1. Roll Call

Present: Mayor Curt Sullivan, Council Member Wes Enos, Council Member Doug Elrod, Council Member Jen Keeler, Council Member Bob Peffer, Council Member Brian Lohse

City Officials Present: City Administrator Marketa Oliver, City Clerk Shelby Hagan, City Engineer Bob Veenstra, Finance Director Lori Dunham

2. Call to Order and Declaring a Quorum

Mayor Sullivan called the meeting to order at 6:01 p.m. and declared a quorum.

3. Pledge of Allegiance

4. Abstentions declared – None.

5. Perfecting and Approval of the Agenda

Motion made by Lohse, seconded by Enos, to approve the agenda. Vote on Motion 5-0. 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 November 6, 2017 Study Session & November 6, 2017
b. Receive and File – Planning & Zoning Commission Minutes of October 12, 2017
d. Receive and File – Parks & Recreation Board Minutes of October 19, 2017
e. Claims Report & Bondurant October Financial Statements (emailed 11/15/17)
f. Tax Abatement Applications
g. **RESOLUTION NO. 17-128** – Resolution appointing Pat Kaura and Craig Campbell to the Library Board of Trustees
h. **RESOLUTION NO. 17-129** – Resolution approving plans and specifications to go out for bid on the Bondurant Recreational Sports Complex grading project

Motion by Lohse, seconded by Enos, to approve the Consent Agenda. Roll Call: Ayes: Lohse, Peffer, Enos, Keeler, Elrod. Nays: None. Motion Carried 5-0.

7. Polk County Sheriff’s Report
Sergeant Galetich provided an update to Council, and advised residents of the upcoming holiday travel and warned them of people stealing packages off doorsteps.

8. Guests requesting to address the City Council

Ron Sinn, 2404 3rd Avenue, Southeast, Altoona reported to Council that his headstone platform at the cemetery has been damaged. Council will ask staff to look into the situation and follow up with Mr. Sinn.

9. **RESOLUTION NO. 17-130** – Resolution approving the variance request for 303 Railroad Street, Southeast

Council would like to table the resolution to consult with the City Attorney to include verbiage that would require the façade be upgraded when the property sold in the future or if it became used in a commercial capacity. Currently, the property owner plans to use the commercial building for personal storage, however, if that changes in the future, the façade would need to be upgraded.

Motion by Enos, seconded by Peffer, to table RESOLUTION NO. 17-130. Roll Call: Ayes: Lohse, Peffer, Enos, Keeler, Elrod. Nays: None. Motion Carried 5-0.

10. **RESOLUTION NO. 17-131** – Resolution approving position description and salary for a Public Works Director

The City recently had a Public Works employee resign. In lieu of replacing the position with the same position, after assessing the City’s and department’s needs, it is recommended to replace the position with a working supervisor position, which would be the Director of Public Works. A position description is attached.

Public Works has five full-time positions, augmented with seasonal help. The attached resolution authorizes a Public Works Director, approves the position description, and the salary. The Department has not had a Director previously and this position is necessary to direct day-to-day activities of the department, engage in long-term planning, and help the department function better and more efficiently. The proposed annual salary for the position is up to $65,000. Staff proposes to hire the person as quickly as possible. The anticipated additional cost for the current fiscal year is $7,833, if the person hired were to be hired at the top rate.

Motion by Enos, seconded by Lohse, to approve RESOLUTION NO. 17-131. Roll Call: Ayes: Lohse, Peffer, Enos, Keeler, Elrod. Nays: None. Motion Carried 5-0.


Oliver reported that the issue of ranch signs came about due to the request for a sign permit for a type of sign that was appropriate to the area but did not clearly fit within any of the current definitions in the City’s sign provisions. The Planning and Zoning Commission discussed the issue at its November 9th meeting. They recommended approving the creation of a new sign
category, with appropriate regulation. Because of the uniqueness of ranch signs, Planning and Zoning thought they should be reviewed by the Planning and Zoning Commission and approved by the Council prior to receiving a building permit.

Motion by Peffer, seconded by Enos, to waive the first and second reading and approve the third and final reading of ORDINANCE NO. 17-220. Roll Call: Ayes: Lohse, Peffer, Enos, Keeler, Elrod. Nays: None. Motion Carried 5-0.

12. **RESOLUTION NO. 17-132** – Resolution approving Clover Barn Ranch Sign

Duane and Kim Bailey own and are constructing an event center, the Clover Barn and would like to construct a ranch sign that would be twenty-five feet high and twenty-four feet wide. It will be illuminated from the sides. The Planning and Zoning Commission approved the sign at its November 9th meeting.

Motion by Elrod, seconded by Enos, to approve RESOLUTION NO. 17-132. Roll Call: Ayes: Lohse, Peffer, Enos, Keeler, Elrod. Nays: None. Motion Carried 5-0.

13. **ORDINANCE NO. 17-216** – (Second Reading) Ordinance amending the Code of Ordinances of the City of Bondurant, Iowa, 2002, by amending Chapter 41, Public Health and Safety to allow hunting under certain circumstances and certain conditions

The City Council discussed a draft of a hunting ordinance at the October 2nd and October 16th meetings and approved a first reading of an ordinance at the November 6th meeting with amendments. The ordinance amends the City’s Code to permit hunting in areas zoned agriculture as long as:

1. The hunter has a State of Iowa hunting license;
2. The area being hunted is zoned as “A-1 Agriculture” and no hunting occurs within 200 yards of any building inhabited or utilized by people or domestic livestock or a public recreational facility;
3. The hunter uses ordnance appropriate to the prey and hunting season;
4. The owner and tenant, if applicable, of the property have given written permission for hunting to occur on the property;
5. The hunters has provided a copy of the person’s individual hunting license, the address or map of where they are hunting, and a copy of the property owner/tenant permission slip to the City Clerk for the City to keep on file.
6. The permit will expire one year from date of issue.

Lohse asked that the third reading not be considered until December 18th because he will be gone for the next meeting.

Motion by Enos, seconded by Elrod, to approve the second reading of ORDINANCE NO. 17-216. Roll Call: Ayes: Lohse, Enos, Elrod. Nays: Peffer, Keeler. Motion Carried 3-2.

14. **ORDINANCE NO. 17-219** – (Second Reading) Ordinance amending the Code of Ordinances of the City of Bondurant, Iowa, 2002, by amending Chapters 60 and 69 to allow for an Event Vehicle Parking Area
The ordinance creates an “Event Vehicle Parking” area on the south side of Grain Street, extending west from Main Street. The Council approved the first reading of this ordinance at the November 6th meeting. The purpose of the ordinance is to offer a place for larger vehicles, some of which need to continue running, that is away from houses and out of the downtown and to free up parking in the downtown area.

Motion by Enos, seconded by Peffer, to approve the second reading of ORDINANCE NO. 17-219. Roll Call: Ayes: Lohse, Peffer, Enos, Keeler, Elrod. Nays: None. Motion Carried 5-0.

15. Discussion Item –
   a. MidAmerican Energy Request - MidAmerican Energy has requested to use property at the northeast corner of I-35/South Grant Street to store construction materials for three different projects they have in this area until the end of 2019. The Planning & Zoning Commission was not in favor of their request. Council agreed with the Planning and Zoning Commission. The City wishes to help MidAmerican look for a space, but this property had a history of things being stored on it that were not allowed to be stored on it. The property is for sale and it is an entryway to Bondurant.
   b. Snow Ordinance – Oliver reported the City Public Works Department has requested that the ordinance be changed from twelve (12) to twenty-four (24) hours or until all the snow had been cleared from the street, to allow them the time to completely clear the streets. Council preferred the 24-hour rule because it was a specific amount of time and will move forward with the ordinance change at the December 4 City Council meeting.
   c. Joppa Request – The City received a request to allow Joppa to display some tiny homes in Bondurant during the winter. The Planning & Zoning Commission discussed the request and agreed on allowing them to use the back gravel parking lot at the soccer fields. Council agreed with Planning and Zoning’s recommendation. An agreement will be developed between the two entities.

16. Reports / Comments and appropriate action thereon:
   a. Mayor – Congratulated members of the Council on the election, scheduling the Oath of Office, update from the meeting with the Board of Supervisors, Thanksgiving, safe travels, Merry & Bright parade and Christmas tree lighting.
   b. Administrator – None.
   c. Council Members
      Elrod – DART update.
      Keeler – Upcoming 2018 City Council meeting dates.
      Enos – Attended meeting in place of Mayor Sullivan, legislative update, local option sales tax.
      Peffer – None.
      Lohse – Absent December 4, Council Member Elrod absent as well.

17. CLOSED SESSION – Pursuant to Iowa Code 21.51(j) to discuss property acquisition

    Deleted.
18. Adjournment

Moved by Peffer, seconded by Enos, to adjourn the meeting at 7:35 p.m. Vote on Motion 5-0. Motion declared carried unanimously.

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Shelby Hagan, City Clerk

ATTEST:
______________________________
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 City Council on November 20, 2017, 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