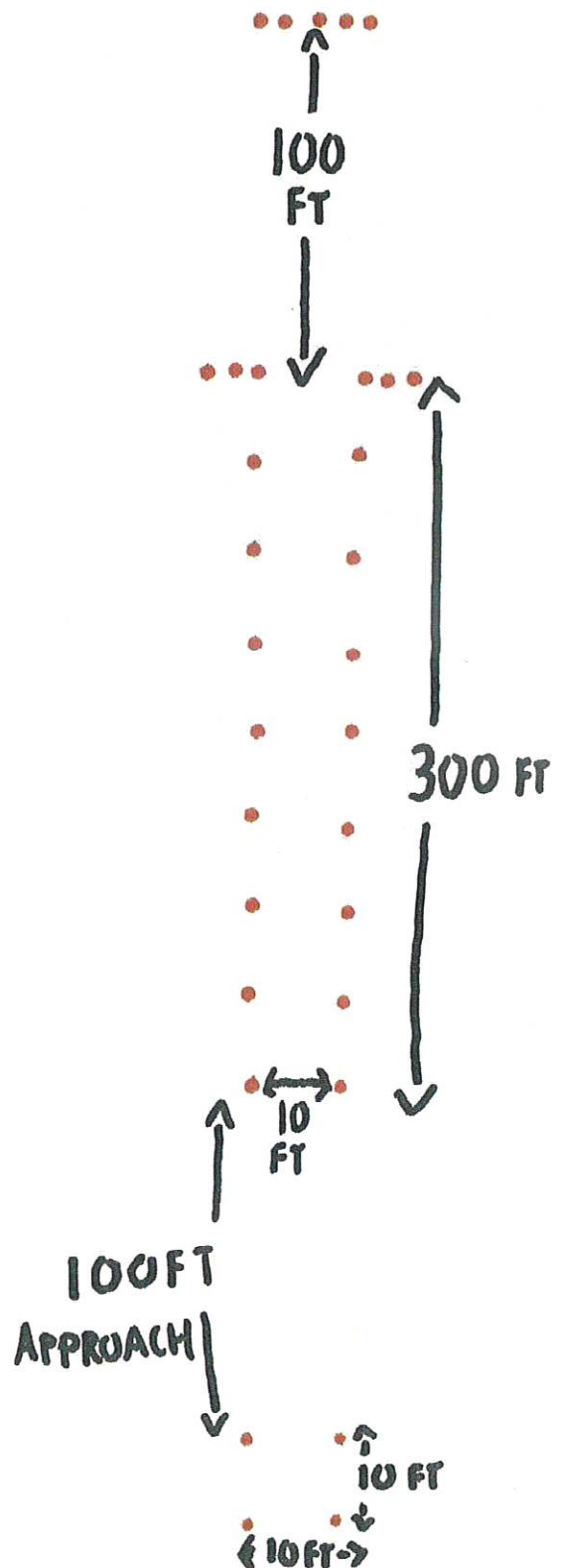
<p>6. Review through demonstration by instructor</p> <p>7. Performance Task/Practical's completed by participants</p> <p>8. Feedback/Scoring</p>	<p>Lesson Activities: See attached diagram and rubric</p>	<p>Lesson Safety Protocols and Procedures:</p> <ol style="list-style-type: none"> 1. The training area will be closed off to other vehicles or spectators 2. Vehicles will be fitted with a first aid bag 3. Instructors will describe the course organization. 4. If there is a need to stop the course, instructors or assisting recruits will hold both their hands up to communicate to those driving to slowly bring their vehicles to a stop. The course will not continue until the instructor gives permission. 5. Students will recite the safety instructions. 6. Seat belts will be worn. 7. Duty belts and vest will be worn. 	<p>Method of Monitoring Progress Throughout and/or at the end of Lesson: Observation; See Rubric</p>	<p>Method of Evaluation — See Rubric.</p> <p>Recruits will be evaluated by successfully bringing the vehicle to the speed determined by the instructor, smoothly apply the brakes at the appropriate time, and bring the vehicle to a controlled stop before reaching the wall cones. **The vehicle must be driven smoothly at all times. Any knocked over or displaced cones will count as a failure.</p>	<p>Instructor References and Sources Cited for Lesson:</p> <p>Course Diagram</p> <p>Traffic cones</p> <p>Training vehicle</p> <p>Measuring Wheel</p>	<p>Submitted By: Keith Varner</p> <p>Date: December 21, 2023</p> <p>Approved By:</p>
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THRESHOLD BRAKING AND STRAIGHT LINE BACKING

15 TALL CONES FOR

- PARKING BOX
- CUE CONES
- WALL

SMALL CONES FOR LANE



**THRESHOLD BRAKING
AND
STRAIGHT LINE BACKING**

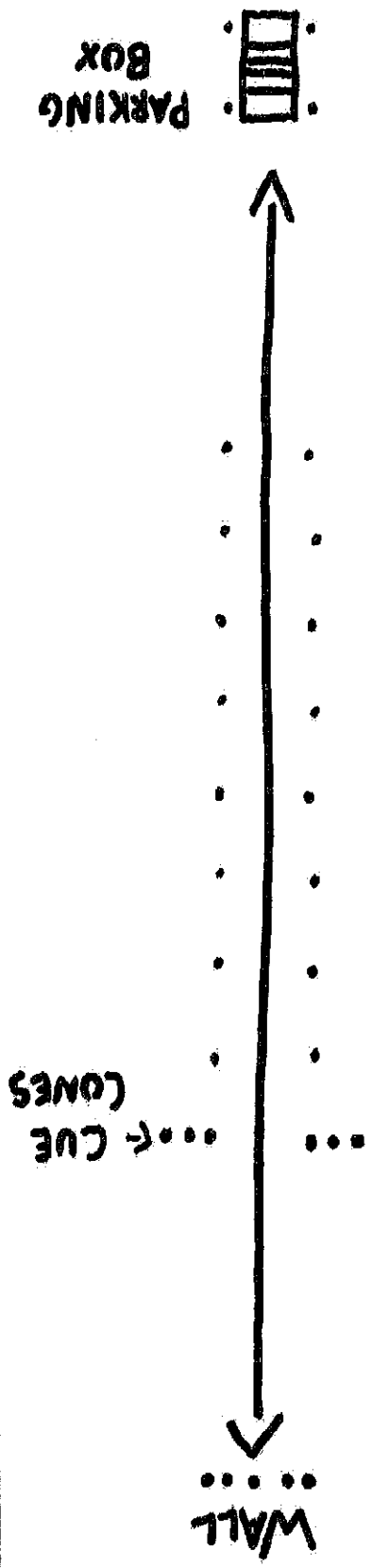
1. FORWARD FROM PARKING
Box.

2. OBTAIN PROPER SPEED.

3. BRAKE APPLIED AT
CUE CONES.

4. STOP VEHICLE PRIOR
TO WALL CONES

5. REVERSE THROUGH
COURSE TO
PARKING BOX



STRAIGHT LINE BACKING THRESHOLD BRAKING



Student's Name

Date

These courses will be done in conjunction with each other as they use the same diagram.

Straight Line Backing

This driving course will focus on improving the student's understanding and ability to properly back a motor vehicle in a straight line. Students will use their side mirrors to assure that they are not moving towards the cones. They will learn proper hand placement on the steering wheel for a backing maneuver.

Threshold Braking

This driving course will focus on improving the student's understanding and ability to smoothly stop a vehicle. The student will bring the vehicle to at least 25 miles per hour until reaching the cue cones. Added speeds will be assessed by the instructor running the course. At this point they will smoothly apply the brake and bring the vehicle to a controlled stop before reaching the cones signaling the stopping point.

Objective	Completed (Yes / No)
Kept Vehicle Under Control	
Smooth acceleration / deceleration	
Maintained Proper Speed	
Does not knock over or displace any cones	
Proper mirror usage	
Stays in the lane provided	

Instructor Name (Print) _____

Instructor Signature: _____ Date: _____

Student Signature: _____ Date: _____

Iowa Law Enforcement Academy

Basic Academy—Level 1

Vehicle Ops : Off-Set Serpentine Maneuver

Lesson Plan



Total Program/Course Length: 52 Hours

Lesson Length: 1 Hour

Lesson 11 of 28

Certified Instructor(s): *This course must be overseen and conducted by an ILEA approved PDI. The classroom and hands-on driving portions are all approved by ILEA.*

Overall Program/Course Description: *This program focuses on precision driving, vehicle control, legal aspects of the Iowa Code, common maneuvers, and reaction time. Throughout the program, participants will understand vehicle dynamics, perform a multitude of techniques and skills that demonstrate vehicle control and techniques for proactive driving.*

Program/Course Goals That Align With This Lesson:

Recruits who successfully complete this program will be able to:

- Understand vehicle dynamics.
- ~~➤ Understand Iowa 321 Code~~
- ~~➤ Discuss state and federal Case Law~~
- ~~➤ Discuss different factors to consider when driving in an emergency or pursuit situation~~
- Perform with proficiency a multitude of techniques that demonstrate vehicle control.
- Perform with proficiency a multitude of techniques that demonstrate proactive driving.

Lesson Description: This driving lesson will focus on improving the recruit's ability in both forward and reverse driving. It will improve the recruit's knowledge on how a weight transfer can affect vehicle maneuverability. The course will improve knowledge on vehicle pivot point locations and increase understanding of a vehicle's front, side, and rear clearance. Lastly recruits will get better understanding on the benefits of using the vehicle's mirrors.

Successful completion of this course is required training for certification under 321.231.

Lesson Learning Objectives:

RECRUITS WILL:

- Successfully complete the course driving forward without knocking over or displacing any traffic cones.
- Successfully complete the course driving in reverse without knocking over or displacing any traffic cones.
- Explain the pivot point location on a vehicle when driving forward and when driving in reverse.
- Explain proper side mirror positions and how to use them to avoid an obstacle.
- Understand how weight transfer can affect vehicle control.
- Maintain proper control of the vehicle at all times.
- Wear seatbelts at all times.

Lesson Essential Question(s):

1. Under what conditions or circumstances would you use this driving technique?
2. How does too much steering input affect maneuverability?
3. How does improper accelerator or brake input effect vehicle control?

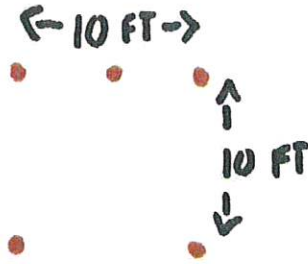
Agenda:

1. Objectives stated
2. Connection to job
3. Understanding of expectations

<p>4. Safety Expectations</p> <p>5. Logistics Outline</p> <p>6. Review through demonstration by instructor</p> <p>7. Performance Task/Practical's completed by participants</p> <p>8. Feedback/Scoring</p>	<p>Lesson Activities: See attached diagram and rubric</p>	<p>Lesson Safety Protocols and Procedures:</p> <ol style="list-style-type: none"> 1. The training area will be closed off to other vehicles or spectators 2. Vehicles will be fitted with a first aid bag 3. Instructors will describe the course organization. 4. If there is a need to stop the course, instructors or assisting recruits will hold both their hands up to communicate to those driving to slowly bring their vehicles to a stop. The course will not continue until the instructor gives permission. 5. Students will recite the safety instructions. 6. Seat belts will be worn. 7. Duty belts and vest will be worn. 	<p>Method of Monitoring Progress Throughout and/or at the end of Lesson: Observation; See Rubric</p>	<p>Method of Evaluation — See Rubric.</p> <p>Recruits will be evaluated by successfully driving both forward and in reverse through the course without knocking over or displacing any cones. <i>**The vehicle must be driven smoothly at all times. Any knocked over or displaced cones will count as a failure.</i></p>	<p>Instructor References and Sources Cited for Lesson:</p> <p>Traffic cones / Training vehicle</p>	<p>Submitted By: Keith Varner</p> <p>Date: December 21, 2023</p> <p>Approved By:</p>
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OFFSET SERPENTINE

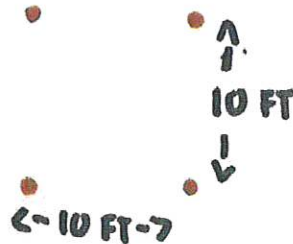
17 TALL CONES

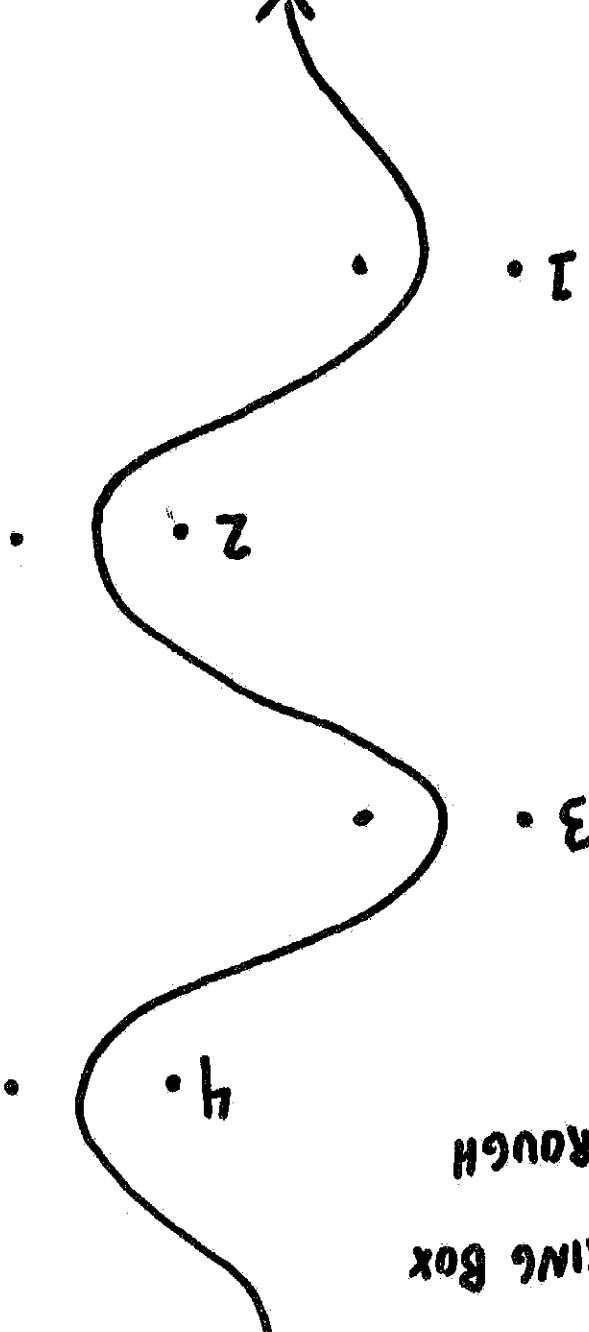
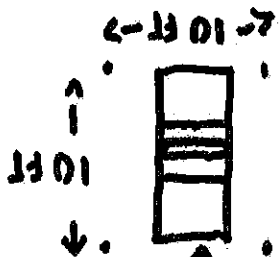


A diagram showing a 90-degree corner of a serpentine layout. It consists of six red dots. Three dots form the top horizontal edge, and three dots form the right vertical edge. A vertical double-headed arrow to the right of the vertical edge is labeled "↑ 45 FT ↓ BETWEEN GATES". A horizontal double-headed arrow below the horizontal edge is labeled "← 12 FT → OFFSET".

← 12 FT →
OFFSET

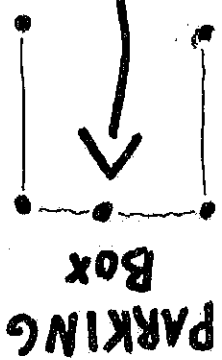
A diagram showing a 90-degree corner of a serpentine layout. It consists of four red dots. Two dots form the top horizontal edge, and two dots form the right vertical edge. A horizontal double-headed arrow below the horizontal edge is labeled "← 12 FT → GATE".





- 1. FORWARD THROUGH GATES.
- 2. ENTER PARKING BOX
- 3. REVERSE THROUGH GATES

OFFSET
SERPENTINE



OFF-SET SERPENTINE



Student's Name

Date

This driving course will focus on improving the student's ability in both forward and reverse driving while making sharp turns. It will improve the student's knowledge on how a weight transfer can affect vehicle maneuverability. The course will improve knowledge on vehicle pivot point locations and increase understanding of a vehicle's front, side, and rear clearance. Lastly, students will get better understanding on the benefits of using the vehicle's mirrors.

Objective	Completed (Yes / No)
Kept Vehicle Under Control	
Smooth acceleration / deceleration	
Does not knock over or displace any cones	
Shows understanding of pivot points	
Proper mirror usage	
Vehicle properly driven through gates	
Shows understanding of front end swing	

Instructor Name (Print) _____

Instructor Signature: _____ Date: _____

Student Signature: _____ Date: _____



Iowa Law Enforcement Academy

Basic Academy Long Course

Vehicle Operations: Clover

Lesson Plan



Total Program/Course Length: 52 Hours	Lesson Length: 1 Hours	Lesson 8 of 28
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Certified Instructor(s): *This course must be overseen and conducted by an ILEA approved PDI. The classroom and hands-on driving portions are all approved by ILEA.*

Overall Program/Course Description: *This program focuses on precision driving, vehicle control, legal aspects of the Iowa Code, common maneuvers, and reaction time. Throughout the program, participants will understand vehicle dynamics, perform a multitude of techniques and skills that demonstrate vehicle control and techniques for proactive driving.*

Program/Course Goals That Align With This Lesson:
 Recruits who successfully complete this program will be able to:

- Understand vehicle dynamics.
- ~~Understand Iowa 321 Code~~
- ~~Discuss state and federal Case Law~~
- ~~Discuss different factors to consider when driving in an emergency or pursuit situation~~
- Perform with proficiency a multitude of techniques that demonstrate vehicle control.
- Perform with proficiency a multitude of techniques that demonstrate proactive driving.

Lesson Description:
 This driving course is designed for recruits to develop a better understanding of a vehicle's pivot points in a small area at slow speeds. Recruits will pull forward and reverse into a series of parking boxes.

Lesson Learning Objectives:
RECRUITS WILL:

- Gain proficiency in vehicle control while driving in more confined areas.
- Understand and apply knowledge on vehicle pivot point locations and the front end swing.
- Increase understanding of a vehicle's front, side, and rear clearance.
- Show an understanding on the benefits of using the vehicle's mirrors.
- Demonstrates constant and even steering.
- Explain the pivot point location on a vehicle when driving forward and when driving in reverse.
- Explain proper side mirror positions and how to use the mirrors to avoid an obstacle.
- Explain how to position a vehicle to avoid collisions due to front end swing.
- Maintain proper control of the vehicle at all times.

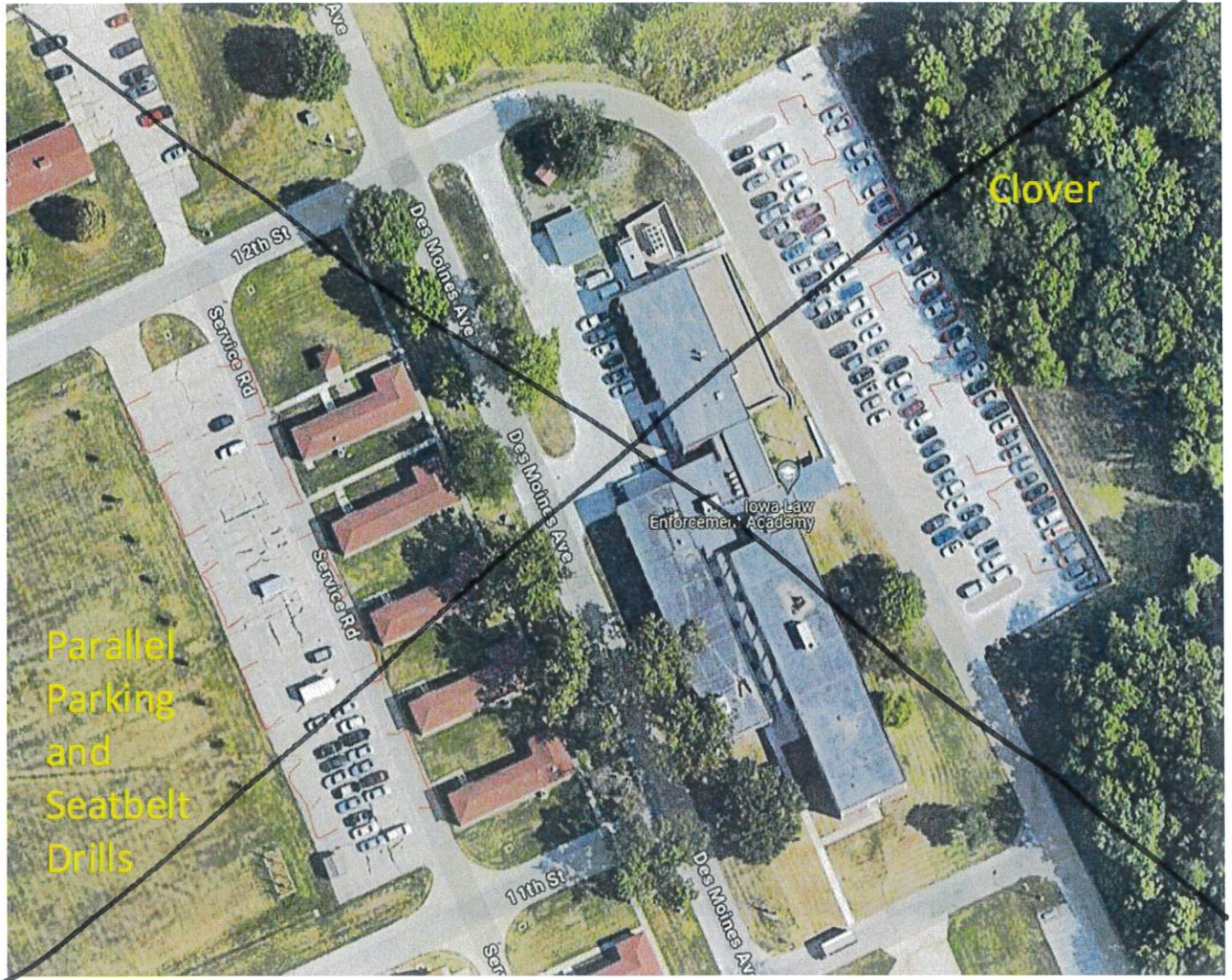
Lesson Essential Question(s):
 1. Under what conditions or circumstances would you use these driving techniques?

Agenda:

1. Objectives stated
2. Connection to job
3. Understanding of expectations
4. Safety Expectations
5. Logistics Outline
6. Review through demonstration by Instructor
7. Performance Task/Practical's completed by participants
8. Feedback/Scoring

Lesson Activities: See attached diagram and rubric

<p>Lesson Safety Protocols and Procedures:</p> <ol style="list-style-type: none"> 1. The training area will be closed off to other vehicles or spectators 2. Vehicles will be fitted with a first aid bag 3. Instructors will describe the course organization. During this course the vehicles will not be moved until given permission to do so by the instructor. (Usually by whistle blast) a. One whistle blast = move the vehicle forward or backwards b. Two whistle blasts = switch drivers / passengers c. Three whistle blasts = conduct PT d. Multiple fast whistle blasts = stop the course <p>4. If there is a need to stop the course, instructors or assisting recruits will hold both their hands up to communicate to those driving to slowly bring their vehicles to a stop. The course will not continue until the instructor gives permission.</p> <ol style="list-style-type: none"> 5. Students will recite the safety instructions. 6. Seat belts will be worn. 7. Duty belts and vest will be worn. 	<p>Method of Monitoring Progress Throughout and/or at the end of Lesson: Observation; See Rubric</p> <p>Method of Evaluation:</p> <p>Recruits will be evaluated by showing their proficiency by completing their performance tasks successfully completing the course in two different methods (T-Box and Cog). **The vehicle must be driven smoothly at all times. Any knocked over or displaced cones will count as a failure.</p>
<p>Suggested Instructional Materials for Lesson:</p> <p>Traffic cones Training vehicle Measuring Wheel</p>	<p>Instructor References for Lesson:</p> <p>Course Diagram ARIDE Instructor Manual Instructor's Guide to Emergency Vehicle Operations (IADLIST)</p>
<p>Approved By:</p>	<p>Submitted By: Keith Varner</p>



Clover

Parallel
Parking
and
Seatbelt
Drills

Iowa Law
Enforcement Academy

12th St

Des Moines Ave

Des Moines Ave

11th St

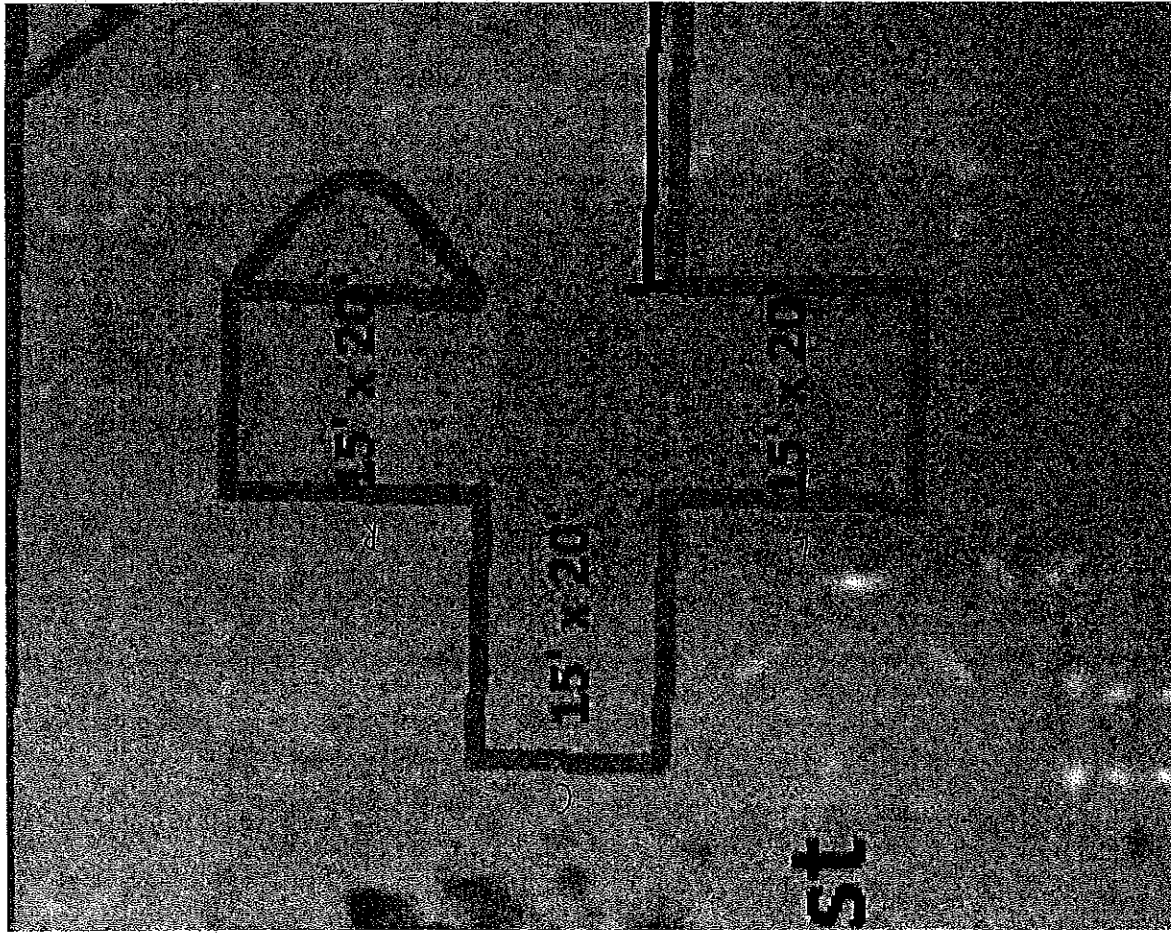
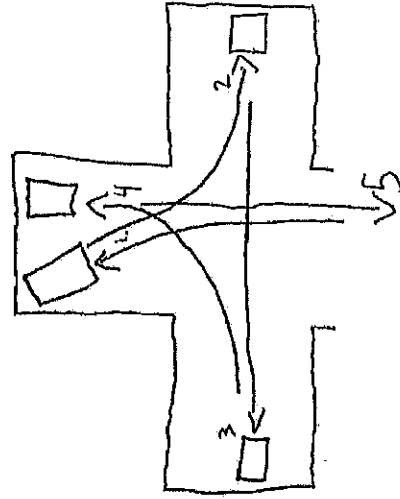
Des Moines Ave

Service Rd

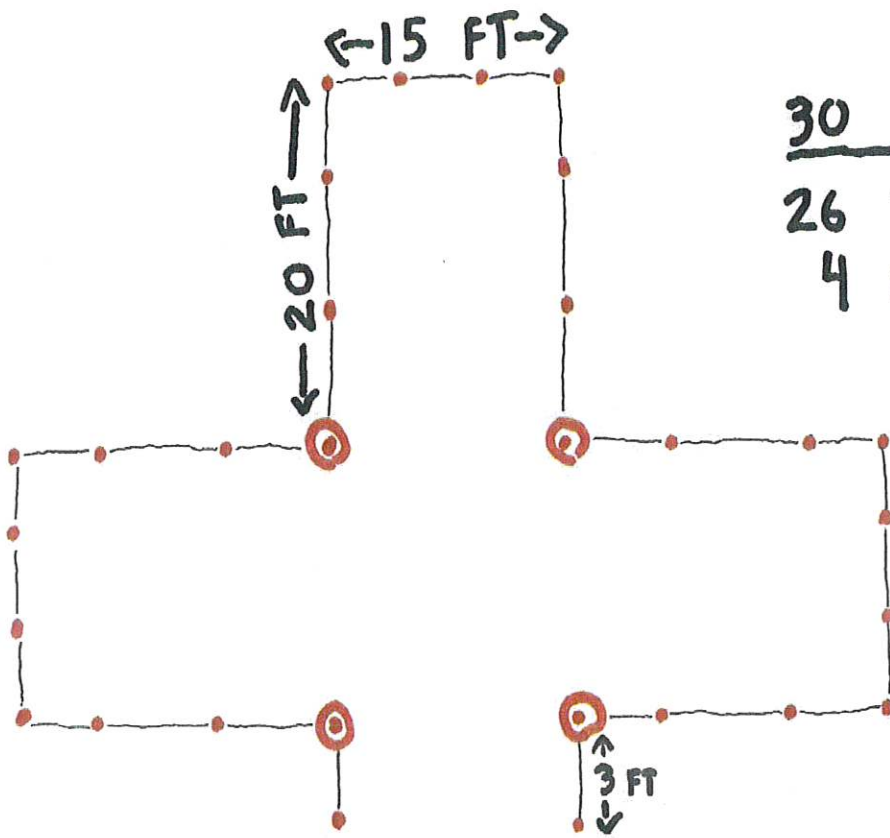
Service Rd

Service Rd

1. Forward into center box.
2. Back into right box.
3. Forward into left box.
4. Back into the center box.
5. Exit course



CLOVER

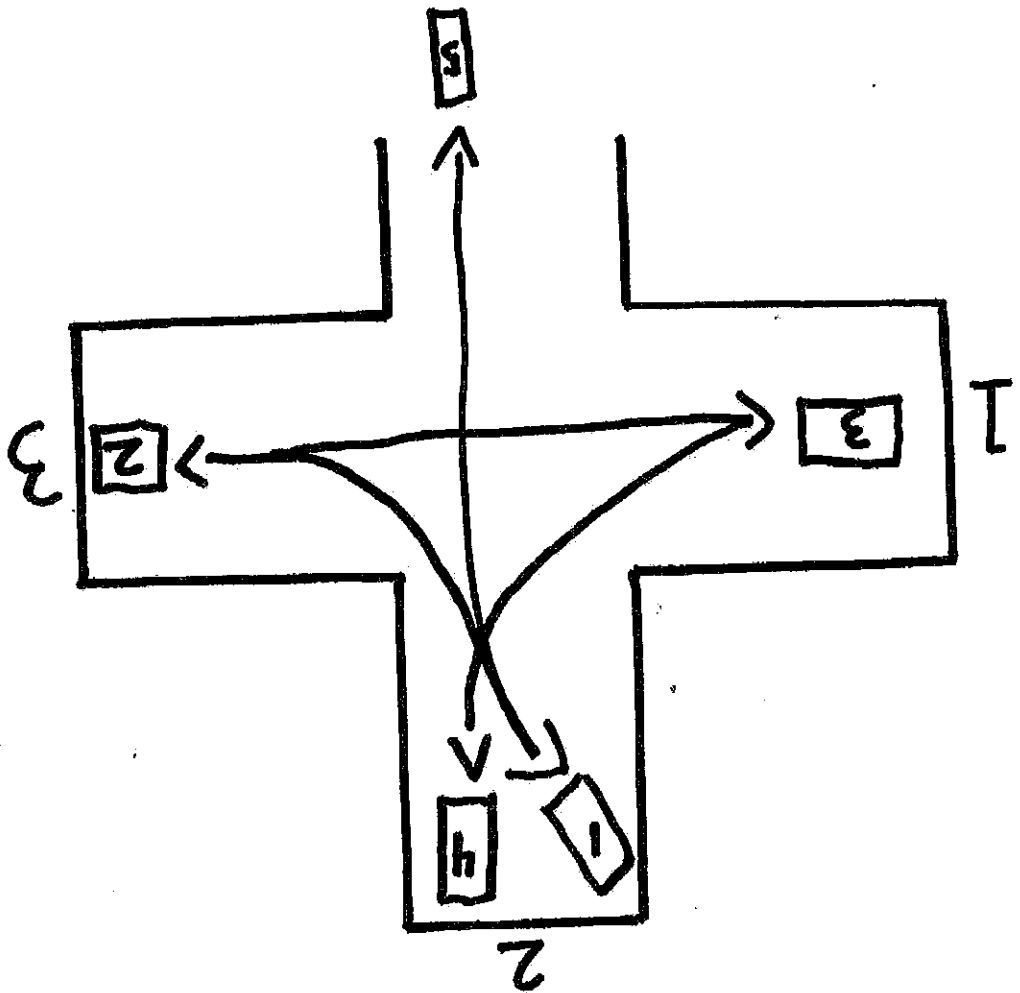


30 TOTAL CONES

26 TALL

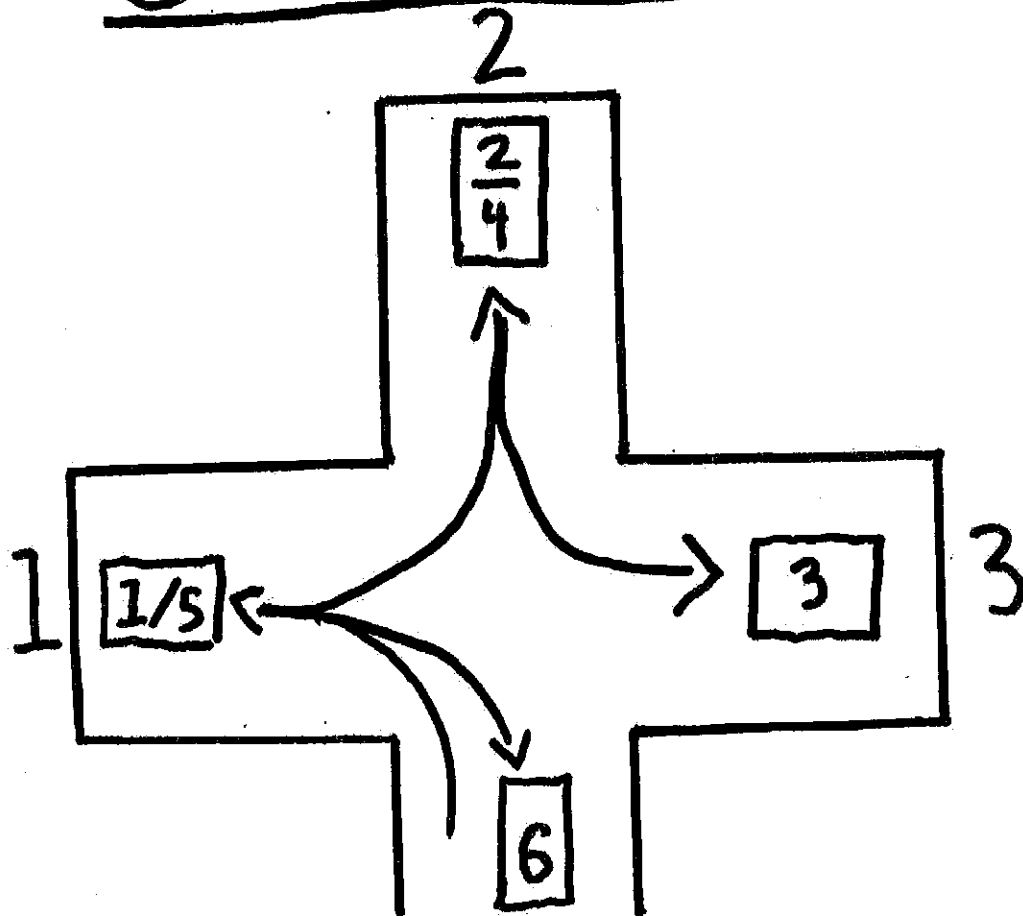
4 CANDLE STICK

T-BOX METHOD



- 1. FORWARD TO BOX 2
- 2. REVERSE TO BOX 3
- 3. FORWARD TO BOX 1
- 4. REVERSE TO BOX 2
- 5. FORWARD TO EXIT

COG METHOD



1. FORWARD To Box 1
2. REVERSE To Box 2
3. FORWARD To Box 3
4. REVERSE To Box 2
5. FORWARD To Box 1
6. REVERSE To EXIT



CLOVER

This driving course will focus on improving the student's ability in both forward and reverse perpendicular parking. The course will improve knowledge on vehicle pivot point locations and increase understanding of a vehicle's front, side, and rear clearance. Lastly, students will get better understanding on the benefits of using the vehicle's mirrors and how to properly use their backup camera.

Objective	Completed (Yes / No)
Kept Vehicle Under Control	
Smooth acceleration / deceleration	
Does not knock over or displace any cones	
Fully enters parking boxes	
Shows understanding of pivot points	
Proper mirror usage	
Follows instructor's directions	
Successfully Completes T-Box Method	
Successfully Completes Cog Method	

Instructor Name Print : _____

Instructor Signature: _____

Date: _____

Student Signature: _____

Date: _____

Iowa Law Enforcement Academy

Basic Academy—Level 1

Vehicle Ops : Dutton's Weave

Lesson Plan



Total Program/Course Length: 52 Hours

Lesson Length: 1.5 Hours

Lesson 17 of 28

Certified Instructor(s): *This course must be overseen and conducted by an ILEA approved PDI. The classroom and hands-on driving portions are all approved by ILEA.*

Overall Program/Course Description: *This program focuses on precision driving, vehicle control, legal aspects of the Iowa Code, common maneuvers, and reaction time. Throughout the program, participants will understand vehicle dynamics, perform a multitude of techniques and skills that demonstrate vehicle control and techniques for proactive driving.*

Program/Course Goals that align with this lesson:

Recruits who successfully complete this program will be able to:

- Understand vehicle dynamics.
- ~~➤ Understand Iowa 321 Code~~
- ~~➤ Discuss state and federal Case Law~~
- ~~➤ Discuss different factors to consider when driving in an emergency or pursuit situation~~
- Perform with proficiency a multitude of techniques that demonstrate vehicle control.
- Perform with proficiency a multitude of techniques that demonstrate proactive driving.

Lesson Description: This driving lesson is designed to develop forward and backward control of a vehicle in a small area at low speed using only the mirrors to judge rear and side clearance. The vehicle will be driving alternatively forward and backwards in a weave pattern. This course is timed so recruits have a better understanding of how stress can affect driving abilities.

Lesson Learning Objectives:

RECRUITS WILL:

- Demonstrates constant and even steering.
- Explain the pivot point location on a vehicle when driving forward and when driving in reverse.
- Explain proper side mirror positions and how to use the mirrors to avoid an obstacle.
- Smoothly complete the course driving in reverse without knocking over or displacing any traffic cones.
- Maintain proper control of the vehicle at all times.
- Wear seatbelts at all times.

Lesson Essential Question(s):

1. Under what conditions or circumstances would you use this driving technique?
2. How does smooth steering and acceleration keep the vehicle under control.

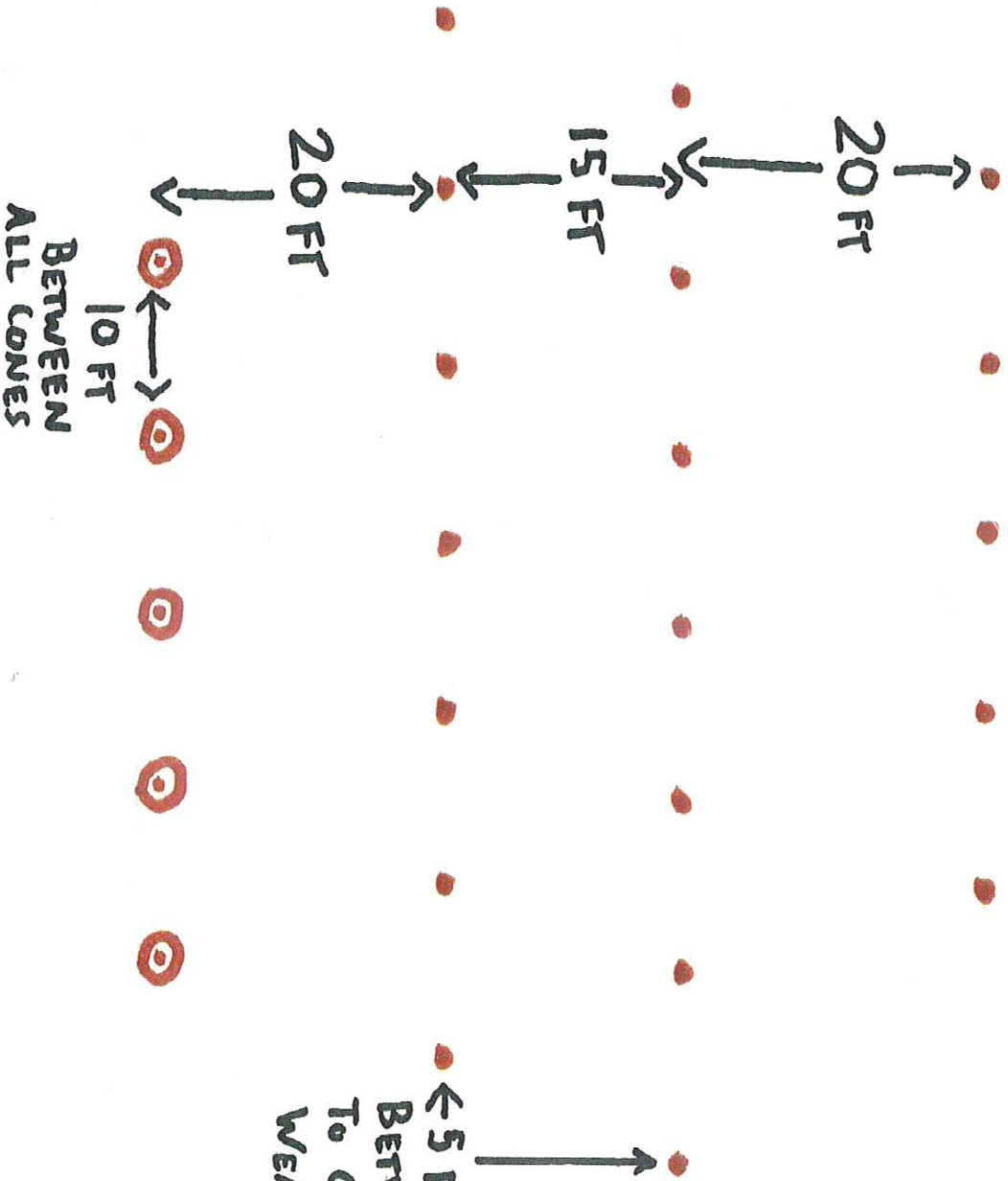
Agenda:

1. Objectives stated
2. Connection to job
3. Understanding of expectations
4. Safety Expectations
5. Logistics Outline
6. Review through demonstration by Instructor
7. Performance Task/Practical's completed by participants
8. Feedback/Scoring

Lesson Activities: See attached diagram and rubric

<p>Submitted By: Keith Varner</p>	<p>Date: January 3, 2024</p>	<p>Approved By:</p>
<p>Instructor References and Sources Cited for Lesson:</p>		
<p>Suggested Instructional Materials for Lesson:</p>	<p>Wheel</p>	<p>Course Diagram</p>
<p>Method of Evaluation — See Rubric: Recruits will be evaluated by successfully completing the course within one minute and thirty seconds. <i>**The vehicle must be driven smoothly at all times. Any knocked over or displaced cones will count as a failure. **The vehicle must be driven smoothly at all times. Any knocked over or displaced cones will count as a failure.</i></p>		
<p>Method of Monitoring Progress Throughout and/or at the end of Lesson: Observation; See Rubric</p>		
<p>Lesson Safety Protocols and Procedures:</p> <ol style="list-style-type: none"> 1. The training area will be closed off to other vehicles or spectators 2. Vehicles will be fitted with a first aid bag 3. Instructors will describe the course organization. 4. If there is a need to stop the course, instructors or assisting recruits will hold both their hands up to communicate to those driving to slowly bring their vehicles to a stop. The course will not continue until the instructor gives permission. 5. Students will recite the safety instructions. 6. Seat belts will be worn. 7. Duty belts and vest will be worn. 		

DUTTON'S WEAVE

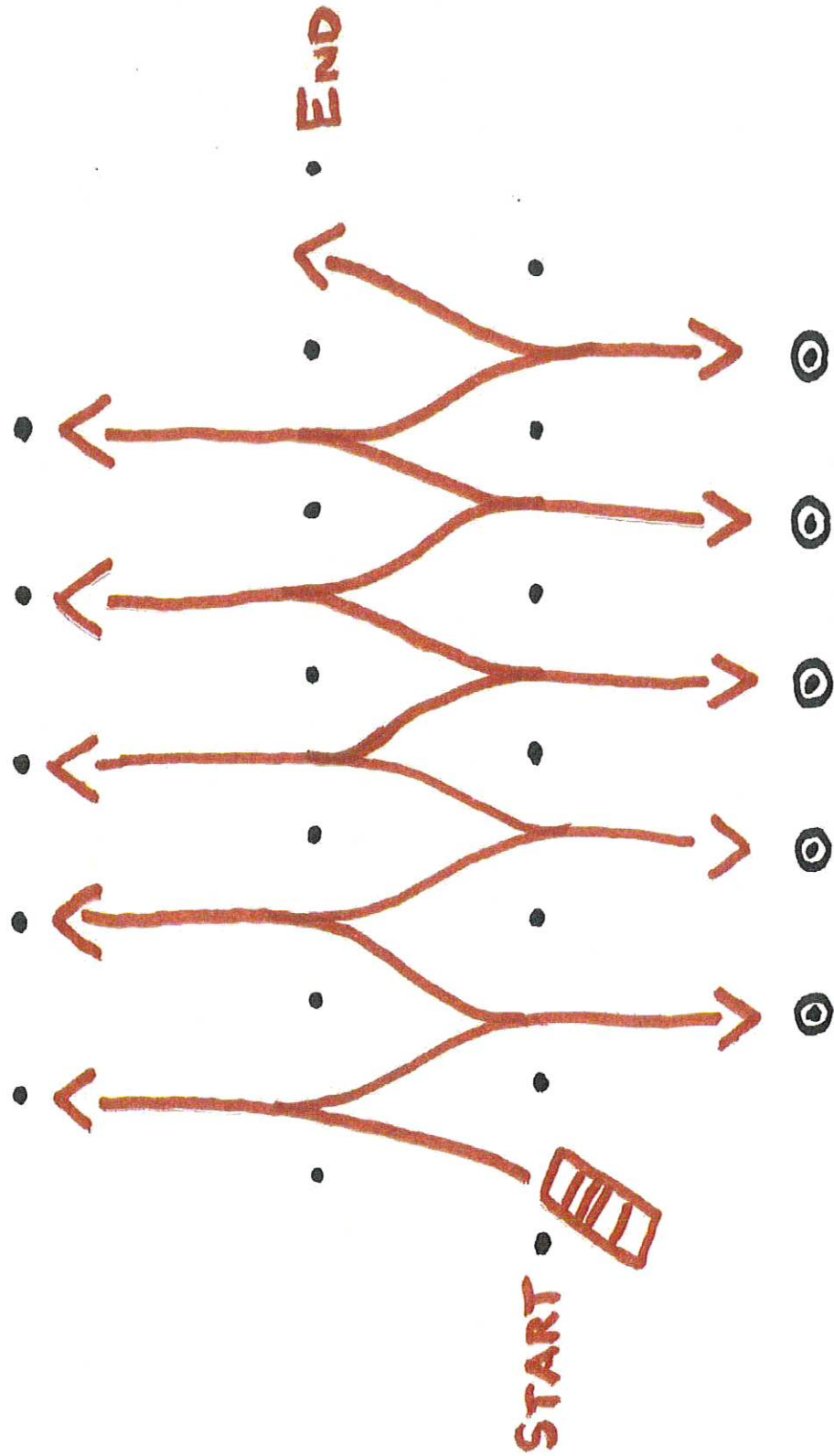


24
TOTAL CONES
19-TALL
5-CANDLE STICKS

← 5 FT OFFSET BETWEEN ROWS TO CREATE A WEAVE

10 FT BETWEEN ALL CONES

DUTTON'S WEAVE



DUTTON'S WEAVE



Student's Name

Date

This course is designed to develop forward and backward control of a vehicle in a small area at low speed using only the mirrors to judge rear and side clearance. The vehicle will be driving alternatively forward and backwards in a weave pattern. This course is timed so students have a better understanding of how stress can affect driving abilities.

This course must be completed in less than 90 seconds. Any displaced or knocked over cones is counted as a failure. The vehicle must be driven smoothly without any squealing tires or rough driving. Students must get two passing scores to complete the course.

Objective	Completed (Yes / No)
Kept Vehicle Under Control	
Smooth acceleration / deceleration	
Does not knock over or displace any cones	
Shows understanding of pivot points	
Proper mirror usage	
Vehicle properly driven through gates	
Shows understanding of front end swing	

Run #	Time

Instructor Print Name: _____

Instructor Signature: _____ Date: _____

Student Signature: _____ Date: _____

Iowa Law Enforcement Academy

Basic Academy—Level 1

Vehicle Ops : Park and Turn

Lesson Plan



Total Program/Course Length: 52 Hours

Lesson Length: 1.5 Hours

Lesson 18 of 28

Certified Instructor(s): *This course must be overseen and conducted by an ILEA approved PDI. The classroom and hands-on driving portions are all approved by ILEA.*

Overall Program/Course Description: *This program focuses on precision driving, vehicle control, legal aspects of the Iowa Code, common maneuvers, and reaction time. Throughout the program, participants will understand vehicle dynamics, perform a multitude of techniques and skills that demonstrate vehicle control and techniques for proactive driving.*

Program/Course Goals that align with this lesson:

Recruits who successfully complete this program will be able to:

- Understand vehicle dynamics.
- ~~➤ Understand Iowa 321 Code~~
- ~~➤ Discuss state and federal Case Law~~
- ~~➤ Discuss different factors to consider when driving in an emergency or pursuit situation~~
- Perform with proficiency a multitude of techniques that demonstrate vehicle control.
- Perform with proficiency a multitude of techniques that demonstrate proactive driving.

Lesson Description: This driving lesson is designed to simulate common parking and turning maneuvers. There are four parking boxes that the recruit will have to park in while driving both forward and in reverse. A knocked over or displaced parking cone counts as an automatic failure. To simulate a more stressful situation much like the ones recruits will encounter, the course will be timed.

Lesson Learning Objectives:

RECRUITS WILL:

- Demonstrate controlled steering.
- Understand how to park a vehicle in different situations (forward, backward, parallel, and angled)
- Demonstrate a proper U-Turn and Y-Turn.
- Explain the pivot point location on a vehicle when driving forward and when driving in reverse.
- Explain proper side mirror positions and how to use them to avoid an obstacle.
- Understand how weight transfer can affect vehicle control.
- Maintain proper control of the vehicle at all times.
- Wear seatbelts at all times.

Lesson Essential Question(s):

1. How does too much steering input affect maneuverability?
2. How does improper accelerator or brake input effect vehicle control?
3. Why should officers park in reverse?
4. How will a better understanding of reverse driving help prevent injury, vehicle damage, and liability issues?

Agenda:

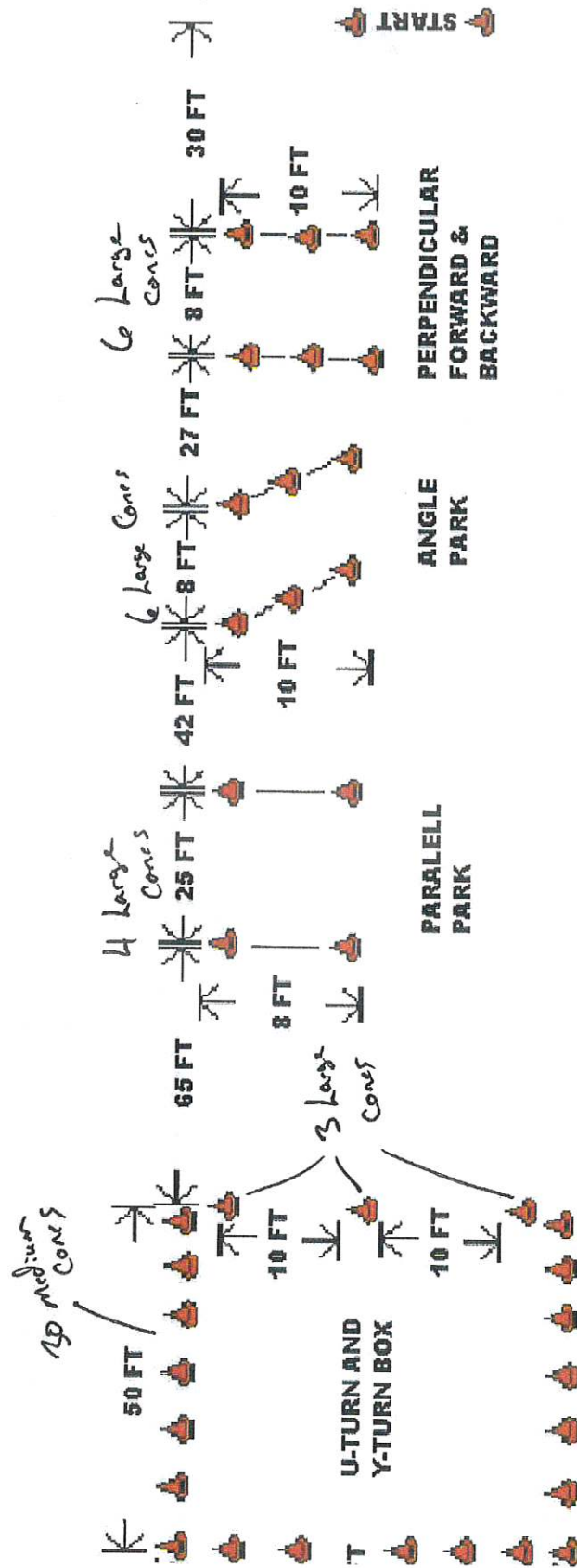
1. Objectives stated
2. Connection to job
3. Understanding of expectations
4. Safety Expectations
5. Logistics Outline

<p>6. Review through demonstration by instructor</p> <p>7. Performance Task/Practical's completed by participants</p> <p>8. Feedback/Scoring</p>	<p>Lesson Activities: See attached diagram and rubric</p>	<p>Lesson Safety Protocols and Procedures:</p> <ol style="list-style-type: none"> 1. The training area will be closed off to other vehicles or spectators 2. Vehicles will be fitted with a first aid bag 3. Instructors will describe the course organization. 4. If there is a need to stop the course, instructors or assisting recruits will hold both their hands up to communicate to those driving to slowly bring their vehicles to a stop. The course will not continue until the instructor gives permission. 5. Students will recite the safety instructions. 6. Seat belts will be worn. 7. Duty belts and vest will be worn. 	<p>Method of Monitoring Progress Throughout and/or at the end of Lesson: Observation; See Rubric</p> <p>Method of Evaluation — See Rubric.</p> <p>Recruits will be evaluated by successfully completing the course within one minute and thirty seconds. <i>**The vehicle must be driven smoothly at all times. Any knocked over or displaced cones will count as a failure.</i></p>	<p>Instructor References and Sources Cited for Lesson:</p> <p>Course Diagram</p> <p>Suggested Instructional Materials for Lesson: Traffic cones / Training vehicle / Measuring Wheel</p>	<p>Submitted By: Keith Varner</p> <p>Date: January 3, 2024</p> <p>Approved By:</p>
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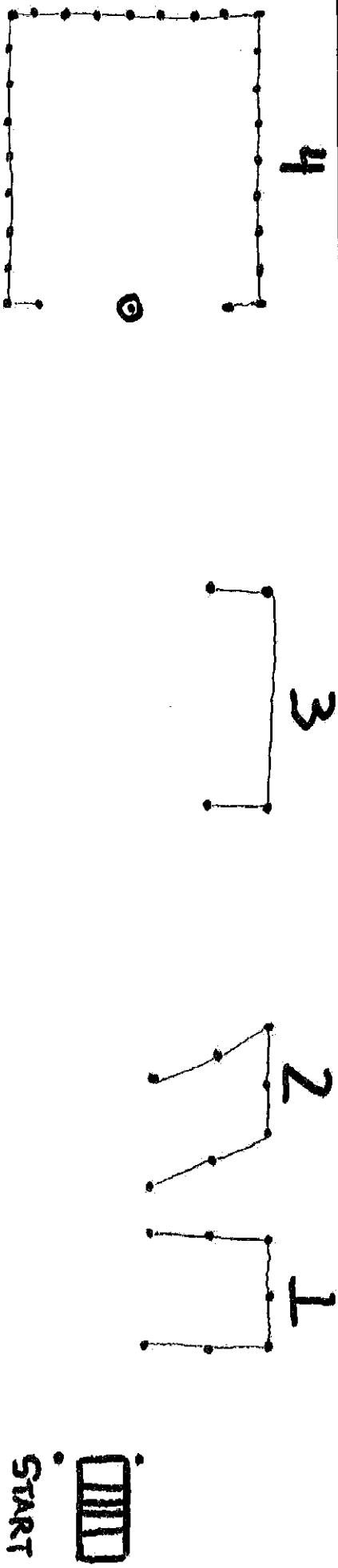
19 Large Cones
30 Medium Cones

PARK AND TURN DRIVING COURSE

COURSE TOTAL LENGTH 255 FT



PARK AND TURN ORDER



1. FORWARD TO BOX 4, COMPLETE U-TURN
 2. PULL FORWARD INTO BOX 1
 3. REVERSE OUT OF BOX 1, PARALLEL PARK IN BOX 3
 4. FORWARD OUT OF BOX 3, COMPLETE Y-TURN IN BOX 4
 5. FORWARD OUT OF BOX 4, REVERSE INTO BOX 1
 6. FORWARD OUT OF BOX 1, FORWARD INTO BOX 2
- COURSE ENDS WHEN VEHICLE FULLY PARKED IN BOX 2 -

PARK AND TURN



Student's Name

Date

This driving course is designed to simulate common parking and turning maneuvers. There are four parking boxes that the student will have to park in while driving both forward and in reverse. This course is timed so students have a better understanding of how stress can affect driving abilities.

This course must be completed in less than 90 seconds. Any displaced or knocked over cones will be counted as a failure. The vehicle must be driven smoothly without any squealing tires or rough driving. The students must get the entire vehicle into the parallel parking box. Students must get two passing scores to complete the course.

Objective	Completed (Yes / No)
Kept Vehicle Under Control	
Smooth acceleration / deceleration	
Does not knock over or displace any cones	
Shows understanding of pivot points	
Proper mirror usage	
Vehicle parked entirely in parallel parking box	
Shows understanding of front end swing	

Run #	Time

Instructor Print Name: _____

Instructor Signature: _____ Date: _____

Student Signature: _____ Date: _____

Cadet Handbook

The purpose of a Glenwood Police Cadet Program is to serve their community, and to help students build leadership and life skills for a future in any career they decide. The goal of the program is not to recruit future officers. All Cadets will be required to conduct themselves in a professional and dignified manner while representing the Glenwood Police Cadet program, or the Glenwood Police Department. All Cadets will be required to maintain a GPA of at least 2.5 and have no pending criminal actions or investigations against them. All Cadets must be in good standing with their school and the Glenwood Police Department. To be eligible for application a student must have completed 8th grade and be enrolled in high school for the following school year or be a current high school student. Cadets will be allowed to stay in the program until the day before their 21st birthday, but must have been selected to the program, and completed the academy while in high school. Any violation of the Cadet Handbook will be grounds for immediate suspension or dismissal from the program.

Section 1: Selection Process

An applicant who meets the requirements for the Glenwood Police Cadet Program must provide to the Cadet Coordinator the following:

1. A completed application form.
2. Their most recent report card, which must show a GPA of 2.5 or higher.
3. The names of no less than 2 teachers or coaches who may be contacted as references for the applicant.
4. A written essay describing why the applicant wishes to join the Glenwood Police Cadet Program.

Upon satisfactory review of the application the Cadet Coordinator will contact the applicant to inform them of the physical agility testing date. All applicants will be required to meet the physical agility requirements set forth by the Iowa Law Enforcement Academy outlined below.

Males must be able to complete:

1. 29 Push Ups in one minute.
2. 38 Sit Ups in one minute.
3. A mile and a half run in under 12:51

Females must be able to complete:

1. 15 Push Ups in one minute.
2. 32 Sit Ups in one minute.
3. A mile and a half run in under 15:26

Upon satisfactory completion of the physical agility test, the applicant will be contacted by the Cadet Coordinator to schedule an oral interview with a panel of Glenwood Police Department Field Training Officers. If the panel recommends the applicant for the program the Cadet Coordinator will schedule a final oral interview with the Chief of Police for final approval. If the applicant is selected, they will be placed on Probationary Cadet status. A Probationary Cadet will be allowed to represent the Glenwood Police Cadet Program at community events but will not be approved for ride alongs until training is completed.

Section 2: Cadet Academy

The Cadet Academy shall meet on the first Saturday of each month, and will be responsible for satisfactorily training the Probationary Cadet to complete the responsibilities required of a Cadet. The Cadet Academy will be run by the Cadet Coordinator, and assisting Field Training Officers.

Phase 1: Orientation

In the orientation phase of the academy the Probationary Cadet's parents will be encouraged, but not required to attend the meeting. The Probationary Cadet will be introduced to the Cadet Coordinator, and Field Training Officers. The Probationary Cadet will be given a tour of the Glenwood Police Department, and a Glenwood Police patrol vehicle. The Probationary Cadet will also receive a schedule of upcoming community events that the Glenwood Police Cadet Program will be expected to assist with, and study materials for phase 2 of the Cadet Academy. The Probationary Cadet will be responsible for learning the study

material prior to the phase 2 meeting. The Cadet Coordinator will answer any questions and address any concerns from the Probationary Cadet and their parents.

Study materials to be issued to the Probationary Cadet:

1. Cadet Handbook.
2. Map of Glenwood showing major businesses, landmarks, and 100 blocks.
3. Police phonetic alphabet.
4. List of 10 codes. (Knowledge of 10 codes will be optional.)

Phase 2: General Equipment

Prior to arrival at the phase 2 meeting the Probationary Cadet will be expected to have a working knowledge of the Glenwood map and 100 blocks, and the phonetic alphabet. Before the Probationary Cadet is allowed to attend the phase 2 meeting, they will be required to pass the phase 1 test with a score of at least 80%. The purpose of phase 2 will be to ensure the Probationary Cadet is familiar with police equipment, so that in the case of an emergency the Probationary Cadet will be able to communicate accurately with Officers and Dispatchers and ultimately get themselves to safety. The Probationary Cadet will be shown how to use portable and in car radios. They will be taught how to correctly relay information while on the radio. They will be shown how to operate, disassemble and reassemble department firearms to include a handgun, rifle, and shotgun. All firearms will be verified as unloaded by a Field Training Officer before any Cadet or Probationary Cadet will be allowed to handle it. The Probationary Cadet will be shown how to properly wear a ballistic vest from the uniform rack. The Probationary Cadet will be shown how to initiate emergency lights and sirens in a patrol vehicle. The Probationary Cadet will role play emergency scenarios including: Field Training Officer down during a traffic stop, Motor vehicle accident, Weather emergency, Field Training Officer medical emergency, and Cadet confronted while performing Glenwood Police Cadet Program functions.

Study materials to be issued to the Probationary Cadet:

1. List of 321 codes and city ordinances corresponding to common traffic violations.
2. Script of a general traffic stop.
3. Glenwood's pursuit policy.
4. Procedure for a typical felony stop.

Phase 3: Traffic Stops

Prior to arrival at the phase 3 meeting the Probationary Cadet will be expected to have a working knowledge of common 321 codes, and city ordinances corresponding to common traffic violations, Glenwood's pursuit policy, and the procedure of a typical and felony traffic stop. Before the Probationary Cadet is allowed to attend the phase 3 meeting, they will be required to pass the phase 2 test with a score of at least 80%. The purpose of phase 3 will be to familiarize the Probationary Cadet with general traffic stops, pursuits, and felony traffic stops. The Probationary Cadet will first be shown a mock traffic stop, and a mock felony stop. The Probationary Cadet will then conduct mock traffic stops, and felony stops. The Probationary Cadet will then ride in the passenger seat during a mock pursuit on a controlled course. The Probationary Cadet will receive classroom instruction of Emergency Vehicle Operations, and if the Probationary Cadet is over the age of 16 with a valid driver's license will perform precision driving courses in their personal vehicle. If the Probationary Cadet is under the age of 16 or does not possess a valid driver's license, they will ride in the passenger's seat as a Field Training Officer performs and explains the purpose of precision driving courses.

Study materials to be issued to the Probationary Cadet:

1. Search and seizure procedures.
2. Exigent circumstances motor vehicle exception.
3. Demonstration search warrant.
4. Demonstration evidence bag and property sheet.

Phase 4: Searches

Prior to arrival at the Phase 4 meeting the Probationary Cadet will be expected to have a working knowledge of search and seizure procedures, and when a search is legal. They will be required to explain the exigent circumstance motor vehicle exception, and the difference between a probable cause search, search incident to arrest, and a consent search. The Probationary Cadet should be able to satisfactorily fill out an evidence bag and property sheet and have an understanding of how to obtain a search warrant. Before the Probationary Cadet is allowed to attend the phase 4 meeting they will be required to pass the phase 3 test with a score of at least 80%. The purpose of phase 4 will be to familiarize the Probationary Cadet with searches and evidence collecting. The Probationary Cadet will attend a classroom training explaining the importance of thorough searches, and how to properly handle and document

evidence during a search. The Probationary Cadet will also be shown how to make dynamic entry, and how to clear a building as part of a team. The Probationary Cadet will perform a vehicle search, and be required to locate, properly handle, and document all of the hidden “evidence” within the vehicle. The Probationary Cadet will then perform a building search. The Probationary Cadet will be required to move through the building as part of a team during clearing and identify any potential threats. The Probationary Cadet will then be assigned a zone of the building they are responsible for, and be required to locate, properly handle, and document all of the hidden “evidence” within their assigned zone. Phase 4 will mark the halfway point of the Cadet Academy, and Probationary Cadets who wish to attempt the 300 point club will be given their first opportunity. The 300 point club standards are as follows:

1. A mile and a half run in under 9 minutes.
2. 20 consecutive pull ups without dropping.
3. 80 sit ups within 2 minutes.

Study materials to be issued to the Probationary Cadet:

1. Iowa Code 321J.
2. SFST instructions.
3. Implied Consent Form.
4. A list of common impaired driving behaviors.
5. A mock supplemental OWI report.

Phase 5: OWI

Prior to arrival at the phase 5 meeting the Probationary Cadet will be expected to know what driving behaviors could be a sign of an impaired driver, understand the per se limit, be able to deliver SFST instructions, and have a working knowledge of the implied consent form. Before the Probationary Cadet is allowed to attend the Phase 5 meeting, they will be required to pass the phase 4 test with a score of at least 80%. The purpose of phase 5 will be to demonstrate to the Probationary Cadet the dangers of impaired driving and give them the knowledge to identify an impaired driver. The Probationary Cadet will attend a classroom OWI training. The Probationary Cadet will be shown dry lab videos. The Probationary Cadet will then administer SFSTs to fellow classmates. The Probationary Cadet will be required to explain the validated clues for each test, and how many validated clues lead to an arrest decision on each test. The Probationary Cadet will administer a Preliminary Breath Test to a fellow classmate. The Probationary Cadet will be given information of a traffic stop, and SFST and PBT results, and be required to complete a supplemental report based on the information.

Study materials to be issued to the Probationary Cadet:

1. A list of common call for service types.
2. Approach instructions for arrival at different call types.
3. A list of circumstances that create a domestic relationship.
4. Mock supplemental reports from multiple call types.

Phase 6: Calls for service

Prior to arrival at the phase 6 meeting the Probationary Cadet will be responsible for knowing what circumstances create a domestic relationship, the common call for service types that occur in Glenwood, how to approach specific call for service types, and what call for service types require documentation in a report. Before the Probationary Cadet is allowed to attend the phase 6 meeting, they will be required to pass the phase 5 test with a score of at least 80%. The purpose phase 6 will be to familiarize the Probationary Cadet with the basic response to call for service of many types. These call for service types will be covered in depth during Cadet training after the Probationary Cadet passes the Cadet Academy. The Probationary Cadet will complete training scenarios covering medical calls, suicidal subjects, barricaded subjects, thefts, burglary alarms, and domestic assaults. The Probationary Cadet will be required to use the correct approach to each call for service types, and which call for service types require documentation in a report. The Probationary Cadet will receive no further study materials after this point and is strongly encouraged to review all previous materials and training in preparation for the final exam.

Phase 7: Specialties

Before the Probationary Cadet is allowed to attend the phase 7 meeting, they will be required to pass the phase 6 test. The purpose of phase 7 is to introduce the Probationary Cadet to the various specialties offered by the Glenwood Police Department. The Probationary Cadet will be shown a K9 demonstration if a K9 is available from another agency. The Probationary Cadet will be shown a drone demonstration. The Probationary Cadet will be shown a Project Lifesaver demonstration. Finally the Probationary Cadet will be given a presentation about what it takes to be a School Resource Officer, and a Field Training Officer.

Phase 8: Firearms, Tactical Medical, and Less Lethal

Before beginning the phase 8 meeting the Probationary Cadet will attend a study session to review for the final exam. The purpose of phase 8 is to introduce the Probationary Cadet to the multiple lethal and less lethal weapons platforms employed by the Glenwood Police Department. All weapons will be verified as unloaded by a Field Training Officer before they are handled by a Cadet or a Probationary Cadet. The Probationary Cadet will receive further instruction on the use of firearms, and firearms tactics. The Probationary Cadet will receive training on using a taser, ASP baton, bean bag rounds, and OC spray. The Probationary Cadet will also receive Tactical Medical and CPR training. Phase 8 is the final phase of training before the final exam, and any Probationary Cadets who wish to attempt the 300-point club who were unsuccessful in the phase 4 attempt will be given a second attempt.

Phase 9: Final Exam and Graduation

Upon arrival at the Phase 9 meeting, the Probationary Cadet will be given a final written exam. The Probationary Cadet will be given no more than 30 minutes to complete the written exam. When the Probationary Cadet has completed the written exam, it will be graded by a Field Training Officer. If the Probationary Cadet scores below 80% they will be allowed to attempt the practical exam but will not be allowed to graduate. The Probationary Cadets scoring less than 80% may be given a make up test date at the discretion of the Cadet Coordinator. When all Probationary Cadets have completed the written exam, they will be placed in a team for the practical exam. Each team will be assigned a scenario from the categories Domestic Assault, Building Search, Felony Traffic Stop, Suicidal Subject, or OWI. The teams will be required to work together to satisfactorily complete the scenario. Each team will be assessed by the Cadet Coordinator to determine if the scenario was satisfactory. If any Probationary Cadet or team does not satisfactorily complete the assigned scenario, they will be assigned a secondary scenario to complete. The secondary scenario will be assessed by the Cadet Coordinator to determine if the scenario was satisfactory. If any Probationary Cadet or team does not complete the secondary scenario satisfactorily, they will not pass the Cadet Academy. All Probationary Cadets who completed the written exam with a score of at least 80%, and passed the scenario satisfactorily will graduate to a Cadet. Special attention will be given to members of the 300-point club, and the academic top of the class during graduation. Any Probationary Cadet who passes a make up written exam with a score of at least 80% will

graduate to a Cadet but will not be given special recognition for the 300-point club and will not be eligible for the academic top of the class.

Section 3: Cadet Responsibilities

Upon successful completion of the Cadet Academy Cadets over the age of 16 will be required to complete at least 4 hours of ride along time with a Field Training Officer each month. All Cadets will be required to attend monthly meetings on the first Saturday of every month. If a Cadet is unable to attend a weekly meeting, they will be required to inform the Cadet Coordinator as soon as possible. All Cadets will be given a schedule of upcoming community events. All Cadets will be required to represent the Glenwood Police Cadet program at these events in an appropriate and professional manner. If a Cadet is unable to attend one of the community events, they will be required to inform the Cadet Coordinator as soon as possible. All Cadets will be required to maintain their GPA of at least 2.5, and stay in good standing with the school and Glenwood Police Department. All Cadets will be required to pass a physical fitness test at least once every 6 months.

Section 4: Expulsion

If any Cadet fails to represent the Glenwood Police Cadet program in an appropriate and professional manner, if they fail to complete their ride time, if they have 2 unexcused absences over the course of 3 months, if they do not maintain their GPA, or they do not stay in good standing with The Glenwood Community School District, or if they fail to meet the physical fitness requirements they shall be expelled from the program. Expelled Cadets may apply for the selection process prior to the start of the next school year.

Section 5: Cadet Meetings

Monthly Cadet meetings will be held at the Glenwood Police Department on the 1st Saturday every month. Monthly Cadet meetings will cover one topic each month. Cadets will

be presented with a classroom presentation, and a practical demonstration of each topic. Specialty topics may be covered at alternate locations. Each meeting will be scheduled for 2 hours. Cadets will be responsible for scheduling a physical fitness test at least once every 6 months, with one of the Field Training Officers. Physical fitness tests will be completed prior to the meeting time each month.

GLENWOOD POLICE DEPARTMENT'S STANDARD OPERATING PROCEDURE

Chapter 98: Cadet program
Issue Date: January 3rd, 2025
Review Date:
Revision Date:
Authorized by: Chief Eric Johansen

Purpose

The purpose of this policy is to outline the department's expectations for its personnel and cadet members selected to participate in the cadet program. As a part of the Glenwood Police Departments community policing efforts the Cadet Program was developed for young men and women between 16 and 20yrs of age, who are interested in developing into young leaders and being active in their community.

Cadets are not sworn police officers and do not have the authority to undertake any law enforcement-related activities, including but not limited to detention or arrest.

The department's cadets are expected to volunteer at community events and may be afforded the opportunity to attend leadership training conferences while learning about the role law enforcement plays in Glenwood. While some cadets do go on to become police officers or work in the criminal justice field, our main goal is not to recruit, but to help young community members develop strong leadership skills and knowledge that they can take with them in the future.

Definitions

Cadet Coordinator: The Field Training Officer placed in charge of the cadet program.

Probationary Cadet: An accepted applicant who has not yet completed training. A probationary cadet may assist with community events but is not approved for ride alongs.

Cadet Academy: A multi-phase training program designed to prepare cadets for their role and responsibilities within the program. The academy will meet on the first Saturday of each month and cover a wide range of topics related to police work. Graduation from the academy will require passing a written examination over the covered topics, practical skills demonstrations, and satisfactory completion of a physical agility test.

Cadet Uniform: A black polo, khaki pants, and black shoes or boots.

GLENWOOD POLICE DEPARTMENT'S STANDARD OPERATING PROCEDURE

Chapter 98: Cadet program
Issue Date: January 3rd, 2025
Review Date:
Revision Date:
Authorized by: Chief Eric Johansen

Policy

Glenwood Police Department will select candidates, provide training, and conduct examinations, as deemed appropriate, to be inducted into the program.

Cadets will adhere to the program rules and directives as appropriate. Failure to comply may result in separation from the program.

Section 1: Criteria for membership

Applicants must have completed 8th grade and be enrolled to begin high school the following year, or be a current high school student. Cadets will be allowed to remain in the program until the day before their 21st birthday provided they began the program while enrolled in high school. Applicants must have a GPA of at least 2.5, pass a departmental background check, pass physical agility testing as set forth for police officers by the Iowa Law Enforcement Academy, and be of good moral character.

Section 2: Selection Process

Applications will be accepted throughout the year and will be kept on file in the Cadet Coordinator's office until the testing for an academy, which a new academy should start prior to the beginning of the school year.

Applicants must provide their most recent report card showing a GPA of at least 2.5 and a written essay describing why they would like to join the program to the Cadet Coordinator for consideration.

If an applicant is selected by the Cadet Coordinator, they will complete an oral interview with a panel of Field Training Officers from the Glenwood Police Department.

Following satisfactory completion of the oral interview and background check, applicants will be accepted into the program, as a probationary cadet.

After completion of the required training, they are promoted to cadet status.

Section 3: Cadet Safety Regulations

GLENWOOD POLICE DEPARTMENT'S STANDARD OPERATING PROCEDURE

Chapter 98: Cadet program
Issue Date: January 3rd, 2025
Review Date:
Revision Date:
Authorized by: Chief Eric Johansen

Cadets will comply with all regulations designed to preserve their safety and that of the officers with whom they encounter, including those they are assigned to ride with. This includes cadets:

- Working under the direction of a police officer
- Unquestioningly, and immediately, obeying all orders issued by any police officer
- Remaining in a police vehicle whenever the possibility of a suspect encounter exists, or whenever ordered to do so by a police officer
- If the officer does not give the cadet permission to exit the vehicle on a call or vehicle stop, the cadet will either remain in the vehicle or request permission to exit, prior to doing so.
- Remaining in a police vehicle during all traffic stops
 - Cadets are prohibited from approaching a stopped vehicle unless the occupants of the vehicle have been removed and are secured in a police vehicle. Such a circumstance still requires that the officer give permission for the cadet to approach the vehicle.
- Providing emergency assistance to an officer or to those directed by the officer. This may include the use of the police radio/telephone to call for additional assistance.
 - Cadets will not expose themselves to additional danger to obtain or render assistance.

Section 4: Improper Relationships

No member of the department, sworn or civilian, will engage in a romantic, physical, or sexual relationship with any youth participant of the cadet program, no matter their age.

Section 5: Work done in support of the Department

Before a cadet may work with any facet of the Glenwood Police Department (e.g., paperwork, liquor enforcement, etc.), they must notify and receive permission to do so from the program's cadet coordinator.

Section 6: Cadet Handbook

The handbook for the program provides participation requirements in detail, including their duties, role, and scope of authority.

Participants must agree to abide by the provisions of the handbook and to successfully complete the required training.

**GLENWOOD POLICE DEPARTMENT'S
STANDARD OPERATING PROCEDURE**

Chapter 98: Cadet program
Issue Date: January 3rd, 2025
Review Date:
Revision Date:
Authorized by: Chief Eric Johansen

Additionally, for cadets under eighteen years of age, their parents must sign an agreement with the department, stating that they have read the cadet handbook and that they give their permission for the cadet's participation in the program.

Section 7: Cadet Ride-Along Program

To be eligible to participate in the program's ride-along program, cadets must meet the following criteria:

- Be non-probationary members of the program
- Be at least 16 years of age
- Not be under suspension from the program
- Not be the subject of criminal charges that could result in the member being suspended or terminated from the program

All cadets must sign the Ride-Along Hold Harmless agreement before being allowed to participate in this program. If under 18yrs of age, the form must also be signed by the cadet's parent or guardian. The completed form will be stored in the cadet's personnel folder in the Cadet Coordinator's Office.

Upon completion of a tour of duty in the ride-along program, the cadet will submit a daily activity log, for that tour of duty, and a report for all cases in which the cadet was allowed to participate, which will be submitted to the cadet's assigned supervisor.

All cadets who are participating in a ride-along will wear a department ballistic vest that they will obtain from the uniform rack. Cadets will wear or have with them, uniform clothing and/or equipment that is suitable for the weather conditions and the possibility of changing weather conditions.

a. Preparation

No cadet will ride with any officer unless scheduled to do so on the monthly ride-along detail, or prior approval has been granted by their Cadet Coordinator, or their designee.

Cadets will arrive fifteen minutes prior to their scheduled start time and confirm with the officer that there are no last-minute changes, which could be change in person assigned to ride with or potential cancellation of the ride along for that day.

b. Limitations

No cadet will ride more that 6hrs within a shift or 12hrs within a one-week period and no more than 40hrs in a month, without the prior approval of the Cadet Coordinator.

**GLENWOOD POLICE DEPARTMENT'S
STANDARD OPERATING PROCEDURE**

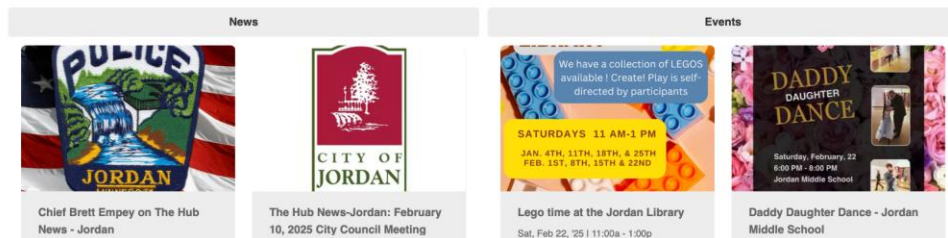
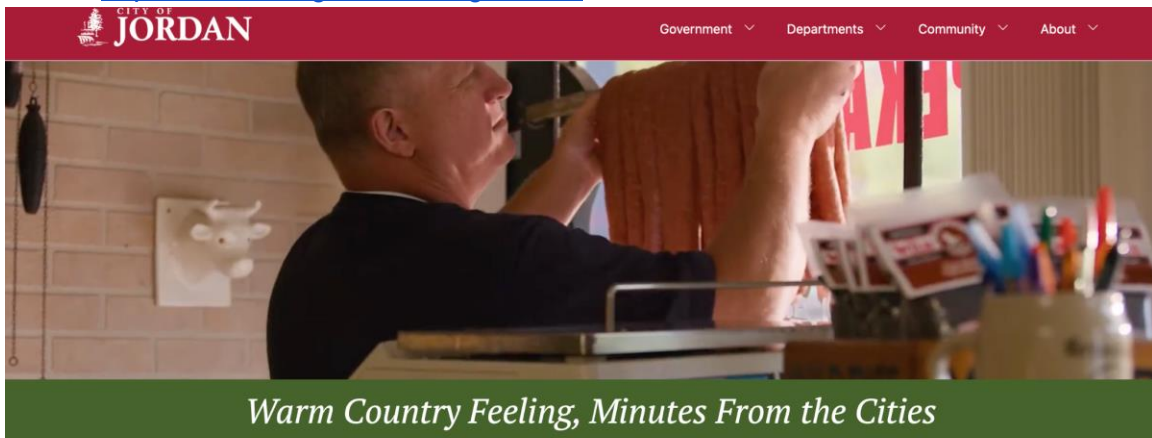
Chapter 98: Cadet program
Issue Date: January 3rd, 2025
Review Date:
Revision Date:
Authorized by: Chief Eric Johansen

c. Attire

Cadets will wear the cadet uniform while participating in the ride-along program and will carry only equipment authorized as part of the basic or optional cadet uniform, except for a clipboard or similar type item.

Munibit Website Notes

- Cost of 179/mth. \$2,148/yr. Price locked in and will never go up.
- Includes setup, design, ongoing support, training, and a basic data migration service. Proven template for easy organization and website updates.
- Potential for improved website features with forms with workflows, ability to take payment online, calendars, events, etc.
- Over 300 local governments.
- Examples
 - <https://www.fairportharbor.org/>
 - <https://curtis-ne.gov/>
 - <https://cityofvanalstyne.us/>
 - <https://jordanmn.gov/>
 - <https://www.villageofnorthanger.com/>



Village of Northanger

Government | Residents | Visitors | Business | About | Search

! The Northanger Bridge will be under construction until May. Please use alternate routes in the meantime. [Learn More](#)

Village of Northanger

A Munibit Demo Website

- Agendas & Minutes
- Permits & Forms
- Make a Payment
- Explore Northanger
- Employment Opportunities
- Submit Feedback

Village of Northanger | Government | Residents | Visitors | Business | About | Search

Elected Officials

Daniel Anderson
Mayor

(999) 999-9993 | Email

Daniel Anderson is the 47th Mayor of Northanger. His experience in local policy and practice led him to be elected in 2019 after serving on the village council for 4 years.

Angie Taylor
Councilwoman

Email

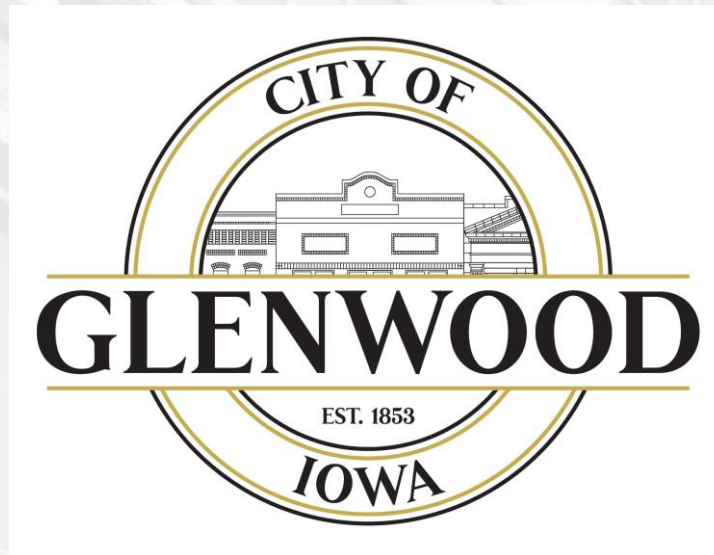
Angie has served on the village council since 2021.

Brian Campbell
Councilman

Email

Alderman Campbell has been passionate about growing businesses on Main Street Northanger since his involvement in government started 5 years ago.

City of Glenwood, IA



Executive Summary

HELPING LOCAL GOVERNMENT INFORM, ENGAGE & PROTECT THEIR CITIZENS



Our viewpoint

As the recognized leader in GovTech,
we have a **pulse** on what it takes for
Local Governmental Impact in this next era



10k+ customers	100k+ public servants	340M+ residents	50 states	6 provinces	25 years
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How We'll Help

- Promote Transparency for Residents, Visitors, Businesses & Elected Officials
- A Research Based Design w/ Strong Internet Presence
- Strategic Partnership
- Sharing Nationwide Community Insight
- Beautiful UX/UI Navigation Experience for all users
- Encourage Municipal Economic Development
- Website Flexibility. Growing as the City Grows
- Multiple Calendars and Events
- Easily Handled by Small Staff
- Email Notifications and Alerts on the Website
- Embed Social Media Platforms
- ADA Compliant
- Multiple Software Options for other Departments
- Accessible on Any Device
- FREE Ongoing Support & Website Training





CivicPlus Can Help In Many Ways...



PIO



Clerk



Public Works



Rec Dir



IT

Unified Portal: Delightful Resident Experience

single interface | single profile | personalized dashboard | frictionless self-service

Solution Breadth: Unmatched End-to-End Efficiency

automation and workflows | in and across departments | superior staff experience

Municipal Websites

Web Accessibility

Mass Notification

Social Media Archiving

Agenda and Meeting Management

Codification

Open Records Request

Process Automation

Recreation Management

311 CRM

Community Development

...

Shared Platform: Extensible Foundation

single sign on | security | scalability | governance | payments | search | mobile | AI chatbots | APIs



Trusted Partner Services for Civic Impact

Implementation

Proven methodology across thousands of clients

Goals-based planning with a phased delivery approach

Dedicated CSM to ensure continuity and success

Training to drive adoption and efficiency

Optimization

Designated account manager to optimize interna/external engagement

Gap analysis, expansion planning, grow and scale services

Tool consolidation, cross-product synergy

Alignment and business reviews to track progress and outcomes

Advisory

Award-winning technical support team, 24/7 access

Professional and legal services for ongoing guidance

Expertise from the experts: former civic leaders with decades of experience

CLIENT SATISFACTION

96%

CLIENT RETENTION

98%

STEVIE AWARDS

17



Purpose Built Website Design - Goals

1. Stunning Design

- A site that reflects the uniqueness and beauty of your community
- A site that fosters pride

2. Resident Self-Service Capabilities

- Industry-Leading Search Functionality
- Email & Text subscriptions
- 2-Click Navigation Methodology

3. Easy to Use for Staff

- No Web Experience Needed - Easy for staff with varying levels of IT experience to make content-rich updates
- Time-Saving - integrations with core solutions
- Future Proof - As you grow and your priorities evolve, our solutions will scale with you to optimize efficiency, transparency, and resident engagement capabilities



Purpose Built Website Design - Features

Included Features

- Responsive Mobile Friendly Design
- Graphic Links
- Advanced Page Editor
- Staff Directory
- Best-in-Class Predictive Search Engine
- Social Media Integration
- Photo Album Slideshows
- Google Maps Integration
- Document Center
- Image auto-scaling and resizing
- Site Metrics (Google Analytics)
- Scheduled Publish On/Off Dates
- Unlimited User Logins
- Unlimited Content Creation
- Live Page Word-like WYSIWYG Editor
- NotifyMe (Email & Text Subscriptions)
- Private Pages
- YOU OWN RIGHTS TO ALL YOUR DATA
- Unlimited Online Fillable Forms
- Emergency Alerts
- Newsflash
- Agendas Center/Minutes/Videos
- Event Calendar
- Page Versioning / Audit Trail
- Latest News / Press Releases
- Anti-Spam Controls
- Email Harvesting Protection
- Broken Link Finder
- Dynamic Sitemap
- Support for Windows, Mac, Linux
- Video Integration (YouTube, Vimeo, etc.)
- Organization/Staff Directory
- Frequently Asked Questions (FAQs)
- Share This Button (Facebook/Twitter)
- Secure Pages / SSL
- Printer-Friendly Pages
- Facilities Reservations
- Online Activities Registrations
- Archive Center
- Bid Postings
- Blog Module
- Jobs Module
- Opinion Polls
- Real Estate Locator
- 311 Citizen Requests (SeeClickFix)
- CivicSend – Newsletter Creation Module
- Specialty Sub-Site Graphic Designs
- Integrable CivicPlus Chatbot



Purpose Built Website Design - Differentiators

- **1) ADA Compliance (WCAG 2.1 AA)**
 - Style-Guide and HTML Structure
 - Trusted for Compliance and Security
 - + More Web Governance and Compliance Services Available: [AudioEye](#) or [Acquia Optimize](#)
- **2) Full Suite of Products Designed to Empower Staff and Delight Residents**
 - Best-of-Breed, easy-to-use, integrated solutions built to enable a one-stop, frictionless, and personalized resident experience
- **3) Industry-Leading Predictive Search Capabilities**
- **4) Integration (Third-Party + Key CivicPlus Software Integrations)**
- **5) Easy Web Page Authoring. Drag & Drop Content Creation – No Technical Expertise Needed**
- **6) Customer Service and Award-Winning Support**
 - You will be well-trained before going live via. FREE support resources available
 - 24/7 Technical Support and Knowledge Management Team
 - Support Access by Phone, Email, Online Helpdesk, Online Help Chat
 - Customer Success Manager Remains in Regular Touch with You Throughout the Life of Your Website



Approach & Project Timeline

9 – 12 Weeks



1

Initiate

PROJECT KICKOFF MEETING

Review deliverables, outline process, assign action items



2

Analyze

DESIGN & ARCHITECTURE

Discuss design preferences and vision



3

Site Implementation

IMPLEMENT DESIGN

Design is created, reviewed and approved in JPG format



4

Content Development

DEPARTMENT SPECIFIC MODULES AND CONTENT

Migrate webpages, documents, and files



5

Educate

USER TRAINING

CivicCMS will provide system training to empower users with the skills needed to maintain the website.



6

Launch

WEBSITE LAUNCH

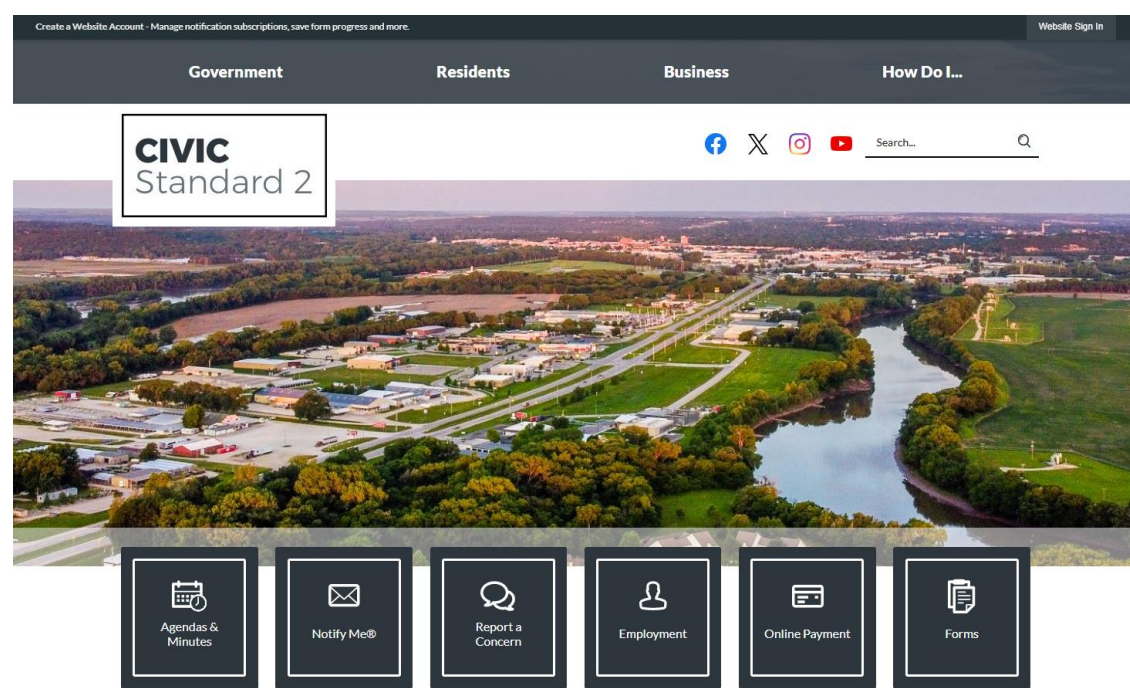
The new website is scheduled to be made available to the public with live domain name.

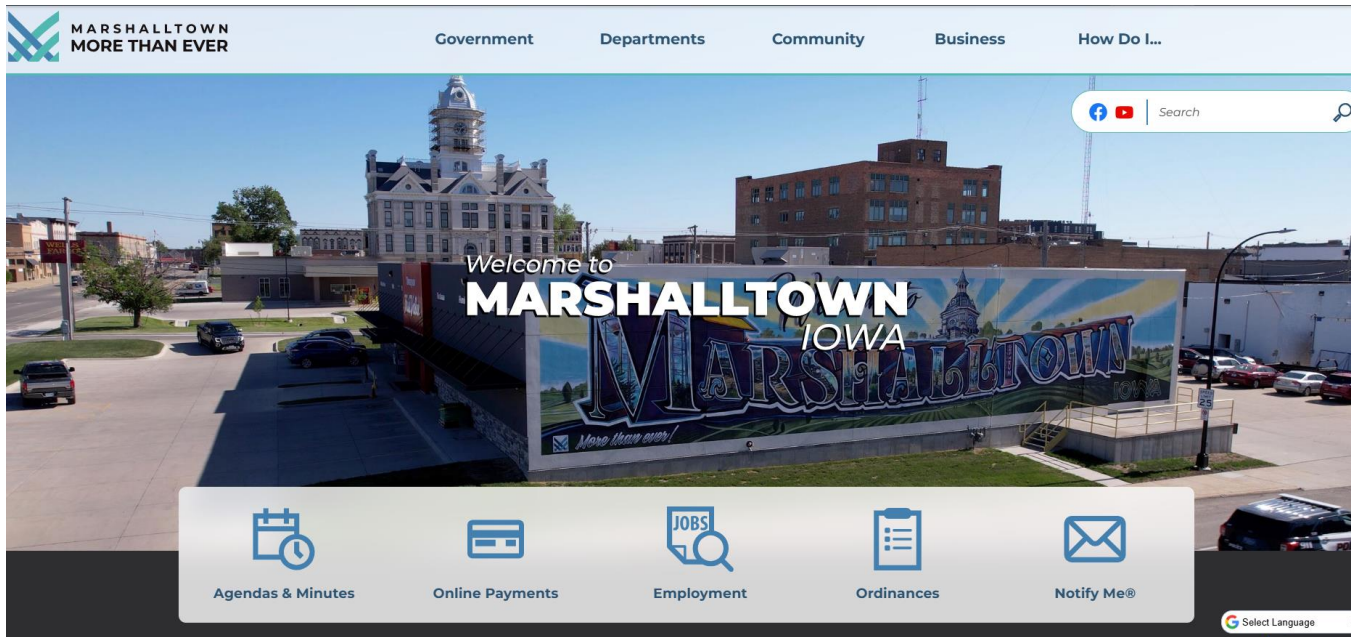
Standard Design (Templated)

- Template Design ([5 Options](#))
- 11+ Modules
- Hosting & Security
- 1 Year of Agenda Migration
- 150 Pages of Content Migration
- Group Website Training

One-Time Development: \$850

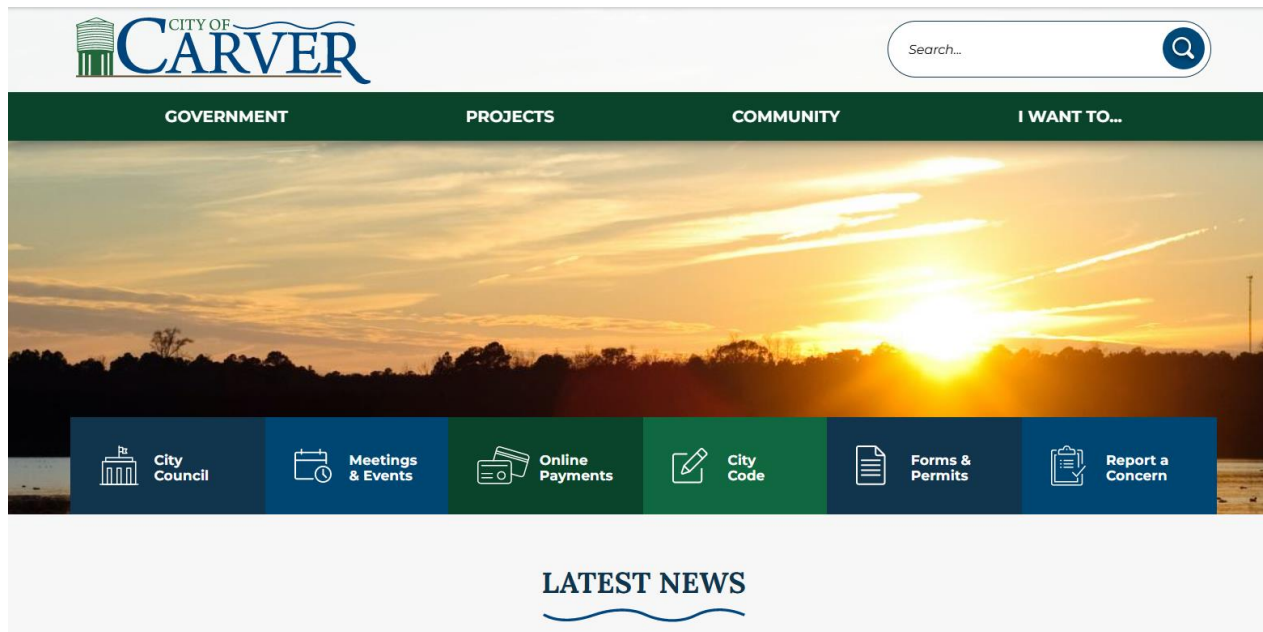
Annually: \$4,364





Ultimate Design (Custom)

- Custom Design (1 Advanced Design)
- 11+ Modules
- Hosting & Security
- 1 Years of Agenda Migration
- 150 Pages of Content Migration
- Live Individual Website Training



One-Time Development: \$1,700

Annually: \$5,472

Thank You



Richard L Jones
Solutions Consultant



785-323-4713



302 South 4th Street, Suite 500
Manhattan, Kansas 66502



www.civicplus.com





Mitch Kolf <cityadmin@cityofglenwood.org>

Wind Damage to Fencing at Location 41-77 - DOL: 7/31/24 - Claim: 4A2408513P4-0001

John Wilson <jwilson@icapiowa.com>
To: "cityadmin@cityofglenwood.org" <cityadmin@cityofglenwood.org>

Thu, Dec 26, 2024 at 5:27 PM

Amber,

I have attached the adjuster's estimate to replace the damaged chain link fencing at the fall field located at Tyson & Vine Streets.

The first estimate from American fence for \$21,092 included replacement of 340 LF of 72" chain link fencing - This was rejected as being too high.

The adjuster estimated \$14,224.65 to replace 340 LF of same grade chain link fencing

The 2nd estimate provided for \$15,800 by S & W Fencing shows 460 LF and is upgrading to a higher grade chain link fence material.

We will conclude settlement based on the adjuster's estimate:

\$14,225.65 (340 LF) less \$1,492.62 (2% wind/hail deductible)= \$12,733.03

-

The adjuster's estimate of \$762.24 to comb the HVAC fins at the City Hall building under the 2% wind/hail deductible of \$78,334.02

I will issue payment for the chain link fencing and send to your attention.

Best Regards,

John Wilson,
Property Claims Examiner

(T) 515-236-5620 | (F) 515-309-9909 | jwilson@icapiowa.com



CONFIDENTIALITY STATEMENT: This communication is intended only for the use of the individual or entity to which it is addressed and may contain information that is privileged, confidential and exempt from disclosure under applicable law. If the reader of this communication is not the intended recipient or the employees or agents responsible for delivering, you are hereby notified that any distribution or copying of content is strictly prohibited. If you received this communication in error, please notify me immediately by telephone. Thank you!

3 attachments

 **IA723704 RPT3-FINAL 11-22-2024.doc.DOC**
461K

 **IA723704 Estimate.pdf.PDF**
18K

 **IA723704 Fence bid from S&W Fence.PDF**
144K



Commercial • Residential • Ornamental Iron • Vinyl • Wood
15803 Pacific St. • Omaha, NE 68118
(402) 333-5722 • Fax (402) 333-5782

ESTIMATE AND PROPOSAL FOR FENCING INSTALLATION

GENERAL BID

Submitted: October 17, 2024

Attn: City of Glenwood / Ronald Mattox

Job: Glenwood Community Recreation Complex / Outfield Fence Upgrades
LOCATION - 1 East Sharp Street, Glenwood, IA

Remove approximately 460' of existing damaged residential grade chain link fence from field #2 & #4. Salvage fence top rail cap and store on site. Furnish and install approximately 460' of new 72" tall commercial grade galvanized chain link fence to previous outfield layouts at field #2 & #4. Includes top rail, bracing at all term posts and reinstallation of existing salvaged top rail cap to new fence.
No new gates included. No windscreen or privacy slats included. Signage by others.

Material & Labor \$15,800.00

Exclusions:

- *Permit, survey, grading & staking by owner, if needed.
- *No concrete cuts, asphalt saw cuts, core holes, sleeves, form tubes or block outs.
- *No private utility locates.
- *No dirt hauled off site.
- *No pot holing or Hydro Vac.
- *Winter digging conditions not included.
- *2% bond rate is not included.
- *This price quote is valid for seven (7) days.
- *Balance due upon completion of project.
- *2.5% additional charge on all credit card transactions.

Monthly Progress Payments Net 10 Days of Invoice Date.

TERMS: Entire balance of payment due on completion of job unless prior arrangement is made in writing above. Balances unpaid after 15 days from the date of the statement will incur a service charge of 1½% per month (18% per annum). All material is guaranteed to be as specified in the original bid unless otherwise modified by the customer and S & W Fence, LLC. All modifications shall be in writing and shall be affixed to the original bid. All work to be completed in a workmanlike manner according to standard practices. Customer hereby assumes full responsibility for damage to any unmarked underground utility, telephone, T.V. cable or sprinkler systems. This agreement and any subsequent modification shall be contingent upon strikes, accidents, or delays beyond the control of S & W Fence, LLC. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by workman's compensation insurance.

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

Authorized Signature Chase Pearson Date 10/17/2024

Customer Signature _____ Date _____

To authorize work, please sign and return to S & W Fence.



Hausch & Company, Inc.

— PROFESSIONAL LOSS ADJUSTMENT SINCE 1948 —

claims@hauschco.com | www.hauschco.com | 800.747.4427

VIA EMAIL ONLY

11/22/2024

ICAP (Iowa Communities Assurance Pool)
12951 University Avenue, Suite 120
Clive, IA 50325

Attention: John Wilson

RE: Claim Number: 4A2408513P40001
Member : City of Glenwood
Date of Loss : 07/31/2024
Certificate # : 522
Our File # : IA723704

Dear Mr. Wilson:

REPORT #3 – FINAL:

ENCLOSURES:

1. Adjuster's estimate-previously sent
2. Loss recap-previously sent
3. Fence bid from S&W Fence in the amount of \$15,800.00

CLAIM UPATE:

Per our last email, we advised we would continue to obtain another bid for the ball field fence repairs. We contacted the member and spoke with Danielle. She is the new city clerk. She was able to speak with the Parks Department and provide the second estimate.

We have reviewed the estimate from S&W Fence. They have proposed to remove all of the standard residential chain-link fence and replace it with a heavier commercial fence. They plan to reuse the yellow topper.

We recommend paying from our estimate because it reflects like, kind, and quality of the current fence. The estimate provided would be considered an upgrade.

ADJUSTMENT:

We suggest payment based on our last estimate provided. We have enclosed the estimate again for reference.

Location 41-77 Fencing at Ball Field

Replacement cost in the amount of	\$14,224.65
Less depreciation in the amount of	<u>\$1,836.56</u>
Actual Cash Value in the amount of	\$12,388.09
Less the deductible in the amount of	<u>\$1,492.62</u>
Total ACV in the amount of	\$10,895.47

49-89 N Vine St- City Hall & Police Station

Replacement cost in the amount of	\$762.24
Less depreciation in the amount of	<u>\$152.45</u>
Actual Cash Value in the amount of	\$609.79

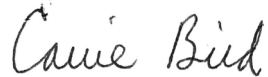
Total claim Replacement cost	\$14,986.89
Less depreciation	<u>\$1,989.01</u>
ACV	\$12,997.88
Less deductible	<u>\$1,492.62</u>
Total ACV	\$11,505.26

HANDLING:

All instructions have been completed at this time. We have closed our file.

Thank you for the assignment. Please contact the undersigned should you have any questions or require any additional assistance.

Very truly yours,



Carrie Bird
800.747.4427 x 1042
CarrieBird@hauschco.com
Hausch & Company

RESOLUTION 3704

**APPROVE AMENDMENT #2 OF THE CURRENT BUDGET FOR
FISCAL YEAR ENDING JUNE 30, 2025**

WHEREAS, the City Council of Glenwood, Iowa has prepared Amendment #2 to the Annual Budget for Fiscal Year 2024-2025; and

WHEREAS, the City Council of the City of Glenwood, Iowa, following notice published on February 12, 2025 and the public hearing held on February 25, 2025, at 7:00 PM at the Glenwood City Hall, at 5 N. Vine Street, Glenwood, Iowa, hereby approves Budget Amendment #2 for FY2024-2025 as set out in the attached schedule to be certified to the Auditor of Mills County.

PASSED, APPROVED AND ADOPTED this 25th Day of February, 2025, by the Glenwood City Council.

Angela Winquist, Mayor

ATTEST:

Dannielle Arnold, City Clerk

NOTICE OF PUBLIC HEARING - AMENDMENT OF CURRENT BUDGET

City of GLENWOOD
Fiscal Year July 1, 2024 - June 30, 2025

The City of GLENWOOD will conduct a public hearing for the purpose of amending the current budget for fiscal year ending June 30, 2025

Meeting Date/Time: 2/25/2025 07:00 PM

Contact: Mitch Kolf

Phone: (712) 527-4717

Meeting Location: Glenwood City Hall
5 North Vine
Glenwood, IA 51534

There will be no increase in taxes. Any residents or taxpayers will be heard for or against the proposed amendment at the time and place specified above. A detailed statement of: additional receipts, cash balances on hand at the close of the preceding fiscal year, and proposed disbursements, both past and anticipated, will be available at the hearing. Budget amendments are subject to protest. If protest petition requirements are met, the State Appeal Board will hold a local hearing. For more information, consult <https://dom.iowa.gov/local-gov-appeals>.

REVENUES & OTHER FINANCING SOURCES		Total Budget as Certified or Last Amended	Current Amendment	Total Budget After Current Amendment
Taxes Levied on Property	1	2,973,687	126,930	3,100,617
Less: Uncollected Delinquent Taxes - Levy Year	2	0	0	0
Net Current Property Tax	3	2,973,687	126,930	3,100,617
Delinquent Property Tax Revenue	4	0	0	0
TIF Revenues	5	213,781	0	213,781
Other City Taxes	6	1,067,035	-137,035	930,000
Licenses & Permits	7	59,300	-1,700	57,600
Use of Money & Property	8	8,200	82,902	91,102
Intergovernmental	9	11,465,240	-228,762	11,236,478
Charges for Service	10	531,500	33,610	565,110
Special Assessments	11	0	0	0
Miscellaneous	12	1,251,075	-83,908	1,167,167
Other Financing Sources	13	2,198,336	10,135	2,208,471
Transfers In	14	833,800	150,000	983,800
Total Revenues & Other Sources	15	20,601,954	-47,828	20,554,126
EXPENDITURES & OTHER FINANCING USES				
Public Safety	16	3,057,068	-379,850	2,677,218
Public Works	17	3,373,500	-1,593,422	1,780,078
Health and Social Services	18	0	0	0
Culture and Recreation	19	1,974,976	-79,433	1,895,543
Community and Economic Development	20	28,000	-11,000	17,000
General Government	21	1,531,207	-35,612	1,495,595
Debt Service	22	737,876	134,051	871,927
Capital Projects	23	10,551,000	1,812,000	12,363,000
Total Government Activities Expenditures	24	21,253,627	-153,266	21,100,361
Business Type/Enterprise	25	0	0	0
Total Gov Activities & Business Expenditures	26	21,253,627	-153,266	21,100,361
Transfers Out	27	833,800	150,000	983,800
Total Expenditures/Transfers Out	28	22,087,427	-3,266	22,084,161
Excess Revenues & Other Sources Over (Under) Expenditures/Transfers Out	29	-1,485,473	-44,562	-1,530,035
Beginning Fund Balance July 1, 2024	30	6,226,319	0	6,226,319
Ending Fund Balance June 30, 2025	31	4,740,846	-44,562	4,696,284

Explanation of Changes: Revenue re-estimation based on actual FY25 and realigning expenditures due to re-estimation.

**CITY OF GLENWOOD
RESOLUTION 3703**

RESOLUTION SETTING TIME AND PLACE FOR A PUBLIC HEARING FOR THE
PURPOSE OF CONSIDERING THE PROPOSED PROPERTY TAX LEVY
FOR THE CITY'S PROPOSED FISCAL YEAR 2026 BUDGET

WHEREAS, the City Council of Glenwood, Iowa is preparing the annual budget for the Fiscal Year 2026; and

WHEREAS, Iowa House File 718 requires a public hearing on the proposed property tax dollars where any resident or taxpayer of the City may present to the City Council objections or arguments in favor of the tax levy before the budget is adopted and certified to the county auditor; and

WHEREAS, interested residents or taxpayers having comments for or against the proposed property tax levy may appear and be heard at the public hearing at the city council meeting on April 08, 2025, at 6:00 p.m., at the Glenwood City Council Chambers, at 5. N Vine Street, Glenwood, Iowa.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Glenwood, Iowa, that this confirms that the city council order the publication of a notice of public hearing pertaining to proposed property tax levy not less than ten (10) days nor more than twenty (20) days prior to the date set for the hearing and certified to the Mills County Auditor no later than March 5, 2025 A notice shall also be posted on the city website and social media accounts and the Mills County Auditor will provide a truth-in-taxation statement to each taxpayer within Glenwood city limits via mail.

BE IT FURTHER RESOLVED, by the Glenwood City Council of the City of Glenwood, Iowa, that the Mayor and City Clerk are hereby authorized and directed to execute said resolution.

Passed and approved this 25th day of February 2025.

Angela Winquist, Mayor

Attest:

Dannielle Arnold, City Clerk



**Fiscal Sponsor Agreement for Competitive Grants
Spring 2025**

The Community Foundations of Southwest Iowa, which are affiliated with the Omaha Community Foundation, may make a grant to a fiscal sponsor (the "Grantee") to further its charitable work by assisting in and supporting programs and projects of a non-501(c)(3) organization (the "Sub-Grantee") that is consistent with the mission of the fiscal sponsor. The fiscal sponsor can be a 501(c)(3) public charity, a municipality or government agency, or a religious institution recognized as a public charity by the IRS.

As part of our Spring 2025 Grant Cycle, the Community Foundations of Southwest Iowa have received the following application(s) indicating your fiscal sponsorship of the noted project(s).

Please complete this form to confirm your willingness to serve as the fiscal sponsor, and thereby help us comply with IRS requirements.

County:	Mills
Fiscal Sponsor/Grantee Name:	City of Glenwood
Applicant/Sub-Grantee Name:	City of Glenwood/Kiwanis Club of Glenwood
2025 Application Details:	Hiley Park Handicap Accessibility

By signing this form, the FISCAL SPONSOR/GRANTEE agrees to the following conditions:

- The fiscal sponsor’s Executive Director, or equivalent, has agreed to be the fiscal sponsor for the applicant(s)/sub-grantee(s).
- The fiscal sponsor will review the applicant(s)/sub-grantee(s) proposal(s).
- If the applicant is awarded a grant, the fiscal sponsor agrees to retain complete control and discretion over the applicant(s)/sub-grantee(s) funds received from the Omaha Community Foundation and adhere to the designation of each grant.
- The fiscal sponsor agrees to retain records about how each grant was used.

Signature of Executive Director, or equivalent

Date

Name and Title (please print)



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Spring 2025**

The Community Foundations of Southwest Iowa, which are affiliated with the Omaha Community Foundation, may make a grant to a fiscal sponsor (the "Grantee") to further its charitable work by assisting in and supporting programs and projects of a non-501(c)(3) organization (the "Sub-Grantee") that is consistent with the mission of the fiscal sponsor. The fiscal sponsor can be a 501(c)(3) public charity, a municipality or government agency, or a religious institution recognized as a public charity by the IRS.

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Please complete this form to confirm your willingness to serve as the fiscal sponsor, and thereby help us comply with IRS requirements.

County:	Mills
Fiscal Sponsor/Grantee Name:	City of Glenwood
Applicant/Sub-Grantee Name:	Glenwood Fire Department
2025 Application Details:	Ice Rescue Equipment Replacement

By signing this form, the FISCAL SPONSOR/GRANTEE agrees to the following conditions:

- The fiscal sponsor's Executive Director, or equivalent, has agreed to be the fiscal sponsor for the applicant(s)/sub-grantee(s).
- The fiscal sponsor will review the applicant(s)/sub-grantee(s) proposal(s).
- If the applicant is awarded a grant, the fiscal sponsor agrees to retain complete control and discretion over the applicant(s)/sub-grantee(s) funds received from the Omaha Community Foundation and adhere to the designation of each grant.
- The fiscal sponsor agrees to retain records about how each grant was used.

Signature of Executive Director, or equivalent

Date

Name and Title (please print)

FOR DEPARTMENT USE ONLY

Permit Number	Highway Number	County Mills
DOT Project Number		Expiration/Completion Date

APPLICANT (INDIVIDUAL OR COMPANY)

First Name Chris	Middle Initial J	Last Name Harris	Phone Number 515-725-8925	Ext.
Company Name Iowa Communications Network (ICN)			Phone Number	Ext.
Street Address 400 E 14th St, Grimes State Office Building		City/Town Des Moines	State IA	ZIP Code 50319
e-Mail Address chris.harris@icn.state.ia.us		Secondary e-Mail Address		

INSTALLATION TO BE ACCOMMODATED

Approval is hereby requested to enter within the state highway right-of-way for the accommodation of a utility installation as detailed on the attachments and further described as follows.

The installation shall consist of:
 Directionally bore minimum of 1.25-in HDPE roughly 1275-ft of no less than 3-ft in all areas other than the new 240th St road (see engineering plans). A new maintenance handhole will be placed at each end of the bore (755+10 and 767+75), set at 5-ft from edge of right-of-way. A new 48-strand OSP armored fiber optic cable shall be placed through the new 1275-ft section of 1.25-in HDPE conduit. Cable is to be coiled evenly in each handhole per engineering plans. The existing ICN cables will need to be exposed 50-ft at each end to allow the splicer access to the cable during the cut-over (to provide a splice tail). Once splicing is completed, all excavated areas should be backfilled and tamped. ICN will be abandon two fibers of 4F & 12F.

and shall be located as shown on the detailed plan attached hereto. (See current Iowa Department of Transportation Utility Accommodation Policy for submittal of detailed plan requirements. See Section 115.8 (3).) <http://www.iowadot.gov/traffic/pdfs/UtilityPolicy.pdf>

WORK SITE LOCATION

The proposed work as described above is located in Section 18, Twp. T-72N, Range R-42W on Highway No. 34 generally located (miles) south (direction) from Glenwood, IA (city, county line, or other landmark). Work proposed is more specifically located as being from 9.43 (Milepost #) and 755+00 (Highway Station) to 9.64 (Milepost #) and 767+75 (Highway Station) on the north side of highway.

Disclosure Statement: The information furnished on this form will be used by the Department of Transportation to determine approval or denial of the application. Failure to provide all pertinent information will result in denial of the application. Information furnished is public information and copies may be provided to the public upon request.

The utility company, corporation, applicant, permit holder or licensee, (hereinafter referred to as the Permit applicant) agrees with the Iowa Department of Transportation (hereafter referred to as the Department) that the following stipulations and those special requirements as listed on this document shall govern under this permit after it is approved by the Department.

A. General

1. The installation shall meet the requirements of local municipal, county, state, and federal franchise rules and regulations, regulations and directives of the Iowa State Commerce Commission; the Iowa Department of Natural Resources, all rules and regulations of the Department and any other laws or regulations applicable.
2. The Permit Holder shall be fully responsible for any future adjustments of the facilities within the established highway right-of-way caused by highway construction or maintenance operations.
3. As per Section 115.8(8) of the Utility Accommodation Policy, As-Built plans are due within 90 days after completion of construction, the utility owner shall submit to the district representative an as-built plan.
4. The work described in this permit shall be completed as proposed in compliance with the stipulations and special requirements within one year from the date Department approval is received for said request. Failure on the part of the Permit Holder to abide by the stipulations or in constructing the work described as stipulated and within the time frame stated shall render this agreement and request null and void. The Permit Holder also agrees to save the State of Iowa and the Department harmless of any damages or losses that may be sustained by any person, or persons, on account of the conditions and requirements of this agreement.
5. Non-compliance with any of the terms of the Department's policy, permit, or agreement, may be considered cause for shut-down of construction operations, revocation of the permit, or withholding of relocation reimbursement and/or withholding of future application approvals until compliance is confirmed. The cost of any work deemed necessary to be performed by the State in removal of non-complying construction will be assessed against the Permit Holder.

B. Construction and Maintenance

1. The location, construction and maintenance of the utility installation covered by this application shall be in accordance with the current Department's Utility Accommodation Policy. <http://www.iowadot.gov/traffic/pdfs/UtilityPolicy.pdf>
2. Before beginning any work in the highway right-of-way, it is the responsibility of the Permit Holder to obtain an easement from the drainage district if necessary. The Department assumes no responsibility for advising the Permit Holder of each location of a drainage district crossing. It is the Permit Holder's responsibility to locate these crossings and obtain any necessary easements or permission from the drainage district. See Code of Iowa, Chapter 468 for additional information.
3. A copy of the approved permit shall be available on the job site at all times for examination by Department personnel.
4. Operations in the construction and maintenance of this utility installation shall be carried on in such a manner as to cause minimum interference to or distraction of traffic on said highway.
5. Traffic protection shall minimally be in accordance with Part VI of the current Manual on Uniform Traffic Control Devices for Streets and Highways. The applicant shall be responsible for correctly using traffic control devices including signs, warning lights, and channelizing devices as needed while work is in progress or the clear zone is impacted. Flagging operations are the responsibility of the applicant. The Department's TC XXX Series Standards are the preferred traffic control specification plans. http://www.iowadot.gov/design/stdplne_tc.htm
6. The applicant shall seed and mulch all disturbed areas within the highway right-of-way and shall be responsible for the vegetative cover until it becomes well established. Any surfaced areas such as driveways or shoulders and sodded waterways and plantings which are disturbed shall be restored to their original condition. Any damage to any other underground facilities during installation shall be repaired at the permit holder's expense.
7. All personnel in the highway right-of-way shall wear ANSI 107 Class 2 apparel at all times when exposed to traffic or construction equipment.
8. As per Policy Section 115.4(9) parking or storage in the clear zone is prohibited. When not in actual use, vehicles, equipment and materials shall not be parked or stored within the clear zone or median.
9. Unless specifically noted in Special Requirements section, all work performed within the right-of-way shall be restricted to 30 minutes after sunrise to 30 minutes before sunset.
10. Pedestals shall be placed within 12 inches of the right-of-way line.
11. All above and below ground appurtenances (pedestals, hydrants, drains, accesses, etc.) shall be marked with high visibility posts and signs. The minimum height requirement for the signs shall be 5 foot. Urban Roadway Sections may be exempted with department approval.

C. Liability

1. To the extent allowable by law, the Permit Holder agrees to indemnify, defend, and hold the Department harmless from any action or liability arising out of the design, construction, maintenance, placement of traffic control devices, inspection, or use of the Permit Holder's facilities. This agreement to indemnify, defend, and hold harmless applies to all aspects of the Department's application review and approval process, plan and construction reviews, and funding participation.
2. The Permit Holder shall indemnify and save harmless the State of Iowa, its agencies and employees, from any and all causes of action, suits at law or in equity, for losses, damages, claims or demands, and from any and all liability and expense of whatsoever nature, arising out of or in connection with the Permit Holder's use or occupancy of the public highway.
3. The State of Iowa and the Department assume no responsibility for damages to the Permit Holder's property occasioned by any construction or maintenance operations on said highway if the facilities are not located in accordance with this permit.
4. The State of Iowa, its agencies or employees, will be liable for expense incurred by the Permit Holder in its use and occupancy of the highway right-of-way only when negligence of the State, its agencies or employees, is the sole proximate cause of such expense. Whether in contract, tort or otherwise, the liability of the State, its agencies and employees, is limited to the reasonable, direct expense to repair damaged utilities, and in no event will such liability extend to loss of profits or business, indirect, special, consequential or incidental damages.

D. Notification

1. The Permit Holder is responsible for contacting **Iowa One-Call (1-800-292-8989)** and request the location of all underground utilities forty-eight (48) hours before excavation. Before beginning work in the highway right-of-way, the Permit Holder shall also contact any other known utility located in the area of the proposed work.
2. The Permit Holder agrees to give the Department forty-eight (48) hour notice of its intention to start construction or to perform routine maintenance on the highway right-of-way. Said notice shall be made to the local DOT contact person whose name is shown on Page 3.
3. **511 Notification**-In accordance with Iowa Code section 321.348, cities and utilities **may not obstruct or close** primary highways or primary highway extensions (State highways within city limits) **without prior consent of the Iowa DOT**, except in emergency situations. Before setting up a lane closure or a vertical/horizontal restriction of any kind on a primary highway, call your local Iowa DOT Maintenance garage and call the Traffic Management Center per attached documents. Except in emergency situations, a 10 day advance notice is required. <http://www.iowadot.gov/traffic/utility/pdfs/511UtilityNotification.pdf>

E. Buy America

Buy America applies to relocations of utility facilities that must move due to highway projects under certain specific conditions that include reimbursable locations and relocations due to interstate projects. Please contact the Department's District Engineering Operation Technician (EOT) for more information on Buy America requirements or visit the following link: <http://www.iowadot.gov/traffic/utility/utility.html>

Permit Number: _____

Special Requirements - in addition to the stipulations above, the following special requirements shall apply to this permit:

Applicant Signature and Agreement

The undersigned have read the stipulations of this permit agreement as stated, as well as attachments which may be included, and by signing this application agree to abide by all stipulations and to complete the work as proposed in compliance with the stipulations and attachments within one year from the date Department approval is granted for said request. Failure on the part of the applicant to abide by the stipulations or to construct the work desired as stipulated and within the time frame stated shall render this agreement and request null and void. The undersigned also agrees to save harmless the State of Iowa and the Iowa Department of Transportation from any damage or losses that may be sustained by any person or persons on account of the conditions and requirements of this agreement.

Name of Agent (Print or Type) Chris Harris	Agent/Owner (Signature) <i>Chris Harris</i>	Title Telecom Engineer
Name of Owner (Print or Type) Iowa Communications Network (ICN)		Date 2-18-25
e-Mail Address chris.harris@iowa.gov		

CITY ACTION (IF PROPOSED WORK IS WITHIN AN INCORPORATED CITY, CITY ACTION IS REQUIRED)

"The undersigned city joins in the grants embodied in the above permit executed by the Iowa Department of Transportation on condition that all of the covenants and undertakings therein running to the Iowa Department of Transportation shall inure to the benefit of the undersigned city and recommends action on said permit application as noted below by the delegated city official".

Recommend Approval Do Not Recommend Approval None Required

Handwritten Signature	Title	Date
Type or Print Name	Authorized Official for the City of	
e-Mail Address		

COUNTY ACTION (IF PROPOSED WORK CROSSES COUNTY RIGHT-OF-WAY, COUNTY ACTION IS REQUIRED)

"The undersigned county joins in the grants embodied in the above permit executed by the Iowa Department of Transportation on condition that all of the covenants and undertakings therein running to the Iowa Department of Transportation shall inure to the benefit of the undersigned county and recommends action on said permit application as noted below by the delegated county official".

Recommend Approval Do Not Recommend Approval None Required

Handwritten Signature	Title	Date
Type or Print Name	Authorized Official for the County of	
e-Mail Address		

FEDERAL HIGHWAY ADMINISTRATION ACTION (WHEN REQUIRED)

Recommend Approval Do Not Recommend Approval None Required

Authorized FHWA Representative Signature	Date
------------------------------------------	------

DEPARTMENT OF TRANSPORTATION FINAL ACTION

Application Approved Application Denied Permit Number: _____

Authorized Highway District Representative	Signature	Date
e-Mail Address		

Notice of intention to commence activities on the highway rights-of-way shall be submitted by the applicant a minimum of 48 hours prior to actually commencing the activities as herein granted by this approved application. Notice is to be given to the following Iowa Department of Transportation representative. Except in emergencies a 10 day advance notice is required for lane restrictions of any kind:

Local DOT Contact Person (Type or Print Name)	Phone Number		
Street Address	City/Town	State IA	ZIP Code
e-Mail Address			

Permit Number: _____

Site Plan & Attachments Checklist for IDOT Utilities Accommodation Permit

- Plans showing IADOT Highway Centerline, Highway Number, DOT Stationing and Milepost are required.
- Visible orientation (North Arrow) and identifying landmarks are required.
- Clearly identify Right Of Way (ROW) line with horizontal distance from highway centerline shown, including all breakpoints and changes in the ROW distances.
- Provide Iowa One Call design request information. (Minimally, the list of utilities)
- List all of the existing utilities in the installation area. Describe how your installation will address existing utilities that are in conflict, and show all observable existing features, such as power poles, pedestals, markers, handholes, trees, etc.
- Show all Construction features/Bore Pits with the running line and horizontal distance from roadway edge or centerline. (showing Clear Zone compliance) <http://www.iowadot.gov/traffic/pdfs/UtilityPolicy.pdf>
- Show the start/stop stationing and depths or elevations for all bores, longitudinal and transverse.
- Show the start/stop stationing and depths or elevations for all plowing locations.
- Show casing start/stop locations, lengths, diameter, and material if casings are used.
- Show all facilities that are to be installed on the site plan.
This includes pedestals, wire, conduit, poles, guy anchors, junction boxes, handholes and manholes.
ALL MUST BE REFERENCED BY DOT Stationing and distance from centerline.
- Show where installation starts and stops, leaves ROW, stops at existing pedestal, pole, etc.
Use IADOT stationing and distance from centerline of the start and stops.
- Identify any physical focal points, posts, pedestals, shutoffs, overflow valves, hydrants, etc.
- Describe any other work to accomplish installation before, during and/or after installation, including: removal of brush/trees, removal of underbuild, construction of access, fence removal, fence replacement, etc.
- Identify unusual issues to be pointed out on the site plan.
CLARITY IS THE KEY, we can't assume you will do it if it is not shown in the plan.

Attachments

- Proper Traffic Control Standards (IADOT TCxxx Series Standard plans preferred)
Available at - http://www.iowadot.gov/design/stdplne_tc.htm
- Required Height / Depth Typical (Supplied by the Department)
- Tile Repair Guide (Rural Locations) (Supplied by the Department)
- Special Seeding Requirements and Erosion Control (Supplied by the Department)
- 511 Lane Restriction Requirements (If lane restriction is anticipated) (Supplied by the Department)
- If paper applications are submitted, at least 2 sets of site plans (11 x 17 preferred) and 1 original of the permit application with all original signatures (Scanned and emailed copies are accepted)

ALL ITEMS MUST BE LEGIBLE FOR REVIEW AND FOR RESCANNING PURPOSES

Attach supporting documentation to the back of this form

STATE OF IOWA

GAX

BUDGET FY		General Accounting Expenditure										DOCUMENT NUMBER				
2025		DATE 2/20/2025			ACCTG PERIOD (mm/yy) 2/12/2025							54				
VENDOR CODE 2132981					AGENCY NAME											
VENDOR NAME AND ADDRESS City of Glenwood 5 North Vine Street Glenwood, Iowa 51534					BILL TO ADDRESS (ORDERING AGENCY) Iowa Economic Development Authority 1963 Bell Avenue, Suite 200 Des Moines, Iowa 50315				SHIP TO ADDRESS							
TERMS		FOB		ORDER APPROVED BY					GOODS RECEIVED/SERVICES PERFORMED							
									DATE INITIALS							
QUANTITY				VENDOR'S INVOICE NUMBER												
ORDERED	RECEIVED	UNIT OF MEASURE							UNIT PRICE	TOTAL PRICE						
				Request for Payment under 2019 CDBG-DR Contract Number: 19-DRH-018 Arbor Hills Report Number: 54												
									DOCUMENT TOTAL		\$ 105,000.00					
CLAIMANT'S CERTIFICATION						AGENCY CERTIFICATION										
I CERTIFY THAT THE ITEMS FOR WHICH PAYMENT IS CLAIMED WERE FURNISHED FOR STATE BUSINESS UNDER THE AUTHORITY OF THE LAW AND THAT THE CHARGES ARE REASONABLE, PROPER, AND CORRECT, AND NO PART OF THIS CLAIM HAS BEEN PAID.						I CERTIFY THAT THE ABOVE EXPENSE WERE INCURRED AND THE AMOUNTS ARE CORRECT AND SHOULD BE PAID FROM THE FUNDS APPROPRIATED BY:										
DATE		TITLE				CODE OR CHAPTER SECTION(S)										
CLAIMANT'S SIGNATURE						AUTHORIZED SIGNATURE										
THE FOLLOWING FIELDS ARE FOR STATE ACCOUNTING USE ONLY																
DOC TYPE (GAX) GAX	DOC NUMBER 54		DOC DATE	ACCTG PRD	BUDGET FY 25	ACTION NEW/MOD	PO SHIP INSTR	GAX TYPE	INT IND	INT SELLER FUND	INT SELLER AGCY					
VENDOR CODE 3052881		ADDR OVERRIDE	F/A INDICATOR	EFT IND	TEXT -po's only (Y/N)		TEXT (po's only)									
REF DOC TYPE	REF DOC NUMBER		REF DOC LINE	COM LN	VEND INVOICE #	COMMODITY CODE		GS CONTRACT								
LINE	FUND	AGCY	ORG	SUB ORG	ACTV	FUNC	OBJT	SUB OBJT	JOB NUMBER	REP CAT	QUANTITY / UNITS	I/D	DESCRIPTION	AMOUNT	I/D	P/F
01	0001	269	5000				4125							\$ 105,000.00		
02																
03																
04																
05																
06																
07																
												DOCUMENT TOTAL		\$ 105,000.00		

GAX

WARRANT #

AUDITED BY

PAID DATE
