

Posting Date: October 2, 2015

**NOTICE OF A REGULAR MEETING
BONDURANT CITY COUNCIL
OCTOBER 5, 2015**

NOTICE IS HEREBY GIVEN that a Regular Meeting of the City Council will be held at 6:00 p.m. on Monday, October 5, 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 Agenda:
All items listed below are considered routine by the City Council and will be enacted by one motion. There will be no separate discussion of these items unless a Council Member or citizen so requests, in which event the item will be removed from the Consent Agenda and considered separately.
 - a. Approval of the City Council Meeting Minutes of September 21, 2015
 - b. Receive and File – Planning and Zoning Commission Minutes of September 10, 2015
 - c. Claims Report
 - d. Utility Delinquent Listing of as 9/30/15
 - e. Tax Abatement Applications
 - f. Approve renewal of liquor license for Polito's Pizza House, 210 Lincoln Street, NE
 - g. Approve renewal of liquor license for Casey's General Store #1373, 302 Second St., NE
7. Polk County Sheriff's Report
8. Guests requesting to address the City Council
9. **RESOLUTION NO. 15-140** – Resolution approving the Preliminary Plat for Rolling Woods Plat 3
10. **RESOLUTION NO. 15-141** – Resolution approving the Site Plan for Business / Residence at Outlot X Meadow Brook North Plat 18 a lot located directly east of 520 3rd Street, SE and NW of 319 Washington Avenue, SE
11. **RESOLUTION NO. 15-142** – Resolution approving an Interim Designated Signer on Behalf of the City of Bondurant, Iowa, for Legacy Bank Accounts
12. **RESOLUTION NO. 15-143** – Resolution approving the job description for the City Clerk position
13. **RESOLUTION NO. 15-144** – Resolution approving the job description for the Utility Billing Clerk position
14. **RESOLUTION NO. 15-145** – Resolution approving the Extension of the Employment Agreement between the City of Bondurant and City Administrator Mark Arentsen
15. **ORDINANCE 15-213** – (Second Reading) Ordinance amending the City Zoning Code of the City of Bondurant, Iowa, by Amending Chapter 177 General Regulations

16. **ORDINANCE 15-215** – (First Reading) Ordinance amending the City Code of the City of Bondurant, Iowa, by Amending Chapter 65.02 Four-Way Stop Intersections
17. **ORDINANCE 15-216** – (First Reading) Ordinance amending the City Code of the City of Bondurant, Iowa, by amending Chapter 90 Water Service System, Chapter 103 Stormwater Utility, Chapter 106 Collection of Solid Waste
18. **ORDINANCE 15-217** – (First Reading) Ordinance amending the City Code of the City of Bondurant, Iowa, by Amending Chapter 17 City Council
19. Discussion Items –
 - a. Sewer Connection Fee District Fee Schedule
 - b. Board and Committee Vacancies as of December 31, 2015
 - c. Tax Abatement Review Committee Recommendation
 - d. City Administrator Vacation Carry-over
20. Reports / Comments and appropriate action thereon:
 - a. Mayor
 - b. City Administrator
 - c. Council Members
 - d. City Attorney
21. Adjourn

City Council Meetings:

- Special Meeting, Monday, October 12, 2015 City Council and Planning & Zoning Commission Joint Meeting
- Regular Meeting, October 19, 2015
- Regular Meeting, November 2, 2015

The Bondurant City Council maintains the right to waive the first and second readings of ordinances presented and may pass the third and final reading of the same ordinance within the same council meeting.

BONDURANT CITY COUNCIL
Minutes
September 21, 2015 6:00 P.M.
Bondurant City Center

1. Roll Call

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

City Officials

Present: City Administrator Mark Arentsen, Assistant to City Administrator Mary Rork-Watson, Library Director Jill Sanders, Finance Director Lori Dunham

2. Call to Order and Declaring a Quorum

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

3. Pledge of Allegiance

4. Abstentions declared – None

5. Perfecting and Approval of the Agenda

Moved by Enos, seconded by Peffer, to approve the Agenda. Vote on Motion 5-0. Motion declared carried unanimously.

6. Consent Agenda:

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

- a. Approval of the City Council Meeting Minutes of September 08, 2015
- b. Receive and File –Meeting Minutes of Library Board Meeting of August 05, 2015 and Librarian Report
- c. Receive and File –Planning and Zoning Minutes of August 27, 2015
- d. Receive and File – Parks and Recreation Board Minutes of May 21, 2015 and June 18, 2015
- e. Claims Report and City of Bondurant Financial Statements (emailed 9/10/15)
- f. Tax Abatement Applications

Moved by Lohse, seconded by Enos, to approve the Consent Agenda. Vote on Motion 5-0. Motion declared carried unanimously.

7. PRESENTATION – Wendy Gray explained a proposed business called Chillin' Classic Ice Cream Treats.

8. PRESENTATION – Leslie Berckes and Ted Bzdega, representing the Trees Forever Community Visioning Program, presented the Council with concept drawings and told the members that a feasibility report with cost estimates will be ready on October 26.

9. Guests requesting to address the City Council – None

10. Polk County Sheriff's Report — Chief Joe Simon, Polk County Sheriff's Department, reported 152 calls for service. He alerted the Council to increased burglaries occurring north of Bondurant. Residents are reminded to lock their cars and homes. Businesses may request a security survey from the Sheriff's department.

11. **RESOLUTION NO. 15-137** — Resolution approving the 2015 Financial Report

Moved by Enos, seconded by Peffer, to adopt RESOLUTION NO. 15-137. Roll Call Vote: Ayes: Lohse, Peffer, Enos, Keeler, Elrod. Nays: None. Motion Carried 5-0.

12. **RESOLUTION NO. 15-138** – Resolution approving the Sign Easement between the City of Bondurant and Classic Builders

Moved by Enos, seconded by Elrod, to adopt RESOLUTION NO. 15-138. Roll Call Vote: Ayes: Lohse, Peffer, Enos, Keeler, Elrod. Nays: None. Motion Carried 5-0.

13. **RESOLUTION NO. 15-139** – Resolution approving the payment to WRA for the Initial Invoice of \$350,000 for Mud Creek Interceptor Phase 19, Segment 3 Project Completed January 2014

Moved by Lohse, seconded by Enos, to adopt RESOLUTION NO. 15-139. Roll Call Vote: Ayes: Lohse, Peffer, Enos, Keeler, Elrod. Nays: None. Motion Carried 5-0.

14. **ORDINANCE NO. 15-214** — (First Reading) Ordinance Amending the Code of Ordinances of the City of Bondurant by Amending Chapter 69.08 No Parking Zones

Moved by Enos, seconded by Peffer, to waive the first and second readings and approve the final reading of ORDINANCE NO. 15-214. Roll Call Vote: Ayes: Lohse, Peffer, Enos, Keeler, Elrod. Nays: None. Motion Carried 5-0.

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

Moved by Enos, seconded by Peffer, to amend the Ordinance to state the following: 7. Fence Material: All fences shall be made of the following approved material: Chain Link, Vinyl coated chain link, Vinyl coated aluminum, wood metal, PVC. Prohibited materials include: Barbed wire, razor wire, electric fence and any other material; snow fences shall also be prohibited, except as approved by the City Council.

Moved by Enos, seconded by Lohse, to approve the first reading of ORDINANCE NO 15-213, as amended. Roll Call Vote: Ayes: Lohse, Peffer, Enos, Keeler, Elrod. Nays: None. Motion Carried 5-0.

16. Discussion Items –

- a. Special Meeting with Planning and Zoning Commission set for Monday, October 12 at 6 p.m. at Bondurant City Center to review Comprehensive Plan and goals for preliminary plans. Council asked that City Attorney Brick attend the meeting.
- b. An ordinance will be written for October 5 meeting that requires \$100 deposit and other fees that are currently in place for utility services.
- c. An ordinance will be written for October 5 meeting that designates four-way stops at intersections of 13th Street, SE and Joshua Court, SE and 13th Street, SE and Caitlin Court, SE

17. Reports / Comments and appropriate action thereon:

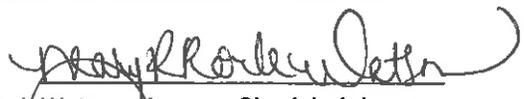
- a. Mayor – missed last two meetings because of work-related travel. Thanked Council Member Lohse for leading the meetings. BRAVO has grant opportunities for nonprofit organizations.
- b. City Administrator Report
 - Public Works – Last day for summer workers is this Wednesday, snow plow training is 9/29, 9/30, 10/1, city park grounds tilled and seeded, DM Water Works implementing 10 percent rate increase for 2016
 - BRSC – Meeting in October to review year’s operations and plan for 2016, Little League has requested changes to Field 4, thank you letters will be sent to contributors and field users
 - Recreation – Shelter rental fees are \$50/resident and \$60/nonresident per session. Deposit is \$100, Trailhead Depot will no longer be rented, City Park reservations begin this weekend, art sites at Lake Petocka discussed by Parks & Recreation Board, co-ed softball over, Lake Petocka South Shelter restroom RFQ will be sent out this week
 - Fire Department – BBQ proceeds around \$4,500, recruitment continues, Think Light preparing proposal for Fire Station
 - City Hall – Census training began this week, Tax Abatement Review Committee meets Wednesday, work on hiring Utility Billing Clerk has begun, Community Visioning Boards will be a football game on Friday, would like to create City Clerk position in place of Assistant to City Administrator due to the continued growth of the town
- c. Council Members
 - Council Member Elrod – No comment
 - Council Member Keeler – Will be late to October 5 meeting
 - Council Member Enos – MWA has deferred the organic waste discussion for now
 - Council Member Peffer – No comment
 - Council Member Lohse – No comment

18. Moved by Peffer, seconded by Lohse, to move into Closed Session pursuant to Iowa Code 21.5.1(i) to discuss extending City Administrator’s contract at 7:18 p.m. Roll Call Vote: Ayes: Lohse, Peffer, Enos, Keeler, Elrod. Nays: None. Motion Carried 5-0.

19. Moved by Lohse, seconded by Peffer, to adjourn the Closed Session and reconvene the Regular Meeting at 7:53 p.m. Roll Call Vote: Ayes: Lohse, Peffer, Enos, Keeler, Elrod. Nays: None. Motion Carried 5-0.

20. Adjournment

Moved by Peffer, seconded by Enos, to adjourn the meeting at 7:55 p.m. Vote on Motion 5-0. Motion declared carried unanimously.


 Mary Rork-Watson, Asst. to City Administrator

ATTEST:

 Curt Sullivan, Mayor

**CITY OF BONDURANT
PLANNING AND ZONING COMMISSION
September 10, 2015
MINUTES**

1. Call to Order

Commission Chair Dave Higgins called the meeting to order at 6:04 p.m.

2. Roll Call

Roll call was taken and a quorum was declared.

Present: Commission Chair Dave Higgins
Commission Member Brian Clayton
Commission Member Jeff Kromrie
Commission Member Roy McCleary
Commission Member Tamara Russell
Commission Member Karen Hudson
Commission Member Laura Wood

City Officials Present: City Administrator Mark Arentsen, Assistant to City Administrator Mary Rork-Watson,
Council Member Bob Pepper

3. Perfecting and Approval of the Agenda

Motion made by McCleary, seconded by Wood, to approve the agenda as presented. Roll Call: Ayes: Kromrie, Clayton, Higgins, McCleary, Russell, Wood, Hudson. Nays: 0. Motion Carried.

4. Approval of the Commission Minutes

Motion made by McCleary, seconded by Russell, to approve the minutes of August 27, 2015. Roll Call: Ayes: Kromrie, Clayton, Higgins, McCleary, Russell, Wood, Hudson. Nays: 0. Motion Carried.

5. Guests requesting to address the Commission – City Council Member Bob Pepper, 508 6th Court, SE, Bondurant, addressed the Commission regarding the Council's goal to hold a joint meeting with the Planning and Zoning Commission. Commission members agreed this was a good idea and discussed possible dates for a meeting.

6. RESOLUTION NO. PZ-15-17 – Resolution approving the Preliminary Plat for Rolling Woods Plat 3 which falls within two miles of Bondurant city limits and the City is entitled to review

Bill Elson, 3705 Grand Avenue, Des Moines, explained the Preliminary Plat is an Outlot of approximately 52 acres and will have one single-family residence.

Moved by Russell, seconded by Hudson, to approve Resolution No. PZ-15-17. Roll Call: Ayes: Kromrie, Clayton, Higgins, McCleary, Russell, Wood, Hudson. Nays: 0. Motion Carried.

7. DISCUSSION – Planning and Zoning Commission recommendation regarding Tax Abatement

Commission members reviewed information from the Tax Abatement Review committee including a survey of residents that had recently moved to the City. The Commission members discussed ideas about phasing out the abatement and the impact residential growth has had on the school district and the desired small-town atmosphere. Commission members thought the abatement should extend to home remodeling and renovation to encourage residents to remain in the City and support property improvements. They agreed with the Review committee that only one option is needed for Commercial tax abatement.

Commission members discussed how continued residential growth will affect emergency services and public works. They also discussed whether the tax abatement was comparable to surrounding communities. City Administrator Arentsen said 88 building permits had been issued through the end of August and three had been issued as of September 10.

Commission Member Hudson left the meeting at 6:30 p.m.

Moved by McCleary, seconded by Wood to recommend the current tax abatement schedule be eliminated and residential tax abatement end on a specific date determined by City Council, while retaining the home remodeling and renovation schedule to encourage residents to improve their properties and stay in the City; additionally, the Commission recommends amending the commercial abatement schedule to offer only the three year, 100 percent schedule. Vote on Motion 6-0. Motion declared carried unanimously.

8. Reports and Comments

a. Commission Member Comments

Commission Member Kromrie- none

Commission Member Wood - none

Commission Member McCleary - Inquired about the tile repair work near his home.

Commission Member Clayton- Assisted with moving furniture into Reclaimed Rails Brewery, asked City Administrator Arentsen to check that the fence ordinance being considered by Council doesn't prohibit barbed wire or electric fences for agricultural purposes. Liked the idea suggested by Council Member Keeler that the City Engineer include the Comprehensive Plan as part of engineering comments and said that Classic Builders provided good information at Council meeting regarding Bluejay Landing.

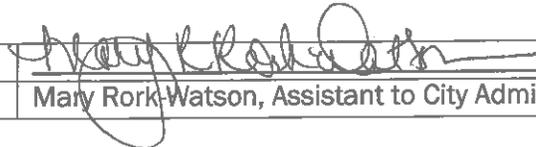
Commission Member Russell - none

b. Commission Chair Comments - none

c. City Administrator Comments - Introduced John Wright who plans to build a home/shop on property on the corner of 3rd and Washington.

9. Adjournment

Moved by McCleary, seconded by Clayton, to adjourn the meeting at 7:05 p.m.

	
Commission Chair, David Higgins	Mary Rork-Watson, Assistant to City Administrator

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ

A-26273	1	10/06/15	10/06/15	LEGACY BANK 1715 A KING'S THRONE KYBO	50.00	001	001-430-6415	1
				INVOICE TOTAL	50.00			
				VENDOR TOTAL	50.00			
17547197	1	10/06/15	10/06/15	1473 ACCESS SYSTEMS LEASING COPIER	317.66	001	001-410-6499	1
	2			SERVER SUPPORT	382.00	001	001-410-6725	1
				INVOICE TOTAL	699.66			
				VENDOR TOTAL	699.66			
INV357598	1	10/06/15	10/06/15	1516 ACCESS SYSTEMS RESET MODEM	137.50	001	001-410-6419	1
				INVOICE TOTAL	137.50			
INV359096	1	10/06/15	10/06/15	SHADOWPROTECT LICENSE RE	176.32	001	001-410-6419	1
				INVOICE TOTAL	176.32			
				VENDOR TOTAL	313.82			
342082	1	10/06/15	10/06/15	20 ALTOONA ACE HARDWARE SOCKET ADAPTER	3.99	110	110-210-6350	1
				INVOICE TOTAL	3.99			
343389	1	10/06/15	10/06/15	PVC CEMENT;CAP	7.96	600	600-811-6727	1
				INVOICE TOTAL	7.96			
343699	1	10/06/15	10/06/15	NUTS/BOLTS	.50	110	110-210-6350	1
				INVOICE TOTAL	.50			
				VENDOR TOTAL	12.45			
09232015	1	10/06/15	10/06/15	1872 SUNNY ANDERS MILEAGE REIMB	2.88	001	001-622-6450	1
				INVOICE TOTAL	2.88			
				VENDOR TOTAL	2.88			
10052015	1	10/06/15	10/06/15	1056 MARK ARENTSEN MILEAGE ALLOW	165.00	001	001-621-6240	1
	2			MILEAGE ALLOW	165.00	600	600-812-6240	1
	3			MILEAGE ALLOW	170.00	610	610-817-6240	1
				INVOICE TOTAL	500.00			
				VENDOR TOTAL	500.00			
09232015	1	10/06/15	10/06/15	1869 CYNTHIA AUGUSTINE MILEAGE REIMB	87.98	001	001-622-6450	1
				INVOICE TOTAL	87.98			
				VENDOR TOTAL	87.98			

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
2030923837	1	10/06/15	10/06/15	48 BAKER & TAYLOR BOOKS-7	174.64	001	001-410-6502	1
				INVOICE TOTAL	174.64			
2030938183	1	10/06/15	10/06/15	BOOKS-72	776.91	001	001-410-6502	1
				INVOICE TOTAL	776.91			
2030975449	1	10/06/15	10/06/15	BOOKS-14	164.84	001	001-410-6502	1
				INVOICE TOTAL	164.84			
2031018217	1	10/06/15	10/06/15	BOOKS-6	86.67	001	001-410-6502	1
				INVOICE TOTAL	86.67			
				VENDOR TOTAL	1,203.06			
733593	1	10/06/15	10/06/15	1398 BASS PRO SHOPS CAMERAS;SD CARDS	349.91	335	335-430-6790	1
				INVOICE TOTAL	349.91			
739253	1	10/06/15	10/06/15	HOBBS WADERS-2	179.94	171	171-865-6504	2
				INVOICE TOTAL	179.94			
				VENDOR TOTAL	529.85			
09222015	1	10/06/15	10/06/15	9999999999 2939 BIG LC REIMB OVERPAYMENT WATER CK4651	20.00	600	600-811-6450	1
				INVOICE TOTAL	20.00			
				VENDOR TOTAL	20.00			
59731	1	10/06/15	10/06/15	1718 BRICK STREET MARKET PAPER TOWEL, TISSUE, NAPKI UTENSILS	41.21	001	001-410-6507	1
				INVOICE TOTAL	41.21			
83803	1	10/06/15	10/06/15	SNACK, DRINK ITEMS	29.91	001	001-410-6240	1
				INVOICE TOTAL	29.91			
83804	1	10/06/15	10/06/15	ICE	4.79	001	001-410-6240	1
				INVOICE TOTAL	4.79			
				VENDOR TOTAL	75.91			
09232015	1	10/06/15	10/06/15	1873 CONNIE BUCKLIN MILEAGE REIMB	57.50	001	001-622-6450	1
				INVOICE TOTAL	57.50			
				VENDOR TOTAL	57.50			
09282015	1	10/06/15	10/06/15	1687 M. BURKES, L.L.C. STONER DVLPMNT AGRMT RES1	15,611.50	125	125-520-6782	1
				INVOICE TOTAL	15,611.50			

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
				VENDOR TOTAL	15,611.50			
370398	1	10/06/15	10/06/15	1866 BYLER'S MASONRY CONCRETE PATCH-MAILBOX A	3,350.00	001	001-650-6399	1
				INVOICE TOTAL	3,350.00			
				VENDOR TOTAL	3,350.00			
125994	1	10/06/15	10/06/15	1030 CARTER PRINTING 2PT BANK AUTH AGREEMENT	29.97	600	600-812-6414	1
	2			2PT BANK AUTH AGREEMENT	29.97	610	610-817-6414	1
	3			2PT BANK AUTH AGREEMENT	29.96	670	670-840-6414	1
				INVOICE TOTAL	89.90			
				VENDOR TOTAL	89.90			
9578653915	1	10/06/15	10/06/15	1515 CENTURYLINK SERVICES	187.09	001	001-622-6580	1
				INVOICE TOTAL	187.09			
9670082915	1	10/06/15	10/06/15	SERVICES	66.99	610	610-816-6373	1
				INVOICE TOTAL	66.99			
9672418915	1	10/06/15	10/06/15	SERVICES	297.08	001	001-650-6373	1
				INVOICE TOTAL	297.08			
9672668915	1	10/06/15	10/06/15	SERVICES	67.10	001	001-410-6373	1
	2			SERVICES	162.94	001	001-410-6419	1
				INVOICE TOTAL	230.04			
9674790915	1	10/06/15	10/06/15	SERVICES	229.19	001	001-410-6373	1
				INVOICE TOTAL	229.19			
9674902915	1	10/06/15	10/06/15	SERVICES	105.54	001	001-150-6373	1
	2			SERVICES	105.54	001	001-160-6373	1
				INVOICE TOTAL	211.08			
9675778915	1	10/06/15	10/06/15	SERVICES	78.98	110	110-210-6373	1
				INVOICE TOTAL	78.98			
				VENDOR TOTAL	1,300.45			
203602	1	10/06/15	10/06/15	95 CFI SALES INC. TIRE-BACKHOE	137.00	110	110-210-6350	1
				INVOICE TOTAL	137.00			
				VENDOR TOTAL	137.00			
06122015	1	10/06/15	10/06/15	1732 MARGARET CHRISTIAN MILEAGE REIMB 4/28-6/12/	90.71	001	001-410-6230	1
				INVOICE TOTAL	90.71			
09192015	1	10/06/15	10/06/15	MILEAGE REIMB 6/19-9/19/	29.76	001	001-410-6230	1
				INVOICE TOTAL	29.76			

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
VENDOR TOTAL					120.47			
1228 CINTAS CORPORATION #762								
762403849	1	10/06/15	10/06/15	LAUNDRY	25.30	001	001-650-6409	1
	2			LAUNDRY	25.41	110	110-210-6499	1
	3			LAUNDRY	12.04	001	001-150-6499	1
INVOICE TOTAL					62.75			
VENDOR TOTAL					125.50			
843 CITY OF WEST DES MOINES								
CE-1015	1	10/06/15	10/06/15	METRO HOME IMP PROGRAM A	6,745.00	001	001-520-6210	1
INVOICE TOTAL					6,745.00			
VENDOR TOTAL					6,745.00			
9999999999 2686 CLASSIC BUILDERS INC								
09042015	1	10/06/15	10/06/15	SIGN EASEMENT-GRANT N/NE	1.00	001	001-430-6580	1
INVOICE TOTAL					1.00			
VENDOR TOTAL					1.00			
1870 GREG CLOE								
09232015	1	10/06/15	10/06/15	MILEAGE REIMB	21.85	001	001-622-6450	1
INVOICE TOTAL					21.85			
VENDOR TOTAL					21.85			
939 OCCUPATIONAL HEALTH CTR OF SW								
255396127	1	10/06/15	10/06/15	PRE-EMPLOY PHYSICAL-L SI	252.50	001	001-160-6230	1
INVOICE TOTAL					252.50			
VENDOR TOTAL					252.50			
1556 COMMUNITY STATE BANK								
10052015	1	10/06/15	10/06/15	WIL-RON DEVELOPMENT AGRM	50,000.00	125	125-520-6780	1
INVOICE TOTAL					50,000.00			
VENDOR TOTAL					50,000.00			
1580 D & K PRODUCTS								
0435696-IN	1	10/06/15	10/06/15	GRASS SEED-CITY PARK	740.00	335	335-430-6790	1
INVOICE TOTAL					740.00			
VENDOR TOTAL					740.00			
1875 CATHY DAKOVICH-JONES								
09232015	1	10/06/15	10/06/15	MILEAGE REIMB	31.63	001	001-622-6450	1
INVOICE TOTAL					31.63			

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
				VENDOR TOTAL	31.63			
5689428	1	10/06/15	10/06/15	134 DEMCO LABEL PROTECTORS,CD ALBU	63.79	001	001-410-6506	1
				INVOICE TOTAL	63.79			
				VENDOR TOTAL	63.79			
9472	1	10/06/15	10/06/15	813 DES MOINES DOOR ADJ PHOTO EYES	100.00	110	110-210-6310	1
				INVOICE TOTAL	100.00			
				VENDOR TOTAL	100.00			
900417962	1	10/06/15	10/06/15	146 DES MOINES AREA COMM COLLEGE TUITION-K NICHOLSON-WILL	1,050.00	001	001-160-6230	1
				INVOICE TOTAL	1,050.00			
S1243841	1	10/06/15	10/06/15	TUITION-EMT CLASS-KENNED	1,974.17	001	001-160-6230	1
				INVOICE TOTAL	1,974.17			
				VENDOR TOTAL	3,024.17			
09232015	1	10/06/15	10/06/15	1876 EMILY ENABNIT MILEAGE REIMB	20.13	001	001-622-6450	1
				INVOICE TOTAL	20.13			
				VENDOR TOTAL	20.13			
V-US-22842	1	10/06/15	10/06/15	1311 ENVISIONWARE INC. ANNUAL RENEWAL	354.45	001	001-410-6419	1
				INVOICE TOTAL	354.45			
				VENDOR TOTAL	354.45			
4250 915	1	10/06/15	10/06/15	1069 FIRST NATIONAL BANK OMAHA BRICK ST MKT-CVB LUNCH	80.64	001	001-520-6240	1
	2			AMAZON-EXTERNAL HARD DRI	241.81	001	001-621-6506	1
	3			AMAZON-BOOKS	233.70	001	001-410-6502	1
	4			XBOX CONTROLLERS	64.86	001	001-410-6599	1
				INVOICE TOTAL	621.01			
				VENDOR TOTAL	621.01			
1509159	1	10/06/15	10/06/15	769 FRASER TRANSPORTATION SRVCS AMBULANCE 9/17/15	200.00	001	001-160-6499	1
				INVOICE TOTAL	200.00			
				VENDOR TOTAL	200.00			
09232015	1	10/06/15	10/06/15	1116 JACKIE FRENCH-KREUDER MILEAGE REIMB	2.88	001	001-622-6450	1
				INVOICE TOTAL	2.88			

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
				VENDOR TOTAL	2.88			
040232944	1	10/06/15	10/06/15	1563 GILCREST/JEWETT LUMBER CO SHELTER LUMBER	642.74	335	335-430-6791	1
				INVOICE TOTAL	642.74			
040234258	1	10/06/15	10/06/15	SHELTER MATERIALS	841.41	335	335-430-6791	1
				INVOICE TOTAL	841.41			
				VENDOR TOTAL	1,484.15			
09232015	1	10/06/15	10/06/15	1878 LESLI HARRIGAN MILEAGE REIMB	13.23	001	001-622-6450	1
				INVOICE TOTAL	13.23			
				VENDOR TOTAL	13.23			
117770	1	10/06/15	10/06/15	193 HAWKEYE TRUCK EQUIPMENT LIGHT BAR-BACKHOE	225.00	110	110-210-6350	1
				INVOICE TOTAL	225.00			
				VENDOR TOTAL	225.00			
E558123	1	10/06/15	10/06/15	1142 HD SUPPLY WATERWORKS LTD METER CONNECTORS	1,500.00	600	600-811-6727	1
	2			MARKING FLAGS	80.00	600	600-811-6507	1
				INVOICE TOTAL	1,580.00			
				VENDOR TOTAL	1,580.00			
0134821	1	10/06/15	10/06/15	202 HILLTOP TIRE SERVICE BATWING MOWER TIRE,MOUNT	52.98	001	001-430-6350	1
				INVOICE TOTAL	52.98			
				VENDOR TOTAL	52.98			
281197	1	10/06/15	10/06/15	225 IOWA FIRE EQUIPMENT FIRE EXTINGUISHERS-3 10L	237.90	001	001-650-6507	1
	2			FIRE EXTINGUISHERS-2 10L	434.60	110	110-210-6507	1
	3			FIRE EXTINGUISHERS-3 10L	237.90	001	001-410-6507	1
	4			FIRE EXTINGUISHERS-10 2L	345.00	001	001-150-6507	1
	5			FIRE EXTINGUISHERS-7 10L	555.10	001	001-150-6507	1
	6			FIRE EXTINGUISHER-10 LB	79.30	610	610-816-6507	1
	7			FIRE EXTINGUISHERS-10LB;	113.80	001	001-440-6507	1
				INVOICE TOTAL	2,003.60			
				VENDOR TOTAL	2,003.60			
937613	1	10/06/15	10/06/15	1062 IOWA PRISON INDUSTRIES TRAIL SIGNS-COB;ARROWS;P	1,092.45	001	001-430-6320	1
				INVOICE TOTAL	1,092.45			
				VENDOR TOTAL	1,092.45			

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
				238 IOWA WORKFORCE DEVELOPMENT				
32015	1	10/06/15	10/06/15	3RD QTR SUI LIABILITY	17.15	112	112-150-6170	1
	2			3RD QTR SUI LIABILITY	17.15	112	112-160-6170	1
	3			3RD QTR SUI LIABILITY	58.86	112	112-410-6170	1
	4			3RD QTR SUI LIABILITY	32.70	112	112-430-6170	1
	5			3RD QTR SUI LIABILITY	38.29	112	112-621-6170	1
	6			3RD QTR SUI LIABILITY	31.74	112	112-210-6170	1
	7			3RD QTR SUI LIABILITY	9.34	600	600-811-6170	1
	8			3RD QTR SUI LIABILITY	9.34	610	610-816-6170	1
	9			3RD QTR SUI LIABILITY	9.36	112	112-170-6170	1
	10			3RD QTR SUI LIABILITY	7.57	741	741-865-6170	1
	11			3RD QTR SUI LIABILITY	9.80	112	112-440-6170	1
	12			3RD QTR SUI LIABILITY	11.36	001	001-622-6170	1
	13			3RD QTR SUI LIABILITY	1.73	112	112-180-6170	1
				INVOICE TOTAL	254.39			
				VENDOR TOTAL	254.39			
				210 IMWCA				
INV58989	1	10/06/15	10/06/15	WORK COMP PREM 15-16 #4	3,430.00	112	112-621-6160	1
				INVOICE TOTAL	3,430.00			
				VENDOR TOTAL	3,430.00			
				1879 CARI KREAMER				
09232015	1	10/06/15	10/06/15	MILEAGE REIMB	17.25	001	001-622-6450	1
				INVOICE TOTAL	17.25			
				VENDOR TOTAL	17.25			
				1880 LAWRENCE MCCAIN				
09232015	1	10/06/15	10/06/15	MILEAGE REIMB	31.63	001	001-622-6450	1
				INVOICE TOTAL	31.63			
				VENDOR TOTAL	31.63			
				842 MENARDS				
88386	1	10/06/15	10/06/15	SHELTER WASTEBASKET;HOOK	59.64	335	335-430-6790	1
	2			SHOP REFRIGERATOR	101.00	110	110-210-6506	1
	3			SHOP REFRIGERATOR	101.00	600	600-812-6506	1
	4			SHOP REFRIGERATOR	101.00	610	610-817-6506	1
	5			SHOP REFRIGERATOR	101.00	001	001-430-6506	1
				INVOICE TOTAL	463.64			
88388	1	10/06/15	10/06/15	TIE DOWN STRAPS	19.99	001	001-430-6507	1
				INVOICE TOTAL	19.99			
89117	1	10/06/15	10/06/15	CLEANING SUPPLIES	39.81	001	001-430-6507	1
				INVOICE TOTAL	39.81			
89189	1	10/06/15	10/06/15	TARP-BONDURANT SIGN	30.48	001	001-430-6507	1
				INVOICE TOTAL	30.48			
89193	1	10/06/15	10/06/15	EXTINGUISHER MOUNT	3.30	001	001-650-6310	1

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL	ACCOUNT	CK SQ
				INVOICE TOTAL	3.30				
				VENDOR TOTAL	557.22				
18993	1	10/06/15	10/06/15	1884 MIDWEST ELECTRONIC RECOVERY DISPOSE COMPUTER EQUIPME	65.60	001		001-160-6499	1
				INVOICE TOTAL	65.60				
				VENDOR TOTAL	65.60				
10042015	1	10/06/15	10/06/15	1153 JILL MOLAND CLEANING	400.00	001		001-650-6499	1
	2			CLEANING CENSUS BLDG	200.00	001		001-622-6580	1
				INVOICE TOTAL	600.00				
				VENDOR TOTAL	600.00				
0602659-IN	1	10/06/15	10/06/15	308 MUNICIPAL SUPPLY 1" METER	226.90	600		600-811-6727	1
				INVOICE TOTAL	226.90				
0602796-IN	1	10/06/15	10/06/15	METER SEALS-300	105.00	600		600-811-6727	1
				INVOICE TOTAL	105.00				
0603493-IN	1	10/06/15	10/06/15	SEAL PRESS-2	170.00	600		600-811-6507	1
				INVOICE TOTAL	170.00				
				VENDOR TOTAL	501.90				
70006234	1	10/06/15	10/06/15	286 METRO WASTE AUTHORITY MONTHLY CURB-IT FEE	4,177.67	670		670-840-6435	1
				INVOICE TOTAL	4,177.67				
				VENDOR TOTAL	4,177.67				
929320	1	10/06/15	10/06/15	979 NAPA AUTO PARTS HYDRAULIC OIL	143.84	110		110-210-6350	1
				INVOICE TOTAL	143.84				
929338	1	10/06/15	10/06/15	WRENCH	38.68	110		110-210-6350	1
				INVOICE TOTAL	38.68				
				VENDOR TOTAL	182.52				
659-269033	1	10/06/15	10/06/15	1457 O'REILLY AUTO PARTS WRENCHES; SOCKETS	18.97	110		110-210-6350	1
				INVOICE TOTAL	18.97				
				VENDOR TOTAL	18.97				
1884453001	1	10/06/15	10/06/15	322 OFFICE DEPOT INC RUBBERBANDS	8.79	600		600-812-6506	1
				INVOICE TOTAL	8.79				

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
5193137001	1	10/06/15	10/06/15	BLUE FOLDERS	63.78	001	001-160-6506	1
				INVOICE TOTAL	63.78			
5194116001	1	10/06/15	10/06/15	RECEIPT BOOKS, LEGAL PADS	10.18	600	600-812-6506	1
	2			RECEIPT BOOKS, LEGAL PADS	10.18	610	610-817-6506	1
	3			RECEIPT BOOKS, LEGAL PADS	10.18	001	001-621-6506	1
				INVOICE TOTAL	30.54			
				VENDOR TOTAL	103.11			
09232015	1	10/06/15	10/06/15	1881 ERIC OLSON MILEAGE REIMB	2.88	001	001-622-6450	1
				INVOICE TOTAL	2.88			
				VENDOR TOTAL	2.88			
46837	1	10/06/15	10/06/15	1234 OMNI-SITE.NET RE-ACTIVATION-MALL PT;PA	150.00	610	610-816-6499	1
				INVOICE TOTAL	150.00			
				VENDOR TOTAL	150.00			
09292015	1	10/06/15	10/06/15	1134 PETTY CASH POSTAGE	109.53	001	001-410-6508	1
				INVOICE TOTAL	109.53			
				VENDOR TOTAL	109.53			
09232015	1	10/06/15	10/06/15	1120 SANDRA PILGER MILEAGE REIMB	2.88	001	001-622-6450	1
				INVOICE TOTAL	2.88			
				VENDOR TOTAL	2.88			
795	1	10/06/15	10/06/15	338 POLK COUNTY AVIATION AUTHORITY FY2016 TAX LEVY	10,758.00	001	001-280-6413	1
				INVOICE TOTAL	10,758.00			
				VENDOR TOTAL	10,758.00			
AG WEED-DH	1	10/06/15	10/06/15	898 POLK COUNTY EXTENSION OFFICE COMMERC AG WEED TRAINING	35.00	001	001-430-6320	1
				INVOICE TOTAL	35.00			
AQUATIC-BB	1	10/06/15	10/06/15	AQUATIC; FOREST; ROW TRAIN	35.00	001	001-430-6230	1
				INVOICE TOTAL	35.00			
MOSQ-BB	1	10/06/15	10/06/15	MOSQ PEST MGMT TRAINING-	35.00	001	001-350-6230	1
				INVOICE TOTAL	35.00			
MOSQ-DH	1	10/06/15	10/06/15	MOSQ PEST MGMT TRAINING-	35.00	001	001-350-6230	1
				INVOICE TOTAL	35.00			
MOSQ-PC	1	10/06/15	10/06/15	MOSQ PEST MGMT TRAINING-	35.00	001	001-350-6230	1

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL	ACCOUNT	CK SQ
				INVOICE TOTAL	35.00				
TURFGR-BB	1	10/06/15	10/06/15	TURFGRASS APPLC TRAINING	35.00	001		001-430-6230	1
				INVOICE TOTAL	35.00				
TURFGR-JM	1	10/06/15	10/06/15	TURFGRASS APPLC-JM	35.00	001		001-440-6298	2
				INVOICE TOTAL	35.00				
				VENDOR TOTAL	245.00				
				337 POLK COUNTY TREASURER					
6158	1	10/06/15	10/06/15	ANIMAL CONTROL AUG 2015	503.75	001		001-190-6413	1
				INVOICE TOTAL	503.75				
				VENDOR TOTAL	503.75				
				346 PORTER HARDWARE					
450303	1	10/06/15	10/06/15	CITY PARK SHELTER KEYS	19.53	335		335-430-6790	1
				INVOICE TOTAL	19.53				
				VENDOR TOTAL	19.53				
				348 PRAXAIR					
53878147	1	10/06/15	10/06/15	CYLINDER RENTAL	39.33	001		001-160-6507	1
				INVOICE TOTAL	39.33				
				VENDOR TOTAL	39.33				
				1293 PROTEX CENTRAL					
IN00062016	1	10/06/15	10/06/15	FIRE ALARM INSPECTION	445.00	001		001-410-6310	1
				INVOICE TOTAL	445.00				
IN00062018	1	10/06/15	10/06/15	ALARM/EXTING INSPECTIONS	206.00	001		001-650-6499	1
	2			ALARM/EXTING INSPECTIONS	206.00	110		110-210-6499	1
				INVOICE TOTAL	412.00				
				VENDOR TOTAL	857.00				
				619 RACOM CORPORATION					
RI-151587	1	10/06/15	10/06/15	EDACS ACCESS	458.25	001		001-150-6373	1
	2			EDACS ACCESS	458.25	001		001-160-6373	1
				INVOICE TOTAL	916.50				
				VENDOR TOTAL	916.50				
				1702 RECORDED BOOKS INC					
75195929	1	10/06/15	10/06/15	CD BOOK	39.99	001		001-410-6502	1
				INVOICE TOTAL	39.99				
				VENDOR TOTAL	39.99				
				1701 JILL SANDERS					
09292015	1	10/06/15	10/06/15	MILEAGE REIMB 9/9;9/16	44.28	001		001-410-6240	1
				INVOICE TOTAL	44.28				

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
				VENDOR TOTAL	44.28			
09232015	1	10/06/15	10/06/15	1882 JENIFER SCHRAG MILEAGE REIMB	31.63	001	001-622-6450	1
				INVOICE TOTAL	31.63			
				VENDOR TOTAL	31.63			
22066	1	10/06/15	10/06/15	1395 SPINUTECH QTRLY LICENSE;SUPPORT	600.00	001	001-621-6419	1
				INVOICE TOTAL	600.00			
				VENDOR TOTAL	600.00			
12036	1	10/06/15	10/06/15	1534 STRATUS BUILDNG SOLUTIONS IOWA CLEANING	443.39	001	001-410-6499	1
				INVOICE TOTAL	443.39			
				VENDOR TOTAL	443.39			
403020678	1	10/06/15	10/06/15	930 TOMPKINS INDUSTRIES, INC. CLAMP CREDIT	10.41-	110	110-210-6350	1
				INVOICE TOTAL	10.41-			
403035956	1	10/06/15	10/06/15	MOSQ SPRAYER HOSE	7.67	001	001-350-6350	1
				INVOICE TOTAL	7.67			
403098850	1	10/06/15	10/06/15	HYDRAULIC HOSE ASSY	240.26	110	110-210-6350	1
				INVOICE TOTAL	240.26			
				VENDOR TOTAL	237.52			
5272000248	1	10/06/15	10/06/15	387 TREASURER - STATE OF IOWA SEPT 2015 SALES TAX	243.00	741	741-050-2140	1
	2			SEPT 2015 SALES TAX	359.00	610	610-050-2140	1
	3			SEPT 2015 SALES TAX	4,121.00	600	600-050-2140	1
				INVOICE TOTAL	4,723.00			
				VENDOR TOTAL	4,723.00			
C77A2F0869	1	10/06/15	10/06/15	1132 TREASURER STATE OF IOWA BRAIN,CAMPBELL UNCASHED	9.20	605	600-810-6420	1
				INVOICE TOTAL	9.20			
				VENDOR TOTAL	9.20			
09182015	1	10/06/15	10/06/15	1156 JOSH TROUT MARK'S PHONE;SERVER BACK	50.00	001	001-621-6419	1
				INVOICE TOTAL	50.00			
				VENDOR TOTAL	50.00			
0900011360	1	10/06/15	10/06/15	770 UNITED HEALTHCARE-RIVER VALLEY OCT 2015 HEALTH INS	2,715.26	112	112-621-6150	1

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
	2			OCT 2015 HEALTH INS	1,393.77	0124	001-050-2124	1
	3			OCT 2015 HEALTH INS	388.27	1024	110-050-2124	1
	4			OCT 2015 HEALTH INS	150.12	6024	600-050-2124	1
	5			OCT 2015 HEALTH INS	150.11	6124	610-050-2124	1
	6			OCT 2015 HEALTH INS	121.50	7424	741-050-2124	1
	7			OCT 2015 HEALTH INS	597.18	112	112-430-6150	1
	8			OCT 2015 HEALTH INS	2,369.69	112	112-410-6150	1
	9			OCT 2015 HEALTH INS	1,591.43	112	112-210-6150	1
	10			OCT 2015 HEALTH INS	854.96	600	600-811-6150	1
	11			OCT 2015 HEALTH INS	854.96	610	610-816-6150	1
	12			OCT 2015 HEALTH INS	433.73	741	741-865-6150	1
	13			OCT 2015 HEALTH INS	339.16	112	112-170-6150	1
	14			OCT 2015 HEALTH INS	158.63	112	112-440-6150	1
	15			OCT 2015 HEALTH INS	403.17	112	112-150-6150	1
	16			OCT 2015 HEALTH INS	403.19	112	112-160-6150	1
				INVOICE TOTAL	12,925.13			
				VENDOR TOTAL	12,925.13			
				525 US CELLULAR				
0102982443	1	10/06/15	10/06/15	CELL PHONES	20.59	001	001-621-6373	1
	2			CELL PHONES	85.47	600	600-812-6373	1
	3			CELL PHONES	21.21	610	610-817-6373	1
	4			CELL PHONES	64.87	610	610-816-6373	1
	5			CELL PHONES	107.73	110	110-210-6373	1
	6			CELL PHONES	11.62	001	001-430-6373	1
	7			CELL PHONES	193.12	001	001-150-6373	1
	8			CELL PHONES	193.12	001	001-160-6373	1
	9			CELL PHONES	23.24	741	741-865-6373	1
	10			CELL PHONES	24.06	001	001-440-6373	1
				INVOICE TOTAL	745.03			
				VENDOR TOTAL	745.03			
				1161 VEENSTRA & KIMM, INC.				
42811 15	1	10/06/15	10/06/15	AUG 2015 BUILDING INSPEC	7,514.08	001	001-170-6490	1
				INVOICE TOTAL	7,514.08			
42817 5	1	10/06/15	10/06/15	CITY MAPPING	284.00	001	001-540-6407	1
				INVOICE TOTAL	284.00			
42823 4	1	10/06/15	10/06/15	MUD CREEK TRAIL DESIGN	776.00	337	337-210-6407	1
				INVOICE TOTAL	776.00			
4284 25	1	10/06/15	10/06/15	ENGINEERING SRVCS	32.30	001	001-540-6407	1
				INVOICE TOTAL	32.30			
4285-035 3	1	10/06/15	10/06/15	WOLF CRK 7,8-PRELIM PLAT	81.88	001	001-540-6407	1
				INVOICE TOTAL	81.88			
4285-038 1	1	10/06/15	10/06/15	BLUEJAY LAND PRELIM PLAT	28.00	001	001-540-6407	1
				INVOICE TOTAL	28.00			
				VENDOR TOTAL	8,716.26			

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST GL ACCOUNT	CK SQ
5515255-1	1	10/06/15	10/06/15	1510 THE WALDINGER CORPORATION REPLC BATTERY,CHARGER-SI	463.33	001 001-180-6499	1
				INVOICE TOTAL	463.33		
				VENDOR TOTAL	463.33		
9753 915	1	10/06/15	10/06/15	427 WALMART COMMUNITY CELLPHONE CAR CHARGER-PC	19.96	600 600-811-6373	1
				INVOICE TOTAL	19.96		
				VENDOR TOTAL	19.96		
09232015	1	10/06/15	10/06/15	1883 DIANE WATSON MILEAGE REIMB	28.75	001 001-622-6450	1
				INVOICE TOTAL	28.75		
				VENDOR TOTAL	28.75		
36930	1	10/06/15	10/06/15	433 WILLIAMSONS REPAIR OIL CHANGE-200	68.71	001 001-430-6332	1
				INVOICE TOTAL	68.71		
				VENDOR TOTAL	68.71		
				LEGACY BANK TOTAL	145,608.59		
				TOTAL MANUAL CHECKS	.00		
				TOTAL E-PAYMENTS	.00		
				TOTAL PURCH CARDS	.00		
				TOTAL ACH PAYMENTS	.00		
				TOTAL OPEN PAYMENTS	145,608.59		
				GRAND TOTALS	145,608.59		

ACCOUNT NO ALPHA ID	DEPOSIT DATE	PEN TIMES	DEPOSIT AMOUNT	INTEREST AMOUNT	TOTAL AMOUNT	DEPOSIT REFUND CODE
2371102 BISHOP PAUL & ANITA	12/01/11		172.78	.00	172.78	Check
2450004 KJH RESIDENTIAL	6/12/15	1	24.88	.00	24.88	Check
2705001 AUSTIN MATT A	3/13/12		50.63	.00	50.63	Check
2906102 K & N HOLDING INC	8/15/15	1	43.36	.00	43.36	Check
3120002 MCCALLISTER MEGAN	11/02/09		79.25	.00	79.25	Check
4045006 VALENTINE BRIANNA	8/15/15	1	28.73	.00	28.73	Check
5155002 REED MICHAEL	6/30/06	7	79.25	.00	79.25	Check
6465007 NATIONSTAR MORTGAGE	5/12/15	2	79.25	.00	79.25	Check
6597414 OZONO TYLER	11/06/14	3	76.04	.00	76.04	Check
6613101 LYMAN DENNIS	6/27/03	12	15.69	.00	15.69	Check
6726000 ORTON HOMES LLC	8/15/15	1	69.77	.00	69.77	Check
7480005 HARMEL NICOLE	7/08/09	12	43.07	.00	43.07	Check
8681000 KEENE ROBBIE	6/15/14		35.91	.00	35.91	Check
9100001 WYLLIE SHANNA	6/30/06	2	37.75	.00	37.75	Check
9448008 KJH RESIDENTIAL	7/14/15	1	42.71	.00	42.71	Check
10198000 CHATEAU HOMES LLC	7/14/15		139.17	.00	139.17	Check
11110000 INTEGRITY HOMES INC	8/15/15		82.26	.00	82.26	Check
14000704 KADING PROPERTIES	9/10/15		78.61	.00	78.61	Check
14003303 KADING PROPERTIES	8/15/15	1	43.36	.00	43.36	Check
15001200 GREENLAND HOMES INC	9/10/15		122.37	.00	122.37	Check
16000510 PARKS CUSTOM HOMES	9/15/15		54.30	.00	54.30	Check
REPORT TOTAL			1399.14	.00	1399.14	
WATER			1399.14	.00	1399.14	

**CITY OF BONDURANT
INTERIM WARRANT LIST
October 5, 2015**

DATE	VENDOR - REFERENCE	ACCOUNT CODE	TOTALS
09/25/15	IRS USA tax payment - Federal/FICA		9,734.26
09/23/15	RJ Martin Excavating - Tile line, downspouts - City shelter	335-430-6790	930.94
	- Alleyway dirt groundwork - City Park	335-430-6790	1,000.00
	- Backfill sidewalk - City Park	335-430-6790	800.00
	- Level out dirt piles - Efnor Park	335-430-6792	900.00
			3,630.94
09/24/15	IDALS - Commercial Applicators Certification - McGrann	001-440-6298	15.00
09/30/15	Mediacom - Internet	001-621-6373	115.90
09/30/15	Postmaster - Utility bill mailing	600-812-6508	133.26
		610-817-6508	133.26
		670-840-6508	133.26
		741-865-6508	133.26
			533.04
		Total	14,029.14

GRAND TOTALS-A/P	145,608.59
UTILITY DEPOSIT REFUNDS	1,399.14
INTERIM WARRANT LIST	14,029.14
TOTAL	<u>\$161,036.87</u>

UBPASTRP MW
10.31.14

ACCOUNT NO/ AMOUNT
DUE

1200005F 67.05
1235000F 136.49
1260004F 82.98
2220004F 181.35
2220008F 342.04
2450003F 20.96
2813001F 255.94
2906101F 211.74
2906102 35.25
3005000F 54.76
3080006F 248.96
3275006F 70.72
3340011F 218.67
4045006 44.70
4350004F 51.12
4400002F 16.38
4550008F 130.28
5120003F 94.61
5193001F 160.06
5230009F .92
5710000F 448.09
5820006F 78.72
6193002F 60.56
6285016F 226.64
6593311F 411.72
6593411F 42.59

UBPASTRP ER: MW
10.31.14

ACCOUNT NO/ AMOUNT
DUE

6595017F 104.00
6595022F 13.11
6596109F 87.28
6596609F 18.17
6597606F 186.35
6598208F 77.85
6598812F 127.44
6599305F 48.15
6599314F 36.81
6605501F 57.48
6726000 9.90
7310002F 121.22
7320000F 128.48
7550001F 25.51
8155000F 125.73
9056002F 102.59
9442001F 88.81
9448005F 35.94
9448008 35.25
10143001F 158.16
10175003F 31.00
14000703 189.53
14000901F 216.22
14001103F 220.74
14001703F 69.38
14003303 35.25

UBPASTRP
10.31.14

ACCOUNT NO

14003506F 113.31
14004203F 82.22
14004301F 241.79
14004302 190.42
14004603F 64.32
14004803F 22.32
14005002F 281.81
14005203F 75.31
14006203 280.56
14006603F 59.75
15005201F 463.22

7252.69
103.31
222.06
341.98
.00
.90
7920.94

For Council packets
Delinquent list
as of 9-30-15

**Tax Abatement Applications
October 5, 2015
City of Bondurant**

Name	Address	Completion Date	Cost
Greg Klostermann	501 Cleveland Avenue SE	9/23/15	\$214,731
Trent Miller	227 Tailfeather Drive NE	9/25/15	\$321,000
Breanna Arens	504 4th Street SE	9/30/15	\$252,740
David & Emily Van Wyk	511 4th Street SE	10/01/15	\$247,600

BONDURANT
101 N Grant ST
BONDURANT, IA 50035

No Violation Notice

Friday September 18, 2015

Polito's Pizza House Inc.
210 NE LINCOLN ST
BONDURANT, IA 50035

An inspection of your facility on Thursday September 17, 2015 revealed no violations to the Fire Code of the City of BONDURANT.

Thank you for your cooperation.



Kreuder, Aaron M/Fire Chief
Inspector

Applicant License Application (BW0092288)

Name of Applicant:	<u>Polito's Pizza House, Inc.</u>		
Name of Business (DBA):	<u>Polito's Pizza House, Inc.</u>		
Address of Premises:	<u>210 Lincoln St NE</u>		
City	<u>Bondurant</u>	County:	<u>Polk</u> Zip: <u>50035</u>
Business	<u>(515) 957-8545</u>		
Mailing	<u>PO Box 280</u>		
City	<u>Bondurant</u>	State	<u>IA</u> Zip: <u>50035</u>

Contact Person

Name	<u>Thomas Polito</u>		
Phone:	<u>(515) 971-2845</u>	Email	<u>tracey.polito@yahoo.com</u>

Classification Special Class C Liquor License (BW) (Beer/Wine)

Term: 12 months

Effective Date: 11/12/2015

Expiration Date: 11/11/2016

Privileges:

- Special Class C Liquor License (BW) (Beer/Wine)
- Sunday Sales

Status of Business

BusinessType:	<u>Privately Held Corporation</u>		
Corporate ID Number:	<u>258310</u>	Federal Employer ID	<u>42-1526312</u>

Ownership

Thomas Polito

First Name: Thomas **Last Name:** Polito
City: Berwick **State:** Iowa **Zip:** 50032
Position: Owner
% of Ownership: 100.00% **U.S. Citizen:** Yes

Mary Polito

First Name: Mary **Last Name:** Polito
City: Urbandale **State:** Iowa **Zip:** 50322
Position: Secretary
% of Ownership: 0.00% **U.S. Citizen:** Yes

Insurance Company Information

Insurance Company:	<u>Secura Insurance Company</u>
---------------------------	---------------------------------

Policy Effective Date:

Policy Expiration

Bond Effective

Dram Cancel Date:

Outdoor Service Effective

Outdoor Service Expiration

Temp Transfer Effective

Temp Transfer Expiration Date:

BONDURANT
101 N Grant ST
BONDURANT, IA 50035

No Violation Notice

Monday September 28, 2015

Casey General Store #1373
302 NE 2 nd ST
BONDURANT, IA 50035

An inspection of your facility on Monday September 28, 2015 revealed no violations to the Fire Code of the City of BONDURANT.

Thank you for your cooperation.



Kreuder, Aaron M/Fire Chief
Inspector

Applicant License Application (BC0016396)

Name of Applicant: <u>Casey's Marketing Company</u>		
Name of Business (DBA): <u>Casey's General Store #1373</u>		
Address of Premises: <u>302 Second St NE</u>		
City <u>Bondurant</u>	County: <u>Polk</u>	Zip: <u>5003500</u>
Business	<u>(515) 967-8002</u>	
Mailing	<u>PO Box 3001</u>	
City <u>Ankeny</u>	State <u>IA</u>	Zip: <u>500218045</u>

Contact Person

Name <u>Michelle Rogness, Store Operations</u>		
Phone: <u>(515) 446-6728</u>	Email	<u>michelle.rogness@caseys.com</u>

Classification Class C Beer Permit (BC)

Term: 12 months

Effective Date: 12/07/2015

Expiration Date: 12/06/2016

Privileges:

Class C Beer Permit (BC)

Sunday Sales

Status of Business

BusinessType: <u>Publicly Traded Corporation</u>	
Corporate ID Number: <u>184278</u>	Federal Employer ID <u>42-1435913</u>

Ownership

Michael Richardson

First Name: Michael **Last Name:** Richardson
City: Pleasant Hill **State:** Iowa **Zip:** 50327
Position: President
% of Ownership: 0.00% **U.S. Citizen:** No

42-0935283 Casey's General Stores Inc

First Name: 42-0935283 **Last Name:** Casey's General Stores, Inc
City: Ankeny **State:** Iowa **Zip:** 50021-804
Position: Owner
% of Ownership: 100.00% **U.S. Citizen:** No

JULIA L. JACKOWSKI

First Name: JULIA L. **Last Name:** JACKOWSKI
City: URBANDALE **State:** Iowa **Zip:** 50322
Position: ASSISTANT SECRETARY

% of Ownership: 0.00%

U.S. Citizen: Yes

ROBERT C. FORD

First Name: ROBERT C.

Last Name: FORD

City: DALLAS CENTER

State: Iowa

Zip: 50063

Position: VICE PRESIDENT

% of Ownership: 0.00%

U.S. Citizen: Yes

James Pistillo

First Name: James

Last Name: Pistillo

City: Urbandale

State: Iowa

Zip: 50323

Position: Treasurer

% of Ownership: 0.00%

U.S. Citizen: Yes

Insurance Company Information

Insurance Company: First Western Insurance

Policy Effective Date:

Policy Expiration

Bond Effective

Dram Cancel Date:

Outdoor Service Effective

Outdoor Service Expiration

Temp Transfer Effective

Temp Transfer Expiration Date:

CITY OF BONDURANT
RESOLUTION NO. 15-140

RESOLUTION APPROVING THE PRELIMINARY PLAT FOR ROLLING WOODS PLAT 3

WHEREAS, Bill Elson, Crawford Creek, LLC, 3705 Grand Avenue, Des Moines, Iowa, has submitted a Preliminary Plat for Rolling Woods Plat 3, legally described as: Outlot "X" of Rolling Woods, Official Plat, Polk County, Iowa, except Parcel "A" as recorded at Book 11750, Page 388. All now included in and forming a part of Polk County, Iowa and containing 51.412 acres; AND

WHEREAS, the Preliminary Plat lies in unincorporated Polk County and according to Iowa Code 354.9 of the 2013 Code of Iowa, this Plat falls within two miles of Bondurant city limits and the City is entitled to review; AND

WHEREAS, the Planning and Zoning Commission of the City of Bondurant, Iowa, approved the Preliminary Plat 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 Preliminary Plat for Rolling Woods Plat 3, is hereby approved.

Passed and approved this 05th day of October, 2015,

Curt Sullivan, Mayor

ATTEST:

Mark J. Arentsen, City Administrator

PLANNING AND ZONING COMMISSION
RESOLUTION NO. PZ-15-17

RESOLUTION RECOMMENDING THE APPROVAL OF A PRELIMINARY PLAT FOR
ROLLING WOODS PLAT 3

WHEREAS, Bill Elson, Crawford Creek, LLC, 3705 Grand Avenue, Des Moines, Iowa, has submitted a Preliminary Plat for Rolling Woods Plat 3, legally described as: Outlot "X" of Rolling Woods, Official Plat, Polk County, Iowa, except Parcel "A" as recorded at Book 11750, Page 388. All now included in and forming a part of Polk County, Iowa and containing 51.412 acres; AND

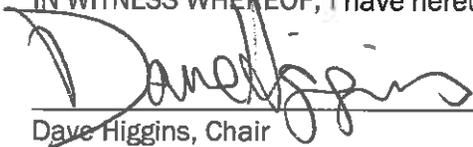
WHEREAS, the Preliminary Plat lies in unincorporated Polk County and according to Iowa Code 354.9 of the 2013 Code of Iowa, this Plat falls within two miles of Bondurant city limits and the City is entitled to review

NOW, THEREFORE, BE IT RESOLVED, by the Planning and Zoning Commission of the City of Bondurant, Iowa, the Preliminary Plat for Rolling Woods Plat 3, Polk County, Iowa, is approved and forwarded to the City Council with a recommendation for approval of same.

Moved by Russell Seconded by Hudson 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.

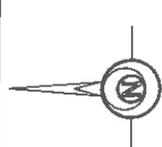


Dave Higgins, Chair



Mark Arentsen, City Administrator

ROLLING WOODS PLAT 3



Owner/Developer:
 Eli Elson
 Creek LLC
 3705 Grand Ave.
 Des Moines, IA 50312
 Ph. (515) 255-3306
 Fax (515) 277-3133

SURVEYOR:
 Mark A. McMurphy, P.E. & P.L.S.
 Abaci Consulting, Inc.
 101 N. Circle Drive
 Grimes, IA 50111
 Ph. (515) 255-0048
 Fax (515) 986-0586

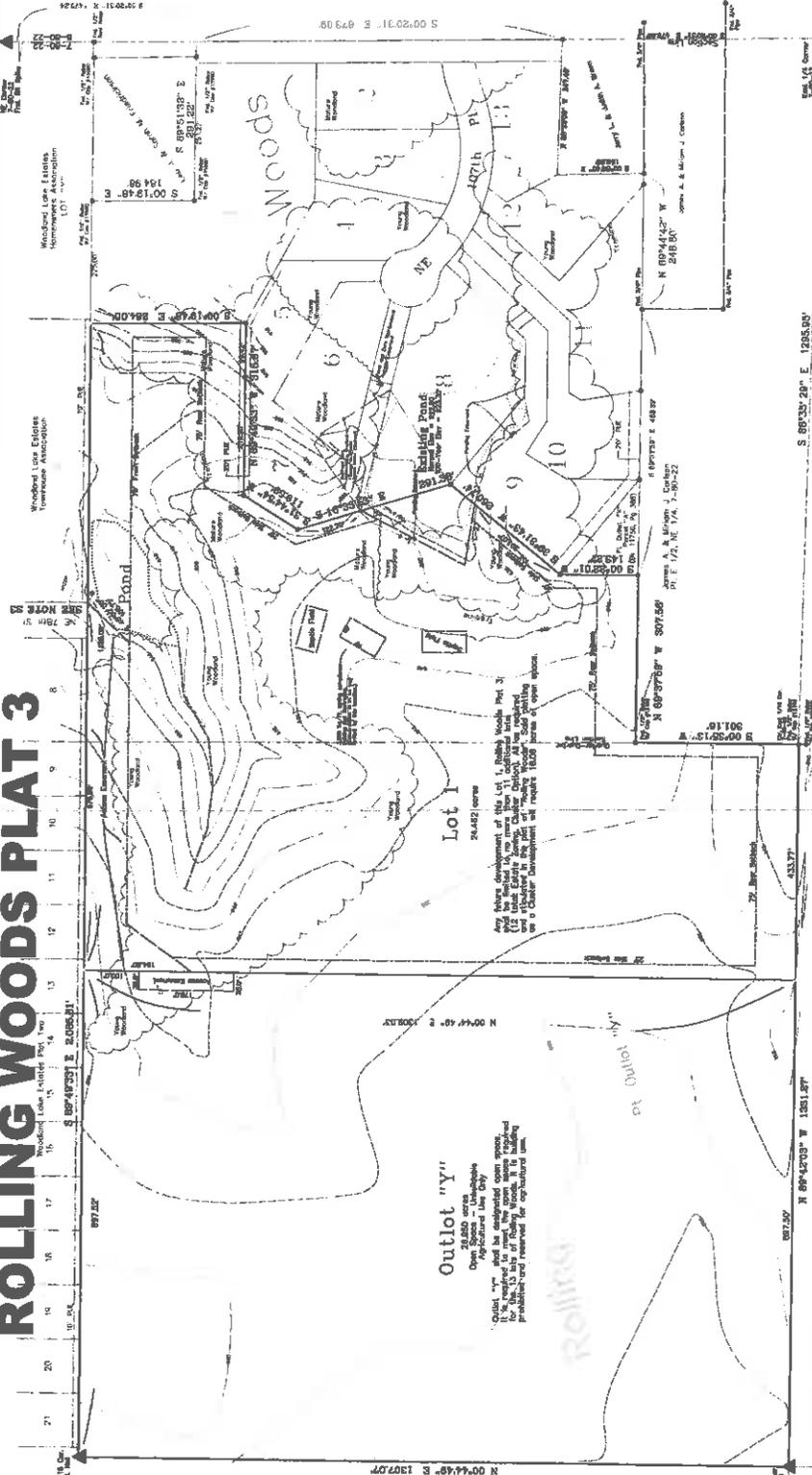
Utility Notes:
 1) The utility lines shown on this plat are based on the information provided by the utility companies.
 2) The utility lines shown on this plat are not to be construed as a warranty of accuracy or completeness.
 3) The utility lines shown on this plat are not to be construed as a warranty of accuracy or completeness.
 4) The utility lines shown on this plat are not to be construed as a warranty of accuracy or completeness.

LEGAL DESCRIPTION:
 Sublot 7 of Rolling Woods, Official Plat, Polk County, Iowa, included in and forming part of Polk County, Iowa and containing 5.1412 acres.

LEGAL DESCRIPTION:
 Sublot 7 of Rolling Woods, Official Plat, Polk County, Iowa, included in and forming part of Polk County, Iowa and containing 5.1412 acres.

PRELIMINARY

Preliminary Plat for Rolling Woods Plat 3



Zoning Notes:
 1) The zoning district shown on this plat is based on the information provided by the city of Des Moines.
 2) The zoning district shown on this plat is not to be construed as a warranty of accuracy or completeness.
 3) The zoning district shown on this plat is not to be construed as a warranty of accuracy or completeness.

Street Notes:
 1) All easements located within the Polk County road right-of-way.
 2) Any easement of utility, drainage or utility easities are to be construed as a warranty of accuracy or completeness.
 3) A portion of the easement located on the lot shown herein is not to be construed as a warranty of accuracy or completeness.

LEGAL DESCRIPTION:
 Sublot 7 of Rolling Woods, Official Plat, Polk County, Iowa, included in and forming part of Polk County, Iowa and containing 5.1412 acres.

LEGAL DESCRIPTION:
 Sublot 7 of Rolling Woods, Official Plat, Polk County, Iowa, included in and forming part of Polk County, Iowa and containing 5.1412 acres.

ABACI CONSULTING, INC.
 CIVIL ENGINEERING - LAND SURVEYING
 101 N. CIRCLE DR., GRIMES, IOWA 50111, PH. (515) 255-0048

REVISIONS:
 06/28/15 First Submitted

DATE: 06/28/15

BY: M.A.M.

FOR: M.A.M.

SCALE: AS SHOWN

PROJECT: Rolling Woods Plat 3

DATE: 06/28/15

BY: M.A.M.

FOR: M.A.M.

CITY OF BONDURANT
RESOLUTION NO. 15-141

RESOLUTION APPROVING THE SITE PLAN FOR BUSINESS / RESIDENCE AT OUTLOT X
MEADOW BROOK NORTH PLAT 18, A LOT LOCATED DIRECTLY EAST OF 520 3RD STREET, SE
AND NW OF 319 WASHINGTON AVENUE, SE

WHEREAS, John Wright, 1008 15th Street, SE, Bondurant, has submitted a Site Plan for a Business/
Residence to be built on Outlot X to Meadow Brook North Plat 18; AND

WHEREAS, this property is described as an irregular shaped lot directly east of 520 3rd Street, SE and
Northwest of 319 Washington Avenue, SE, approximately 13,379 square feet; AND

WHEREAS, John Wright proposes to build a single family residence and business on the lot; AND

WHEREAS, the Planning and Zoning Commission of the City of Bondurant, Iowa, approved the
Preliminary Plat and forwarded it to the City Council with a recommendation for approval, pending a
proper zoning procedure

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Bondurant, Iowa, that the Site
Plan for Business / Resident at Outlot X Meadow Brook North Plat 18 submitted by John Wright, is
hereby approved.

Passed and approved this 05th day of October, 2015,

Curt Sullivan, Mayor

ATTEST:

Mark J. Arentsen, City Administrator

PLANNING AND ZONING COMMISSION
RESOLUTION NO. PZ-15-18

RESOLUTION RECOMMENDING THE APPROVAL OF THE SITE PLAN FOR BUSINESS / RESIDENCE
AT OUTLOT X MEADOW BROOK NORTH PLAT 18, A LOT LOCATED DIRECTLY EAST OF 520 3RD
STREET, SE AND NW OF 319 WASHINGTON AVENUE, SE

WHEREAS, John Wright, 1008 15th Street, SE, Bondurant, has submitted a Site Plan for a Business/
Residence to be built on Outlot X to Meadow Brook North Plat 18; AND

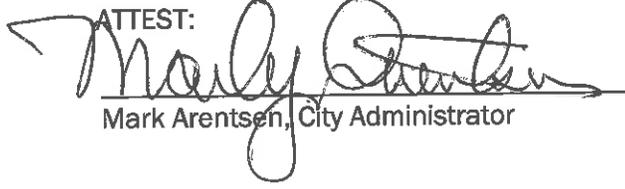
WHEREAS, this property is described as an irregular shaped lot directly east of 520 3rd Street, SE and
Northwest of 319 Washington Avenue, SE, approximately 13,379 square feet; AND

WHEREAS, John Wright proposes to build a single family residence and business on the lot

NOW, THEREFORE, BE IT RESOLVED, by the Planning and Zoning Commission of the City of
Bondurant, Iowa, that the Site Plan for a proposed Business / Residence on Outlot X Meadow Brook
North Plat 18, is hereby approved and forwarded to the City Council, pending the establishment of a
proper zoning procedure.

Moved by Kromrie Seconded by McCleary to adopt
with amendment.

Dave Higgins, Chair

ATTEST:


Mark Arentsen, City Administrator

johncwright55@g...





Polk County Assessor

111 Court Avenue #195
Des Moines, IA 50309-0904

(515) 286-3014 Fax (515) 286-3386
polkweb@assess.co.polk.ia.us

Click to center and select a parcel.



Zoom to

Map Size

Aerial

Layers

Feature	Legend	Up to
<input checked="" type="checkbox"/> Parcel Line	red	32 mi
<input checked="" type="checkbox"/> Selection	yellow	32 mi
<input type="checkbox"/> Lot Line	blue	4 mi
<input type="checkbox"/> Condo	red circle	1 mi
<input type="checkbox"/> Parcel Size	red	1/2 mi
<input type="checkbox"/> Lot Size	blue	1/2 mi
<input type="checkbox"/> Misc Size	green	1/2 mi
<input checked="" type="checkbox"/> Street Name	black	4 mi
<input type="checkbox"/> Address	brown	1 mi
<input checked="" type="checkbox"/> Building#	black	1 mi
<input checked="" type="checkbox"/> Lot#	blue	1/2 mi

Measure
Hit Esc to 0

[Get Listing](#)
[Printable Map](#)

CITY OF BONDURANT
RESOLUTION NO. 15-142

RESOLUTION APPROVING AN INTERIM DESIGNATED SIGNER ON BEHALF OF THE CITY OF
BONDURANT, IOWA, FOR LEGACY BANK ACCOUNTS

WHEREAS, the City of Bondurant requires two authorized signatures on checks issued by the City;
AND

WHEREAS, a staff resignation of a designated signer requires naming a replacement for an interim
period

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Bondurant, Iowa, that Misty
Richardson- Kugler be a designated signer on behalf of the City of Bondurant, Iowa, for Legacy Bank
Accounts, until a City Clerk is hired

BE IT FURTHER RESOLVED, that the Mayor, City Administrator, and Misty Richardson-Kugler of the
City of Bondurant (any two of the three) are authorized to sign any and all checks, drafts, and orders
including orders or directions in informal or letter form, against any funds at any time standing to the
credit of the City of Bondurant with the Bank, and/or against any account of the City of Bondurant
with the Bank, and that the Bank hereby is authorized to honor any and all checks, drafts and orders
so signed, including those drawn to the individual order of any such officer and/or person signing the
same, without further inquiry or regard to the authority of said officer(s) and/or other person(s) or the
use of said checks, drafts and orders, or the proceeds thereof.

Passed and approved this 05th day of October, 2015,

Curt Sullivan, Mayor

ATTEST:

Mark J. Arentsen, City Administrator

CITY OF BONDURANT
RESOLUTION NO. 15-143

RESOLUTION APPROVING THE JOB DESCRIPTION FOR CITY CLERK

WHEREAS, the City Council has approved creating the new staff position of City Clerk which will replace the position of Assistant to the City Administrator; AND

WHEREAS, the job description of this position has been submitted and reviewed by the City Council and has been found to benefit the administration of City business

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Bondurant, Iowa, that the job description for the City Clerk position, is hereby approved.

Passed and approved this 05th day of October, 2015,

Curt Sullivan, Mayor

ATTEST:

Mark J. Arentsen, City Administrator

CITY OF BONDURANT

JOB DESCRIPTION

DRAFT DRAFT DRAFT DRAFT DRAFT DRAFT DRAFT

Name: _____ Department: City Hall
Title: City Clerk FLSA: Non-Exempt
Date: October 1, 2015 Reports to: City Administrator

PURPOSE OF POSITION / SUMMARY

Under general to direct supervision, this position is responsible for all City Council meeting document preparation and follow up activities. This includes Resolution and Ordinance preparation, all publication requirements, and obtaining signatures, mailing and filing all documents acted on at the Council meeting. City Code Book updating and maintenance. All correspondence and other writing assignments as directed by the City Administrator. Grant preparation work and submittals including all grant writing assignments as directed by the 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. Responsible for City Council meeting agenda and packet preparation, posting and distribution and placing the agenda on the City's website.
2. Responsible for preparing City Council Resolutions, Ordinances and any other documents needed for City Council meetings.
3. Must attend all City Council meetings and take general notes on the proceedings. These notes may be used to assist with preparation of the meeting minutes.
4. Responsible for preparation and publication of City Council meeting minutes.
5. Responsible for obtaining signatures on approved documents and distributing documents to the appropriate parties following execution.
6. Responsible for maintaining Resolution and Ordinance official record books.
7. Responsible for City Council meeting room setup prior to Council meetings and any cleanup/rearranging needed after conclusion of the meeting.
8. Responsible for meeting preparation for Planning & Zoning Commission and Board of Adjustments meetings including room setup and cleanup, meeting agenda posting and distribution, meeting packet preparation, corresponding with residents, placing meeting materials on the City's website and meeting minutes preparation.
9. Must attend all Planning & Zoning Commission and Board of Adjustments meetings and take general notes on the proceedings. These notes may be used to assist with preparation of the meeting minutes
10. Responsible for assisting with preparation and submittal of City grant applications.
11. Responsible for preparing power point presentations for City staff and assuring that they operate properly prior to the event.

12. Responsible for corresponding with residents and Polk County Assessor's office on the City's tax abatement program.
13. Maintain City Plat and Site Plan files.
14. Administer City alcohol and cigarette licensing and permit program.
15. Administer City parade and fireworks permit activities.
16. Assist with administration of Animal Management Committee.
17. Prepare quarterly overtime summary.
18. Maintain list of City Council, Committee and Board membership list including terms of members.
19. Responsible for City responsibilities related to City Council elections.
20. Responsible for organizing and maintaining City non-financial records.
21. Participation in bookkeeping segregation of duties activities as directed.
22. Assist with City social media programming.
23. Become familiar with City office functions such as utility billing and park & recreation activities. This includes developing a working knowledge of the utility billing software which will allow the employee to answer utility billing questions and accept and post payments.
24. Be the second person in line to answer phone calls made to the City Hall.
25. Other duties as assigned by the City Administrator.

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 20 pounds of force.

Environmental Conditions: The work is performed primarily indoors, however there may be instances of viewing locations or participating in events or meetings which are held outdoors.

WORK SCHEDULE

Work in this position is conducted both during and after normal office work hours. Normal office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. An unpaid one hour lunch period is provided and must be scheduled in conjunction with lunch periods observed by other office staff. The lunch period may vary depending on the work schedules of other office staff. Work hours in excess of 40 hours in a work week are compensated at the rate of 1.5 times the normal pay rate. Excess work hours may be compensated as overtime pay or compensatory time off. Compensatory time off must be approved in advance by the City Administrator. Office work demands at the time of the request and the schedules of other office staff will be considered in determining whether compensatory time off will be granted. Meetings of the City Council, Planning & Zoning Commission and Board of Adjustments are normally held after 5:00 p.m. The person filling this position is normally expected to attend these meetings. Excused absence from these meetings may be granted by the City Administrator.

EQUIPMENT AND MATERIALS USED:

Office related equipment such as computers, typewriters, copy machines, telephones, projectors, shredders etc.

EMPLOYMENT STANDARDS:

Required Knowledge, Skills, and Abilities:

- Ability to follow one or two-step verbal or demonstrated instructions.
- Must possess excellent writing and grammar skills.
- Ability to perform simple addition and subtraction, copy figures, count, and record numbers.
- Ability to learn basic computer functions such as MS Office and basic city utility billing functions
- General knowledge of social media programs.
- 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.

Education, Training and Experience:

Education Preferred: Graduation from an accredited college with demonstrated competency in writing assignments.

Experience Preferred: Some experience in an office work setting 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. 15-144

RESOLUTION APPROVING THE JOB DESCRIPTION FOR UTILITY BILLING CLERK

WHEREAS, the City Council has approved filling the staff position of Utility Billing Clerk which will be open due to a staff member retirement; AND

WHEREAS, the job description of this position has been submitted and reviewed by the City Council and has been found to benefit the administration of City business

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Bondurant, Iowa, that the job description for the Utility Billing Clerk position, is hereby approved.

Passed and approved this 05th day of October, 2015,

Curt Sullivan, Mayor

ATTEST:

Mark J. Arentsen, City Administrator

CITY OF BONDURANT

JOB DESCRIPTION

DRAFT DRAFT DRAFT DRAFT DRAFT DRAFT DRAFT

Name: _____ Department: City Hall
Title: Utility Billing Clerk FLSA: Non-Exempt
Date: October 1, 2015 Reports to: City Administrator

PURPOSE OF POSITION / SUMMARY

Under general to direct supervision, this position is responsible for preparing and mailing monthly utility bills, collecting and posting payments and maintaining account history for approximately 2,000 utility accounts. Charges included on the utility bill include water, sewer, storm water and garbage/recycling. Other duties include cemetery records, ambulance related accounting work and work with other accounts receivable. This position also provides general office operations support including dealing with City Hall counter customers and phone support when necessary. 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. Set up meter reading routes and adjust these routes as new properties are added.
2. Load new or updated utility account information into the handheld meter reading unit each month prior to meter reading.
3. Receive and process requests for final meter readings needed to facilitate property or occupancy transfers.
4. Enter new utility customer information no less than once each week.
5. Download handheld meter reading equipment into the utility billing software.
6. Review monthly meter readings and determine high, low and zero consumption.
7. Mail informational letter to customers with unusually high bills prior to the regular billing date.
8. Print monthly bills to allow for mailing on the last business day of the month.
9. Mail utility bills on the last day of the month.
10. Generate utility final bill reports.
11. Print & mail utility refund checks.
12. Collect and post payments as they are received. Postings are to occur no less than three times each week.
13. Work with other office staff to assist with payment posting during times when the Utility Billing Clerk is absent to assure that financial processing continues on a timely basis.
14. Process penalty calculations.
15. Print & review Disconnect Notices for mailing.
16. Generate delinquent account list for City Council review.
17. Enter customer banking information for preauthorized payment.
18. Create utility ACH file and send to banking facility.
19. Determine the monthly utility shut off date.

20. Generate reports needed by public works staff in shutting off delinquent utility accounts.
21. Notify public works employees promptly of paid customers on shut off list.
22. Maintain City cemetery location map and assist people interested in purchasing cemetery plots.
23. Receive payments for cemetery purchases and issue deeds.
24. Assist with communications with funeral homes and contractors providing vaults, funeral services or monuments for Bondurant cemetery plots.
25. Receive ambulance bill payments and maintain ambulance service accounts receivable records and reports.
26. Submit delinquent utility accounts, ambulance billings or other delinquent accounts receivable information no less than once each month to the State of Iowa Income Offset Program.
27. Maintain petty cash fund.
28. Other duties as assigned by the City Administrator.

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 20 pounds of force.

Environmental Conditions: The work is performed in an indoor climate controlled office setting.

WORK SCHEDULE

Work in this position is conducted during normal office work hours. Normal office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. An unpaid one hour lunch period is provided and must be scheduled in conjunction with lunch periods observed by other office staff. The lunch period may vary depending on the work schedules of other office staff. Work hours in excess of 40 hours in a work week are compensated at the rate of 1.5 times the normal pay rate. Excess work hours may be compensated as overtime pay or compensatory time off. Compensatory time off must be approved in advance by the City Administrator. Office work demands at the time of the request and the schedules of other office staff will be considered in determining whether compensatory time off will be granted. Little if any overtime is anticipated for this position.

EQUIPMENT AND MATERIALS USED:

Office related equipment such as calculators, computers, typewriters, copy machines, telephones, shredders etc.

EMPLOYMENT STANDARDS:

Required Knowledge, Skills, and Abilities:

- Ability to follow one or two-step verbal or demonstrated instructions.
- Ability to enter customer account information accurately.

- Ability to deal with customer account questions in an expedient and courteous manner.
- Ability to balance customer payments and utility account records and generate required trial balance and other monthly utility accounting reports.
- Ability to perform simple addition and subtraction, copy figures, count, and record numbers.
- Ability to learn basic computer functions such as MS Office and basic city utility billing functions
- 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.
- Must be able to obtain a money handling bond.

Education, Training and Experience:

Education Preferred: Some post high school education with emphasis in accounting and computer operations is desirable.

Experience Preferred: Some experience in an office work setting dealing with relatively large volume repeat customer account activity 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.

UTILITY BILLING CLERK WAGES

SEPTEMBER 28, 2015

<u>CITY</u>	<u>HOURLY WAGE</u>
Altoona	\$19.24-\$25.94
Ankeny	\$20.94-26.73
Bondurant	\$31.65 (combined position - emp. retiring)
Carlisle	\$17.46
Clive	\$21.49-\$26.86
Grimes	
Johnston	\$17.50-\$20.56
Norwalk	\$22.60 (division manager)
Pleasant Hill	
Urbandale	\$18.35-\$27.53
Waukee	\$19.12-\$22.56
Windsor Hts	

CITY OF BONDURANT
RESOLUTION NO. 15-145

RESOLUTION APPROVING THE EXTENSION OF THE EMPLOYMENT
AGREEMENT BETWEEN THE CITY OF BONDURANT AND
CITY ADMINISTRATOR MARK ARENTSEN

WHEREAS, City Administrator Mark Arentsen desires to extend the term of agreement of his employee contract as City Administrator; AND

WHEREAS, the City of Bondurant City Council desires that City Administrator continue to serve in the capacity of City Administrator for the City of Bondurant, Polk County, Iowa; AND

WHEREAS, the term of this extension is from January 31, 2017, through June 30, 2017, at which time the Employee will retire from full time employment; AND

WHEREAS, the City and Employee intend to establish a contract working arrangement effective July 1, 2017, in which Mark Arentsen will work as a contract employee on projects determined by the City Council; AND

WHEREAS, City Administrator Mark Arentsen and the City intend to determine the term and compensation for the contract working agreement by January 1, 2017; AND

WHEREAS, City Administrator Mark Arentsen and City of Bondurant City Council agree to the terms and conditions of the Employee Contract and Agreement attached as part of this resolution

BE IT RESOLVED, by the City Council of the City of Bondurant, Iowa, that the resolution approving the extension of the employment agreement between the City of Bondurant and City Administrator Mark Arentsen, is hereby approved as presented.

Passed and approved this 05th day of October, 2015,

Curt Sullivan, Mayor

ATTEST:

Mark J. Arentsen, City Administrator

CITY OF BONDURANT

RESOLUTION NO. 14-177

RESOLUTION APPROVING THE EXTENSION OF THE EMPLOYMENT AGREEMENT BETWEEN THE CITY OF BONDURANT AND CITY ADMINISTRATOR MARK ARENTSEN

WHEREAS, City Administrator Mark Arentsen desires to extend the term of agreement of his employee contract as City Administrator; AND

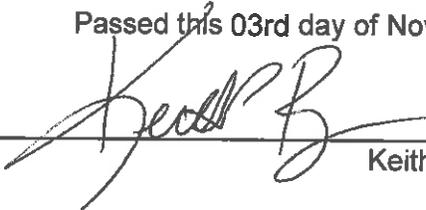
WHEREAS, the City of Bondurant City Council desires that City Administrator continue to serve in the capacity of city administrator for the City of Bondurant, Polk County, Iowa; AND

WHEREAS, the term of this agreement is from January 1, 2016, through January 31, 2017, at which time the Employee intends on retiring; AND

WHEREAS, City Administrator Mark Arentsen and City of Bondurant City Council agree to the terms and conditions of the Employee Contract and Agreement attached as part of this resolution

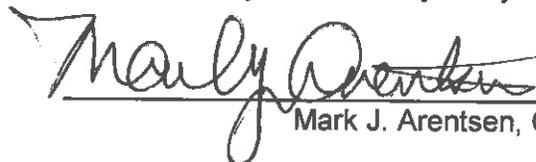
BE IT RESOLVED, by the City Council of the City of Bondurant, Iowa, that the resolution approving the extension of the employment agreement between the City of Bondurant and City Administrator Mark Arentsen, is hereby approved as presented.

Passed this 03rd day of November, 2014,

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	Yeas	Nays	Abstain	Absent
Enos	✓			
Lohse	✓			
Peffer	✓			
Reed	✓			
Sullivan	✓			

CITY OF BONDURANT EMPLOYMENT AGREEMENT

This Employment Contract and Agreement ("Agreement") is drafted and entered into this 03rd day of November, 2014, by and between the City of Bondurant, Polk County, Iowa, by its Council Members (hereinafter referred to as "Employer") and Mark Arentsen, an individual and resident of the State of Iowa (hereinafter referred to as "Employee").

WHEREAS, Employee desires to retain employment as City Administrator; and

WHEREAS, Employer desires that Employee continue to serve in the capacity of City Administrator for the City of Bondurant, Polk County, Iowa ("City Administrator"); and

WHEREAS, it is the desire of Employer: (1) to provide inducement for Employee serving as City Administrator; (2) to establish the job duties and responsibilities of Employee; and (3) to provide means of terminating Employee's services when either Employee or Employer desire to terminate his employment.

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

- 1) The term of this agreement is from January 1, 2016, through January 31, 2017, at which time the Employee intends on retiring. However, Employee and Employer agree that either party can terminate this employment relationship at any time in the manner provided herein.
- 2) Employee understands that he shall serve, at the pleasure of Employer, as City Administrator. Except as expressly set forth herein, nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of the Employer to determine that Employee shall no longer serve as City Administrator.
- 3) Except as expressly set forth herein, nothing shall prevent, limit or otherwise interfere with the right of Employee to resign at any time from his position with Employer.
- 4) In the event Employee voluntarily resigns his position with Employer during the term of this Agreement, Employee shall provide Employer with thirty (30) days' written notice, unless the parties both otherwise agree. In such an event, Employee shall be entitled to payment for accrued but unused vacation and any other benefits typically paid to City employees at termination.
- 5) Employer may terminate Employee's employment at time for Just Cause. "Just Cause" includes, but is not limited to: neglect of duty; incompetence; insubordination; misconduct in office; conviction of any public offense involving moral turpitude; breach of the terms of this agreement; or a violation of municipal, state or federal law. If Employee is terminated for Just Cause, he shall receive no severance pay other than payment for accrued but unused vacation and any other benefits typically paid to City employees at termination.

In the event Employer wishes to terminate Employee's employment without Just Cause, it may do so by giving Employee thirty (30) days' written notice. Employee, if requested by Employer, shall continue to render services and shall be paid his

regular compensation up to the date of termination. If Employee is terminated without Just Cause, Employer agrees to pay Employee a severance equal to three (3) months of his salary – minus applicable withholdings – as full and complete settlement for all damages sustained by Employee, as well as payment for accrued but unused vacation and other benefits typically paid to City employees at termination. Employer's decision not to renew or extend this Agreement is not a termination without Just Cause entitling Employee to severance.

- 6) Employer shall furnish Employee with equipment, material and manpower necessary to the efficient performance of the official duties of City Administrator.
- 7) Employee shall perform the duties of City Administrator, including the duties outlined in the Code of Ordinances of the City of Bondurant, Iowa.
- 8) Employer will conduct an annual evaluation of the Employee to determine the appropriate amount of annual salary increase, if any. Compensation increases shall not take effect until a successful evaluation of the City Administrator is completed each year by the City Council and Mayor. Employer agrees that during the term of this Agreement, it will not reduce the salary or other benefits of Employee unless such benefits are decreased for other city employees as well.
- 9) Employee will work at least forty (40) hours per week, exclusive of scheduled Council meetings; however, it is recognized that Employee must devote a great deal of time outside the normal office hours to the business of Employer and, to that end, Employee may vary his schedule accordingly.
- 10) Employer shall defend, hold harmless and indemnify Employee against tort or liability claim or demand or any other legal action arising from City activities or any alleged act or omission occurring in the performance of Employee's duties as City Administrator; provided said acts are not in violation of any state or federal criminal statutes.
- 11) Employee shall be entitled to those benefits set out below:
 - a) VACATION. Employee shall receive four weeks of paid vacation per year of this agreement. Employee may carry over two (2) weeks of unused paid vacation from year-to-year. In the event of termination, accrued but unused vacation will be paid.
 - b) HOLIDAYS. Employee is considered to be on-call twenty-four (24) hours a day. However, unless his services are needed, Employee shall not be required to work on days that have been designated as nonworking holidays in the City's Personnel Policy.
 - c) OVERTIME. Employer and Employee agree that, pursuant to the Fair Labor Standards Act, Employee is an exempt employee not eligible to receive overtime pay.
 - d) PROFESSIONAL DUES AND SUBSCRIPTIONS. The Employer shall budget and pay for professional dues and subscriptions necessary for Employee's membership in various associations and organizations which are necessary and desirable for his continued professional participation and growth for the good of Employer and to pay for any professional development or training expenses that have been approved by Employer. The memberships deemed to be necessary and desirable shall include,

but not be limited to, national, state and local city management association(s) and the Iowa League of Cities. The publications deemed to be necessary and desirable shall include, but not be limited to, regular publications of the above organizations. The meeting and seminars deemed to be necessary and desirable include, but are not limited to, those of the Iowa League of Cities and the state and local city management associations.

- e) TRAVEL EXPENSES. Meals and lodging authorized and approved by Employer will be paid on actual cost basis. Receipts for all expenses will be attached to the vouchers submitted to Employer.
- f) HEALTH INSURANCE. As of the date of this Agreement, Employer will continue to provide Employee and his family with coverage under a health insurance program chosen by Employer, at a level consistent with the coverage offered to other City employees.
- g) OTHER LEAVE. Employer will provide Employee with other leaves of absence available to City Employees.
- h) RESIDENCY REQUIREMENT. Employee agrees to maintain a residence in the City of Bondurant, Polk County, Iowa, throughout the term of the Agreement.
- i) AUTOMOBILE ALLOWANCE. Employer agrees to provide an automobile allowance of \$500.00 per month to the Employee.
- j) IPERS CONTRIBUTION. Employer understands that Employee elects coverage under the Iowa Public Employees' Retirement System consistent with the coverage offered to other eligible City employees.

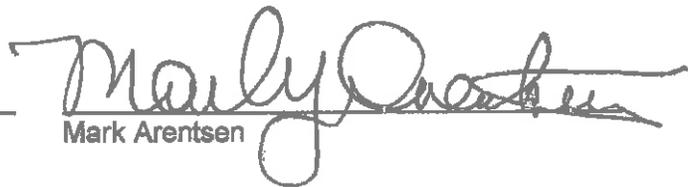
12) This Agreement shall become effective commencing January 1, 2016. If any provisions or any portion thereof in this Agreement are held unconstitutional, invalid or unenforceable, the remainder of this Agreement, or portion thereof, shall be deemed severable, shall not be affected and shall remain in full force and effect.

IN WITNESS WHEREOF, the City Council of the City of Bondurant has caused this Agreement to be signed and executed on behalf of the Council and duly attested by the City Attorney.

CITY OF BONDURANT
POLK COUNTY, IOWA
CITY COUNCIL

EMPLOYEE

Keith Ryan
Mayor


Mark Arentsen

ATTEST:

David E. Brick
City Attorney

ORDINANCE NO. 15-213

ORDINANCE AMENDING THE CITY ZONING CODE OF THE CITY OF BONDURANT, IOWA, BY AMENDING CHAPTER 177-GENERAL REGULATIONS

BE IT ENACTED by the City Council of the City of Bondurant, Polk County, Iowa:

Section 1. **SECTION AMENDED.** Chapter 177, Section 177.02 of the Zoning Code of the City of Bondurant, Iowa, is repealed and the following adopted in lieu thereof:

177.02 FENCES, WALLS, AND HEDGES. Notwithstanding other provisions of the Zoning Code, fences, walls, and hedges may be permitted in any required yard, or along the edge of any yard provided that:

1. In a residential district, no fence, wall, or hedge in any front yard shall exceed forty-eight (42) inches in height; and no fence, wall or hedge shall exceed forty-two (42) inches in height, from the front of the principal dwelling, along the street side yard of a corner lot. Except, in the event that a fence in a front yard is an open chain link fence, said open chain link fence shall not exceed forty-eight (48) inches in height.
2. No fence or wall in any rear yard shall exceed six (6) feet in height in a residential district, or ten (10) feet in height in a commercial or industrial district unless otherwise approved by the Board of Adjustment.
3. Facing – The finished surfaces of any fence hereafter erected shall face toward adjacent properties and street frontage. Every fence hereafter erected shall be done in the following manner: posts, supporting rails and other such supporting elements when located shall be on and face the property on which the fence is located.
4. In a residential, commercial or industrial district, over an overland flowage easement, no fence, wall, or hedge shall be constructed unless the fence, wall or hedge is raised at least three (3) inches above the ground.
5. In a residential, commercial or industrial district, no fence shall be constructed within four (4) feet of an alley right-of-way.
6. Construction and Maintenance: All fences shall be constructed in a sound and sturdy manner and shall be maintained in a good state of repair, including the replacement of defective parts, painting, and other acts required for maintenance. The Zoning Administrator after ten (10) days' written notice to the owner of the non-conforming fence, may order the removal of any fence that is not maintained in accordance with the provisions of this Code, and the cost of said removal shall be assessed against the property where said fence is located. An extension of time to bring the fence into maintenance conformance by the property owner may be granted to the property owner by the Zoning Administrator, upon the owner filing a verified statement that the delay is not a result of any act of the owner.

7. All fences shall be constructed and maintained with one or more of the following approved material(s): Chain Link, Vinyl coated chain link, Vinyl coated aluminum, wood metal, or PVC. Fences shall not be constructed utilizing one or more of the following prohibited materials, unless pre-approval is applied for at City Hall by property owner and granted by the City Council at a regularly scheduled City Council meeting: Barbed wire, razor wire, electric fence and any other material not specifically approved under this ordinance. The erection and use of Snow fences shall be prohibited within the City from the time period of April 1 through October 31 of each year.

Section 2. REPEALER. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

Section 3. SEVERABILITY. If any section, provisions, sentence, clause, phrase or part of this ordinance shall be adjudicated, invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any provision, section, subsection, sentence clause, phrase or part thereof not adjudged invalid or unconstitutional.

Section 4. EFFECTIVE DATE. This ordinance shall be in full force and effect following its passage, adoption and publication as required by law.

PASSED AND APPROVED by the City Council this _____ day of _____, 2015.

CITY OF BONDURANT, POLK COUNTY, IOWA

CURT SULLIVAN, MAYOR

ATTEST:

MARK J. ARENTSEN, CITY CLERK

ORDINANCE NO. 15-215

**ORDINANCE AMENDING THE CITY CODE OF THE CITY OF BONDURANT, IOWA, BY AMENDING
CHAPTER 65 – FOUR-WAY STOP INTERSECTIONS**

BE IT ENACTED by the City Council of the City of Bondurant, Polk County, Iowa:

Section 1. **SECTION MODIFIED.** Chapter 65.02 of the Code of Ordinances of the City of Bondurant, Iowa, 2002, is hereby amended to include the following:

65.02 FOUR-WAY STOP INTERSECTIONS. Every driver of a vehicle shall stop before entering the following designated four-way stop intersections:

8. Intersection of 13th Street, Southeast and Joshua Court, Southeast

9. Intersection of 13th Street, Southeast and Caitlin Court, Southeast

Section 2. **REPEALER.** All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

Section 3. **SEVERABILITY.** If any section, provisions, sentence, clause, phrase or part of this ordinance shall be adjudicated, invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any provision, section, subsection, sentence clause, phrase or part thereof not adjudged invalid or unconstitutional.

Section 4. **EFFECTIVE DATE.** This ordinance shall be in full force and effect following its passage, adoption and publication as required by law.

PASSED AND APPROVED by the City Council this xx day of xx, 2015.

ATTEST:

CITY OF BONDURANT, POLK COUNTY, IOWA

MARK J. ARENTSEN, CITY CLERK

CURT SULLIVAN, MAYOR

FIRST CONSIDERATION:

SECOND CONSIDERATION:

THIRD CONSIDERATION:

ORDINANCE NO. 15-216

**ORDINANCE AMENDING THE CITY CODE OF THE CITY OF BONDURANT, IOWA, BY AMENDING
CHAPTER 90, WATER SERVICE SYSTEM, CHAPTER 103 STORMWATER UTILITY, CHAPTER 106
COLLECTION OF SOLID WASTE**

BE IT ENACTED by the City Council of the City of Bondurant, Polk County, Iowa:

Section 1. **SECTION MODIFIED.** Chapter 90, Section 90.01 of the Code of Ordinances of the City of Bondurant, Iowa, 2002, is hereby amended to read as follows:

90.01 DEFINITIONS. The following term is defined for use in the amended Chapters in this Ordinance:

3. "Nonwater Account" means an account held by any customer receiving garbage and stormwater service from the City, but does not require water service.

4. "Stormwater Account" means an account held by any customer receiving stormwater service from the City, but does not require any other utility services.

(Current definitions will be renumbered.)

Section 2. **SECTION MODIFIED.** Chapter 103, Section(s) 103.02 of the code of Ordinances of the City of Bondurant, Iowa, 2002, is hereby amended to read as follows:

103.08 STORMWATER ACCOUNTS. All property owners and residents in the City benefit from stormwater management program. All property owners receive indirect benefits from a properly constructed, maintained, and operated stormwater management system for the entire City which is on public property.

1. **Customer Deposit.** There shall be required from every stormwater account a one hundred dollar (\$100), per account, deposit intended to guarantee the payment of bills for service.

2. **Billing for Stormwater Service.** Rates for stormwater accounts will be calculated according to the method determined in Chapter 103.02 STORMWATER UTILITY RATES.

A. **Bills Issued.** The City Administrator shall prepare and issue bills for stormwater accounts on or before the first day of each month.

B. **Bills Payable.** Bills for stormwater accounts shall be due and payable at the office of the City Administrator by the fifteenth (15th) day of each month.

C. **Late Payment Penalty.** Bills not paid when due shall be considered delinquent. A one-time late payment penalty of ten (10%) of the amount due shall be added to each delinquent bill.

103.09 DELINQUENT STORMWATER ACCOUNTS.

1. **Notice.** The City Administrator shall notify, in the form of a Delinquent Stormwater Account Notice, each delinquent customer that if payment is not received by the date specified in the

notice of delinquency a fee shall be charged in addition to the late payment penalty. Such notice shall be sent by ordinary mail to the account holder in whose name the delinquent rates or charges were incurred and shall inform the customer of the nature of the delinquency and afford the customer the opportunity for a hearing prior to the discontinuance.

2. **Hearing.** If a hearing is requested by noon the day preceding the delinquency fee due date, the City Administrator shall conduct an informal hearing and shall make a determination as to whether the delinquency notice is justified. If the City Administrator finds that fee is justified, then such fee shall be assessed unless payment has been received.
3. **Fee.** A fee of \$50 shall be charged to the account of the delinquent customer. Said fee shall be effective and assessed at 8:30 a.m., on the morning following the delinquency date on the above-referenced Delinquent Stormwater Account Notice, except in the event that full payment is received prior to 8:30 a.m., on said date.

Section 3. SECTION MODIFIED. Chapter 106, Section(s) 106.09 of the Code of Ordinances of the City of Bondurant, Iowa, 2002, is hereby amended to read as follows:

106.11 NONWATER ACCOUNTS. The collection and disposal of solid waste as provided by this chapter are declared to be beneficial to the property served or eligible to be served and there shall be levied and collected fees therefore in accordance with the following:

1. **Customer Deposit.** There shall be required from every nonwater account a one hundred dollar (\$100), per account, deposit intended to guarantee the payment of bills for service.
2. **Billing for Garbage Service.** Garbage service shall be payable in accordance with the following:
 - A. **Bills Issued.** The City Administrator shall prepare and issue bills for combined service accounts on or before the first day of each month.
 - B. **Bills Payable.** Bills for garbage accounts shall be due and payable at the office of the City Administrator by the fifteenth (15th) day of each month.
 - C. **Late Payment Penalty.** Bills not paid when due shall be considered delinquent. A one-time late payment penalty of ten (10%) of the amount due shall be added to each delinquent bill.

106.12 SERVICE DISCONTINUED. Garbage service to delinquent customers shall be discontinued in accordance with the following:

(Code of Iowa, Sec. XX)

1. **Notice.** The City Administrator shall notify, in the form of a Service Discontinued Notice, each delinquent customer that service will be discontinued if payment of the combined service account, including late payment charges, is not received by the date specified in the notice of delinquency. Such notice shall be sent by ordinary mail to the account holder in whose name the delinquent rates

or charges were incurred and shall inform the customer of the nature of the delinquency and afford the customer the opportunity for a hearing prior to the discontinuance.

2. **Hearing.** If a hearing is requested by noon the day preceding the service termination, the City Administrator shall conduct an informal hearing and shall make a determination as to whether the disconnection is justified. If the City Administrator finds that termination is justified, then such disconnection shall be made unless payment has been received.

3. **Fee.** A fee of \$50 shall be charged before service is restored to a delinquent customer. Said fee shall be effective and assessed at 8:30 a.m., on the morning following the termination date on the above-referenced Service Discontinued Notice, except in the event that full payment is received prior to 8:30 a.m., on said date.

Section 4. REPEALER. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

Section 5. SEVERABILITY. If any section, provisions, sentence, clause, phrase or part of this ordinance shall be adjudicated, invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any provision, section, subsection, sentence clause, phrase or part thereof not adjudged invalid or unconstitutional.

Section 4. EFFECTIVE DATE. This ordinance shall be in full force and effect following its passage, adoption and publication as required by law.

PASSED AND APPROVED by the City Council this xx day of xx, 2015.

ATTEST:

CITY OF BONDURANT, POLK COUNTY, IOWA

MARK J. ARENTSEN, CITY CLERK

CURT SULLIVAN, MAYOR

FIRST CONSIDERATION:

SECOND CONSIDERATION:

THIRD CONSIDERATION:

ORDINANCE NO. 15-217

ORDINANCE AMENDING THE CITY CODE OF THE CITY OF BONDURANT, IOWA, BY AMENDING
CHAPTER 17 – CITY COUNCIL

BE IT ENACTED by the City Council of the City of Bondurant, Polk County, Iowa:

Section 1. **SECTION MODIFIED.** Chapter 17, Section(s) 17.06 of the Code of Ordinances of the City of Bondurant, Iowa, 2002, is hereby amended to reflect the increase in compensation for the City Council:

17.06 COMPENSATION. Effective January 1, 2018, the salary of each Council member is ~~seventy-five dollars (\$75)~~ one hundred and twenty-five dollars (\$125) for each regular or special meeting of the Council attended, payable semi-annually.

Section 2. **REPEALER.** All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

Section 3. **SEVERABILITY.** If any section, provisions, sentence, clause, phrase or part of this ordinance shall be adjudicated, invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any provision, section, subsection, sentence clause, phrase or part thereof not adjudged invalid or unconstitutional.

Section 4. **EFFECTIVE DATE.** This ordinance shall be in full force and effect January 1, 2018.

PASSED AND APPROVED by the City Council this xx day of xx, 2015.

ATTEST:

CITY OF BONDURANT, POLK COUNTY, IOWA

MARK J. ARENTSEN, CITY CLERK

CURT SULLIVAN, MAYOR

FIRST CONSIDERATION:

SECOND CONSIDERATION:

THIRD CONSIDERATION:

ELECTED OFFICIAL WAGES

SEPTEMBER 24, 2015

<u>CITY</u>	<u>MAYORAL WAGE</u>	<u>COUNCIL WAGE</u>
Altoona	\$9,000/yr.	\$4,600/yr.
Ankeny	10,000/yr.	7,000/yr.
Bondurant	6,200/yr.	\$75/mtg (\$1,800/yr.)
Carlisle	1,500/yr.	1,600/yr.
Clive	7,200/yr.	3,900/yr.
Grimes	7,200/yr.	4,200/yr.
Johnston	3,600/yr.	1,200/yr.
Norwalk	7,500/yr.	2,500/yr.
Pleasant Hill	4,800/yr.	3,000/yr.
Polk City	7,500/yr.	3,000/yr.
Urbandale	11,000/yr.	7,000/yr.
Waukee	5,100/yr.	6,900/yr.
West Des Moines	14,000/yr.	9,000/yr.
Windsor Heights	7,000/yr.	Complicated

Mark Arentsen

From: delrod@cityofbondurant.com
Sent: Friday, September 25, 2015 7:41 AM
To: Mark Arentsen
Subject: Re: City Council Pay

Hi Mark,

I don't have strong thoughts on this. My initial thoughts are that it probably makes sense that the term limits stagger. This creates an environment of new opinions being introduced where overall consistency may be maintained. I think that is a good thing for the city. Having said that, it will be natural that there will not ever be a consistent time to address all seats at the same time. It makes sense to me to proceed now and then make it effective as soon as possible as new terms begin.

Sent from my iPhone

On Sep 24, 2015, at 11:39 AM, Mark Arentsen <marentsen@cityofbondurant.com> wrote:

Mayor Sullivan has suggested that the Council members should receive a pay increase. I agree. Current City Council pay is \$75/meeting. We discussed increasing the amount to \$125/meeting. In my opinion that is not unreasonable. We reviewed the fiscal impact with Lori. It will not affect the current year's budget, and the total amount is small enough to be included in the FY17 budget without adversely affecting other areas of the budget. The last increase in Council pay occurred 1/1/10. State law does not allow Council members to increase their pay until their current term ends, and, an Ordinance adopting a new wage amount must be approved before an election is held to fill the term that is ending. This means that an Ordinance increasing the pay must be approved before the 11/3/15 election for the seats that are on that ballot. If the Ordinance is approved at the 10/19 Council meeting, pay for those positions can increase 1/1/16. If the final reading wouldn't occur until after 11/3/15, the pay increase for those elected on 11/3/15 could not occur until 1/1/18. I've reviewed this with David Brick. The one seat that is not on the 11/3/15 ballot would not be eligible for the increase until 1/1/18 because it's not included in the upcoming election. I think Curt's intent is have the increase apply to everyone at the same time. That would mean that the Council should have the final reading approving the Ordinance at the 10/19 City Council meeting and state the effective date as 1/1/18. This was done in 2008. At that time a pay increase to the current amount was approved in May, 2008 with an effective date of 1/1/10. The same thing could be done now. However, for any increase to occur, it must have the final reading at the 10/19 meeting. It's up to the Council as to whether it would be effective 1/1/16 for the four seats on the November ballot or whether the effective date would be 1/1/18 in which case everyone would receive the increase at the same time. The first reading of an Ordinance increasing the pay to \$125/meeting will be included on the 10/5 agenda. I would appreciate hearing from you (not using Reply to All) as to whether you prefer the effective date to be 1/1/16 or 1/1/18. We will have a comparison of what other cities pay at the 10/5 meeting.

Mark Arentsen

City Administrator
City of Bondurant, Pop. 3,860
200 Second St., NE, PO Box 37
Bondurant, IA 50035
515-967-2418
515-971-6855 (Cell)
515-967-5732 (Fax)

Mark Arentsen

From: Wes Enos [wes@wesenos.com]
Sent: Thursday, September 24, 2015 4:24 PM
To: Mark Arentsen
Subject: Re: City Council Pay

Hi Mark,

When I joined the Council, I thought that it was a volunteer position. I did it because it was an honor to be asked to serve. While the check is a nice bump a couple of times a year, I'm not sure I can justify to voters that my pay should be increased.

I'm probably be in a minority, but I'm happy to keep pay where it is.

That's just my 2 cents.

Wes

Sent from my iPhone

On Sep 24, 2015, at 11:39 AM, Mark Arentsen <marentsen@cityofbondurant.com> wrote:

Mayor Sullivan has suggested that the Council members should receive a pay increase. I agree. Current City Council pay is \$75/meeting. We discussed increasing the amount to \$125/meeting. In my opinion that is not unreasonable. We reviewed the fiscal impact with Lori. It will not affect the current year's budget, and the total amount is small enough to be included in the FY17 budget without adversely affecting other areas of the budget. The last increase in Council pay occurred 1/1/10. State law does not allow Council members to increase their pay until their current term ends, and, an Ordinance adopting a new wage amount must be approved before an election is held to fill the term that is ending. This means that an Ordinance increasing the pay must be approved before the 11/3/15 election for the seats that are on that ballot. If the Ordinance is approved at the 10/19 Council meeting, pay for those positions can increase 1/1/16. If the final reading wouldn't occur until after 11/3/15, the pay increase for those elected on 11/3/15 could not occur until 1/1/18. I've reviewed this with David Brick. The one seat that is not on the 11/3/15 ballot would not be eligible for the increase until 1/1/18 because it's not included in the upcoming election. I think Curt's intent is have the increase apply to everyone at the same time. That would mean that the Council should have the final reading approving the Ordinance at the 10/19 City Council meeting and state the effective date as 1/1/18. This was done in 2008. At that time a pay increase to the current amount was approved in May, 2008 with an effective date of 1/1/10. The same thing could be done now. However, for any increase to occur, it must have the final reading at the 10/19 meeting. It's up to the Council as to whether it would be effective 1/1/16 for the four seats on the November ballot or whether the effective date would be 1/1/18 in which case everyone would receive the increase at the same time. The first reading of an Ordinance increasing the pay to \$125/meeting will be included on the 10/5 agenda. I would appreciate hearing from you (not using Reply to All) as to whether you prefer the effective date to be 1/1/16 or 1/1/18. We will have a comparison of what other cities pay at the 10/5 meeting.

Mark Arentsen

City Administrator
City of Bondurant, Pop. 3,860
200 Second St., NE, PO Box 37

Mark Arentsen

From: Bob Pepper [bpepper@cityofbondurant.com]
Sent: Thursday, September 24, 2015 12:08 PM
To: Mark Arentsen
Subject: Re: City Council Pay

I am support of the pay increase beginning 2018 for all councilmembers

On Thursday, September 24, 2015, Mark Arentsen <marentsen@cityofbondurant.com> wrote:

Mayor Sullivan has suggested that the Council members should receive a pay increase. I agree. Current City Council pay is \$75/meeting. We discussed increasing the amount to \$125/meeting. In my opinion that is not unreasonable. We reviewed the fiscal impact with Lori. It will not affect the current year's budget, and the total amount is small enough to be included in the FY17 budget without adversely affecting other areas of the budget. The last increase in Council pay occurred 1/1/10. State law does not allow Council members to increase their pay until their current term ends, and, an Ordinance adopting a new wage amount must be approved before an election is held to fill the term that is ending. This means that an Ordinance increasing the pay must be approved before the 11/3/15 election for the seats that are on that ballot. If the Ordinance is approved at the 10/19 Council meeting, pay for those positions can increase 1/1/16. If the final reading wouldn't occur until after 11/3/15, the pay increase for those elected on 11/3/15 could not occur until 1/1/18. I've reviewed this with David Brick. The one seat that is not on the 11/3/15 ballot would not be eligible for the increase until 1/1/18 because it's not included in the upcoming election. I think Curt's intent is have the increase apply to everyone at the same time. That would mean that the Council should have the final reading approving the Ordinance at the 10/19 City Council meeting and state the effective date as 1/1/18. This was done in 2008. At that time a pay increase to the current amount was approved in May, 2008 with an effective date of 1/1/10. The same thing could be done now. However, for any increase to occur, it must have the final reading at the 10/19 meeting. It's up to the Council as to whether it would be effective 1/1/16 for the four seats on the November ballot or whether the effective date would be 1/1/18 in which case everyone would receive the increase at the same time. The first reading of an Ordinance increasing the pay to \$125/meeting will be included on the 10/5 agenda. I would appreciate hearing from you (not using Reply to All) as to whether you prefer the effective date to be 1/1/16 or 1/1/18. We will have a comparison of what other cities pay at the 10/5 meeting.

Mark Arentsen

City Administrator

City of Bondurant, Pop. 3,860

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Bondurant, IA 50035

515-967-2418

515-971-6855 (Cell)

Mary Rork-Watson

From: Mark Arentsen [marentsen@cityofbondurant.com]
Sent: Thursday, September 24, 2015 11:40 AM
To: 'Brian Lohse'; Wes Enos; 'Bob Peffer'; jkeeler@cityofbondurant.com; 'Doug Elrod'
Cc: 'CURT JILL SULLIVAN'; 'Lori Dunham'; 'David Brick'; 'Mary Rork-Watson'
Subject: City Council Pay

Mayor Sullivan has suggested that the Council members should receive a pay increase. I agree. Current City Council pay is \$75/meeting. We discussed increasing the amount to \$125/meeting. In my opinion that is not unreasonable. We reviewed the fiscal impact with Lori. It will not affect the current year's budget, and the total amount is small enough to be included in the FY17 budget without adversely affecting other areas of the budget. The last increase in Council pay occurred 1/1/10. State law does not allow Council members to increase their pay until their current term ends, and, an Ordinance adopting a new wage amount must be approved before an election is held to fill the term that is ending. This means that an Ordinance increasing the pay must be approved before the 11/3/15 election for the seats that are on that ballot. If the Ordinance is approved at the 10/19 Council meeting, pay for those positions can increase 1/1/16. If the final reading wouldn't occur until after 11/3/15, the pay increase for those elected on 11/3/15 could not occur until 1/1/18. I've reviewed this with David Brick. The one seat that is not on the 11/3/15 ballot would not be eligible for the increase until 1/1/18 because it's not included in the upcoming election. I think Curt's intent is have the increase apply to everyone at the same time. That would mean that the Council should have the final reading approving the Ordinance at the 10/19 City Council meeting and state the effective date as 1/1/18. This was done in 2008. At that time a pay increase to the current amount was approved in May, 2008 with an effective date of 1/1/10. The same thing could be done now. However, for any increase to occur, it must have the final reading at the 10/19 meeting. It's up to the Council as to whether it would be effective 1/1/16 for the four seats on the November ballot or whether the effective date would be 1/1/18 in which case everyone would receive the increase at the same time. The first reading of an Ordinance increasing the pay to \$125/meeting will be included on the 10/5 agenda. I would appreciate hearing from you (not using Reply to All) as to whether you prefer the effective date to be 1/1/16 or 1/1/18. We will have a comparison of what other cities pay at the 10/5 meeting.

Mark Arentsen

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ORDINANCE NO. 15-210

AN ORDINANCE AMENDING THE CITY CODE OF THE CITY OF BONDURANT, IOWA, BY ADDING A NEW CHAPTER 104 – SANITARY SEWER CONNECTION FEE DISTRICTS

WHEREAS, upon due notice and hearing the City Council finds the general health and welfare of the community will be benefited by establishment of a sanitary sewer connection fee district located in and adjacent to the northeast part of the City of Bondurant and generally bounded by Pleasant Street, NE (NE 80th Street) on the west, NE 70th Avenue on the south, NE 96th Street on the east and NE 86th Street on the north, referred to as the Urban Service Area Connection Fee District,

THEREFORE,

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BONDURANT, POLK COUNTY, IOWA, AS FOLLOWS:

Section 1 Sanitary Sewer Connection Fee District. The Code of Ordinances is amended by adding the following:

CHAPTER 104 – CONNECTION FEE DISTRICTS

104.2 Urban Service Area Connection Fee District

104.2.1 Connection Fee District. The Urban Service Area Connection Fee District is hereby established consisting of a tract of land located in Sections 20, 28, 29, 32, and 33, Township 80 North, Range 22 West of the 5th Principal Meridian, Polk County, Iowa, more particularly described as follows:

Commencing at the Southeast Corner of Section 32, Township 80 North, Range 22 West, thence north along the west line of said Section 32 to the Northwest Corner of said Section 32, thence north along the

west line of Section 29, Township 80 North, Range 22 West to the Northwest Corner of said Section 29, thence north along the west line of the southwest quarter of Section 20, Township 80 North, Range 22

West to the northwest corner of the south one-half of the southwest quarter of said Section 20, thence east along the north line of the south one-half of the southwest quarter of said Section 20 to the Northeast

Corner of the south one-half of the southwest quarter of said Section 20, thence east along the north line of the south one-half of the southeast quarter of said Section 20 to the Northeast Corner of the south one-

half of the southeast quarter of said Section 20, thence south along the east line of the southeast quarter of said Section 20 the Southeast Corner of said Section 20, thence east along the north line of the northwest

quarter of Section 28, Township 80 North, Range 22 West to the northeast corner of the west one-half of the northwest quarter of said Section 28, thence south along the east line of the west one-half of the

northwest quarter of said Section 28 to the Southeast Corner of the west one-half of the northwest quarter of said Section 28, thence south along the east line of the west one-half of the southwest quarter of said

Section 28 to the Southeast corner of the west one-half of the southwest quarter of said Section 28, thence east along the north line of Section 33, Township 80 North, Range 22 West to the Northeast Corner of

said Section 33, thence south along the east line of said Section 33 to the Southeast Corner of said Section 33, thence west along the south line of said Section 33 to the Southwest Corner of said Section 33, thence

west along the south line of said Section 32 to the Point of Beginning.

104.2.2 Fee Schedule. From the effective date hereof through June 30, 2016, a connection fee of \$3,500 per acre shall be imposed. The connection fee shall be adjusted on July 1, 2016, and each calendar year thereafter based on the change in the ENR construction cost index for one year period ending in April of the calendar year in which the adjustment is made. The connection fee shall be rounded to the nearest whole dollar. The City Administrator shall determine the applicable connection fee and shall maintain on file the connection fee effective July 1 of each calendar year.

104.2.3 Payment of the Connection Fee. The connection fee shall be paid prior to the physical connection to the sanitary sewer system located in the Urban Service Area Connection Fee District.

104.2.4 Property Outside District. Any property outside of the described connection fee district may connect to the sewer serving the district with the approval of the City Administrator and payment of the appropriate fee.

Section 2. REPEALER. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

Section 3. SEVERABILITY. If any section, provisions, sentence, clause, phrase or part of this ordinance shall be adjudicated, invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any provision, section, subsection, sentence, clauses, phrase or part thereof not adjudged invalid or unconstitutional.

Section 4. EFFECTIVE DATE. This ordinance shall be in full force and effect following its passage, adoption and publication as required by law.

PASSED AND APPROVED BY THE CITY COUNCIL THIS 08th DAY OF SEPTEMBER, 2015.

CITY OF BONDURANT, POLK COUNTY, IOWA.

CURT SULLIVAN, MAYOR

MARK J. ARENTSEN, CITY CLERK

FIRST CONSIDERATION: AUGUST 3, 2015
SECOND CONSIDERATION: AUGUST 17, 2015
THIRD CONSIDERATION: SEPTEMBER 8, 2015.



COUNTY OF POLK
PUBLIC WORKS DEPARTMENT

FEB 12 2009

CITY OF BONDURANT
February 10, 2009

Larry L. Land, Director
5885 NE 14 Street
Des Moines, Iowa 50313
Ph 515.286.3705
Fax 515.286.3437
Email: publicwrks@co.polk.ia.us
www.co.polk.ia.us

Mr. Mark Arentsen, City Administrator
City of Bondurant
200 Second Street, NE
Bondurant, Iowa 50035

Re: Proposed Amendment of Urban Service Area Agreement.

Dear Mark:

As you know, in 2005, Polk County entered into an Urban Service Area Agreement with the City of Bondurant to define a growth boundary between the City and the County. The main component of the agreement was utilizing the Polk County Economic Development Fund to fund infrastructure expansion projects that would promote healthy, orderly, and coordinated growth and development.

The Agreement was setup to have developers pay connection fees and usage fees to the City, which were then used to reimburse the County as development occurred. It is very evident that due to changing economic conditions, the expected repayment estimates are not being met due to stagnant growth. Because the agreement did not include a minimum repayment schedule, for over four (4) years. Polk County has been paying the debt service with unspent bond proceeds. Obviously this is not a situation that the Board of Supervisors envisioned when the agreement was approved.

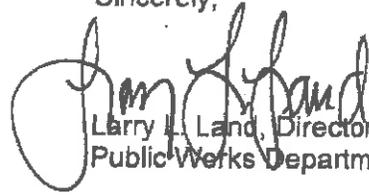
Polk County wishes to maintain what we consider an excellent working relationship with the City, and we wish to strengthen this relationship into the future. However, in the interest of fairness, we would like to propose that the City provide 75% of the annual principal due for the funds expended beginning in FY10/11 and continuing through FY 25/26 (See attached schedule). The remainder of the costs would be recovered from connection fees as established in the Urban Service Area Agreement once development occurs. Please be aware this is just an initial proposal and is open for discussion and refinement.

The repayment of principal will allow Polk County to pay debt service on the project and begin to build back up our reserves in the Economic Development Fund. By re-building the reserves, this will hopefully allow for consideration of future infrastructure expansion projects that will benefit the City and Polk County.

Arentsen
Page 2
2/10/09

Please consider this proposal and contact this office if you have questions. We plan to contact you within the next two weeks to schedule a meeting whereby we can hopefully finalize the proposed changes to the Agreement and move forward with other cooperative endeavors.

Sincerely,



Larry L. Land, Director
Public Works Department

LLL/ph

Encl:

CC: Tom Hockensmith -3rd District Supervisor
Bret VandeLune -Landuse Planning Manager

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**Polk County, Iowa
Urban Service Area Sewer Debt Service-Bondurant**

Payment				
Due Date	Principal Due	Interest Due	Total Due	75% of Principal
06/01/07	-	66,250.38	66,250.38	
06/01/08	38,636.61	103,399.04	142,035.65	
06/01/09	65,964.59	75,237.82	141,202.41	
06/01/10	67,700.50	72,599.24	140,299.74	
06/01/11	71,172.32	69,891.22	141,063.54	53,379.24
06/01/12	74,844.14	67,044.33	141,688.47	55,983.11
06/01/13	78,115.96	64,058.56	142,174.52	58,586.97
06/01/14	81,587.78	60,933.92	142,521.70	61,190.84
06/01/15	85,059.60	57,670.41	142,730.01	63,794.70
06/01/16	88,531.42	54,268.03	142,799.45	66,398.57
06/01/17	92,003.24	50,726.77	142,730.01	69,002.43
06/01/18	97,210.97	46,956.38	144,167.35	72,908.23
06/01/19	100,682.79	42,876.99	143,559.78	75,512.09
06/01/20	105,890.53	38,602.30	144,492.83	79,417.90
06/01/21	111,098.26	33,845.91	144,944.17	83,323.70
06/01/22	116,305.99	28,855.17	145,161.16	87,229.49
06/01/23	121,513.72	23,630.08	145,143.80	91,135.29
06/01/24	126,721.45	18,168.47	144,889.92	95,041.09
06/01/25	135,401.00	12,472.52	147,873.52	101,550.75
06/01/26	142,344.64	6,392.49	148,737.13	106,758.48
TOTAL	1,800,585.51	993,880.03	2,794,465.54	1,221,212.86

URBAN SERVICE AREA SEWER ISSUES/QUESTIONS

AUGUST 13, 2015

PREPARED BY MARK ARENTSEN, CITY ADMINISTRATOR

1. Connection Fees Authorized - Connection Fees are authorized and even encouraged in the 2005 Agreement. Five sections of the Agreement and seven sections of the supporting Water/Sewer Policy mention connection fees. The Water/Sewer Policy also references Special Assessments and Frontage Fees as payment alternatives, so it's clear that the intent of the Agreement and Policy is that benefitting property owners are ultimately expected to pay for the cost of the sewer line. Section 7.2 of the Agreement states, "The Owner/Developer is responsible for fees associated with their site . . ."

2. Connection Fee Amount Established - Section 7.1 of the Policy lists a fee of \$1,750 per gross acre for sewer service. Polk County has been contacted about potentially increasing this fee to \$3,500/A and has no objection to increasing the fee. The \$1,750 amount was established with the expectation that projects would be developed that would generate revenue to help fund the sewer cost. To date no projects have been started, so it's reasonable to increase the amount to what a "normal" connection fee amount is today. Polk County, which has slightly larger lots, has established a connection fee amount of \$9,800/A for projects which use County utilities. Section 7.0 of the Policy states that, "As costs increase, acreage fees shall be subject to adjustments by the mutual agreement of the parties."

3. Connection Fee Sunset Date - Neither the Agreement or Policy state a point at which fees to connecting parties should cease. It's impossible to know the amount that will be collected from connection fees or the date that collections will occur. Because there is no way to project future collections, the City should not make a commitment to stop collections at some future point. If it's clear in the future that all of the costs the City incurred or will incur as a result of the Urban Service Area sewer have been paid by connection fees or other fees, the City could agree at that time to cease collections.

4. City of Bondurant Payments to Date - The City has paid Polk County \$292,935 to date in five payments which began on 6/1/11. Each of these payments is 75% of the principal amount due on the debt that year. The City has not paid any interest on the debt and there has been no request to pay on the annual interest due. Payments up to now have been funded with TIF revenues. Sewer Utility revenues will be used starting 6/1/16. The Sewer Fund has seen lower operating costs due to the removal of the lagoons and some lift stations.

5. No Prior Notice to Property Owners - The City is following the statutorily prescribed procedure for notifying property owners about a proposed Connection Fee District. This was not done previously because no projects were anticipated which would require payments for the sewer. This issue would have been taken up sooner had specific projects been proposed. Several projects have been discussed with the City this year which is now resulting in establishing the connection fees described in the Agreement and Policy.

Typically connection fee districts are established prior to construction. This was done by the City with the pressure sewer line that was installed on Pleasant St. several years ago. For reasons unknown to me the Urban Service Area Sewer connection fee district was not established prior to construction. The Project Engineer, Polk County staff person responsible for the project and City Administrator all left their places of employment before, during or shortly after construction of this project. When I began with the City in January, 2006 no mention was made of the need to establish a connection fee district. Polk County was responsible for funding and design of the project and I did not question how the reimbursement process was set. Given what appeared to be the high probability of 84 Lumber and Jerry's Homes completing their projects, I didn't see any need to challenge how things were being done.

6. Benefitting Parties can Request Extended Payment Period - Persons subject to the connection fee can request to pay their amount due over a number of years. Section 9.2 of the Policy states, "A developer/owner may request that their assessment, or acreage and frontage/service fees be paid over a period of time, not to exceed 10 years, and they will be required to execute an Agreement with the County . . ." An interest rate of up to 9% annually can be charged on the outstanding amount due.

**BOARDS AND COMMITTEES
TERM EXPIRATION DATE 12-31-2015**

BOARD	PERSON	TERM	GENDER NEEDED
Board of Adjustment	Brian Wells	5 year	Female
Metro Waste Authority	Wes Enos	1 year	
Parks and Recreation	Jason Holst	3 year	Male
	Joe Van Horn	3 year	Male
	Jessi Cassler	3 year	Male / Female
Storm Water Advisory	Bruce Riesberg	3 year	
	Rita Rostenbach	3 year	
Library Board	Mary Thomas	6 year	Male / Female
Tree Board		4 year	Female

TAX ABATEMENT REVIEW COMMITTEE RECOMMENDATION

SEPTEMBER 23, 2015

After considering the potential impact that changes in the current City of Bondurant tax abatement program would have on development in Bondurant, the Tax Abatement Review Committee recommends the following;

1. Retain both the three year 100% abatement option and six year sliding scale option for commercial properties.
2. Shorten the residential abatement program from 5 years to 3 years. The three year plan would have high abatement amounts in years one and two and a lesser amount in year three. The recommended residential abatement amounts are;

Year 1	100% Abatement
Year 2	80% Abatement
Year 3	50% Abatement

This plan offers attractive abatements and brings the full valuation onto the tax roll sooner. The new residential schedule would apply to all homes built with building permits issued after 6/30/16.

Filing deadline is 2/1 for any improvements made the previous year for which abatement is being requested.

Rich Colgrove, Polk County Assessor's Office, has stated the following regarding abatement for remodeling projects;

Remodeling - Any new valuation created by remodeling up to \$23,000 is eligible for abatement. New valuation over that amount is not eligible for abatement. Also, the remodeling valuation must increase the home value by at least 10%. If the home's value increases less than 10% when the remodeling value is included, the remodeling valuation is not eligible for abatement.

Mark Arentsen

From: Rich Colgrove [rich@assess.co.polk.ia.us]
Sent: Tuesday, September 29, 2015 3:36 PM
To: Mark Arentsen
Subject: Re: Bondurant Tax Abatement Question

Mark,
The filing deadline for tax abatement applications is February 1 each year. Iowa Code allows for a 2 year filing grace period if the original deadline is missed. If remodeling is done during calendar year 2015, that work would not be assessed until January 1, 2016. In order for the 2016 assessment (2015 work) to be abated an application would have to be filed with the City no later than February 1, 2016. Because the Code allows for a 2 year grace period the property owner would have until February 1, 2018 to file an application and still receive the full abatement permitted by the City plan. Any application filed after February 1, 2018 would cause the property owner to start losing abatement with the 2018 assessment.

Rich

On 9/29/2015 9:52 AM, Mark Arentsen wrote:

Rich, As we continue on this journey of determining what we want to do with tax abatement here, I'll probably have questions for a couple weeks. I'm hoping we can have this all completed and a new tax abatement plan adopted by the end of the year. The current proposal is to shorten the abatement period from 5 years to 3 years. Here's my question; It's my understanding that people need to file by 2/1 to receive abatement on construction including remodeling from the previous year. How many years can someone delay filing for abatement and still receive the full abatement amount?

Mark Arentsen

City Administrator

City of Bondurant, Pop. 3,860

200 Second St., NE, PO Box 37

Bondurant, IA 50035

515-967-2418

515-971-6855 (Cell)

515-967-5732 (Fax)

marentsen@cityofbondurant.com

www.cityofbondurant.com

City Administrator Employment Agreement

regular compensation up to the date of termination. If Employee is terminated without Just Cause, Employer agrees to pay Employee a severance equal to three (3) months of his salary – minus applicable withholdings – as full and complete settlement for all damages sustained by Employee, as well as payment for accrued but unused vacation and other benefits typically paid to City employees at termination. Employer's decision not to renew or extend this Agreement is not a termination without Just Cause entitling Employee to severance.

- 6) Employer shall furnish Employee with equipment, material and manpower necessary to the efficient performance of the official duties of City Administrator.
- 7) Employee shall perform the duties of City Administrator, including the duties outlined in the Code of Ordinances of the City of Bondurant, Iowa.
- 8) Employer will conduct an annual evaluation of the Employee to determine the appropriate amount of annual salary increase, if any. Compensation increases shall not take effect until a successful evaluation of the City Administrator is completed each year by the City Council and Mayor. Employer agrees that during the term of this Agreement, it will not reduce the salary or other benefits of Employee unless such benefits are decreased for other city employees as well.
- 9) Employee will work at least forty (40) hours per week, exclusive of scheduled Council meetings; however, it is recognized that Employee must devote a great deal of time outside the normal office hours to the business of Employer and, to that end, Employee may vary his schedule accordingly.
- 10) Employer shall defend, hold harmless and indemnify Employee against tort or liability claim or demand or any other legal action arising from City activities or any alleged act or omission occurring in the performance of Employee's duties as City Administrator; provided said acts are not in violation of any state or federal criminal statutes.
- 11) Employee shall be entitled to those benefits set out below:
 - a) **VACATION.** Employee shall receive four weeks of paid vacation per year of this agreement. Employee may carry over two (2) weeks of unused paid vacation from year-to-year. In the event of termination, accrued but unused vacation will be paid.
 - b) **HOLIDAYS.** Employee is considered to be on-call twenty-four (24) hours a day. However, unless his services are needed, Employee shall not be required to work on days that have been designated as nonworking holidays in the City's Personnel Policy.
 - c) **OVERTIME.** Employer and Employee agree that, pursuant to the Fair Labor Standards Act, Employee is an exempt employee not eligible to receive overtime pay.
 - d) **PROFESSIONAL DUES AND SUBSCRIPTIONS.** The Employer shall budget and pay for professional dues and subscriptions necessary for Employee's membership in various associations and organizations which are necessary and desirable for his continued professional participation and growth for the good of Employer and to pay for any professional development or training expenses that have been approved by Employer. The memberships deemed to be necessary and desirable shall include,