Avenue of Flags
Guide Book
June 29, 2009
Updated Jan. 18, 2010

By Dale Robertson
Underwood Optimist Club

J.O.O.I. High School Club
sponsored by Underwood Optimist Club (Iowa District, Club #40-113)
Advisors: Pam Miller, Teresa Goodsell, Barb Robertson
President Mallory Goodsell
Contact Information
Dale Robertson
505 North Street
Underwood, IA 51576
Res: 712-566-2820
Fax: 712-566-2820
Bus: 712-366-9553 ext. 281
E-mail: AGIDale@aol.com

History
• Dale Robertson proposed the idea to the J.O.O.I. High School Club at a meeting.
• Underwood Optimist Club fronted the purchase of 100 flags.
• Underwood Optimist Club applied for an O.I. Foundation Grant for start-up of this project and was awarded $500 at OI convention in Orlando, FL 2009.
• First Avenue of Flags displayed: May 31, 2009-Memorial Day
• Subscriptions:
  o 69 flags May 31, 2009
  o 84 flags June 15, 2009
  o 102 flags July 4, 2009

Holidays
1. Memorial Day (Last Monday in May)
2. Flag Day June 14
3. Independence Day July 4
4. Labor Day (1st Monday in Sept.)
5. Patriot Day Sept. 11
6. Veteran’s Day Nov. 11

Cost Estimates
Direct Costs

<table>
<thead>
<tr>
<th>Description</th>
<th>Supplier</th>
<th>Per Flag</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flag 3’x5’ Nylon</td>
<td>Mr. Ed’s Flags-Council Bluffs</td>
<td>$13.91</td>
</tr>
<tr>
<td>Pole ¾” x 10’</td>
<td>Menards</td>
<td>$4.22</td>
</tr>
<tr>
<td>Pole Insert 1” x 17”</td>
<td>Menards</td>
<td>$1.14</td>
</tr>
<tr>
<td>Plastic Cap</td>
<td>Central Iowa Fastners</td>
<td>$.10 (est.)</td>
</tr>
<tr>
<td>Two 3/16” x 3/8” large flange rivets</td>
<td>Central Iowa Fastners</td>
<td>$.06 (est.)</td>
</tr>
</tbody>
</table>

Total per Flag: $ 19.43

Additional Costs spread across several flags

<table>
<thead>
<tr>
<th>Description</th>
<th>Supplier</th>
<th>Approx. Coverage Flags @ $Costs</th>
<th>Per Flag</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flag Pole Inserter Device</td>
<td>Menards</td>
<td>20 @ $16</td>
<td>$.80</td>
</tr>
<tr>
<td>Spray paint</td>
<td>Menards</td>
<td>100 @ $4</td>
<td>$.40</td>
</tr>
<tr>
<td>Auger bit</td>
<td>Menards</td>
<td>Infinite- 100@$16</td>
<td>$.16</td>
</tr>
<tr>
<td>Miter Saw metal cutting blades</td>
<td>Menards</td>
<td>50 @ $8</td>
<td>$.16</td>
</tr>
</tbody>
</table>

Total per Flag: $ 1.52
Vendor Information

Flags
Mr. Ed's Flag Pole Company
19278 Conifer Lane
Council Bluffs, IA 51501
712-323-7095

Hardware & Paint
Menards or any hardware retail store.

Rivets and Caps
Central Iowa Fastners
Craig (Jeanne) Kelley (Iowa Optimist Past Governor)
641-842-4885
Knoxville, IA

Subscription Spreadsheet Example

<table>
<thead>
<tr>
<th>No.</th>
<th>Group</th>
<th>Order</th>
<th>2 Groups</th>
<th>3 Groups</th>
<th>Area</th>
<th>Sort</th>
<th>Flag Location</th>
<th>Placement</th>
<th>First</th>
<th>Last</th>
<th>Phone</th>
<th>Billing address</th>
<th>E-mail</th>
<th>OneCall</th>
<th>Insert</th>
<th>2009 Pay</th>
<th>Special Notes</th>
<th>Spr</th>
<th>Pet</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>A</td>
<td>1</td>
<td>A</td>
<td>1</td>
<td>Main Street</td>
<td>100 Main Street</td>
<td>4' Sidewalk</td>
<td>Community Hall</td>
<td>XXX-XXXX</td>
<td>PO Box XXX</td>
<td><a href="mailto:xxx@xxxx.com">xxx@xxxx.com</a></td>
<td>Yes</td>
<td>Yes</td>
<td>$35</td>
<td>By planter on NE corner</td>
<td>No</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>A</td>
<td>2</td>
<td>A</td>
<td>2</td>
<td>Main Street</td>
<td>101 Main Street</td>
<td>4' Sidewalk</td>
<td>Mary's Hair Style</td>
<td>XXX-XXXX</td>
<td>PO Box XXX</td>
<td><a href="mailto:xxx@xxxx.com">xxx@xxxx.com</a></td>
<td>Yes</td>
<td>Yes</td>
<td>$35</td>
<td>No</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>A</td>
<td>3</td>
<td>A</td>
<td>3</td>
<td>Main Street</td>
<td>108 Main Street</td>
<td>4' Sidewalk</td>
<td>Church</td>
<td>XXX-XXXX</td>
<td>500 North Avenue</td>
<td><a href="mailto:xxx@xxxx.com">xxx@xxxx.com</a></td>
<td>Yes</td>
<td>Yes</td>
<td>$35</td>
<td>No</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>A</td>
<td>4</td>
<td>B</td>
<td>1</td>
<td>Highway Ave.</td>
<td>300 Highway Ave.</td>
<td>4' Asphalt Road</td>
<td>John &amp; Mary Sample</td>
<td>XXX-XXXX</td>
<td><a href="mailto:xxx@xxxx.com">xxx@xxxx.com</a></td>
<td>Yes</td>
<td>Yes</td>
<td>$35</td>
<td>No</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>A</td>
<td>5</td>
<td>B</td>
<td>2</td>
<td>Highway Ave.</td>
<td>302 Highway Ave.</td>
<td>4' Asphalt Road</td>
<td>John &amp; Mary Sample</td>
<td>XXX-XXXX</td>
<td><a href="mailto:xxx@xxxx.com">xxx@xxxx.com</a></td>
<td>Yes</td>
<td>Yes</td>
<td>$35</td>
<td>Honor of Henry Blake</td>
<td>No</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>A</td>
<td>6</td>
<td>B</td>
<td>3</td>
<td>Highway Ave.</td>
<td>304 Highway Ave.</td>
<td>4' Asphalt Road</td>
<td>John &amp; Mary Sample</td>
<td>XXX-XXXX</td>
<td>PO Box XXX</td>
<td><a href="mailto:xxx@xxxx.com">xxx@xxxx.com</a></td>
<td>Yes</td>
<td>Yes</td>
<td>$35</td>
<td>No</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>B</td>
<td>1</td>
<td>C</td>
<td>1</td>
<td>Sunset Drive</td>
<td>120 Sunset Drive</td>
<td>3' Sidewalk</td>
<td>John Sample</td>
<td>XXX-XXXX</td>
<td><a href="mailto:xxx@xxxx.com">xxx@xxxx.com</a></td>
<td>Yes</td>
<td>Yes</td>
<td>$35</td>
<td>No</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>B</td>
<td>2</td>
<td>C</td>
<td>2</td>
<td>Sunset Drive</td>
<td>131 Sunset Drive</td>
<td>3' Sidewalk</td>
<td>John &amp; Mary Sample</td>
<td>XXX-XXXX</td>
<td><a href="mailto:xxx@xxxx.com">xxx@xxxx.com</a></td>
<td>Yes</td>
<td>Yes</td>
<td>$35</td>
<td>No</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>B</td>
<td>3</td>
<td>C</td>
<td>3</td>
<td>Sunset Circle</td>
<td>132 Sunset Circle</td>
<td>3' Sidewalk</td>
<td>John Sample</td>
<td>XXX-XXXX</td>
<td><a href="mailto:xxx@xxxx.com">xxx@xxxx.com</a></td>
<td>Yes</td>
<td>Yes</td>
<td>$35</td>
<td>No</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Subscription Form

Avenue of Flags

April 2009
Dear Underwood Neighbor:

The J.O.O.I. High School Optimist Club is offering a subscription to celebrate six national holidays with streets lined with American Flags for $35 per year. The Optimist Club will place a 3'x5' nylon American Flag on a 10 foot pole in front of your home or business on these six national holidays: Memorial Day, Flag Day, Independence Day, Labor Day, Patriot Day and Veteran’s Day. Subscription service is limited to the Underwood City limits. What a great sight during our July 4th celebration!

Club volunteers will deliver the flags at dawn and retrieve them at dusk. A receptacle that remains will be installed approx. 3'-6' from the street in front of your home or business. It will be approx. 1/2' above ground with a red cap so as not to interfere with normal mowing and so we may find. We will contact Iowa One-Call so utilities are not disturbed before placing receptacle.

Consider subscribing in honor of a soldier or in memory of a veteran or loved one. Please join your neighbors in this colorful patriotic program. If you would like to have more than one flag (add another subscription) at your home or business you may do so. You may also want to donate a subscription for someone else’s home or business (use separate form for each address location).

All proceeds of the Avenue of Flags will go to support the J.O.O.I. High School Club’s activities and projects.

If you wish for us to provide this service for you, at the cost of $35 per year, please fill out the information below. Each year we will send you a request for renewal. Any questions please contact J.O.O.I. Advisors Barb Robertson 566-2820 or Pam Miller 545-3871.

Thank You for your support!

Retain top portion for your records.

Make checks payable to: Underwood J.O.O.I. Club

Yes, I would like to show our patriotism, support our community and the J.O.O.I. High School Optimist Club by subscribing to the Underwood Avenue of Flags.

Billing Information: Flag Location Information,

if different than billing:

Name: __________________________ Name: __________________________
Address: ______________________ Address: ______________________
Phone: _________________________ Phone: _________________________
E-mail Address: __________________ E-mail Address: __________________
Special Notes: __________________

Number of Flags: _______ @ $35 = $ _______ Total

Do you have an underground sprinkler system within 8 feet of the street curb? _____ Yes _____ No
Do you have an underground invisible pet fence within 8 feet of the street curb? _____ Yes _____ No

Detach and mail the lower portion along with subscription and $total to: J.O.O.I. Optimist Club
505 North Street
Underwood, IA 51576

By: Dale Robertson       Page 5 of 13       Date: 1/18/10
Flag Products Required

Flags
- 3’x5’ nylon for outdoors (has two grommets already top and bottom).
- Purchased from Ed’s Flags.

Rivets
- Attach to the pole with two 3/16” diameter x 3/8” long Large Flange rivets. Flange is important to be large enough to cover grommet hole.
- Purchased from Central Iowa Fastners.

Flag Pole Inserts
- 1” diameter EMT conduit x 17” length (cut 7 pieces from 10’ length)
- Purchased Menards

Flag Poles
- ¾” diameter EMT conduit x 10’ length
- Purchased Menards

Flag Pole Inserter device
All galvanized threaded pipe from Menards
- 10” x ½” pipe
- ½” x ¾” reducer (must be type with flange bigger than the ¾” conduit)
- ¾” Coupler
- 24” x ¾” pipe (to help prevent potential electrical shock along with comfort.)
- ¾” cap
- ¾” x 24” pipe insulation

Flag Insert Cap
- Red caps purchased from Central Iowa Fastners.

QuickTime™ and a decompressor are needed to see this picture.
Location Stencil

- Used our Optimist octagon logo shape cut out. Spray-painted in blue on sidewalk or curb (wherever you want to record measure from). Note that placing on curb really helps to locate quickly from vehicle.

Flag Storage Cart

- An old chair storage rack with upright pipes on sides works well to hold rolled up flags.
- Use a large clear plastic wrap placed on bottom of rack and after flags are all placed on rack wrap plastic up and around entire stack of flags. Use stretchable straps to hold wrapped plastic around flags.
- Place flags on top of each other so they don’t get dirty or you can alternate every so many flags per layer (say 20) to the other end as long as a plastic (bag will work) is between layers so pipes don’t dirty flags.
- Our Community Center allowed us to store flags in the building.
- If flags are wet do not store wet. Unfurl so they are loose until they are dried out. Let them totally dry out before placing in storage.

Assembly

Flags mounted onto poles

1. Drill a 3/16” diameter hole (size of rivet) approx. 1” from top.
2. Attach top of flag with rivet to top of pole.
3. Stretch flag down the pole so flag is reasonably tight and drill the second hole.
4. Attach bottom of flag with rivet to top of pole.
5. Roll flag onto pole.

Special notes:
- Do not pre-drill 2nd hole as not all flag grommets are the same distance apart. Keep flag reasonably tight.
- Make sure 2nd hole is in-line with the 1st hole on the pole so flag is straight.

Flag Pole Ground Inserts

1. Cut 1” x 10’ pole in seven approx. 17” lengths.
   a. Cut ends square so top will be flush with ground and cap.
   b. I used an electric miter saw with a metal cut-off blade.
   c. I made a short 2”x6” wood scrap to use as a guide placed in the bed of the miter saw. Cut a V shape into it in a location that would center under the cutting blade to hold pipe squarely when cutting.

By: Dale Robertson
2. Use heavy-duty hammer or sledgehammer to hammer two sides against an anvil to create taper point for ease in driving in ground without dirt fill-in.

3. Cutting will leave rough edges inside and outside the open end.
   a. For the inside use a half round hand file to clean up.
   b. For the outside use a stationary metal grinder to clean up.

**Pole Insert Supplies needed for Installation**

1. Blue spray paint
2. Stencil
3. Large hammer or sledge hammer
4. Inserter device
5. Insert
6. 1" diameter x 16" long auger bit. *(Could use an 1 1/8" bit, but those were dramatically more expensive at Menards.)*
7. At least a 3/8" cordless powered drill.
8. Cap insert
9. Leather Gloves
10. Locations list so you can record distance.

**Flag Pole Insert Removal**

*If ever needed.*

1. Use a vise grip pliers and tightly clamp to pipe edge.
2. Place some scrap wood near the vise for lift leverage.
3. Use a crow bar and the wood for leverage to lift insert out of ground.
4. Once lifted a few inches you should be able to lift by hands out.
5. When removed the vise grips will have bent the end in which will prevent future flags using it when re-installed. Best to cut off approx. ½" so it will be round inside again.

**Flag locations**

**City Approval**

- Since flags will be placed on City right-a-ways approval must be sought from the City.
- City of Underwood required us to:
  1. Keep flags a min. of 36" from curbs.
  2. Bottom of Flag where attached to pole must be 5 ½’ from the ground.
  3. Flag must be no closer that 25’ from a stop sign on a corner lot.
  5. Sign a Right-of-Way Encroachment Agreement (see agreement on pages 15 and 16) with the City.
Locating flags

- Try to place in-line with others on same street.
- Can be no closer than 3’ to street curb in Underwood as required by City.
- Try to place approx. 4’ from street curb and approx. 4’ from driveway on the house side of driveway. If too close to sidewalk, then place more into yard approx. 3’ from sidewalk. Must clear utilities, dog fence and sprinkler systems.
- Call Iowa One-call a min. of 48 hours before placing inserts.

Iowa One Call

- Any installation in ground requires at least a 48 hour advance notice prior to install so utility companies can mark the public utilities so you may avoid.
- Private lines, sprinkler systems and buried invisible dog fence are to be addressed between you and the subscriber.
- Iowa One Call 1-800-292-8989. There are options of sending in via fax or doing on the Internet using ONTRY. See instructions on the Internet: www.iowaonecall.com.
- Information that will be required before calling or doing on-line if within city limits:
  1. Street address:
  2. Name and address of excavator: Underwood Optimist Club
  3. Type and extent of excavation: Installing Pole
  4. Date and Time excavation to begin:
  5. Approx. location on the property: Front of Property

People Instructions

Items to provide each group for placement:

1. Flag location list sorted by group and in order of installation. Use same list in same order for evening removal.
2. Flags to install per each respective group.
3. Vehicle with clean area to lay rolled up flags.
4. Pliers (possible removal of tight cap and possibly to pull wire)
5. Flat tip screwdriver (possible removal of tight cap)
6. Container to put the caps in.
7. Meeting place upon completion so all above materials may be retrieved.

Flag Placement Instructions

It is very helpful to review with everyone the following before placing flags:

1. Safety First:
   a. Always make sure area is clear.
   b. Watch vehicles and any overhead power lines, etc.
   c. Be SAFE
   d. Any problems contact leader.
2. Flag etiquette: Flag should never touch ground.
3. Explain supplies provided each group.
4. Explain list order.
5. Remove cap from insert:
   a. First with your fingers.
   b. If too tight use flat tip screwdriver.
   c. If still unable, use pliers.
   *Try not to damage cap too much*
6. Place the flag with the white trim side (riveted side of flag) out to the street so you see more of flag than pole.

**Items to provide each group for removal:**
1. Flag location list sorted by group and in order of installation.
2. Caps to install per each respective group. Provide a few extra.
3. Vehicle with clean area to lay rolled up flags.
4. Pliers (possible removal of a tight cap)
5. Meeting place upon completion so all above may be retrieved or placed back in storage

**Flag Removal Instructions**
1. **Safety First:**
   a. Always make sure area is clear.
   b. Watch vehicles and any overhead power lines, etc.
   c. Be SAFE
   d. Any problems contact leader.
2. **Flag etiquette:** Flag should never touch ground.
3. Roll up flag onto poll. Easiest to hold pole horizontal to ground and roll up reasonable tight by occasionally pulling flag to tighten roll.
4. Place caps onto each pole insert. Make sure red flag cap inserts are flush with top of pole insert so mowers don’t hit.
# Insurance Binder

## ACORD™ CERTIFICATE OF LIABILITY INSURANCE

**Producer:** Marsh Affinity Group Services

**Address:** A service of Scoby & Smith, Inc.

**P.O. Box 3921**

**Des Moines, IA 50396-3921**

**Phone:** 860-503-9227

---

**Insured:**

**Name:** Optimist International

**Address:** 505 North Street

**City:** Underwood

**State:** IA

**Zip:** 51576

---

**Insurers Affording Coverage:**

**New Hampshire Insurance Co.**

---

**Coverage:**

The policies of insurance listed below have been issued to the Insured named above for the policy period indicated. Notwithstanding any requirement, term, or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the insurance afforded by the policies described herein is subject to all the terms, exclusions, and conditions of such policies. Aggregate limits shown may have been reduced by prior claims.

<table>
<thead>
<tr>
<th>INSURANCE COVERAGE</th>
<th>INSURED DECLARATIONS</th>
<th>LIMITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>GENERAL LIABILITY</td>
<td></td>
</tr>
<tr>
<td>X</td>
<td>COMMERCIAL GENERAL LIABILITY</td>
<td>01/01/2009 - 05/01/2010</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>X</td>
<td>COMMERCIAL AUTO LIABILITY</td>
<td>01/01/2009 - 05/01/2009</td>
</tr>
<tr>
<td>X</td>
<td>COMMERCIAL UMBRELLA LIABILITY</td>
<td>01/01/2009 - 05/01/2009</td>
</tr>
</tbody>
</table>

---

**CANCELLATION:**

City of Underwood

PO Box 40

Underwood, IA 51576

**Certificate Holder:**

**Address:**

**City:**

**State:**

**Zip:**

---

**Certificate Holder:**

**Name:**

**Address:**

**City:**

**State:**

**Zip:**

**Phone:**

---

**Authorized Representative:**

**By:** Dale Robertson

**Page:** 11 of 13

**Date:** 1/18/10

This Agreement is entered into by and between the City of Underwood, Iowa, hereinafter known as this Agreement as the “City” and The Optimist Club of Underwood and Underwood High School J.O.O.L. Club, hereinafter known in this Agreement as the “Optimist”, caretakers of the American Flags.

Property Description:

Encroachment shall be in City owned Street right-of-way within the City of Underwood.

Project Description:

The encroachment will be American Flags located within the approved right-of-way during specified holidays during the calendar year. No street right-of-way shall be approved on major thoroughfares without review of this contract.

TERMS OF THE AGREEMENT:

1. The City hereby grants the Optimist permission to encroach into the street right-of-way, as described above.
2. The Optimist agrees to keep the allowed improvements in good repair, maintain the same in a clean and orderly manner, and remove flags at the end of the holiday in a timely fashion.
3. Locate for public utilities shall be required prior to placement of the inserts into the right of way. In addition, the Optimist shall be responsible for removing and/or replacing all inserts at such time that they are required to do so for public improvements.
4. No flags shall be placed that will prevent visibility of traffic control signage and/or extend into a street in a manner that would create a traffic hazard.
5. Flags shall be placed a minimum of 3 feet from curb, the bottom flag where it is attached to pole must be 5 1/2 feet from the ground, and flag must be no closer than 25 feet from a stop sign on a corner lot.
6. All flag/insert locations shall be marked and reviewed and approved by Public Works Department staff prior to the location of such inserts.
7. In the event of an occurrence within the agreed upon encroachment area which would result in a claim, demand or suit being made or brought against the City based on, arising from or involving, the presence of the allowed improvements. The Optimist expressly agrees to indemnify, defend, and hold harmless the City from any and all costs, expenses, demands, claims, judgments or liabilities of any kind incurred, including attorney fees and court costs, as a result of such action.
8. This encroachment shall become effective upon signing of agreement and subject to all plans being approved by the City and the issuance of all permits.
TERMINATION

In the event that either party would decide to cancel this agreement, the party wishing to terminate shall notify the other party in writing 30 days prior to the termination of this Agreement. Written notice shall be made through first class mail to the other party. In the event that they decide to terminate it would send notice to The Optimist Club of Underwood, Attn: Dale Robertson, Underwood, Iowa if the Optimist Club of Underwood would desire to terminate this Agreement they would send notification to the City in care of the City Clerk, PO Box 40, Underwood, Iowa 51576.

In the event this Agreement is terminated, the Optimist would be responsible for removing the pipe inserts placed in the right-of-way. If the pipe inserts are not removed within 30 days from the date of termination, the City shall cause the pipe inserts to be removed and assess all associated cost to the Club per Section 364.12(2) of the Code of Iowa.

ASSIGNMENT:

This Agreement is solely between the City and the Optimist. If the Optimist sells or transfers ownership of the flag, a new Encroachment Agreement must be requested from the City and if all terms are agreed to, a new Agreement will be issued to the new owners. Upon sale or transfer of ownership, this Agreement would become null and void and removal of encroachment must be made within 30 days from the termination of this Agreement, unless a new Agreement is in place.

Signed this 13 day of May 2009.

City of Underwood, Iowa

Dennis C. Bardezly, Mayor

The Optimist Club of Underwood,

Chairman, The Optimist Club of Underwood

By: Dale Robertson  Page 13 of 13  Date: 1/18/10