

BONDURANT CITY COUNCIL  
Minutes  
October 5, 2015 6:00 P.M.  
Bondurant City Center

1. Roll Call

Present: Mayor Curt Sullivan, Council Member Doug Elrod, Council Member Wes Enos,  
Council Member Jennifer Keeler, Council Member Brian Lohse

Absent: Council Member Bob Peffer

City Officials

Present: City Administrator Mark Arentsen, Assistant to City Administrator Mary Rork-Watson,  
Administrative Assistant Misty Kugler-Richardson, City Engineer Bob Veenstra,  
City Attorney David Brick

2. Call to Order and Declaring a Quorum

Mayor Curt Sullivan called the meeting to order at 6:00 p.m. and declared a quorum.

3. Pledge of Allegiance

4. Abstentions declared — None

5. Perfecting and Approval of the Agenda

Moved by Enos, seconded by Elrod, to approve the Agenda. Vote on Motion 3-0. Motion declared carried unanimously.

6. Consent Agenda:

*All items listed below are considered routine by the City Council and will be enacted by one motion. There will be no separate discussion of these items unless a Council Member or citizen so requests, in which event the item will be removed from the Consent Agenda and considered separately.*

- a. Approval of the City Council Meeting Minutes of September 21, 2015
- b. Receive and File – Planning and Zoning Commission Minutes of September 10, 2015
- c. Claims Report
- d. Utility Delinquent Listing of as 9/30/15
- e. Tax Abatement Applications
- f. Approve renewal of liquor license for Polito's Pizza House, 210 Lincoln Street, NE
- g. Approve renewal of liquor license for Casey's General Store #1373, 302 Second St., NE

Moved by Lohse, seconded by Enos, to approve the Consent Agenda. Vote on Motion 3-0. Motion declared carried unanimously.

7. Polk County Sheriff's Report — Chief Joe Simon, Polk County Sheriff's Department, reported 274 calls for service. 137 of those were traffic stops. No major issues reported during Homecoming.

8. Guests requesting to address the City Council – none

9. **RESOLUTION NO. 15-140** – Resolution approving the Preliminary Plat for Rolling Woods Plat 3

Bill Elson, Crawford Creek, LLC, 3705 Grand Avenue, Des Moines, told Council this property was located south of Woodland Lake. The property has 13 lots along NE 80th Street. The 52 acres in this plat can't be developed so he plans to sell the lot as one single family lot.

Moved by Enos, seconded by Lohse, to adopt RESOLUTION NO. 15-140. Roll Call Vote: Ayes: Lohse, Enos, Elrod. Nays: None. Absent: Keeler, Peffer. Motion Carried 3-0.

10. **RESOLUTION NO. 15-141** – Resolution approving the Site Plan for Business / Residence at Outlot X Meadow Brook North Plat 18 a lot located directly east of 520 3<sup>rd</sup> Street, SE and NW of 319 Washington Avenue, SE

John Wright, 1008 15th Street, SE, Bondurant, explained he operates a mobile media blasting business. He said some blasting will be done inside a garage during winter. The process is environmentally safe and will not impact the neighborhood. All equipment will be stored inside. The backyard will be landscaped.

Council members didn't see any problem with the proposed Site Plan. They will table the resolution to examine the zoning code to find a way to allow the business / residence conform to zoning.

Moved by Enos, seconded by Lohse, to table RESOLUTION NO. 15-141. Roll Call Vote: Ayes: Lohse, Enos, Elrod. Nays: None. Absent: Keeler, Peffer. Motion Carried 3-0.

11. **RESOLUTION NO. 15-142** – Resolution approving an Interim Designated Signer on Behalf of the City of Bondurant, Iowa, for Legacy Bank Accounts

Moved by Elrod, seconded by Enos, to adopt RESOLUTION NO. 15-142. Roll Call Vote: Ayes: Lohse, Enos, Elrod. Nays: None. Absent: Keeler, Peffer. Motion Carried 3-0.

12. **RESOLUTION NO. 15-143** – Resolution approving the job description for the City Clerk position

Council Member Keeler joined the meeting at 6:20 p.m.

Council Members asked if the duties for City Clerk had added responsibilities not already being performed by a staff member. They inquired about similar positions in other cities. Council Member Elrod said other cities of Bondurant's size combine duties; stand-alone City Clerk positions are usually in larger cities. Council members asked for additional information regarding the pay scale and expected duties of the City Clerk before moving forward.

Moved by Lohse, seconded by Enos to table RESOLUTION NO. 15-143. Roll Call Vote: Ayes: Lohse, Enos, Keeler, Elrod. Nays: None. Absent: Peffer. Motion Carried 4-0.

13. **RESOLUTION NO. 15-144** – Resolution approving the job description for the Utility Billing Clerk position

City Administrator Arentsen said this position will be a separate function from the Clerk duties previously performed by Michelle Wells. Mrs. Wells retires January 4, 2016, so there will be time for hiring and training. The expected beginning salary is \$18.50 but no range has been set.

Moved by Lohse, seconded by Enos, to adopt RESOLUTION NO. 15-144. Roll Call Vote: Ayes: Lohse, Enos, Keeler, Elrod. Nays: None. Absent: Peffer. Motion Carried 4-0.

14. **RESOLUTION NO. 15-145** – Resolution approving the Extension of the Employment Agreement between the City of Bondurant and City Administrator Mark Arentsen

Moved by Lohse, seconded by Enos, to adopt RESOLUTION NO. 15-145. Roll Call Vote: Ayes: Lohse, Enos, Keeler, Elrod. Nays: None. Absent: Peffer. Motion Carried 4-0.

15. **ORDINANCE NO. 15-213** – (Second Reading) Ordinance Amending the City Zoning Code of the City of Bondurant, Iowa, by Amending Chapter 177 General Regulations

Moved by Enos, seconded by Elrod, to waive the second reading of ORDINANCE NO. 15-213 and approve the third and final reading. Roll Call Vote: Ayes: Lohse, Enos, Keeler, Elrod. Nays: None. Absent: Peffer. Motion Carried 4-0.

16. **ORDINANCE 15-215** – (First Reading) Ordinance amending the City Code of the City of Bondurant, Iowa, by Amending Chapter 65.02 Four-Way Stop Intersections

Moved by Lohse, seconded by Enos, to waive the first and second reading of ORDINANCE NO. 15-215 and approve the third and final reading. Roll Call Vote: Ayes: Lohse, Enos, Elrod. Nays: Keeler. Absent: Peffer. Motion Carried 3-1.

17. **ORDINANCE 15-216** – (First Reading) Ordinance amending the City Code of the City of Bondurant, Iowa, by amending Chapter 90 Water Service System, Chapter 103 Stormwater Utility, Chapter 106 Collection of Solid Waste

Moved by Enos, seconded by Lohse, to approve the first reading of ORDINANCE NO. 15-216. Roll Call Vote: Ayes: Lohse, Enos, Keeler, Elrod. Nays: None. Absent: Peffer. Motion Carried 4-0.

18. **ORDINANCE 15-217** – (First Reading) Ordinance amending the City Code of the City of Bondurant, Iowa, by Amending Chapter 17 City Council

Moved by Elrod, seconded by Lohse, to waive the first and second reading of ORDINANCE NO. 15-217 and approve the third and final reading. Roll Call Vote: Ayes: Lohse, Elrod. Nays: Enos, Keeler. Absent: Peffer. Motion Failed 2-2.

19. Discussion Items –

a. Sewer Connection Fee District Fee Schedule

City Engineer Bob Veenstra explained how Fee Schedules for Sewer Connection Districts are usually determined. This process wasn't followed when this particular Sewer District was established with Polk County. Most cities have specific projects and costs. This service area is more like those established by West Des Moines or Urbandale that plan to serve an area with multiple projects. There are gaps in the County agreement that need to be addressed and the agreement needs to be revised so it is a rational document. City Engineer Veenstra will put together a formula for the Council that can be used as the basis for a new agreement with Polk County.

b. Board and Committee Vacancies as of December 31, 2015

The City will begin advertising for volunteers to serve vacant positions. Council were encouraged to suggest nominees.

c. Tax Abatement Review Committee Recommendation

Council Member Lohse who served as Chair of the Committee provided background for the Committee's recommendations. The goal is to balance growth while still encouraging commercial growth and providing funds for future infrastructure needs. The three-year abatement schedule was suggested but will need to be examined with the State Code requirements before moving forward. If this suggestion doesn't work, the Committee will meet to reconsider another option.

Council was encouraged not to end residential abatement until there was strong commercial development. Industrial and warehouse development along Hwy. 65 would be a good fit but the sites need to be shovel-ready. Council agreed that tax abatement is a temporary solution that should be examined regularly so the impact can be measured.

d. City Administrator Vacation Carry-over

City Administrator Arentsen said he has a plan to use his accumulated vacation hours by the time of his retirement. The maximum carryover is two weeks. Council supported his plan and encouraged him to use his vacation days.

20. Reports / Comments and appropriate action thereon:

a. Mayor – attended BRAVO new member orientation. May be unable to attend the October 12 meeting since he will be in Texas.

b. City Administrator Report

- Public Works – DMWW likely to implement 10 percent rate increase for 2016, curbside waste pickup is 11/7, appliance drop-off at Public Works building is 10/17
- BRSC – Meeting this month with users and interested parties to review year's operations and plan for 2016, thank you letters sent to contributors and field users
- Recreation – First City Park shelter reservation was on 9/27, Lake Petocka South Shelter restroom RFQ due 10/30, Beggars' Night is 10/30, Bondurant Spook-tacular is 10/24, 150 youth basketball registrations, CVT directional signs will be installed
- City Hall – Census counting started last week, preliminary valuations for FY15 (used for next budget FY16-17) show a tax valuation increase of 9.36 percent, utility billing clerk applications due 10/15, city clerk applications due 10/9, health insurance renewal is 12/1 and cost increase is 11 percent, join P&Z-Council meeting is October 12

c. Council Members

- Council Member Elrod – No comment
- Council Member Keeler – No comment
- Council Member Enos – No comment
- Council Member Peffer – No comment
- Council Member Lohse – Wondered which tax abatement schedule would apply to John Wright's proposed business / residence

d. City Attorney – No comment

21. Adjournment

Moved by Lohse, seconded by Enos, to adjourn the meeting at 8:00 p.m. Vote on Motion 4-0. Motion declared carried unanimously.

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Mary Rork-Watson, Asst. to City Administrator

ATTEST:

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Curt Sullivan, Mayor

I, the understated Mayor of the City of Bondurant, Polk County, Iowa, hereby certify that the foregoing is a true and accurate copy of proceedings had and done by the Mayor and City Council on October 5, 2015, that all the subjects included in the foregoing proceedings were contained in the agenda for the meeting, kept continually current and readily available for the public inspection at the Office of the City Clerk; that such subjects were contained in said agenda for at least twenty-four hours prior to said meeting and the said minutes from which the foregoing proceedings have been extracted were in written form and available for public inspection within ten business days and prior to the next convened meeting of said body.

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Curt Sullivan, Mayor