



CITY OF INDIANOLA COUNCIL MEETING

October 23, 2023

6:00 PM

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

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Roll Call**
- 4. Public Comment**
- 5. Consent Agenda**
 - A. Approval of Agenda
 - B. Resolution granting approval of a projecting sign over public right-of-way at 216 West Salem Avenue, Indianola, Warren County, Iowa.
 - C. Approval of the Civil Service Commission list of applicants certified eligible for the position of Police Officer.
- 6. Public Consideration**
 - A. Old Business
 1. Third consideration of an ordinance amending sections 15.04 and 17.06 of the City Code of the City of Indianola, Iowa, for the purpose of increasing the compensation of the Mayor, City Council Members, and Members of the Indianola Municipal Utility (IMU) Board of Trustees.
 2. Resolution approving an amendment to the Wellness Policy.
- 7. Adjourn**



MEMORANDUM

To: Mayor and City Council

From: Charlie Dissell, Community and Economic Development Director

Date: October 23, 2023

Subject: Resolution granting approval of a projecting sign over public right-of-way at 216 West Salem Avenue, Indianola, Warren County, Iowa.

Introduction:

Background: According to Section 165.10(5)(R) and 165.10(9)(A)(2)(g), it is unlawful for any projecting sign to be located over public property or road right-of-way unless approval is granted by the City Council or agency that owns or controls said public property or right-of-way.

Discussion: Leslie and Eric Held, who own property at 216 West Salem Avenue, are upgrading the facade of their building, which is located 1 block off the Square. This property was an awardee of the 2023 Downtown Façade and Interior Improvement Program. The Helds propose a projecting sign that will project from the front of the building. As the front of the building is on the right-of-way line for West Salem Avenue, the sign will project over the public sidewalk. As such, the Council must approve the sign permit application.

Budget Impact:

Recommendation: Staff recommends approval of the sign permit application at 216 W Salem Avenue.

- Attachments:**
- 1. City of Indianola_Sign Permit_Bobs Custom Trophies
 - 2. RESOLUTION_sign permit

CITY OF INDIANOLA, IOWA

SIGN PERMIT APPLICATION FORM



Sign permits are issued by the City of Indianola Community Development Department. An incomplete or inaccurate permit applications may delay your sign permit review process. For additional information, general information is available on the back of this form. For questions, please contact the Community Development Department.

Property Owner Information

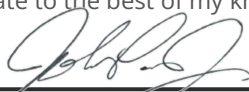
Sign Erector

Name		Name	
Address		Address	
City/State/Zip		City/State/Zip	
Email		Email	
Phone		Phone	
Sign Contractor License Number			

Sign Information

Address/Location		Sign Square Footage	
Sign Type <i>(See back of form for reference)</i>			
Mounting Method <i>Please explain mounting method for signage</i>			
Materials <i>Please explain materials of sign structure and letters/symbols</i>			
Illuminated? <i>If so, please describe lighting method</i>			

By signing this form, I hereby certify that the above information and accompanying documents are true and accurate to the best of my knowledge.

X 

Applicant Signature

Date

FOR OFFICE USE ONLY

APPLICATION FEE

REVIEWER INITIALS

X _____
REVIEWER SIGNATURE AND DATE

APPROVED ☐ **DENIED** ☐

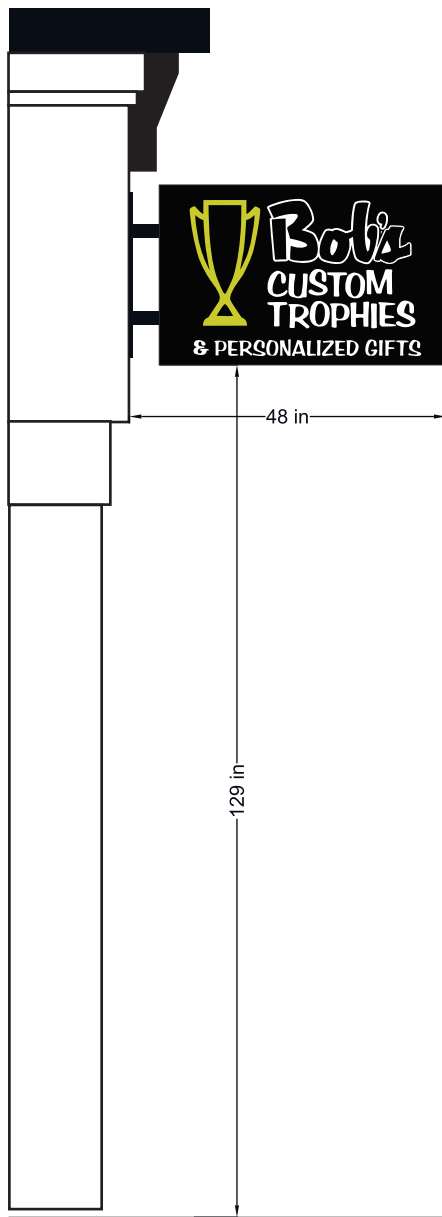
CONDITIONS



Two sided, projection style
Internally illuminated sign

Date 10/18/2023	Project Name Bob's Custom Trophies	Customer Approval	Date
Drawn By John Parker	Address 216 West Salem	© 2023 Parker Signs & Graphics, Inc. Parker Signs & Graphics , Incorporated has the exclusive right to reproduce, display, prepare derivative works of, or distribute copies of the copyrighted work above. All manners of infringement prohibited by law.	
Revision # 2	City/State Indianola, IA		





Date 10/18/2023	Project Name Bob's Custom Trophies	Customer Approval	Date
Drawn By John Parker	Address 216 West Salem	© 2023 Parker Signs & Graphics, Inc. Parker Signs & Graphics , Incorporated has the exclusive right to reproduce, display, prepare derivative works of, or distribute copies of the copyrighted work above. All manners of infringement prohibited by law.	
Revision # 2	City/State Indianola, IA		



RESOLUTION NO. 2023-_____

**RESOLUTION GRANTING APPROVAL OF A PROJECTING SIGN OVER PUBLIC
RIGHT-OF-WAY AT 216 WEST SALEM AVENUE, INDIANOLA, WARREN COUNTY,
IOWA.**

WHEREAS, the City of Indianola, Iowa has adopted a sign code as part of the City's Zoning Ordinance per Iowa Code Chapter 414. As such no sign shall be erected, constructed, altered, or modified except as regulated by the provisions of Section 165.10 of the Code of Ordinances of Indianola, Iowa; and

WHEREAS, according to Section 165.10(5)(R) and 165.10(9)(A)(2)(g), it is unlawful for any projecting sign to be located over public property or road right-of-way unless approval is granted by the City Council or agency that owns or controls said public property or right-of-way; and

WHEREAS, Leslie Held, who owns property at 216 West Salem Avenue, proposes a projecting sign that will project from the front of the building. As the front of the building is on the right-of-way line for West Salem Avenue, the sign will project over the public sidewalk; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Indianola, Iowa, that the sign permit for a projecting sign which will project over the public sidewalk at 216 West Salem is hereby approved.

APPROVED this 23rd day of October 2023.

Stephanie Erickson, Mayor

ATTEST:

Jackie Raffety, City Clerk



MEMORANDUM

To: Mayor and City Council
From: Jackie Raffety, City Clerk/Asst. Finance Director
Date: October 23, 2023
Subject: Approval of the Civil Service Commission list of applicants certified eligible for the position of Police Officer.

Introduction: The Police Department has an opening for the position of Police Officer.

Background: The Civil Service Commission met on October 20, 2023 for the purpose of conducting candidate interviews for the position of Police Officer.

Discussion: The attachment is a list of applicants certified as eligible for the position of Police Officer. Council approval is required before a job offer can be made.

Budget Impact:

Recommendation: Roll call is in order.

Attachments: 1. List

On October 20, 2023, the Indianola Civil Service Commission met at the Indianola City Hall for the purpose of conducting candidate interviews for the position of police officer. The members present were Stephen Stark and Elizabeth Miller. Pursuant to the Civil Service Commission's interviews in accordance with Iowa Code Chapter 400, the Civil Service Commission has certified one (1) ranked list of candidates for potential appointment to the position of Police Officer for the City of Indianola Police Department. The following list shall be valid from October 20, 2023, to October 19, 2024.

1. A LIST
Joseph Tegels

DATED THIS 20th day of October 2023.



Stephen Stark



Elizabeth Miller



MEMORANDUM

To: Mayor and City Council

From:

Date: October 23, 2023

Subject: Third consideration of an ordinance amending sections 15.04 and 17.06 of the City Code of the City of Indianola, Iowa, for the purpose of increasing the compensation of the Mayor, City Council Members, and Members of the Indianola Municipal Utility (IMU) Board of Trustees.

Recommendation: Roll call is in order.

Attachments: 1. Elected and Appointed Officials Salaries Ordinance - 2023

ORDINANCE NO. _____

AN ORDINANCE AMENDING SECTIONS 15.04 and 17.06 OF THE CITY CODE OF THE CITY OF INDIANOLA, IOWA, FOR THE PURPOSE OF INCREASING THE COMPENSATION OF THE MAYOR, CITY COUNCIL MEMBERS, AND MEMBERS OF THE INDIANOLA MUNICIPAL UTILITY (IMU) BOARD OF TRUSTEES

WHEREAS, under the current City Code, the Mayor receives \$6,000 in compensation annually, the City Council members receive \$1,800 in compensation annually, and the IMU Board of Trustees receive \$1,000 in compensation annually; and

WHEREAS, the compensation for the Mayor was last adjusted with Ordinance 1009, approved August 16, 1993; City Council with Ordinance 1103, approved July 15, 1997; and members of the IMU Board of Trustees with IMU Resolution 72 approved December 13, 1993; and

WHEREAS, the City of Indianola completed its Compensation Review, a formal priority established in the 2022 Strategic Plan, for the purpose to ensure market salary rates and competitive compensation and desires now to ensure market rate compensation of its elected and IMU officials; and

WHEREAS, the City of Indianola assumed full operational control over the Indianola Wellness Campus (IWC) in 2023 and desires to offer a wellness benefit to its elected and IMU officials in parity with the benefits provided to other part-time employees of the City and IMU; and

WHEREAS, pursuant to Iowa Code Section 372.13(8), a change in compensation for the Mayor shall not become effective during the term in which the change is adopted; and

WHEREAS, pursuant to Iowa Code Section 372.13(8), a change in compensation for City Council members becomes effective at the beginning of the term of the City Council members elected at the election next following the change in compensation; and

WHEREAS, the salary changes will therefore become effective in January of 2024; and

WHEREAS, pursuant to Indianola Code 25.05, the Indianola City Council sets the compensation of the Utility Board Members by resolution.

Be it enacted by the City Council of the City of Indianola, Iowa:

SECTION 1: TEXT AMENDMENT: The Indianola City Code is amended by deleting Section 15.04 of the City Code, Compensation, and adopting a new Section 15.04 as follows:

15.04 COMPENSATION:

The salary of the Mayor is ten thousand two hundred fifty dollars (\$10,250) per year, effective January 1, 2026. In addition, the Mayor shall be eligible to receive a single membership benefit to the Indianola Wellness Campus, under the same terms and conditions as provided to other part-time employees of the City of Indianola.

Effective each January 1 thereafter: the Mayor's compensation shall be adjusted by the average increase in prices for the Midwest region as established by the federal government via the consumer price index for the prior twelve (12) months.

The Mayor's compensation shall be payable bi-weekly to coincide with the City's normally scheduled pay periods.

SECTION 2: TEXT AMENDMENT: The Indianola City Code is amended by deleting Section 17.06 of the City Code, Compensation, and adopting new Section 17.06 as follows:

17.06 COMPENSATION:

The salary of each Council Member is five thousand nine hundred dollars (\$5,900) per year effective January 1, 2024. In addition, each Council Member shall be eligible to receive a single membership benefit to the Indianola Wellness Campus, under the same terms and conditions as provided to other part-time employees of the City of Indianola.

Effective each January 1 thereafter: each Council member's compensation shall be adjusted by the average increase in prices for the Midwest region as established by the federal government via the consumer price index for the prior twelve (12) months.

A Council member's compensation shall be payable bi-weekly to coincide with the City's normally scheduled pay periods.

SECTION 4: REPEALER. All ordinances or portions of ordinances in conflict with the provisions of this Ordinance are hereby repealed.

SECTION 5: SEVERABILITY CLAUSE. If any section, provision or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

SECTION 6: WHEN EFFECTIVE. This ordinance shall be in effect after its final passage, approval and publication as provided by law.

First Reading: _____

Second Reading: _____

Third Reading: _____

Passed and adopted this _____ day of October 2023.

Stephanie Ericson, Mayor

ATTEST:

Jackie Raffety, City Clerk

I, Jackie Raffety, City Clerk of the City of Indianola, Iowa do hereby certify that the foregoing ordinance was passed and approved by the City Council of the City of Indianola on ____ day of October 2023 and was published in the Indianola Record Herald, a newspaper of general circulation of said City of Indianola on the _____ day of _____, 2023.

Jackie Raffety, City Clerk



MEMORANDUM

To: Mayor and City Council
From:
Date: October 23, 2023
Subject: Resolution approving an amendment to the Wellness Policy.

Recommendation: Roll call is in order.

Attachments:

1. Res 2023- Wellness Program
2. Wellness Policy Amendment

City of Indianola
RESOLUTION NO 2023-

**RESOLUTION AMENDING SECTION 6.9 WELLNESS PROGRAM
IN THE EMPLOYEE HANDBOOK**

WHEREAS, the Employee Handbook includes a Wellness Program policy; and

WHEREAS, Resolution 2023-095, approving certain amendments to the City of Indianola Finance Policies, allows the use of Fund 820 for wellness program related expenses; and

WHEREAS, the Wellness Program policy is being updated in order to provide employer-covered Indianola Wellness Campus single memberships to elected city officials and appointed IMU Board of Trustees; and

WHEREAS, the policy includes an amendment that requires part-time employees to work a minimum of four hours each month in order to qualify for enrollment in the benefit.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Indianola, Iowa that the amended Wellness Program in the handbook is hereby approved and staff is authorized to update the employee handbook accordingly.

Approved this 23rd day of October 2023.

Stephanie Erickson, Mayor

ATTEST:

Jackie Raffety, City Clerk

6.9 WELLNESS PROGRAM

The well-being of our employees is extremely important to the City of Indianola. To assist employees in taking care of their health, the City of Indianola has a wellness program tied to their health plan. Each calendar year, employees and spouses that are enrolled in the City's health insurance plan must have a physical/biometric screening completed, one (1) dental exam and one (1) vision exam. Employees and spouses that complete these three (3) requirements, will receive a preferred health insurance premium rate.

To encourage year-round wellness, the City provides employees with the following:

- Participation in some Indianola recreation programs at no cost, ie. cooking classes, exercise classes. Check with the activity center on which programs apply as it does change based on what is offered.
- The membership fee to the Indianola Wellness Campus will be provided by the City, up to and including eligible spouse/dependents. A portion of a membership fee with an athletic center may be reimbursed by the City. See below for more details.
- Employees and their spouses may use the Memorial Aquatic Center at no charge; there is a fee for children, however.
- Employee Assistance Program for use by employees and immediate family members, to include spouse and children.
- Enhanced yearly blood screening panel and biometrics for full-time employees and spouses.
- Yearly flu shots will be available for full-time employees, spouses and children.

Indianola Wellness Campus Membership

The City of Indianola will pay for membership to the Indianola Wellness Campus.

Eligibility

- Full-Time Employees who have elected to receive a full membership to the Indianola Wellness Campus, up to and including a family membership for their eligible spouse and/or dependent(s) OR a single Indianola Wellness Campus membership plus \$25 monthly wellness reimbursement, using the process outlined below.
- Part-Time Employees [who work a minimum of four hours per month each month and](#) who have elected to receive a full single membership to the Indianola Wellness Campus.
- Elected or appointed City of Indianola officials and appointed IMU Board of Trustees who have elected to receive a full single membership to the Indianola Wellness Campus.

Process

Eligible employees (and eligible family members) are responsible for signing up for membership at the Indianola Wellness Campus. Employees may enroll or make changes at any time. The IWC will notify payroll when an employee has elected the benefit. Eligible family is defined as another adult residing in the same household and dependent children under the age of 23. You may be asked to provide proof of dependency upon joining.

Full-time employees with a family membership at another fitness facility may opt to have only a single Indianola Wellness Campus membership and be reimbursed \$25 per month for membership at another facility. In this case, the employee must fill out the Athletic Center Reimbursement Form with a receipt or a copy of a bank statement, and their supervisor must sign the form. The form shall be submitted to the Finance Department for payout. The Employee must submit for reimbursement each month and the form must be received by the Finance Department within 60 days of the date of payment.

Employer-paid membership to the Indianola Wellness Campus will terminate at the end of the month in which the employee terminates employment. Notice of termination will be provided to IWC from the HR Department.