

Posting Date: December 18, 2015

**NOTICE OF A REGULAR MEETING  
BONDURANT CITY COUNCIL  
DECEMBER 21, 2015**

**NOTICE IS HEREBY GIVEN** that a Regular Meeting of the City Council will be held at 6:00 p.m. on Monday, December 21, 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. Administer Oath of Office to Mayor Sullivan and Council Members Brian Lohse, Robert Peffer, Jennifer Keeler, and Douglas Elrod
4. Pledge of Allegiance
5. Abstentions declared
6. Perfecting and Approval of the Agenda
7. 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 December 7, 2015
  - b. Approval of the City Council Special Meeting Minutes of December 14, 2015
  - c. Receive and File - Planning and Zoning Commission Minutes of November 12, 2015
  - d. Receive and File –Library Board Meeting Minutes of November 2015 and Librarian Report
  - e. Claims Report and City of Bondurant Financial Statements (emailed 12/14/15)
  - f. Tax Abatement Applications
8. Polk County Sheriff's Report
9. Guests requesting to address the City Council
10. **RESOLUTION NO. 15-167** - Resolution approving the final plat of Wisteria Heights Plat 5
11. **RESOLUTION NO. 15-168** - Resolution approving the reappointments of Council Member Brian Lohse as Primary Representative and City Administrator Arentsen as Alternative to Des Moines Area MPO and Finance Director Lori Dunham as Primary Representative and Street Department Superintendent Ken Grove as Alternate to the MPO Transportation Technical Committee for CY 2016
12. **RESOLUTION NO. 15-169** - Resolution approving the reappointment of Council Member Wes Enos as the Metro Waste Authority Primary Board Representative and City Administrator Arentsen as Alternate Representative for CY 2016
13. **RESOLUTION NO. 15-170** - Resolution approving the reappointment of City Administrator Arentsen as the Des Moines Metropolitan WRA Primary Board Representative and Council Member Bob Peffer as Alternate Representative and Water Superintendent Pat Collison as WRA Technical Committee Primary and City Administrator as WRA Technical Committee Alternate for CY 2016

14. **RESOLUTION NO. 15-171** - Resolution approving the reappointment of Chief Aaron Kreuder as Primary Representative to the Polk County E911 Service Board and City Administrator Arentsen as First Alternate for CY 2016
15. **RESOLUTION NO. 15-172** - Resolution approving the appointment of Mayor Sullivan as the primary appointee to the Polk County Emergency Management Commission and Council Member Brian Lohse, City Administrator Arentsen and Chief Aaron Kreuder as Alternates
16. **RESOLUTION NO. 15-173** - Resolution approving appointments for City Legal and Engineering Services
17. **RESOLUTION NO. 15-174** - Resolution designating the Official Newspapers of Record for 2016
18. **RESOLUTION NO. 15-175** - Resolution designating the Official Depositories for 2016
19. **RESOLUTION NO. 15-176** - Resolution approving the City's Investment Policy
20. **RESOLUTION NO. 15-177** - Resolution approving the 2015 Goal Setting Session Report
21. **RESOLUTION NO. 15-178** - Resolution approving the population count from the 2015 Special Census for the City of Bondurant
22. **ORDINANCE 15-219** - (Second Reading) Ordinance amending Chapter 122, Peddlers, Solicitors and Transient Merchants
23. **ORDINANCE 15-221** - (First Reading) Ordinance amending the City Code of the City of Bondurant, Iowa by amending Chapter 175, entitled "Building Code," which will adopt the 2015 International Series of Codes
24. Discussion Items –
  - a. Requiring installation of utility service lines in property dedicated for park purposes
  - b. Citizen's Survey
  - c. Shirley Lloyd Property
25. Reports / Comments and appropriate action thereon:
  - a. Mayor
  - b. City Administrator
  - c. Council Members
26. Adjournment

City Council Meetings:

- Regular Meeting, January 4, 2016
- Regular Meeting, January 18, 2016
- Regular Meeting, February 1, 2016
- Regular Meeting, February 16, 2016 (Tuesday)

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.

## Oath of Office

I, [name of officer] do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Iowa, and that I will faithfully and impartially, to the best of my ability, discharge all the duties of the office of [office] in [name of city], as now or hereafter required by law.

### Oath of Office

The *Code of Iowa* Chapter 63 requires every elected officer take a prescribed oath of office prior to assuming their duties. The actual wording of the oath is included in the statute and appears above.

Elected officials must take their oath after being certified by the county and not later than noon on January 2, 2016. The oath must also be administered for those re-elected to another term. Persons elected to fill a vacancy must take the oath no later than 10 days after the results are certified since they assume office before January 1. The *Code* does provide some flexibility if an official is prevented from taking the oath due to sickness, inclement weather, unavoidable absence or casualty. In this case, the oath may be taken within 10 days from the time the situation is resolved.

The mayor or clerk is authorized to administer the oaths to city officials. Chapter 63A also empowers others, including a notary public. The oath may be administered anytime within the constraints listed above and may be performed at a formal ceremony or performed informally at the clerk's office.

 Additional information may be found in the member resource section of [www.iowaleague.org](http://www.iowaleague.org).

### Elected Official Bonding

A bond is essentially an insurance measure that involves a company taking a pledge to reimburse the city against costs and losses resulting from wrongful or negligent mishandling of public funds. Bonds are not required of city council members, but mayors are required to be bonded. The city council must require a bond from all other city officials or employees that have the authority to handle and disperse city funds. The most likely elected officials are the mayor and the mayor pro-tem. However, the city may choose to cover all officers and employees under a blanket surety bond.



Additional information may be found in the member resource section of [www.iowaleague.org](http://www.iowaleague.org).

### IPERS

A newly elected city official who does not want to be covered by the Iowa Public Employees' Retirement System (IPERS) must complete an Election for Termination of IPERS Coverage form within 60 days of taking office. If IPERS does not receive the form within 60 days, the elected official must be IPERS covered. Officials appointed to fill a vacancy also need to file the form to opt out of IPERS within 60 days of their appointment.

The decision to elect out of IPERS coverage is a one-time and irrevocable decision. However, this decision does not affect a newly elected official who is eligible for IPERS due to separate employment. In addition, if an official is elected to a different office, or leaves office and returns at a later time to the same office, the official would be again eligible for IPERS coverage or need to opt out.

If a newly elected official's wages are IPERS covered, then that official's wages cannot also be covered under Social Security. Medicare coverage is mandatory.



Additional information is available at [www.ipers.org](http://www.ipers.org).

BONDURANT CITY COUNCIL  
Minutes  
December 7, 2015 6:00 P.M.  
Bondurant City Center

1. Roll Call

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

Absent: Council Member Doug Elrod

City Officials

Present: City Administrator Mark Arentsen, City Clerk Shelby Hagan, Library Director Jill Sanders, Finance Director Lori Dunham, City Engineer Bob Veenstra, City Attorney David Brick, BRSC Facility Manager Jason McGrann

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

Motion made by Lohse, seconded by Peffer, to add MPO Executive Director Todd Ashby to the agenda under 8a, and rearrange items 9 and 10. Vote on Motion 4-0. Motion declared carried unanimously.

6. Consent Agenda:

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

- a. Approval of the City Council Meeting Minutes of November 16, 2015
- b. Receive and File – Parks and Recreation Board Minutes of September 17, 2015
- c. Tax Abatement Applications
- d. Claims Report

Moved by Enos, seconded by Keeler, to approve the Consent Agenda. Vote on Motion 4-0. Motion declared carried unanimously.

7. Polk County Sheriff's Report - Chief Joe Simon, Polk County Sheriff's Department, reported 224 calls for service. The Department will be assigning two new deputies to Bondurant.

8. Guests requesting to address the City Council - MPO Executive Director Todd Ashby

8a. **PRESENTATION** - MPO & The Tomorrow Plan

MPO Executive Director Todd Ashby presented an update on The Tomorrow Plan.

City Attorney David Brick arrived at 6:21 p.m.

9. **PRESENTATION** - Bondurant Little League Executive Board

Bondurant Little League Executive Board President Tim Mullen presented the need for space at BRSC due to the 35% increase in registration. A quad concept was presented.

10. **PRESENTATION** - Pam Bormann, Office of Auditor of State

Pam Bormann presented the FY 2015 Audit Report to Council.

11. **RESOLUTION NO. 15-158** - Resolution approving the FY 2015 Audit Report for the City of Bondurant

Moved by Peffer, seconded by Enos, to approve RESOLUTION NO. 15-158. Roll Call Vote: Ayes: Lohse, Peffer, Enos, Keeler. Nays: None. Absent: Elrod. Motion Carried 4-0.

12. **RESOLUTION NO. 15-159** - Resolution approving the Section 125 Plan for benefit of the City of Bondurant participating employees

Moved by Peffer, seconded by Keeler, to approve RESOLUTION NO. 15-159. Roll Call Vote: Ayes: Lohse, Peffer, Enos, Keeler. Nays: None. Absent: Elrod. Motion Carried 4-0.

13. **RESOLUTION NO. 15-160** - Resolution appointing Shelby Hagan as City Clerk for the City of Bondurant

Moved by Lohse, seconded by Enos, to approve RESOLUTION NO. 15-160. Roll Call Vote: Ayes: Lohse, Peffer, Enos, Keeler. Nays: None. Absent: Elrod. Motion Carried 4-0.

14. **RESOLUTION NO. 15-161** - Resolution approving the addendum to Agreement 01-14-SRTS-038 between the City of Bondurant and the Iowa Department of Transportation for the Federal-aid Agreement for a Transportation Alternatives Program (TAP) Project and Safe Routes to School program (SRTS) Project

Moved by Enos, seconded by Keeler, to approve RESOLUTION NO. 15-161. Roll Call Vote: Ayes: Lohse, Peffer, Enos, Keeler. Nays: None. Absent: Elrod. Motion Carried 4-0.

15. **RESOLUTION NO. 15-162** - Resolution appointing City Council Member Bob Peffer to Eastern Polk Regional Development

Moved by Enos, seconded by Keeler, to approve RESOLUTION NO. 15-162. Roll Call Vote: Ayes: Lohse, Peffer, Enos, Keeler. Nays: None. Absent: Elrod. Motion Carried. 4-0.

16. **RESOLUTION NO. 15-163** - Resolution approving the submittal of the MPO Main Street Streetscape Funding application

Moved by Lohse, seconded by Peffer, to approve RESOLUTION NO. 15-163. Roll Call Vote: Ayes: Lohse, Peffer, Enos, Keeler. Nays: None. Absent: Elrod. Motion Carried 4-0.

17. **RESOLUTION NO. 15-164** - Resolution approving the submittal of the MPO Oleson Street Underpass grant application

Moved by Peffer, seconded by Enos, to approve RESOLUTION NO. 15-164. Roll Call Vote: Ayes: Lohse, Peffer, Enos, Keeler. Nays: None. Absent: Elrod. Motion Carried 4-0.

18. **RESOLUTION NO. 15-165** - Resolution approving the bid from Modular Connections, LLC for the Lake Petocka Restrooms Project

Moved by Enos, seconded by Peffer, to approve RESOLUTION NO. 15-165. Roll Call Vote: Ayes: Lohse, Peffer, Enos, Keeler. Nays: None. Absent: Elrod. Motion Carried 4-0.

19. **RESOLUTION NO. 15-166** - Resolution amending the Bondurant Emergency Services Officer Wages for Fiscal Year 2016

Moved by Lohse, seconded by Enos, to approve RESOLUTION NO. 15-166. Roll Call Vote: Ayes: Lohse, Peffer, Enos, Keeler. Nays: None. Absent: Elrod. Motion Carried 4-0.

20. **ORDINANCE 15-219** - (First Reading) Ordinance amending Chapter 122, Peddlers, Solicitors and Transient Merchants

Moved by Enos, seconded by Lohse to approve the first reading of ORDINANCE 15-219. Roll Call Vote: Ayes: Lohse, Peffer, Enos, Keeler. Nays: None. Absent: Elrod. Motion Carried 4-0.

21. **ORDINANCE 15-220** - (First Reading) Ordinance amending Chapter 70, Traffic Code Enforcement Procedures

Moved by Lohse, seconded by Enos, to waive first and second reading of ORDINANCE 15-220 and approve the third and final reading. Roll Call Vote: Ayes: Lohse, Peffer, Enos, Keeler. Nays: None. Absent: Elrod. Motion Carried 4-0.

22. Discussion Items –

- a. Rental of 100 Second Street, Northeast - Council agreed to use the building as storage.
- b. Requiring installation of water service lines in property dedicated for park purposes - After discussion, including City Engineer Bob Veenstra, this item will be directed to the Planning and Zoning Commission for further discussion on adding an ordinance under the Zoning and Subdivision Section of the City Code.
- c. Tax Abatement Review - Council Member Lohse discussed the recommendation of a modified three-year graduated abatement with a five-year sunset provision from the Tax Abatement Committee.
- d. Shirley Lloyd Property Cleanup - A plan was discussed for the City to take legal action.
- e. Self Supporting Municipal improvement District - A plan was discussed to resolve the parking issues in downtown Bondurant.
- f. Mower Replacement - The City will proceed to purchase two new mowers.

23. Reports / Comments and appropriate action thereon:

- a. Mayor - MIALG meeting Wednesday to discuss next year, positive comments about the Merry & Bright Parade, discussed the finalization of the Recreation Coordinator position, BRAVO has complimentary tickets available, encouraged Council Members to attend the School Bond Meetings, discussed the upcoming Goal Setting Session

b. City Administrator

WRA Sponsor Funding is opening up to all communities, presented the MPO Oleson Street grant to the committee, meeting with Mediacom representative tomorrow, Reclaimed Rails soft opening on Saturday, SVPA calendar features the City Park shelter

c. Council Members

- Council Member Lohse - MPO trail signage enforcement, discussed future absences due to son's basketball games, will present a BDI report at the January 4th meeting, discussed an opportunity of a small arena at the old Union 76 Station location, the Senior Housing Project is proceeding with the application without the BDI partnership
- Council Member Peffer - Attending the Elective officials Academy on Saturday
- Council Member Enos - Cannot attend the Chamber meeting tomorrow morning
- Council Member Keeler - Questioned if we had a fleet policy for pickup trucks, attended the Catch Des Moines reception, attended the Iowa Living Roadways Celebration

d. City Attorney - None.

24. Adjournment

Moved by Peffer, seconded by Lohse, to adjourn the meeting at 9:21 p.m. Vote on Motion 4-0. Motion declared carried unanimously.

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Shelby Hagan, City Clerk

ATTEST:

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Curt Sullivan, Mayor

I, the understated Mayor of the City of Bondurant, Polk County, Iowa, hereby certify that the foregoing is a true and accurate copy of proceedings had and done by the Mayor and City Council on December 7, 2015, that all the subjects included in the foregoing proceedings were contained in the agenda for the meeting, kept continually current and readily available for the public inspection at the Office of the City Clerk; that such subjects were contained in said agenda for at least twenty-four hours prior to said meeting and the said minutes from which the foregoing proceedings have been extracted were in written form and available for public inspection within ten business days and prior to the next convened meeting of said body.

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Curt Sullivan, Mayor

BONDURANT CITY COUNCIL  
SPECIAL MEETING  
Goal Setting Session Minutes  
December 14, 2015 5:00 P.M.  
Bondurant City Center

1. Roll Call

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

Absent: Council Member Wes Enos

City Officials

Present: City Administrator Mark Arentsen, City Clerk Shelby Hagan, Library Director Jill Sanders, Finance Director Lori Dunham, City Engineer Bob Veenstra, Fire Chief Aaron Kreuder, Water Superintendent Pat Collison, Street Superintendent Ken Grove, BRSC Facility Manager Jason McGrann

2. Call to Order and Declaring a Quorum

Mayor Pro Tem Brian Lohse called the meeting to order at 5:05 p.m. and declared a quorum.

3. Pledge of Allegiance - Removed from Agenda.

4. Abstentions declared - None.

5. Perfecting and Approval of the Agenda

Motion made by Peffer, seconded by Elrod, to amend the agenda striking item #3. Vote on Motion 4-0. Motion declared carried unanimously.

Motion made by Peffer, seconded by Elrod, to approve the amended agenda. Vote on Motion 4-0. Motion declared carried unanimously.

6. **PRESENTATION** - Director Jeff Schott, Institute of Public Affairs, The University of Iowa

Director Jeff Schott and Council reviewed December 2012 goals and priorities, 2013-2015 City accomplishments, as well as, issues, concerns, opportunities and trends. On-going commitments were identified, and potential Capital Projects. New programs, policies, projects, and initiatives were discussed, and the organizational effectiveness. An IPA report will be submitted to the Mayor and Council from the 2015 Goal Setting Session.

7. Reports / Comments and appropriate action thereon:

- a. Mayor - None.
- b. City Administrator - None.
- c. Council Members - None.

8. Adjournment

Moved by Peffer, seconded by Keeler, to adjourn the meeting at 8:23 p.m. Vote on Motion 4-0.  
Motion declared carried unanimously.

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Shelby Hagan, City Clerk

ATTEST:

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Curt Sullivan, Mayor

I, the understated Mayor of the City of Bondurant, Polk County, Iowa, hereby certify that the foregoing is a true and accurate copy of proceedings had and done by the Mayor and City Council on December 14, 2015, that all the subjects included in the foregoing proceedings were contained in the agenda for the meeting, kept continually current and readily available for the public inspection at the Office of the City Clerk; that such subjects were contained in said agenda for at least twenty-four hours prior to said meeting and the said minutes from which the foregoing proceedings have been extracted were in written form and available for public inspection within ten business days and prior to the next convened meeting of said body.

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Curt Sullivan, Mayor

**CITY OF BONDURANT  
PLANNING AND ZONING COMMISSION  
November 12, 2015  
MINUTES**

**1. Call to Order**

Commission Chair Dave Higgins called the meeting to order at 6:01 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 Laura Wood  
Commission Member Tamara Russell  
Commission Member Karen Hudson  
Veenstra & Kimm Engineering CBO Jason VanAusdall  
Absent: Commission Member Roy McCleary

City Officials Present: City Administrator Mark Arentsen, City Clerk Shelby Hagan, Mayor Curt Sullivan, City Council Member Bob Pepper

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

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

**4. Approval of the Commission Minutes**

Motion made by Russell, seconded by Wood, to approve the minutes of October 22, 2015. Roll Call: Ayes: Higgins, Clayton, Russell, Hudson. Nays: 0. Motion Carried. Absent: Kromrie, McCleary

**5. Guests requesting to address the Commission – None**

Commission Member Jeff Kromrie arrived at 6:16 p.m.

- 6. a.** Discussion was held regarding Newbury Living Senior Housing Initiative project. Frank Levy, of Newbury Living in West Des Moines, presented a project for an affordable senior housing building at 809 Washington, Avenue, Southeast. He is requesting support for the application to the Finance Authority for Low Income Housing Tax Credits for the project. Commission inquired about the abatement structure, staffing, requirements for application, BDI's role, utilities, and connection to Paine Heights and Paine Street. The Commission agreed to fully support Newbury Living to pursue the application process.

b. Veenstra & Kimm Engineering CBO Jason VanAusdall, recommended to the Commission the need for verbiage clarification for the required front and rear setbacks of Chapter 175 of the Zoning Code referring to decks. Commission Member Clayton declared the resolution should cover decks, terraces, and patios.

**7. Reports and Comments**

**a. Commission Member Comments**

Commission Member Kromrie – None

Commission Member Wood – None

Commission Member Clayton – Commercial Tax Abatement and verbiage of guidelines

Commission Member Russell- None

Commission Member Hudson- Tree Requirement for Development

**b. Commission Chair Comments – None**

**c. City Administrator Comments – Tax Abatement Committee meeting next week**

**8. Adjournment**

Moved by Hudson, seconded by Clayton, to adjourn the meeting at 6:57 p.m.

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Commission Chair, David Higgins	City Clerk, Shelby Hagan

Minutes of the Bondurant Community Library Board Meeting  
On Wednesday November 11, 2015

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

- 1.) Meeting called to order at 6:55 PM
- 2.) Guests Present: Maryann Mori of Iowa Library Services  
Stacey Klinker
- 3.) A discussion was held on "Planning For Results". The plan needs to be submitted by the end of February. The library director will organize a committee for developing a plan. All board members are welcome to participate.
- 4.) Minutes of the October 7, 2015 meeting were reviewed. Motion by Kaura, second by Kinrade to approve the minutes as presented. Motion carried unanimously.
- 5.) FINANCIAL REPORT: A.) The financial report was reviewed.
- 6.) WARRANT LIST: A.) The expenditures were reviewed. The library director pointed out possible future expenses: painting and landscaping. Bryant will contact ISU Extension regarding landscaping. Motion by Kaura, second by Kinrade to approve the warrant list. Motion carried unanimously.
- 7.) STATISTICS: A.) The total circulation for October was 3155.
- 8.) STAFF: A.) The Iowa Library Association Conference was held in Des Moines this year. The library director, assistant director and teen librarian attended various sessions. B.) The teen librarian has started Public Library Support classes. C.) The library assistant director and director attended the Planning for Results meeting this month. D.) The library assistant director completed a Humanities Iowa grant application for the "Trains Across Iowa" program that will be held in February. E.) The library director, children's librarian and adult services librarian attended a Halloween event at Courtyard Estates. F.) The assistant director turned in three weekly blogs and a monthly article for the Bondurant Living Magazine. G.) The assistant director took "Securing the Human" training on October 6, 2015. H.) 21 story times were offered in October. 8 outreach programs were offered. 2 Open craft events, 2 adult programs, and 4 after school programs were held.

9.) LIBRARIAN ITEMS: A.) On October 12, 2015 Communication Innovators dealt with several issues with the phone. B.) The Capital Crossroads group continues to work on two projects for the metro libraries. C.) The library director manned the Spooktacular table for the library at Lake Petocka. D.) The library has been having an issue with messes in the men's room. Three young men have been identified. Deputy Anderson will speak with them. E.) The library will need a budget finalized for the December meeting. F.) The city has requested a letter of support from the library. F.) The library staff will be having in house training.

10.) OLD BUSINESS: None

11.) NEW BUSINESS: A.) Board member Thomas' term will be up in December. A discussion was held on possible replacements. Motion by Campbell, second by Kinrade to have Stacey Klinker's name submitted to the city for library board member. Motion carried unanimously. B.) Election of officers will be held in January. C.) The Unattended Children Policy was reviewed. Motion by Ugulini, second by Campbell to approve the Unattended Children Policy. Motion carried unanimously. D.) A discussion was held on the City of Bondurant Goal Setting Session- 2015 Questionnaire. The library director will respond to the questionnaire.

12.) BOARD PRESIDENT ITEMS: A.) The board president has been attending the Iowa Library Association meetings. B.) Please return the library director evaluation form to the Board President before the December meeting.

Motion by Kinrade, second by Bryant to adjourn. Motion carried unanimously.

Meeting adjourned 8:36 PM

Next meeting Wednesday December 2, 2015 7PM.

Respectfully submitted,  
Mary Thomas  
Secretary

## Librarian items-November

- The new population for the city will move the library from a size D to size E library. I have been in contact with the State Library concerning our Accreditation Report that is due after the first of the year. There are three standards that are driven by library size. They are education of the library director (certification of director), number of hours open and number of staff\of hours they work. It looks like we will meet at least the minimum standard for the last two, and the State Library has agreed that since I was director before the special census took place they would grandfather me in on the standard concerning director certification. But most certainly your next library director will have to have a BA upon hire. All good news and I will continue to finalize the Accreditation report to be submitted at the end of February. In this increase in library size the library will see funding increases from Direct State Aid and possibly increased Polk County funding. The amounts are not know quite yet. I doubt they will be huge but every little bit helps. The good work of the Library Board and City of Bondurant for increasing staffing and open hours when needed has assured that the library would not struggle to meet the accreditation standards that all libraries need to meet to be able to receive Direct State Aid from the State. In speaking with the State Library staff about this report they tell me that other libraries in the metro that have been in the same situation this year have not been as fortunate as the Bondurant Library. Thank you for your support of what we do at the library.
- We have received our Open Access and Interlibrary Loan funding for the year at \$1961.44. Up about \$657 from last year.
- Library staff meeting this month included information from Fire Chief Kreuder about fire extinguishers, proper emergency procedures, defibrillator instruction and evacuation protocols. It is wonderful having such a great Emergency Service personal in Bondurant.
- The library provided meeting space for two community organizations this past month. BDI held their monthly meeting here on the 3<sup>rd</sup> of November and the Bondurant Chamber held their strategic planning meeting on November 10<sup>th</sup>.

## Stats for November

- Total Circulation for the month 2555 down 213 check outs from last year at this time.
- On-line usage (e-Books, Downloadable music, Tumblebooks, Freegal (music), Reference USA, EBSCO, Learning Express and Zinio (magazines) 673 up 10 from the year before.
- Door Count 2093 down 196 from last year.
- Assisting patrons by phone, with the catalog, computers, etc. 323 down 74 from last year.
- Story times 16 were held with 161 in attendance.
- Outreach to Daycare and preschools was 547 this month.
- Total programming attendance for adults, youth and children 850.
- Website visits 442.
- Internet usage in house was 360, last year 406, 86 Wi-Fi users, 4 iPad users.
- Meeting room usage 16 (does not include library programs) last year 11.
- Issued 19 new library cards Last year we issued 15 cards during the month of November.
- The library did 2 requests for materials from other libraries and provided 28 to other libraries.
- 219 items were added to the collection and 361 were removed.



The Library's Merry & Bright Parade entry

## Bondurant Community Library Strategic Plan FY15-FY20 Approved 12/2/2015

**Mission:** The Bondurant Community Library seeks to be an integral part of its community by providing the residents of the community and surrounding area with a wide variety of popular and educational materials, programs, resources, and services that facilitate their day-to-day lives and extend their personal and intellectual development. The library supports lifelong learning, early literacy development, cultural and recreational activities, and the technology and information needs of the people it serves. The Bondurant Community Library seeks to build knowledge, understanding, appreciation, and wisdom in a welcoming environment.

**GOAL 1:** Bondurant residents will have a central source for community information.

Objective 1:	Strategy 1.	Strategy 2.	Strategy 3.
The Library will create an on-line community calendar.	The Library will develop partnerships with community groups. (Library staff, Library Director) (FY16).	The Library will create an on-line community calendar. (Library Staff) (FY16).	The Library will maintain and house the developed on-line community calendar. (Library Staff) (FY17, FY18, FY19, FY20).

**GOAL 2:** Children from birth to five will have programs and services designed to ensure that they will enter school ready to learn to read, write and listen.

Objective 1:	Strategy 1.	Strategy 2.	Strategy 3.
Expand current programs to include infants and toddlers	The Library will explore an outreach program in the Wolf Creek Subdivision. (Library Director, Children's Librarian). (FY16).	The Library will promote resources at home use of current on-line resources such as Tumblebooks, Bridges and Learning Express (Library Director, Children's Librarian) (FY16).	The Library will develop Early Literacy bags. These bags will be made available to all patrons, with special emphasis on in-home day care providers and local daycare facilities. (Library Director, Children's Librarian). (FY17, FY18).

**GOAL 3: Provide Bondurant residents more options for returning Library materials in an efficient and convenient manner.**

<b>Objective 1:</b>	<b>Strategy 1.</b>	<b>Strategy 2.</b>	<b>Strategy 3.</b>
Explore a drive-up/drop off point at the Library.	Secure funding for purchase of additional drive-up book drop. (Library Board, Library Foundation) (FY17).	Purchase of an additional outside drop box, placed so that patrons have drive-up access. (Library Board, Library Foundation) (FY18).	
<b>Objective 2.</b>	<b>Strategy 1.</b>	<b>Strategy 2.</b>	<b>Strategy 3.</b>
Explore an additional site for a drop off point for the Library.	Poll libraries in the metro area for information about off-site book drop systems for Library materials. (Library Director) (FY18).	Evaluate information gathered from poll for feasibility at the Bondurant Community Library. (Library Director, Library Board) (FY18).	Contact local businesses and facilities for possible off site drop off point for return of Library materials. (Library Director) (FY18).

**GOAL 4: Bondurant residents will have the resources they need to explore topics of personal interest and continue to learn throughout their lives.**

<b>Objective 1:</b>	<b>Strategy 1.</b>	<b>Strategy 2.</b>	<b>Strategy 3.</b>
Expand adult programming options at the Bondurant Community Library.	Develop a program regiment of classes and programs. That may include classes such as: One-night dabbling classes, field trips, handwork clubs, travel and more. (Adult Services Librarian) (FY16-FY20).	Develop specialty speakers in cooperation with Humanities Iowa and other local speaker bureaus. (Adult Services Librarian) (FY16-FY20).	Strive to develop a local speaker/presenter group with local talent in the Bondurant Community. Including local artisans, professionals and other gifted members of the Bondurant Community. (Adult Services Librarian) (FY16-FY20).
<b>Objective 1:</b>	<b>Strategy 1.</b>	<b>Strategy 2.</b>	<b>Strategy 3.</b>
Expand technology continuing education for the community.	Develop a series of classes that educate the community about tech devices. (Library Director, Assistant Library Director). (FY16).	Seek grants to purchase a variety of popular tech devices for staff to train with and demonstrate to library patrons. (Assistant Library Director, Library Foundation) (FY16).	Train all staff on devices, so staff will be better able to assist patrons on device use. (Library Director, Assistant Library Director) (FY17).

**GOAL 5: Bondurant residents will have access to adequate Library facilities to meet their needs.**

<b>Objective 1:</b>	<b>Strategy 1.</b>	<b>Strategy 2.</b>	<b>Strategy 3.</b>
Explore facility needs and requirements for the growing Bondurant community.	Perform a space needs assessment. (Library Board, Library Director) (FY16).	Evaluate the results of the space needs assessment and develop a building expansion plan, with timetable and funding sources. (Library Board, Library Director) (FY16).	Collaborate with other community and City of Bondurant departments to enact a building expansion plan. (Library Board, Library Foundation, Library Director) (FY17-FY20).

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL	ACCOUNT	CK SQ
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				LEGACY BANK					
				1230 ACME ELECTRIC COMPANIES					
3827057	1	12/22/15	12/22/15	PRESSURE WASHER HOSE	129.00	001		001-150-6310	1
				INVOICE TOTAL	129.00				
3838144	1	12/22/15	12/22/15	PILOT DRILL;18"EXTENSION WATER LINE EXTENSION	24.98	110		110-210-6310	1
				INVOICE TOTAL	24.98				
3839829	1	12/22/15	12/22/15	SHOE COVERS	14.97	600		600-811-6507	1
				INVOICE TOTAL	14.97				
				VENDOR TOTAL	168.95				
				11 ALTOONA FIRE DEPT					
15/122763	1	12/22/15	12/22/15	AMBULANCE ADMIN	750.00	001		001-160-6413	1
				INVOICE TOTAL	750.00				
				VENDOR TOTAL	750.00				
				37 ARDICK EQUIPMENT COMPANY					
7510	1	12/22/15	12/22/15	STOP SIGN-6	258.00	110		110-210-6509	1
	2			BRIDGE SIGNS	420.20	110		110-210-6509	1
				INVOICE TOTAL	678.20				
				VENDOR TOTAL	678.20				
				1585 BIG GREEN UMBRELLA MEDIA INC					
345002	1	12/22/15	12/22/15	BOND LIVING MAG-NOV 2015	175.00	741		741-865-6402	1
	2			BOND LIVING MAG-NOV 2015	87.50	670		670-840-6402	1
	3			BOND LIVING MAG-NOV 2015	437.50	001		001-621-6402	1
				INVOICE TOTAL	700.00				
				VENDOR TOTAL	700.00				
				1893 BRANDON BOND					
12052015	1	12/22/15	12/22/15	REFEREE 3 GMS 12/5/15	75.00	001		001-430-6598	1
				INVOICE TOTAL	75.00				
12122015	1	12/22/15	12/22/15	REFEREE 5 GMS 12/12/15	125.00	001		001-430-6598	1
				INVOICE TOTAL	125.00				
				VENDOR TOTAL	200.00				
				1003 BONDURANT CHAMBER OF COMMERCE					
011516 BP	1	12/22/15	12/22/15	ANNUAL DINNER-PEFFER	25.00	001		001-620-6240	1
				INVOICE TOTAL	25.00				
011516 JK	1	12/22/15	12/22/15	ANNUAL DINNER-KEELER	25.00	001		001-620-6240	1
				INVOICE TOTAL	25.00				
011516 MA	1	12/22/15	12/22/15	ANNUAL DINNER-ARENTSEN	25.00	001		001-621-6240	1
				INVOICE TOTAL	25.00				

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
011516 SH	1	12/22/15	12/22/15	ANNUAL DINNER-HAGAN	25.00	001	001-621-6240	1
				INVOICE TOTAL	25.00			
011516 WE	1	12/22/15	12/22/15	ANNUAL DINNER-ENOS	25.00	001	001-620-6240	1
				INVOICE TOTAL	25.00			
				VENDOR TOTAL	125.00			
81990219	1	12/22/15	12/22/15	1537 BOUND TREE MEDICAL LLC DEFIB PADS	191.94	001	001-160-6507	1
				INVOICE TOTAL	191.94			
				VENDOR TOTAL	191.94			
204456	1	12/22/15	12/22/15	73 BRICK GENTRY P.C. LLOYD LEGAL FEES	262.50	001	001-640-6411	1
	2			COUNCIL MTG, ABATEMENT, CL PEDDLER ORD, PARKING ORD	1,610.00	001	001-640-6411	1
	3			PARKLAND DED ORD-WATER L	507.50	001	001-430-6411	1
	4			GARBAGE ORD-DEPOSIT	241.25	670	670-840-6411	1
	5			STORMWATER ORD-DEPOSIT	240.00	741	741-865-6411	1
				INVOICE TOTAL	2,861.25			
				VENDOR TOTAL	2,861.25			
73415	1	12/22/15	12/22/15	1718 BRICK STREET MARKET WATER;POP-GOAL SETTING S	7.03	001	001-621-6240	1
				INVOICE TOTAL	7.03			
				VENDOR TOTAL	7.03			
12122015	1	12/22/15	12/22/15	1910 EUSUG FREDERICK BYON REFEREE 4 GMS 12/12/15	100.00	001	001-430-6598	1
				INVOICE TOTAL	100.00			
				VENDOR TOTAL	100.00			
22161 1115	1	12/22/15	12/22/15	702 CASEYS GENERAL STORE FUEL	40.69	600	600-811-6331	1
	2			FUEL	40.69	610	610-816-6331	1
	3			FUEL	40.69	110	110-210-6331	1
	4			FUEL	20.51	001	001-150-6331	1
	5			FUEL	20.51	001	001-160-6331	1
				INVOICE TOTAL	163.09			
				VENDOR TOTAL	163.09			
255456583	1	12/22/15	12/22/15	939 OCCUPATIONAL HEALTH CTR OF SW PER-EMPLOY PHYSICAL-SHAR	81.50	001	001-150-6230	1
				INVOICE TOTAL	81.50			
				VENDOR TOTAL	81.50			

121 COUNTRY LANDSCAPES

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL	ACCOUNT	CK SQ
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				121 COUNTRY LANDSCAPES					
72885-IN	1	12/22/15	12/22/15	TRANSPLANT DEPOT PLANTS	1,492.94	001		001-430-6320	1
				INVOICE TOTAL	1,492.94				
				VENDOR TOTAL	1,492.94				
				146 DES MOINES AREA COMM COLLEGE					
45326	1	12/22/15	12/22/15	TRAINING-DOCUMENTATION	15.00	001		001-160-6230	1
				INVOICE TOTAL	15.00				
45395	1	12/22/15	12/22/15	TRAINING-TRAUMA EMERGENC	15.00	001		001-160-6230	1
				INVOICE TOTAL	15.00				
				VENDOR TOTAL	30.00				
				144 DES MOINES WATER WORKS					
3300020&11	1	12/22/15	12/22/15	WHOLESALE WATER COST	9,002.23	600		600-812-6413	1
	2			BOOSTER ST EST NOV 2015	700.00	600		600-812-6413	1
	3			BOOSTER ST 3RD QTR TRUE	8,946.43	600		600-812-6413	1
	4			REVENUE BOND-PRINCIPAL	4,101.42	600		600-812-6802	1
	5			REVENUE BOND-INTEREST	1,422.90	600		600-812-6852	1
				INVOICE TOTAL	24,172.98				
3300030&11	1	12/22/15	12/22/15	WHOLESALE WATER COST	10,306.98	600		600-812-6413	1
				INVOICE TOTAL	10,306.98				
85430830 N	1	12/22/15	12/22/15	AVAIL FEE 7950 NE 70TH	22.00	600		600-812-6413	1
				INVOICE TOTAL	22.00				
8602170&11	1	12/22/15	12/22/15	SAMPLES	75.00	600		600-811-6389	1
				INVOICE TOTAL	75.00				
				VENDOR TOTAL	34,576.96				
				1137 LORI DUNHAM					
12092015	1	12/22/15	12/22/15	MILEAGE REIMB-MPOTTC, SCC	92.53	001		001-621-6240	1
	2			MILEAGE REIMB-MPOTTC, SCC	30.84	600		600-812-6240	1
	3			MILEAGE REIMB-MPOTTC, SCC	30.85	610		610-817-6240	1
				INVOICE TOTAL	154.22				
				VENDOR TOTAL	154.22				
				1896 GLENN FARRAND					
12122015	1	12/22/15	12/22/15	REFEREE 4 GMS 12/12/15	100.00	001		001-430-6598	1
				INVOICE TOTAL	100.00				
				VENDOR TOTAL	100.00				
				1079 FAST SIGNS					
42-84457	1	12/22/15	12/22/15	SIGNAGE-NO POOP 2	32.80	001		001-410-6310	1
	2			SIGNAGE-NO POOP 8	131.20	001		001-430-6320	1
				INVOICE TOTAL	164.00				
				VENDOR TOTAL	164.00				

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL	ACCOUNT	CK SQ
12122015	1	12/22/15	12/22/15	1897-MICHAEL FOOKS REFEREE 3GMS 12/12/15	75.00 75.00	001	001	001-430-6598	1
				INVOICE TOTAL	75.00				
				VENDOR TOTAL	75.00				
41004 1115	1	12/22/15	12/22/15	1363 GIT-N-GO CONVENIENCE STORES INTEREST CHRG ON OCT STA	1.39 1.39	110	110	110-210-6580	1
				INVOICE TOTAL	1.39				
				VENDOR TOTAL	1.39				
9693432	1	12/22/15	12/22/15	185 HACH COMPANY CHLORINE TABLETS	95.16 95.16	600	600	600-811-6389	1
				INVOICE TOTAL	95.16				
				VENDOR TOTAL	95.16				
12092015	1	12/22/15	12/22/15	1588 SHELBY HAGAN MILEAGE REIMB 10/16-12/9	120.75 120.75	001	001	001-430-6450	1
				INVOICE TOTAL	120.75				
				VENDOR TOTAL	120.75				
15-018-3	1	12/22/15	12/22/15	1486 HOISINGTON KOEGLER GROUP INC NORTH STREET STUDY	912.50 912.50	001	001	001-540-6490	1
				INVOICE TOTAL	912.50				
				VENDOR TOTAL	912.50				
1767	1	12/22/15	12/22/15	226 IOWA LEAGUE OF CITIES MUNICIPAL LEADERSHIP ACA	190.00	001	001	001-620-6240	1
	2			MUNICIPAL LEADERSHIP ACA	190.00	001	001	001-620-6240	1
				INVOICE TOTAL	380.00				
2017	1	12/22/15	12/22/15	MUNICIPAL LEADERSHIP ACA	75.00	001	001	001-620-6240	1
				INVOICE TOTAL	75.00				
				VENDOR TOTAL	455.00				
176819	1	12/22/15	12/22/15	230 IOWA ONE CALL LOCATES	78.30 78.30	600	600	600-812-6490	1
				INVOICE TOTAL	78.30				
				VENDOR TOTAL	78.30				
10315 1115	1	12/22/15	12/22/15	1167 KEY COOPERATIVE FUEL	140.71	001	001	001-150-6331	1
	2			FUEL	140.71	001	001	001-160-6331	1
	3			FUEL	58.25	600	600	600-811-6331	1
	4			FUEL	58.25	610	610	610-816-6331	1
	5			FUEL	654.28	110	110	110-210-6331	1
	6			FUEL	107.75	001	001	001-430-6331	1
	7			FUEL	58.50	741	741	741-865-6331	1

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
				INVOICE TOTAL	1,218.45			
				VENDOR TOTAL	1,218.45			
1Y09918				251 KEYSTONE LABORATORIES				
	1	12/22/15	12/22/15	COLIFORM SAMPLES	264.00	600	600-811-6389	1
				INVOICE TOTAL	264.00			
				VENDOR TOTAL	264.00			
9001940920				1340 KMBS U.S.A., INC.				
	1	12/22/15	12/22/15	COPIER	124.50	001	001-150-6499	1
	2			COPIER	124.49	001	001-160-6499	1
				INVOICE TOTAL	248.99			
				VENDOR TOTAL	248.99			
12052015				1891 BLAKE KRUGER				
	1	12/22/15	12/22/15	REFEREE 6 GMS 12/5/15	150.00	001	001-430-6598	1
				INVOICE TOTAL	150.00			
12122015				1891 BLAKE KRUGER				
	1	12/22/15	12/22/15	REFEREE 5 GMS 12/12/15	125.00	001	001-430-6598	1
				INVOICE TOTAL	125.00			
				VENDOR TOTAL	275.00			
797545				965 MANATT'S INC.				
	1	12/22/15	12/22/15	CRUSHED CONCRETE-PARKING RAILROAD ST NEAR DEPOT	1,378.76	001	001-430-6310	1
				INVOICE TOTAL	1,378.76			
				VENDOR TOTAL	1,378.76			
12052015				1902 JOSEPH MELENDEZ				
	1	12/22/15	12/22/15	REFEREE 6 GMS 12/5/15	150.00	001	001-430-6598	1
				INVOICE TOTAL	150.00			
				VENDOR TOTAL	150.00			
94154				842 MENARDS				
	1	12/22/15	12/22/15	SNOW FENCE;TIES;XMAS LIG	92.80	001	001-410-6310	1
				INVOICE TOTAL	92.80			
94423				842 MENARDS				
	1	12/22/15	12/22/15	SNOW FENCE;TIES;XMAS LIG REPAIR SHOP WATER LINE	17.79	001	001-430-6310	1
				INVOICE TOTAL	17.79			
94662				842 MENARDS				
	1	12/22/15	12/22/15	WATER LINE PARTS	102.28	110	110-210-6310	1
	2			WATER LINE PARTS	102.28	001	001-430-6310	1
				INVOICE TOTAL	204.56			
94795				842 MENARDS				
	1	12/22/15	12/22/15	HOSE,NOZZLES	69.96	001	001-150-6320	1
	2			OIL	8.97	001	001-150-6331	1
	3			INSPECTION LIGHTS;BATTER	442.56	001	001-160-6507	1

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL	ACCOUNT	CK SQ	
				INVOICE TOTAL	521.49					
95084	1	12/22/15	12/22/15	WASH WAND PARTS	12.42	110		110-210-6507	1	
				INVOICE TOTAL	12.42					
				VENDOR TOTAL	849.06					
				291 MIDAMERICAN ENERGY						
180211215	1	12/22/15	12/22/15	SERVICES	29.89	001		001-210-6371	1	
	2			SERVICES	786.22	110		110-210-6371	1	
	3			SERVICES	555.57	610		610-816-6371	1	
	4			SERVICES	388.46	001		001-150-6371	1	
	5			SERVICES	388.47	001		001-160-6371	1	
	6			SERVICES	450.75	001		001-430-6371	1	
	7			SERVICES	525.00	001		001-410-6371	1	
	8			SERVICES	388.64	001		001-650-6371	1	
	9			SERVICES	4,044.12	110		110-210-6372	1	
	10			SERVICES	26.34	001		001-440-6371	1	
	11			SERVICES	10.00	741		741-865-6371	1	
				INVOICE TOTAL	7,593.46					
61009 1215	1	12/22/15	12/22/15	SERVICES	86.31	001		001-430-6371	1	
				INVOICE TOTAL	86.31					
				VENDOR TOTAL	7,679.77					
				308 MUNICIPAL SUPPLY						
611274-IN	1	12/22/15	12/22/15	MXUS-SINGLE PORT-6	756.00	600		600-811-6727	1	
				INVOICE TOTAL	756.00					
				VENDOR TOTAL	756.00					
				286 METRO WASTE AUTHORITY						
70006467	1	12/22/15	12/22/15	RESIDENTIAL GARBAGE SRVC	14,188.95	670		670-840-6499	1	
				INVOICE TOTAL	14,188.95					
				VENDOR TOTAL	14,188.95					
				979 NAPA AUTO PARTS						
949280	1	12/22/15	12/22/15	JACK	99.00	110		110-210-6504	1	
	2			JACK	100.00	001		001-430-6504	1	
				INVOICE TOTAL	199.00					
				VENDOR TOTAL	199.00					
				1901 DARREN O'BRIEN						
12052015	1	12/22/15	12/22/15	REFEREE 6 GMS 12/5/15	150.00	001		001-430-6598	1	
				INVOICE TOTAL	150.00					
				VENDOR TOTAL	150.00					
				322 OFFICE DEPOT INC						
9651749001	1	12/22/15	12/22/15	SUPPLIES	24.41	600		600-812-6506	1	
	2			SUPPLIES	24.41	610		610-817-6506	1	

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
	3			SUPPLIES	24.41	001	001-621-6506	1
	4			SUPPLIES	51.73	001	001-150-6506	1
	5			SUPPLIES	51.72	001	001-160-6506	1
				INVOICE TOTAL	176.68			
9651986001	1	12/22/15	12/22/15	FAX TONER	21.50	001	001-150-6506	1
	2			FAX TONER	21.49	001	001-160-6506	1
				INVOICE TOTAL	42.99			
9651987001	1	12/22/15	12/22/15	LARGE ENVELOPES	24.99	001	001-621-6506	1
				INVOICE TOTAL	24.99			
				VENDOR TOTAL	244.66			
1718689	1	12/22/15	12/22/15	1461 POLK CO TREASURER, MARY MALONEY PROPERTY TAX 100 2ND ST	1,236.00	001	001-650-6399	1
				INVOICE TOTAL	1,236.00			
				VENDOR TOTAL	1,236.00			
FY15/16 28	1	12/22/15	12/22/15	759 POLK COUNTY EMERGENCY MGMT 28E AGREEMENT-FY16 FUNDI	1,930.00	001	001-150-6413	1
				INVOICE TOTAL	1,930.00			
				VENDOR TOTAL	1,930.00			
2658	1	12/22/15	12/22/15	342 POLK COUNTY ROCK/BLADE 15TH ST SW	3,509.00	110	110-210-6417	1
				INVOICE TOTAL	3,509.00			
				VENDOR TOTAL	3,509.00			
6274	1	12/22/15	12/22/15	337 POLK COUNTY TREASURER LAW ENFORCEMENT NOV 2015	38,373.00	001	001-110-6050	1
				INVOICE TOTAL	38,373.00			
6288	1	12/22/15	12/22/15	ANIMAL CONTROL-NOV 2015	503.75	001	001-190-6413	1
				INVOICE TOTAL	503.75			
				VENDOR TOTAL	38,876.75			
12815	1	12/22/15	12/22/15	967 PRAIRIE AG SUPPLY 2-SCAG TURF TIGER MOWERS STT 61V-25KBD	25,500.00	001	001-430-6727	1
				INVOICE TOTAL	25,500.00			
				VENDOR TOTAL	25,500.00			
1292015	1	12/22/15	12/22/15	1267 REES TREE SERVICE BRUSH CLEARING-1300 GRAN	175.00	110	110-210-6310	1
	2			BRUSH CLEARING-1300 GRAN	175.00	001	001-430-6320	1
				INVOICE TOTAL	350.00			
				VENDOR TOTAL	350.00			

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
				1525 REGISTER MEDIA				
9108193	1	12/22/15	12/22/15	PUBLISH ORD 15-216	182.59	741	741-865-6402	1
	2			PUBLISH JOB OPENING-ADM	142.00	001	001-621-6402	1
	3			PUBLISH COUNCIL MINUTES	180.89	001	001-621-6402	1
				INVOICE TOTAL	505.48			
9109206	1	12/22/15	12/22/15	PUBLISH ADMIN ASST JOB 0	533.60	001	001-621-6402	1
				INVOICE TOTAL	533.60			
				VENDOR TOTAL	1,039.08			
				1404 RJ MARTIN EXCAVATING & TRUCK				
1480	1	12/22/15	12/22/15	GRADE, LEVEL ROCK-EXTEND RAILROAD ST BY DEPOT	2,060.00	001	001-430-6320	1
				INVOICE TOTAL	2,060.00			
				VENDOR TOTAL	2,060.00			
				764 ROAD READY SERVICES INC				
15057	1	12/22/15	12/22/15	REPLC SANDER CHAIN	238.50	110	110-210-6350	1
				INVOICE TOTAL	238.50			
				VENDOR TOTAL	238.50			
				1791 TODD SAVAGE				
12052015	1	12/22/15	12/22/15	REFEREE 3 GMS 12/5/15	75.00	001	001-430-6598	1
				INVOICE TOTAL	75.00			
				VENDOR TOTAL	75.00			
				850 STEWART ELECTRIC, INC.				
9861	1	12/22/15	12/22/15	REPAIR ELECTRICAL OUTLET CITY PARK SHELTER	105.00	001	001-430-6310	1
				INVOICE TOTAL	105.00			
9866	1	12/22/15	12/22/15	REPAIR CHRISTMAS LIGHTS	127.50	110	110-210-6499	1
				INVOICE TOTAL	127.50			
				VENDOR TOTAL	232.50			
				1421 THRASHER SERVICE CORP				
141985	1	12/22/15	12/22/15	REPLC GAS VALVE;ELEC CON HANGING HEATERS REPAIR-2	656.50	001	001-150-6310	1
	2			REPLC GAS VALVE;ELEC CON HANGING HEATERS REPAIR-2	656.50	001	001-160-6310	1
				INVOICE TOTAL	1,313.00			
142306	1	12/22/15	12/22/15	FURNACE REPAIR-POST OFFI	163.00	001	001-650-6399	1
				INVOICE TOTAL	163.00			
				VENDOR TOTAL	1,476.00			
				433 WILLIAMSONS REPAIR				
37459	1	12/22/15	12/22/15	OIL CHANGE-87082	38.10	600	600-811-6332	1

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST GL ACCOUNT	CK SQ
	2			OIL CHANGE-87082	38.09	610 610-816-6332	1
				INVOICE TOTAL	76.19		
				VENDOR TOTAL	76.19		
22628	1	12/22/15	12/22/15	957 CITY OF DES MOINES WRA EXPENSE	35,359.50	610 610-817-6413	1
				INVOICE TOTAL	35,359.50		
				VENDOR TOTAL	35,359.50		
				LEGACY BANK TOTAL	183,844.34		
				TOTAL MANUAL CHECKS	.00		
				TOTAL E-PAYMENTS	.00		
				TOTAL PURCH CARDS	.00		
				TOTAL ACH PAYMENTS	.00		
				TOTAL OPEN PAYMENTS	183,844.34		
				GRAND TOTALS	183,844.34		
				Interim Warrants	10,916.19		
				Total	<u>\$194,760.53</u>		

**CITY OF BONDURANT  
INTERIM WARRANT LIST  
December 21, 2015**

<b>DATE</b>	<b>VENDOR - REFERENCE</b>	<b>ACCOUNT CODE</b>	<b>TOTALS</b>
12/09/15	IRS USA tax payment - Federal/FICA		3,302.72
12/09/15	Oskaloosa Community Schools - Youth Basketball Tournament	001-430-6598	135.00
12/18/15	IRS USA tax payment - Federal/FICA		7,478.47
		Total	10,916.19

CHECK NO	DATE	EMP NO	PAY TO THE ORDER OF	CHECK AMOUNT	CLEARED	VOIDED	MANUAL
1			LEGACY BANK				
48425	12/08/2015	1402	JOHN J. ALSHOUSE	369.17			
48426	12/08/2015	1492	TYLER D BAETSLE	188.39			
48427	12/08/2015	1466	BRENDAN C BOBST	516.51			
48428	12/08/2015	1498	BRECK A BRECKENRIDGE	234.10			
48429	12/08/2015	1470	ERIC CARPENTER	748.08			
48430	12/08/2015	1461	THOMAS CARROLL	751.12			
48431	12/08/2015	1506	JACOB M DICKS	9.23			
48432	12/08/2015	1500	JUSTIN T EDGINGTON	607.20			
48433	12/08/2015	1450	DUSTIN A FARGO	611.36			
48434	12/08/2015	1494	JONATHON G GILBERT	389.53			
48435	12/08/2015	1455	EDWARD HARDGRAVE	300.41			
48436	12/08/2015	1493	JOSH HARDING	543.11			
48437	12/08/2015	1503	TROY G HARMISON	284.90			
48438	12/08/2015	1483	JOSEPH E HENDRICKSON	486.50			
48439	12/08/2015	1407	DAVID P HIGGINS	1481.04			
48440	12/08/2015	1495	PETER G HOWELL	46.17			
48441	12/08/2015	1424	MYLES KAWAMURA	138.52			
48442	12/08/2015	1501	MORRISON D KENNEDY	433.12			
48443	12/08/2015	1487	ERIC D MORRIS	770.52			
48444	12/08/2015	1499	REBECCA L MORRIS	238.36			
48445	12/08/2015	1490	JARED J MURPHY	767.24			
48446	12/08/2015	1459	KARRIE NICHOLSON-WILLIAMS	419.54			
48447	12/08/2015	1488	JOSEPH R PHEARMAN	1234.43			
48448	12/08/2015	1415	CHRIS POULSON	747.77			
48449	12/08/2015	1452	BRYAN ALLEN AMES SICKELS	1200.36			
48450	12/08/2015	1410	CHRIS SICKELS	1217.49			
48451	12/08/2015	1502	LOGAN W SICKELS	98.96			
48452	12/08/2015	1439	CLAYTON SPRAGUE	525.75			
48453	12/08/2015	1486	JASON J VICK	652.46			
48454	12/08/2015	1479	DANYL S VONNAHME	277.05			
48455	12/08/2015	1491	JENNIFER J WICKETT	278.44			
48456	12/08/2015	9140	DAKOTA T WILLIAMS	438.01			
			BANK TOTAL	17004.84			
			REPORT TOTAL	17004.84			



**City of Bondurant  
Budget Timeline - FY2017**

<b>Day</b>	<b>Date</b>	<b>Task</b>
Wednesday	01/04/16	City department heads give budget and proposals to finance director
Thursday	01/14/16	Budget draft to council
Monday	01/18/16	Budget work session with council
Friday	01/29/16	Budget proposal to council members
Monday	02/01/16	Council receives and adopts final proposed budget and orders notice of hearing
Wednesday	02/10/16	Send notice of budget public hearing to paper
Wednesday	02/17/16	Notice of hearing on adoption of final budget published
Monday	03/07/16	Budget Hearing
Monday	03/07/16	Adoption of final budget
Friday	03/11/16	Certified budget to county auditor
Monday	03/21/16	Persons affected by the budget have 10 days after date of certification to file written protest
Friday	06/10/16	IDOM certifies taxes back to county auditor
Tuesday	07/01/16	Budget takes effect

**Tax Abatement Applications  
December 21, 2015  
City of Bondurant**

Name	Address	Completion Date	Cost
Chelsea Bradshaw	109 Mallard Pointe Dr NW	12/18/2015	\$259,900
Ashlea Loudon	421 Alpha St NW	3/18/2014	\$171,500

CITY OF BONDURANT  
RESOLUTION NO. 15-167

RESOLUTION APPROVING THE FINAL PLAT OF WISTERIA HEIGHTS PLAT 5

WHEREAS, a Final Plat has been submitted for Wisteria Heights Plat 5, described as part of land in Outlots 'X' and 'Y', Wisteria Heights Plat 2, and official plat recorded in book 13653, page 958 at the Polk County Recorder's Office, City of Bondurant, Polk county, Iowa that is more particularly describe as follows:

Beginning at the Northwest corner of Lot 1, Wisteria Heights Plat 4, an official plat recorded in book 14998, page 734 at the Polk County Recorder's Office, thence N00°00'04"E, 33.29 feet along the Easterly line of Outlot 'Z', said Wisteria Heights Plat 2 to a point, thence N07°51'37"E, 127.92 feet along said Easterly line to a point; thence N00°00'06"W, 186.73 feet to a point on the North line of said Outlot 'X'; thence S89°50'08"E, 556.23 feet along the North line of said Outlot 'X' to a point on the East line of said Outlot 'X', said point also being on the West right-of-way line of NE 80th Street (Pleasant Street SE) as it is presently established; thence S00°00'04"W, 515.25 feet along said East line and said West right-of-way line to the NE corner of Lot 5, said Wisteria Heights Plat 4; thence S89°59'54"W, 361.08 feet along the North line of Lots 5, 4, 3, and 2, said Wisteria heights Plat 4 to a point; thence N70°24'40"W, 60.02 feet along the North line of said Wisteria Heights Plat 4 to a point; thence S89°59'54"W, 143.35 feet along the North line of said Lot 1, Wisteria Heights Plat 4 to the point of beginning and containing 6.461 acres.

WHEREAS, the following conditions for approval have been met:

1. Construction is 100% complete and approved by the City Public Works Department
2. Four-year maintenance bonds have been provided for street, sewer, water and storm sewer construction; AND

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Bondurant, Iowa, that the Final Plat for Wisteria Heights Plat 5, Bondurant, Polk Country, Iowa, is herby approved as presented.

Passed and adopted this 21st day of December, 2015,

\_\_\_\_\_  
Curt Sullivan, Mayor

ATTEST:

\_\_\_\_\_  
Shelby Hagan, City Clerk



## Mark Arentsen

---

**From:** bcurnes [bcurnes@yahoo.com]  
**Sent:** Friday, November 13, 2015 5:22 PM  
**To:** Mark Arentsen  
**Subject:** Wisteria sidewalk  
**Attachments:** 20151113\_110748.jpg; 20151113\_110604.jpg

Mark,

I'm sending some pictures to see if the sidewalk can be deleted along Pleasant Street. It's difficult to see from the pictures but the grade of the ditch makes it fairly unreasonable to install sidewalk on these lots as it is on the slope of the ditch. I understand that eliminating sidewalks is not something the city really does but considering these lots are not the "normal" city lots I would hope an exception will be made as these enter onto a black top road and the ditch is needed to collect the water from the field across the street.

Thank you,  
Brian Curnes  
Integrity Homes, Inc.

Sent from my Verizon Wireless 4G LTE smartphone





## Mark Arentsen

---

**From:** Mark Arentsen [mailto:marentsen@cityofbondurant.com]  
**Sent:** Friday, December 18, 2015 11:01 AM  
**To:** 'bcurnes'  
**Subject:** RE: Wisteria Heights Plat 5 Final Plat  
**Attachments:** SKM\_C454e15121810550.pdf

Brian, I received the attached letter today. Normally we get responses quicker, but we've had some problems with e-mail communications with V&K recently. I think that problem is now solved. I agree that the grades along these lots are a problem for sidewalk construction. The letter suggests one way that sidewalks could be installed without getting them too close to the homes. It's my opinion that it would be a mistake to eliminate these sidewalks, but I realize you may not agree with that. You are welcome to attend the Council meeting and state whatever your position is on this issue.

*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](mailto:marentsen@cityofbondurant.com)  
[www.cityofbondurant.com](http://www.cityofbondurant.com)

---

**From:** bcurnes [mailto:bcurnes@yahoo.com]  
**Sent:** Friday, December 18, 2015 10:40 AM  
**To:** Mark Arentsen  
**Subject:** RE: Wisteria Heights Plat 5 Final Plat

Did you get the ok to eliminate the sidewalk on Pleasant or should I be at the meeting?

Sent from my Verizon Wireless 4G LTE smartphone

----- Original message -----

**From:** Mark Arentsen <[marentsen@cityofbondurant.com](mailto:marentsen@cityofbondurant.com)>  
**Date:** 12/18/2015 10:38 AM (GMT-06:00)  
**To:** 'bcurnes' <[bcurnes@yahoo.com](mailto:bcurnes@yahoo.com)>, 'Bart Turk' <[turk@ceclac.com](mailto:turk@ceclac.com)>  
**Subject:** Wisteria Heights Plat 5 Final Plat

Brian & Bart, A Resolution approving the Final Plat for Wisteria Heights Plat 5 is on the 12/21 City Council agenda. I expect that it will be approved.

*Mark Arentsen*



**Date:** December 16, 2015

**To:** Mark Arentsen

**Fr:** Bob Veenstra Jr.  
Veenstra & Kimm, Inc.

**Re:** Wisteria Heights Plat 5  
Sidewalk along Pleasant Street SE

**M E M O R A N D U M**  
**RECEIVED**  
DEC 18 2015  
CITY OF BONDURANT

This memorandum is a follow up to your email message relative to the request by the developer of Wisteria Heights Plat 5 not to install sidewalk along the west side of Pleasant Street SE. The basis for requesting the deferral of sidewalk is the rural roadway section of Pleasant Street SE.

The construction plans for Wisteria Heights Plat 5 show the sidewalk to be located on private property just west of the right-of-way line. The grading plan in the construction plans indicates there should be a level area between the ditch along Pleasant Street SE and the front yard area for the sidewalk.

As indicated on the photographs it would be very challenging to locate a sidewalk at the site shown on the construction plans. Visually this sidewalk would be located immediately behind the pole line and would need to be at an elevation that would be high enough to drain westerly away from the street.

As indicated in the photographs, it would be challenging to build the sidewalk without the fill section on the east side of the sidewalk extending to the ditch area along the west side of Pleasant Street SE. Although the construction plans indicate the intent to build the sidewalk, in practice it appears it would be very challenging to build that sidewalk.

If the City intends to convert Pleasant Street SE to an urban section in the foreseeable future deferring the sidewalk may be logical as the sidewalk would almost certainly be removed and replaced as part of any urban street conversion.

On the other hand, if the intent is for Pleasant Street SE to remain a rural roadway for the foreseeable future it would be preferable to have the sidewalks constructed along the west side of Pleasant Street SE. That being said, it is quite likely a different grading plan would need to be developed to allow the sidewalk to be constructed. One option might be to allow the high point on the development to be shifted slightly to the west allowing the sidewalk to be built at a slightly lower elevation that would be less intrusive into the west ditch of Pleasant Street SE. Another option would be to shift the location of the sidewalk westerly. This would move the sidewalk even farther onto private property and would encroach further into the front yard setback area. This approach may result in a look to the subdivision where the houses appear to be too close to the sidewalk.

**END**

4285-034

CITY OF BONDURANT  
RESOLUTION NO. 15-168

RESOLUTION APPROVING APPOINTMENTS TO DES MOINES AREA MPO AND  
DES MOINES AREA MPO'S TRANSPORTATION TECHNICAL COMMITTEE

WHEREAS, the Des Moines Area Metropolitan Planning Organization (MPO) requests the City of Bondurant to appoint or reappoint its representatives to the DM Area MPO and MPO Transportation Technical Committee (TTC); AND

WHEREAS, the City of Bondurant through the 28E Agreement, has one primary representative and one alternate representative on both the MPO and TTC; AND

WHEREAS, Council Member Brian Lohse has agreed to reappointment as MPO Primary Representative and City Administrator Arentsen has agreed to reappointment as MPO Alternate Representative; AND

WHEREAS, Finance Director Lori Dunham has agreed to reappointment as TTC Primary Representative and Street Superintendent Ken Grove has agreed to reappointment as TTC Alternate Representative

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Bondurant, Iowa, that the appointments to the DM Area MPO and TTC for CY 2016, are hereby approved as presented.

Passed this 21st day of December, 2015,

By: \_\_\_\_\_  
Curt Sullivan, Mayor

ATTEST: I, Shelby Hagan, City Clerk 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.

\_\_\_\_\_  
Shelby Hagan, City Clerk

Council Action	Ayes	Nays	Abstain	Absent
Enos				
Lohse				
Peffer				
Keeler				
Elrod				



420 Watson Powell Jr. Parkway, Suite 200  
Des Moines, Iowa 50309  
Phone: 515.334.0075  
Email: info@dmampo.org  
www.dmampo.org

RECEIVED

DEC 03 2015

CITY OF BONDURANT

November 24, 2015

The Honorable Curt Sullivan  
Mayor of Bondurant  
200 Second Street, NE  
Bondurant, IA 50035

**Subject: Des Moines Area MPO Representation for 2016**

Dear Mayor Sullivan:

Annually, the Des Moines Area Metropolitan Planning Organization (MPO) contacts the City of Bondurant to request the Bondurant City Council appoint, or reappoint, its representatives to the Des Moines Area MPO and to the Des Moines Area MPO's Transportation Technical Committee (TTC). We are writing to request the Bondurant City Council take that action again this year. Our staff has enclosed forms to fill out and return to the Des Moines Area MPO with the latest information on the City of Bondurant's appointments to the Des Moines Area MPO and the Des Moines Area MPO TTC for Calendar Year 2016.

The City of Bondurant, through the Amended and Substituted Agreement Establishing the Des Moines Area Metropolitan Planning Organization under Chapter 28E, Code of Iowa, (28E Agreement), has one primary representative and one alternate representative on both the Des Moines Area MPO and the Des Moines Area MPO's TTC. The City of Bondurant's current representation is:

- Des Moines Area MPO Primary Representatives      Brian Lohse
- Des Moines Area MPO Alternate Representatives      ~~Keith Ryan~~ *Mark Arntsen*
- Des Moines Area MPO TTC Primary Representatives      Lori Dunham
- Des Moines Area MPO TTC Alternate Representative      Kenneth Grove

Bondurant MPO Representatives  
November 24, 2015  
Page 2

The City of Bondurant needs to appoint/reappoint persons to serve on these Des Moines Area MPO committees. The Des Moines Area MPO's 28E Agreement states ". . . *the representative or representatives who serve on the Des Moines Area MPO shall be a member or members of its governing body or other person or persons appointed in the manner approved by such governing body. Alternative representatives may be similarly appointed, on a temporary or permanent basis, as a member government shall determine.*" No person appointed as a representative to one committee may serve as a primary representative or as an alternate representative on the other committee.

We remind each of the Des Moines Area MPO's member governments that:

- The Des Moines Area MPO urges that there should be a strong link between the appointing city council and its designated Des Moines Area MPO representative, with this link enhancing the ability of the appointed representative to carry forward that city's views when communicating with other member governments and agencies through the Des Moines Area MPO process.
- The Des Moines Area MPO urges that a city, when making its appointment of Des Moines Area MPO and Des Moines Area MPO TTC representatives select individuals who are committed to and willing to attend and participate in the Des Moines Area MPO's meetings and activities on a regular basis.
- The Des Moines Area MPO, following Title VI of the Civil Rights Act of 1964, also urges member governments to consider minority individuals when making these appointments.

In closing, we request that the City of Bondurant return the appointments information on or before December 31, 2015. We look forward to receiving the information for the City of Bondurant's representatives to the Des Moines Area MPO.

Respectfully yours,



R. Todd Ashby  
Executive Director

Enclosures

RTA:tjd

cc: Tom Hockensmith, MPO Chair  
✓ Shelby Hagan, City Clerk

CITY OF BONDURANT  
RESOLUTION NO. 15-169

RESOLUTION APPROVING APPOINTMENTS TO MWA BOARD FOR CY 2016

WHEREAS, the Metro Waste Authority requests the City of Bondurant to appoint an elected official, member of city council or mayor to serve on its Board of Directors for calendar year 2016; AND

WHEREAS, the appointments must be a Primary Board Appointment and a Board Alternate Appointment; AND

WHEREAS, Council Member Wes Enos has agreed to reappointment as Primary Board Representative and City Administrator Arentsen has agreed to reappointment as Board Alternate Representative

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Bondurant, Iowa, that the appointments to the MWA Board, are hereby approved as presented.

Passed this 21st day of December, 2015,

By: \_\_\_\_\_  
Curt Sullivan, Mayor

ATTEST: I, Shelby Hagan, City Clerk 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.

\_\_\_\_\_  
Shelby Hagan, City Clerk

Council Action	Ayes	Nays	Abstain	Absent
Enos				
Lohse				
Peffer				
Keeler				
Elrod				

RECEIVED

DEC 02 2015

CITY OF BONDURANT

November 30, 2015

Curt Sullivan, Mayor  
City of Bondurant  
200 2<sup>nd</sup> Street NE  
P.O. Box 37  
Bondurant, IA 50035

Dear Mayor Sullivan,

On behalf of Metro Waste Authority, I am requesting an official letter and approved resolution verifying primary board and board alternate appointments or reappointments to serve on Metro Waste Authority's Board of Directors for calendar year 2016.

For clarification purposes, appointments must be as follows:

- Primary Board Appointment: Shall be an elected official, member of city council or mayor.
- Board Alternate Appointment: Shall be an elected official, city staff member, or an individual or resident serving your community.

A letter affirming the appointments, including current contact information (address, cell phone, email), and a copy of the approved resolution can be forwarded to Geri Crawford.

Please contact me at (515) 323-6535 ([rme@mwatoday.com](mailto:rme@mwatoday.com)), or my assistant Geri Crawford at (515) 323-6502 ([gcr@mwatoday.com](mailto:gcr@mwatoday.com)), if you have any questions. Thank you for your assistance.

Sincerely,



Reo Menning  
Executive Director

C: City Clerk

**CITY OF BONDURANT  
RESOLUTION NO. 15-170**

**RESOLUTION APPROVING APPOINTMENTS TO WRA BOARD AND TECHNICAL  
COMMITTEE FOR CY 2016**

WHEREAS, the Des Moines Metropolitan Wastewater Reclamation Authority (WRA) requests the City Council to appoint a representative and alternate to serve on the Board for calendar year 2016; AND

WHEREAS, the Des Moines Metropolitan WRA requests appointees to the WRA Technical Committee; AND

WHEREAS, City Administrator Arentsen has agreed to reappointment as Primary Board Representative and Council Member Bob Peffer has agreed to reappointment as Alternate Representative and Water Superintendent Pat Collison has agreed to reappointment as WRA Technical Committee Primary and City Administrator Arentsen as agreed to reappointment as the Alternate

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Bondurant, Iowa, that the appointments to the WRA Board and Technical Committee, are hereby approved as presented.

Passed this 21st day of December, 2015,

By: \_\_\_\_\_  
Curt Sullivan, Mayor

ATTEST: I, Shelby Hagan, City Clerk 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.

\_\_\_\_\_  
Shelby Hagan, City Clerk

Council Action	Ayes	Nays	Abstain	Absent
Enos				
Lohse				
Peffer				
Keeler				
Elrod				



**DES MOINES METROPOLITAN  
WASTEWATER RECLAMATION AUTHORITY**  
CITY OF DES MOINES, OPERATING CONTRACTOR

RECEIVED

NOV 30 2015

CITY OF BONDURANT

November 20, 2015

To: WRA Communities City Managers/Administrators & Sanitary District Presidents:

Jeff Mark, Altoona	Don Sandor, Pleasant Hill
David Jones, Ankeny	Gary Mahannah, Polk City
Mark Arentsen, Bondurant	Mark Wandro, Polk County
Dennis Henderson, Clive	Joe Sassatelli, USSD
Tom Becker, Cumming	Joseph L. Garvey, Jr., UWHS
Scott Sanders, Des Moines	Jean Furler, Warren County
Steve Vander Waal, Greenfield Plaza	Tim Moerman, Waukee
Jim Sanders, Johnston	Tom Hadden, West Des Moines
Marketa Oliver, Norwalk	

Re: Request for Names of Representatives and Alternates appointed to  
WRA Board and Current Community Population

According to ARTICLE III, Section 2(e) of the "Second Amended and Restated Agreement for the Des Moines Metropolitan Wastewater Reclamation Authority" the Board Secretary shall contact the governing body of each Participating Community to request the names of each Participating Community's representative(s) and alternate(s) to serve on the Board for the upcoming calendar year. The appointment of the representatives and alternates to the Board shall be approved by the governing bodies of the Participating Communities, which appointments shall be certified to the Board before the annual meeting of the Board in January of each year. Therefore, I am requesting that each WRA Community provide the names, addresses, phone numbers and email addresses of both representatives and alternates of the person(s) appointed to the WRA Board. Each appointee will serve on the Board for the 2015 calendar year. Please see the table below to determine your community's allowable number of representatives to the WRA Board. Attached is a list of the current WRA Representatives and Alternates of record.

Each Participating Community shall affirm their community's current population according to the latest certified census. This census data will be reviewed by the WRA Technical Committee and reported to the WRA Board for the purpose of population weighted voting for the upcoming calendar year. If your community population is different than shown in the table below please provide documentation certifying the correct census data.

WORKING TOGETHER FOR CLEAN WATER

Phone 515/323-8000 • Fax 515/323-8050 • [www.dmmwra.org](http://www.dmmwra.org)  
3000 Vandalia Road • Des Moines, Iowa 50317-1346





**DES MOINES METROPOLITAN  
WASTEWATER RECLAMATION AUTHORITY**

**CITY OF DES MOINES, OPERATING CONTRACTOR**

<u>Community</u>	<u>Number of WRA Board Representa- tives &amp; Alternates Allowed</u>	<u>Community Population</u>
Altoona	1	14,541
Ankeny	2	45,582
Bondurant	1	3,860
Clive	1	15,447
Cumming	1	351
Des Moines	8	203,433
Johnston	1	17,278
Norwalk	1	8,945
Pleasant Hill	1	8,785
Polk City	1	3,418
West Des Moines	3	56,609
Polk County	1	10,517
Warren County	1	0
Waukee	1	13,790
Greenfield Plaza/Hill of Coventry Sanitary District	1	1,743
Urbandale Sanitary Sewer District	2	34,780
Urbandale-Windsor Heights Sanitary District	1	9,543

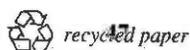
If you have any questions regarding this matter, do not hesitate to contact me at 323-8035.

Sincerely,

Scott Hutchens  
WRA Director  
STH:jpb

**WORKING TOGETHER FOR CLEAN WATER**

Phone 515/323-8000 • Fax 515/323-8050 • [www.dmmwra.org](http://www.dmmwra.org)  
3000 Vandalia Road • Des Moines, Iowa 50317-1346



Community/District	Representative	Alternate
Altoona	Skip Conkling 516 6 <sup>th</sup> Street NW Altoona, IA 50009 Phone: 967-1181 <a href="mailto:conkling_8@msn.com">conkling_8@msn.com</a>	Dean O'Connor 407 8th Street SE Altoona, IA 50009 Phone: 967-5382 Fax: 967-0842 <a href="mailto:doconnor@larrywindowsservice.com">doconnor@larrywindowsservice.com</a>
Ankeny	Jim McKenna 410 West First Street Ankeny, IA 50021 Phone: 964-0692 <a href="mailto:jmckenna@ankenyiowa.gov">jmckenna@ankenyiowa.gov</a>  Paul Moritz 410 West First Street Ankeny, IA 50023 Phone: 965-6420 <a href="mailto:pmoritz@ankenyiowa.gov">pmoritz@ankenyiowa.gov</a>	Gary Lorenz Mayor 410 West First Street Ankeny, IA 50021 Phone: 964-1644 <a href="mailto:glorenz@ankenyiowa.gov">glorenz@ankenyiowa.gov</a>  Mark Mueller 210 S. Ankeny Boulevard Ankeny, IA 50021 Phone: 963-3520 <a href="mailto:mmueller@ankenyiowa.gov">mmueller@ankenyiowa.gov</a>
Bondurant	Mark Arentsen 200 2nd Street NE PO Box 37 Bondurant, IA 50035 Phone: 967-2418 Fax: 967-5732 <a href="mailto:marentsen@cityofbondurant.com">marentsen@cityofbondurant.com</a>	Bob Peffer 508 6 <sup>th</sup> Court SE Bondurant, IA 50035 Phone: 664-0280 <a href="mailto:bpeffer@cityofbondurant.com">bpeffer@cityofbondurant.com</a>
Clive	Ted Weaver 1900 NW 114 <sup>th</sup> Street Clive, IA 50325 Phone: 339-5667 <a href="mailto:tweaver@cityofclive.com">tweaver@cityofclive.com</a>	Dennis Henderson City Manager 1900 NW 114th Street Clive, IA 50325 Phone: 223-6220 Fax: 457-3091 <a href="mailto:dhenderson@cityofclive.com">dhenderson@cityofclive.com</a>
Cumming	Larry Goode PO Box 33 609 N. 44th Street Cumming, IA 50061 Phone: 490-1957 <a href="mailto:dgoode@cimech.com">dgoode@cimech.com</a>	Tom Becker Mayor PO Box 33 609 N. 44th Street Cumming, IA 50061 Phone: 981-4243 <a href="mailto:tbecker@qwestoffice.net">tbecker@qwestoffice.net</a>
Des Moines	Franklin Cownie Mayor 400 Robert D. Ray Drive Des Moines, IA 50309 Phone: 283-4944 <a href="mailto:fcownie@dmgov.org">fcownie@dmgov.org</a>  Skip Moore City Council 400 Robert D. Ray Drive Des Moines, IA 50309	Phil Delafield Community Development Director 602 Robert D. Ray Drive Des Moines, IA 50309 Phone: 283-4239 <a href="mailto:pmdelafield@dmgov.org">pmdelafield@dmgov.org</a>  Larry Hulse 400 Robert D. Ray Drive Des Moines, IA 50309 Phone: 283-4182

	<p>Phone: 237-1621  <a href="mailto:skipmoore@dmgov.org">skipmoore@dmgov.org</a></p> <p>Scott Sanders  City Manager  400 Robert D. Ray Drive  Des Moines, IA 50309  Phone: 283-4141  <a href="mailto:sesanders@dmgov.org">sesanders@dmgov.org</a></p>	<p><a href="mailto:ldhulse@dmgov.org">ldhulse@dmgov.org</a></p> <p>Christopher Coleman  City Council  400 Robert D. Ray Drive  Des Moines, IA 50309  Phone: 237-1622  <a href="mailto:ccoleman@dmgov.org">ccoleman@dmgov.org</a></p>
Greenfield Plaza/Hills of Coventry	<p>Steven Vander Waal  697 Greenfield Parkway  Des Moines, IA 50320  Phone: 287-4623  <a href="mailto:taxandtimber@juno.com">taxandtimber@juno.com</a></p>	<p>Marlene Rivas  134 Newcastle Drive  Des Moines, IA 50320  Phone: 285-4844  <a href="mailto:melaine4@g.com">melaine4@g.com</a></p>
Johnston	<p>Jim Sanders  City Administrator  6221 Merle Hay Road  PO Box 410  Johnston, IA 50131  Phone: 727-7760  <a href="mailto:jsanders@ci.johnston.ia.us">jsanders@ci.johnston.ia.us</a></p>	<p>Teresa Rotschafer  6221 Merle Hay Road  PO Box 410  Johnston, IA 50131  Phone: 727-7760  <a href="mailto:trotschafer@ci.johnston.ia.us">trotschafer@ci.johnston.ia.us</a></p>
Norwalk	<p>Tim Hoskins  Public Works Director  2626 North Ave.  Norwalk, IA 50211  Phone: 981-0228  <a href="mailto:timhoskins@ci.norwalk.ia.us">timhoskins@ci.norwalk.ia.us</a></p>	<p>Marketa Oliver  705 North Ave.  Norwalk, IA 50211  Phone: 981-0228 ext. 234  Fax: 981-0933  <a href="mailto:marketaoliver@ci.norwalk.ia.us">marketaoliver@ci.norwalk.ia.us</a></p>
Pleasant Hill	<p>Don Sandor  City Manager  5160 Maple Drive, Suite 1  Pleasant Hill, IA 50327  Phone: 309-9408  <a href="mailto:dsandor@ci.pleasant-hill.ia.us">dsandor@ci.pleasant-hill.ia.us</a></p>	<p>Ben Champ  Community Development Director  5160 Maple Drive, Suite A  Pleasant Hill, IA 50327  Phone: 309-9460  <a href="mailto:bchamp@ci.pleasant-hill.ia.us">bchamp@ci.pleasant-hill.ia.us</a></p>
Polk City	<p>Gary Mahannah  City Administrator  112 S. 3rd Street  Polk City, IA 50226  Phone: 984-6233  Fax: 984-6177  <a href="mailto:gmahannah@polkcity.org">gmahannah@polkcity.org</a></p>	<p>Jason Morse  Mayor  112 S. 3rd Street  Polk City, IA 50226  Phone: 984-6233  Fax: 984-6177  <a href="mailto:jmorse@polkcity.org">jmorse@polkcity.org</a></p>
Polk County	<p>E.J. Giovannetti  2700 Grand Avenue  Des Moines, IA 50312  Phone: 697-4236  <a href="mailto:ejgiovannetti@hhlawpc.com">ejgiovannetti@hhlawpc.com</a></p>	<p>Robert Brownell  1st District Supervisor  Administrative Office Building  111 Court Ave., Room 300  Des Moines, IA 50309  Phone: 286-3115  <a href="mailto:robert.brownell@polkcountyiowa.gov">robert.brownell@polkcountyiowa.gov</a></p>

Urbandale Sanitary Sewer District	Joe Sassatelli 7309 Townsend Ave. Urbandale, IA 50322 Phone: 276-4784 <a href="mailto:remaybe33@aol.com">remaybe33@aol.com</a>	DJ Nawrocki 9633 Quail Run Des Moines, IA Phone: 276-4784 <a href="mailto:dj.nawrocki@weitz.com">dj.nawrocki@weitz.com</a>
Urbandale-Windsor Heights Sanitary District	Joseph Garvey, Jr. 2734 Westover Blvd. Des Moines, IA 50322 Phone: 276-4643 <a href="mailto:joe.garvey@gmail.com">joe.garvey@gmail.com</a>	Tom Leahy 7261 Sunrise Blvd. Windsor Heights, IA 50324 Phone: 278-6673 <a href="mailto:temmet@aol.com">temmet@aol.com</a>
Warren County	Dean Yordi 301 North Buxton Ave., Suite 202 Indianola, IA 50125 Phone: 961-1028 <a href="mailto:deany@co.warren.ia.us">deany@co.warren.ia.us</a>	Doug Shull 301 North Buxton Ave., Suite 202 Indianola, IA 50125 Phone: 961-1030 <a href="mailto:dougs@co.warren.ia.us">dougs@co.warren.ia.us</a>
Waukee	Tim Moerman City Administrator 230 W. Hickman Road Waukee, IA 50263 Phone: 987-4522 <a href="mailto:tmoerman@waukee.org">tmoerman@waukee.org</a>	John Gibson Director of Public Works 230 Highway 6 Waukee, IA 50263 Phone: 987-4522 Fax: 987-1845 <a href="mailto:jgibson@waukee.org">jgibson@waukee.org</a>
West Des Moines	John Mickelson 6836 Reed Lane West Des Moines, IA 50266 Phone: 554-6868 <a href="mailto:john.mickelson@wdm.iowa.gov">john.mickelson@wdm.iowa.gov</a>  Jody Smith PO Box 65320 West Des Moines, IA 50265 Phone: 222-3605 Fax: 222-3640 <a href="mailto:jody.smith@wdm-ia.com">jody.smith@wdm-ia.com</a>	Rick Messerschmidt 905 52nd Court West Des Moines, IA 50265 Phone: 225-2641 <a href="mailto:rick.messerschmidt@wdm-ia.com">rick.messerschmidt@wdm-ia.com</a>  Tim Stiles PO Box 65320 West Des Moines, IA 50265 Phone: 222-3611 <a href="mailto:tim.stiles@wdm.iowa.gov">tim.stiles@wdm.iowa.gov</a>

CITY OF BONDURANT  
RESOLUTION NO. 15-171

RESOLUTION APPROVING APPOINTMENTS TO E911 SERVICE BOARD

WHEREAS, the Polk County E911 requests the City Council to appoint a representative and alternate to serve on the Service Board for calendar year 2016; AND

WHEREAS, Chief Aaron Kreuder has agreed to reappointment as Primary Board Representative and City Administrator Arentsen has agreed to reappointment as First Alternate Representative

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Bondurant, Iowa, that the appointments to the E911 Service Board, are hereby approved as presented.

Passed this 21st day of December, 2015,

By: \_\_\_\_\_  
Curt Sullivan, Mayor

ATTEST: I, Shelby Hagan, City Clerk 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.

\_\_\_\_\_  
Shelby Hagan, City Clerk

Council Action	Ayes	Nays	Abstain	Absent
Enos				
Lohse				
Peffer				
Keeler				
Elrod				

CITY OF BONDURANT  
RESOLUTION NO. 15-172

RESOLUTION APPOINTING A REPRESENTATIVE AND ALTERNATIVE  
REPRESENTATIVE TO THE POLK COUNTY EMERGENCY MANAGEMENT  
COMMISSION

WHEREAS, the County Board of Supervisors, City Councils and school district Boards of Education in each county shall cooperate with the Homeland Security and Emergency Management Division of the Department of Public Defense to establish a local emergency management commission (Commission) to carry out the provisions of Iowa Code Chapter 29C; AND

WHEREAS, the Commission shall be composed of a member of the Board of Supervisors or an appointed representative, the Sheriff or the Sheriff’s representative, and the Mayor or the Mayor’s representative from each city within the county; AND

WHEREAS, the Commission members shall be the operations liaison officers between their respective jurisdiction and the Commission; AND

WHEREAS, the Commission shall meet monthly to determine the mission of its agency and program and provide direction for the delivery of the emergency management services of planning, administration, coordination, training, and support for local governments and their departments; AND

WHEREAS, the Commission shall coordinate emergency services in the event of a disaster

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Bondurant, Polk County, Iowa, that Mayor Sullivan be appointed as the Polk County Emergency Management Commission Representative; AND

NOW THEREFORE, BE IT FURTHER RESOLVED, by the City Council of Bondurant, Polk County, Iowa, that Council Member Brian Lohse, City Administrator Arentsen and Chief Aaron Kreuder be appointed as the Alternative Representatives; AND

NOW, THEREFORE, BE IT FURTHER RESOLVED, by the City Council of the City of Bondurant, Polk County, Iowa, that the Representative or Alternative Representative attend the monthly Commission meetings on behalf of the City of Bondurant, Polk County, Iowa.

Passed this 21st day of December, 2015,

By: \_\_\_\_\_  
Curt Sullivan, Mayor

ATTEST: I, Shelby Hagan, City Clerk 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.

---

Shelby Hagan, City Clerk

Council Action	Ayes	Nays	Abstain	Absent
Enos				
Lohse				
Peffer				
Keeler				
Elrod				

**CITY OF BONDURANT  
RESOLUTION NO. 15-173**

**RESOLUTION APPROVING APPOINTMENTS FOR CITY LEGAL AND  
ENGINEERING SERVICES**

WHEREAS, the City of Bondurant requires legal advice in its everyday conducting of serving the residents of Bondurant; AND

WHEREAS, the City of Bondurant requires engineering services for technical projects to improve the visibility of the City of Bondurant; AND

WHEREAS, the following recommended professional firms are presented for approval

<b>Name</b>	<b>Term (CY 2016)</b>	<b>Board/Position</b>
Brick Law Firm	1-1-2016 – 12-31-2016	City Attorney
Veenstra & Kimm	1-1-2016 – 12-31-2016	City Engineer

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Bondurant, Iowa, that the above list of appointees, is hereby approved as presented.

Passed this 21st day of December, 2015,

By: \_\_\_\_\_  
Curt Sullivan, Mayor

ATTEST: I, Shelby Hagan, City Clerk 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.

\_\_\_\_\_  
Shelby Hagan, City Clerk

Council Action	Ayes	Nays	Abstain	Absent
Enos				
Lohse				
Peffer				
Keeler				
Elrod				

CITY OF BONDURANT  
RESOLUTION NO. 15-174

RESOLUTION DESIGNATING THE OFFICIAL NEWSPAPERS OF RECORD FOR  
2016

WHEREAS, the City Clerk is required to publish all ordinances, enactments, proceedings and official notices according to City Ordinance; and

WHEREAS, a publication required by the Code of Ordinances or law must be in a newspaper published once weekly and having general circulation in the City; AND

WHEREAS, the *Herald-Index*, *Des Moines Register* and *Ankeny Register and Press Citizen* meet the requirements of the Ordinance

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Bondurant, Iowa, that these newspapers be designated the Official Newspapers of Record for 2016.

Passed this 21st day of December, 2015,

By: \_\_\_\_\_  
Curt Sullivan, Mayor

ATTEST: I, Shelby Hagan, City Clerk 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.

\_\_\_\_\_  
Shelby Hagan, City Clerk

Council Action	Ayes	Nays	Abstain	Absent
Enos				
Lohse				
Peffer				
Keeler				
Elrod				

**CITY OF BONDURANT  
RESOLUTION NO. 15-175**

**RESOLUTION DESIGNATING THE OFFICIAL DEPOSITORIES FOR 2016**

WHEREAS, the City of Bondurant is required to choose financial depositories for City of Bondurant funds in conformance with all applicable provisions of Iowa Code 452 and 453 (1983), as amended by 1984 Iowa Act, S.F. 2220; AND

WHEREAS, the following list of financial institutions meets these criteria and are presented for consideration

Depository Name	Location of Home Office	Maximum Balance in effect under prior resolution	Maximum Balance in effect under this resolution
Legacy Bank	Altoona, IA	\$3,000,000.00	\$3,000,000.00
IPAIT	Des Moines, IA	\$3,000,000.00	\$3,000,000.00
Wells Fargo Bank	Des Moines, IA	\$3,000,000.00	\$3,000,000.00
U.S. Bank	St. Paul, MN	\$3,000,000.00	\$3,000,000.00

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Bondurant, Iowa, that these financial institutions are hereby designated official depositories for 2016; AND

NOW, THEREFORE, BE IT FURTHER RESOLVED, by the City Council of the City of Bondurant, Iowa, that the City Administrator and/or Finance Director is hereby authorized to deposit City of Bondurant funds in amounts not to exceed the maximum approved for each respective designated financial institution.

Passed this 21st day of December, 2015,

By: \_\_\_\_\_  
Curt Sullivan, Mayor

ATTEST: I, Shelby Hagan, City Clerk 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.

\_\_\_\_\_  
Shelby Hagan, City Clerk

Council Action	Ayes	Nays	Abstain	Absent
Enos				
Lohse				
Peffer				
Keeler				
Elrod				

**CITY OF BONDURANT  
RESOLUTION NO. 15-176**

**RESOLUTION APPROVING THE CITY'S INVESTMENT POLICY FOR 2016**

WHEREAS, it is the policy of the City of Bondurant to invest public funds in a manner consistent with the greatest safety and protection for the City's investments; AND

WHEREAS, this investing of funds will, while protecting the safety of the City's investment, produce the highest investment return for meeting the cash flow requirements of the City and conform to Iowa Code Chapter 12B.10 Public Funds Investment Standards and Chapter 12C Deposit of Public Funds, City ordinances and policies governing the investment of public funds; AND

WHEREAS, the Investment Policy shall be formally approved and adopted by the City Council and reviewed annually

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Bondurant, Iowa, that the City of Bondurant Investment Policy for calendar year 2016, is hereby approved as presented.

Passed this 21st day of December, 2015,

By: \_\_\_\_\_  
Curt Sullivan, Mayor

ATTEST: I, Shelby Hagan, City Clerk 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.

\_\_\_\_\_  
Shelby Hagan, City Clerk

Council Action	Ayes	Nays	Abstain	Absent
Enos				
Lohse				
Peffer				
Keeler				
Elrod				

CITY OF BONDURANT  
INVESTMENT POLICY

Approved  
December 2014

# **City of Bondurant INVESTMENT POLICY**

## **I. Governing Authority**

It is the policy of the City of Bondurant to invest public funds in a manner consistent with the greatest safety and protection for the City's investments. This investing of funds will, while protecting the safety of the City's investment, produce the highest investment return for meeting the cash flow requirements of the City and conform to Iowa Code Chapter 12B.10 Public Funds Investment Standards and Chapter 12C Deposit of Public Funds, City ordinances and policies governing the investment of public funds.

## **II. Scope**

This investment policy applies to all financial assets of the City of Bondurant. These funds are accounted for in the City's Annual Report, and include, but not limited to, the General Fund, Special Revenue Fund, Capital Projects Fund, and Enterprise Fund.

## **III. General Objectives**

The primary objectives, in priority order, of investment activities shall be safety, liquidity, and yield.

### **1. Safety**

Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk and interest rate risk.

#### **a. Credit Risk**

The City will minimize credit risk, which is the risk of loss due to the failure of the security issuer or backer, by:

- Limiting investments to the types of securities listed in Section VII of this Investment Policy
- Pre-qualifying the financial institutions, broker/dealers, intermediaries, and advisers with which the City will do business in accordance with Section V
- Diversifying the investment portfolio so that the impact of potential losses from any one type of security or from any one individual issuer will be minimized.

b. Interest Rate Risk

The City will minimize interest rate risk, which is the risk that the market value of securities in the portfolio will fall due to changes in market interest rates, by:

- Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity
- Investing operating funds primarily in shorter-term securities, money-market mutual funds, or similar investment pools and limiting the average maturity of the portfolio in accordance with this policy (see section VIII)

2. Liquidity

The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands (static liquidity). Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets (dynamic liquidity). Alternatively, a portion of the portfolio may be placed in money market mutual funds or local government investment pools, which offer same-day liquidity for short-term funds.

3. Yield

The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above. The core of investments is limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed. Securities shall generally be held until maturity with the following exceptions:

- A security with declining credit may be sold early to minimize loss of principal
- A security swap would improve the quality, yield, or target duration in the portfolio
- Liquidity needs of the portfolio require that the security be sold

4. Local Considerations

The City seeks to promote local economic development through various programs and activities. Included is a program of rewarding local financial institutions that increase their commitments to private economic growth and local housing investment. This policy may diminish short-term investment yields in exchange for potential expansion of the tax base.

## IV. Standards of Care

### 1. Prudence

The standard of prudence to be used by investment officials shall be the “prudent person” standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security’s credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and the liquidity and the sale of securities are carried out in accordance with the terms of this policy.

The “prudent person” standard states that, “Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.”

### 2. Ethics and Conflicts of Interest

Administrators and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Employees and administrators shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and administrators shall refrain from undertaking personal investment transactions with the same individual with which business is conducted on behalf of the City.

### 3. Delegation of Authority

Authority to manage the investment program is granted to the City Administrator and derived from Iowa Code Chapter 12B.10. Responsibility for the operation of the investment program is hereby delegated to the Finance Director, who shall act in accordance with established written procedures and internal controls for the operation of the investment program consistent with this investment policy. Procedures should include references to: safekeeping, delivery vs. payment, investment accounting, repurchase agreements, wire transfer agreements, and collateral/depository agreements. No person may engage in an investment transaction except as provided under the terms of this policy and procedures established. The City Administrator shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

## **V. Authorized Financial Institutions, Depositories, and Broker/Dealers**

### **1. Authorized Financial Institutions, Depositories, and Broker/Dealers**

A list will be maintained of financial institutions and depositories authorized to provide investment services. In addition, a list will be maintained of approved security broker/dealers selected by creditworthiness (e.g., a minimum capital requirement of \$10,000,000 and at least five years of operation). These may include “primary” dealers or regional dealers that qualify under Securities and Exchange Commission (SEC) Rule 15C3-1 (uniform net capital rule).

All financial institutions and broker/dealers who desire to become qualified for investment transactions must supply the following as appropriate:

- Audited financial statements demonstrating compliance with state and federal capital adequacy guidelines
- Proof of National Association of Securities Dealers (NASD) certification (not applicable to Certificate of Deposit counter parties)
- Proof of state registration
- Completed broker/dealer questionnaire (not applicable to Certificate of Deposit counter parties)
- Certification of having read and understood and agreeing to comply with the City’s investment policy
- Evidence of adequate insurance coverage

### **2. Minority and Community Financial Institutions**

From time to time, the City Administrator may choose to invest in instruments offered by minority or community financial institutions. In such situations, a waiver to certain parts of the criteria under Paragraph 1 may be granted. All terms and relationships will be fully disclosed prior to purchase and will be reported to the appropriate entity on a consistent basis and should be consistent with state or local law. The appropriate legislative or governing body should approve these types of investment purchases in advance.

## **VI. Safekeeping and Custody**

### **1. Delivery vs. Payment**

All trades of marketable securities will be executed by delivery vs. payment (DVP) to ensure that securities are deposited in an eligible financial institution prior to the release of funds.

### **2. Safekeeping**

Securities will be held by an independent third-party custodian selected by the City as evidenced by safekeeping receipts in the City’s name. The safekeeping institution shall annually provide a copy of their most recent report on internal controls (Statement of Auditing Standards No. 70 or SAS 70).

### 3. Internal Controls

The City Administrator is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the City are protected from loss, theft or misuse. Details of the internal controls system shall be documented in an investment procedures manual and shall be reviewed and updated annually. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of a control should not exceed the benefits likely to be derived and (2) the valuation of costs and benefits requires estimates and judgments by management.

The internal controls structure shall address the following points:

- Control of collusion
- Separation of transaction authority from accounting and record keeping
- Custodial safekeeping
- Avoidance of physical delivery securities
- Clear delegation of authority to subordinate staff members
- Written confirmation of transactions for investments and wire transfers
- Dual authorization of wire transfers
- Development of a wire transfer agreement with the lead bank and third-party custodian

Compliance should be assured through the City's annual independent audit.

## VII. Suitable and Authorized Investments

### 1. Investment Types

Consistent with the State of Iowa Code Chapter 12B.10, the following investments will be permitted by this policy:

- Obligations of the United States government, its agencies and instrumentalities
- Certificates of deposit and other evidences of deposit at federally insured depository institutions approved pursuant to Iowa Code Chapter 12C
- Money Market Funds: SEC-registered fund that meets 2a-7 guidelines
- Joint Investment Trust Organized under Chapter 28E & meets 2a-7 guidelines
  - Registered with SEC; OR
  - Rated within the two highest classifications by at least one of the standard rating services approved by the Superintendent of Banking.
  - Manager/Investment Adviser must be registered with SEC under the Investment Advisor Act.

- Prime bankers' acceptances that mature within two hundred seventy days and that are eligible for purchase by a federal reserve bank, provided that at the time of purchase no more than thirty percent of the investment portfolio shall be in investments authorized by this paragraph and that at the time of purchase no more than five percent of the investment portfolio shall be invested in the securities of the issuer.
- Commercial paper or other short-term corporate debt that matures within two hundred seventy days and that is rated within the two highest classifications, as established by at least one of the standard rating services approved by the superintendent of banking.

## **VIII. Investment Parameters**

### **1. Diversification**

The investments shall be diversified by:

- Limiting investments to avoid over concentration in securities from a specific issuer or business sector (excluding U.S. Treasury securities)
- Limiting investment in securities that have higher credit risks
- Investing in securities with varying maturities, and
- Continuously investing a portion of the portfolio in readily available funds such as local government investment pools or money market funds to ensure that appropriate liquidity is maintained in order to meet ongoing obligations

### **2. Maximum Maturities**

To the extent possible, the City shall attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the City will not directly invest in securities maturing more than five years from the date of purchase.

Reserve funds and other funds with longer-term investment horizons may be invested in securities exceeding five years if the maturities of such investments are made to coincide as nearly as practicable with the expected use of funds.

Because of inherent difficulties in accurately forecasting cash flow requirements, a portion of the portfolio should be continuously invested in readily available funds such as local government investment pools or money market funds to ensure that appropriate liquidity is maintained to meet ongoing obligations.

### **3. Competitive Bids**

The Finance Director shall obtain competitive bids from at least two brokers or financial institutions on all purchase of investment instruments purchased on the secondary market.

## **IX. Reporting**

### **1. Methods**

The Finance Director shall prepare an investment report at least quarterly, including a management summary that provides an analysis of the status of the current investment portfolio and the individual transactions executed over the last quarter. This management summary will be prepared in a manner that will allow the City to ascertain whether investment activities during the reporting period have conformed to the investment policy. The report should be provided to the City Administrator and City Council. The report will include the following:

- Listing of individual securities held at the end of the reporting period
- Realized and unrealized gains or losses resulting from appreciation or depreciation by listing the cost and market value of securities over one-year duration that are not intended to be held until maturity
- Average weighted yield to maturity of portfolio on investments as compared to applicable benchmarks.
- Listing of investment by maturity date
- Percentage of the total portfolio which each type of investment represents

### **2. Performance Standards**

The City's cash management portfolio shall be designed with the objective of regularly meeting or exceeding a selected performance benchmark, which could be the average return on three-month U.S. Treasury bills or the average rate of Federal funds, whichever is higher. These indices are considered benchmarks for lower risk investment transactions and therefore comprise a minimum standard for the portfolio's rate of return. Maturities on investments shall be kept relatively shorter in periods of rising interest and relatively longer in periods of declining interest rates.

## **X. Policy Considerations**

### **1. Exemption**

Any investment currently held that does not meet the guidelines of this policy shall be exempted from the requirements of this policy. At maturity or liquidation, such monies shall be reinvested only as provided by this policy.

### **2. Amendments**

This policy shall be reviewed on an annual basis. The City Administrator and City Council must approve any changes.

## **XI. Approval of Investment Policy**

The investment policy shall be formally approved and adopted by the City Council and reviewed annually.

CITY OF BONDURANT  
RESOLUTION NO. 15-177

RESOLUTION APPROVING THE 2015 GOAL SETTING SESSION REPORT

WHEREAS, the City of Bondurant requested the Institute of Public Affairs (IPA) to assist the city with goal setting; AND

WHEREAS, IPA agreed to organize and facilitate a process that involved the following steps:

1. Prepare a questionnaire to identify recent accomplishments, issues/trends/concerns, potential new initiatives/programs/policies and suggestions to improve organizational effectiveness
2. Conduct a goal-setting session with the elected officials and city staff
3. Preparation of the final report

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Bondurant, Iowa, that the City of Bondurant Goal Setting Report from December 14, 2015, is hereby approved as presented.

Passed and adopted this 21st day of December, 2015,

\_\_\_\_\_  
Curt Sullivan, Mayor

ATTEST:

\_\_\_\_\_  
Shelby Hagan, City Clerk

# City of Bondurant, Iowa Goal Setting Report

December 14, 2015

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**Mayor:**

**Curt Sullivan**

**City Council:**

**Brian Lohse**

**Bob Peffer**

**Wes Enos**

**Jen Keeler**

**Doug Elrod**

**City Staff:**

**Mark Arentsen, City Administrator**

**Shelby Hagan, City Clerk**



**Facilitated by:**

**Jeff Schott**

***Institute of Public Affairs***

***University of Iowa***

# CITY OF BONDURANT, IOWA GOAL SETTING SESSION 2015

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# CITY OF BONDURANT, IOWA

## GOAL SETTING SESSION

### 2015

#### **Introduction**

The City of Bondurant requested the Institute of Public Affairs (IPA) to assist the city with goal setting. IPA agreed to organize and facilitate a process that involved the following steps:

1. Prepare a questionnaire to identify recent accomplishments, issues/trends/concerns, potential new initiatives/programs/policies and suggestions to improve organizational effectiveness.
2. Conduct a goal-setting session with the elected officials and city staff.
3. Preparation of this final report.

#### **Goal Setting Work Session**

City Council Members and the Mayor held a work session conducted by the IPA on December 14, 2015. In attendance and participating at this meeting were Mayor Curt Sullivan and, Council Members Brian Lohse, Bob Pepper, Jen Keeler and Doug Elrod.

Also in attendance and participating in this session were City Administrator Mark Arentsen, Water/Wastewater Supervisor Pat Collison, Street Superintendent Ken Grove, City Clerk Shelby Hagan, Finance Director Lori Dunham, Library Director Jill Sanders, Fire Chief Aaron Kreuder, BRCS Superintendent Jason McGrann, and Engineering Consultant Bob Veenstra. Also in attendance at the meeting were School Board President Sue Ugulini, School Superintendent Rich Powers, President of the Library Board Sue Klinker-Feld, and Bondurant resident Jeff Cook.

## **Major Accomplishments**

The following were identified as major city accomplishments during the past two years:

### **Financial/Budget**

- Tax reduction
- Tax abatement review
- Obtained 17 grants totaling \$1,945, 520

### **Infrastructure**

- WRA sewer connection (no interruptions of service during)
- Paine Heights storm sewer system
- Acquisition of 700,000 gallons of Water Purchased Capacity from Pleasant Hill
- Water main on Morgan Dr.
- Traffic light at 32<sup>nd</sup> and Hubbell
- Closed waste water lagoons
- Eliminated four lift stations
- Found and fixed multiple water leaks
- No DNR violations for water or wastewater
- No failed bacteria water samples
- Fence maintenance
- Crack seal 2<sup>nd</sup> St, NE and NW
- Repair of old infrastructure storm sewer on 11<sup>th</sup> St. SE
- Trail and traffic light projects with federal/state grant funds
- Sewer line run to south side of lake

### **City Operations/Facilities**

- Jazz in July – well attended, great exposure for the city
- Selection of new City Engineer
- Transfer from City of Altoona to Veenstra & Kim for building inspection
- Building permit pace
- BRSC Facility Manager
- City/school collaboration
- Utility bills via email
- Forte (cheaper fees) (credit card/echeck processor)
- Added accounting software features such as direct deposit, e-billing
- Added 1 full-time office staff for Council, P&Z, Board of Adj. – split Deputy City Clerk duties
- Art project
- Add .5 FTE for Public Works Dept

## **Major Accomplishments (continued)**

### **Parks and Rec/BRSC**

- Parks, Trails & Greenways Master Plan
- Trail development – extensions and improvements
  - Bike trail from Depot trailhead to NE 88<sup>th</sup>
  - Bondurant Regional Trailhead Depot construction
- Park shelters – 4 new houses
  - City Park shelter construction for less than architect's estimate
- Landscaping
- Expanded rec program offerings
- Addition of playground equipment in four parks
- Addition of benches, tables, etc. in four parks
- Manager for baseball complex
- Youth basketball program
- BRSC Changes:
  - Lift station
  - Two bathrooms in concession stand
  - Added rock to BRSC drive
  - New sod near BRSC playground
  - New gutters on BRSC garage and concession stand
- Equipment:
  - New John Deere mower, bucket and tiler
  - Restored broken down equipment (*ie.*, Smithco 3-wheeler)

### **Public Safety**

- New three-year agreement with Polk County Sheriff's Dept.
- Full-time Fire Chief
- ISO Rating change from 6/9 to 5/8B
- Purchased used ladder truck
- 14 sets of new turnout gear purchased over last two years
- Increase in membership from avg. 24 firefighters/EMT's to 31
- Explorer/Cadet program developed and put in place with 4 active members
- Purchase of 6 used MDTs from Altoona FD and installed in our trucks
- Received mini bus as a donation for training vehicle and scene support (Rehab unit)
- Lucas Device (auto chest compression) purchased for one ambulance
- Addition of school/city crossing guard

### **Library**

- Upgrade in cost effective lighting
- Stepped up presence on social media, promoting the Library
- Technology updates – new computers; wired seating; charging stations; increased bandwidth
- Increased early literacy programming – reaching more children
- Added two full-time staff to Library (from Part-Time)

## **Issues, Concerns, Trends and Opportunities**

The following were identified as issues, concerns, trends, and opportunities that may affect future city services, policies, finances or operations:

### **Financial/Budget**

- Fiscal responsibility
- Financing infrastructure extensions
- Finding matching funds for grant programs

### **Infrastructure**

- Transportation improvement
- Expansion of infrastructure for new development
- Deterioration of infrastructure (streets, sewer, storm)
- Fix sanitary sewer in Paine Heights, smoke tested 5 yrs ago
- Repair streets on main routes to start with
- Finish Main Street streetscape
- Replace 4" water main on Grant St. S. from 5<sup>th</sup> to 10<sup>th</sup> with 8" main
- Run 8" water main from Paine Heights across Hwy 65 to Pleasant St. to have a loop to homes on the east side of Hwy 65
- Repair manholes or sewer lines to new lift station before anyone hooks to it
- Transportation and pedestrian connections through town
- Traffic issues – dealing with more stoplights/signs
- District 30 tile
- Lincoln St. SE storm sewer and street refurbish

### **City Operations/Facilities**

- Keeping up with equipment needs
- Equipment to maintain streets, crack sealer, loader, plows
- Update and add equipment to all departments to accommodate new growth
- City Hall storage
- City Hall addition (increase staff)
- Improve website/expand social media
- Improve interactive connectivity
- Loss of water due to contractor theft

### **Economic Development**

- Commercial growth/development
- Add infrastructure to attract business
- Lack of commercial development for tax base
- Parking improvement downtown

## **Issues, Concerns, Trends and Opportunities (continued)**

### **Parks and Rec/BRSC**

- Means for maintaining added parks and trails
- Increase in youth, lack of facilities
- Lack and decline of revenue-earning tournaments
- Lack of field maintenance in previous years
- North shed is +50 years old – BRSC will need equipment space
- Currently no irrigation options for BRSC fields

### **Public Safety**

- More schools – other traffic concerns
- Traffic flow on Grant Street – especially during school start/stop times
- Grant Street and 2<sup>nd</sup> – 4-way stop
- Lack of safe pedestrian and bike travel across Hwy 65
- Increase in vandalism
- Loss of Altoona Fire/EMS
- Addition of full-time Fire Chief with no other staff
- City residential and multi-family growth – larger area to cover, more taxing on aging equipment
- City outgrowing current Fire Station – renting additional space for storage and parking equipment outside unsecured
- Increased tourism due to new bike trails and new businesses resulting in potential need for additional services

### **Library**

- Facility maintenance
- Landscaping
- Increased parking needs
- Expansion – keeping up with services with increased population

### **Other**

- School capacity/expansion
- Population explosion – controlled growth
- Managing residential growth

## On-Going Commitments/Priorities

The following were identified as on-going commitments/priorities for the upcoming 24 month period:

- Continue economic development programs
- Sewer infrastructure – infiltration/inflow remediation
- Continue to promote voluntary annexations
- Trail connections
- Provide safe connections to town
- Modification and expansion of baseball/softball complex
- Transportation/street plan for city
- Make a decision regarding tax abatement program
- Continue to reduce property tax rate

## FY 19 General Obligation Bond Priorities

The Mayor and City Council Members reviewed and evaluated a list of potential capital projects for consideration for funding in the upcoming FY 19 General Obligation Bond issue. The capital projects were tentatively scored as follows (higher score reflects higher priority):

<u>Project</u>	<u>Rank</u>	<u>Average Score</u>
Lincoln St Storm Sewer	1	7.83
Hwy 65 Underpass Match	2	7.50
Fire Dept Equipment Replacement	3	7.17
2 <sup>nd</sup> St Culvert Replacement	4	6.83
2 <sup>nd</sup> St/Grant Ave Intersection Impvmt	5	6.67
Main St. Streetscape	6	6.00
BRSC Improvements	7	5.00
Lake Petrocka Improvements	8	4.67
Garfield Ext./Brick St. Constr.	9	4.00
Efner Estates Park	10	3.67

## **Other New Priority Projects, Programs, Policies and Initiatives**

The Mayor and City Council Members reviewed other potential new projects, programs, policies and initiatives for consideration and selected the following as priorities for the upcoming 12 – 24 month period (listed in priority order):

- 1            Develop multi-year infrastructure (streets, sanitary sewers, storm sewers, water mains) improvements plan to address future growth
- 2            Addition of another full-time position at the Fire Department to cover calls Mon-Fri from 0800-1700.
- 3            Joint plan between school district and city to develop sports complex
- 4            Parking for downtown businesses
- 5            Long-range strategic planning (5-10-15 years or more)

A complete list of all programs and initiatives considered by the Mayor and City Council members is attached as **Exhibit A**.

## **Organizational Effectiveness Initiatives**

The Mayor and City Council reviewed a variety of ideas relating to improving organizational effectiveness to accomplish the selected goals and priorities. After review and discussion, the Mayor and City Council selected the following steps to improve organizational effectiveness:

- Maintain communication and cooperation among and between staff and elected officials
- Review and update website; implement online registration for city events
- Continue to solicit city staff comments regarding projects being planned and involve staff in project ideas
- Develop employee length-of-service recognition program
- Develop a better plan/schedule for equipment replacement, including technology replacement.
- Continue to invite representatives from Boards/Commissions to meet with Council once a year
- Hold periodic work sessions to review major projects, issues, priorities
- Cross-train employees as much as possible
- Metro communities/collaboration (equipment, policies, etc.)
- Review BRSC oversight, management, operations, rental rates and agreement
- Evaluate establishing council liaisons with various Boards
- Prioritize projects for grant funding
- Conduct resident/business City satisfaction survey

## **Final Comments**

It was a pleasure to once again assist the City of Bondurant with this goal setting process. I continue to be extremely impressed with the level of cooperation and positive attitudes of the elected officials and city staff.

It is important to note that the prioritization of projects and initiatives is not “cast in stone.” They can be modified as new circumstances may occur.

It is recommended that city staff prepare an “action plan” for accomplishing the planning goals. The action plan would define the steps that would be needed to accomplish each goal, identify who is responsible for implementation, and establish a timeline for accomplishment. The action plan should then be presented to the Mayor and City Council for review and approval. It is also recommended that staff review with the Mayor and City Council the status of implementing the goals on a quarterly basis.

Jeff Schott  
Institute of Public Affairs  
University of Iowa  
December 16, 2015

## Exhibit A

# City of Bondurant Goal Setting Session – 2015

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### SIGNIFICANT INITIATIVES OR PROGRAMS CONSIDERED

- Addition of another full-time position at Fire Dept to cover calls Mon-Fri, 0800-1700
- Fire station addition to get equipment inside, secured and stored in our facility
- Larger training area for FD to accommodate increased membership
- Additional employee to assist Public Works Dept
- Replacement of outdated plow trucks and equipment
- Construction of four fields at BRSC
- New maintenance shed - BRSC
- Hard surface Jr. Haines Parkway and parking lot
- Shaded areas (shelters) at BRSC
- Long-range strategic planning – 5-10-15 years or more
- Parking for downtown businesses
- District 30 tile replacement
- Equipment for maintenance of bike trails
- Equipment for street maintenance (loader)
- Expand sewer and water service on Hwy 65
- Reduce sewer rates
- Replace all water meters every 20 years – over halfway there
- Digital sign to communicate with public in a more timely way
- Install Efnor Estates neighborhood park
- Joint plan between school district and city to develop sports complex
- Encourage developers to offer larger sized lots – how?
- More community events
- Develop multi-year infrastructure (Streets, sewer, water, storm sewer) improvement plan for future growth and development
- Establish Equipment Replacement Fund
- Establish Task force to investigate developing a Community Center with appropriate partners

CITY OF BONDURANT  
RESOLUTION NO. 15-178

RESOLUTION APPROVING THE POPULATION COUNT FROM THE 2015 SPECIAL  
CENSUS FOR THE CITY OF BONDURANT

WHEREAS, a Special Census was conducted in the City of Bondurant, Iowa during September and October, 2015; AND

WHEREAS, the United States Census Bureau has determined that the population of the City of Bondurant has increased from 3,860 in 2010 to XXXX as established by the 2015 Special Census; AND

WHEREAS, the City of Bondurant requests that the new certified population count of XXXX be used by the State of Iowa for distribution of State Transportation Aids to the City of Bondurant beginning January 1, 2016,

NOW, THEREFORE, BE IT RESOLVED, by the City of Bondurant City Council in session this 21st day of December 2015, that it hereby ratifies the Special Census population count of XXXX as determined by the United States Census Bureau and requests that this new population count be used to determine State Transportation Aids due the City of Bondurant effective January 1, 2016.

Passed and adopted this 21st day of December, 2015,

\_\_\_\_\_  
Curt Sullivan, Mayor

ATTEST:

\_\_\_\_\_  
Shelby Hagan, City Clerk

**ORDINANCE NO. 15-219**

**ORDINANCE AMENDING THE CODE OF THE CITY OF BONDURANT, IOWA, BY AMENDING CHAPTER 122–PEDDLERS, SOLICITORS, AND TRANSIENT MERCHANTS**

**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:

**CHAPTER 122**

**PEDDLERS, SOLICITORS AND TRANSIENT MERCHANTS**

**122.01 PURPOSE.** The purpose of this chapter is to protect residents of the City against fraud, unfair competition and intrusion into the privacy of their homes by licensing and regulating peddlers, solicitors and transient merchants.

**122.02 DEFINITIONS.** For use in this chapter the following terms are defined:

1. “Peddler” means any person, carrying goods, merchandise, or offering services, who sells or offers for sale for immediate delivery such goods or merchandise from house to house or upon the public street.
2. “Solicitor” means any person, firm, corporation, partnership, or association who solicits or attempts to solicit from house to house or upon the public street any contribution or donation or any order for goods, services, subscriptions or merchandise to be delivered at a future date.
3. “Transient merchant” means any person, firm, corporation, partnership, or association who engages in a temporary or itinerant merchandising business and in the course of such business hires, leases or occupies any building or structure whatsoever, or who operates out of a vehicle which is parked anywhere within the City limits. Temporary association with a local merchant, dealer, trader or auctioneer, or conduct of such transient business in connection with, as a part of, or in the name of any local merchant, dealer, trader or auctioneer does not exempt any person from being considered a transient merchant.

**122.03 LICENSE REQUIRED.** Any person engaging in peddling, soliciting or in the business of a transient merchant in the City without first obtaining a license as herein provided is in violation of this chapter.

**122.04 APPLICATION FOR LICENSE.** An application in writing shall be filed with the City Administrator for a license under this chapter. Such application shall set forth the applicant’s name; e-mail address if any; permanent and local address and business address, if any. The application shall also set forth the applicant’s employer, if any, and the employer’s address, the nature of the applicant’s business, the last three places of such business and the length of time sought to be covered by the license. An application fee of ten dollars (\$10.00) shall be paid at the time of filing such application to cover the cost of investigating the facts stated therein.

122.05 LICENSE FEES. The following license fees shall be paid to the City Administrator prior to the issuance of any license.

1. Solicitors. In addition to the application fee for each person actually soliciting (principal or agent) referenced above in 122.04, a fee for the principal of ten dollars (\$10.00) per year shall also be due.

2. Peddlers or Transient Merchants. In addition to the application fee for each person actually Peddling or acting as a transient merchant referenced above in 22.04, the following fee schedule shall also apply:

- A. For one day \$ 5.00
- B. For one week.....\$10.00
- C. For up to six (6) months..... \$25.00
- D. For one year or major part thereof ..\$ 50.00

122.06 BOND REQUIRED. Before a license under this chapter is issued to a transient merchant, an applicant shall provide to the City Administrator evidence that the applicant has filed a bond with the Secretary of State in accordance with Chapter 9C of the Code of Iowa.

122.07 LICENSE ISSUED. A waiting period of not less than three (3) business days from the date of the application shall be in effect to provide sufficient time for the City Administrator to complete a background check, which shall be completed in a reasonable period. If the City Administrator finds the application is completed in conformance with the requirements of this chapter, the facts stated therein are found to be correct and the license fee paid, a license shall be issued immediately.

122.08 DISPLAY OF LICENSE. Each solicitor or peddler shall keep such license in possession at all times while doing business in the City and shall, upon the request of prospective customers, exhibit the license as evidence of compliance with all requirements of this chapter. Each transient merchant shall display publicly such merchant's license in the merchant's place of business.

122.09 LICENSE NOT TRANSFERABLE. Licenses issued under the provisions of this chapter are not transferable in any situation and are to be applicable only to the person filing the application.

122.10 TIME RESTRICTION. All peddler's and solicitor's licenses shall provide that said licenses are in force and effect only between the hours of eight o'clock (8:00) a.m. and seven o'clock (7:00) p.m.

122.11 REVOCATION OF LICENSE. After notice and hearing, the City Administrator may revoke any license issued under this chapter for the following reasons:

1. Fraudulent Statements. The licensee has made fraudulent statements in the application for the license or in the conduct of the business.
2. Violation of Law. The licensee has violated this chapter or has otherwise conducted the business in an unlawful manner.
3. Endangered Public Welfare, Health or Safety. The licensee has conducted the business in such manner as to endanger the public welfare, safety, order or morals.

122.12 NOTICE. The City Administrator shall send a notice to the licensee at the licensee's local address or any other address provided on licensee's application, not less than ten (10) days before the date set for a hearing on the possible revocation of a license. Such notice shall contain particulars of the complaints against the licensee, the ordinance provisions or State statutes allegedly violated, and the date, time and place for hearing on the matter.

122.13 HEARING. The City Administrator shall conduct a hearing at which both the licensee and any complainants shall be present to determine the truth of the facts alleged in the complaint and notice. Should the licensee, or authorized representative, fail to appear without good cause, the City Administrator may proceed to a determination of the complaint.

122.14 RECORD AND DETERMINATION. The City Administrator shall make and record findings of fact and conclusions of law, and shall revoke a license only when upon review of the entire record the City Administrator finds clear and convincing evidence of substantial violation of this chapter or State law.

122.15 APPEAL. If the City Administrator revokes or refuses to issue a license, the City Administrator shall make a part of the record the reasons therefore. The licensee, or the applicant, shall have a right to a hearing before the Council at its next regular meeting. The Council may reverse, modify or affirm the decision of the City Administrator by a majority vote of the Council members present and the City Administrator shall carry out the decision of the Council.

122.16 EFFECT OF REVOCATION. Revocation of any license shall bar the licensee from being eligible for any license under this chapter for a period of one year from the date of the revocation.

122.17 REBATES. Any licensee, except in the case of a revoked license, shall be entitled to a rebate of part of the fee paid if the license is surrendered before it expires. The amount of the rebate shall be determined by dividing the total license fee by the number of days for which the license was issued and then multiplying the result by the number of full days not expired. In all cases, at least five dollars (\$5.00) of the original fee shall be retained by the City to cover administrative costs.

122.18 LICENSE EXEMPTIONS. The following are excluded from the application of this chapter.

1. Newspapers. Persons delivering, collecting for or selling subscriptions to newspapers.
2. Club Members. Members of local civic and service clubs, Boy Scout, Girl Scout, 4-H Clubs, Future Farmers of America and similar organizations.
3. Local Residents and Farmers. Local residents and farmers who offer for sale their own products.
4. Students. Students representing the Bondurant-Farrar Community School District conducting projects sponsored by organizations recognized by the school.
5. Route Sales. Route delivery persons who only incidentally solicit additional business or make special sales.
6. Resale or Institutional Use. Persons customarily calling on businesses or institutions for the purposes of selling products for resale or institutional use.

122.19 CHARITABLE AND NONPROFIT ORGANIZATIONS. Authorized representatives of charitable or nonprofit organizations operating under the provisions of Chapter 504A of the Code of Iowa desiring to solicit money or to distribute literature are exempt from the operation of Sections 122.04 and

122.05. All such organizations are required to submit in writing to the City Administrator the name and purpose of the cause for which such activities are sought, names and addresses of the officers and directors of the organization, the period during which such activities are to be carried on, and whether any commissions, fees or wages are to be charged by the solicitor and the amount thereof. If the City Administrator finds that the organization is a bona fide charity or nonprofit organization the City Administrator shall issue, free of charge, a license containing the above information to the applicant. In the event the City Administrator denies the exemption, the authorized representatives of the organization may appeal the decision to the Council, as provided in Section 122.15 of this chapter.

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

## CHAPTER 122

### PEDDLERS, SOLICITORS AND TRANSIENT MERCHANTS

122.01 Purpose	122.11 Revocation of License
122.02 Definitions	122.12 Notice
122.03 License Required	122.13 Hearing
122.04 Application for License	122.14 Record and Determination
122.05 License Fees	122.15 Appeal
122.06 Bond Required	122.16 Effect of Revocation
122.07 License Issued	122.17 Rebates
122.08 Display of License	122.18 License Exemptions
122.09 License Not Transferable	122.19 Charitable and Nonprofit Organizations
122.10 Time Restriction	

**122.01 PURPOSE.** The purpose of this chapter is to protect residents of the City against fraud, unfair competition and intrusion into the privacy of their homes by licensing and regulating peddlers, solicitors and transient merchants.

**122.02 DEFINITIONS.** For use in this chapter the following terms are defined:

1. "Peddler" means any person carrying goods or merchandise who sells or offers for sale for immediate delivery such goods or merchandise from house to house or upon the public street.
2. "Solicitor" means any person, firm, corporation, partnership, or association who solicits or attempts to solicit from house to house or upon the public street any contribution or donation or any order for goods, services, subscriptions or merchandise to be delivered at a future date.
3. "Transient merchant" means any person, firm, corporation, partnership, or association who engages in a temporary or itinerant merchandising business and in the course of such business hires, leases or occupies any building or structure whatsoever, or who operates out of a vehicle which is parked anywhere within the City limits. Temporary association with a local merchant, dealer, trader or auctioneer, or conduct of such transient business in connection with, as a part of, or in the name of any local merchant, dealer, trader or auctioneer does not exempt any person from being considered a transient merchant.

**122.03 LICENSE REQUIRED.** Any person engaging in peddling, soliciting or in the business of a transient merchant in the City without first obtaining a license as herein provided is in violation of this chapter.

**122.04 APPLICATION FOR LICENSE.** An application in writing shall be filed with the City Administrator for a license under this ordinance. Such application shall set forth the applicant's name; e-mail address if any; permanent and local address; business address, if any;

local and permanent telephone number. The application also shall set forth applicant's employer, if any, and the employer's address; telephone number; the nature of the applicant's business, the last three places of such business and the length of time sought to be covered by the license. An application fee ~~A non-refundable fee of ten dollars (\$10.00)~~ (\$15.00) shall be paid at the time of filing such application to cover the cost of investigating the facts stated therein.

- Comment [MK1]: In original ordinance and would like to keep
- Comment [MK2]: In original ordinance and would like to keep
- Comment [MK3]: In original ordinance and would like to keep
- Comment [MK4]: In original ordinance and would like to keep

*(Ordinance No. 12-208)*

**122.05 LICENSE FEES.** The following license fees shall be paid to the City Administrator prior to the issuance of any license, plus applicant for a license shall also provide a copy of a current Department of Criminal Investigations (DCI) background check.

Comment [MK5]: In original ordinance and would like to keep

1. Solicitors. In addition to the application fee for each person actually soliciting (principal or agent) referenced above in 122.04, a fee for the principal of ten dollars (\$10.00) per year. ~~The following fee schedule shall also apply.~~

2. Peddlers or Transient Merchants. In addition to the application fee for each person actually Peddling or acting as a transient merchant referenced above in 122.04, ~~the fee for the principal of ten dollars (\$10.00) per year.~~ The following fee schedule shall also apply:

2. Peddlers or Transient Merchants.

- A. For one day \$ 5.00
- B. For one week \$ 10.00
- C. For up to six (6) months \$ 25.00
- D. For one year or major part thereof \$ 50.00

**122.06 ~~PERMIT~~ BOND REQUIRED.** Before a license under this chapter is issued to a transient merchant, an applicant shall provide to the City Administrator evidence that the applicant has filed a ~~\$2000.00 permit~~ bond with the Secretary of State in accordance with Chapter 9C of the Code of Iowa.

~~122.07 ~~PERMIT~~ BOND REQUIRED. Before a license under this chapter is issued to a Peddler or Solicitor, an applicant shall provide to the City Administrator evidence that the applicant has filed a \$2000.00 bond to the City of Bandorah.~~

~~122.07 LICENSE ISSUED. If the City Administrator finds the application made out in conformance with Section 122.04 of the ordinance and the facts stated therein are correct, and the applicant has not previously committed a felony or any crime of dishonesty, theft, burglary, or robbery, he shall issue, a license and charge a fee, therefore, as determined by Section 122.05. A waiting period of not less than three (3) business days from the date of the application shall be in effect to provide sufficient time for the City Administrator to complete a background check, which shall be completed in a reasonable period. If the City Administrator finds the application~~

is completed in conformance with the requirements of this chapter, the facts stated therein are found to be correct and the license fee paid, a license shall be issued immediately.

The Permit Holder must be displayed and visible at all times.

*(Ordinance No. 12-208)*

**122.08 DISPLAY OF LICENSE.** Each solicitor or peddler shall keep such license in possession at all times while doing business in the City and shall, upon the request of prospective customers, exhibit the license as evidence of compliance with all requirements of this chapter. Each transient merchant shall display publicly such merchant's license in the merchant's place of business.

**122.09 LICENSE NOT TRANSFERABLE.** Licenses issued under the provisions of this chapter are not transferable in any situation and are to be applicable only to the person filing the application.

**122.10 TIME RESTRICTION.** All peddler's and solicitor's licenses shall provide that said licenses are in force and effect only between the hours of eight o'clock (8:00) a.m. and seven o'clock (7:00) p.m.

**122.11 REVOCATION OF LICENSE.** After notice and hearing, the City Administrator may revoke any license issued under this chapter for the following reasons:

1. **Fraudulent Statements.** The licensee has made fraudulent statements in the application for the license or in the conduct of the business.
2. **Violation of Law.** The licensee has violated this chapter or has otherwise conducted the business in an unlawful manner.
3. **Endangered Public Welfare, Health or Safety.** The licensee has conducted the business in such manner as to endanger the public welfare, safety, order or morals.

**122.12 NOTICE.** The City Administrator shall send a notice to the licensee at the licensee's local address, not less than ten (10) days before the date set for a hearing on the possible revocation of a license. Such notice shall contain particulars of the complaints against the licensee, the ordinance provisions or State statutes allegedly violated, and the date, time and place for hearing on the matter.

**122.13 HEARING.** The City Administrator shall conduct a hearing at which both the licensee and any complainants shall be present to determine the truth of the facts alleged in the complaint and notice. Should the licensee, or authorized representative, fail to appear without good cause, the City Administrator may proceed to a determination of the complaint.

**122.14 RECORD AND DETERMINATION.** The City Administrator shall make and record findings of fact and conclusions of law, and shall revoke a license only when upon review of the entire record the City Administrator finds clear and convincing evidence of substantial violation of this chapter or State law.

**122.15 APPEAL.** If the City Administrator revokes or refuses to issue a license, the City Administrator shall make a part of the record the reasons therefore. The licensee, or the applicant, shall have a right to a hearing before the Council at its next regular meeting. The Council may reverse, modify or affirm the decision of the City Administrator by a majority vote of the Council members present and the City Administrator shall carry out the decision of the Council.

**122.16 EFFECT OF REVOCATION.** Revocation of any license shall bar the licensee from being eligible for any license under this chapter for a period of one year from the date of the revocation.

**122.17 REBATES.** Any licensee, except in the case of a revoked license, shall be entitled to a rebate of part of the fee paid if the license is surrendered before it expires. The amount of the rebate shall be determined by dividing the total license fee by the number of days for which the license was issued and then multiplying the result by the number of full days not expired. In all cases, at least five dollars (\$5.00) of the original fee shall be retained by the City to cover administrative costs.

**122.18 LICENSE EXEMPTIONS.** The following are excluded from the application of this chapter.

1. Newspapers. Persons delivering, collecting for or selling subscriptions to newspapers.
2. Club Members. Members of local civic and service clubs, Boy Scout, Girl Scout, 4-H Clubs, Future Farmers of America and similar organizations.
3. Local Residents and Farmers. Local residents and farmers who offer for sale their own products.
4. Students. Students representing the Bondurant-Farrar Community School District conducting projects sponsored by organizations recognized by the school.
5. Route Sales. Route delivery persons who only incidentally solicit additional business or make special sales.
6. Resale or Institutional Use. Persons customarily calling on businesses or institutions for the purposes of selling products for resale or institutional use.

**122.19 CHARITABLE AND NONPROFIT ORGANIZATIONS.** Authorized representatives of charitable or nonprofit organizations operating under the provisions of Chapter 504A of the

Code of Iowa desiring to solicit money or to distribute literature are exempt from the operation of Sections 122.04 and 122.05. All such organizations are required to submit in writing to the City Administrator the name and purpose of the cause for which such activities are sought, names and addresses of the officers and directors of the organization, the period during which such activities are to be carried on, and whether any commissions, fees or wages are to be charged by the solicitor and the amount thereof. If the City Administrator finds that the organization is a bona fide charity or nonprofit organization the City Administrator shall issue, free of charge, a license containing the above information to the applicant. In the event the City Administrator denies the exemption, the authorized representatives of the organization may appeal the decision to the Council, as provided in Section 122.15 of this chapter.

**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

## CHAPTER 122

### PEDDLERS, SOLICITORS AND TRANSIENT MERCHANTS

122.01 Purpose	122.11 Revocation of License
122.02 Definitions	122.12 Notice
122.03 License Required	122.13 Hearing
122.04 Application for License	122.14 Record and Determination
122.05 License Fees	122.15 Appeal
122.06 Bond Required	122.16 Effect of Revocation
122.07 License Issued	122.17 Rebates
122.08 Display of License	122.18 License Exemptions
122.09 License Not Transferable	122.19 Charitable and Nonprofit Organizations
122.10 Time Restriction	

**122.01 PURPOSE.** The purpose of this chapter is to protect residents of the City against fraud, unfair competition and intrusion into the privacy of their homes by licensing and regulating peddlers, solicitors and transient merchants.

**122.02 DEFINITIONS.** For use in this chapter the following terms are defined:

1. "Peddler" means any person carrying goods or merchandise who sells or offers for sale for immediate delivery such goods or merchandise from house to house or upon the public street.
2. "Solicitor" means any person who solicits or attempts to solicit from house to house or upon the public street any contribution or donation or any order for goods, services, subscriptions or merchandise to be delivered at a future date.
3. "Transient merchant" means any person who engages in a temporary or itinerant merchandising business and in the course of such business hires, leases or occupies any building or structure whatsoever, or who operates out of a vehicle which is parked anywhere within the City limits. Temporary association with a local merchant, dealer, trader or auctioneer, or conduct of such transient business in connection with, as a part of, or in the name of any local merchant, dealer, trader or auctioneer does not exempt any person from being considered a transient merchant.

**122.03 LICENSE REQUIRED.** Any person engaging in peddling, soliciting or in the business of a transient merchant in the City without first obtaining a license as herein provided is in violation of this chapter.

**122.04 APPLICATION FOR LICENSE.** An application in writing shall be filed with the City Administrator for a license under this ordinance. Such application shall set forth the applicant's name; permanent and local address; business address, if any; local and permanent telephone number; physical description and recent photograph. The application also shall set forth applicant's employer, if any, and the employer's address; telephone number; the length of

**122.11 REVOCATION OF LICENSE.** After notice and hearing, the City Administrator may revoke any license issued under this chapter for the following reasons:

1. **Fraudulent Statements.** The licensee has made fraudulent statements in the application for the license or in the conduct of the business.
2. **Violation of Law.** The licensee has violated this chapter or has otherwise conducted the business in an unlawful manner.
3. **Endangered Public Welfare, Health or Safety.** The licensee has conducted the business in such manner as to endanger the public welfare, safety, order or morals.

**122.12 NOTICE.** The City Administrator shall send a notice to the licensee at the licensee's local address, not less than ten (10) days before the date set for a hearing on the possible revocation of a license. Such notice shall contain particulars of the complaints against the licensee, the ordinance provisions or State statutes allegedly violated, and the date, time and place for hearing on the matter.

**122.13 HEARING.** The City Administrator shall conduct a hearing at which both the licensee and any complainants shall be present to determine the truth of the facts alleged in the complaint and notice. Should the licensee, or authorized representative, fail to appear without good cause, the City Administrator may proceed to a determination of the complaint.

**122.14 RECORD AND DETERMINATION.** The City Administrator shall make and record findings of fact and conclusions of law, and shall revoke a license only when upon review of the entire record the City Administrator finds clear and convincing evidence of substantial violation of this chapter or State law.

**122.15 APPEAL.** If the City Administrator revokes or refuses to issue a license, the City Administrator shall make a part of the record the reasons therefore. The licensee, or the applicant, shall have a right to a hearing before the Council at its next regular meeting. The Council may reverse, modify or affirm the decision of the City Administrator by a majority vote of the Council members present and the City Administrator shall carry out the decision of the Council.

**122.16 EFFECT OF REVOCATION.** Revocation of any license shall bar the licensee from being eligible for any license under this chapter for a period of one year from the date of the revocation.

**122.17 REBATES.** Any licensee, except in the case of a revoked license, shall be entitled to a rebate of part of the fee paid if the license is surrendered before it expires. The amount of the rebate shall be determined by dividing the total license fee by the number of days for which the license was issued and then multiplying the result by the number of full days not expired. In all

**ORDINANCE NO. 15-220**

**ORDINANCE AMENDING THE CITY CODE OF THE CITY OF BONDURANT, IOWA, BY AMENDING  
CHAPTER 70 – TRAFFIC CODE ENFORCEMENT PROCEDURES**

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

Section 1. **SECTION AMENDED.** Chapter 70, Section 70.03 of the Code of Ordinances of the City of Bondurant, Iowa, is repealed and the following adopted in lieu thereof:

**70.03 PARKING VIOLATIONS: ALTERNATE.** Admitted violations of parking restrictions imposed by this Code of Ordinances may be charged upon a simple notice of a fine payable at the office of the City Administrator. The simple notice of a fine shall be in the amount of fifteen dollars (\$15.00) for all violations except snow route parking violations and improper use of a person with disabilities parking permit. If such fine is not paid within thirty (30) days, it shall be increased by an additional five dollars (\$5.00). The simple notice of a fine for snow removal parking violations as stated in Section 69.10, shall be twenty-five dollars (\$25.00), and the simple notice of a fine for improper use of a person with disabilities parking permit is one hundred dollars (\$100.00). If such fine is not paid within thirty (30) days, it shall be increased by an additional five dollars (\$5.00). Failure to pay the simple notice of a fine shall be grounds for the filing of a complaint in District Court.

However, the provisions of this chapter shall not be deemed to prevent local authorities, with respect to streets and highways under their jurisdiction and within the reasonable exercise of the police power, from doing any of the following:

1. Regulating the standing or parking of vehicles.
2. Parking meter, snow route, and overtime parking violations which are contested shall be charged and proceed before a court the same as other traffic violations. Filing fees and court costs shall be assessed as provided in section 602.8106, subsection 1, and section 805.6, subsection, 1, paragraph "a" for parking violation cases.

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 effect from and after its final passage, approval and publication as provided by law.

**PASSED AND APPROVED** by the City Council this 7th day of December, 2015.

ATTEST:

CITY OF BONDURANT, POLK COUNTY, IOWA

\_\_\_\_\_  
MARK J. ARENTSEN, CITY CLERK

\_\_\_\_\_  
CURT SULLIVAN, MAYOR

FIRST CONSIDERATION:

SECOND CONSIDERATION:

THIRD CONSIDERATION:

**ORDINANCE NO. 15-221**

**AN ORDINANCE AMENDING THE CITY CODE OF THE CITY OF BONDURANT, IOWA BY AMENDING CHAPTER 175, ENTITLED "BUILDING CODE", WHICH WILL ADOPT THE 2015 INTERNATIONAL SERIES OF CODES.**

BE IT ENACTED by the City Council of the City of Bondurant, Iowa as follows:

**SECTION 1.** The following attached Chapter 175 entitled: "Building Code" is adopted. Specifically, the following building codes are adopted:

Codes Adopted. 175.03 The 2015 Edition of the International Series of Codes and its Appendices are hereby adopted. An official copy of such code is on file in the office of the building official.

2015 International Code Series (Family of Codes):

- |                                |                            |
|--------------------------------|----------------------------|
| -Building Code                 | -Energy Code               |
| -Residential Code              | -Fuel/Gas Code             |
| -2014 National Electrical Code | -Property Maintenance Code |
| -Plumbing Code-Zoning Code     | -Fire Code                 |
| -Mechanical Code               | -Swimming Pool Code        |

**SECTION 2. REPEALER.** All ordinances or parts of ordinances that are in conflict with this ordinance are hereby repealed.

**Section 3. Amendment.** All new construction and substantial remodel projects must have: a portable toilet from start to finish (*Building officials discretion for multiple projects/placement*), Temporary Address, Protect street and other properties from run off and dirt in street. A construction dumpster/trailer needs to be present from start to finish (*At the Building Officials discretion*).

**SECTION 4. SEVERABILITY.** If any section, provision or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

**SECTION 5. WHEN EFFECTIVE.** This Ordinance shall be in effect from and after the later to occur of its final passage, approval and publication as provided by law.

Passed and approved \_\_\_\_\_, 2015.

\_\_\_\_\_  
Curt Sullivan, Mayor

Attest:

\_\_\_\_\_  
Shelby Hagan

# City OF Bondurant

200 Second Street, Northeast  
Post Office Box 37  
Bondurant, Iowa 50035-0037

Phone: (515) 967-2418  
FAX: (515) 967-5732

E-mail: info@cityofbondurant.com

Website: www.cityofbondurant.com

**Mayor:**

Curt Sullivan

**City Administrator:**

Mark Arentsen

**Council Member:**

Doug Elrod

Wes Enos

Jen Keeler

Brian Lohse

Bob Pepper

**City Attorney:**

David E. Brick

**City Engineer:**

Bob Veenstra Jr.

December 18, 2015

Bondurant City Council  
200 Second Street, Northeast  
Bondurant, IA 50035

RE: Installation of Utility Lines by Developers in City Parks

Dear Bondurant City Council,

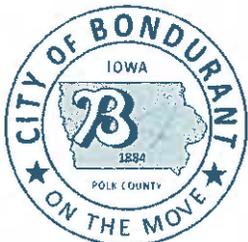
The City of Bondurant Planning & Zoning Commission met during their scheduled meeting held on the 17th day of December, 2015. The Commission discussed the possible requirement for utility service extensions to park land. Veenstra & Kimm, Inc. recommended adding this under Section 180.05 - SUBDIVISION STANDARDS 4. Improvements in new Paragraph J. Park Utilities as follows:

- J. Underground Utility Service to parks: Underground surface lines for water, sanitary sewer and electric service shall be installed to any identified park are within the subdivision, unless the City waives the requirement for any or all of the service line extensions. the location of the service lines shall be as determined by the City Engineer. Waiver of the requirement for service line extensions shall be at the sole discretion of the City and will be based on the City's anticipated use of the park area.

The Planning & Zoning Commission agreed to fully support moving forward in requiring developers to install utility lines in City Parks.

Sincerely,

Dave Higgins  
Planning & Zoning Commission Chair





**RECEIVED**

DEC 10 2015

CITY OF BONDURANT

December 8, 2015

Mark Arentsen  
City Administrator  
City of Bondurant  
200 Second Street NE  
P.O. Box 37  
Bondurant, Iowa 50035

**BONDURANT, IOWA  
UTILITY SERVICE TO PARKS  
SUBDIVISION ORDINANCE AMENDMENT**

This letter is a follow up to the discussion at the December 7, 2015 City Council meeting concerning the possible requirement for utility service to park land as part of the subdivision. If the City wishes to require utility service extensions to parks, the writer would suggest adding under Section 180.05 - SUBDIVISION STANDARDS 4. Improvements a new Paragraph J. Park Utilities as follows:

- J. **Underground Utility Services to parks:** Underground surface lines for water, sanitary sewer and electric service shall be installed to any identified park area within the subdivision, unless the City waives the requirement for any or all of the service line extensions. The location of the service lines shall be as determined by the City Engineer. Waiver of the requirement for service line extensions shall be at the sole discretion of the City and will be based on the City's anticipated use of the park area.

If you have any questions or comments concerning the project, please contact the writer at 225-8000.

VEENSTRA & KIMM, INC.

H. R. Veenstra Jr.

HRVjr:pjh  
4284

## Mark Arentsen

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**From:** Schott, Jeffrey A [jeff-schott@uiowa.edu]  
**Sent:** Tuesday, December 15, 2015 11:57 AM  
**To:** Mark Arentsen  
**Subject:** Re: Citizen survey proposal

Mark

An option for you to consider. We can do the survey in the first half of CY 2016 but hold off billing until after 7/1/16 if that works for you.

Sent from my iPhone

Jeff Schott  
Institute of Public Affairs  
University of Iowa  
Ofc 319-335-7586  
Cell 319-329-6207  
[jeff-schott@uiowa.edu](mailto:jeff-schott@uiowa.edu)

On Dec 15, 2015, at 9:45 AM, Mark Arentsen <[marentsen@cityofbondurant.com](mailto:marentsen@cityofbondurant.com)> wrote:

Jeff, Thanks for sending this. I'd really like to do this in the next couple months, but I think it would be best to include this in the FY17 budget. With postage, the cost will be around \$3,500. We've already tapped the General Fund a couple times this fiscal year for unbudgeted projects, so I'm reluctant to take on something else. I think planning this for next September/October makes sense. People are out running around more during the summer so I think the response rate will be better when school starts again.

*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](mailto:marentsen@cityofbondurant.com)  
[www.cityofbondurant.com](http://www.cityofbondurant.com)

---

**From:** Schott, Jeffrey A [<mailto:jeff-schott@uiowa.edu>]  
**Sent:** Monday, December 14, 2015 10:21 PM  
**To:** Mark Arentsen  
**Cc:** Collins, Julie A  
**Subject:** Citizen survey proposal

Mark,

Per our discussion tonight, attached is a proposal for the Institute of Public Affairs to conduct a citizens survey for the City of Bondurant.

BY ELECTRONIC TRANSMISSION

December 14, 2015

Mark Arentsen  
City Administrator  
City of Bondurant  
PO Box 37  
200 2<sup>nd</sup> St NE  
Bondurant, IA 50035

RE: Proposal for Services

Dear Mark:

Per our discussion today, I am pleased to submit this proposal for the Institute of Public Affairs (IPA) to provide services for conducting a citizens survey for the City of Bondurant (City).

In consultation with City officials, IPA proposes to develop a survey instrument for a mail-in citizen survey. IPA will consult with City officials to identify and review the information and questions for the survey instrument. IPA will tabulate the survey responses and provide City the tabulation results in Excel spreadsheet format. IPA will present the results in Power Point format and provide analysis of the survey at a City Council meeting as determined by the City. IPA will hold additional meetings with city staff and/or City Council on this project as requested by City.

The fee for the service described above will be \$2,500. In addition, the City will be responsible for reimbursing travel and related direct costs associated with this project. The City will be responsible for all other costs associated with this project, including but not limited to: printing and distribution of the survey, postage (to include provision of self-addressed stamped envelopes with the survey instruments), office supplies related to the survey, and developing the mailing list based on current Water Department customers for the survey.

If you have any questions, please feel free to contact me. I can be contacted at 319-335-7586 or by e-mail at [jeff-schott@uiowa.edu](mailto:jeff-schott@uiowa.edu).

Sincerely,

Jeff Schott  
Institute of Public Affairs  
University of Iowa  
100 IPA  
124 Grand Avenue Court  
Iowa City, IA 52242

## CARROLL CITIZEN SURVEY

**2014**

Dear Carroll Resident:

The Carroll City Council would like to find out what residents think about various issues facing the City.

You have been selected as part of a random sample of City residents to take part in an opinion survey.

Please take a few minutes to answer the attached questionnaire. Please return the completed questionnaire to the Institute of Public Affairs using the enclosed self-addressed stamped envelope by **November 14, 2014.**

Thank you for your assistance.

Sincerely,

Adam Schweers  
Mayor

**I. OPINION QUESTIONS**

Please respond to each statement whether you agree, disagree, or have no opinion.

	<u>AGREE</u>	<u>DISAGREE</u>	<u>NO OPINION</u>
1. Carroll is a nice place to live.	_____	_____	_____
2. I feel safe in my neighborhood.	_____	_____	_____
3. The City should pursue programs to promote population growth.	_____	_____	_____
4. The City should encourage more commercial and industrial development through financial incentives and other City resources.	_____	_____	_____
5. The City should encourage more residential development through financial incentives and other City resources.	_____	_____	_____
6. The City should add to the hiking/biking trail system in the community.	_____	_____	_____
7. The City should provide more recreational programs.	_____	_____	_____
8. The City should add amenities to the outdoor Aquatic Center.	_____	_____	_____
9. The City should make improvements to the Recreation Center.	_____	_____	_____
10. I receive good value for the City taxes I pay.	_____	_____	_____
11. I am pleased with the overall direction the City is taking.	_____	_____	_____
12. The Mayor and City Council meet the expectations of the citizens of Carroll.	_____	_____	_____
13. Which statement best reflects your opinion regarding the Library?			
_____ A. I support construction of a new Library.			
_____ B. I support expansion of the existing Library.			
_____ C. I support renovation of the existing Library (but not expansion)			
_____ D. I do not support any project involving the Library.			
_____ E. Don't know/no opinion.			

## II. QUALITY OF SERVICE

Please rate the quality of each of these services:

	<u>VERY SATISFIED</u>	<u>SATISFIED</u>	<u>NOT SATISFIED</u>	<u>VERY DISSATISFIED</u>	<u>UNSURE/ NO OPINION</u>
1. Animal Control	_____	_____	_____	_____	_____
2. Building Inspection	_____	_____	_____	_____	_____
3. Code/Nuisance Enforcement	_____	_____	_____	_____	_____
4. Economic Development	_____	_____	_____	_____	_____
5. Fire Department	_____	_____	_____	_____	_____
6. Garbage/Solid Waste Collection	_____	_____	_____	_____	_____
7. Golf Course	_____	_____	_____	_____	_____
8. Library	_____	_____	_____	_____	_____
9. Parks	_____	_____	_____	_____	_____
10. Planning & Zoning	_____	_____	_____	_____	_____
11. Police Department	_____	_____	_____	_____	_____
12. Rec Center Programs	_____	_____	_____	_____	_____
13. Recreation Programs (not Rec Center)	_____	_____	_____	_____	_____
14. Sanitary Sewer	_____	_____	_____	_____	_____
15. Snow Removal	_____	_____	_____	_____	_____
16. Street Repair	_____	_____	_____	_____	_____
17. Storm Water Drainage	_____	_____	_____	_____	_____
18. Utility Billing	_____	_____	_____	_____	_____
19. Drinking Water	_____	_____	_____	_____	_____
20. City Administration	_____	_____	_____	_____	_____
21. Overall City Services	_____	_____	_____	_____	_____

### III. CAPITAL IMPROVEMENTS PRIORITIES

The City is developing a five-year capital improvements program. What priority do you give the following infrastructure improvement projects?

	<u>HIGH PRIORITY</u>	<u>MEDIUM PRIORITY</u>	<u>LOW PRIORITY</u>	<u>DO NOT FUND</u>	<u>NO OPINION</u>
1. Street Improvements: Residential Streets	_____	_____	_____	_____	_____
2. Street Improvements: Major Streets	_____	_____	_____	_____	_____
3. Downtown Streetscape Improvements	_____	_____	_____	_____	_____
4. Storm Water/Drainage Improvements	_____	_____	_____	_____	_____
5. Sanitary Sewer Improvements	_____	_____	_____	_____	_____
6. Sidewalk Repairs	_____	_____	_____	_____	_____
7. Improvements to Existing Parks	_____	_____	_____	_____	_____
8. Hiking/Biking Trails	_____	_____	_____	_____	_____
9. Construction of a new Library	_____	_____	_____	_____	_____
10. Expansion of the existing Library	_____	_____	_____	_____	_____
11. Renovation of the existing Library	_____	_____	_____	_____	_____
12. Outdoor Aquatic Center Improvements	_____	_____	_____	_____	_____
13. Recreation Center Improvements	_____	_____	_____	_____	_____
14. Street Maintenance Facility Construction	_____	_____	_____	_____	_____

#### IV. NEIGHBORHOOD CONCERNS

Please indicate whether any of these are a concern to you in your neighborhood:

	<u>NOT A PROBLEM IN MY NEIGHBORHOOD</u>	<u>SOMEWHAT OF A PROBLEM</u>	<u>A BIG PROBLEM</u>
1. Crime	_____	_____	_____
2. Cars parked on City streets	_____	_____	_____
3. Appearance of properties (physical condition, trash, tall grass, weeds, etc.)	_____	_____	_____
4. Sidewalk snow removal	_____	_____	_____
5. Vandalism	_____	_____	_____
6. Traffic (speeding)	_____	_____	_____
7. Noise	_____	_____	_____
8. Animals running at large	_____	_____	_____
9. Sidewalk infill (vacant lot connectivity)	_____	_____	_____



**VI. BACKGROUND**

Please provide some basic background information:

1. In which ward do you vote?

- 1st Ward (St. John Church)
- 2nd Ward (First United Methodist Church)
- 3rd Ward (Court House)
- 4th Ward (Mid-American Building)
- Other/Don't know

2. Please indicate your sex:  Male  Female

3. Please indicate your age group:

- |   |  |
|---|--|
| <input type="checkbox"/> 18 to 24 years | <input type="checkbox"/> 45 to 54 years    |
| <input type="checkbox"/> 25 to 34 years | <input type="checkbox"/> 55 to 64 years    |
| <input type="checkbox"/> 35 to 44 years | <input type="checkbox"/> 65 years and over |

4. How many years have you lived in the City of Carroll?  Years

5. If you have moved to Carroll, where did you live before?

- Carroll County (outside of City of Carroll)
- Elsewhere in Iowa (outside of Carroll County)
- Outside of Iowa (Name of State )
- Always lived in Carroll

6. Where are you employed?

- Carroll (within the City of Carroll)
- Carroll County (outside of City of Carroll)
- Other location than the City of Carroll or Carroll County
- Student
- Self-Employed
- Unemployed
- Retired
- Other

7. Do you have a computer with Internet access? (Please check all that apply):

- At Home  At Work  No Internet Access

8. Are you interested in news or information about Carroll city government?

- Yes  No

9. In general, how well informed do you feel about the City of Carroll?

- Well informed  Neither well nor poorly informed  Poorly informed

10. How do you usually get news or information about Carroll city government?  
(Please check all that apply.):

Daily Times – Herald

Cable Television – Public Channel 6

City website

Attending or viewing City meetings

Conversations with friends or family, word of mouth

Radio news

Other (Please specify) \_\_\_\_\_

11. How often do you watch Carroll City Council meetings?

Regularly (once or twice a month)

Occasionally (once every two or three months)

Rarely (once or twice a year)

Never

**THANK YOU FOR YOUR COOPERATION IN COMPLETING THIS IMPORTANT  
QUESTIONNAIRE.**

**PLEASE RETURN IN THE ENCLOSED ENVELOPE BY NOVEMBER 14, 2014**

## Mark Arentsen

---

**From:** Mark Arentsen [marentsen@cityofbondurant.com]  
**Sent:** Thursday, December 17, 2015 12:30 PM  
**To:** 'David Brick'  
**Cc:** 'Brian Lohse'  
**Subject:** Shirley Lloyd Property  
**Attachments:** SKIM\_C454e15121712280.pdf

David, Brian L referred me to Section 657A.10A(5) of the Iowa Code, attached, re: disposition of the Shirley Lloyd property at 305 11th St. SE. This section states that title can be awarded to the City by the Court if the Court determines that the property has been abandoned or that the owner has failed to comply with City housing official requirements. It also states that, "The title awarded to the city shall be free and clear of any claims, liens or encumbrances held by the respondents." Would this clearance apply to outstanding property taxes?

*Mark Arentsen*

City Administrator  
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## Mark Arentsen

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**From:** David Brick [davebrick@mac.com]  
**Sent:** Thursday, December 17, 2015 2:34 PM  
**To:** Mark Arentsen  
**Subject:** Re: Shirley Lloyd Property

Mark,

Yes I believe it would. This statute is relatively new so there are no cases that have been decided that indicate that property taxes would be excepted from the "All claims, encumbrances", so I can't believe the Court would allow Polk County to manufacture an argument for a lien. With this information, do you want me to proceed on trying to get title through abandonment?

David E. Brick  
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> On Dec 17, 2015, at 12:30 PM, Mark Arentsen <[marentsen@cityofbondurant.com](mailto:marentsen@cityofbondurant.com)> wrote:  
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> <SKM\_C454e15121712280.pdf>