



CITY OF INDIANOLA COUNCIL STUDY MEETING

August 7, 2023

6:00 PM

City Council Chambers
110 N 1st St, Indianola, IA
Agenda

- 1. Discussion and direction regarding appointment policy of board and commission members.**
 - A. Application
- 2. Discussion and direction regarding emergency management dispatch services.**
- 3. Discussion regarding upcoming agenda items from within the regular August 7, 2023, City Council meeting at 7:00 p.m.**



MEMORANDUM

To: Mayor and City Council
From: Jackie Raffety, City Clerk/Asst. Finance Director
Date: August 7, 2023
Subject: Application

Recommendation: A cover page for the application has been created to provide applicants with information on the selection process and criteria that will be considered when making an appointment. The cover letter and updated application also state that the applicant's qualifications may be discussed in a public meeting.

Also included in the packet is an example of what staff can provide for the Council when the consideration of an appointment is placed on a council agenda.

Attachments:

1. Cover Letter to Application
2. 2023 Volunteer Application Form to Serve on a City Board or Commission
3. EXAMPLE - IPAC Members Overview
4. Boards and Commissions Policy

Appointed Boards and Commissions

Citizen boards and commissions are established to assist the City Council in its efforts to meet the needs of the community. By serving on one of these bodies, residents have an opportunity to join with local government and staff to ensure that the needs of Indianola citizens are served.

Selection and Appointment to Boards/Commissions

The City's Code of Ordinances and policies dictate the appointment process. Selection criteria varies depending upon the purpose, mission and requirements of each body. The following characteristics, however, are common to all board or commission members:

- An interest in the board's/commission's area of concern.
- The ability and willingness to work.
- The ability to work with other people in a tactful and cooperative manner.
- The time to carry out the board's/commission's duties and responsibilities.
- A community point of view.

Qualifications:

- What are your skills, work, and volunteer experiences?
- What is your education or training?
- Have you received awards and/or honors?
- Do you have the time needed to commit to the board?

Interested citizens should complete a volunteer application form and submit it along with a resume and cover letter. By submitting an application, you acknowledge that your qualifications may be discussed in a public meeting.

Factors that may be consider when recommending appointments include:

- What is the current gender balance of the board/commission?
- What areas of town are currently represented by the board/commission? Will all areas have representation?
- Are there too many members with similar occupations; should other occupations be represented?
- Are there potential conflicts of interests if a certain candidate were chosen to serve?
- What expertise and/or experience does the candidate bring to the board/commission?
- Does the candidate serve on more than one board/commission?
- How long has the person served on the board/commission?
- If they are currently serving on a board/commission how effective have they been in serving on the board/commission?
- If they are currently serving on a board/commission, has their attendance been acceptable?
- Only one member of an immediate family i.e. husband, wife, father, mother, son, daughter, brother, sister, may be on the same board or commission at a time.
- City employees may serve as members on City boards and commissions that are established by ordinance. However, City employees shall not serve on boards/commissions that govern their respective departments. City employees will be subject to the normal selection procedure which provides mayoral appointment and council approval. The council reserves the right to approve all appointments and shall not approve City employees when potential conflicts of interest may be present.



City Clerk's Office

110 N 1st Street, Indianola, IA 50125-0299 • www.indianolaiowa.gov
515-961-9410 phone • 515.961.9402 fax

Volunteer Application Form to Serve on a City Board or Commission

There are numerous Boards and Commissions to advise the City Council. Terms for the Boards and Commissions vary and are established by Municipal Code. These boards and commissions are vital to the success of the community and are comprised of interested citizens. This form assists the City Council in evaluating the qualifications of applicants for appointment to a board, commission or committee. State law requires political subdivisions to make a good faith effort to balance appointive boards, commissions, committees, and councils authorized by the Code of Iowa according to gender by January 1, 2012, and each year thereafter. When terms have expired or vacancies occur, appointments are made during regular City Council meetings that take place on the first and third Monday. The applicant's qualifications may be discussed during the public meeting.

To be considered, individuals must complete and submit this form along with a resume and cover letter that includes a listing of work experience and civic involvement to the City Clerk's office via email to CityClerk@indianolaiowa.gov or by mail at 110 N 1st Street, Indianola, IA 50125.

*Citizens applying for a position must live within City limits unless applying for the Downtown Square Commission, IMU Board of Trustees, Human Relations Commission, Hometown Pride or Sustainability Committees.

Personal Information

Name:		Today's Date:
Street Address:		
City, State, Zip:		Years Resided in Indianola:
Email:		
Home Phone:	Cell Phone:	Work Phone:
Occupation:		
Gender:	Age (Optional):	Race (Optional):
Have you previously volunteered on a City Board, here or elsewhere?		
Board Name:	Years Served:	City:
Application for (Name of Board/Commission or Committee):		
Why do you want to serve on this Board/Commission or Committee?		
What will you contribute to this Board/Commission or Committee?		

Please attach additional pages if necessary.

Boards, Commissions and Committees

- ❑ **Board of Adjustment/Appeals** meets the first Wednesday of the Month at 6:00 p.m. in the City Hall Council Chambers. This Board reviews applications for variances (zoning setbacks, lot area, off street parking, etc.), rules on special uses and structures listed, and listens to/decides upon appeals or administrative decisions. The Board consists of five members who serve 5-year terms. The City Council appoint this Commission.
- ❑ **Bravo** is comprised of local governments to provide funding and leadership to the arts, culture and heritage community. One Indianola resident can serve on the Board of Directors of Bravo under the intergovernmental agreement between the City of Indianola and Bravo.
- ❑ **Civil Service Commission** meets on-call. The Commission administers the civil service procedure and is involved in the hiring process for the Fire and Police Department as specified by code. The Commission consists of three members that serve 4- year terms.
- ❑ **Downtown Square Commission** consists of property owners, business owners and residents in the Downtown Square area. This Commission is responsible for recommending sidewalk and street use permits, street closure permits and reviewing façade grant applications. The Commission consists of 9 members who serve 3-year terms. The City Council appoint commission members.
- ❑ **Hometown Pride Committee** meets once a month. The Committee's mission is to bring neighbors together to build a sense of community, create and improve public amenities, and celebrate what makes our hometown great. The board consists of 11 members who serve 2-year terms.
- ❑ **Human Relations Commission** fosters the use of the procedures and programs of the Iowa Civil Rights Commission and increases awareness, understanding and appreciation of diversity, equity and inclusion within the community. The Commission consists of 7 members who serve 3-year terms.
- ❑ **IMU Board of Trustees** meets the second and fourth Monday of the month at 5:30 p.m. in the City Hall Council Chambers. This Board manages and controls the city's waterworks, electric, light and power plant and also provides telecommunication services. The Board consists of five members serving 6-year terms.
- ❑ **Indianola Public Arts Commission** is comprised of 7 residents who shall encourage the cooperation and coordination of projects in the field of arts that will enhance the cultural level of the arts in the community. They meet on the 4th Thursday of the month.
- ❑ **Indianola Wellness Campus Board of Trustees** consists of 7 members appointed by the Mayor. This board adopts rules, policies and regulations governing the use of the facility to foster recreational and wellness activities for the community. They meet monthly at the campus.
- ❑ **Library Board of Trustees** meets the second Tuesday of the month at 5:30 p.m. in the Library meeting room. This Board has charge, control and supervision of the Library, its appurtenances, fixtures, rooms, and personnel. The Board consists of seven members serving 6-year terms.
- ❑ **Park and Recreation Commission** meets the second Wednesday of the month at 5:00 p.m. at the Activity Center. This Commission advises City Council on the needed facilities to provide open spaces such as parks, playgrounds and community facilities for other forms of recreation. It oversees city programs and encourages other programs for the leisure time of the City residents of all ages. The Commission consist of six members serving 3-year terms.
- ❑ **Planning and Zoning Commission** meets the second and fourth Tuesday of the month at 6:00 p.m. in the City Hall Council Chambers. This Commission is qualified by knowledge or experience to act in matters pertaining to the development of the City Plan. The Commission consists of 9 members who serve 5-year terms. The City Council appoint this Commission.
- ❑ **Sustainability Committee** educates, informs, and encourages clean, renewable energy, conserving resources, reducing waste, encouraging recycling and promoting access to nature. The Committee meets the first Thursday of the month at 5:00 p.m.. The City Council appoints committee members.
- ❑ **Veterans Memorial Aquatic Center Commission** meets quarterly at 5:30 p.m. at the Activity Center. The Commission consists of honorably discharged soldiers, marines, airmen or coast guard members who manage and control the Veteran's Memorial Aquatic Center and establish rules and regulations for management. The Commission consists of five members serving 3-year terms.

Indianola Public Arts Commission – 7 Members

Factors to Consider

- Gender Balance: 2 Females; 4 Males; Applicant is female.
- Areas of Town Represented: Precincts 2, 3, 4, 4, 5, 8. All wards are represented. Applicant is from precinct 8.
- Occupations Represented: Teacher; Artist; Business Owner in Design/Art; Logistics Specialist; Instructor; Executive Director of Non-Profit; Applicant is a Professor.
- Conflicts of Interest: Applicant doesn't appear to have a conflict.
- Expertise and Experience: The commission members have a background in the arts and/or currently practice an art form. Applicant is also an artist.

BOARDS AND COMMISSIONS

Awards

The City Council will award a plaque to those members of a Board or Commission who complete at least one full term, upon recommendation of the staff liaison.

Boards and Commissions Membership

The intent of this policy is to provide a process for selecting citizens interested in serving on a City board and/or commission. The City of Indianola desires to have diverse representation on its boards and commissions to reflect the age, race/ethnicity and gender (in accordance with Iowa Code 69.16A) of the Indianola community.

The Mayor makes the following appointments with the approval of the City Council:

IMU Board of Trustees (6 years)

Memorial Aquatic Center Commission (3 Years)

Park and Recreation Commission (3 years)

Non-Judicial Human Relations Commissions (3 years)

Civil Service Commission (4 years)

Library Board of Trustees (6 years)

Greater Des Moines Convention Center
and Visitors Bureau Representative

The City Council makes the following appointments:

Board of Adjustment/Appeals (5 years)

Indianola Public Arts Commission (3 years)

Landfill Board

YMCA Steering Committee

Sustainability Committee

BRAVO Greater Des Moines Representative

Planning and Zoning Commission (5 years)

CIRTPA/MPO Representative

Hometown Pride Committee

Metro Advisory Committee

WCEDC Board

Those appointments in *italics* are open to citizens. Others are a designated governmental appointee.

The following are procedures for appointing/reappointing a citizen:

- Boards and Commission openings will be listed six months in advance of a vacancy on the City's web site by the City Clerk. If a vacancy occurs during the term of office, the opening will be placed on the City's website as soon as possible.
- Interested citizens should complete a volunteer application form by the posted deadline. The City will keep applications on file until December 31st of each year.
- The names of the citizens who express interest in serving on the Boards and Commissions appointed by the Mayor will be forwarded by the City Clerk to the Mayor for his/her review. The Mayor will consider the information provided on the application and make his/her recommendation to the City Council for their consideration.
- The names of citizens who express interest in serving on the Boards and Commissions appointed by the City Council will be forwarded to an ad-hoc committee made up of three (3) Council Members serving one-year terms on the committee. The committee shall meet to review the applications and make their recommendation to the City Clerk on placing the application on an agenda for approval. When reviewing the applications, the committee will take the factors listed below into consideration. If an applicant does not meet the factors, they will not be added to a future agenda for consideration of the appointment they applied for, but may be asked to consider applying for a different board/commission where the factors would be met.

Factors that may be consider when recommending appointments include:

- What is the current gender balance of the Board/Commission?
- The area of town in which a candidate resides, are all areas represented?
- Are there too many members with similar occupations, should other occupations be represented?
- Are there potential conflicts of interests if a certain candidate were chosen to serve?
- What expertise and/or experience does the candidate bring to the Board/Commission?
- Does the candidate serve on more than one board/commission?
- How long has the person served on the board/commission?
- If they are currently serving on a board/commission how effective have they been in serving on the board/commission?
- If they are currently serving on a board/commission, has their attendance been acceptable?
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Attendance: Attendance is critical to the successful functioning of a board/commission. Staff shall monitor attendance to assure members are participating to an acceptable level. If attendance problems occur, staff shall inform the board/commission chair and/or the Mayor and City Council to consider action to assure the board/commission has active/participating members.

Membership List

A listing of commissions and board members, including the expiration date of their appointments shall be prepared and provided at the first annual Council meeting in July.

Adopted by City Council on February 4, 1974, amended August 3, 1987; amended August 1, 1988; amended June 13, 2018, amended January 18, 2022; amended January 18, 2022; amended February 7, 2022; amended May 1, 2023.