BONDURANT CITY COUNCIL  
Special Meeting Minutes  
October 29, 2018  
Bondurant City Council

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

   City Officials Present: City Administrator Marketa Oliver, City Clerk Shelby Hagan, Public Works Director John Horton, Fire Chief Aaron Kreuder, Finance Director Jene Jess

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. Abstentions and Approval of the Agenda – Council Member Elrod abstains from item #6

4. Perfecting and Approval of the Agenda
   Motion made by Keeler, seconded by Peffer, to approve the agenda. Vote on Motion 4-0. Motion declared unanimously.

5. Guests requesting to address the City Council – None.

6. RESOLUTION NO. 18-171 – Resolution approving the White and Butler Annexations

   Council Member Enos arrived at 6:14 p.m.

7. Discussion Items –
   a. Flooding/FEMA/Stream Buffer
      Public Works Director Horton presented the map from Snyder & Associates along with the draft ordinance to the Council. The Stream Buffer will be in conjunction with the floodplain ordinance which further defines the process for developers.

   b. Records Project
      City Clerk Hagan, along with City Administrator Oliver, explained the project to Council. The City has been working towards creating a better records management system. As we work to develop plans to upgrade the functionality of city hall, one of the goals is to create adequate and secure storage space for city records and to
organize those records in a way they can be easily located. The proposal would be to pay $15 per hour and the City would recruit through the colleges who offer public administration or city planning-type programs. The individual would have the understanding or the ability to quickly understand Record Retention, Auditing and Destruction as defined by state law and the city ordinance; to check publications, scanning or preparing documents for retention, creating a list of documents destroyed by shredding, and confirming retention documents are on site as defined. Staff plans to visit the City of Ames to review their records retention process.

c. Fee Recommendations

Finance Director Jess presented a fee and rate review to the Council. The City of Bondurant provides a variety of services to citizens and non-citizens. Periodically, the City of Bondurant reviews the cost of providing those services. As a result, it is necessary to change, adjust, or add fees to assist in keeping pace with operating costs.

d. Capital Planning

Council discussed Capital Planning, projects, expenses vs. revenues, etc.

8. Reports / Comments and appropriate action thereon:
   a. Mayor – None.
   b. Administrator – None.
   c. Council Members
      Peffer – None.
      Lohse – Absent from the November 19th meeting, projected Grant Street map comments.
      Elrod – P&Z update.
      Keeler – Questioned the seeding on the Young property.
      Enos – None.
   d. Directors
      Horton – RFP for downtown parking lot, flashing stop signs at 13th Street, Southeast and Lincoln Street, Southeast.
      Kreuder – None.

9. Adjournment

   Moved by Peffer, seconded by Lohse, to adjourn the meeting at 8:19 p.m. Vote on Motion 5-0. Motion declared carried unanimously.

_____________________________________
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 October 29, 2018, 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 subject 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.

_____________________________________
Curt Sullivan, Mayor