

Posting Date: October 16, 2015

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

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

AGENDA

1. Roll Call
2. Call to Order and Declaring a Quorum
3. Pledge of Allegiance
4. Abstentions declared
5. Perfecting and Approval of the Agenda
6. Consent 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 October 5, 2015 and October 12, 2015
 - b. Receive and File –Meeting Minutes of September 2015 and Librarian Report
 - c. Receive and File – Board of Adjustment Meeting Minutes of August 11, 2015
 - d. Claims Report and City of Bondurant Financial Statements (emailed 10/9/15)
 - e. Tax Abatement Applications
7. Polk County Sheriff's Report
8. Guests requesting to address the City Council
9. **RESOLUTION NO. 15-143** – Resolution approving the job description and setting the salary range for the proposed City Clerk position
10. **RESOLUTION NO. 15-146** – Resolution setting the date of a Public Hearing relative to an issuance of revenue bonds for Luther Park Apartments, Inc., pursuant to Chapter 419 of the Code of Iowa, 2015, as amended
11. **ORDINANCE 15-218** – (First Reading) – Ordinance amending the City Code of the City of Bondurant, Iowa, by amending Chapter 17 City Council
12. Discussion Items –
 - a. Review of Fund Balances, Property Tax Levy Information and FY 2016 Revenue Expenses for General Fund
13. Reports / Comments and appropriate action thereon:
 - a. Mayor
 - b. City Administrator
 - c. Council Members
14. Adjournment

City Council Meetings:

- Monday, November 2, 2015
- Monday, November 16, 2015

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

BONDURANT CITY COUNCIL
Minutes
October 5, 2015 6:00 P.M.
Bondurant City Center

1. Roll Call

Present: Mayor Curt Sullivan, Council Member Doug Elrod, Council Member Wes Enos,
Council Member Jennifer Keeler, Council Member Brian Lohse
Absent: Council Member Bob Peffer
City Officials
Present: City Administrator Mark Arentsen, Assistant to City Administrator Mary Rork-Watson,
Administrative Assistant Misty Kugler-Richardson, City Engineer Bob Veenstra,
City Attorney David Brick

2. Call to Order and Declaring a Quorum

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

3. Pledge of Allegiance

4. Abstentions declared — None

5. Perfecting and Approval of the Agenda

Moved by Enos, seconded by Elrod, to approve the Agenda. Vote on Motion 3-0. Motion declared carried unanimously.

6. Consent Agenda:

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

- a. Approval of the City Council Meeting Minutes of September 21, 2015
- b. Receive and File – Planning and Zoning Commission Minutes of September 10, 2015
- c. Claims Report
- d. Utility Delinquent Listing of as 9/30/15
- e. Tax Abatement Applications
- f. Approve renewal of liquor license for Polito's Pizza House, 210 Lincoln Street, NE
- g. Approve renewal of liquor license for Casey's General Store #1373, 302 Second St., NE

Moved by Lohse, seconded by Enos, to approve the Consent Agenda. Vote on Motion 3-0. Motion declared carried unanimously.

7. Polk County Sheriff's Report — Chief Joe Simon, Polk County Sheriff's Department, reported 274 calls for service. 137 of those were traffic stops. No major issues reported during Homecoming.

8. Guests requesting to address the City Council – none

9. **RESOLUTION NO. 15-140** – Resolution approving the Preliminary Plat for Rolling Woods Plat 3

Bill Elson, Crawford Creek, LLC, 3705 Grand Avenue, Des Moines, told Council this property was located south of Woodland Lake. The property has 13 lots along NE 80th Street. The 52 acres in this plat can't be developed so he plans to sell the lot as one single family lot.

Moved by Enos, seconded by Lohse, to adopt RESOLUTION NO. 15-140. Roll Call Vote: Ayes: Lohse, Enos, Elrod. Nays: None. Absent: Keeler, Peffer. Motion Carried 3-0.

10. **RESOLUTION NO. 15-141** – Resolution approving the Site Plan for Business / Residence at Outlot X Meadow Brook North Plat 18 a lot located directly east of 520 3rd Street, SE and NW of 319 Washington Avenue, SE

John Wright, 1008 15th Street, SE, Bondurant, explained he operates a mobile media blasting business. He said some blasting will be done inside a garage during winter. The process is environmentally safe and will not impact the neighborhood. All equipment will be stored inside. The backyard will be landscaped.

Council members didn't see any problem with the proposed Site Plan. They will table the resolution to examine the zoning code to find a way to allow the business / residence conform to zoning.

Moved by Enos, seconded by Lohse, to table RESOLUTION NO. 15-141. Roll Call Vote: Ayes: Lohse, Enos, Elrod. Nays: None. Absent: Keeler, Peffer. Motion Carried 3-0.

11. **RESOLUTION NO. 15-142** – Resolution approving an Interim Designated Signer on Behalf of the City of Bondurant, Iowa, for Legacy Bank Accounts

Moved by Elrod, seconded by Enos, to adopt RESOLUTION NO. 15-142. Roll Call Vote: Ayes: Lohse, Enos, Elrod. Nays: None. Absent: Keeler, Peffer. Motion Carried 3-0.

12. **RESOLUTION NO. 15-143** – Resolution approving the job description for the City Clerk position

Council Member Keeler joined the meeting at 6:20 p.m.

Council Members asked if the duties for City Clerk had added responsibilities not already being performed by a staff member. They inquired about similar positions in other cities. Council Member Elrod said other cities of Bondurant's size combine duties; stand-alone City Clerk positions are usually in larger cities. Council members asked for additional information regarding the pay scale and expected duties of the City Clerk before moving forward.

Moved by Lohse, seconded by Enos to table RESOLUTION NO. 15-143. Roll Call Vote: Ayes: Lohse, Enos, Keeler, Elrod. Nays: None. Absent: Peffer. Motion Carried 4-0.

13. **RESOLUTION NO. 15-144** – Resolution approving the job description for the Utility Billing Clerk position

City Administrator Arentsen said this position will be a separate function from the Clerk duties previously performed by Michelle Wells. Mrs. Wells retires January 4, 2016, so there will be time for hiring and training. The expected beginning salary is \$18.50 but no range has been set.

Moved by Lohse, seconded by Enos, to adopt RESOLUTION NO. 15-144. Roll Call Vote: Ayes: Lohse, Enos, Keeler, Elrod. Nays: None. Absent: Peffer. Motion Carried 4-0.

14. **RESOLUTION NO. 15-145** – Resolution approving the Extension of the Employment Agreement between the City of Bondurant and City Administrator Mark Arentsen

Moved by Lohse, seconded by Enos, to adopt RESOLUTION NO. 15-145. Roll Call Vote: Ayes: Lohse, Enos, Keeler, Elrod. Nays: None. Absent: Peffer. Motion Carried 4-0.

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

Moved by Enos, seconded by Elrod, to waive the second reading of ORDINANCE NO. 15-213 and approve the third and final reading. Roll Call Vote: Ayes: Lohse, Enos, Keeler, Elrod. Nays: None. Absent: Peffer. Motion Carried 4-0.

16. **ORDINANCE 15-215** – (First Reading) Ordinance amending the City Code of the City of Bondurant, Iowa, by Amending Chapter 65.02 Four-Way Stop Intersections

Moved by Lohse, seconded by Enos, to waive the first and second reading of ORDINANCE NO. 15-215 and approve the third and final reading. Roll Call Vote: Ayes: Lohse, Enos, Elrod. Nays: Keeler. Absent: Peffer. Motion Carried 3-1.

17. **ORDINANCE 15-216** – (First Reading) Ordinance amending the City Code of the City of Bondurant, Iowa, by amending Chapter 90 Water Service System, Chapter 103 Stormwater Utility, Chapter 106 Collection of Solid Waste

Moved by Enos, seconded by Lohse, to approve the first reading of ORDINANCE NO. 15-216. Roll Call Vote: Ayes: Lohse, Enos, Keeler, Elrod. Nays: None. Absent: Peffer. Motion Carried 4-0.

18. **ORDINANCE 15-217** – (First Reading) Ordinance amending the City Code of the City of Bondurant, Iowa, by Amending Chapter 17 City Council

Moved by Elrod, seconded by Lohse, to waive the first and second reading of ORDINANCE NO. 15-217 and approve the third and final reading. Roll Call Vote: Ayes: Lohse, Elrod. Nays: Enos, Keeler. Absent: Peffer. Motion Failed 2-2.

19. Discussion Items –

a. Sewer Connection Fee District Fee Schedule

City Engineer Bob Veenstra explained how Fee Schedules for Sewer Connection Districts are usually determined. This process wasn't followed when this particular Sewer District was established with Polk County. Most cities have specific projects and costs. This service area is more like those established by West Des Moines or Urbandale that plan to serve an area with multiple projects. There are gaps in the County agreement that need to be addressed and the agreement needs to be revised so it is a rational document. City Engineer Veenstra will put together a formula for the Council that can be used as the basis for a new agreement with Polk County.

b. Board and Committee Vacancies as of December 31, 2015

The City will begin advertising for volunteers to serve vacant positions. Council were encouraged to suggest nominees.

c. Tax Abatement Review Committee Recommendation

Council Member Lohse who served as Chair of the Committee provided background for the Committee's recommendations. The goal is to balance growth while still encouraging commercial growth and providing funds for future infrastructure needs. The three-year abatement schedule was suggested but will need to be examined with the State Code requirements before moving forward. If this suggestion doesn't work, the Committee will meet to reconsider another option.

Council was encouraged not to end residential abatement until there was strong commercial development. Industrial and warehouse development along Hwy. 65 would be a good fit but the sites need to be shovel-ready. Council agreed that tax abatement is a temporary solution that should be examined regularly so the impact can be measured.

d. City Administrator Vacation Carry-over

City Administrator Arentsen said he has a plan to use his accumulated vacation hours by the time of his retirement. The maximum carryover is two weeks. Council supported his plan and encouraged him to use his vacation days.

20. Reports / Comments and appropriate action thereon:

a. Mayor – attended BRAVO new member orientation. May be unable to attend the October 12 meeting since he will be in Texas.

b. City Administrator Report

- Public Works – DMWW likely to implement 10 percent rate increase for 2016, curbside waste pickup is 11/7, appliance drop-off at Public Works building is 10/17
- BRSC – Meeting this month with users and interested parties to review year's operations and plan for 2016, thank you letters sent to contributors and field users
- Recreation – First City Park shelter reservation was on 9/27, Lake Petocka South Shelter restroom RFQ due 10/30, Beggars' Night is 10/30, Bondurant Spook-tacular is 10/24, 150 youth basketball registrations, CVT directional signs will be installed
- City Hall – Census counting started last week, preliminary valuations for FY15 (used for next budget FY16-17) show a tax valuation increase of 9.36 percent, utility billing clerk applications due 10/15, city clerk applications due 10/9, health insurance renewal is 12/1 and cost increase is 11 percent, join P&Z-Council meeting is October 12

c. Council Members

- Council Member Elrod – No comment
- Council Member Keeler – No comment
- Council Member Enos – No comment
- Council Member Peffer – No comment
- Council Member Lohse – Wondered which tax abatement schedule would apply to John Wright's proposed business / residence

d. City Attorney – No comment

21. Adjournment

Moved by Lohse, seconded by Enos, to adjourn the meeting at 8:00 p.m. Vote on Motion 4-0. Motion declared carried unanimously.

Mary Rork-Watson, Asst. to City Administrator

ATTEST:

Curt Sullivan, Mayor

I, the understated Mayor of the City of Bondurant, Polk County, Iowa, hereby certify that the foregoing is a true and accurate copy of proceedings had and done by the Mayor and City Council on October 5, 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.

Curt Sullivan, Mayor

BONDURANT CITY COUNCIL AND
PLANNING AND ZONING COMMISSION
Minutes
October 12, 2015 6:00 P.M.
Bondurant City Center

1. Roll Call Planning and Zoning Commission and City Council

Present: Mayor Curt Sullivan, Mayor Pro-Tem Brian Lohse, Council Member Doug Elrod,
Council Member Wes Enos, Council Member Jennifer Keeler

Absent: Council Member Bob Peffer

City Officials

Present: Assistant to City Administrator Mary Rork-Watson, City Attorney David Brick

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

2. Perfecting and Approval of the Agenda

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

Moved by Enos, seconded by Elrod, to approve the agenda as presented. Vote on Motion 4-0. Absent: Peffer. Motion declared carried unanimously.

3. Review of Planning and Zoning Commission Statutory Powers and Duties

City Attorney David Brick explained that the Commission is independent of the Council and makes recommendations to the Council. Mayor Pro-Tem Lohse asked if the Comprehensive Plan was enforceable; for example, if a project meets City Code but not the Comprehensive Plan, can the project be turned down?

City Attorney Brick said the Comprehensive Plan is extremely important and can be relied on for decisions as long as those decisions are made consistently.

Council and Commission members discussed the review process and the difficulty of getting all the details needed to make informed decisions. The current Planning and Zoning Commission meeting minutes aren't available to Council so the members' concerns aren't known by Council. Suggestions included slowing the process down and requiring all outstanding items on the City Engineer's checklist be completed before coming to Planning and Zoning. The Council and Commission also want to find a means for Planning and Zoning to communicate their decisions for each plat.

Council Member Enos and Commission Member Clayton both suggested creating strong administrative rules regarding the procedures so there is clarity for future Council and Commission members as well as the City Administrator and developers.

Council and Commission members want to develop a checklist for developers that details the procedure for presenting a plat to the City and also explains the vision and guiding principles to be considered for a development.

4. Residential Lot Sizes / Sideyard Setbacks

Specific points the Council and Commission members wanted addressed at the Preliminary Plat stage of review were lot sizes and diversity of housing, improving transportation within the City and eliminating parking in cul-de-sacs.

Mayor Sullivan joined the meeting at 7:12 p.m. Mayor Pro-Tem Lohse continued to lead the meeting.

Council and Commission members discussed the importance of communicating to developers the City's goal of creating housing diversity with multi-unit residences and larger lot sizes.

City Attorney Brick will research ideas for operating procedures for Planning and Zoning meetings, cover sheets and zoning for lots one acre or larger.

5. Tax Abatement Review Committee Recommendations

Mayor Pro-Tem Lohse detailed the Tax Abatement Review Committee's recommendations. He said it is important to balance residential growth with the needs of the retail community. The Committee encouraged the City to invest in shovel-ready property for industrial and warehouse business. BDI researched the City's water / sewer maps and found 4 lots that had water and sewer available and only one lot was near Hwy. 65. The Council and Commission both thought the remodeling valuation needed to be addressed by the State legislature.

The goal of the Committee was to bring the full valuation on the tax roll sooner. The Council will continue to research whether the three-year plan works with the Iowa Code which allows for a 2-year grace period.

Council Member Elrod said that additionally the City needs to continue working to lower the tax rate. Council and Commission members also want to support the School District which is being challenged by residential growth and tax abatement.

6. Site Plan Review for Porch Swings and Fireflies Public Art Project

According to City Code 23.05.4, the Site Plan for this project should have been submitted to the Commission. The members of the BDI Arts & Recreation Committee said that in the future this step will be followed and there will be better communication with the public. The availability of free fill dirt and the deadlines for grants required starting the project as soon as possible.

A veterans' memorial is being planned at another location, a flag pole is included in the public art installation and the time capsule will be buried at the City Sign's new location.

7. Adjournment of Planning and Zoning Commission

Moved by McCleary, seconded by Russell, to adjourn the meeting at 8:13 p.m. Roll Call: Ayes: Kromrie, Clayton, Higgins, McCleary, Russell, Wood, Hudson. Nays: 0. Motion Carried.

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

8. City Clerk job description

Council members agreed that the job title change wasn't a problem; however, the increased salary range didn't seem appropriate at this time. The job description didn't seem to include additional duties or responsibilities that warranted a higher salary range. The Council recommended re-posting the position with a lower salary range.

9. Adjournment

Moved by Enos, seconded by Elrod, to adjourn the meeting at 8:29 p.m. Vote on Motion 4-0. Absent: Peffer. Motion declared carried unanimously.

_____	_____
Mayor, Curt Sullivan	Mary Rork-Watson, Assistant to City Administrator

(SEAL)

I, the undersigned 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 October, 12, 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.

Curt Sullivan, Mayor

Minutes of the Bondurant Community Library Board Meeting
On Wednesday September 2, 2015

MEMBERS PRESENT: Josh Bryant, Craig Campbell, Michell Klinker-Feld, Pat Kaura, Craig Kinrade Absent: Amanda Pitts

1. Meeting called to order by President Michell Klinker-Feld at 7:00 PM.

2. Guests Present: Maryann Mori, Sue Ugulini

3. Planning For Results Presentation – Maryann Mori of Iowa Library Services provided a Planning For Results presentation with Bondurant Community Library Board Trustees. The next Planning For Results meeting will be held on October 21, 2015 at 5:00 p.m. in the Bondurant Community Library Meeting Room and members of the Bondurant community will be invited to attend. A dinner will be served, and the meeting will be held during the time period of 5:30 p.m. until 8:30 p.m. [Times have been changed to reflect new information that has been presented since the board meeting was held on September 2, 2015.]

4. Minutes of the August 5, 2014 meeting were reviewed. Motion by Bryant, seconded by Kinrade to approve the minutes as presented. Motion carried unanimously.

5. FINANCIAL REPORT: A.) The financial report was reviewed. Pat Kaura made a motion to transfer \$2,000.00 from Trust and Agency to Savings. Craig Kinrade seconded the motion. Motion carried unanimously.

6. WARRANT LIST: A.) The expenditures were reviewed. Motion by Josh Bryant, seconded by Pat Kaura to approve the warrant list. Motion carried unanimously.

7. STATISTICS: A.) The statistics for August 2015 were reviewed.

8. STAFF: Jenny Campbell, who serves as the Assistant Library Director, points out in a portion of her staff report the following: “We had 737 sign up for the summer reading program this summer – a new record! Our prizes were really awesome this year with a special thanks to Kohl’s for donating the Disney stuffed animals – those were a hit, and the kids had fun collecting those every week, along with other prizes in the treasure box. And our many other sponsors for the summer (were) Bass Pro Shops, Blank Park Zoo, Bondurant Animal Clinic, Bondurant Civic Club, Bondurant Lion’s Club, Bondurant Men’s Club (\$915 for the presenters for the summer), Bondurant Mother’s Club, Casey’s, Classic Frozen Custard, Diamond Crystal Specialty Foods, Fridley Theaters, Huber Grading, Legacy Bank, Subway, Sugar Shack, U.S. Army Corp of Engineers, Anita Goodrich/Butler Café, and we had one lady that donated \$7 towards our prizes. We had to say goodbye to Cat Woman and the Hulk because those were “drawing prizes” at the end of the summer...” Thank you to all of our sponsors!

9. LIBRARIAN ITEMS: A.) Bondurant Community Library Director Jill Sanders discussed various items with the members of the Bondurant Community Library Board Trustees.

10. OLD BUSINESS: None.

7: NEW BUSINESS A.) Josh Bryant made a motion to approve with amendments the Children's Librarian Job Description. Craig Kinrade seconded the motion. Motion carried unanimously. B.) Josh Bryant made a motion to approve with amendments the Library Director's Job Description. Craig Kinrade seconded the motion. Motion carried unanimously. C.) Josh Bryant made a motion to approve the Meeting Room Policy. Pat Kaura seconded the motion. Motion carried unanimously. D.) Josh Bryant made a motion to approve Iowa Library Association Conference Reception Participation Cost of \$75.00. Craig Kinrade seconded the motion. Motion carried unanimously. E.) Josh Bryant made a motion to submit the name of Sue Ugulini to Bondurant Mayor, and that Sue Ugulini be approved as a Rural Representative Library Trustee. Craig Kinrade seconded the motion. Motion carried unanimously. F.) Josh Bryant made a motion to approve Public Notices for Posting Policies. Pat Kaura seconded the motion. Motion carried unanimously. G.) Pat Kaura made a motion to approve with amendments the Public Relations Policy. Josh Bryant seconded the motion. Motion carried unanimously. H.) Pat Kaura made a motion to approve as presented the Sex Offender Policy. Craig Kinrade seconded the motion. Motion carried unanimously. I.) Pat Kaura made a motion to approve with amendments the Telephone Use Policy. Josh Bryant seconded the motion. Motion carried unanimously. J.) Pat Kaura made a motion not to approve Perficut's bid for landscaping flower beds. Craig Kinrade seconded the motion. Motion carried unanimously. This issue will be revisited in the spring of 2016. Furthermore, the Bondurant Community Library Director may solicit other bids in regards to this issue.

8. BOARD PRESIDENT ITEMS: A.) None

Motion by Josh Bryant, seconded by Craig Kinrade to adjourn. Motion carried unanimously.

Meeting adjourned 8:26 PM

Next meeting Wednesday, October 7, 2015 7PM.

Respectfully submitted,
Craig L. Campbell
Acting Secretary

Librarian Report- October 2015

- The Library's Enrich Iowa state funding has been received for the year in the amount of \$1912.89. Just a few dollars lower than last years.
- I attended the State Library's annual Town Meeting held in Johnston this year. The new State Librarian, Michael Scott gave a morning presentation on State Library initiatives and the afternoon continuing education was on volunteerism in libraries.
- The Bondurant Library will be represented on Wednesday evening the 14th at the Iowa Library Association. This year the conference is in the Des Moines area at the Airport Holiday Inn. Instead of an opening reception at a specific Des Moines area library, all of the metro libraries will host the reception at the hotel. All of the libraries will have a table featuring our library. A great way to show off our library to over 300 librarians from across the state.
- School has resumed and a new story time has been added beginning September 15th at 3:45 pm – it's an after school story time. We hope to see a good turn-out for this time slot. Also, a story time (S.N.A.P) has been added for Fridays at 3:45 pm. It is a story time for special needs children.
- Jenny turned in 4 weekly blogs and monthly article for Bondurant Living Magazine. Bondurant Living Magazine's online content isn't getting the "hits" they want so they are eliminating blogs. I have the option to continue to do blogs but they will put them in as "web exclusives" instead. Jenny then post them on our Facebook page.
- Marilyn attended the Performer's Showcase in Iowa City – September 25. The showcase is put on to "showcase" the many performers available for the annual summer reading program.
- Margaret attended a workshop "Iowa Early Care & Education" in Altoona.

Stats for September

- Total Circulation for the month 349 up 458 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) 1014, up 821 from the year before.
- Door Count 2369 down 157 from last year.
- Assisting patrons by phone, with the catalog, computers, etc. 465 down 10 from last year.
- Story times 24 were held with 126 in attendance.
- Outreach to Daycare and preschools was 201 this month.
- Total programming attendance for adults, youth and children 415.
- Website visits 420, this number was down from 554 last year.
- Internet usage in house was 293, last year 244, 110 Wi-Fi users, 0 iPad users.
- Meeting room usage 25 (does not include library programs) last year 20.
- Issued 27 new library cards Last year we issued 24 cards during the month of September.
- The library did 31 requests for materials from other libraries and provided 22 to other libraries.
- 237 items were added to the collection and 36 were removed.

**CITY OF BONDURANT
BOARD OF ADJUSTMENT MEETING
August 11, 2015**

Present: Board Chair Kris Klinker
Board Member Greg Hanson
Board Member Dave McGrath
Board Member Judi Mendenhall
Board Member Brian Wells

Absent: None

City Officials

Present: City Administrator Mark Arentsen
Finance Director Lori Dunham

First order of business was to appoint a Chair and Co-Chair. Motion made by Mendenhall, seconded by Wells, to nominate Kris Klinker as Chair of the Board of Adjustment. Roll Call: Ayes 5. Nays 0. Motion carried. Motion made by Mendenhall, seconded by Wells, to nominate Greg Hanson as Co-Chair of the Board of Adjustment. Roll Call: Ayes 5. Nays 0. Motion carried.

1. Call to Order

Board Chair Klinker called the meeting to order at 5:00 p.m.

2. Roll Call

Roll call was taken and a quorum was declared.

3. Perfecting and Approval of Agenda

Motion made by Board Member Wells, seconded by Board Member Mendenhall, to approve the agenda as presented. Roll Call: Ayes 5. Nays 0. Motion carried.

4. Approval of the Minutes of October 14, 2014

Motion made by Board Member Wells, seconded by Board Member McGrath, to approve the minutes as presented. Roll Call: Ayes 5. Nays 0. Motion carried.

5. Public Hearing – For consideration of a request for variances to Municipal Code – Chapter 179 of the Zoning Code, Section 179.01 to allow construction of a gymnasium for the property at 85 Paine Street, Southeast, Bondurant, Polk County, Iowa.

Thad Long, S V P A Architects, Inc., 1466 28th Street, West Des Moines, Iowa, representing DNG Properties, presented conceptual drawings of a proposed 31,000 sq. ft., gymnasium. The property at 85 Paine Street, Southeast, is zoned C-2 and is within the Exterior Materials Corridor Overlay District. The exterior of the building will be a combination brick and metal, with the metal in gray and blue colors. The building will also have translucent glass panels to allow natural light to come in. The Paine Street and Washington Street (southeast) corner will be glass. A variance is requested due to the amount of metal on the exterior.

Meeting No. BOA-15-01

City Administrator Arentsen stated that the present code for architectural standards was established to limit steel sided buildings along the Hwy 65/330 corridor. This building will not be that type of steel sided building. Board Members Mendenhall and McGrath agreed.

Motion made by Board Member Wells, seconded by Board Member McGrath, to grant the variances for the proposed building design with a reduction in the amount of required exterior hard surface material as requested. Roll Call: Ayes 5. Nays 0. Motion carried.

6. Adjournment

Motion made by Board Member Hanson, seconded by Board Member Mendenhall, to adjourn the meeting at 5:23 p.m. Roll Call: Ayes 5. Nays 0. Motion carried.

Lori Dunham, Finance Director

ATTEST:

A handwritten signature in black ink, appearing to read "Kris Klinker", written over a horizontal line.

Kris Klinker, Board Chair

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
LEGACY BANK								
A-26546	1	10/20/15	10/20/15	1715 A KING'S THRONE KYBOS	190.00	001	001-430-6415	1
				INVOICE TOTAL	190.00			
				VENDOR TOTAL	190.00			
1230 ACME ELECTRIC COMPANIES								
3641897	1	10/20/15	10/20/15	SHARPEN CHAIN SAW BLADE	8.00	110	110-210-6350	1
				INVOICE TOTAL	8.00			
				VENDOR TOTAL	8.00			
11 ALTOONA FIRE DEPT								
15/119920	1	10/20/15	10/20/15	AMBULANCE ADMIN	650.00	001	001-160-6413	1
				INVOICE TOTAL	650.00			
				VENDOR TOTAL	650.00			
20 ALTOONA ACE HARDWARE								
344618	1	10/20/15	10/20/15	NUTS/BOLTS FOR SIGN REFL	4.20	001	001-430-6320	1
				INVOICE TOTAL	4.20			
				VENDOR TOTAL	4.20			
1872 SUNNY ANDERS								
10082015	1	10/20/15	10/20/15	MILEAGE REIMB	14.38	001	001-622-6450	1
				INVOICE TOTAL	14.38			
				VENDOR TOTAL	14.38			
1869 CYNTHIA AUGUSTINE								
10082015	1	10/20/15	10/20/15	MILEAGE REIMB	146.63	001	001-622-6450	1
				INVOICE TOTAL	146.63			
				VENDOR TOTAL	146.63			
1585 BIG GREEN UMBRELLA MEDIA INC								
344999	1	10/20/15	10/20/15	SEPT 2015 BOND LIVING MA	495.84	670	670-840-6402	1
	2			SEPT 2015 BOND LIVING MA	87.50	741	741-865-6402	1
	3			SEPT 2015 BOND LIVING MA	116.66	001	001-621-6402	1
				INVOICE TOTAL	700.00			
UB CLERK AD-SEPT 2015 LI								
354017	1	10/20/15	10/20/15		100.00	001	001-621-6402	1
				INVOICE TOTAL	100.00			
				VENDOR TOTAL	800.00			
1452 BONDURANT AUTO BODY								
10082015	1	10/20/15	10/20/15	REPAIR CAT420D LIGHT	73.34	110	110-210-6350	1
	2			REPAIR CAT420D LIGHT	73.33	600	600-811-6350	1
	3			REPAIR CAT420D LIGHT	73.33	001	001-430-6350	1
				INVOICE TOTAL	220.00			

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
				VENDOR TOTAL	220.00			
201637	1	10/20/15	10/20/15	73 BRICK GENTRY P.C. COUNCIL MTG;TOPFARM RELE FENCE ORDINANCE;BID THRE	2,056.25	001	001-640-6411	1
				INVOICE TOTAL	2,056.25			
201638	1	10/20/15	10/20/15	LEGAL FEES	435.00	001	001-640-6411	1
				INVOICE TOTAL	435.00			
				VENDOR TOTAL	2,491.25			
10082015	1	10/20/15	10/20/15	1873 CONNIE BUCKLIN MILEAGE REIMB	144.90	001	001-622-6450	1
				INVOICE TOTAL	144.90			
				VENDOR TOTAL	144.90			
10082015	1	10/20/15	10/20/15	1886 CYBRILL BURCH MILEAGE REIMB	2.88	001	001-622-6450	1
				INVOICE TOTAL	2.88			
				VENDOR TOTAL	2.88			
39351	1	10/20/15	10/20/15	1145 BUSINESS PUBLICATION CORP IOWA MAGAZINE-EAST POLK	1,001.25	001	001-520-6402	1
				INVOICE TOTAL	1,001.25			
				VENDOR TOTAL	1,001.25			
09282015	1	10/20/15	10/20/15	1874 SHERRI CARLSON MILEAGE REIMB	.58	001	001-622-6450	1
				INVOICE TOTAL	.58			
10082015	1	10/20/15	10/20/15	MILEAGE REIMB	11.50	001	001-622-6450	1
				INVOICE TOTAL	11.50			
				VENDOR TOTAL	12.08			
22161 915	1	10/20/15	10/20/15	702 CASEYS GENERAL STORE FUEL	25.84	600	600-811-6331	1
	2			FUEL	25.84	610	610-816-6331	1
	3			FUEL	25.83	110	110-210-6331	1
				INVOICE TOTAL	77.51			
				VENDOR TOTAL	77.51			
10082015	1	10/20/15	10/20/15	1870 GREG CLOE MILEAGE REIMB	58.65	001	001-622-6450	1
				INVOICE TOTAL	58.65			
				VENDOR TOTAL	58.65			
				939 OCCUPATIONAL HEALTH CTR OF SW				

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
255407186	1	10/20/15	10/20/15	939 OCCUPATIONAL HEALTH CTR OF SW PRE-EMPLOY PHYSICAL	252.50	001	001-160-6230	1
				INVOICE TOTAL	252.50			
				VENDOR TOTAL	252.50			
426103-CRC	1	10/20/15	10/20/15	114 CONTINENTAL RESEARCH SAW BLADES	149.48	001	001-150-6504	1
				INVOICE TOTAL	149.48			
				VENDOR TOTAL	149.48			
10082015	1	10/20/15	10/20/15	1875 CATHY DAKOVICH-JONES MILEAGE REIMB	107.53	001	001-622-6450	1
				INVOICE TOTAL	107.53			
				VENDOR TOTAL	107.53			
9504	1	10/20/15	10/20/15	813 DES MOINES DOOR RUBBER SEAL-BRSC	127.35	001	001-440-6310	1
				INVOICE TOTAL	127.35			
				VENDOR TOTAL	127.35			
414859	1	10/20/15	10/20/15	145 DIAM PEST CONTROL BRSC PEST CONTROL	90.00	001	001-440-6499	1
				INVOICE TOTAL	90.00			
				VENDOR TOTAL	90.00			
3300020915	1	10/20/15	10/20/15	144 DES MOINES WATER WORKS WHOLESALE WATER COST	9,116.68	600	600-812-6413	1
	2			SEPT 2015 BOOSTER ST EST	700.00	600	600-812-6413	1
	3			REVENUE BOND-PRINCIPAL	4,101.42	600	600-812-6802	1
	4			REVENUE BOND-INTEREST	1,422.90	600	600-812-6852	1
				INVOICE TOTAL	15,341.00			
3300030915	1	10/20/15	10/20/15	WHOLESALE WATER COST	10,387.09	600	600-812-6413	1
				INVOICE TOTAL	10,387.09			
85430830_9	1	10/20/15	10/20/15	AVAIL FEE 7950 NE 70TH	22.00	600	600-812-6413	1
				INVOICE TOTAL	22.00			
8602170_10	1	10/20/15	10/20/15	BACTI SAMPLES	390.00	600	600-811-6389	1
				INVOICE TOTAL	390.00			
				VENDOR TOTAL	26,140.09			
215071	1	10/20/15	10/20/15	1425 DOORS INC REPLACE CRUSHED WIRES-AU	125.00	335	335-430-6790	1
				INVOICE TOTAL	125.00			
				VENDOR TOTAL	125.00			

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
1929	1	10/20/15	10/20/15	1354 DOUBLE T EMBROIDERY SHIRTS;SWEATSHIRTS	968.00	001	001-160-6181	1
				INVOICE TOTAL	968.00			
				VENDOR TOTAL	968.00			
100115	1	10/20/15	10/20/15	9999999999 2940 SARAH DVORAK REIMB BASKETBALL REGIST-	100.00	001	001-430-6451	1
				INVOICE TOTAL	100.00			
				VENDOR TOTAL	100.00			
S6521582.1	1	10/20/15	10/20/15	1627 ECHO ELECTRIC SUPPLY LIGHT BULBS-CITYHALL REA	55.46	001	001-650-6310	1
				INVOICE TOTAL	55.46			
				VENDOR TOTAL	55.46			
4430746-00	1	10/20/15	10/20/15	156 ELECTRICAL ENGINEERING & EQUIP LIGHT BULBS-CITYPARK POS	114.00	169	169-430-6504	1
				INVOICE TOTAL	114.00			
4430746-01	1	10/20/15	10/20/15	CITY PARK POST LIGHTS	2,043.00	169	169-430-6504	1
				INVOICE TOTAL	2,043.00			
4430746-02	1	10/20/15	10/20/15	CITY PARK POST LIGHTS	3,939.00	169	169-430-6504	1
				INVOICE TOTAL	3,939.00			
				VENDOR TOTAL	6,096.00			
10082015	1	10/20/15	10/20/15	1876 EMILY ENABNIT MILEAGE REIMB	105.23	001	001-622-6450	1
				INVOICE TOTAL	105.23			
				VENDOR TOTAL	105.23			
1509201	1	10/20/15	10/20/15	769 FRASER TRANSPORTATION SRVCS AMBULANCE DOS 09222015	200.00	001	001-160-6499	1
				INVOICE TOTAL	200.00			
1509281	1	10/20/15	10/20/15	AMBULANCE DOS 09302015	200.00	001	001-160-6499	1
				INVOICE TOTAL	200.00			
1510049	1	10/20/15	10/20/15	AMBULANCE DOS 10/6/15	200.00	001	001-160-6499	1
				INVOICE TOTAL	200.00			
				VENDOR TOTAL	600.00			
10082015	1	10/20/15	10/20/15	1116 JACKIE FRENCH-KREUDER MILEAGE REIMB	24.73	001	001-622-6450	1
				INVOICE TOTAL	24.73			
				VENDOR TOTAL	24.73			

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
2-165113	1	10/20/15	10/20/15	913 G & L CLOTHING HIVIS SWEATSHIRTS;COAT-M INVOICE TOTAL	242.98 242.98	110	110-210-6181	1
				VENDOR TOTAL	242.98			
040232941	1	10/20/15	10/20/15	1563 GILCREST/JEWETT LUMBER CO SHELTER LUMBER INVOICE TOTAL	579.83 579.83	335	335-430-6793	1
040235016	1	10/20/15	10/20/15	SHELTER LUMBER;CONCRETE INVOICE TOTAL	849.98 849.98	335	335-430-6793	1
40234796	1	10/20/15	10/20/15	ADHESIVE-WISTERIA HTS SH INVOICE TOTAL	12.93 12.93	335	335-430-6791	1
				VENDOR TOTAL	1,442.74			
10082015	1	10/20/15	10/20/15	1885 THERESA GLASER MILEAGE REIMB INVOICE TOTAL	2.88 2.88	001	001-622-6450	1
				VENDOR TOTAL	2.88			
10072015	1	10/20/15	10/20/15	1588 SHELBY HAGAN MILEAGE REIMB-7/10-10/7/ INVOICE TOTAL	194.06 194.06	001	001-430-6450	1
				VENDOR TOTAL	194.06			
10082015	1	10/20/15	10/20/15	1878 LESLI HARRIGAN MILEAGE REIMB INVOICE TOTAL	64.40 64.40	001	001-622-6450	1
				VENDOR TOTAL	64.40			
10142015	1	10/20/15	10/20/15	877 IOWA LIBRARY ASSOCIATION ANNUAL CONF REGISTR-KLNK INVOICE TOTAL	60.00 60.00	001	001-410-6240	1
				VENDOR TOTAL	60.00			
175230	1	10/20/15	10/20/15	230 IOWA ONE CALL LOCATES INVOICE TOTAL	207.10 207.10	600	600-812-6490	1
				VENDOR TOTAL	207.10			
937765	1	10/20/15	10/20/15	1062 IOWA PRISON INDUSTRIES TRAIL STREET SIGNS INVOICE TOTAL	106.00 106.00	001	001-430-6320	1
				VENDOR TOTAL	106.00			

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
				224 IOWA DEPT OF TRANSPORTATION				
28826	1	10/20/15	10/20/15	HAND SOAP;PT;BATTERIES	92.87	001	001-650-6507	1
	2			HAND SOAP;PT	61.08	001	001-410-6507	1
	3			HAND SOAP;BATTERIES	73.02	001	001-430-6507	1
	4			TRUCK SOAP;TP	197.64	110	110-210-6507	1
	5			BATTERIES	15.60	001	001-150-6507	1
				INVOICE TOTAL	440.21			
				VENDOR TOTAL	440.21			
				1167 KEY COOPERATIVE				
10315 915	1	10/20/15	10/20/15	FUEL	221.87	001	001-150-6331	1
	2			FUEL	221.86	001	001-160-6331	1
	3			FUEL	145.63	600	600-811-6331	1
	4			FUEL	193.63	610	610-816-6331	1
	5			FUEL	566.28	110	110-210-6331	1
	6			FUEL	229.57	001	001-430-6331	1
	7			FUEL	30.95	741	741-865-6331	1
	8			FUEL	84.95	001	001-440-6331	1
	9			FUEL	9.25	001	001-350-6507	1
				INVOICE TOTAL	1,703.99			
				VENDOR TOTAL	1,703.99			
				251 KEYSTONE LABORATORIES				
1Y07934	1	10/20/15	10/20/15	COLIFORM SAMPLES	44.00	600	600-811-6389	1
				INVOICE TOTAL	44.00			
				VENDOR TOTAL	44.00			
				1340 KMBS U.S.A., INC.				
236245066	1	10/20/15	10/20/15	COPIER	285.74	001	001-621-6499	1
	2			COPIER	285.74	001	001-650-6499	1
	3			COPIER	142.91	600	600-812-6499	1
	4			COPIER	142.92	610	610-817-6499	1
				INVOICE TOTAL	857.31			
				VENDOR TOTAL	857.31			
				1879 CARI KREAMER				
10082015	1	10/20/15	10/20/15	MILEAGE REIMB	163.30	001	001-622-6450	1
				INVOICE TOTAL	163.30			
				VENDOR TOTAL	163.30			
				999999999 2941 JULIE KULISH				
09292015	1	10/20/15	10/20/15	REIMB BASKETBALL REGIST-	100.00	001	001-430-6451	1
				INVOICE TOTAL	100.00			
				VENDOR TOTAL	100.00			
				1655 LAWN DOCTOR OF ANKENY-ALTOONA				
17558	1	10/20/15	10/20/15	LAWN FERTILIZER-DEPOT	185.00	001	001-430-6320	1
				INVOICE TOTAL	185.00			

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST GL ACCOUNT	CK SQ
				VENDOR TOTAL	185.00		
K51581	1	10/20/15	10/20/15	1364 LOGAN CONTRACTORS SUPPLY INC. POST DRIVER	2,615.00	110 110-210-6799	1
				INVOICE TOTAL	2,615.00		
				VENDOR TOTAL	2,615.00		
10082015	1	10/20/15	10/20/15	1880 LAWRENCE MCCAIN MILEAGE REIMB	173.65	001 001-622-6450	1
				INVOICE TOTAL	173.65		
				VENDOR TOTAL	173.65		
89536	1	10/20/15	10/20/15	842 MENARDS BATTERIES-POST DRIVER	6.95	110 110-210-6350	1
				INVOICE TOTAL	6.95		
90065	1	10/20/15	10/20/15	GALV NIPPLES-WATER FILL	16.69	600 600-811-6310	1
				INVOICE TOTAL	16.69		
90127	1	10/20/15	10/20/15	PAINT,FIRE EXT SIGNS;SUP	31.45	110 110-210-6310	1
	2			PAINT,FIRE EXT SIGNS;SUP	31.45	001 001-430-6310	1
				INVOICE TOTAL	62.90		
90128	1	10/20/15	10/20/15	PAINT SUPPLIES	5.92	001 001-430-6507	1
				INVOICE TOTAL	5.92		
				VENDOR TOTAL	92.46		
180211015	1	10/20/15	10/20/15	291 MIDAMERICAN ENERGY SERVICES	38.45	001 001-210-6371	1
	2			SERVICES	450.34	110 110-210-6371	1
	3			SERVICES	279.05	610 610-816-6371	1
	4			SERVICES	301.91	001 001-150-6371	1
	5			SERVICES	301.90	001 001-160-6371	1
	6			SERVICES	174.02	001 001-430-6371	1
	7			SERVICES	731.00	001 001-410-6371	1
	8			SERVICES	328.61	001 001-650-6371	1
	9			SERVICES	3,975.60	110 110-210-6372	1
	10			SERVICES	40.13	001 001-440-6371	1
	11			SERVICES	10.00	741 741-865-6371	1
				INVOICE TOTAL	6,631.01		
610091015	1	10/20/15	10/20/15	SERVICES-CITY PARK SHEL	13.62	001 001-430-6371	1
				INVOICE TOTAL	13.62		
				VENDOR TOTAL	6,644.63		
09252015	1	10/20/15	10/20/15	999999999 2942 MATT MILLER REIMB BASKETBALL REGISTR	100.00	001 001-430-6451	1
				INVOICE TOTAL	100.00		
				VENDOR TOTAL	100.00		

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
603820-IN	1	10/20/15	10/20/15	308 MUNICIPAL SUPPLY METERS-60	7,200.00	600	600-811-6727	1
				INVOICE TOTAL	7,200.00			
				VENDOR TOTAL	7,200.00			
934207	1	10/20/15	10/20/15	979 NAPA AUTO PARTS ANTIFREEZE-WINTERIZE RES DEPOT, SAFERM, CONCESS, CPS	31.74	001	001-430-6310	1
	2			ANTIFREEZE-WINTERIZE RES DEPOT, SAFERM, CONCESS, CPS	31.74	001	001-440-6310	1
				INVOICE TOTAL	63.48			
935010	1	10/20/15	10/20/15	AIR CHUCK PARTS-BLOW CP	11.78	001	001-430-6310	1
				INVOICE TOTAL	11.78			
				VENDOR TOTAL	75.26			
09252015	1	10/20/15	10/20/15	1765 MARILYN O'BRIEN MILEAGE REIMB 5/8-9/25/1	157.07	001	001-410-6240	1
				INVOICE TOTAL	157.07			
				VENDOR TOTAL	157.07			
10082015	1	10/20/15	10/20/15	1881 ERIC OLSON MILEAGE REIMB	15.53	001	001-622-6450	1
				INVOICE TOTAL	15.53			
				VENDOR TOTAL	15.53			
1684 59739	1	10/20/15	10/20/15	999999999 2929 PARKS CUSTOM HOMES REIMB BLDG PERMIT OVERPY 109 6TH ST NE	300.00	001	001-170-6450	1
				INVOICE TOTAL	300.00			
				VENDOR TOTAL	300.00			
10082015	1	10/20/15	10/20/15	1120 SANDRA PILGER MILEAGE REIMB	6.90	001	001-622-6450	1
				INVOICE TOTAL	6.90			
				VENDOR TOTAL	6.90			
6174	1	10/20/15	10/20/15	337 POLK COUNTY TREASURER SEPT 2015 LAW ENFORCEMEN	38,373.00	001	001-110-6050	1
				INVOICE TOTAL	38,373.00			
				VENDOR TOTAL	38,373.00			
8969873	1	10/20/15	10/20/15	1525 REGISTER MEDIA UTILITY BILLING CLERK AD	32.70	600	600-812-6402	1
	2			UTILITY BILLING CLERK AD	32.70	610	610-817-6402	1
	3			CITY CLERK AD	533.60	001	001-621-6402	1
				INVOICE TOTAL	599.00			

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
8970353	1	10/20/15	10/20/15	PUBLISH REZONING PUBLIC	17.60	001	001-540-6402	1
	2			PUBLISH FIRE/RESCUE FUND	75.00	001	001-160-6402	1
	3			PUBLISH AFR,ORDINANCE,SP	474.39	001	001-621-6402	1
				INVOICE TOTAL	566.99			
				VENDOR TOTAL	1,165.99			
09252015				1818 SCOTT RICHARD				
	1	10/20/15	10/20/15	EMS ED INSTRUCTIONAL TRA	64.00	001	001-160-6230	1
				INVOICE TOTAL	64.00			
				VENDOR TOTAL	64.00			
14897				764 ROAD READY SERVICES INC				
	1	10/20/15	10/20/15	DOT INSPECTION	85.00	110	110-210-6350	1
				INVOICE TOTAL	85.00			
14902				764 ROAD READY SERVICES INC				
	1	10/20/15	10/20/15	DOT INSPECTION	85.00	110	110-210-6350	1
				INVOICE TOTAL	85.00			
				VENDOR TOTAL	170.00			
10082015				1882 JENIFER SCHRAG				
	1	10/20/15	10/20/15	MILEAGE REIMB	146.05	001	001-622-6450	1
				INVOICE TOTAL	146.05			
				VENDOR TOTAL	146.05			
10092015				854 VARIED CONSTRUCTION SERVICES				
	1	10/20/15	10/20/15	CURB STOP REPLACEM-604 G	400.00	600	600-811-6350	1
				INVOICE TOTAL	400.00			
				VENDOR TOTAL	400.00			
10082015				1887 LACEY WARD				
	1	10/20/15	10/20/15	MILEAGE REIMB	6.90	001	001-622-6450	1
				INVOICE TOTAL	6.90			
				VENDOR TOTAL	6.90			
10082015				1883 DIANE WATSON				
	1	10/20/15	10/20/15	MILEAGE REIMB	157.55	001	001-622-6450	1
				INVOICE TOTAL	157.55			
				VENDOR TOTAL	157.55			
22626				957 CITY OF DES MOINES				
	1	10/20/15	10/20/15	WRA EXPENSE	35,359.50	610	610-817-6413	1
				INVOICE TOTAL	35,359.50			
				VENDOR TOTAL	35,359.50			
				LEGACY BANK TOTAL	139,800.56			

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST GL ACCOUNT	CK SQ
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TOTAL MANUAL CHECKS					.00		
TOTAL E-PAYMENTS					.00		
TOTAL PURCH CARDS					.00		
TOTAL ACH PAYMENTS					.00		
TOTAL OPEN PAYMENTS					139,800.56		
GRAND TOTALS					139,800.56		
Interim Warrants					11,759.62		
Total					<u>\$151,560.18</u>		

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

DATE	VENDOR - REFERENCE	ACCOUNT CODE	TOTALS
10/09/15	IRS USA tax payment - Federal/FICA		10,759.62
10/12/15	Kugler Construction - Wisteria Heights park shelter	335-430-6791	1,000.00
		Total	11,759.62

CHECK NO	DATE	EMP NO	PAY TO THE ORDER OF	CHECK AMOUNT	CLEARED	VOIDED	MANUAL

			LEGACY BANK				
48039	10/09/2015	8402	MARK J ARENTSEN	2302.54			
48040	10/09/2015	4184	CYBRILL L BURCH	155.42			
48041	10/09/2015	3129	MARGARET L CHRISTIAN	479.03			
48042	10/09/2015	4167	GREGORY B CLOE	779.96			
48043	10/09/2015	5103	PATRICK COLLISON	1675.99			
48044	10/09/2015	4128	JOHN A DOUGLAS	172.80			
48045	10/09/2015	4173	JUDITH A FRAZIER	638.48			
48046	10/09/2015	4156	JACKIE FRENCH-KREUDER	521.79			
48047	10/09/2015	4183	SHIRLEY J FRUS	469.86			
48048	10/09/2015	4182	THERESA A GLASER	153.29			
48049	10/09/2015	4175	LESLI D HARRIGAN	477.37			
48050	10/09/2015	3106	SHELLEY KESLING	607.51			
48051	10/09/2015	4177	LAWRENCE R MCCAIN	615.53			
48052	10/09/2015	4185	LACEY L WARD	109.49			
48053	10/09/2015	5109	MICHELLE WELLS	1287.41			

				10446.47			
ACH TRANSACTIONS							
108001	10/09/2015	4169	SUNNY D ANDERS	290.94			
108101	10/09/2015	4166	CYNTHIA C AUGUSTINE	886.80			
108201	10/09/2015	7104	BOYCE E BAILEY	936.35			
108301	10/09/2015	4170	CONNIE L BUCKLIN	418.59			
108401	10/09/2015	3118	JENNIFER CAMPBELL	949.45			
108501	10/09/2015	4171	SHERRI L CARLSON	566.86			
108601	10/09/2015	4172	CATHY L DAKOVICH-JONES	294.32			
108701	10/09/2015	5113	LORI DUNHAM	1407.25			
108801	10/09/2015	4181	EMILY S ENABNIT	576.60			
108901	10/09/2015	7101	KENNETH E GROVE	1369.61			
109001	10/09/2015	5118	SHELBY HAGAN	1050.05			
109101	10/09/2015	7105	DAVID HIGGINS	1013.54			
109201	10/09/2015	4176	CARI J KREAMER	600.56			
109301	10/09/2015	1441	AARON M KREUDER	1702.24			
109401	10/09/2015	7106	JASON L MCGRANN	1071.80			
109501	10/09/2015	4168	DANIELLE M MURPHY	593.07			
109601	10/09/2015	3130	MARILYN M O'BRIEN	929.65			
109701	10/09/2015	4178	ERIC T OLSON	395.89			
109801	10/09/2015	4160	SANDRA PILGER	187.70			
109901	10/09/2015	4134	COLIN P RANKIN	118.20			
110001	10/09/2015	5119	MISTY L RICHARDSON-KUGLER	200.00			
110002	10/09/2015	5119	MISTY L RICHARDSON-KUGLER	5.00			
110003	10/09/2015	5119	MISTY L RICHARDSON-KUGLER	757.49			
110101	10/09/2015	5120	MARY R RORK-WATSON	1024.16			
110201	10/09/2015	3128	JILL C SANDERS	1345.55			
110301	10/09/2015	4179	JENIFER D SCHRAG	485.16			
110401	10/09/2015	1478	PATRICIA E SMITH	237.39			
110501	10/09/2015	4133	TODD A STEWART	118.20			
110601	10/09/2015	4180	DIANE F WATSON	599.67			
110701	10/09/2015	4132	JANETTE L YOUNG	155.52			

				20287.61			

**Tax Abatement Applications
October 19, 2015
City of Bondurant**

Name	Address	Completion Date	Cost
Chris Belzer	489 Lincoln Street, SE	9/15/2015	\$180,000
Lori L. Wignall	106 Aspen Drive, NE	9/15/2015	\$400,000
Amber Tucker	215 Tailfeather Drive, NE	10/8/2015	\$282,474
Elise M. Kooistra Sullivan	409 Eva Point Drive, SW	10/9/2015	\$274,500
Jill Black	120 4th Street, NW	10/9/2015	\$234,500
Brent Baskerville	304 Evergreen Drive, NW	10/9/2015	\$291,000
Nick Ridenour	512 Cleveland Avenue, SE	10/14/2015	\$210,000

CITY OF BONDURANT
RESOLUTION NO. 15-143

RESOLUTION APPROVING THE JOB DESCRIPTION AND SETTING SALARY RANGE FOR
PROPOSED CITY CLERK POSITION

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

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

WHEREAS, the suggested salary range for this position is set at \$40,000 to \$50,000

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

Passed and approved this 19th day of October, 2015,

Curt Sullivan, Mayor

ATTEST:

Mark J. Arentsen, City Administrator

CITY OF BONDURANT

JOB DESCRIPTION

DRAFT DRAFT DRAFT DRAFT DRAFT DRAFT DRAFT

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

PURPOSE OF POSITION / SUMMARY

Under general to direct supervision, this position is responsible for all City Council meeting document preparation and follow up activities. This includes Resolution and Ordinance preparation, all publication requirements, and obtaining signatures, mailing and filing all documents acted on at the Council meeting. City Code Book updating and maintenance. All correspondence and other writing assignments as directed by the City Administrator. Grant preparation work and submittals including all grant writing assignments as directed by the City Administrator. This full time position is compensated on an hourly basis.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

Example of Essential Duties and Responsibilities:

1. Responsible for City Council meeting agenda and packet preparation, posting and distribution and placing the agenda on the City's website.
2. Responsible for preparing City Council Resolutions, Ordinances and any other documents needed for City Council meetings.
3. Must attend all City Council meetings and take general notes on the proceedings. These notes may be used to assist with preparation of the meeting minutes.
4. Responsible for preparation and publication of City Council meeting minutes.
5. Responsible for obtaining signatures on approved documents and distributing documents to the appropriate parties following execution.
6. Responsible for maintaining Resolution and Ordinance official record books.
7. Responsible for City Council meeting room setup prior to Council meetings and any cleanup/rearranging needed after conclusion of the meeting.
8. Responsible for meeting preparation for Planning & Zoning Commission and Board of Adjustments meetings including room setup and cleanup, meeting agenda posting and distribution, meeting packet preparation, corresponding with residents, placing meeting materials on the City's website and meeting minutes preparation.
9. Must attend all Planning & Zoning Commission and Board of Adjustments meetings and take general notes on the proceedings. These notes may be used to assist with preparation of the meeting minutes
10. Responsible for assisting with preparation and submittal of City grant applications.
11. Responsible for preparing power point presentations for City staff and assuring that they operate properly prior to the event.

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

PHYSICAL AND ENVIRONMENTAL CHARACTERISTICS

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

Physical Characteristics of the Job: Occasional work requiring exertion of up to 20 pounds of force.

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

WORK SCHEDULE

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

EQUIPMENT AND MATERIALS USED:

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

EMPLOYMENT STANDARDS:

Required Knowledge, Skills, and Abilities:

- Ability to follow one or two-step verbal or demonstrated instructions.
- Must possess excellent writing and grammar skills.
- Ability to perform simple addition and subtraction, copy figures, count, and record numbers.
- Ability to learn basic computer functions such as MS Office and basic city utility billing functions
- General knowledge of social media programs.
- Knowledge of traffic laws and regulations.
- Ability to establish and maintain an effective working relationship with co-workers and the public.
- Ability to pass a pre-employment physical.
- Must maintain a valid Iowa driver's license.

Education, Training and Experience:

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

Experience Preferred: Some experience in an office work setting is desirable.

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

Date

Employee's Signature

Date

City Administrator's Signature

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

CITY CLERK WAGES

SEPTEMBER 21, 2015

<u>CITY</u>	<u>POSITION</u>	<u>MIN QUAL</u>	<u>WAGE</u>
Altoona	Clerk/Treas/Fin.Dir.		\$117,406
Ankeny	City Clerk		\$81,086-98,566
Bondurant	Asst. to City Admin.		\$36,420
Carlisle	Deputy City Clerk		\$59,862
Clive			
Grimes			
Johnston	Cty Clk/Admin Svcs Coord.		\$78,389
Norwalk	City Clerk		\$55,000
Pleasant Hill	City Clerk/Fin. Dir.		\$84,460
Urbandale			
Waukee	City Clerk		\$66,685
Windsor Hts	Dpty Clerk/Comm. Dir.		\$44,000

Mark Arentsen

From: Grossklaus.David@dorsey.com
Sent: Friday, October 16, 2015 12:10 PM
To: marentsen@cityofbondurant.com; mrorkwatson@cityofbondurant.com; ldunham@cityofbondurant.com
Subject: RE: City of Bondurant, Iowa - Luther Park Proceedings.

1. I can attend meeting to the extent you would like me to attend.
2. Yes
3. 2015, we will close before year end so this will not count against city's bq for 2016.
4. Yes; it was presumed fee for City participation was \$10,000.

From: Mark Arentsen [<mailto:marentsen@cityofbondurant.com>]
Sent: Friday, October 16, 2015 12:07 PM
To: Grossklaus, David; mrorkwatson@cityofbondurant.com; ldunham@cityofbondurant.com
Subject: RE: City of Bondurant, Iowa - Luther Park Proceedings.

Dave, We will include the Resolution on the 10/19 agenda. I have several questions.

1. Will you or someone else be present at the 10/19 meeting to represent the request?
2. Are you expecting the City of Bondurant to cover the entire \$8.5 million?
3. Will this be counted against the City's BQ in 2015 or 2016?
4. The City's fee for participation in the past has been a minimum of \$10,000. Are you intending to pay at least this amount for the City's participation?

Mark Arentsen

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

From: Grossklaus.David@dorsey.com [<mailto:Grossklaus.David@dorsey.com>]
Sent: Friday, October 16, 2015 11:29 AM
To: mrorkwatson@cityofbondurant.com; ldunham@cityofbondurant.com; marentsen@cityofbondurant.com
Subject: City of Bondurant, Iowa - Luther Park Proceedings.

Attached please find proceedings for use by the city council at its upcoming meeting. Please feel free to contact me with questions.

David D. Grossklaus
Partner

RESOLUTION NO. 15-146

A Resolution authorizing the execution of a Memorandum of Agreement with Luther Park Apartments, Inc. regarding the issuance of Senior Housing Refunding and Revenue Bonds.

WHEREAS, Bondurant, Iowa (the "Issuer"), is a City authorized and empowered by the provisions of Chapter 419 of the Code of Iowa, 2015, as amended (the "Act"), to issue revenue bonds for the purpose of financing a project and facilities for an organization described in Section 501(c)(3) of the Internal Revenue Code (the "Code") which is exempt from federal income tax under Section 501(a) of the Internal Revenue Code; and

WHEREAS, the Issuer has been requested by Luther Park Apartments, Inc., a non-profit corporation (the "Corporation"), to issue its Senior Housing Refunding and Revenue Bonds (Luther Park Apartments, Inc.), Series 2015, in one or more series, in an aggregate principal amount not to exceed \$8,500,000 (the "Bonds") pursuant to the Act for the purposes of: (I) financing (a) the construction, equipping and furnishing of improvements to Corporation's existing community center and related facilities commonly referred to as Luther Park Apartments (the "Facilities"), (b) a debt service reserve fund, and (c) certain other costs related to the issuance of the Bonds (collectively the "2015 Project"); (II) currently refunding previously issued City of Des Moines, Iowa \$3,635,000 Multifamily Housing Revenue and Refunding Bonds (Luther Park Apartments Inc. Project), Series 2007A (the "Series 2007A Bonds"), which Series 2007A Bonds provided for the (a) advance refunding of outstanding \$2,605,000 Multifamily Housing Revenue Bonds (Luther Park Apartments Inc. Project), Series 1999A, (b) financing of the costs of acquiring certain real property and making certain capital improvements to the Corporation's multifamily housing facility, (c) funding a debt service reserve fund for the Series 2007A Bonds, and (d) paying certain other costs associated with the issuance of the Series 2007A Bonds (collectively the "2007 Project"); and (III) currently refunding previously issued City of Des Moines, Iowa \$5,090,000 Senior Housing Revenue Bonds (Luther Park Apartments, Inc. Project), Series 2004 (the "Series 2004 Bonds"), which Series 2004 Bonds provided for (a) financing the acquisition, construction and equipping of a 47-unit senior housing facility located in the City of Des Moines, Iowa, (b) funding a debt service reserve fund for the Series 2004 Bonds, (c) paying for costs of issuance and other costs associated with the issuance of the Series 2004 Bonds; and (d) funding a debt service reserve fund and paying for certain other costs associated with the issuance of the Series 2004 Bonds (collectively the "2004 Project") (the Series 2015 Project, the Series 2007 Project and the Series 2004 Project are hereinafter collectively referred to as the "Project") all located on the campus of the Corporation at 2808 and 2824 East 16th Street, Des Moines, Iowa; and

WHEREAS, before the Bonds and related documents may be executed, it is necessary to conduct a public hearing on the proposal to issue the Bonds, all as required and provided for by Section 419.9 of the Act and Section 147(f) of the Internal Revenue Code; and

WHEREAS, a Memorandum of Agreement in the form and with the contents set forth in Exhibit A attached hereto, has been presented to the Issuer which sets forth certain mutual undertakings and agreements between the Issuer and the Corporation, relating to the further processing of said Bonds; and

NOW, THEREFORE, IT IS RESOLVED by the City Council of the Issuer, as follows:

Section 1. The Memorandum of Agreement in the form and with the contents set forth in Exhibit A attached hereto is hereby approved, and the Mayor is hereby authorized to execute said Memorandum of Agreement and the City Clerk is hereby authorized to attest the same and to affix the seal of the Issuer thereto; said Memorandum of Agreement, which constitutes and is hereby made a part of this Resolution, to be in substantially the form, text and containing the provisions set forth in Exhibit A attached hereto.

Section 2. Officials of the Issuer are hereby authorized to take such further action as may be necessary to carry out the intent and purpose of the Memorandum of Agreement.

Section 3. This City Council shall meet on the 16th day of November, 2015, at the City Hall, 200 2nd Street NE, Bondurant, Iowa, at 6 o'clock p.m., at which time and place any resident or property owner of the Issuer may present oral or written objections on the proposal related to the Bonds referred to in the preamble hereof.

Section 4. The City Clerk is hereby directed to give notice of intention to issue the Bonds, setting forth the amount and purpose thereof, the time when and place where the hearing will be held, by publication at least once not less than fifteen (15) days prior to the date fixed for the hearing, in a newspaper published and having a general circulation within the Issuer. The notice shall be in substantially the following form:

**NOTICE OF INTENTION REGARDING THE ISSUANCE OF SENIOR HOUSING
REFUNDING AND REVENUE BONDS
(LUTHER PARK APARTMENTS, INC. PROJECT), SERIES 2015**

The City Council of Bondurant, Iowa, (the "Issuer") will meet on the 16th day of November, 2015, at 6 o'clock p.m., at City Hall, 200 2nd Street NE, Bondurant, Iowa, for the purpose of conducting a hearing on the proposal for the issuance of Senior Housing Refunding and Revenue Bonds (Luther Park Apartments, Inc. Project), Series 2015, of the Issuer, to be issued in an aggregate principal amount not to exceed \$8,500,000 (the "Bonds") the proceeds of which will be loaned to Luther Park Apartments, Inc., a non-profit corporation (the "Corporation"), for the purposes of: (I) financing (a) the construction, equipping and furnishing of improvements to the Corporation's existing community center and related facilities commonly referred to as Luther Park Apartments (the "Facilities"), (b) a debt service reserve fund, and (c) certain other costs related to the issuance of the Bonds (collectively the "2015 Project"); (II) currently refunding previously issued City of Des Moines, Iowa \$3,635,000 Multifamily Housing Revenue and Refunding Bonds (Luther Park Apartments Inc. Project), Series 2007A (the "Series 2007A Bonds"), which Series 2007A Bonds provided for the (a) advance refunding of outstanding \$2,605,000 Multifamily Housing Revenue Bonds (Luther Park Apartments Inc. Project), Series 1999A, (b) financing of the costs of acquiring certain real property and making certain capital improvements to the Corporation's multifamily housing facility, (c) funding a debt service reserve fund for the Series 2007A Bonds, and (d) paying of certain other costs associated with the issuance of the Series 2007A Bonds (collectively the "2007 Project"); and (III) currently refunding previously issued City of Des Moines, Iowa \$5,090,000 Senior Housing Revenue Bonds (Luther Park Apartments, Inc. Project), Series 2004 (the "Series 2004 Bonds"), which Series 2004 Bonds provided for (a) financing the acquisition, construction and equipping of a 47-unit senior housing facility located in the City of Des Moines, Iowa, (b) funding a debt service reserve fund for the Series 2004 Bonds, (c) paying for costs of issuance and other costs associated with the issuance of the Series 2004 Bonds; and (d) funding a debt service reserve fund and paying certain other costs associated with the issuance of the Series 2004 Bonds (collectively the "2004 Project") (the Series 2015 Project, the Series 2007 Project and the Series 2004 Project are hereinafter collectively referred to as the "Project") all located on the campus of the Corporation at 2808 and 2824 East 16th Street, Des Moines, Iowa.

The Bonds, when issued, will be limited obligations and will not constitute general obligations of the Issuer nor will they be payable in any manner by taxation, but the Bonds will be payable solely and only from amounts received by the Issuer under a Loan Agreement between the Issuer and the Corporation, the obligations of which will be sufficient to pay the principal of and interest and redemption premium, if any, on the Bonds as and when the same shall become due.

At the time and place fixed for the hearing, individuals who appear will be given an opportunity to express their views for or against the proposal to issue the Bonds for the purpose of financing the Project. Written comments may also be submitted to the Issuer at the City Clerk's Office, City Hall, 200 2nd Street NE, Bondurant, Iowa, 50035. Written comments must be received by the above hearing date.

By order of the City Council of Bondurant, Iowa.

Mark Arentsen, City Clerk

Section 5. All resolutions and parts thereof in conflict herewith are hereby repealed to the extent of such conflict.

Passed and approved October 19, 2015.

Mayor

Attest:

City Clerk

•••••

On motion and vote, the meeting adjourned.

Mayor

Attest:

City Clerk

EXHIBIT A
MEMORANDUM OF AGREEMENT

THIS MEMORANDUM OF AGREEMENT is between Bondurant, Iowa, (the “Issuer”) and Luther Park Apartments, Inc. (the “Corporation”).

1. Preliminary Statement. Among the matters of mutual inducement which have resulted in the execution of this Agreement are the following:

(a) The Issuer is authorized by Chapter 419 of the Code of Iowa, 2015, as amended (the “Act”) to issue revenue bonds for the purpose of financing a project and facilities for an organization described in Section 501(c)(3) of the Internal Revenue Code (the “Code”) which is exempt from federal income tax under Section 501(a) of the Internal Revenue Code,

(b) The Issuer intends to proceed for the purpose of conducting a hearing on the proposal for the issuance of Senior Housing Refunding and Revenue Bonds (Luther Park Apartments, Inc. Project), Series 2015, of the Issuer, to be issued in an aggregate principal amount not to exceed \$8,500,000 (the “Bonds”) the proceeds of which will be loaned to Luther Park Apartments, Inc., a non-profit corporation (the “Corporation”), for the purposes of: (I) financing (a) the construction, equipping and furnishing of improvements to the Corporation’s existing community center and related facilities commonly referred to as Luther Park Apartments (the “Facilities”), (b) a debt service reserve fund, and (c) certain other costs related to the issuance of the Bonds (collectively the “2015 Project”); (II) currently refunding previously issued City of Des Moines, Iowa \$3,635,000 Multifamily Housing Revenue and Refunding Bonds (Luther Park Apartments Inc. Project), Series 2007A (the “Series 2007A Bonds”), which Series 2007A Bonds provided for the (a) advance refunding of outstanding \$2,605,000 Multifamily Housing Revenue Bonds (Luther Park Apartments Inc. Project), Series 1999A, (b) financing of the costs of acquiring certain real property and making certain capital improvements to the Corporation’s multifamily housing facility, (c) funding a debt service reserve fund for the Series 2007A Bonds, and (d) paying of certain other costs associated with the issuance of the Series 2007A Bonds (collectively the “2007 Project”); and (III) currently refunding previously issued City of Des Moines, Iowa \$5,090,000 Senior Housing Revenue Bonds (Luther Park Apartments, Inc. Project), Series 2004 (the “Series 2004 Bonds”), which Series 2004 Bonds provided for (a) financing the acquisition, construction and equipping of a 47-unit senior housing facility located in the City of Des Moines, Iowa, (b) funding a debt service reserve fund for the Series 2004 Bonds, (c) paying for costs of issuance and other costs associated with the issuance of the Series 2004 Bonds; and (d) funding a debt service reserve fund and paying for certain other costs associated with the issuance of the Series 2004 Bonds (collectively the “2004 Project”) (the Series 2015 Project, the Series 2007 Project and the Series 2004 Project are hereinafter collectively referred to as the “Project”) all located on the campus of the Corporation at 2808 and 2824 East 16th Street, Des Moines, Iowa; and

(c) The Corporation wishes to obtain approvals from the Issuer that the Issuer will hold a hearing and may take steps to prepare documents related to the issuance by the Issuer of Senior Housing Refunding and Revenue Bonds (Luther Park Apartments, Inc. Project), Series 2015 (the "Bonds").

2. Undertakings on the Part of the Issuer.

(a) The Issuer, when appropriate, will adopt the proceedings necessary to authorize the documents related to the Bonds.

(b) Subject to due compliance with all requirements of law and the terms of this Agreement, including the provisions of and the public hearing required by the Act, it will cooperate with the Corporation to approve the necessary documents and the filing of certain documents related thereto.

(c) The Issuer shall determine when, in what amount, and if the Bonds may be issued without causing the Issuer to lose its qualification as a "qualified small issuer" within the meaning of Section 265(b)(3)(C) of the Code.

3. Undertakings on the Part of the Corporation.

(a) It will use all reasonable efforts to cooperate with the Issuer and comply with the Act and all other provisions of law relating to the Bonds.

4. General Provisions.

(a) All commitments on the part of the Issuer and the Corporation herein are subject to the condition that on or before one year from the date hereof (or such other date as shall be mutually agreed to) the Issuer and the Corporation shall have agreed to mutually acceptable terms relating to the bond documents, and mutually acceptable terms and conditions of the documents referred to in paragraph 3 and the proceedings referred to in paragraphs 2 and 3 hereof.

(b) Whether or not the events set forth in (a) of this paragraph take place within the time set forth or any extension thereof, the Corporation agrees (i) to pay all applicable deposits and review fees required by the Issuer at the times and in the amounts requested and (ii) to reimburse the Issuer for all reasonable and necessary direct out-of-pocket expenses which the Issuer may incur, including but not limited to, legal fees, administrative costs, printing and publication costs and filing fees arising from the execution of this Agreement and the performance by the Issuer, or preparation to perform its obligations hereunder, or done at the request of the Corporation.

(c) All commitments of the Issuer hereunder are further subject to the conditions that the Issuer shall in no event incur any liability for any act or omission hereunder, and the documents related to such Bonds described herein shall never constitute an indebtedness of the Issuer within the meaning of any constitutional or

statutory provision and shall not constitute nor give rise to a pecuniary liability of the Issuer or a charge against its general credit or taxing powers.

The execution of this Memorandum of Agreement by the Issuer is not intended to nor does it create a binding commitment on the part of the Issuer to proceed with the execution of the bond documents. It is further understood the bond documents are subject to further review by the City Council of the Issuer and compliance with all provisions of the Act and the Code, including the holding of a public hearing with respect thereto.

(d) The Corporation represents that the information contained in Section 5 of the resolution of the Issuer approving this Memorandum of Agreement has been provided to the Issuer by the Corporation and is true and correct.

(e) Preparation of all resolutions, agreements, instruments, certificates or other documents in final form for adoption and execution shall be the sole responsibility of Bond Counsel.

(f) Counsel for the Issuer shall timely certify the non-existence of threatened litigation, pending litigation or claims with respect to the proposed Bond issue. All other attorneys' opinions or certificates with respect to issuing authority, non-arbitrage, regularity of proceedings, or otherwise shall be the responsibility of Bond Counsel.

(g) In the event Sections 145 and 146 of the Code, restrict the aggregate principal amount of Bonds for Tax-Exempt Organizations which the Issuer may issue in any calendar year, the Issuer may, in its discretion, rescind its commitments under Paragraph 2 hereof, without liability on the part of the Issuer.

(h) All commitments of the Issuer hereunder are further subject to the condition that the documents related to the Bonds will only be executed if the Issuer determines, as described in Section 2(c), that such issuance will not cause the Issuer to lose its qualification as a "qualified small issuer" in any year.

Dated this _____ day of October, 2015.

CITY OF BONDURANT, IOWA

By: _____
Mayor

Attest:

City Clerk

(Seal)

LUTHER PARK APARTMENTS, INC.

By: _____

ORDINANCE NO. 15-218

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

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

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

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

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

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

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

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

ATTEST:

CITY OF BONDURANT, POLK COUNTY, IOWA

MARK J. ARENTSEN, CITY CLERK

CURT SULLIVAN, MAYOR

FIRST CONSIDERATION:

SECOND CONSIDERATION:

THIRD CONSIDERATION: