



— Clerk's Office —

NOTICE:

The City of Indianola is committed to the safety of our community and our organization. We understand that many in our community may have questions of the City, but who also may be nervous about attending gatherings such as a City Council meeting due to the COVID-19 Pandemic.

For those who do not wish to attend the meeting in person, the City of Indianola is currently hosting its meetings virtually at https://www.youtube.com/channel/UCCwqdy2irWQILB_1QzcVrdw

You may also view the meeting via a zoom webinar (Password:627263):
<https://us02web.zoom.us/j/85987674262?pwd=c2VHNDRLVkuOCtZZGIHa3RDZktWZz09>

Passcode: 627263 Webinar ID: 859 8767 4262

Or iPhone one-tap : 1-646-558-8656, 85987674262#, 0#, 627263# or 1-301-715-8592, 85987674262#, 0#, 627263#

Or Telephone Dial: 1-301-715-8592 or 1-312-626-6799 or 1-646-558-8656 or 1-253-215-8782 or 1-346-248-7799 or 1-669-900-9128

If you have a question or would like to submit a public comment, but are unable to attend the City Council meeting due to concerns about COVID-19, please do one of the following:

- Call 515-962-5240 immediately before the public comment or public hearing;
- Submit an electronic public comment form by visiting our website at <http://www.indianolaiowa.gov/Public-Comment>
- Submit the form on page five (5) of the packet to:

City Clerk's Office
110 N 1st Street
Indianola, IA
50125

(May be dropped off at the Police Station – south entrance)

Forms received by 4:00 p.m. on the day of the meeting will be distributed to the City Council prior to the meeting. Comments received after the deadline will be sent to the City Council as soon as possible.

The City of Indianola is pleased to provide accommodations to disabled individuals or groups and encourages their participation in city government. Should special accommodations be required, please contact the Clerk's office at least 48 hours in advance at 515-961-9410 or email cityclerk@indianolaiowa.gov to have reasonable accommodations provided.

Thank you for your cooperation, patience and understanding.

- The City of Indianola



CITY OF INDIANOLA COUNCIL MEETING
October 29, 2020
6:00 p.m.
City Council Chambers
Agenda

1. Call to order
2. Pledge of allegiance
3. Roll call
4. Open Forum (Public Comment)
5. Consent
 - A. Approve agenda
 - B. A renewal Class B liquor license with outdoor service privileges for Pete's Pizza, located at 118 N Howard.
6. Old Business
7. New Business
 - A. **Appointment of Mayor**
 1. Receive and file applications for Mayor.
 2. Presentations from applicants.
 3. Consideration of a resolution approving appointment of Mayor.
8. Other Business

9. Adjourn

City Council Special

4.

Meeting Date: 10/29/2020

Subject

Open Forum (Public Comment)

Information

Open Forum

- A maximum of twenty (20) minutes will be set aside for members of the public to address the Council on any item not on the agenda and on any subject over which the Council has the authority to act.
- Presentations will be limited to three (3) minutes to a maximum of (5) minutes.
- Preference will be given to individuals who did not speak at the previous council meeting's Open Forum.
- Individuals may not speak more than once during Open Forum.
- All speakers must address the entire Council and will not be permitted to engage in dialogue.
- Any individual addressing the Council will be asked by the presiding officer to clearly state his/her name and address prior to speaking before the Council or minimally during or after his/her presentation to the Council so that his/her name may be accurately recorded in the minutes of the meeting.
- Once completed, this card becomes a public document.

(Indianola City Council Rules of Procedure)

Fiscal Impact

Attachments

Public Comment Form



CITY OF INDIANOLA PUBLIC COMMENT FORM

If you would like to address the Council during Open Forum (aka Public Comment) or during a Public Hearing, please complete and return this form to the Deputy City Clerk.

Electronic submissions will be distributed to the Mayor and Council. Citizens attending the meeting will be called to the podium to speak.

Please complete the following information:

Your Name: _____

Your Address: _____

Organization (if applicable): _____

City Council Meeting Date: _____

Agenda Item or topic if not on the agenda: _____

Comment: _____

Open Forum

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- Presentations will be limited to three (3) minutes to a maximum of (5) minutes.
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- Once completed, this card becomes a public document.

(Indianola City Council Rules of Procedure)

City Council Special

5. B.

Meeting Date: 10/29/2020

Subject

A renewal Class B liquor license with outdoor service privileges for Pete's Pizza, located at 118 N Howard.

Information

Council is asked to consider a renewal Class B liquor license with outdoor service privileges for Pete's Pizza. The owners are Beverly Bingaman and Timothy Bingaman. All paperwork is in order and staff has approved.

Fiscal Impact

Attachments

No file(s) attached.

City Council Special

7. A.

Meeting Date: 10/29/2020

Subject

Appointment of Mayor

Information

Fiscal Impact

Attachments

No file(s) attached.

City Council Special

7. A. 1.

Meeting Date: 10/29/2020

Subject

Receive and file applications for Mayor.

Information

Applications for the position of Mayor were accepted October 5, 2020 through October 21, 2020 at 5:00 p.m. The following applications were received (listed in the order received):

Bryon Coan — 309 W 2nd Avenue Lot 11
Darrell McDonald — 1205 Lancaster Way
Michelle Feters Steen — 610 E Scenic Valley Avenue #134
Pamela Pepper — 308 N 16th Street
Randy Bickham — 505 W Orchard Avenue

All applications were sent to Indianola City Council members and members of the local media following the closing of the application period. The City Council is asked to receive and file the applications.

Roll call is in order.

Fiscal Impact

Attachments

Coan Application
McDonald Application
Feters Steen Application
Pepper Application
Bickham Application

Andy Lent

From: noreply@civicplus.com
Sent: Tuesday, October 6, 2020 4:07 PM
To: CityClerk
Subject: Online Form Submittal: Mayor Position Expression of Interest

Mayor Position Expression of Interest

Applicate Personal Information

First Name	Bryon
Last Name	Coan
Today's Date	10/6/2020
Street Address	309 W 2nd ave lot 11
Apt / Suite Number	<i>Field not completed.</i>
City	Indianola
State	Iowa
Zip Code	50125
Email Address	Bryon.Coan@yahoo.com
Home Phone Number	5159432695
Cell Phone Number	5159432695
Work Phone Number	<i>Field not completed.</i>
Occupation	Self Employed
Years Resided in Indianola	11
Have you previously served as an elected official, here or elsewhere?	No

Required Attachments & Electronic Signature

Please provide an essay of no more than 500 words indicating:

- *Why you desire to be Mayor of Indianola;*

- *Why you believe you are qualified for this position;*
-

- *How you will contribute to keep Indianola moving forward in a positive way.*
-

Please also attach a resume or bio that includes a listing of work experience and civic involvement.

Completed applications, with all required attachments, must be received by 5:00 p.m. on Wednesday, October 21, 2020.

Essay/Write Up Attachment	To city council.rtf
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Resume/Bio Attachment	To city council_1.rtf
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Applicants will be asked to make a presentation of 5 minutes or less during the City Council meeting at 6:00 p.m. on October 29, 2020.	I agree.
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Applicant's Statement	I agree.
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Electronic Signature Agreement	I agree.
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Electronic Signature	Bryon Jay Coan
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Email not displaying correctly? [View it in your browser.](#)

Dear City Council, My Name is Bryon Jay Coan

I am 32 year's old, father of 5 and have been an independant contractor for four our of the eleven year's i have lived in this community, My hobbies are playing video games a few times a week, Puzzles, Chatting with family and friend's and even sometimes if i can chat with random people, Getting involved to help people as much as i can and not scared to get my hands dirty doing things i love, cooking, cleaning, gardening, woodworking.

I would like to express my desire to fill the vancancy of Mayor for the city of Indianola, when i first moved to this town in the fall of 2009, i really didn't like this town, it was more quiet than what i was used to being born and raised in des moines iowa, as an independant conctractor i have seen alot of this town and how the commuinity has effected me on a personal level, I have grown to love this commuinity, i have seen the best of times of everyone around me and i also have seen the worst of times of those around me, i have seen from a ground level of what this commuinity needs, i would love more then anything to grow even more with this commuinity, to be more involved with the community and most of all help the community grow more with no polical differences, no racial differences, we all in this town make the community and what we all do is what makes all the difference, the commuinity needs more involvement from the city with the divide that has been caused by Covid-19 and other issues, our beloved police department also needs the involvement to support them, the children of our community need to be safe most of all as they are the future of the community and of our state and country, the community teachers need what they need for protection, the community elderly also need such protections and more help, Some of the people of our community who have been impacted by Covid-19 who have sufferd losses cannot get the help they need to stay above ground, By this impact some people are underground in debt and are trying to get by, Thank you.

From: noreply@civicplus.com
Sent: Tuesday, October 6, 2020 10:57 PM
To: CityClerk
Subject: Online Form Submittal: Mayor Position Expression of Interest

Mayor Position Expression of Interest

Applicate Personal Information

First Name	Darrell
Last Name	McDonald
Today's Date	10/6/2020
Street Address	1205 Lancaster Way
Apt / Suite Number	<i>Field not completed.</i>
City	Indianola
State	IA
Zip Code	50125
Email Address	dwmcdonald869@gmail.com
Home Phone Number	9282575517
Cell Phone Number	9282575517
Work Phone Number	<i>Field not completed.</i>
Occupation	Home Preservation Specialist
Years Resided in Indianola	3
Have you previously served as an elected official, here or elsewhere?	No

Required Attachments & Electronic Signature

Please provide an essay of no more than 500 words indicating:

- *Why you desire to be Mayor of Indianola;*

• *Why you believe you are qualified for this position;*

• *How you will contribute to keep Indianola moving forward in a positive way.*

Please also attach a resume or bio that includes a listing of work experience and civic involvement.

Completed applications, with all required attachments, must be received by 5:00 p.m. on Wednesday, October 21, 2020.

Essay/Write Up Attachment	DWMcDonald Interest Statement.docx
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Resume/Bio Attachment	Darrell McDonald.docx
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Applicants will be asked to make a presentation of 5 minutes or less during the City Council meeting at 6:00 p.m. on October 29, 2020.	I agree.
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Applicant's Statement	I agree.
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Electronic Signature Agreement	I agree.
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Electronic Signature	Darrell W McDonald
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Email not displaying correctly? [View it in your browser.](#)

To the Council Members of the City of Indianola

I wish to respectfully take this opportunity to express my interest in being appointed to the position of Mayor of Indianola for the interim; until either the end of the current Mayoral Term or until a Special Election may be convened thus allowing the voices and wishes of the residents of Indianola to be heard collectively.

I have not held a public office previously. However, I do believe that for the role of Mayor of Indianola, Iowa I am well qualified. Although I have been a resident of the City of Indianola for a short time (3 years) it took me no time at all to develop an exceptionally strong sense of pride for this community. As the stepfather of 3 young boys it is comforting to me, the bonds and the collective values and virtues that run deep within the families and residents of Indianola. As a parent of students in the ISD it is a testament to the strength of the community to see how well the priorities of the city align with the priorities and needs of the school district as well as the visible ongoing collaboration between the two.

I believe that I would be an asset in the role of Mayor of Indianola; in the position of working on behalf of the City as an entity (the City Council/City Manager) as well the community and community members. I will be able to pragmatically communicate on behalf of the City and on behalf of the Community. I feel that open lines of communication as well as diplomacy, patience and an equal balance of the needs of the community, the growth of the community and the wishes and demands of the community members are vital to cultivating and maintaining a healthy and prosperous community.

I was born in Charles City, IA. I joined the US Marine Corps in 1987. As a Combat Marine I served in the First Gulf War and was Honorably Discharged in 1991. After discharge I remained in Yuma, AZ attended College Achieving my Teaching Degrees and was an educator in 2 School Districts within the Municipality of Yuma, AZ. I Coached for high school sports teams and was as a Board Member for the City Hockey League as well as Coach. I returned to Iowa in 2005 where I taught at South Tama Community and was Head Football Coach thru 2008. I am a Veteran of The US Department of the VA having been employed in multiple roles of Benefits Administration from 2008-2019. I am currently employed in the private sector with Wells Fargo, though my passion for serving our veterans remains. I and my significant other of 11 years, are parents to 3 teenage boys and 4 older children. We are proud to be raising our family in Indianola and proud that Indianola will forever be their HOMETOWN.

I thank you for your time and consideration regarding my interest and application for Mayor.

DARRELL W. McDONALD

1205 Lancaster Way ♦ Indianola, Iowa 50125 ♦ Phone: (928) 580-3926 ♦ dmspawn69@aol.com

PROFESSIONAL EXPERIENCE

Wells Fargo

June 2020- Present

800 S Jordan Creek Pkwy West Des Moines, IA 50266

Home Preservation Specialist

(Full Time 40 Hrs)

Supervisor: Trevor Shaw 602-717-2764(Okay to contact this supervisor)

- Serve as single point of contact to borrowers and/or agencies whose loans are delinquent or at high risk for delinquency.
- Develop comprehensive knowledge of the loss mitigation processes and procedures to recommend solutions to maintain home ownership, including modifications, repayment plans or other short term retention options.
- Review the borrower's financial situation.
- Ensure necessary information and complete packages are received in a timely manner.
- Answer inbound inquiries from borrowers regarding the status of the loss mitigation.
- Review information on multiple systems to inform borrowers of loan terms, important dates and deadlines

Department of Veteran Affairs

December 2017- Oct 2019

210 Walnut Street, Des Moines, IA 50309

Assistant Supervisory Veteran Service Representative (Asst. Coach) (FullTime Management) GS-12 step 5

Supervisor: Athena Delgado 515-323-7465 (Okay to contact this supervisor)

Promoted to Supervisory Veteran Service Representative/Assistant Coach. This role requires:

- Daily review of employee productivity, availability of workload and creative resourcing for obtaining workload to disperse.
- Participating in and/or running daily management team huddle to identify station goals, station's current productivity standings with regard to all teams.
- Creating, Processing and presenting real time reports as a failsafe to workload deficits.
- Counselling staff on resources and references to assist them in efficient and accurate processing of Veteran Claims.
- Conducted Monthly, Quarterly and Annual Employee Performance Reviews
- Following Federal, State and Municipal laws, codes and criteria; supervising Rating Veteran Service Representatives in accurately processing, deferring or reassigning Veteran claims for service connected disabilities.
- Effectively, efficiently and regularly communicating with external stakeholders ie; Veteran Service Organizations, Veteran dependents and Veterans/Service Members
- Prepared training programs and training materials for external stakeholders ie; Veteran Service Organization (VFW, American Legion, Independent Consultants)
- Consistently exhibit leadership qualities, professionalism, organizational skills, interpersonal communication skills as well as written, verbal and virtual. Be regularly approachable and available to staff and other management staff to assist as needed in an efficient and effective manner.
- Manage time cards, leave requests, coordinate overtime requests and overtime schedules as well as be the On Call Supervisor for overtime employees. Assist all Coaches with this task – not specific to my assigned team/staff

Department of Veteran Affairs

March 2011 – December 2017

210 Walnut Street, Des Moines, IA 50309

Rating Veterans Service Representative (RVSR) (Full-Time- 40 hrs) GS-12 step 4

Supervisor: Stephanie Stock 515-362-7353 (Okay to contact this supervisor)

Promoted and currently serving as Rating Veterans Service Representative. This requires:

- daily application of federal law as well as judicial determinations and VBA regulations to determine if veterans and/or the veteran's stated afflictions meet criteria or standards set by the Veterans Benefit Administration when adjudicating claims submitted for consideration, in a timely manner.
- adjudicating disability benefit claims for the nation's Veterans by analyzing submitted requisitions and reviewing supporting documentation within the VBA database, in which I am a proficient user. Reviewing veteran's service treatment files, evaluating submissions while referencing VBA standards and applications, utilizing several standard resources to reach and apply an applicable and accurate decision in a timely manner.
- participating in and instructing training sessions. This requires effectively planning out lessons. In this role, I organize information that I will utilize as training materials to be used to instruct and educate my peers and subordinates. In a mentor's role as well, I offer guidance and information as well as review materials, criteria and processes to ensure a solid understanding.

- establishing and maintaining effective communication with many levels of associates within and outside the VBA. Effectively communicating orally as well as via email, messenger and letter. I must often review data with VSRs, Coaches, as well as request direction from Coach's and other Rating VSRs.
- utilization of internal programs including; CAPRI, Virtual VA, VBMS, VBMS-R and other research systems and databases. The listed software programs aid in the development stage of a claim, and allow for quicker determination of a claim.
- being responsible for considering evidence, having the knack for visualizing "the big picture" as it pertains to Veteran's claims. My ability to make sound decisions has enabled me to be efficient and highly effective.

Additionally-

- Former AFGE Union Craft Leader – responsible for representing Co-Union Members, representative to the Labor Management Forum. This role required knowledge of the VBA/AFGE Master Agreement as well as Federal Human Resources Management practices.
- Formerly home station trainer and mentor for entry level, intermediate and journey level employees.
- Formerly assigned to Quality Review Team to assist with quality reviews on employee claims development.
- Former collateral duties include timekeeper, key user for copy machines and office equipment, and super user for Virtual VA.
- Served as instructor for VSR Challenge Training July 2012. Instructed and mentored approximately (25) students.
- Served as instructor for RVSR Challenge Training December 2012, March 2013 and April 2013. Instructed and mentored approximately (125) students.

Department of Veteran Affairs
210 Walnut Street, Des Moines, IA 50309

December 2008 – March 2011

Veteran Service Representative (VSR) (Full-Time- 40 hrs) GS-10

- Expedited VA benefit claims and ran weekly reports to expedite claims and case management.
- Liaised with Reserve and National Guard units in obtaining service treatment records and other vital personnel records.
- Worked with VA medical center staff to rush critical VA medical examinations.
- Served as super user for Veterans examination Request Information Systems (VERIS)
- Home office trainer for VA benefits administered through Title 38 U.S.C. including education, compensation, pension, life insurance, home loan, vocational rehabilitation and employment, and medical care benefits
- Served as instructor for VSR Challenge Training November 2010 and March 2011. Instructed and mentored approximately (50) students.

South Tama County School District

Tama IA 52339

Teacher (Full-Time 40-hrs)

Supervisor: Jim Tekippe 641-484-4345 (Okay to contact this supervisor)

August 2005 - July 2008

As a classroom ESL (English as a Second Language) teacher and head football coach, I applied written and oral communications gathered and interpreted data and then made educational decisions based on the data collected. I also assessed and analyzed the educational needs of all of the students and established long and short term goals based on those educational needs. I prepared correspondence and performed formal and informal presentations to peers, media, parents, and students. I researched and applied knowledge of educational theories and best practices. I ordered, managed, and distributed equipment. I scheduled meetings and prepared meeting minutes and agendas. I also compiled statistics from student evaluations and maintained educational records. Developed and implemented a weightlifting program for the football team. I followed city, county, state, and national laws governing education. I used Microsoft works, Microsoft word, Apple Works, spreadsheet, Quattro Pro, power point, overhead projector, and other office machines.

Yuma Union High School Dist. 70

August 2000-June 2005

Yuma, AZ 85364

Teacher (Full-Time- 40hrs)

Supervisor: Frank Garcia 928-502-4600 (Okay to contact this supervisor)

During this time, I collaborated with peers concerning student goals and achievement. I developed and presented lessons and evaluations. I assessed and analyzed educational needs and developed lessons accordingly. I counseled students about educational goals. I compiled plans and reports based on Nationally Standardized tests. I assisted in the scheduling of meetings and the preparation of meeting agendas and minutes. I gave oral presentations to peers, administrators, parents, media, and students. I assisted in the coordination of fund-raising events.

Yuma School District #1

January 1997-June 2000

Yuma, AZ 85364

Teacher (Full-Time- 40hrs)

I was responsible for testing, maintaining records, and analyzing the educational needs of 500+ ESL students. I collaborated with peers to develop lessons and assessments. I presented information on best practices to peers and administrators. I volunteered as a football, track, soccer, basketball, baseball, softball, and hockey coach. I gathered and interpreted data. I compiled plans and reports.

United States Marine Corps

June 1987-June 1991

Yuma, AZ

Non Commissioned Officer (Full-Time- 40hrs)

While in the Marine Corps I obtained a leadership role and was responsible for the Marines under my direction. I completed coursework on Leadership. I displayed skills in written and oral communication. I followed the laws governing the military. I was responsible for the everyday maintenance and upkeep of the equipment that I was assigned to.

EDUCATION & PROFESSIONAL DEVELOPMENT

Bachelor Degree, Major in Elementary and Minor in English as Second Language, Northern Arizona University, Yuma, AZ, 1996

Associate Degree, Elementary Education, Arizona Western College, Yuma, AZ, 1994

Professional Development

- Department of Veterans Affairs, Instructional Development Course (IDC), September 2010

REFERENCES

Annette Sage – AFGE Union President

P.O. Box 174
Gilbert, IA 50105
515-554-1847

James Dyer – Training Manager/Comp Serv.

2505 Nicol Circle
Bowie, MD 20721
202-461-9359

Renna Pirc - Coach Cleveland VARO

6604 Main Ave
North Ridge OH 44039
216-337-6191

Bonnie Kirby – Senior Quality Review Specialist (STAR)

3085 Millerton Way
Thompson's Station, TN 37179
540-266-0300

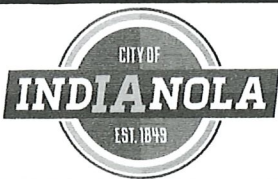


— Clerk's Office —

The City Clerk's office received an application from Michelle Feters Steen on 10/7/2020 after she dropped it off at the Police Department. We also received an electronic copy of the application documents on 10/8/2020.

Jackie Raffety
Deputy City Clerk





OFFICE OF CITY CLERK

OCT 07 2020

110 N 1st Street, Indianola, IA 50125-0299 • www.indianolaiowa.gov
INDIANOLA, IOWA

CITY CLERK'S OFFICE

515-961-9410 phone • 515.961.9402 fax

MAYOR POSITION EXPRESSION OF INTEREST

PERSONAL INFORMATION

NAME:	Michelle Feters Steen	TODAY'S DATE:	10/7/2020
STREET ADDRESS:	610 E Scenic Valley Ave #134		
CITY:	Indianola	STATE:	Iowa
ZIP:	50125		
EMAIL:	the.citygateusa@aol.com		
HOME PHONE:		CELL PHONE:	515/961-2169
WORK PHONE:			
OCCUPATION:	self-employed	YEARS RESIDED IN INDIANOLA:	Needs explanation 1 1/2 yrs.
HAVE YOU PREVIOUSLY SERVED AS AN ELECTED OFFICIAL, HERE OR ELSEWHERE?			☐ YES ☒ NO
OFFICE:		YEARS SERVED:	

Please provide an essay of no more than 500 words indicating:

- Why you desire to be Mayor of Indianola;
- Why you believe you are qualified for this position; and
- How you will contribute to keep Indianola moving forward in a positive way.

Please also attach a resume or bio that includes a listing of work experience and civic involvement.

Completed applications, with all required attachments, must be received by **5:00 p.m. on Wednesday, October 21, 2020**. All materials must be submitted to:

City Clerk's Office
110 N. 1st Street
Indianola, IA 50125

Or

CityClerk@indianolaiowa.gov

Applicants will be asked to make a presentation of 5 minutes or less during the City Council meeting at 6:00 p.m. on October 29, 2020.

Applicant's Statement

I certify that I am legally eligible for appointment to the office for which I am applying, including residency requirements. I agree, if appointed, to fairly and impartially, to the best of my ability, discharge all the duties of the office as required by law.

Michelle Feters Steen

SIGNATURE

10/7/2020

DATE

Michelle Feters Steen
610 E Scenic Valley Ave #134
Indianola, Iowa 50125
515-961-2169 thecitygateusa@aol.com
Birthday April 3, 1954

I am a daughter, sister, wife, mom, grandma, aunt, cousin, Christian, friend. At one time, I named my stay-at-home position Family-Unit Specialist. I have never really stayed home, but personal interests don't pay much. The name gave meaning. Money is a necessity, but life isn't all about money.

EDUCATION

1992—Graduate with Bachelor of Liberal Studies Degree, University of Iowa
1972-1976—Attended University of Iowa, completed degree by correspondence
1986—Institute of Children's Literature course
1972-1973—Attended Iowa State University
1972—Graduate of Indianola Senior High School
I have taken a couple of classes at Simpson.

WORK EXPERIENCE

2016-Present—Sell Park Lane Jewelry.
2012-Present—Sell LegalShield and IDShield protection memberships so people can be assured that finances and reputations remain safe.
1986-Present - Sell Jafra Skin Care products
2006-2018- Dance team coach for the Iowa Energy senior women's team, The Spark Plugs. We performed at Wells Fargo Arena before 100s of people one time a month during the basketball season. Required choreography, teaching, writing dance step notes, cutting music, marketing the team for out side appearances (Simpson College, Drake University, Iowa State Fair, William Jewell College, in Liberty, Missouri....) When the Iowa Energy dance team ended, we formed a team, called Encore, for two years.
1990s—Record Herald and Indianola Tribune Kaleidoscope writer and then Feature Article writer. These articles spotlighted people or subjects in Warren County that readers would find interesting.
1972-2019 - Small dance studio and business retailer on the Square in Indianola, Iowa.
1995-2009 - Publisher, editor, proofreader, writer for The City Gate Christian Newspaper, Indianola, Iowa.
1988-2010 - Dance instructor for children 3 to 6 years old. Also created a dance team for high school girls, called Ovation; purpose was to offer a team for teenage girls who didn't make the high school team or didn't have confidence to try out for it. Taught teenagers who had no studio experience so studios would see that they were caught up and could join their studio.
Summers of 1972, 1973, 1974, 1975 and school breaks - Data Processing Department, State of Iowa, as receptionist.

CIVIC INVOLVEMENT

2011-2015—Was heavily involved with starting a Celebrate Recovery group at Indianola First Assembly of God Church, to help people with addictions. When that ended, it was changed to Anchor of Support Open Share.
2009-Present - I get involved politically concerning politicians and candidates for office. I support a County Supervisor with the desire to give Warren County true facts and help with the campaigns.
2013-2018—Was involved with the committees to gather facts about where a new Justice Center would benefit the City of Indianola and Warren County best.
2014-2015 - Proofread a Prayer Letter for the Dr. Ben Carson Presidential Campaign. Writer of the Letter was in San Diego, California, so we did this via email.
2009-2017 - President of Warren County Child Abuse Prevention Council, Indianola, Iowa
2004-2017 - Accepted invitation to be on the Board of Warren County Child Abuse Prevention Council, based in Indianola, Iowa, as a representative of the Faith community, small business owner and residence address of Carlisle in Warren County, Iowa.
2016—Coached oldest grandson's Little League team with my husband.
2012?—Went to Indianola City Council, on behalf of the Downtown Development Group, to request the Council recognize The Square as a destination location so that it would be capitalized when printed. (The Square is a destination; a square is merely a shape.)
2007-2011 - Member of Indianola Kiwanis Club, serving as Vice-President and President during that time.
2006 - Completed classes for Non-Profit Management Certification, through Faith-Based Initiative and ISU Extension.

2000-2010 - Organized and facilitated monthly meetings of the Downtown Development Group in Indianola, Iowa, comprised of merchants with businesses around Indianola Square and two blocks off.

1999-2014 - With the help of my parents and volunteers, organized a New Year's Eve event on the Square in Indianola, Iowa, with only two weeks of planning time once we had the idea. City and County very involved. Need was for a way to celebrate the change from 1999-2000 in computers which caused the Y2K fear, nationwide. Associated Press picked the story up, so people around the Indianola area heard of the event in that way as well as word of mouth and newspaper. Estimated 800-1,000 people attended, on 12/31/99. We held it every year after except for the year my father died, December 2010. Decided to stop holding it after fifteen years, New Year's Eve of 2014.

1994? - Spoke in front of Iowa Legislature concerning lowering the blood alcohol percentage limit, due to personal experience.

1991-1993? - Coached daughter's Parks and Recreation softball team—one year with Tim Howser and two years with my dad.

1990?—Attended meetings to start the Learning Center for High School students who had difficulty with typical classroom settings, with Mike Baethke leading.

1989-1995—Involved with Mother's Against Drunk Driving (MADD) due to head-on car wreck in 1978. Consisted of speaking as a Victim Impact Panelist.

1984-1986 - Sold Mary Kay Cosmetics

1983 - Wrote a children's book of bedtime stories; stories told to my boys when they didn't want to go to bed. Illustrations done by my mother and myself.

August 23, 1975 - Married, to same man.

MISCELLANEOUS FACTS; Not sure of the following dates -

Worked with a group to save the Middle School building from demolition or sale to Simpson College, so it could be the Warren County Administration Building.

I stay current on CPR and First Aid.

Taught dance to little kids and adult tap through Parks and Recreation. Then stepped out on my own.

Was on the YWCA Board at the Burlington, Iowa, YM/YWCA. (They are combined there.)

Participated in the Indianola Community Choir, through (I think) Parks and Recreation.

Regular church attendee—currently in 2020 by watching online.

I wrote the narrative and presented it on stage for a ballet performed in Burlington, Iowa.

I've proofread manuscripts for people to have their work published.

Have met with a representative of Governor Reynolds to get the sale of CBD products legalized in the State of Iowa. I'll be on that topic until legal legalization happens.

Began dance classes from Ellen Belle Foster when I was two years old, then Richard Powell until I was fifteen. That's where I obtained instruction to be able to teach and perform at various venues. During my years teaching dance, I had some students with special needs. One Downs Syndrome, one autistic, one with no thumbs (and I hadn't even noticed until I'd taught her for a couple of years and her mom mentioned it one day), and one little dancer with an arm that wasn't fully developed. The little girl with autism had private lessons with me. By the time recital was coming up, she was ready to join the class and perform in recital. (She was assisted by her social worker, but we were certainly proud of her.) I also have a grandchild with special needs from Joubert Syndrome.

Mayor of Indianola, 10/7/2020

By Michelle Fetters Steen

As I look out the window, today is a sunny, warm day for October in Iowa. Other days have gray skies, tornado, even derecho winds, blizzard conditions or fog—many of which could happen in Fall, Winter, Spring or Summer here.... That is similar to the conditions of a city. All leaders of Cities, States and Nations must realize the changes that might come gradually or unexpectedly. Having things run smoothly is best.

I grew up in Indianola, was a dancer, a cheerleader, participated in clubs, sang in the choir, was a founding member of the New Life Singers my Junior year; members of whom were kids from every church in the area. I went to college in Ames and Iowa City. My husband and I lived in the mountains of Virginia for a Summer and two years in Minneapolis. We moved back to Iowa City, to Burlington on the mighty Mississippi, and then came full-circle back to Warren County where everything we got involved in was in Indianola.

The Fetters and Steen families have been involved in Indianola for many years, in many ways. Education, a dance band, athletics, civic involvement.... My grandpa died in office as Mayor in the mid-60s. I know that Indianola is a different City than it was at that time. But I have a passion for helping Indianola thrive.

In a way, I'd love for the world to know about this City that sits in the heart of the Nation. In another way, it's a rather nice secret.

Balloons that dot the sky every year, and any time the winds cooperate, are a sight to see. I've ridden in balloons twice. Fun! We can brag about the great college that we can all benefit from; everyone taking classes or just to walk the campus. Our Elementary Schools, Middle and High Schools send well-equipped young people into the world when they complete the grades. And to my knowledge, none of them get left behind if they struggle.

I would like a chance to sit in the office of Mayor. What I don't know about or understand, I would get the answers. I would like a chance to help citizens thrive as well as the City. I would do my best to make Indianola continue to be a place of which we're all proud.

Jackie Raffety

From: timpampepper@aol.com
Sent: Monday, October 12, 2020 4:14 PM
To: CityClerk
Subject: Pam Pepper's Mayor application documents
Attachments: SKINN-114-M20101216110.pdf

10-12-2020

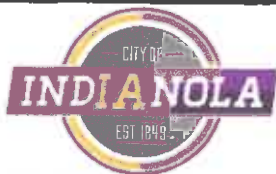
Hello,

Here is my application for the Mayor position. Would you please confirm that you have received this?

Please let me know if you have any questions.

Thank you.

Warmly,
Pam Pepper



CITY CLERK'S OFFICE

110 N 1st Street, Indianola, IA 50125-0299 • www.indianolaiowa.gov

515-961-9410 phone • 515.961.9402 fax

MAYOR POSITION EXPRESSION OF INTEREST

PERSONAL INFORMATION

NAME:	Pamela K. Pepper	TODAY'S DATE:	10-12-2020		
STREET ADDRESS:	308 N 16th Street				
CITY:	Indianola	STATE:	IA	ZIP:	50125
EMAIL:	Timpampepper@aol.com				
HOME PHONE:	515-962-1294	CELL PHONE:	515-422-0645	WORK PHONE:	515-271-4558
OCCUPATION:	Fundraiser	YEARS RESIDED IN INDIANOLA:	23		
HAVE YOU PREVIOUSLY SERVED AS AN ELECTED OFFICIAL, HERE OR ELSEWHERE?					☒ YES ☐ NO
OFFICE:	City Council Member, At-Large			YEARS SERVED:	7

Please provide an essay of no more than 500 words indicating:

- Why you desire to be Mayor of Indianola;
- Why you believe you are qualified for this position; and
- How you will contribute to keep Indianola moving forward in a positive way.

Please also attach a resume or bio that includes a listing of work experience and civic involvement.

Completed applications, with all required attachments, must be received by **5:00 p.m. on Wednesday, October 21, 2020**. All materials must be submitted to:

City Clerk's Office
110 N. 1st Street
Indianola, IA 50125

Or

CityClerk@indianolaiowa.gov

Applicants will be asked to make a presentation of 5 minutes or less during the City Council meeting at 6:00 p.m. on October 29, 2020.

Applicant's Statement

I certify that I am legally eligible for appointment to the office for which I am applying, including residency requirements. I agree, if appointed, to fairly and impartially, to the best of my ability, discharge all the duties of the office as required by law.

Pamela K. Pepper

SIGNATURE

10/12/2020

DATE

Pamela K. Pepper
Mayor Position Expression of Interest Essay
October 2020

Please provide an essay of no more than 500 words indicating:

- Why you desire to be Mayor of Indianola;
- Why you believe you are qualified for this position; and
- How you will contribute to keep Indianola moving forward in a positive way.

I am interested in being the Mayor of Indianola because, quite simply, I believe in this town. I believe in the citizens, the staff and the Council. Sometimes it isn't easy making decisions that can have a lifetime impact. So, I applaud those that willingly choose to serve to collectively help make their city better. I enjoyed my time on Council. I learned a great deal about our city, our departments and our citizens. I believe communication and collaboration are key ingredients to building a strong and vibrant city. I would continue to meet with citizens, staff, and organizations to help determine the best way forward. My background is in fundraising and successful fundraising depends on building relationships. I want to continue to build strong relationships in the city and with our peers in the Greater Des Moines area.

I believe I am qualified for this position after serving on the City Council as an At-Large Member (represents the entire city) for seven years. I was originally appointed to my role when Steve Richardson resigned. Then two months later, I ran for the same position due to a call for a special election for the YMCA. I won that election and ran again for another four-year term. I enjoyed representing the citizens of Indianola. I felt my role on the Council was to help explain some of the decisions being made. During my time on Council, we balanced seven budgets, researched and approved a major Waste Water Treatment plant, and revamped the city budget by looking at all expenses, tax revenue and bond payments. Prior to serving on the Council, I was on the Planning & Zoning Commission for 12 years, which definitely helped prepare me for how City government works. Lastly, I have a Master in Public Administration degree and that too has helped me in working on the issues and with the citizens.

I believe Indianola is in a very favorable spot right now. Years of hard work is starting to pay off. Indianola is being recognized as a great city to live, work and play. As Mayor, I want to continue to advocate for that. We have so much untapped potential as a city and it's time we come together in the best interest of our citizens to have a unified, positive and productive local government. Now is a great opportunity for our next mayor to demonstrate his or her leadership skills and ability to bring people together. I want to be that person. I will work with our citizens, listen to them, and openly discuss the issues facing Indianola as we move forward. By nature, I am a pretty positive person, a hard worker and someone who likes to get things done.

I respectfully ask for your support as the next Mayor of Indianola.

PAMELA K. PEPPER
308 North 16th Street
Indianola, Iowa 50125
515-962-1294 – home or 515-271-4558 - work
Timpampepper@aol.com

PROFESSIONAL SUMMARY

Demonstrated successful and creative fundraising strategies for numerous institutions including higher education, health and human service and arts and culture organizations. Ability to build strong relationships with donors helping them achieve leadership gifts that benefit the institution as a whole. Worked with numerous volunteer leaders to meet fundraising and special event goals. Successfully managed operational budgets, technology systems and organizational calendars.

WORK EXPERIENCE

Drake University, Des Moines, Iowa
Assistant Vice President
July 2015 – Present

- Manage the daily operations of the fundraising operation.
- Leading the team for the next comprehensive fundraising campaign.
- Liaison with Human Resources, Finance and Administration and IT.
- Supervise the three person Records Room staff and the two person IT staff.

Instructor, Bulldog Foundations
Fall 2019

- One-credit hour course that helps students explore concepts and develop skills that are crucial for development of meaningful personal lives, professional accomplishments, and responsible global citizenship. This is a mandatory 10 week course.

Co-Instructor, First Year Seminar: Generosity of the Heart: Philanthropy in Action
Fall 2011, 2012, 2014

- Semester long course that helps integrate first-year students into academic culture. Goals are to sharpen students' writing, critical thinking, verbal communication and information literacy. The course invites connections among several areas of study of discipline. This is a semester long course.

Director of Development Operations and Director of Annual Fund Programs
October 2007 – July 2015

Director of Annual Fund Programs
August 2006 - October 2007

- Coordinated all aspects of annual giving program including active solicitation of alumni, parents, friends and corporations and raised institutional record of \$3,000,000 plus for annual fund support.
- Managed and maintained the multi-faceted work that happens behind the scenes of a successful \$200 million comprehensive campaign including gift recording, gift acknowledgement, and management of three professionals in the Records Room.

- Member of core team that oversaw the database conversion from Banner to Raiser's Edge.
- Redesigned all annual giving program direct mailing pieces, which included implementing new mailings, standardized gift asks, and soliciting more donors. In a typical fiscal year more than 150,000 annual fund pieces were sent out through 40 plus different mailings.
- Built strong relationships with advancement office partners such as Athletics, University Communications and Finance & Administration.
- Created new donor profile and lead a team to coordinate the establishment of an inter-office standards binder to build better understanding of office systems and policies.
- Managed the top leadership donor annual giving society, the President's Circle.
- Made personal solicitation calls to annual fund donors.
- Supervised Annual Fund staff of Associate Director, Assistant Director and Administrative Assistant.

Funding Solutions, Inc.

Part-time Consultant

2007 - Present

- Facilitate strategic planning sessions with local non-profit organizations' Board of Directors and staff members and write follow-up comprehensive reports.
- Develop and implement comprehensive fundraising plans for local non-profit organizations.
- Create development marketing materials such as brochures, pledge forms and training packets.
- Write fundraising presentations for President for community-wide presentations.
- Design capital campaign giving pyramids for local non-profit campaigns.

Good Samaritan Urban Ministries, Des Moines, Iowa

Fund Development Director

April 2006 – July 2006

- Oversaw all fundraising and public relations activities.
- Implemented a fundraising master plan and personally solicited individuals and corporations.
- Created and implemented direct mail solicitation with phonathon follow-up.
- Executed several public relations events to build community awareness.
- Worked closely with entire Board of Directors and staffed Fund Development Committee.
- Redesigned gift entry and acknowledgement process.

Blank Park Zoo, Des Moines, Iowa

Vice President of Development

August 2004 – December 2005

- Oversaw entire fundraising operation raising \$500,000.
- Redesigned the Development Office operations including major gift solicitation, annual giving program, membership campaign, donor database and special event coordination.
- Submitted the Zoo's first federal government funding grants totaling \$4 million.

- Created and implemented two donor related events to enhance recognition and future giving.
- Oversaw \$50,000 department budget and worked with Accounting Office regarding gift receipting.
- Managed staff members who assisted in Development operation.

Simpson College, Indianola, Iowa
Assistant Vice President/Director of Annual Giving
August 1997 – July 2004

- Coordinated all aspects of annual giving program including active solicitation of alumni, parents, friends, trustees and corporations.
- Increased annual fund support to all time high from \$882,079 in 1997-98 to \$1,117,600 in 2002-03 with average individual gift during the same period going from \$139.72 to \$175.63.
- Oversaw and redesigned all direct mailing pieces, marketing pieces and phonathon program related to annual giving program.
- Managed and solicited major gift prospects and worked to create meaningful relationships with those donors.
- Increased top leadership recognition society membership to an all-time high of 226 members generating \$450,000.
- Coordinated and implemented the faculty/staff capital campaign program with 83% participation.
- Managed Annual Fund staff of three and balanced annual fundraising budget.

Science Center of Iowa, Des Moines, Iowa
Director of Institutional Advancement
October 1996 – August 1997

- Oversaw all development operations including Annual Fund, Membership and Marketing.
- Redesigned the Annual Fund campaign in order to achieve \$250,000 goal.
- Met with corporate representatives to share organization's goals and asked for financial support.
- Supervised Marketing & Membership Coordinator and managed institutional advancement budget.

Generations Incorporated, Des Moines, Iowa
Director of Resource Development
June 1995 - October 1996

- Implemented the first extensive corporate fundraising campaign raising more than \$95,000.
- Coordinated direct mailings to prospective donors and constituents.
- Developed training program and trained Board of Directors members.
- Expanded foundation and grant program.

Drake University, Des Moines, Iowa
Associate Director of Annual Fund Programs
August 1992 - June 1995

- Planned and implemented the direct mail solicitations for all gift requests under \$1,000.
- Recruited, trained, supervised and motivated over 90 students and 30 alumni callers for annual phonathon program.
- Managed the creative development of the mailing pieces.
- Coordinated a 20-week phonathon program, which raised over \$480,000 in one fiscal year.

North Central College, Naperville, Illinois
Assistant Director of Alumni Relations
July 1991 - August 1992

- Planned and executed a \$156,000 phonathon fundraising drive.
- Developed creative solicitation mailing pieces for annual fund support.
- Coordinated all details for a three day event for alumni who graduated 50 years ago or more.
- Developed a new Homecoming schedule and created new ways to encourage alumni to return to campus.
- Planned events and worked with alumni 1 to 10 years out of college.

EDUCATION

North Central College, Naperville, Illinois
Bachelor of Arts, 1991

Drake University, Des Moines, Iowa
Master of Public Administration, 2009

COMMUNITY INVOLVEMENT

City Council Member, City of Indianola – January 2011-December 2017 (7 years)
Planning & Zoning Commission Member, City of Indianola – December 1998-December 2010
(12 years)
Boy Scouts of America – Troop 122 (10 years)
Graduate, Warren County Leadership Institute (1 year)
Graduate, Drake University Emerging Leaders Program (1 year)

Jackie Raffety

From: Randy Bickham <randybickham@gmail.com>
Sent: Wednesday, October 21, 2020 10:49 AM
To: Jackie Raffety
Subject: Re: Application for Mayor
Attachments: MayorInterest_202010021647122090.pdf

Here is the completed application form.

Thanks,
Randy

On Wed, Oct 21, 2020 at 10:00 AM Jackie Raffety <jraffety@indianolaiowa.gov> wrote:

Randy,

Thank you for submitting your information. Can you please fill out the attached application form and return to me before 5:00 p.m. today to complete your application submission?

Jackie Raffety

Deputy City Clerk

City of Indianola

110 N 1st St

Indianola, IA 50125

515-961-9410, option 1

515-962-5240



From: Randy Bickham <randybickham@gmail.com>
Sent: Wednesday, October 21, 2020 9:53 AM

To: CityClerk <CityClerk@indianolaiowa.gov>

Subject: Application for Mayor

I am submitting my information for review for the position of Mayor of Indianola. Attached are my essay and resume.

If additional information or format is needed, please let me know.

Thank you,

Randy Bickham



CITY CLERK'S OFFICE

110 N 1st Street, Indianola, IA 50125-0299 • www.indianolaiowa.gov

515-961-9410 phone • 515.961.9402 fax

MAYOR POSITION EXPRESSION OF INTEREST

PERSONAL INFORMATION

NAME:	Randy Bickham	TODAY'S DATE:	10/21/20		
STREET ADDRESS:	505 W. Orchard Ave				
CITY:	Indianola	STATE:	IA	ZIP:	50125
EMAIL:	randybickham@gmail.com				
HOME PHONE:	515-962-0178	CELL PHONE:	515-883-0986	WORK PHONE:	
OCCUPATION:	Project Manager		YEARS RESIDED IN INDIANOLA:		15
HAVE YOU PREVIOUSLY SERVED AS AN ELECTED OFFICIAL, HERE OR ELSEWHERE?					☐ YES ☒ NO
OFFICE:			YEARS SERVED:		

Please provide an essay of no more than 500 words indicating:

- Why you desire to be Mayor of Indianola;
- Why you believe you are qualified for this position; and
- How you will contribute to keep Indianola moving forward in a positive way.

Please also attach a resume or bio that includes a listing of work experience and civic involvement.

Completed applications, with all required attachments, must be received by **5:00 p.m. on Wednesday, October 21, 2020**. All materials must be submitted to:

City Clerk's Office
110 N. 1st Street
Indianola, IA 50125

Or

CityClerk@indianolaiowa.gov

Applicants will be asked to make a presentation of 5 minutes or less during the City Council meeting at 6:00 p.m. on October 29, 2020.

Applicant's Statement

I certify that I am legally eligible for appointment to the office for which I am applying, including residency requirements. I agree, if appointed, to fairly and impartially, to the best of my ability, discharge all the duties of the office as required by law.

Randy Bickham Digitally signed by Randy Bickham
Date: 2020.10.21 10:47:52 -05'00'

10/21/20

SIGNATURE

DATE

In submitting my application for the position of Mayor for Indianola, I will review my qualifications.

I have lived in the same home in Indianola on Orchard Ave for more than 15 years. My seven children have all graduated from Indianola high school with my family being active in many school programs. My wife, children, and I have volunteered within the community in many areas including the schools, sports, parks and recreation, local church service, community clean-up efforts, and other areas.

We have seen growth and change in Indianola both for better and for worse. I would like to see Indianola continue to grow and improve as a great community for my grandchildren, just as it has been for my children.

I would like to see Indianola continue to promote business growth within the community while developing sustainable residential growth. From a mayoral perspective, I see the role as generating a positive attitude among community members. This can be accomplished in working with the many organizations and businesses within the city by obtaining feedback, buy-in, and support.

I have a BA in Communications from Boise State University and an MBA from the University of North Alabama. Additionally, I have an Advanced Project Management certificate from Stanford University. I am currently employed with TMC Transportation managing the project management office. This position allows me flexibility in my schedule to be able to attend to some of the duties of the office.

I have been a project manager for many years and have led and coordinated many projects and meetings, keeping them on track and on time. I've managed successful project implementations ranging from small \$10,000 projects to multi-year initiatives exceeding \$12 million.

Between my education, work, and volunteer backgrounds, I have an extensive history of public speaking, committee work, and leadership experience.

I appreciate the consideration for this position and feel that I can offer a great deal of experience to the position.

Thank you,

Randy Bickham

Randy Bickham

505 W. Orchard Ave, Indianola, IA 50125 | randybickham@gmail.com | 515-883-0986

ROLES:

IT PMO Manager
Project Manager
Product Owner
Scrum Master/Coach/Trainer
UI/UX Developer
Team/Technical Lead
Business Analyst
EDI
Programmer
Data Analyst
Technical Writer
Trainer/Coach

TOOLS/PROCESSES/METHODS:

Agile/SCRUM/Waterfall/Lean
Project Management PMBOK
UI/UX
Salesforce
Software Development
Data Analysis/Metrics/KPI/GAP
Google Adwords/Analytics

INDUSTRY APPLICATION:

Insurance/Financial Services
Marketing/Sales/HR
Transportation/Supply Chain
Agribusiness
Manufacturing/Construction

EDUCATION/CERTIFICATIONS:

M.B.A., with emphasis in IT - University of North Alabama

Graduate work in Human Factors Engineering – Univ. of Idaho

B.A., Communications - Boise State University, Boise ID

PMP – Project Management Institute

SAPMC – Stanford Advanced Project Manager – Stanford Univ.

CSM - Certified ScrumMaster
Scrum Alliance

Quick Summary

Over 25 years of work in project management, product development, programming, training/coaching, architecture, security, business analysis, vendor management, and reporting

Over 15 years of experience leading development teams.

10+ years working with Agile, including Scrum, Kanban, & XP

10 years of insurance and financial services industry experience.

6 years of manufacturing experience including time on the production floor, engineering departments, and training teams.

6 years of experience in the agribusiness industry. This includes time working with production facilities and individual growers.

MBA in Business Administration and a BA in Communications with additional graduate course work in psychology and human factors engineering (usability). PMP, SAPMC, & CSM certified

SKILLS INVENTORY

- **Team Management** including KPI's, working with Stakeholders, backlog, and the full product life cycle
- **EDI:** working with logistics, health care, and other systems
- **Atlassian** tools: Jira, Crowd, Confluence, Bamboo, Bitbucket
- **Release Management** including schedules and migrations
- **CRM** Tools: Salesforce, Microsoft Dynamics, Oracle CRM
- **ERP** Tools: SAP, Oracle, Workday
- **Reporting:** SAP BO, MS Reporting Services, Crystal Reports
- **Agile** Experience: Scrum, XP, AUP, Kanban, Test-driven dev, time box, paired programming, use case, & retrospective
- **Trainer/Coach:** taught classes on technology and Agile
- **Servers and hardware installation** and maintenance
- **Programming** Languages Java, JSP, Groovy, Grails, APEX, Visualforce, ColdFusion, CSS, JavaScript, AJAX, SQL, HTML, XML, XSLT, PHP, .Net, ASP, Perl, Python
- **Databases:** Microsoft SQL, Oracle, MySQL, DB2, Mongo
- **Lean**, Business Process Reengineering, Root Cause Analysis
- **Google:** Analytics, AdWords
- **E-Signature:** OneSpan, DocuSign, EchoSign
- **HR Systems:** Workday, Ceridian, ADP, JD Edwards
- **Microsoft** products: SharePoint, Project, Publisher, Visual Studio, Excel, Word, PowerPoint, Access, Visio, Outlook
- **Adobe** full CC product suite
- **Content Manger:** SharePoint, Contribute, Joomla
- **Learning Management Systems:** SAP (Litmos)

CHRONOLOGICAL SUMMARY OF EXPERIENCE

Manager Project Management Office – Transportation

TMC Transportation – February 2017 to current

Responsibilities

- Manage the PMO staff of project managers, business analysts, quality analysts & UI/UX
- Manage the Agile processes and teams for all IT development work
- Manage project and portfolio work, including priority, schedule and work.
- Work with product owners and company executives to prioritize and plan technology projects
- Atlassian tools, SAP Litmos, OneSpan administrator
- Coordinate the development team structures and manage the work going to the teams
- Vendor management

Senior Program Manager – Software Development (Cloud Based)

Oracle Construction and Engineering Business Unit – April 2016 to Feb 2017

Responsibilities

- Agile Scrum Coach
- Led multiple agile lines of developers, testers, and business analysts, including off-shore devs and QA.
- Manage projects and project timelines involving database, hardware, and software development across and multiple teams and in several locations.
- Manage the release process and migration of code between environments. Build the Release Calendar and coordinate releases between teams.
- Work with other managers to determine product direction and improve processes
- Manages stakeholder expectations through project communications and reporting

Technical Project Manager - Insurance

Nationwide Insurance – November 2011 to April 2016

Responsibilities

- Agile Team lead and ScrumMaster for developers, testers, and business analysts, including off-shore developers and testers
- Technical project manager working with management and business users to determine product needs and scope. Coordinated efforts between multiple development lines
- Establish release timelines and code releases for a new technology stack (cloud based)
- Part of a server and code troubleshooting team tasked with finding resolution to difficult problems
- Manage vendor relationships to purchase tools, establish internal processes and standards.
- Develop long term plans for application development and processes for requesting enhancements.

Senior System Analyst (EDI) – Insurance Benefits Administration

Businessolver – September 2010 to November 2011

Senior Data Analyst - Insurance

Aviva USA Insurance – October 2008 to September 2010

Senior UI/UX Developer – Legal Insurance

ARAG Group – May 2005 to August 2008

Usability Lead/Developer - Agribusiness

J.R. Simplot Company - Boise, ID – August 1998 to November 2004 (contractor 1st year)

Technical Writer – Semiconductor Manufacturing

Micron Technology Inc., Boise, ID – August 1992 – August 1998

CIVIC INVOLVEMENT

- Volunteer Coach – Indianola Parks and Recreation – many times over the past 15 years
- Lay Bishop – Church of Jesus Christ of Latter-Day Saints 2007-2013
- Lay youth minister, Sunday school teacher, adult organizations – many years of service
- Scout Master – Boy Scouts of America – many times since 1992
- Volunteer community clean up days
- Volunteer at many school events
- Volunteer Central Iowa Trails
- Volunteer Iowa state parks clean up days

City Council Special

7. A. 2.

Meeting Date: 10/29/2020

Subject

Presentations from applicants.

Information

Each applicant is asked to provide a presentation. Each applicant will be afforded up to five minutes. Applicants will speak in the order in which the applications were received by the City Clerk's Office:

1. Byron Coan
2. Darrell McDonald
3. Michelle Feters Steen
4. Pamela Pepper
5. Randy Bickham

Fiscal Impact

Attachments

No file(s) attached.

City Council Special

7. A. 3.

Meeting Date: 10/29/2020

Subject

Consideration of a resolution approving appointment of Mayor.

Information

At this time, the City Council may vote from the pool of applicants and appoint a new Mayor. If the City Council desires additional time, the appointment of a Mayor may be tabled and placed on a future Council agenda.

According to State law (372.13), the appointment must be made within sixty days after the vacancy occurs and shall be for the period until the next regular or special city election.

Roll call is in order.

Fiscal Impact

Attachments

Resolution Approving Appointment

RESOLUTION NO 2020-

RESOLUTION APPOINTING A MAYOR TO FILL A VACANT UNEXPIRED TERM

WHEREAS, the City Council received the written resignation of Kelly B. Shaw from the office of Mayor, effective 12:00 p.m., September 22, 2020. The City Council has authority, as described in section 372.13(2)(a) of the Code of Iowa, to fill a vacancy in the office of mayor.

WHEREAS, on September 29, 2020 the City Council approved a resolution of intent to fill said vacancy by appointment, and at the direction of the City Council, the Clerk caused a notice to be published on October 14, 2020 in the Indianola Record Herald, a newspaper of general circulation in the English language within the City of Indianola, Iowa.

WHEREAS, the City Council finds that _____ is the person who is qualified, ready, willing, and able to serve in the office of mayor, and the City Council does hereby appoint _____ to the office of mayor for the City of Indianola, Iowa. Pursuant to section 372.13(2)(a) of the Code of Iowa, said appointment shall be for the period until the next pending election unless there is timely filed in the office of the City Clerk a petition calling for a special election and bearing the requisite number of signatures of eligible electors.

BE IT RESOLVED by the City Council of Indianola, Iowa, that _____ is hereby appointed as Mayor for the City of Indianola, Iowa. The City Clerk shall administer the oath of office. The Mayor Pro Tem and City staff are authorized and directed to do all other things necessary and convenient to carry out the purposes of this resolution.

PASSED, ADOPTED AND APPROVED this ____ day of _____ 2020.

Greta Southall, Mayor Pro Tem

ATTEST: _____
Andrew J. Lent, City Clerk