



November 8, 2019

Ryan Waller  
City of Indianola Public Safety  
110 North 1<sup>st</sup> Street  
Indianola, Iowa 50125

Ryan,

Here is the update for this week:

- i. Painting was completed last week.
- ii. Poindexter Flooring arrived on Monday, November 4<sup>th</sup> to remove the old carpet in the office and install the new carpet in the Office Suite. They finished this work on Tuesday, November 8<sup>th</sup>.
- iii. Mike Leach (Waldinger) and Ben met with Alex and MyLisa again this morning to review current conditions for electrical and data cabling in the Office Suite. The attached drawing shows our plan for utilizing the existing data and power locations with the new furniture layout. Waldinger will add new power and data lines as required, although we will be able to re-use a majority of the existing data and power so only a small amount of new data & power will be needed. Mike Leach will get us a proposal for both power and data work early next week with intentions to complete such work prior to furniture arriving.
- iv. Heartland Finishes is still on track to install roller shades on Friday, November 15<sup>th</sup>.
- v. Heartland Finishes is also looking into options for the new windowsills. Ben will pick up samples from Heartland today and will review them with Anna (Modern Studio).
- vi. The Office Furniture will arrive the week of November 18<sup>th</sup>.

If you have any questions or want more information, please let us know.

Thank you.

A handwritten signature in black ink that reads 'Matt Brown'. The signature is fluid and cursive, with a long horizontal line extending to the right.

Matt Brown, AIA  
President