

**NOTICE OF A REGULAR MEETING  
BONDURANT CITY COUNCIL  
JANUARY 19, 2015**

**NOTICE IS HEREBY GIVEN** that a Regular Meeting of the City Council will be held at 6:00 p.m. on Monday, January 19, 2015, in the Bondurant City Center, 200 Second Street, Northeast, Bondurant, Polk County, Iowa. Said meeting is open and the public is encouraged to attend.

**AGENDA**

1. Roll Call
2. Call to Order and Declaring a Quorum
3. Pledge of Allegiance
4. Abstentions declared
5. Perfecting and Approval of the Agenda
6. Consent Items:
  - a. Approval of the City Council Meeting Minutes of January 05, 2015
  - b. Receive and File – Parks and Recreation Board Meeting Minutes of November 20, 2014 and December 18, 2014
  - c. Receive and File – Library Board Meeting Minutes of December 03, 2014 and Librarian Report for January 2015
  - d. Receive and File – Planning and Zoning Commission Meeting Minutes of December 11, 2014
  - e. Claims Report and December 2014 Financial Statements (e-mailed 1/5/2015)
7. Polk County Sheriff's Report
8. Guests requesting to address the City Council
  - a. Jeff Cook – Biking Bondu 2015
9. Presentation
  - a. Brian Lohse – Bondurant Development Inc.
10. **RESOLUTION NO. 15-05** – Resolution approving the site development plan for MV-1 of Iowa sales and delivery center, 85 Paine Street, Southeast, Suite A, Bondurant
11. **RESOLUTION NO. 15-06** – Resolution approving the concession stand license agreement between the City of Bondurant and Brick Street Market, Bondurant
12. **RESOLUTION NO. 15-07** – Resolution approving the Application for Funding from the Federal STP to the DM MPO for the Partial Funding of Gay Lea Wilson Trail – East, Segment 3
13. **RESOLUTION NO. 15-08** – Resolution approving the Application for Funding from the Federal STP to the DM MPO for the Partial Funding of Main Street Streetscape, Railroad St. to 2nd St. NE
14. **RESOLUTION NO. 15-09** – Resolution approving the Application for Funding from the Federal STP to the DM MPO for the Partial Funding of 15th Street, Southwest bridge replacement
15. **RESOLUTION NO. 15-10** – Resolution approving the Application for Funding from the Federal STP to the DM MPO for the Partial Funding of U.S. Hwy. 65/Lincoln St. Underpass

16. Discussion Items –
  - a. Joint Meeting with Parks and Recreation Board regarding Capital Project Parks funds
  - b. 2016 Budget
  - c. Fire Department and Library Employee positions
17. **RESOLUTION NO. 15-11** – Resolution approving BRSC Facility Manager job description
18. **RESOLUTION NO. 15-12** – Resolution approving filling the BRSC Facility Manager Position
19. **RESOLUTION NO. 15-13** – Resolution approving the BRSC Fees for the 2015 Season
20. **RESOLUTION NO. 15-14** – Resolution approving the reappointment of Jan Hall, 101 3rd Street, Southeast, Bondurant, Iowa, to the Virgil C. Webb, William Garber and Flora Webb Garber Foundation Board of Directors for Calendar Year 2015
21. Reports / Comments and appropriate action thereon:
  - a. Mayor
  - b. City Administrator
  - c. Council Members
22. Adjournment

BONDURANT CITY COUNCIL  
Minutes  
January 05, 2015 6:00 P.M.  
Bondurant City Center

**1. Roll Call**

Present: Mayor Keith Ryan, Council Member Brian Lohse, Council Member Bob Peffer,  
Council Member Michael Reed, Council Member Curt Sullivan  
Absent: Council Member Wes Enos  
City Officials  
Present: City Administrator Mark Arentsen, Assistant to City Administrator Mary Rork-Watson  
Finance Director Lori Dunham, Library Director Jill Sanders, Recreation Coordinator  
Shelby Hagan, Fire Chief Aaron Kreuder

**2. Call to Order and Declaring a Quorum**

Mayor Ryan called the meeting to order at 6:02 p.m. and declared a quorum.

**3. Pledge of Allegiance**

**4. Abstentions declared** — Council Member Lohse said he will be abstaining from discussion regarding the BRSC Concession Operator Contract

**5. Perfecting and Approval of the Agenda**

Motion made by Council Member Sullivan, seconded by Council Member Reed, to approve the agenda as presented. Roll Call: Ayes: 4. Nays: 0. Motion carried.

**6. Consent Items:**

- a. Approval of the City Council Meeting Minutes of December 15, 2014
- b. Claims Report
- c. Tax Abatement Applications – Heath Hutchison, 3249 Birch Street, Southwest, Kylene Quick, 300 Filmore Avenue, Southeast, Bondurant, Polk County, Iowa

Motion made by Council Member Lohse, seconded by Council Member Sullivan, to approve the Consent Items. Roll Call: Ayes: 4. Nays: 0. Motion carried.

**7. Polk County Sheriff's Report** — Chief Simon, Polk County Sheriff's Department, introduced himself to the Council as the new Patrol Chief for Bondurant. He reported there were 235 calls for the month of December. The Council Members asked Chief Simon if they could get a quarterly report of the type of calls the Sheriff's Department handled. Chief Simon agreed to supply a quarterly plus an annual report.

Mayor Ryan thanked Chief Schneider for his work in Bondurant and welcomed Chief Simon.

**8. Guests requesting to address the City Council** – none

**9. Presentation** – Jill Sanders, Library Director, Bondurant Community Library Annual Report  
Library Director Sanders presented the highlights of the 2013-2014 Annual Report to the Council. She said the library has updated the technology in the library and participates in consortiums such as WILBOR to provide downloadable audio and eBooks to patrons. The library provides literacy programming to local schools and organizations in the community.

## 10. Discussion Items

- a. Library Director Sanders reviewed the budget which includes changing the Youth Services Librarian position from part-time to full-time effective July 1, 2015. Fire Chief Aaron Kreuder reviewed the Fire Department budget. The budget includes adding a full-time fire chief because the City of Altoona is terminating the 28E agreement between Bondurant and Altoona for ambulance service effective June 30, 2015. The cost to continue a proposed revised agreement is a significantly higher cost to Bondurant.

The Council Members and Chief Kreuder discussed using a private ambulance service, recruiting volunteers, and the costs of providing emergency services.

- b. Finance Director Dunham reviewed the Fiscal Year 2014/2015 Budget Review and the FY 2015/ 2016 Revenue/Expense Comparison with the full-time librarian and fire chief positions included. The budget impact of the full-time BRSC employee was discussed at a previous meeting. Council members discussed how to meet the additional cost of adding three full-time employees. Suggestions included raising taxes, adding a franchise fee to utility bills and reducing costs in the budget.

Finance Director Dunham hadn't received the final tax valuation figures yet so the budget isn't completed. City Administrator Arentsen said he will have a balanced budget prepared for the January 19 Council meeting.

- c. Brick Street Market, Bondurant, was the only vendor to submit an application for concession stand operator. City Administrator Arentsen will work with City Attorney Brick to prepare a contract.
- d. City Administrator Arentsen presented four projects that fit the guidelines for potential MPO STP funding and the Council agreed the City should apply for grant funding for those projects which include:
  - U.S. Hwy 65/Lincoln St. Underpass,
  - Gay Lea Wilson Trail - East, Segment 3
  - Main St. Streetscape, Railroad St. to 2nd St.NE
  - 15th Street, Southwest, bridge replacement
- e. A joint meeting is scheduled for January 19 with Parks and Recreation Board to discuss the use of Capital Parks Project funds.

- 11. RESOLUTION NO. 15-01** — Resolution awarding the bids for salvage equipment to Bruce Edvenson, Runnells, Iowa, Zamastil Lawn Care and Landscaping, Fairfax, Iowa, and City of Ruthven, Iowa

Motion made by Council Member Lohse, seconded by Council Member Sullivan, to approve. Roll Call: Ayes: 4. Nays: 0. Motion carried.

- 12. RESOLUTION NO. 15-02** — Resolution approving Council Members and City Administrator attending the BRAVO Gala on February 7, 2015

Motion made by Council Member Pepper, seconded by Council Member Reed, to approve. Roll Call: Ayes: 4. Nays: 0. Motion carried.

- 13. RESOLUTION NO. 15-03** — Resolution approving Levying Assessment for Costs of Nuisance Abatement for 208 7th Court, Southeast, Bondurant

Motion made by Council Member Lohse, seconded by Council Member Sullivan, to approve. Roll Call: Ayes: 4. Nays: 0. Motion carried.

**14. RESOLUTION NO. 15-04** — Resolution approving the appointment of Michele Hartzler, 306 3rd Street, Southeast, to the Bondurant Parks and Recreation Board for a three-year term beginning January 1, 2015

Motion made by Council Member Lohse, seconded by Council Member Sullivan, to approve. Roll Call: Ayes: 4. Nays: 0. Motion carried.

**15. Reports / Comments and appropriate action thereon:**

- a. Mayor — no comment
- b. City Administrator — Bondurant Chamber of Commerce Annual Dinner and Awards Ceremony is Friday, January 16, 2015, 6:00 p.m. at Founders Irish Pub
  - Sludge removal at the lagoon scheduled to begin this week may be delayed because of weather.
  - The Chichaqua Valley Trail, West Grand Opening is scheduled for April 25 at the Berwick Trail Head at 8 a.m. Guests will be invited to ride the extension to Bondurant for breakfast at 9 a.m. and then ride the entire trail to celebrate at each town.
  - Bondurant issued 66 single family permits in 2014 for an approximate value of \$17.5 million
- c. Council Members
  - Council Member Lohse — asked about who is responsible for plowing the drive near his home. Reported that East Polk Regional Development is extending an employment offer to a new director.
  - Council Member Peffer — no comment
  - Council Member Reed — no comment
  - Council Member Sullivan — no comment

**16. Adjournment**

Motion made by Council Member Peffer, seconded by Council Member Sullivan, to adjourn the meeting at 8:00 p.m. Roll Call: Ayes: 4. Nays: 0. Motion carried.

\_\_\_\_\_  
Mary Rork-Watson, Asst. to City Administrator

ATTEST:

\_\_\_\_\_  
Keith Ryan, Mayor

(SEAL)

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 January 05, 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.

---

Keith Ryan, Mayor

Meeting No. 14-11

**CITY OF BONDURANT  
PARKS AND RECREATION BOARD  
MINUTES**

**November 20, 2014**

A Regular meeting of the City of Bondurant Parks and Recreation Board was held at City Hall, 200 2nd Street, Northeast, Polk County, Iowa on November 20, 2014, at 6:00 p.m.

Present: Board Chair Joe Van Horn  
Board Member Jessi Cassler  
Board Member Bryant Arns  
Board Member Jason Holst  
Board Member Marian Collison  
Board Member Kari Gipple  
Recreation Coordinator Shelby Hagan  
Administrative Assistant Misty Richardson-Kugler  
City Administrator Mark Arentsen

Absent: Board Member Megan McCallister

Notice of the meeting was posted at the Bondurant City Center, Casey's General Stores, Legacy Bank and the Bondurant Post Office on November 14, 2014. All proceedings hereafter shown were taken while the convened meeting was open to the public.

Board Chair Van Horn called the meeting to order at 6:00 p.m.

Motion made by Board Member Holst, seconded by Board Member Collison, to approve the agenda as presented, Roll call: Ayes 6. Nays: 0 Motion carried.

Motion made by Board Member Arns, seconded by Board Member Holst, to approve the Parks and Recreation Board Minutes from October 16, 2014. Roll call: Ayes: 6. Nays: 0. Motion carried.

Bondurant Recreational Sports Complex received no update from Council on November 17. City Administrator Arentsen would like to see the concession stand managed by a third party and a full-time maintenance person hired. He would like to see restrooms in the concession stand finished before the 2015 season starts. The restrooms in the concession stand building still need to be connected to the sewer line.

Board Member Arns stated that an invoice will be coming to the City from Athena Strotman for the jerseys.

City Administrator Arentsen updated the Board on the City playgrounds. Equipment and sidewalk is installed at Wisteria Heights Park. Sidewalk is almost completed at Renaud Ridge Park. Lincoln Estates Park needs to become ADA compliant between the swing set and the park equipment. Pad is installed at Wolf Creek and the equipment is at the City shop. Installation will take place come spring. Efnor Estates Park may be ready come spring. City Administrator Arentsen is hoping to mark out where all other amenities will go before snow fall. Board Chair Van Horn questioned the inventory list and if there was anything not needed.

City park shelter will need to be reevaluated at the first part of 2015. Work will need to be bid out for entire project instead of subbing out to different vendors.

Recreation Coordinator Hagan updated Board on event reports and upcoming programs. CPR/First Aid class may need to be done quarterly because of demand. Five people attended the freezer meal workshop and were glad

Meeting No. 14-12

**CITY OF BONDURANT  
PARKS AND RECREATION BOARD  
MINUTES**

**December 18, 2014**

A Regular meeting of the City of Bondurant Parks and Recreation Board was held at City Hall, 200 2nd Street, Northeast, Polk County, Iowa on December 18, 2014, at 6:00 p.m.

Present: Board Member Jessi Cassler  
Board Member Bryant Arns  
Board Member Marian Collison  
Recreation Coordinator Shelby Hagan  
Administrative Assistant Misty Richardson-Kugler  
City Administrator Mark Arentsen

Absent: Board Chair Joe Van Horn  
Board Member Kari Gipple  
Board Member Jason Holst

Notice of the meeting was posted at the Bondurant City Center, Casey's General Stores, Legacy Bank and the Bondurant Post Office on December 11, 2014. All proceedings hereafter shown were taken while the convened meeting was open to the public.

A quorum was not present.

City Administrator Arentsen presented the parks capital project and amenities to the Board. He will set up a special meeting between Council and the Park Board to go over the park priorities on January 26, 2015.

Recreation Coordinator Hagan went over event reports and 2014/2015 programming including the Community Awards that will take place at Founders January 16, 2015.

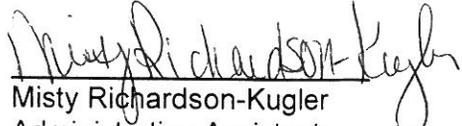
**The following items were discussed as part of the Board Member's comments:**

- Board Member Arns- questioned the BRSC update

**The following items were discussed as part of the City Administrator's comments:**

- Council will be discussing BRSC on January 5, 2015

The next meeting will be held on Thursday, January 15, 2014, at 6:00 p.m.

  
Misty Richardson-Kugler  
Administrative Assistant

ATTEST:

\_\_\_\_\_  
Shelby Hagan  
Recreation Coordinator

Minutes of the Bondurant Community Library Board Meeting  
On Wednesday December 3, 2014

MEMBERS PRESENT: Josh Bryant, Craig Campbell, Patricia Kaura, Craig Kinrade, Michell Klinker-Feld, Amanda Pitts, and Mary Thomas

Guests present: Susan Ugolini

Meeting called to order at 7:03 PM

Minutes of the November 5, 2014 meeting were reviewed. Motion by Campbell, second by Kinrade to approve the minutes as presented. Motion carried unanimously.

1 FINANCIAL REPORT: A.) The financial report was reviewed.

2 WARRANT LIST: A.) The expenditures were reviewed. Motion by Kaura, second by Kinrade to approve the warrant list. Motion carried unanimously.

3 STATISTICS: A.) The total circulation for November was 2771. B.) Electronic resource use was up.

4 STAFF: A.) The Literacy Push Program at the school will now be coordinated by Media Specialist Julie Barnett. B.) The staff attended CPR and First Aide training. C.) The library was open on Veterans Day. C.) The library had a visit from Little Endeavors Preschool in Ankeny. D.) The Teen Librarian and the Children's Librarian hosted the Kids Lib meeting for the month. E.) The Teen Librarian and the Children's Librarian attended the annual Performers Showcase at the Carlisle Public Library. F.) The staff continues to work on weeding the children's easy picture books.

5 LIBRARIAN ITEMS: A.) The State Aid check in the amount of \$1938.73 has arrived. B.) The library foundation is working on a fund drive envelope to be mailed out in the spring. C.) Work continues on the Facebook Grant. D.) The library director completed a webinar on filing of e-Rate for 2015. E.) The library director attended the Director's Roundtable in Ames. F.) In 2015 the Library Board will begin review of the library policies.

6 NEW BUSINESS: A.) A discussion was held on the 2015-2016 budget. Motion by Kaura, second by Campbell to accept the library director's recommendations for the budget. Motion carried unanimously. B.) A discussion was held on the election of Library Board officers for 2015. Motion by Kaura, second by Bryant to retain the officers as follows: Michell Klinker-Feld as President, Craig Kinrade as Vice-President, and Mary Thomas as Secretary. Motion carried unanimously. C.) A discussion was held on the Facebook Altoona Data Center Grant. Kaura will help in the final wording of the grant. D.) Director Performance Review papers were distributed. They are to be filled out by board members and returned to Klinker-Feld by December 8, 2014.

7 BOARD PRESIDENT ITEMS: A.) The board president recommended an article on Competency Index for the Library Field from Web Junction. She will send it out to the board members.

Motion by Kinrade, second by Bryant to adjourn. Motion carried unanimously.  
Meeting adjourned 8:10 PM  
Next meeting Wednesday January 7, 2014 7PM.

Respectfully submitted,  
Mary Thomas  
Secretary

## Librarian Report- January 2015

Work is beginning for Accreditation of the Library in Feb. of 2016. This process which is filed every three years with the State Library of Iowa directly ties with the funding the library receives in Direct State Aid and Open Access funding. Over the course of this next year library staff and the Library Board of Trustees will review all policies, update the long range plan, remove any library cards that have not been used within the past five years, remove materials that have not been used in the last five years (weeding) and many other operation items will be reviewed that are all included in this report to the State Library. The library is currently accredited at the highest tier of the State Standards.

- Stats for December
- Total Circulation for the month 2930 up 713 check outs from last year at this time.
- On-line usage (e-Books, Downloadable music, Tumblebooks, Freegal (music), Reference USA, EBSCO, Learning Express and Zinio (magazines) 579.
- Door Count 2856 up 518 from last year.
- Assisting patrons by phone, with the catalog, computers, etc. 408 down about 56 from last year.
- Story times 9 were held with 117 in attendance. These numbers were down as the library was closed on Wednesday and Thursday with the holidays and Wednesday is a normal Story Time day.
- Outreach to Daycare and preschools in community reached 486 children this month.
- Total programming attendance for adults, youth and children 754.
- Website visits 504.
- Internet usage in house 261, last year 254, 74 Wifi users, 15 iPad users.
- Meeting room usage 10 (does not include library programs) last year 18.
- Issued 19 new library cards and deleted 473 library cards that have not been used in the past five years. Last year we issued 19 cards during the month of December.
- The library did 25 requests for materials from other libraries and provided 26 to other libraries.
- 242 items were added to the collection and 266 were removed.

# **BONDURANT COMMUNITY LIBRARY**

## **LIBRARY BOARD OF TRUSTEES BYLAWS**

### **I. NAME AND PURPOSE**

- A. The Bondurant Community Library Board of Trustees hereafter referred to as the Board.
- B. The Board will comply with the Code of Iowa in all questions of library law and governance and will further comply with the regulations set forth in Chapter 22 of the City of Bondurant's ordinance. The Board's specific powers and duties are set forth in the library ordinance.

### **II. BOARD MEETINGS**

- A. The Board shall meet monthly, on the first Wednesday of every month at 7 PM at the Bondurant Community Library.
- B. The President or Library Director may call special meetings whenever they may be deemed necessary. Notice of the meeting shall be given in accordance with Chapter 28A of the Code of Iowa and shall be given to all Trustees 24 hours in advance of the special meeting.
- C. A quorum shall consist of 4 members (from its total membership of 7 trustees).
- D. The Board shall comply with Iowa's Open Meetings law by printing and publicly posting a copy of its agenda 24 hours prior to the meeting. Non-Board members who wish to address the Board should request a place on the agenda not later than 24 hours before the scheduled time of the meeting. This request may be directed to the President, Secretary, or to the Library Director.
- E. The Board shall record its proceedings as minutes and shall keep copies of the minutes available for public inspection.
- F. The Director of the Bondurant Community Library shall be present and participating at each meeting of the Board.
- G. The Board will conduct its meetings according to parliamentary procedure as detailed in the latest edition of Robert's Rules of Order.

H. The Order of business shall be:

- 1) Call to Order
- 2) Guests present
- 3) Minutes past meetings
- 4) Financial Report
- 5) Approve Warrant List/Authorize expenditures
- 6) Statistics
- 7) Staff Report
- 8) Director Report
- 9) Old Business
- 10) New Business
- 11) Board President Items
- 12) Adjournment

### III. Officers and Committees

- A. Officers shall be the Board President, Vice President, and Secretary and shall be elected annually at the December meeting for the next year.
- B. The President shall preside at all meetings, appoints all committees, and generally performs all duties associated with the office. In the absence of the President, the Vice President shall assume the President's duties. The Secretary shall record all proceedings of the Board.
- C. The President shall appoint committees as the need arises. The Committee shall be considered to be discharged upon the completion of the purpose for which it was appointed and after the final report has been made to the Board.
- D. Committees shall be active as needed, appointed by the President and consist of the following:

Personnel Committee

Budget & Finance Committee

Public Relations Committee

The president as needed shall appoint ad hoc committees.

E. Each committee shall act in an advisory capacity and shall report its recommendations to the full Board.

#### **IV. MAJOR FUNCTIONS**

- Hire and evaluate the library director.
- Set salaries and benefits for the library's personnel.
- Participate in the budget process and secure adequate financial support for the library's operations and services.
- Set policies for the library's operations and services.
- Engage in planning for the library's future.
- Ensure library director and staff participation in training and continuing education.
- Participate in Board training and educational opportunities.
- Ensure the library's involvement in Iowa Library Services initiatives.

#### **V. AMENDMENTS**

A. These bylaws may be amended at any meeting of the Board with a quorum present, by a unanimous vote of the members present, providing the amendment was proposed one month previous to final action on the same.

Adopted by the Bondurant Community Library Board of Trustees

12/05/2002

Revised 11/3/2005, 09/06/2012, 02/06/2014, 01/07/2015

**PLANNING AND ZONING COMMISSION**  
**December 11, 2014**  
**MINUTES**

1. Call to Order

Commission Chair Dave Higgins called the meeting to order at 6:03 p.m.

2. Roll Call

Roll call was taken and a quorum was declared.

Present: Commission Chair Dave Higgins  
Commission Member Michele Bailey  
Commission Member Brian Clayton  
Commission Member Jennifer Keeler  
Commission Member Jeff Kromrie  
Commission Member Roy McCleary  
Commission Member Judi Mendenhall

City Officials

Present: City Administrator Mark Arentsen  
Assistant to City Administrator Mary Rork-Watson

3. Perfecting and Approval of the Agenda

Motion made by Commission Member McCleary, seconded by Commission Member Bailey, to approve the agenda as presented. Roll Call: Ayes: 7. Nays: 0. Motion carried.

4. Approval of Planning & Zoning Commission Minutes – November 13, 2014

Motion made by Commission Member McCleary, seconded by Commission Member Bailey, to approve the minutes as presented. Roll Call: Ayes: 7. Nays: 0. Motion carried.

5. Guests requesting to address the Planning and Zoning Commission

6. Interviews for Planning and Zoning Commission Vacancies – Each candidate was asked to respond to the following questions:

- What do you know of the City's planning efforts over the last several years?
- Which would you consider to be the major projects in Bondurant over the last several years?
- Do you believe these projects were well planned or not?
- What do you believe are the major issues facing Bondurant?
- Do you believe that Bondurant is growing too slowly, too fast or at the right pace?
- What do you believe are the right questions to ask developers when they bring in new projects?
- Are you willing to commit to reading the City's Comprehensive Plan and Park, Trail & Greenway Master Plan in the next month or two?

- In which direction would you like to see the City grow?
- What types of activities that cities normally fund would you like to see Bondurant emphasize over the next ten years?
- Name two or three things that you believe are Bondurant's best attributes and two or three things that you believe are Bondurant's worst liabilities.
  - a. Laura Wood, 312 Evergreen Drive, Northwest, was the first candidate interviewed. Ms. Wood has lived in the community for four years. Commission Chair Higgins asked the questions listed above to Ms. Woods. Ms. Woods' interview session ended at 6:30 p.m.
  - b. Tamara Russell, 505 Lincoln Street, Northeast, was the second candidate interviewed. Ms. Russell has lived in the community for 11 years. Commission Chair Higgins asked the questions listed above to Ms. Russell. Ms. Russell's interview session ended at 7:00 p.m.

The Commission Members discussed each candidate's responses to the questions.

7. **RESOLUTION NO. PZ-14-17** – Resolution recommending appointments to the Bondurant Planning and Zoning Commission for a 5-year term beginning January 1, 2015 and ending December 31, 2019, and for a term beginning January 1, 2015, and ending December 31, 2016

Motion made by Commission Member McCleary, seconded by Commission Member Clayton to appoint Ms. Woods and Ms. Russell to the Bondurant Planning and Zoning Commission.

Motion made by Commission Member Bailey, seconded by Commission Member McCleary to amend the original motion to appoint Laura Wood to a five-year term beginning January 1, 2015, and ending December 31, 2019, and Tamara Russell for a term beginning January 1, 2015, and ending December 31, 2016. Roll Call: Ayes: 7. Nays: 0. Motion carried.

Motion made by Commission Member McCleary, seconded by Commission Member Clayton with amendment, to appoint Ms. Woods and Ms. Russell to the Planning and Zoning Commission. Roll Call: Ayes: 7. Nays: 0. Motion carried.

8. Reports / Comments and appropriate action thereon:
  - a. Commission Member Comments

Commission Member Kromrie asked if the car mechanic on Henry Street was selling cars or just repairing them? Also asked if the 65 Bypass project was going to happen and inquired about the Union 76 property. City Administrator Arentsen said the DOT had cancelled the Bypass project and the sale of the Union 76 property was moving at a snail's pace.

Commission Member Clayton said the feed mill at the coop is being demolished and there is a molasses pit underneath.

Commission Member Keeler reported that the BDI Arts and Rec subcommittee was awarded the Trees Forever Visioning Grant and that the members have written grants to pay for an art commission. BDI is also searching for a part-time executive director.

Commission Member Mendenhall thanked everyone for letting her serve with them.

Commission Member Bailey thanked everyone also. Asked about the cleanup on the Garfield property. City Administrator Arentsen said he is working with the property owner to get it into compliance.

Commission Member McCleary asked about the progress of the WRA project and Lucille's goats. City Administrator Arentsen said the WRA is still working on some punchlist items.

b. Commission Chair Comments

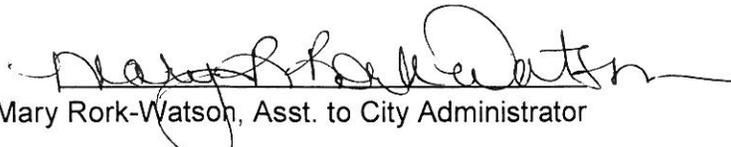
Commission Chair Higgins reminded everyone that a new chair and vice chair need to be selected at the next meeting.

c. City Administrator Comments

Discussed the MPO street report and thanked Commission Members Bailey and Mendenhall for their service. He said the Commission will have more projects to review in 2015.

9. Adjournment

Motion made by Commission Member Kromrie, seconded by Commission Member McCleary, to adjourn the meeting at 7:12 p.m. Roll Call: Ayes: 7. Nays: 0. Motion carried.

  
Mary Rork-Watson, Asst. to City Administrator

**ATTEST:**

\_\_\_\_\_  
Dave Higgins, Commission Chair

CHECK NO	DATE	EMP NO	PAY TO THE ORDER OF	CHECK AMOUNT	CLEARED	VOIDED	MANUAL
-----							
			LEGACY BANK				
46605	1/16/2015	8402	MARK J ARENTSEN	2874.46			
46606	1/16/2015	3129	MARGARET L CHRISTIAN	483.96			
46607	1/16/2015	5103	PATRICK COLLISON	1675.60			
46608	1/16/2015	4128	JOHN A DOUGLAS	62.22			
46609	1/16/2015	3106	SHELLEY KESLING	531.84			
46610	1/16/2015	5109	MICHELLE WELLS	1263.10			
				-----			
				6891.18			
			ACH TRANSACTIONS				
77701	1/16/2015	7104	BOYCE E BAILEY	879.98			
77801	1/16/2015	3118	JENNIFER CAMPBELL	920.80			
77901	1/16/2015	5113	LORI DUNHAM	1364.41			
78001	1/16/2015	7101	KENNETH E GROVE	1966.14			
78101	1/16/2015	5118	SHELBY HAGAN	1039.37			
78201	1/16/2015	7105	DAVID HIGGINS	1153.98			
78301	1/16/2015	4134	COLIN P RANKIN	118.20			
78401	1/16/2015	5119	MISTY L RICHARDSON-KUGLER	200.00			
78402	1/16/2015	5119	MISTY L RICHARDSON-KUGLER	5.00			
78403	1/16/2015	5119	MISTY L RICHARDSON-KUGLER	729.99			
78501	1/16/2015	5120	MARY R RORK-WATSON	996.65			
78601	1/16/2015	3128	JILL C SANDERS	1312.28			
78701	1/16/2015	1478	PATRICIA E SMITH	210.93			
78801	1/16/2015	4133	TODD A STEWART	197.48			
1	1/16/2015	4132	JANETTE L YOUNG	62.22			
				-----			
				11157.43			
			BANK TOTAL	18048.61			
			REPORT TOTAL	18048.61			

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL	ACCOUNT	CK SQ
-----									
LEGACY BANK									
12172014	1	1/20/15	1/20/15	11 ALTOONA FIRE DEPT AMBULANCE ADMIN	350.00	001		001-160-6413	1
				INVOICE TOTAL	350.00				
12182014	1	1/20/15	1/20/15	AMBULANCE ADMIN	50.00	001		001-160-6413	1
				INVOICE TOTAL	50.00				
				VENDOR TOTAL	400.00				
20 ALTOONA ACE HARDWARE									
31 1214	1	1/20/15	1/20/15	GARAGE DOOR BATTERIES	17.96	110		110-210-6310	1
				INVOICE TOTAL	17.96				
321793	1	1/20/15	1/20/15	TEST PELLET CONTAINER	2.99	600		600-811-6507	1
				INVOICE TOTAL	2.99				
321812	1	1/20/15	1/20/15	RATCHET	22.99	110		110-210-6504	1
				INVOICE TOTAL	22.99				
				VENDOR TOTAL	43.94				
1303 MICHELE BAILEY									
12312014	1	1/20/15	1/20/15	COMMUNITY BEAUTIFICATION	500.00	001		001-430-6499	1
				INVOICE TOTAL	500.00				
				VENDOR TOTAL	500.00				
49 BAKER GROUP									
95422	1	1/20/15	1/20/15	REPAIR WATER MAIN HIT-RE 4TH ST NW	2,694.71	600		600-811-6375	1
				INVOICE TOTAL	2,694.71				
				VENDOR TOTAL	2,694.71				
1585 BIG GREEN UMBRELLA MEDIA INC									
332490	1	1/20/15	1/20/15	DEC 2014 BONDURANT LIVIN	87.50	741		741-865-6402	1
	2			DEC 2014 BONDURANT LIVIN	87.50	110		110-210-6402	1
	3			DEC 2014 BONDURANT LIVIN	87.50	670		670-840-6414	1
	4			DEC 2014 BONDURANT LIVIN	437.50	001		001-621-6402	1
				INVOICE TOTAL	700.00				
				VENDOR TOTAL	700.00				
1611 BRAVO GREATER DES MOINES									
2015-124 1	1	1/20/15	1/20/15	BRAVO GALA-ARENSEN 2	280.00	001		001-621-6240	1
	2			BRAVO GALA-RYAN	140.00	001		001-620-6240	1
				INVOICE TOTAL	420.00				
2015-124 2	1	1/20/15	1/20/15	BRAVO GALA-LOHSE	140.00	001		001-620-6240	1
				INVOICE TOTAL	140.00				
				VENDOR TOTAL	560.00				

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
73 BRICK GENTRY P.C.								
189020	1	1/20/15	1/20/15	HELENA FARMS VACATED EAS	708.75	001	001-640-6411	1
	2			LEGAL FEES	1,548.75	001	001-640-6411	1
	3			HIGGINS PARTIAL RELEASE	507.50	323	323-210-6411	1
	4			WOLF CREEK PARK TITLE OP	87.50	335	335-430-6411	1
	5			DRAINAGE DISTRICT ISSUES	140.00	741	741-865-6411	1
				INVOICE TOTAL	2,992.50			
189021								
	1	1/20/15	1/20/15	LEGAL FEES	510.00	001	001-640-6411	1
				INVOICE TOTAL	510.00			
				VENDOR TOTAL	3,502.50			
1032250								
	1	1/20/15	1/20/15	142 DES MOINES STAMP MANUFACTURING P&Z NAMEPLATE-2	20.34	001	001-540-6506	1
	2			PARKS & REC NAMEPLATE	10.16	001	001-430-6506	1
				INVOICE TOTAL	30.50			
				VENDOR TOTAL	30.50			
43880								
	1	1/20/15	1/20/15	146 DES MOINES AREA COMM COLLEGE EXAM FEE-EMT PRACTICAL H	125.00	001	001-160-6230	1
				INVOICE TOTAL	125.00			
				VENDOR TOTAL	125.00			
8543083012								
	1	1/20/15	1/20/15	144 DES MOINES WATER WORKS AVAIL FEE-7950 NE 70TH	22.00	600	600-812-6413	1
				INVOICE TOTAL	22.00			
8602170_01								
	1	1/20/15	1/20/15	BACTI SAMPLES	20.00	600	600-811-6389	1
				INVOICE TOTAL	20.00			
				VENDOR TOTAL	42.00			
2-159353								
	1	1/20/15	1/20/15	913 G & L CLOTHING JEANS-BAILEY	49.31	741	741-865-6181	1
	2			JEANS-BAILEY	12.33	001	001-430-6181	1
	3			JEANS-BAILEY	18.49	600	600-811-6181	1
	4			JEANS-BAILEY	18.48	610	610-816-6181	1
	5			JEANS-BAILEY	24.66	110	110-210-6181	1
				INVOICE TOTAL	123.27			
				VENDOR TOTAL	123.27			
39344								
	1	1/20/15	1/20/15	1735 HEARTLAND FLAGPOLES & FLAGS FLAG	70.00	001	001-450-6507	1
	2			FLAG	50.00	001	001-410-6507	1
				INVOICE TOTAL	120.00			
				VENDOR TOTAL	120.00			
2014212707								
	1	1/20/15	1/20/15	1594 JOSEPH HENDRICKSON NATL REGISTRY APPLC-HEND	70.00	001	001-160-6250	1

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
				INVOICE TOTAL	70.00			
				VENDOR TOTAL	70.00			
168231	1	1/20/15	1/20/15	230 IOWA ONE CALL LOCATES	75.70	600	600-812-6490	1
				INVOICE TOTAL	75.70			
				VENDOR TOTAL	75.70			
12041645:2	1	1/20/15	1/20/15	1402 INTERSTATE POWER SYSTEMS INC. SERVICE REPAIRS;EMERGENC 4181 E450 FORD 33711	1,203.93	001	001-160-6332	1
				INVOICE TOTAL	1,203.93			
12043446:1	1	1/20/15	1/20/15	SERVICE REPAIRS-4180 F45	447.54	001	001-160-6332	1
				INVOICE TOTAL	447.54			
12043448:1	1	1/20/15	1/20/15	SERVICE REPAIRS-4130 SPA	401.15	001	001-150-6332	1
				INVOICE TOTAL	401.15			
				VENDOR TOTAL	2,052.62			
10315 1214	1	1/20/15	1/20/15	1167 KEY COOPERATIVE FUEL	252.68	001	001-150-6331	1
	2			FUEL	252.67	001	001-160-6331	1
	3			FUEL	171.89	600	600-811-6331	1
	4			FUEL	171.89	610	610-816-6331	1
	5			FUEL	581.69	110	110-210-6331	1
	6			FUEL	91.91	001	001-430-6331	1
	7			FUEL	62.91	741	741-865-6331	1
				INVOICE TOTAL	1,585.64			
				VENDOR TOTAL	1,585.64			
1x11414	1	1/20/15	1/20/15	251 KEYSTONE LABORATORIES COLIFORM SAMPLES	44.00	600	600-811-6389	1
				INVOICE TOTAL	44.00			
				VENDOR TOTAL	44.00			
60318	1	1/20/15	1/20/15	1384 MAJESTIC TRUCK SERVICES 20YR SERVICE PLAQUE-HIGG	131.77	001	001-150-6580	1
				INVOICE TOTAL	131.77			
				VENDOR TOTAL	131.77			
69728	1	1/20/15	1/20/15	842 MENARDS PROPANE-CURB STOP DEFROS	17.82	600	600-811-6375	1
				INVOICE TOTAL	17.82			
69997	1	1/20/15	1/20/15	SANDER REPAIR SUPPLIES	11.93	110	110-210-6507	1
				INVOICE TOTAL	11.93			

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
				VENDOR TOTAL	29.75			
581550-IN	1	1/20/15	1/20/15	308 MUNICIPAL SUPPLY WATER MAIN CLAMP-213 ALP	397.00	600	600-811-6375	1
				INVOICE TOTAL	397.00			
				VENDOR TOTAL	397.00			
70005113	1	1/20/15	1/20/15	286 METRO WASTE AUTHORITY EXTRA ITEM STICKERS	25.00	670	670-840-6580	1
	2			LARGE ITEM STICKERS	125.00	670	670-840-6580	1
				INVOICE TOTAL	150.00			
70005114	1	1/20/15	1/20/15	RESIDENTIAL GARBAGE SRVC	13,251.52	670	670-840-6499	1
				INVOICE TOTAL	13,251.52			
				VENDOR TOTAL	13,401.52			
659-221766	1	1/20/15	1/20/15	1457 O'REILLY AUTO PARTS LIGHT-FREIGHTLINER SANDE	11.99	110	110-210-6350	1
				INVOICE TOTAL	11.99			
				VENDOR TOTAL	11.99			
FY14-15 28	1	1/20/15	1/20/15	759 POLK COUNTY EMERGENCY MGMT FY14-15 28E AGRMT EMERG	965.00	001	001-150-6413	1
				INVOICE TOTAL	965.00			
				VENDOR TOTAL	965.00			
01032015	1	1/20/15	1/20/15	875 POLK COUNTY FIRE CHIEF'S ASSN 2015 DUES	25.00	001	001-150-6210	1
				INVOICE TOTAL	25.00			
				VENDOR TOTAL	25.00			
5782	1	1/20/15	1/20/15	337 POLK COUNTY TREASURER DEC 2014 LAW ENFORCEMENT	36,670.00	001	001-110-6050	1
				INVOICE TOTAL	36,670.00			
				VENDOR TOTAL	36,670.00			
7249	1	1/20/15	1/20/15	1262 ROSS CHEMICAL SYSTEMS INC. CLEANSERS	156.27	001	001-150-6507	1
	2			CLEANSERS	156.28	001	001-160-6507	1
				INVOICE TOTAL	312.55			
				VENDOR TOTAL	312.55			
77498090	1	1/20/15	1/20/15	1312 SIMPLEXGRINNELL CITY HALL FIRE ALARM MON	563.46	001	001-650-6499	1
				INVOICE TOTAL	563.46			
80883098	1	1/20/15	1/20/15	INSTALL FOYER BEAM DETEC	1,022.50	001	001-650-6310	1

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST GL ACCOUNT	CK SQ
				INVOICE TOTAL	1,022.50		
				VENDOR TOTAL	1,585.96		
747(607)14	1	1/20/15	1/20/15	767 SNYDER & ASSOCIATES INC HWY65/32ND TRAFFIC LT DE	4,262.05	327 327-210-6407	1
				INVOICE TOTAL	4,262.05		
				VENDOR TOTAL	4,262.05		
1039404	1	1/20/15	1/20/15	1730 TROPHY DEPOT MEDALS	308.32	001 001-430-6598	1
				INVOICE TOTAL	308.32		
				VENDOR TOTAL	308.32		
01022015	1	1/20/15	1/20/15	1156 JOSH TROUT CELL CALENDAR SYNC-ARENT	125.00	001 001-621-6419	1
				INVOICE TOTAL	125.00		
				VENDOR TOTAL	125.00		
25373593-1	1	1/20/15	1/20/15	1277 UNITED RENTALS INC. GAS DETECTOR CALIBRATION	25.00	610 610-816-6350	1
				INVOICE TOTAL	25.00		
				VENDOR TOTAL	25.00		
35236	1	1/20/15	1/20/15	433 WILLIAMSONS REPAIR TIRE-87084 2011 F350	221.82	110 110-210-6332	1
				INVOICE TOTAL	221.82		
				VENDOR TOTAL	221.82		
				LEGACY BANK TOTAL	71,142.61		
				TOTAL MANUAL CHECKS	.00		
				TOTAL E-PAYMENTS	.00		
				TOTAL PURCH CARDS	.00		
				TOTAL ACH PAYMENTS	.00		
				TOTAL OPEN PAYMENTS	71,142.61		
				GRAND TOTALS	71,142.61		
				Interim Warrants	9,384.74		
				Total	<u>\$80,527.35</u>		

**CITY OF BONDURANT  
INTERIM WARRANT LIST  
January 19, 2015**

DATE	VENDOR - REFERENCE	ACCOUNT CODE	TOTALS
01/02/15	iCash - Echeck return; fee	600-812-6580	114.75
01/02/15	Mediacom - Internet	001-621-6373	84.95
		001-150-6373	<u>25.00</u>
			109.95
01/02/15	Postmaster - Utility bill mailing	600-812-6508	263.18
		610-817-6508	177.14
		670-840-6508	<u>65.79</u>
			506.11
01/08/15	Bondurant Chamber of Commerce - Annual Dinner - Arentsen, Hagan - Annual Dinner - Peffer	001-621-6240	50.00
		001-620-6240	<u>25.00</u>
			75.00
01/08/15	Iowa Library Services - Kids First Conference - M O'Brien	001-410-6240	155.00
01/08/15	Bondurant Lions Club - Basketball Tournament registration - 2 teams	001-430-6598	260.00
01/08/15	Norsement Basketball Assoc - Basketball Tournament registration	001-430-6598	130.00
01/08/15	Gilbert Booster Club - Basketball Tournament registration	001-430-6598	135.00
01/13/15	Bondurant Lions Club - Basketball Tournament registration	001-430-6598	130.00
01/13/15	Norsement Basketball Assoc - Basketball Tournament registration	001-430-6598	130.00
01/13/15	Gilbert Booster Club - Basketball Tournament registration	001-430-6598	135.00
01/13/15	Bondurant Chamber of Commerce - Annual Dinner - Sanders, Campbell	001-410-6240	50.00
01/13/15	Mark Arentsen - Reimb Greater DSM Partnership Spouse cancellation	001-621-6450	125.00
01/16/15	IRS USA tax payment - Federal/FICA		7,328.93
		Total	9,384.74

**Biking Bondu 2014 Distribution**

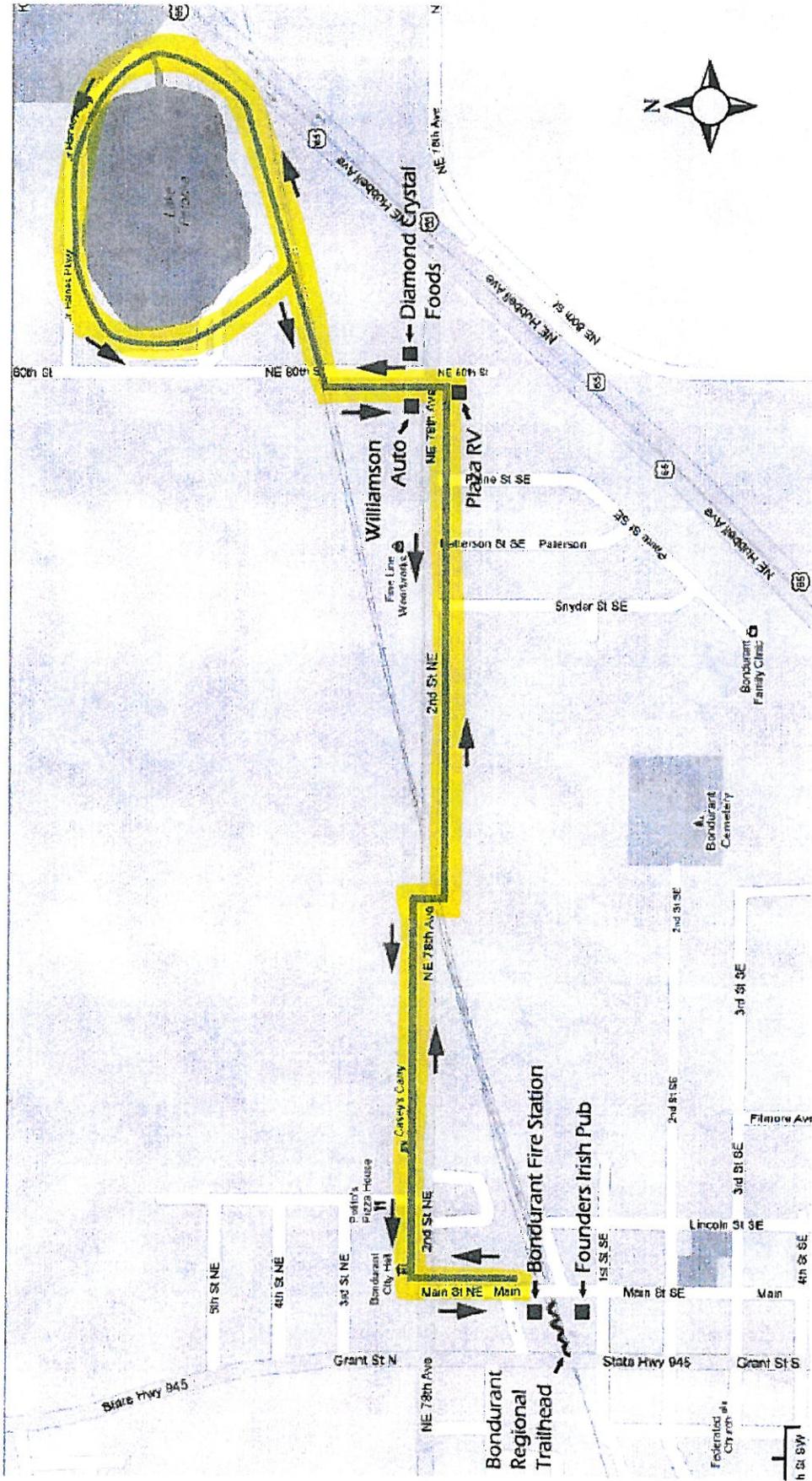
	<b>\$6,086.28</b>	Biking Bondu 2014 Proceeds
-	<u>\$500.00</u>	Biking Bondu 2015 Seed Money
	<b>\$5,586.28</b>	
-	<u>\$1,400.00</u>	Trailhead Bondurant Lions Club Clock
	<b>\$4,186.28</b>	
-	<u>\$300.00</u>	Trailhead Concrete Bike Fixtation
	<b>\$3,886.28</b>	
-	<u>\$1,715.60</u>	Trailhead Bike Fixation Public Work Stand, Air Pump & Signs
	<b>\$2,170.68</b>	
-	<u>\$77.80</u>	Firestation McMaster-Carr Windsock
	<b>\$2,092.88</b>	
+	<u>\$653.56</u>	Live Health Iowa 5k Proceeds
	<b>\$2,746.44</b>	
-	<u>\$721.30</u>	Trailhead Belson Outdoors 3 Bike Racks
	<b>\$2,025.14</b>	Trailhead Parking Lot Lights

**Biking Bondu History**

Year	Raised	Benefit	Riders	Walk/Run
2014	\$5,586.28	City Trailhead (\$4,186.28) & Lions Club (\$1,400.00)	208	33
2013	\$7,192.37	City Trailhead	233	67
2012	\$4,261.31	City Trailhead	143	35
2011	\$4,600.00	Doug Eshelman & Chris Norton		
2010	\$3,675.80	Grady Gibson		
2009	\$2,735.00	Lizz Cassler		
2008	\$2,000.00	Connie Murphy		
<b>Total</b>	<b>\$30,050.76</b>	<b>7-Year Total</b>		
<b>3-Years</b>	<b>\$17,039.96</b>	<b>3-Year Total to City Trailhead</b>		



# Biking Bondu | June 21, 2014 | Walk/Run 5k



**CITY OF BONDURANT  
RESOLUTION NO. 15-05**

**RESOLUTION APPROVING THE SITE DEVELOPMENT PLAN FOR MV-1 OF IOWA,  
85 PAINE STREET, SOUTHEAST, SUITE A, BONDURANT**

WHEREAS, Jeff Kromrie, 908 Lincoln Street, Southeast, Bondurant, has submitted a Site Development Plan for MV-1 of Iowa which is a franchise of Deery Brothers Chevrolet, 6000 E. University Avenue, Pleasant Hill; AND

WHEREAS, the Site Development Plan for the MV-1 of Iowa sales and delivery center has been submitted according to the Zoning Code of the City of Bondurant; AND

WHEREAS, the Planning and Zoning Commission of the City of Bondurant, Iowa, approved the Site Development Plan and forwarded it to the City Council with a recommendation for approval

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Bondurant, Iowa, that the Site Development Plan for MV-1 of Iowa, sales and delivery center, 85 Paine Street, Southeast, Suite A, Bondurant, Polk County, Iowa, is hereby approved as presented.

Passed this 19th day of January, 2015,

By: \_\_\_\_\_  
Keith Ryan, Mayor

ATTEST: I, Mark J. Arentsen, City Administrator of Bondurant, hereby certify that at a meeting of the City Council held on the above date, among other proceedings the above was adopted.

IN WITNESS WHEREOF, I have hereunto set my hand the day and year above written.

\_\_\_\_\_  
Mark J. Arentsen, City Administrator

Council Action	Ayes	Nays	Abstain	Absent
Enos				
Lohse				
Peffer				
Reed				
Sullivan				

PLANNING AND ZONING COMMISSION  
RESOLUTION NO. PZ-15-01

RESOLUTION RECOMMENDING THE APPROVAL OF A SITE DEVELOPMENT PLAN FOR  
MV-1 OF IOWA, 85 PAINE STREET, SOUTHEAST, SUITE A, BONDURANT

WHEREAS, Jeff Kromrie, 908 Lincoln Street, Southeast, Bondurant, has submitted a Site Development Plan for MV-1 of Iowa which is a franchise of Deery Brothers Chevrolet, 6000 E. University Avenue, Pleasant Hill ; AND

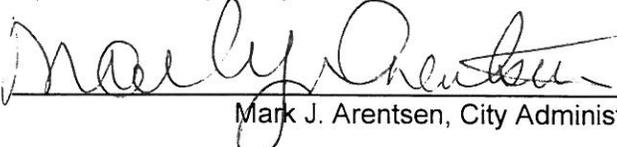
WHEREAS, the Site Development Plan for the MV-1 of Iowa sales and delivery center has been submitted according to the Zoning Code of the City of Bondurant;

NOW, THEREFORE, BE IT RESOLVED, by the Planning and Zoning Commission of the City of Bondurant, Iowa, the Site Development Plan for MV-1 of Iowa, 85 Paine Street, Southeast, Suite A, a sales and delivery center for mobility vehicles in Bondurant, Polk County, Iowa, is hereby approved and forwarded to the City Council with a recommendation for approval of same.

Moved by McCleary Seconded by Clayton to adopt.

ATTEST: I, Mark J. Arentsen, City Administrator of Bondurant, hereby certify that at a meeting of the Planning and Zoning Commission held on the above date, among other proceedings the above was adopted.

IN WITNESS WHEREOF, I have hereunto set my hand the day and year above written.

  
Mark J. Arentsen, City Administrator

Comm. Action	Yeas	Nays	Abstain	Absent
Clayton	✓			
Higgins	✓			
Keeler	✓			
Kromrie			✓	
McCleary	✓			
Russell	✓			
Wood				✓
Motion carried				
<hr/>				
David Higgins, Chair				



# MV-1 OF IOWA

**Purpose Built for You**

Sales: (877) 311-1252  
Service: (877) 300-7617  
Email: Contact Us  
4950 NE 12th St Pleasant Hill, IA 50327

- HOME
- MEET THE MV-1
- INVENTORY
- MEDIA
- FINANCE
- SERVICE & PARTS
- CONTACT US

Vehicle Details

**NEW 2014 MV1 DX**

PRICE: **\$49,502**



### GET A QUOTE

MV-1 of Iowa  
4950 NE 12th St Pleasant Hill, IA, 50327  
**HOURS & MAP** | (877) 311-1252

Required\*

First Name\*  Last Name\*

Email\*  Day Phone

Message Text

**SEND**

Dealership Photos

1 / 12



### VEHICLE AT A GLANCE

**EXTERIOR COLOR**

SILVER

**ENGINE DATA**

8 CYL

### IMPORTANT INFORMATION

VIN: 57WMD1A6XEM100309 STOCK: M106 BODY STYLE: 2014 MV-1 DX

Prices do not include additional fees and costs of closing, including government fees and taxes, any finance charges, any dealer documentation fees, any emissions testing fees or other fees. All prices, specifications and availability subject to change without notice. Contact dealer for most current information.

© 1989-2015 Chrome Systems Corporation

## Mark Arentsen

---

**From:** Kromrie, Jeff [JKromrie@deerychevrolet.com]  
**Sent:** Monday, January 05, 2015 1:45 PM  
**To:** Mark Arentsen  
**Subject:** FW: Scanned image from  
**Attachments:** Jeff\_20150105\_142205.pdf

Mark,

I am inquiring on the address of 85 Paine suite A.

Can you tell me if this location will meet code to put a car dealership in.

We (Deery Brothers) are looking at potentially moving the MV-1 dealership to a new location.

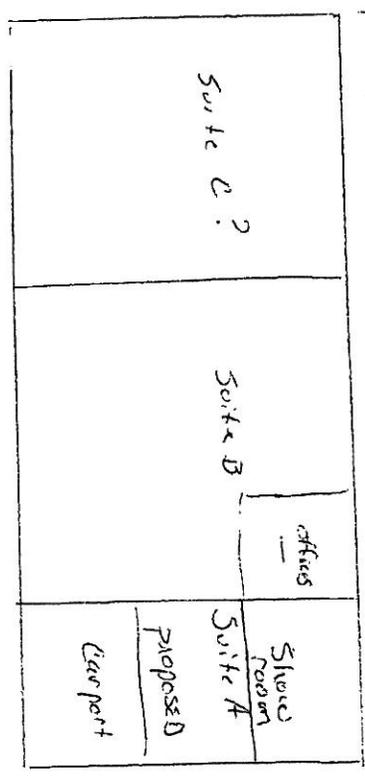
This will be for the MV-1 Mobility vehicle. We would like to set up an Sales and delivery center for this specialty vehicle.

The dealership will be an Deery Brothers franchise and will sell the Mobility Vehicle. All service and repairs will be down out of our main repair center in Pleasant hill.

If it will meet if code then I will see if this works for us and bring a more formal information

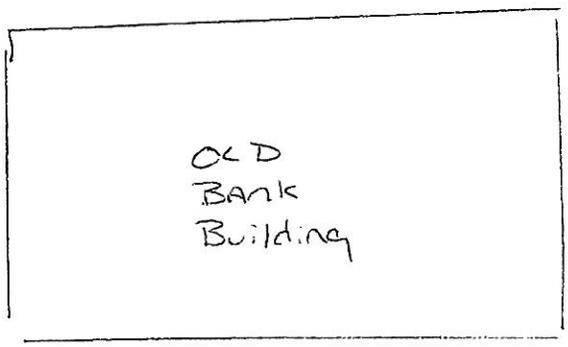
HWY 65

Front Parking Lot



← MUI 8 units →  
parking display

Display  
MUI parking 12 units



OLD  
BANK  
Building

DEERY BROTHERS CHEVROLET, INC.  
6000 E. University Ave.  
PLEASANT HILL, IA 50327

DEERY BROTHERS CHEVROLET, INC.  
6000 E. University Ave.  
PLEASANT HILL, IA 50327

**6. Design Standards for Auto Sales or Recreational Vehicle Sales.**

A. Location standards for all used and new car or recreational vehicle sales-related uses:

- (1) The use shall not functionally or visually disrupt entry monument or way finding signage on the site.
- (2) The use shall not substantially increase vehicular traffic or cause a hazardous condition for pedestrians or vehicle operators on streets adjacent the site or within adjacent neighborhoods.
- (3) The site shall be of adequate size and shape to accommodate the use along with all required yards (setbacks), parking, landscaping storm water improvements, and other required site improvements.
- (4) The use shall not substantially block views into the site or lot.
- (5) The use shall not be disruptive to the existing or planned visual character of the adjacent uses or neighborhood.
- (6) No wholesaling shall be permitted, except for certain products such as automotive parts which may be purchased on a largely individual basis for resale as part of a repair service as opposed to bulk shipments and deliveries.
- (7) Used car sales lots, provided all outside storage, display and parking areas shall be used and maintained in conformance with an approved site plan, and the parking display and storage of vehicles for hire, rental or sale shall be limited to the area designated for such use in the site plan.

B. Site Development Standards for used and new car or recreational vehicle sales related uses:

- (1) The site shall not be less than one-half acre in size and shall not have less than 100 feet of street frontage on a nonresidential street.
- (2) Conversion of residential structures shall not be allowed.

- (3) Vehicle service bays shall be oriented away from street views or substantially screened from street views and adjacent residential uses.
- (4) Driveways shall be situated so as to minimize impacts on adjacent streets traffic flow and operations.
- (5) Trash and recycling enclosure(s) shall be located within the principle structure or within a fully enclosed structure similar in appearance to the principal structure on the lot.
- (6) A lighting plan prepared by a qualified lighting expert is required for all new construction. Lighting shall be downward cast fixtures designed to direct light onto parking areas, loading or sales areas, and away from residential neighborhoods. Search lights shall not be permitted.
- (7) Signing shall be consistent with all applicable standards of the Bondurant Zoning Code chapter 181. Way finding signage shall direct customers on the site to customer parking areas, service garages, and customer waiting/sales areas.
- (8) The property should be surfaced with an asphaltic or Portland cement binder pavement as shall be approved by the city engineer, so as to provide a durable and dustless surface and shall be so graded and drained as to dispose of all surface water accumulation within the area.
- (9) The property will incorporate curbs or other substantial permanent barriers to prevent encroachment of vehicles into the required setback and landscape areas. Precast wheel stops and other barriers which can be readily moved are not acceptable.
- (10) There shall be no elevated display of motor vehicles in any required front yard.
- (11) The employee and customer parking area shall be clearly designated and shall not be used for the parking, storage or display of motor vehicles for sale, rental, or hire.
- (12) All portions of the property used for the outside parking, display or storage of motor vehicles for sale, rental or hire shall be identified on the site plan and the perimeter shall be striped or otherwise conspicuously marked on the parking surface.
- (13) Lots directly abutting arterial streets shall not exceed one drive access onto such arterial street except as provided

below. Common drives between adjacent landowners shall be encouraged in lieu of individual drives, recommended to be located with the common property line as the centerline of the drive and required to be located a minimum of 40 feet from any other drive as measured from centerline to centerline. Where such common drive is provided and joint access easements to parking areas are provided, required parking spaces on each lot may be reduced in number by up to 5 percent.

- (14) One additional drive access may be permitted on a lot with continuous frontage in excess of 300 feet, or two additional drive accesses for continuous frontage in excess of 600 feet, if proper spacing is provided. The City Council may authorize additional drives in any case upon finding such access will not create congestion or traffic hazards.

**7. Standards for Drive-In and Drive-Through Facilities.**

The standards detailed here are intended to allow for drive-through facilities by reducing the negative impacts they may create. Of special concern are noise from idling cars and voice amplification equipment, lighting, and queued traffic interfering with on-site and off-site traffic and pedestrian flow.

A. Site development

- (1) These standards apply to all uses that have drive-through facilities. Except as specified, these standards apply only to the portions of the site development that comprise the drive-through facility. The regulations apply to new developments, the addition of drive-through facilities to existing developments, and the relocation of an existing drive-through facility. Drive-through facilities are not a right; the size of the site or the size and location of existing structures may make it impossible to meet these standards.
- (2) The above site development standards do not apply to drive-through facilities that do not involve any interactive service or communication with the customer.

B. A drive-through facility is composed of two parts – the stacking lanes and the service area. The stacking lanes are the space occupied by

CITY OF BONDURANT  
RESOLUTION NO. 15-06

RESOLUTION APPROVING THE CONCESSION STAND LICENSE AGREEMENT  
BETWEEN THE CITY OF BONDURANT AND BRICK STREET MARKET

WHEREAS, the City of Bondurant owns Bondurant Recreational Sports Complex (BRSC) and concession operations are a key component to the overall character of BRSC; AND

WHEREAS, the City wants to offer refreshments to BRSC visitors; AND

WHEREAS, Brick Street Market has completed the application for licensing and operating the BRSC concession stand at agreed on dates and times

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Bondurant, Iowa, that the Concession Stand License Agreement between the City of Bondurant and Brick Street Market, Bondurant, Polk County, Iowa, is hereby approved as presented.

Passed this 19th day of January, 2015,

By: \_\_\_\_\_  
Keith Ryan, Mayor

ATTEST: I, Mark J. Arentsen, City Administrator of Bondurant, hereby certify that at a meeting of the City Council held on the above date, among other proceedings the above was adopted.

IN WITNESS WHEREOF, I have hereunto set my hand the day and year above written.

\_\_\_\_\_  
Mark J. Arentsen, City Administrator

Council Action	Ayes	Nays	Abstain	Absent
Enos				
Lohse				
Peffer				
Reed				
Sullivan				

## CONCESSION STAND LICENSE AGREEMENT

THIS CONCESSION STAND LICENSE AGREEMENT (this "Agreement") is made and entered into effective as of the \_\_\_\_ day of January, 2015, by and between the City of Bondurant, Iowa, (the "City"), and Brick Street Market, LLC, an Iowa limited liability company (the "Vendor").

WHEREAS, the City is the owner of the property known as Bondurant Recreational Sports Complex ("BRSC") and concession operations are a key component to the overall character of BRSC; and

WHEREAS, the City is desirous of making refreshments available to BRSC visitors; and

WHEREAS, the Vendor is desirous of licensing the City-owned concession stand facility located in BRSC (the "Concession Stand") and operating the same for use by visitors at certain designated dates and times.

NOW THEREFORE, for good and valuable consideration, the receipt, adequacy and sufficiency of which are hereby acknowledged and accepted, and in consideration of the premises and mutual promises herein contained, the City and the Vendor, intending to be legally bound, hereby agree as follows:

1. Vendor Obligations and Responsibilities. The Vendor acknowledges and agrees to be responsible for: (a) developing a menu and pricing for the Concession Stand for consideration and approval by the City; (b) ordering, stocking, and preparing the food and other supplies used in the operation of the Concession Stand; (c) hiring, training, scheduling, and compensating the personnel necessary for efficient operation of the Concession Stand; (d) managing all financial activities related to the Concession Stand, including handling funds, keeping records, paying vendors, depositing money into bank accounts, and ensuring proper change is available on hand at all times; (e) employing appropriate personnel to ensure wait times for Concession Stand customers do not exceed five minutes; (f) purchasing or leasing any equipment necessary for operation of the Concession Stand; (g) immediately notifying the City of any building cleaning or maintenance necessary to keep the building in a safe and clean condition; (h) thoroughly cleaning the concession area and equipment at the end of each day of concession operations (the City will remain responsible for cleaning the bathrooms and all areas of the BRSC facilities not designated for operation of the Concession Stand); (i) obtaining and holding in good standing all relevant licenses and permits necessary for operation of the Concession Stand; (j) obtaining insurance with coverage amounts acceptable to the City and providing proof of same to the City; and (k) complying with all rules, regulations, and policies of the City, together with all applicable state and federal laws.

2. Term. The term of this Agreement shall commence effective as of January 1, 2015, and end on December 31, 2018. The Vendor shall operate the Concession Stand in strict accordance with the City's approved schedule of activities at BRSC. The Vendor may open and operate the Concession Stand at other times with the prior written permission of the City Administrator. Notwithstanding the foregoing, on or about December 31, 2015, the City and the

Vendor shall conduct a meeting to evaluate the first year of operations and the Vendor shall have the option to terminate the remaining two years of the term of this Agreement. If the Vendor does not exercise its option to terminate this Agreement, this Agreement shall continue in effect in accordance with the terms set forth herein.

3. Concession Stand Operations. The Vendor shall operate the Concession Stand at its own expense. The City will furnish the utilities for the operation of the Concession Stand. The Vendor acknowledges and agrees that the City will not incur any local, state or federal charges, fees, exactions or taxes charged or assessed relating to the operation of the Concession Stand. The City shall not be responsible for damage or theft to any Vendor property.

4. Prohibited Activities. The Vendor shall not: (a) use the premises or any public trash receptacle to dispose of any grease, oil, or similar substance which may cause harm to the environment; (b) sell or make available for public consumption any alcohol or tobacco products; (c) use the Concession Stand for any purposes other than concession operations; (d) place, post, or affix to City property any signs or other advertising; (e) use a radio, tape player, public address or speaker system, play music, or otherwise make any noise which tends to disrupt the enjoyment of BRSC visitors, including specifically and without limitation the operation of a generator and other power producing apparatus that creates either noise or smoke, except and unless the Vendor has obtained prior approval for said use from the City. The City is authorized to rescind any prior approval granted under this Section for any reason and at any time. A decision by the City Administrator shall be effective immediately and shall cause the cessation of the activity prohibited.

5. License Fee. On an annual basis during the term of this Agreement, the Vendor agrees to pay the City a license fee in an amount equal to ten percent (10%) of that year's gross sales generated from operation of the Concession Stand. The Vendor shall provide a statement of gross sales and make a lump sum license fee payment to the City on or before December 31st during each year of the term of this Agreement.

6. Audit. At any time within five (5) years after the end of any year during the term of this Agreement, the City shall have the right, upon five (5) days written notice to the Vendor, to audit the Vendor's statement of gross sales and all records relating thereto, and the Vendor shall make all such records available for examination by the City or its designee(s). If the results of any such audit show that the Vendor's statement of gross sales for any year during the term of this Agreement has been understated by two percent (2%) or more, then the Vendor shall pay the City the reasonable cost of such audit in addition to any deficiency payment of the required license fee, including accrued interest thereon at the maximum rate permitted by law from the due date of the license fee in the applicable year to date of payment. A report of the findings of the City's designee(s) shall be binding and conclusive upon the Vendor and the City.

7. Insurance and Indemnification. The Vendor agrees to maintain five hundred thousand dollars (\$500,000) of general comprehensive and standard liability insurance, with the City as an additional named insured, which in any event shall indemnify and hold harmless the City, its officers, employees, and agents, against all liabilities, damages, and other expenses, including reasonable attorneys' fees, which may be imposed upon, incurred by, or asserted

against the City by reason of any judgments against the City in connection with the negligent or otherwise improper operation of the Concession Stand. Excepting only that the Vendor shall not indemnify the City, its officers, employees, and agents against any damages directly caused by the City's own sole negligence.

8. Representations and Warranties. The Vendor represents and warrants to the City that: (a) the Vendor has the requisite authority to enter into this Agreement; (b) the undersigned is authorized to sign this Agreement on behalf of the Vendor; (c) this Agreement will be a valid and binding obligation of the Vendor; and (d) the Vendor's entry into this Agreement will not result in a breach of, or constitute a default under, any agreement or license to which the Vendor is a party.

9. Termination. The City reserves the right to terminate this Agreement and revoke the license at any time and for any reason. Upon termination of this Agreement, the Vendor agrees to remove its property from the Concession Stand immediately. In the event the Vendor fails to do so, the City may remove such property in any way it deems necessary without liability for damages caused by such removal. All of the City's expenses in such removal, including the storage of property removed, if any, shall be reimbursed by the Vendor within thirty (30) days of receiving demand for payment. On the thirty-first (31st) day after said demand, title to all Vendor property in the City's possession shall pass to the City free and clear of all liens being the responsibility of the Vendor. The City may then use or dispose of the property at its discretion without further claim of the Vendor.

10. Assignment. Neither party shall assign this Agreement without obtaining the prior written consent of the other party. Any assignment made in violation of this Section shall be null and void.

11. Miscellaneous. In the event any provision of this Agreement is deemed unlawful or unenforceable, such provision shall be stricken from this Agreement, and the remainder shall remain in full force and effect. This Agreement, the Request for Proposals for Concession Operator Services at BRSC dated December 2, 2014, and the Vendor's responsive proposal dated December 18, 2014 constitute the entire agreement of the parties. This Agreement may be modified only in a writing signed by an authorized representative of each party. The failure of either party to enforce any provision of this Agreement shall not be construed to be a waiver of such provision. The restrictions and covenants contained herein shall survive termination of this Agreement. This Agreement shall be governed by and construed in accordance with the laws of the State of Iowa. A court of competent jurisdiction in Polk County, Iowa shall have the exclusive jurisdiction to hear any disputes arising out of this Agreement. This Agreement may be executed in two or more counterparts.

*[Signature page follows.]*

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first written above.

**City of Bondurant, Iowa**

**Brick Street Market, LLC**

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Its: \_\_\_\_\_

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Its: \_\_\_\_\_

DRAFT

CITY OF BONDURANT  
RESOLUTION NO. 15-07

RESOLUTION APPROVING THE APPLICATION FOR FUNDING FROM THE  
FEDERAL STP TO THE DES MOINES AREA MPO FOR THE PARTIAL FUNDING OF  
GAY LEA WILSON TRAIL–EAST, SEGMENT 3

WHEREAS, the City of Bondurant is a full member of the Des Moines Area Metropolitan Planning Organization; AND

WHEREAS, the Federal Surface Transportation Program provides funding to local jurisdictions for the construction of eligible projects; AND

WHEREAS, the program is administered by the Des Moines Area Metropolitan Planning Organization which prioritizes and ranks all project applications

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Bondurant, Iowa, that:  
The City Council supports and approves the attached application for Federal Surface Transportation Program funding.

The City Council hereby commits to the City of Bondurant matching monies as required by the Federal Surface Transportation Program funding.

The City of Bondurant hereby commits to accepting and maintaining these improvements for a minimum of twenty (20) years following the completion.

The City Administrator is hereby authorized to approve and execute the application on behalf of the City Council.

Passed this 19th day of January, 2015,

By: \_\_\_\_\_  
Keith Ryan, Mayor

ATTEST: I, Mark J. Arentsen, City Administrator of Bondurant, hereby certify that at a meeting of the City Council held on the above date, among other proceedings the above was adopted.

IN WITNESS WHEREOF, I have hereunto set my hand the day and year above written.

\_\_\_\_\_  
Mark J. Arentsen, City Administrator

Council Action	Ayes	Nays	Abstain	Absent
Enos				
Lohse				
Peffer				
Reed				
Sullivan				

CITY OF BONDURANT  
RESOLUTION NO. 15-08

RESOLUTION APPROVING THE APPLICATION FOR FUNDING FROM THE  
FEDERAL STP TO THE DES MOINES AREA MPO FOR THE PARTIAL FUNDING OF  
MAIN STREET STREETScape, RAILROAD ST. TO SECOND ST. NE

WHEREAS, the City of Bondurant is a full member of the Des Moines Area Metropolitan Planning Organization; AND

WHEREAS, the Federal Surface Transportation Program provides funding to local jurisdictions for the construction of eligible projects; AND

WHEREAS, the program is administered by the Des Moines Area Metropolitan Planning Organization which prioritizes and ranks all project applications

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Bondurant, Iowa, that:  
The City Council supports and approves the attached application for Federal Surface Transportation Program funding.

The City Council hereby commits to the City of Bondurant matching monies as required by the Federal Surface Transportation Program funding.

The City of Bondurant hereby commits to accepting and maintaining these improvements for a minimum of twenty (20) years following the completion.

The City Administrator is hereby authorized to approve and execute the application on behalf of the City Council.

Passed this 19th day of January, 2015,

By: \_\_\_\_\_  
Keith Ryan, Mayor

ATTEST: I, Mark J. Arentsen, City Administrator of Bondurant, hereby certify that at a meeting of the City Council held on the above date, among other proceedings the above was adopted.

IN WITNESS WHEREOF, I have hereunto set my hand the day and year above written.

\_\_\_\_\_  
Mark J. Arentsen, City Administrator

Council Action	Ayes	Nays	Abstain	Absent
Enos				
Lohse				
Peffer				
Reed				
Sullivan				

CITY OF BONDURANT  
RESOLUTION NO. 15-09

RESOLUTION APPROVING THE APPLICATION FOR FUNDING FROM THE  
FEDERAL STP TO THE DES MOINES AREA MPO FOR THE PARTIAL FUNDING OF  
15TH STREET, SOUTHWEST, BRIDGE REPLACEMENT

WHEREAS, the City of Bondurant is a full member of the Des Moines Area Metropolitan Planning Organization; AND

WHEREAS, the Federal Surface Transportation Program provides funding to local jurisdictions for the construction of eligible projects; AND

WHEREAS, the program is administered by the Des Moines Area Metropolitan Planning Organization which prioritizes and ranks all project applications

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Bondurant, Iowa, that:  
The City Council supports and approves the attached application for Federal Surface Transportation Program funding.

The City Council hereby commits to the City of Bondurant matching monies as required by the Federal Surface Transportation Program funding.

The City of Bondurant hereby commits to accepting and maintaining these improvements for a minimum of twenty (20) years following the completion.

The City Administrator is hereby authorized to approve and execute the application on behalf of the City Council.

Passed this 19th day of January, 2015,

By: \_\_\_\_\_  
Keith Ryan, Mayor

ATTEST: I, Mark J. Arentsen, City Administrator of Bondurant, hereby certify that at a meeting of the City Council held on the above date, among other proceedings the above was adopted.

IN WITNESS WHEREOF, I have hereunto set my hand the day and year above written.

\_\_\_\_\_  
Mark J. Arentsen, City Administrator

Council Action	Ayes	Nays	Abstain	Absent
Enos				
Lohse				
Peffer				
Reed				
Sullivan				

CITY OF BONDURANT  
RESOLUTION NO. 15-10

RESOLUTION APPROVING THE APPLICATION FOR FUNDING FROM THE  
FEDERAL STP TO THE DES MOINES AREA MPO FOR THE PARTIAL FUNDING OF  
U.S. HWY. 65/LINCOLN STREET UNDERPASS

WHEREAS, the City of Bondurant is a full member of the Des Moines Area Metropolitan Planning Organization; AND

WHEREAS, the Federal Surface Transportation Program provides funding to local jurisdictions for the construction of eligible projects; AND

WHEREAS, the program is administered by the Des Moines Area Metropolitan Planning Organization which prioritizes and ranks all project applications

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Bondurant, Iowa, that:  
The City Council supports and approves the attached application for Federal Surface Transportation Program funding.

The City Council hereby commits to the City of Bondurant matching monies as required by the Federal Surface Transportation Program funding.

The City of Bondurant hereby commits to accepting and maintaining these improvements for a minimum of twenty (20) years following the completion.

The City Administrator is hereby authorized to approve and execute the application on behalf of the City Council.

Passed this 19th day of January, 2015,

By: \_\_\_\_\_  
Keith Ryan, Mayor

ATTEST: I, Mark J. Arentsen, City Administrator of Bondurant, hereby certify that at a meeting of the City Council held on the above date, among other proceedings the above was adopted.

IN WITNESS WHEREOF, I have hereunto set my hand the day and year above written.

\_\_\_\_\_  
Mark J. Arentsen, City Administrator

Council Action	Ayes	Nays	Abstain	Absent
Enos				
Lohse				
Peffer				
Reed				
Sullivan				

CITY OF BONDURANT  
RESOLUTION NO. 15-11

RESOLUTION APPROVING THE BRSC FACILITY MANAGER JOB DESCRIPTION

WHEREAS, the City of Bondurant owns the Bondurant Recreational Sports Complex (BRSC) and the upkeep and maintenance of all buildings, grounds and parking areas are important to the overall character of BRSC; AND

WHEREAS, the City is also responsible for maintaining the streets during the winter for the safety of its citizens; AND

WHEREAS, the City has decided that a full-time employee is needed to provide services for BRSC and Public Works, a job description has been written that outlines the essential duties and responsibilities of that position

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Bondurant, Iowa, that the BRSC Facility Manager Job Description, is hereby approved as presented.

Passed this 19th day of January, 2015,

By: \_\_\_\_\_  
Keith Ryan, Mayor

ATTEST: I, Mark J. Arentsen, City Administrator of Bondurant, hereby certify that at a meeting of the City Council held on the above date, among other proceedings the above was adopted.

IN WITNESS WHEREOF, I have hereunto set my hand the day and year above written.

\_\_\_\_\_  
Mark J. Arentsen, City Administrator

Council Action	Ayes	Nays	Abstain	Absent
Enos				
Lohse				
Peffer				
Reed				
Sullivan				

# CITY OF BONDURANT

## JOB DESCRIPTION

Name \_\_\_\_\_ Department: BRSC, Public Works  
Title: Bondurant Recreational Sports Complex Facility Manager FLSA: Exempt  
Date: November 1, 2014 Reports to: City Administrator

### **PURPOSE OF POSITION / SUMMARY**

Under general to direct supervision, the primary function of this position is upkeep and maintenance of all buildings, grounds and parking areas at the Bondurant Recreational Sports Complex. When not working on BRSC facilities, the employee serves as a member of the public works department and assists with all public works activities. The employee is expected to participate in all winter street and City facilities maintenance activities whenever called upon by the Street Superintendent or City Administrator. This full time position is compensated on an hourly basis.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The following duties are normal for this position. They are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Example of Essential Duties and Responsibilities:

1. Observe the condition of BRSC facilities when the complex is not in use to assure that the complex remains in good condition.
2. Respond to necessary maintenance activities as quickly as possible when the complex is not in use.
3. Assure that all complex facilities and grounds are in useable condition for the initial use of the facility each spring.
4. Be present whenever events are scheduled at BRSC. This includes weekdays and weekends. This may require a weekly work schedule which differs from the normal 8:00 a.m. to 5:00 p.m. Monday through Friday schedule during the times of the year that the fields are scheduled. The employee is expected to work extra hours as required so long as provisions of the Fair Labor Standards Act are observed. See the Work Schedule section below for a more complete description.
5. Develop an annual schedule for seasonal, part time maintenance personnel.
6. Direct and supervise seasonal, part time maintenance personnel.
7. Be present for a normal workday for all weekend tournaments.
8. Assure that all fields are in proper condition prior to all scheduled field uses. This includes tournaments and weekday scheduled activities and includes mowing, chalking, dragging and base settings.
9. Assure that all bathrooms are cleaned and serviced on an hourly basis during events in which all or almost all of the fields are scheduled.
10. Assure that trash cans are emptied into complex dumpsters when the trash cans are full or nearly full. Overflowing trash cans are not acceptable.

11. Develop a schedule for emptying facility dumpsters. This includes communicating with the dumpster servicer when dumpsters require emptying outside of the normal schedule.
12. Assure that portable toilets are clean and serviced. Develop a schedule with the portable toilet vendor for servicing in addition to the regular weekly maintenance.
13. Assist the concession stand operator with any concession stand maintenance activities.
14. Maintain all BRSC signage including repairing or replacing deteriorated or damaged signs.
15. Assure that the Safe Room and intercom system are in operating condition.
16. Assure that all BRSC turf surfaces are in good condition. This includes ball fields and facility grounds which are not part of any ball fields.
17. Work to eliminate weed growth at all locations including the parking areas.
18. Organize tools and equipment storage areas and maintain these areas in a clean and presentable appearance.
19. Develop and implement a maintenance schedule for all tools and equipment.
20. Repair and paint buildings as needed to assure that they are in a presentable condition.
21. Assure that facilities are closed and locked when the facility is not in use.
22. Maintain facility security cameras and assure that they are working properly.
23. Assure that the facility is properly winterized following the final scheduled use of the facility each fall.
25. Present an annual report to the City Council each fall on facility maintenance activities and recommended facility improvements.
26. Conduct a "users meeting" each fall for all facility users to solicit comments and take suggestions for future facility maintenance and improvement activities.
27. Assist with City winter facility and street maintenance activities as directed by the Street Superintendent.
28. Communicate with the Recreation Coordinator regarding scheduling of fields, invoicing field rentals and sponsor sign replacement.
29. Obtain weed control applicator license within six months of hire and maintain this certification while employed.

## **PHYSICAL AND ENVIRONMENTAL CHARACTERISTICS**

Required Physical Activities: Carrying, Climbing, Balancing, Stooping, Kneeling, Crouching, Reaching, Standing, Walking, Lifting, Grasping, Talking, Hearing and Typing.

Physical Characteristics of the Job: Occasional work requiring exertion of up to 50 pounds of force.

Environmental Conditions: The work is performed primarily outdoors, however some functions such as meetings and report preparation will be done indoors. When working outdoors weather conditions such as heat, cold, fog, snow, sleet, hail, wind, rain and freezing rain will be encountered.

## **WORK SCHEDULE**

At certain times of the year, work in this position is conducted seven days per week during the normal work day and occasionally after hours. Normal work hours are 8:00 a.m. to 5:00 p.m., Monday through Friday, however work hours will vary or be extended during winter maintenance activities and when the BRSC complex is in use. For example, when weekend tournaments are scheduled, the employee is expected to be present for most or all of the time the fields are in use. This may result in 20 to 24 hours of work on Saturday and Sunday. The

remaining 16 to 20 hours that week would be worked during the Monday through Friday period and arranged with the City Administrator. It's possible that the 16 to 20 hours in this case would be worked during BRSC events scheduled during the Monday - Friday period. A work schedule will be developed each month to assure that compensation is in conformance with the Fair Labor Standards Act. An unpaid one hour lunch period is provided and must be scheduled in conjunction with the work demands of the day. The lunch period may vary depending on the work schedules of other staff. For days when more than a 12 hour work day is scheduled, an unpaid one hour lunch break will be granted for each six hours worked. Compensatory time off must be approved in advance by the City Administrator. Work demands at BRSC and the public works department at the time of the request will be considered in determining whether compensatory time off will be granted.

## **EQUIPMENT AND MATERIALS USED:**

Familiarity with yard and building maintenance tools and equipment is expected at the time of hire. Ability to operate winter maintenance trucks and equipment following appropriate training is required.

## **EMPLOYMENT STANDARDS:**

### Required Knowledge, Skills, and Abilities:

- Knowledge of traffic laws and regulations.
- Ability to establish and maintain an effective working relationship with co-workers and the public.
- Ability to pass a pre-employment physical.
- Must maintain a valid Iowa driver's license.
- Demonstrated familiarity with safe use of yard and building maintenance tools and equipment is required at the time of hire.
- Familiarity with basic equipment maintenance practices and the ability to understand and implement recommended equipment maintenance activities.
- Ability to communicate clear directions verbally and in writing to part time and seasonal maintenance personnel.
- Ability to prepare and present reports to organizations with minimal assistance or supervision.
- Ability to work cooperatively with coworkers.
- Ability to communicate effectively, clearly and constructively with BRSC users.
- Must obtain CDL including Class B airbrake endorsement for City equipment within three months of hire.

### Education, Training and Experience:

Education Preferred: Some post high school education in any area of building or equipment maintenance.

Experience Preferred: Some experience in a work setting involving interaction with office employees, maintenance workers and equipment operators. Experience dealing with the public and facility users and customers is desirable.

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by the Employer. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the Employer has a similar right. This position involves a 6 month probationary period. An evaluation of the employee's performance will be conducted at the end of the probationary period.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Administrator's Signature

*The City of Bondurant is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the Employer.*

CITY OF BONDURANT  
RESOLUTION NO. 15-13

RESOLUTION APPROVING BRSC FEES FOR THE 2015 SEASON

WHEREAS, the City of Bondurant owns the Bondurant Recreational Sports Complex (BRSC) and is responsible for making sound financial decisions regarding its operation including local usage, sponsorship sales and field rental; AND

WHEREAS, the City has determined fees must be adjusted for the 2015 season to meet the expense of the services and supplies provided at BRSC

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Bondurant, Iowa, that the proposed fees shown on Exhibit A, attached hereto, and by this reference incorporated herein, be accepted as presented for the 2015 season.

Passed this 19th day of January, 2015,

By: \_\_\_\_\_  
Keith Ryan, Mayor

ATTEST: I, Mark J. Arentsen, City Administrator of Bondurant, hereby certify that at a meeting of the City Council held on the above date, among other proceedings the above was adopted.

IN WITNESS WHEREOF, I have hereunto set my hand the day and year above written.

\_\_\_\_\_  
Mark J. Arentsen, City Administrator

Council Action	Ayes	Nays	Abstain	Absent
Enos				
Lohse				
Peffer				
Reed				
Sullivan				

BRSC FEE PROPOSALS FOR 2015 SEASON

EXHIBIT A

REVENUES	Previous		Proposal	Potential	BRSC
<b>Local usage</b>					
Softball contribution	1,000	2,000			Annual 14,400 Weekly 1,200
Little League contribution	2,000	4,000			17,160 700
<b>Total</b>	<u>3,000</u>	<u>6,000</u>		6,000	<u>31,560</u> 1,900
<b>Signs</b>					
Initial	200	400			Fuel 900 40
Renewal	100	200			Equip repair 2,000 85
Currently have 18 signs					*Kybos 2,000 60
Revenue from 25 signs @ 200 ea		5,000		5,000	Bldg/grounds maintenance 1,000 50
sign cost-\$165/sign					Contract services 1,000 50
<b>Field Rental-tournaments</b>					Chalk, field dry, paint 8,000 300
field rental/day	450	500			Postage 50
drag:chalk fee/field	20	25	or 30		<u>Total non wage expenses</u> 14,950 585
Ave drag/chalk 18 games/day	720	900	1,080		Total expenses 46,510 2,485
Revenue with rent/drag fee	1,620	1,900	2,080 each tourn	1,900	*extra kybo cleaning-each trip 140
<b>Add gate % or per team fee \$10</b>	NA	500-700	each tourn	700	
this would be for garbage and bathroom cleanup					
the more teams there are, the more cleanup there is					
10% concession proceeds				7,000	
12 tournaments as in the past					
				REVENUE POTENTIAL 49,200	
				LESS EST EXPENSES <u>46,510</u>	
				2,690	

Any excess could be transferred to Employee Benefits to assist with that cost.

# Bondurant Recreational Sports Complex (BRSC)

## Field Rental Request Form

(See Instructions Next Page)

Team/Organization Name: \_\_\_\_\_

Contact Person for this particular request:

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

### Summary of your request

Please provide a detailed summary of your field needs including date(s), times, number of fields, field sizes, pricing option selected, and any other pertinent information. Examples available on instruction page:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## Instructions

1. Fill out this field rental request form indicating your desired dates/fields/options.

*Example 1:*

*I would like to hold a tournament Saturday 7/16 and Sunday 7/17.*

*I will need 5 fields each day (Fields 1,2,3,5, and 6)*

*We will hold 6 games per day per field. (Games will begin every 2 hours on all fields 8am, 10am, Noon, 2pm, 4pm, and 6 pm) for a total of 60 games.*

*Pricing option T1*

*If approved by BRSC the Field Rental Agreement you would receive via email would indicate rate of \$40 x 60 = \$2400*

*Total cost would be \$2400*

*BRSC Grounds Crew will drag and chalk between every game where possible.*

*Example 2:*

*I would like to hold a tournament Friday 7/15, Saturday 7/16, and Sunday 7/17.*

*Pricing Option T2*

*I realize with this pricing option much of the grounds keeping work will be done by my teams or a designated rep.*

*We will have fields 1 – 7 rented the entire 3 days.*

*Friday games will start at 6pm.*

*Saturday and Sunday games will start at 10 am so please have the initial field work done in time for these game times.*

*If approved by BRSC the Field Rental Agreement you would receive via email would indicate a rate of \$425 for Sat + \$425 for Sun + \$50 for Friday*

*Total cost would be \$900 plus \$8 per bag of chalk opened. Hand raking between games would be responsibility of renter. BRSC Grounds Crew will have fields dragged and chalked before the FIRST games of the day only. BRSC will let you know after the tournament how much you owe for chalk.*

2. Fill out an Annual Organization Information Form
  - a. This document provides BRSC with information about your organization such as:
    - i. Basic contact and demographic information about your organization
    - ii. Proof of Insurance coverage for your organization/event
    - iii. Your agreement to our Field Rental and Conduct Guidelines.
  - b. This information will be kept on file for one year so if you submit multiple field requests throughout the year you will only need to submit Annual Org Info Form once or in the event any information changes such as your insurance.
3. Send signed documents to BRSC via one of the methods below:
  - a. Email:(preferred method):
    - i. Scan signed forms and email as attachments to [brsc@cityofbondurant.com](mailto:brsc@cityofbondurant.com)
  - b. Mail:
    - i. Mail to:  
BRSC, City of Bondurant  
P.O. Box 37  
Bondurant IA 50035
4. A BRSC staff member will acknowledge receipt of your **REQUEST** within 2 business days of receipt. At which time the BRSC board will review your request at the next

scheduled monthly board meeting to determine if fields are available and determine if your request can be accommodated.

- a. All efforts will be made to accommodate your request however during busy seasons of course not all requests can be granted. BRSC will review Field Rental Requests based upon its chartered prioritizations and then on first come first served basis.
  - b. If your request is made at the last minute then a special session of the BRSC board may be called to review your request.
  - c. All or portions of your request may be approved by the board.
5. **You will be notified via email if your request is approved at which time a Field Rental Agreement document will be sent to you from the BRSC** listing the APPROVED dates for which you have the fields and any special services that will be provided to you (such as field dragging/chalking between games, baseballs etc).
  6. You must sign the Field Rental Agreement document and return it to BRSC with payment (if applicable) for the agreement to become final. Failure to return the agreement acknowledging your agreement of the terms/dates and payment will void your request.
  7. All forms may be found online at <http://www.cityofbondurant.com/departments-boards/bondurant-recreational-sports-complex/forms.aspx>
  8. Make all checks payable to “City of Bondurant”.

### Standard Pricing Structures:

Practice Only (No games. No equipment/chalk/balls provided)

- **Option P1: Unpaid Practice**
  - Rate: \$ Free
  - Note you may be bumped by paid rentals and BRSC may limit hours/days you may practice to accommodate paid events.
  - However you will be able to bump any random group/team who didn't reserve the field who may have just showed up at the complex.
- **Option P2: Paid Practice:**
  - Rate: \$10 per hour per field rental
  - All efforts will be made to not bump your practice for tournament requests.
- **Option T1: Tournament Rate Per Game**
  - Rate: \$40 per game. Weekend requests require 8 game non refundable minimum.
    - Includes:
      - Field crew to drag/chalk fields between games
      - Concession stand will be open at these events
      - Includes use of 4 batting cages for larger events
      - All 8 fields are available for rent
    - Does NOT include
      - Baseballs/Softballs. These can be provided at an additional charge. Let us know if this is needed on your request form.
      - Umpires\* – Event must hire/coordinate their own umpires
      - Tournament Director – we recommend the tournament provide an on-site tournament director to handle any issues that arise.
      - Scheduling – tournaments responsible for their own game time scheduling
- **Option T2: Tournament Rate Per Day (you do your own field maintenance)**
  - Rate; \$425 Per Day (Sat and Sun) plus \$8 per bag of chalk opened. Friday rental available for additional \$50 total.
    - Includes:
      - Fields will be dragged and chalked only at the beginning of the day. You will be responsible for hand raking and chalking between games.
      - Your teams will have access to a hand rake, chalk, and chalker between games.
      - Concession stand will be open at these events
      - Fields 1-7 are included.
    - Does NOT include
      - Mechanical Dragging between games. You are NOT allowed to bring any dragging/raking equipment on BRSC property. This option is designed for lower budget tournaments who wish to do more work themselves however for safety and

insurance reasons no outside mechanical raking equipment can be brought onsite. Your teams must hand rake.

- Field 0 is not included or available for this pricing structure.
  - Baseballs/Softballs. These can be provided at an additional charge. Let us know if this is needed on your request form.
  - Umpires\* – Event must hire/coordinate their own umpires
  - Tournament Director – we recommend the tournament provide an on-site tournament director to handle any issues that arise.
  - Scheduling – tournaments responsible for their own game time scheduling
- **Option C1: Custom pricing**
    - If you feel you need a custom rate, please email the BRSC to start discussions.
    - Rate: See BRSC for Details

\* Note: BRSC does not coordinate or provide umpires. Organizations renting fields may contact umpire organizations such as Des Moines Umpire Association to coordinate and purchase umpires for their own tournaments.

#### **Field Sizes available**

##### **Fields 1, 2, 3, 5, 6, and 7**

- Outfield fence distance approx 200'
- Base distance(s)
  - 65'
  - 70'
- Portable mounds

##### **Fields 0 and field 4**

- Outfield fence distance approx 300'
- Base distance(s)
  - 65'
  - 70'
  - 90' also available on field 4 only
- Portable mounds

# Bondurant Recreational Sports Complex

Po Box 37, Bondurant , IA 50035



April 20, 2012

Dear Friend of Bondurant Recreational Sports Complex:

We are happy to offer you the opportunity to become a valuable sponsor of the Bondurant Recreational Sports Complex.

We would like to let you know of some exciting changes that are occurring this season that is sure to get your sign in front of a lot more people. Beginning this year, we have updated our facilities and will now be renting the facility to large baseball and softball tournaments on the weekends in addition to existing local Little League and Softball groups that have been utilizing the fields during the week. These tournaments bring in teams from across the metro and across the state into our facility for action packed weekend events. We feel your signage will be exposed to potentially hundreds of new viewers every weekend.

The initial cost of the sign will be \$200 and will include a three-foot by six-foot white aluminum sign with up to three colors. Your "Sponsor Sign" is renewable each year after at \$100 per year, for the sign described as above. We recommend that after five years, you take a look at your sign each year to see if it is time to order a new one as these signs are out in the weather five months a year. Please submit your sign design and contact information to [brsc@cityofbondurant.com](mailto:brsc@cityofbondurant.com). The BRSC Board will process your request and we will provide a proof of the design to you.

If you are interested in additional advertising opportunities such as sponsoring a dugout or an entire field, please email us at [brsc@cityofbondurant.com](mailto:brsc@cityofbondurant.com) for details and custom pricing options available. We will work with you on new signage material for dugout or field sponsorships.

I believe that you will be proud of being a valuable sponsor of the Bondurant Recreational Sports Complex. Thanks to you for considering our proposal of sponsorship. If you have any further questions regarding sign sponsorship please feel free to email us at: [brsc@cityofbondurant.com](mailto:brsc@cityofbondurant.com)

Sincerely,

---

## Bondurant Recreational Sports Complex

Po Box 37, Bondurant , IA 50035

Season 2012

Company Name:	<input type="text"/>
Company Address:	<input type="text"/>
Company City:	<input type="text"/>
Company State:	<input type="text"/>
Company Zip:	<input type="text"/>
Company Phone # 1:	<input type="text"/>
Company Phone # 2:	<input type="text"/>
Company Email #1:	<input type="text"/>
Company Email #2:	<input type="text"/>



*\*\*Example of a sign displayed at the BRSC.*

**THANK YOU FOR YOUR SUPPORT!!!**

Questions??? Contact us at [BRSC@cityofbondurant.com](mailto:BRSC@cityofbondurant.com) or call 515-967-2418

# **Bondurant Recreational Sports Complex (BRSC)**

## **Field Rental and Conduct Guidelines**

Teams/Organizations Renting/Using the fields shall be responsible for ensuring their Teams or Teams their organization brings to the facility abide by these Rental Guidelines.

Teams/Organizations renting fields shall be responsible for any damage to the complex arising from abuse, misuse, theft, or negligence arising from your organizations use of the complex. Examples would include but not limited to breakage/damage of scoreboard controllers by your teams. Normal wear and tear events are not subject to this rule.

All Teams/Organizations shall provide insurance for their players or shall sign an insurance waiver holding the complex harmless for accidents arising from usage of the fields.

All Teams/Organizations shall at a minimum hand rake playing surfaces after use (unless field dragging is part of a paid rental at which time this will be done for you) to prevent holes or other safety hazards prior to leaving the complex. A hand rake shall be made available even if equipment sheds are locked/not rented.

All Teams/Organizations are responsible for picking up their trash after their events and placing it in provided trash receptacles.

Parking is at each individual's own risk. This is a baseball facility and balls hit are not always confined to the field of play.

Do not park in any service drive area or block access to these areas.

Do not drive into the complex without prior written consent from BRSC board. This includes driving around gates/Barriers or through surrounding farm fields. Please park in the provided parking areas.

I understand that I will not be granted field rentals if I have outstanding debts to BRSC for past rentals/damages.

Public safety is of top priority. If lighting or other hazard is noticed, appropriate actions must be taken to protect your players and parents including but not limited to suspension of the game, evacuation of the facility, or cancelling of games/practice if severe weather is expected. It is the renter's responsibility to use their best judgment in these cases. Storm shelter is available onsite for unexpected weather conditions.

This facility does not have lights so use your best judgment when darkness arises to suspend or postpone games to prevent injury from darkness.

We recommend background checks be conducted on all coaches/staff/Umpires the renter utilizes and allows onto the premises who shall have close contact with players to avoid any potential issues. Or other preventative measures such as parents always in eyesight of players.

Cancellation of Rentals need to be made at a minimum of 10 days prior to the event. Refund amount will be reviewed in case any expenses were incurred by the complex to prepare for the event that is cancelled.

Refunds will be issued for unavoidable rain outs (that couldn't be rescheduled). However refunds will not be issued for no shows, scheduling conflicts, long/overtime games, or other such events.

At events where concession stand is open, no outside food or drink may be brought onto the complex (including parking areas) except for a single team cooler of water.

Concession stand shall be provided by and be staffed by BRSC for selected events. At events where concession stand is open, sales of food or drink or any fundraising by the renter shall be prohibited without the expressed written consent of BRSC. This includes but not limited to charging of gate fees, selling of food/drink items, selling of promotional items (t-shirts etc). If your organization wishes to fund raise during an event please discuss the matter with BRSC board to see if your request can be accommodated.

No swinging of bats outside the playing surface is allowed. This prevents little kids from getting hit by players swinging bats behind the dugouts for example.

This is a no smoking facility.

No arguing or fighting with umpires or amongst coaches/parents/players will be tolerated. Coaches and Renters are responsible for ensuring sportsmanship is enforced. Offenders should be asked to leave and if necessary police may be called to ensure a safe environment for players.

Any disputes about who has a field rented or who should be on which fields should be brought to the attention of the BRSC board immediately. Every event shall be given a contact on the board to resolve any issues that may arise.

# Bondurant Recreational Sports Complex (BRSC)

## Annual Organization Information

Team/Organization Name: \_\_\_\_\_

Primary Contact Person:

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Secondary Contact Person:

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

### Local Affiliation

Is 90% or more of your Team/Organization members reside within the Bondurant School District? YES / NO (circle one)

### Insurance

Does your Team/Organization have its own insurance coverage? YES / NO (circle one)

- *If YES*
  - *Description of the insurance coverage* \_\_\_\_\_
  - *attach proof of insurance (such as USSSA insurance policy)*
- *If No*

*You must fill out and sign Insurance Waiver to hold the Complex harmless for injury/accidents.*

By Signing you affirm that the information provided is true and accurate and that you have read, understand, and agree to abide by the BRSC Field Rental and Conduct Guidelines Document

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Bondurant Recreational Sports Complex (BRSC)

## Field Rental Agreement

Thank you for submitting a Field Rental Request. The following portions of your request have been approved by the BRSC Board. Please sign and return this form to BRSC with payment of fees (if applicable) for this request to become official. You will receive confirmation BRSC received this document and that the request is official.

Summary of Approved Dates:

*Example:*

*Friday 7/15 through Sunday 7/17 Fields 1,2,3,5, and 6 all day.*

*Pricing option T2*

*6 games per day per field. (Games will begin every 2 hours on all fields 8am, 10am, Noon, 2pm, 4pm, and 6 pm) for a total of 60 games.*

*\$40 x 60 games = \$2400*

*Total cost would be \$2400*

*BRSC Grounds Crew will drag and chalk between every game where possible.*

Make checks payable to: City of Bondurant

Mail to:

BRSC, City of Bondurant

P.O. Box 37

Bondurant IA 50035

Team/Organization Name:

Team/Organization Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

CITY OF BONDURANT  
RESOLUTION NO. 15-14

RESOLUTION REAPPOINTING JAN HALL, 101 3RD STREET, SOUTHEAST,  
BONDURANT, TO THE VIRGIL C. WEBB, WILLIAM GARBER AND FLORA WEBB  
GARBER FOUNDATION BOARD OF DIRECTORS

WHEREAS, the Virgil C. Webb, William Garber and Flora Webb Garber Foundation Board of Directors consist of various members of the Bondurant community and one of the board of director positions is appointed by the Mayor of Bondurant each January for a one-year term; AND

WHEREAS, Jan Hall, 101 3rd Street, SE, was appointed in 2014 and has attended all the Board of Director meetings and made a positive contribution to the Board;

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Bondurant, Iowa, that Jan Hall be reappointed to the Board of Directors of the Virgil C. Webb, William Garber and Flora Webb Garber Foundation for calendar year 2015.

Passed this 19th day of January, 2015,

By: \_\_\_\_\_  
Keith Ryan, Mayor

ATTEST: I, Mark J. Arentsen, City Administrator of Bondurant, hereby certify that at a meeting of the City Council held on the above date, among other proceedings the above was adopted.

IN WITNESS WHEREOF, I have hereunto set my hand the day and year above written.

\_\_\_\_\_  
Mark J. Arentsen, City Administrator

Council Action	Ayes	Nays	Abstain	Absent
Enos				
Lohse				
Peffer				
Reed				
Sullivan				

*Virgil C. Webb, William Garber and Flora Webb Garber Foundation*

*5360 NE 70<sup>th</sup> Ave.*

*Altoona, Iowa 50009*

*515.967.2024 515.967.4498*

January 10, 2015

Honorable Mayor Keith Ryan

City of Bondurant, Iowa

200 2nd St NE Box 37

Bondurant, IA 50035

The Virgil C. Webb, William Garber and Flora Webb Garber Foundation Board of Directors consist of various members of the Bondurant community. One of the board of director positions is one appointed by the Mayor of Bondurant each January for a one year term. This appointment is not limited to one year per appointment but the individual may be appointed by you for other one year terms.

You appointed Jan Hall for a director's position for 2014. She attended all the Board of Director meetings and made a positive contribution to the Board. She was a valuable asset to our meetings and decisions. Jan would again make an excellent director appointment for the Foundation.

It is that time of year for you to appoint your representative to the Foundation's Board of Directors for 2015. Please submit your nominee to me by February 1, 2015. This action is a function of the articles of incorporation of the Virgil C. Webb, William Garber and Flora Webb Garber Foundation and the Bondurant City Council has no authority over this appointment.

Your appointee must be aware that relatives of the directors are not eligible for scholarships. A director's familiarities with the Bondurant Farrar High School, knowledge of Virgil Webb and experience on organizations' board of directors are favorable director qualities sought by the Foundation.

If you should have an further questions, I would encourage you to contact me.

Regards,

Criss D. Vandehaar

Managing Director

[vcwebbfoundation@gmail.com](mailto:vcwebbfoundation@gmail.com)

515.971.9195

515.967.2024

rcvd 1/15/2015 62