



CITY OF INDIANOLA COUNCIL STUDY MEETING

November 21, 2022

6:00 PM

City Council Chambers

110 N 1st Street

Agenda

- 1. Arts Master Plan Presentation**
 - A. Master Plan Document
- 2. Discussion and direction regarding the Sustainability Committee**
 - A. Proposed Ordinance and By-Laws
- 3. Discussion regarding upcoming agenda items from within the regular November 21, 2022 City Council meeting at 7:00 p.m.**



MEMORANDUM

To: Mayor and City Council
From:
Date: November 21, 2022
Subject: Master Plan Document

Recommendation: Group Creative will present the proposed Arts Master Plan, which can be viewed online [here](#). The final plan will be brought to Council for adoption at a future meeting.

Attachments: None



MEMORANDUM

To: Mayor and City Council
From: Jackie Raffety, City Clerk/Asst. Finance Director
Date: November 21, 2022
Subject: Proposed Ordinance and By-Laws

Recommendation: Attached are the proposed ordinance and by-laws for the Sustainability Committee.

Attachments:

1. Ordinance_Sustainability Committee
2. DRAFT INDIANOLA SUSTAINABILITY COMMITTEE BY-LAWS

ORDINANCE NO. _____

**AN ORDINANCE AMENDING THE CITY CODE OF THE CITY OF
INDIANOLA, IOWA BY ADDING CHAPTER ____ CREATING THE
INDIANOLA SUSTAINABILITY COMMITTEE**

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF INDIANOLA, IOWA:

Section 1. The following chapter and sections be and are hereby added by inserting the language as follows:

**CHAPTER ____
INDIANOLA SUSTAINABILITY COMMITTEE**

 .01 Indianola Sustainability Committee

 .02 Term of Office

 .03 Vacancies

 .04 Compensation

 .05 Powers and Duties

.01 INDIANOLA SUSTAINABILITY COMMITTEE.

The Indianola Sustainability Committee, hereinafter referred to as the Committee, consists of nine members appointed by the Council. No public officer or salaried employee of the City may serve as a voting member on the Committee.

.02 TERM OF OFFICE.

The term of office of the members of the Committee shall commence on July 1 and shall be three years. Provided, however, that the initial Committee members shall be appointed with three members appointed to three-year terms, three members appointed to two-year terms and three members appointed to a one-year term so the terms of three members will expire each year.

.03 VACANCIES.

If any vacancy exists on the Committee, caused by resignation or otherwise, a successor for the residue of the term shall be appointed in the same manner as the original appointee.

.04 COMPENSATION.

All members of the Committee shall serve without compensation, except their actual expenses shall be reimbursed upon approval of the Council.

.05 POWERS AND DUTIES.

The Committee shall have and exercise the following powers and duties:

1. Selection of Officers. The Committee shall choose annually at its first regular meeting one of its members to act as Chairperson and another as Vice Chairperson,

who shall perform all the duties of the Chairperson during the Chairperson's absence or disability.

2. Adopt Rules and Regulations. The Committee shall adopt such rules and regulations governing its organization and procedure as it may deem necessary.

3. Recommendations. The Committee, upon its review and study, may make recommendations to the City Council.

4. Limitation on Entering Contracts. The Committee shall have no power to contract debts.

5. Annual Report. The Committee shall each year make a report to the Mayor and Council of its proceedings, with a full statement of its receipts and disbursements and the progress of its work during the preceding fiscal year.

Section 2. Repealer. All ordinances or parts of ordinances in conflict with the provision of this Ordinance are hereby repealed.

Section 3. Effective Date. This Ordinance shall be in full force and effect after its passage, approval and publication as provided by law.

INDIANOLA SUSTAINABILITY COMMITTEE

COMMITTEE BYLAWS

ARTICLE I: NAME

This committee shall be named Indianola Sustainability Committee (hereinafter “Committee”).

ARTICLE II: MISSION

The mission of the Indianola Sustainability Committee is to further the growth of a healthy, thriving community. The Indianola Sustainability Committee will educate, inform, and encourage clean, renewable energy; conserving resources; reducing waste, encouraging recycling, and promoting access to nature.

ARTICLE III: MEMBERSHIP AND TERMS OF OFFICE

The Committee shall be made up of nine voting members (hereinafter “Members”) and a City of Indianola staff member as a non-voting representative.

Members must apply to and be appointed by the Indianola City Council. Members will serve three-year terms and may be re-appointed to future terms after reapplying to the Indianola City Council.

Terms shall commence on July 1 and shall continue until a successor is appointed but in no event more than six (6) months following the end of the term. Terms shall be three years and staggered. Vacancies shall be filled in the same manner as the original appointee for the unexpired term.

Members commit to regularly attend monthly meetings as defined in Article IV, participate in projects initiated by the Committee and encourage the best sustainability practices in our community and the Indianola Sustainability Committee.

ARTICLE IV: MEETINGS

Section 1. Meetings & Attendance

The Committee will meet monthly, with a minimum of ten (10) meetings to be held annually. Meeting notices will be provided at least forty-eight (48) hours in advance by e-mail. Subcommittees may be formed to meet as needed. A member shall be deemed to “regularly attend” monthly meetings if said member misses no more than five meetings in a year. If a member fails to attend five meetings, the Chair shall have the right to examine the circumstances and either excuse the failures or request the member’s resignation from the committee.

Section 2. Quorum

The presence of a majority of current members of the Committee shall be necessary at any meeting to constitute a quorum to transact official business. If a quorum is not present, the group may still meet, but the meeting will be for discussion purposes only.

Section 3: Advisors and Representatives

The Committee relies on advisors for best sustainable practices. The advisors are not voting members of the Committee and do not need Council approval to advise the Committee.

ARTICLE V: Duties of the Committee

In addition to fulfilling its purpose, the Committee shall also:

- Assist City staff in its sustainability identification and implementation practice, as needed
- Recommend sustainability practices and procedures to the Mayor and Council on issues relating to the environment
- Advise the Mayor and Council on policies pertaining to citizen education programs relating to sustainable environmental practices and responsible stewardship of the City's natural resources
- Identify and pursue grant funding opportunities
- Identify projects that will have public support, publicize and develop citizen involvement in projects approved by the Mayor and Council.

The Committee shall have no authority over employees of the City.

ADOPTION OF BYLAWS

We, the undersigned, following a majority vote of the Members of this Committee at the meeting dated [DATE], at which a quorum was present, consent to and do hereby adopt the foregoing Bylaws as the Bylaws of this Committee.

ADOPTED AND APPROVED by the Committee on this day of , 20____ .

Chair

Vice-Chair