

City of Indianola, Iowa



Appointed Boards and Commissions

This booklet was compiled by the City of Indianola, Iowa Clerk's Office.

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Appointed Boards and Commissions

Introduction

Citizen boards and commissions are established to assist the City Council in its efforts to meet the needs of the community. Most are created to meet the ongoing needs of the city government in reviewing and recommending items that impact the community. Some are mandated by state law while others are ad hoc, which are created for a specific function or topic. The structure, duties, and responsibilities of these bodies vary depending on each one's specific purpose or mission and are specified by the City's code of ordinances and/or policies. However, all have one feature in common: they were established to improve the quality of life for the citizens of Indianola. Thus, 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.

Serving on a board or commission is a significant and meaningful way to participate in civic life. As a member, you can share your expertise while directly participating in shaping your community. Many people choose to serve on boards and commissions as a means of gaining new skills, sharing diverse viewpoints, or to "step out of a comfort zone." Some might also choose to utilize their seats as a means to attain higher leadership positions, appointed or elected.

The City of Indianola is looking for a diversity of experiences and skills on its Boards and Commissions. Most often, a person is appointed to a board or commission because of a particular skill, interest, or expertise. Others may have a general background in a subject, such as arts or the environment, and be selected to serve on a board with responsibilities related to that subject.

If you would like more information about a board or commission that interests you, use this booklet as a guide, contact City Hall at 515-961-9410, or check out the City's website at www.indianolaiowa.gov.

City of Indianola Mission Statement

The mission of the City of Indianola is to provide its citizens with quality and ample services at a fair and affordable price. We strive to improve the livability in our community through personal dedication, integrity, accountability, innovation and sensitivity to the needs of our citizens whom we serve. Livability will be improved through the provision of first-rate public safety and public utilities, education and leisure programs and administrative services. Our goal is to make each and every citizen proud to be a part of the City of Indianola and to have those who visit, want to be part of it.

City Government

The Mayor is elected to a four-year term. The Mayor presides over Council meetings. The Indianola City Council consists of two Council Members elected at-large and one Council Member from each of four wards. Members have staggered four-year terms with each member serving on numerous committees.

Selection and Appointment to Boards/Commissions

The City's Code of Ordinances dictates 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? Reflecting on these experiences, qualities, skills, and interests will help strengthen your application to the selected board or commission and help you explain how you will be an asset. Also identify and be ready to offer a name or names of people who could serve as a reference for you in the application process, if needed.

Prior to accepting a position on a board or commission, citizens should be aware of that body's meeting schedule to ensure they will be able to make the necessary time commitment. Citizens who accept a position on a board or commission also accept responsibility for committing a portion of their time to preparing for meetings.

Boards and Commissions Membership Policy

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 following are procedures for appointing/reappointing a citizen:

- Boards and commissions openings will be listed six months in advance of a vacancy on the City's web site by the City Clerk.
- 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 placed on a council agenda for their consideration.

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.

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.

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

Funding

Boards have varying funding needs and sources. For boards that need funds, the majority of revenue comes from private and public grants and/or donations. It is up to the members of that board to explore grant opportunities and to work with the staff liaison on submitting grant applications.

Meeting Guidelines

Open meetings: All meetings of boards/commissions shall be open to the public unless a closed meeting is needed and rules for such are followed. Chapter 21.5 of the Code of Iowa outlines rules for closed meetings. Notice of all meetings shall be given at least 24 hours prior to the meeting. The notice must give the time, date, place of meeting, and a tentative agenda. If 24-hour notice cannot be given, the reason must be stated in the minutes. Members of a board/commission must consult applicable rules or codes of law regarding conflict of interest (Section 6BB.2A of the Code of Iowa), liability, gifts, or purchasing. The board/commission chair, City Clerk or Administrator, or City Attorney can be consulted to answer questions of provide needed clarifications.

General Procedures: Most board/commission meetings follow procedures contained in Robert's Rules of Order and the established rules and procedures in the body's by-laws, if any. In addition, the following procedures help in conducting business in a timely and productive manner:

- Start the meeting on time with roll call
- Focus on issues at hand
- Follow agenda and order of business
- Follow rules and/or by-laws for public participation
- Allow time at end of meeting to review and evaluate meeting progress and decisions.

How to handle a motion:

- Address the chair
- Get recognition
- Make a motion (say "I move ...")
- Second the motion
- Clearly state the motion
- Discuss the motion
- Restate the motion
- Vote on the motion
- Announce the results

Meeting Minutes: Meeting minutes are public documents that are written by an appointed secretary from among the members on the board/commission. To maintain uniformity, keep these points in mind: Write what is done; summarize what is said.

- Write minutes in third person and use past tense
- Begin all minutes with the name of the board/commission, the date, the location, time of day, and members present
- State whether the meeting is regular or special
- List the chairperson of the meeting, and the secretary
- State whether the minutes of the previous meeting were read and approved or dispensed with (approved without reading)
- Write out all main motions, including both those adopted and those denied
- State the name (at least last name) of the person making a motion and the person seconding the motion
- Record sustained and overruled points of order and appeals
- Summarize reports of committees, work groups or staff
- Record all appointments of committees and election of delegates
- Record the number of votes on both sides during formal voting
- During roll call vote, state the name of each person and their vote
- Record the time of adjournment
- The recording secretary signs the minutes.

Minutes are approved at a subsequent meeting at which time corrections may be made. Always keep personal opinions of praise or criticism out of these public documents. A signed copy of meeting minutes is filed with the City Clerk and available for public review.

How to Apply to Serve on a Local Board/Commission

The application for all appointed city Boards and Commissions is on the city website at <https://www.indianolaiowa.gov/DocumentCenter/View/98/Boards-and-Commissions-Application-PDF?bidId=> and also appears at the end of this booklet.

Interested citizens may complete and apply for any of the boards/commissions at any time. When a vacancy occurs, new applications received and those on file are considered to fill the open position(s).

Additional Resources

City of Indianola Iowa Council Policy

<http://www.indianolaiowa.gov/DocumentCenter/View/8173/Council-Policy-Folder?bidId=>

City of Indianola Iowa Code of Ordinances

https://codelibrary.amlegal.com/codes/indianolaia/latest/indianola_ia/0-0-0-1

Current members who are serving

<http://www.indianolaiowa.gov/164/Boards-Commissions>

Please see the list below of each Board/Commission with additional information.

Board of Adjustment	
This board reviews applications for variances (i.e., zoning setbacks, lot area, off-street parking, etc.), rules on special uses and structures listed, and listens to and decides upon appeals of administrative decisions. Members are appointed by the City Council.	
Members	Five
Term	Five years
Residency Required?	Yes
Meeting Date	1 st Wednesday of the month at 6:00 PM
Meeting Place	City Hall Council Chambers
Web Link	http://www.indianolaiowa.gov/165/Board-of-Adjustment
Ordinance Link (165.02(B))	https://codelibrary.amlegal.com/codes/indianolaia/latest/indianola_ia/0-0-0-7638

Bravo	
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.	
Members	1 representative from Indianola
Term	Annual appointment
Web Link	https://bravogreaterdesmoines.org/

Civil Service Commission	
Members are appointed by the Mayor with City Council approval. Members review applicants for Fire and Police departments and create a list of those applicants certified eligible for the position, as outlined in Chapter 400 of Iowa Code.	
Members	Three
Residency Required?	Yes
Term	Four years
Meeting Date	On call
Ordinance Link	https://codelibrary.amlegal.com/codes/indianolaia/latest/indianola_ia/0-0-0-688
Web Link	https://codelibrary.amlegal.com/codes/indianolaia/latest/indianola_ia/0-0-0-688

Downtown Square Commission	
This commission consists of property owners, business owners and residents in the Downtown Square area. They are responsible for recommending sidewalk and street use permits, street closure permits and reviewing façade grant applications. The City Council appoints commission members.	
Members	Nine
Residency Required?	Commission members are required to be residents, property owners and/or business owners within the Downtown Square
Term	Three years
Ordinance Link	https://codelibrary.amlegal.com/codes/indianolaia/latest/indianola_ia/0-0-0-9412
Web Link	http://www.indianolaiowa.gov/1060/Downtown-Square-Commission

Human Relations Commission	
The purpose of this commission is to recognize the authority of the Iowa Civil Rights Commission and foster use of its procedures and programs; to increase awareness, understanding, and appreciation of diversity, equity, and inclusion within the community, and to proclaim a public policy of nondiscrimination by securing freedom from discriminatory practices based on a person’s race, creed, color, sex, sexual orientation, gender identity, national origin, religion, ancestry or disability as defined in Iowa Code Chapter 216 (“Protected Groups”), protecting individual dignity, ensuring their full productive capacities, preserving the public safety, health, and general welfare, and promoting the interests, rights, and privileges of individual citizens within the City. Members are appointed by the Mayor with approval of the City Council.	
Members	Seven
Term	Three years
Meeting Date	Varies
Meeting Place	Varies
Ordinance Link	https://codelibrary.amlegal.com/codes/indianolaia/latest/indianola_ia/0-0-0-742
Web Link	http://www.indianolaiowa.gov/1045/Human-Relations-Commission

Indianola Hometown Pride	
The mission of this committee is to bring neighbors together to build a sense of community, create and improve public amenities, and celebrate what makes our hometown great. Indianola Hometown Pride is part of the state-wide Hometown Pride Program, and one of seven Hometown Pride programs in Warren County. Members are appointed by the City Council.	
Members	Nine to eleven
Term	2 years
Meeting Date	First Thursday of the month 6:30 PM
Meeting Place	January – April: Activity Center April – October: McCord Park
Web Link	http://www.indianolaiowa.gov/886/Hometown-Pride-Committee

IMU Board of Trustees

The IMU Board of Trustees supervises Indianola Municipal Utilities. Members are appointed by the Mayor with City Council approval.

Members	Five
Term	Six years. Members can serve a maximum of two (2) terms plus any partial term.
Meeting Date	the 2 nd and 4 th Mondays of each month at 5:30 PM
Meeting Place	City Hall Council Chambers
Ordinance Link	https://codelibrary.amlegal.com/codes/indianolaia/latest/indianola_ia/0-0-0-648
Web Link	http://www.indianolaiowa.gov/881/IMU-Board-of-Trustees

Indianola Public Arts Commission

The mission of this commission is to encourage the cooperation and coordination of projects in the field of arts that will enhance the cultural level of the arts in the community. The commission shall cooperate with Simpson College, the Indianola Community School District, and other groups to encourage individuals and groups to foster a broad arts program for the community. Members are appointed by the City Council.

Members	Seven
Term	Three years
Residency Required?	Yes
Meeting Date	4 th Thursday of the month at 6:00 PM
Meeting Place	City Hall Council Chambers
Ordinance Link	https://codelibrary.amlegal.com/codes/indianolaia/latest/indianola_ia/0-0-0-718
Web Link	http://www.indianolaiowa.gov/957/Indianola-Public-Arts-Commission

Library Board of Trustees

This board has charge, control and supervision of the Library, its appurtenances, fixtures, rooms, and personnel. The members are appointed by the Mayor with City Council approval.

Members	Seven
Residency Required?	Yes
Term	Six years
Meeting Date	2 nd Tuesday of the month at 5:30 PM
Meeting Place	Indianola Public Library Community Room
Ordinance Link	https://codelibrary.amlegal.com/codes/indianolaia/latest/indianola_ia/0-0-0-537
Web Link	http://www.indianolaiowa.gov/849/Library-Board-of-Trustees

Mayor's Youth Council

The Indianola Mayor's Youth Council was established January 2011. This council provides Indianola's youth with an active role in learning about and addressing issues in our community. This is a unique opportunity to learn how government works, represent the youth in our community, and become actively involved with community projects and activities.

Members	Indianola High School Students
Residency Required?	Enrollment at Indianola High School required
Term	Youth are selected through an application process during the beginning of their freshman year and serve all four years of high school
Meeting Date	1 st & 3 rd Wednesday of each month at 7:00 am during the school year
Meeting Place	One meeting each month is a business meeting held at the high school. The other meeting each month is typically a tour of a local business or city government department.
Web Link	http://www.indianolaiowa.gov/184/Mayors-Youth-Council

Parks & Recreation Commission

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. Members are appointed by the Mayor with City Council approval.

Members	Six members
Residency Required?	Yes
Term	Three Years - Can only serve a maximum of two (2) terms plus any partial term.
Meeting Date	2 nd Wednesday of the month at 6:00 PM
Meeting Place	Activity Center
Ordinance Link	https://codelibrary.amlegal.com/codes/indianolaia/latest/indianola_ia/0-0-0-627
Web Link	http://www.indianolaiowa.gov/180/Parks-Recreation-Commission

Planning & Zoning Commission

This commission is qualified by knowledge or experience to act in matters pertaining to the development of the City plan. Members are appointed by the City Council.

Members	Nine members
Term	Five years
Residency Required?	Yes
Meeting Date	2 nd Tuesday of the month at 6:00 PM
Meeting Place	City Hall Council Chambers
Ordinance Link	https://codelibrary.amlegal.com/codes/indianolaia/latest/indianola_ia/0-0-0-594
Web Link	http://www.indianolaiowa.gov/207/Planning-Zoning-Commission

Sustainability Committee	
This committee works to educate, inform and advocate for clean, renewable energy, conserving resources, reducing waste, encouraging recycling and promoting access to nature. This work is carried out through various Sustainability Fairs, communication with IMU and City Council. They also spearhead the Grow Solar Warren County Promotion, which encourages solar growth with IMU.	
Meeting Date	1 st Thursday of the month 9:00 AM
Meeting Place	City Hall Council Chambers
Web Link	https://www.indianolaiowa.gov/887/Sustainability-Committee

Veterans Memorial Aquatic Center Commission	
This commission consists of honorably discharged soldiers, sailors, marines, airmen, or coast guard members who manage and control the Veteran’s Memorial Aquatic Center and establish rules and regulations for management. Members are appointed by the Mayor with City Council approval.	
Members	Five-members
Term	Three years
Residency Required?	Yes
Meeting Date	Quarterly at 5:30 PM
Meeting Place	Indianola Activity Center
Ordinance Link	https://codelibrary.amlegal.com/codes/indianolaia/latest/indianola_ia/0-0-0-731
Web Link	http://www.indianolaiowa.gov/211/Veterans-Memorial-Building-Commission



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.

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

<p><input type="checkbox"/> 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. This Commission is appointed by the City Council.</p>
<p><input type="checkbox"/> 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.</p>
<p><input type="checkbox"/> 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.</p>
<p><input type="checkbox"/> 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. Commission members are appointed by the City Council.</p>
<p><input type="checkbox"/> 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.</p>
<p><input type="checkbox"/> 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.</p>
<p><input type="checkbox"/> 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.</p>
<p><input type="checkbox"/> Indianola Public Arts Commission is comprised of 9 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.</p>
<p><input type="checkbox"/> Library Board of Trustees meets the second Tuesday of the month at 5:45 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.</p>
<p><input type="checkbox"/> 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.</p>
<p><input type="checkbox"/> Planning and Zoning Commission meets the second 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. This Commission is appointed by the City Council.</p>
<p><input type="checkbox"/> Sustainability Committee works to educate, inform and advocate for clean, renewable energy, conserving resources, reducing waste, encouraging recycling and promoting access to nature. The Committee meets the first Thursday of the month at 9:00 a.m. Committee members are appointed by the City Council.</p>
<p><input type="checkbox"/> 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.</p>