

**NOTICE OF A REGULAR MEETING
BONDURANT CITY COUNCIL
JANUARY 21, 2025**

NOTICE IS HEREBY GIVEN that a Regular Meeting of the City Council will be held at 6:00 PM on January 21, 2025, 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. Abstentions declared
4. Perfecting and Approval of the Agenda
5. 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 January 6, 2025, City Council Meeting Minutes
- b. Claims List
- c. Receive & File - December Monthly Fire & EMS Report
- d. R-250121-10- Resolution approving pay request No. 2 to Alliance Construction Group LLC for the Civic Campus Improvements Phase 2 Project in the amount of \$170,649.31
- e. R-250121-11- Resolution approving Change Order No. 1 to RW Excavating Solutions LC for the Parkside Trail Connection Project in the amount of \$10,668.50
- f. R-250121-12- Resolution approving pay request No. 3 to RW Excavating Solutions for the Parkside Trail Connection Project in the amount of \$22,702.10
- g. R-250121-13- Resolution approving change order No. 4 to McAninch Corporation for additional work for the Civic Campus Phase 1 Public Improvements in the amount of \$259,141.80
- h. R-250121-14- Resolution approving pay request No. 1 to Ball Team LLC for the Bondurant City Park Reconstruction Phase 2 Project in the amount of \$20,777.45
- i. R-250121-15- Resolution approving City of Bondurant Training Programs
- j. R-250121-16- Resolution approving the Paramedic Training Contracts

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.

Any person with a disability who requires a modification or accommodation in order to participate in the meeting, or any person with limited English proficiency (LEP) who requires language assistance to communicate with the City Council during the meeting, should contact the City Clerk, (515) 967-2418 or shagan@cityofbondurant.com, no fewer than two business days prior to the meeting to enable the City of Bondurant to make reasonable arrangements to assure accessibility or language assistance for the meeting.

- k. R-250121-17- Resolution Approving New Job Descriptions and 5-year Staffing Plan
 - l. R-250121-18- Resolution adopting a \$600 Annual Employer Contribution Match to the City of Bondurant's Approved 457(b) Plan for Full-Time Employees and Amending the City of Bondurant Employee Handbook to reflect the Changes to Deferred Compensation
 - m. R-250121-19- Resolution Approving FY26 Wage Ranges
 - n. R-250121-20- Resolution approving Professional Services Agreement with Shive-Hattery in the amount of \$32,800 for concept refinement and site due diligence work associated with the Garden installation at the ARTocka Trail Loop
 - o. R-250121-21- Resolution approving action to order construction and set date of bid letting and public hearing for the 2nd Street, NW Widening Project
 - p. R-250121-22- Resolution affixing a date for a public hearing on the request for rezoning from the Conservancy (U-1) District to the Light Industrial (M-1) District, on portions of the property located at 1506 Garfield Street, SW
 - q. R-250121-23- Resolution affixing a date for a public hearing on the request for rezoning from the Agricultural (A-1) District to the Medium Industrial (M-2) District, on the property located at 1920 2nd Street, NE
 - r. R-250121-24
- Resolution authorizing the Mayor to execute a real estate purchase agreement for land needed for area stormwater improvements at Parcel 8022-30-301-021, and authorizing the taking of necessary steps for the closing of the property acquisition transaction
 - s. R-250121-25- Resolution Approving Purchase of 2 New Vehicles from Stivers Ford in amount not to exceed \$96,275.00
 - t. R-250121-27- Approving Iowa DNR's Habitat Management Grant Agreement
 - u. R-250121-26- Resolution approving the purchase of a Braun Ambulance from North Central Emergency Vehicles in the amount of \$447,348.00
6. Guests requesting to address the City Council
7. Action Items
- a. R-250121-28- Resolution regarding approval of the site plan for BonduBikes at 13 Main Street, SE

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- b. O-250121-200 - (First Reading) Ordinance amending the Code of Ordinances of the City of Bondurant, Iowa, by amending Chapter 69, Parking Regulations, Section 69.03 Angle Parking, to add a designated location
 - c. R-250121-29- Discussion and possible consideration of a resolution approving playground equipment purchase for Collison Soccer Park
- 8. Discussion Items -
 - a. Local Option Sales and Services Tax Update and Franchise Fee Discussion
- 9. Reports / Comments and appropriate action thereon:
 - a. Mayor
 - b. Council Members
 - c. Administrator
 - d. Directors
- 10. **Closed Session**- Pursuant to Iowa Code 21.5.1(j) to discuss property acquisition and 21.5.1(c) potential or pending litigation
- 11. Adjournment

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.

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**BUSINESS OF THE CITY COUNCIL
BONDURANT, IOWA
AGENDA STATEMENT**

Item No. 5.a.
For Meeting of 1/21/2025
Motion

TITLE: Approval of January 6, 2025, City Council Meeting Minutes

CONTACT PERSON:

BRIEF HISTORY & ANALYSIS:

FUNDING SOURCE:

STAFF RECOMMENDATION:

APPROVED FOR SUBMITTAL:

ATTACHMENTS:

1. January 6, 2025 City Council Meeting Minutes

**A virtual meeting was offered.*

BONDURANT CITY COUNCIL
Minutes
January 6, 2025
Bondurant City Council

1. Roll Call

Present: Mayor Doug Elrod, Council Member Tara Cox,
Council Member Angela McKenzie, Council
Member Matt Sillanpaa, Council Member Chad
Driscoll

Absent: Council Member Bob Pepper

City Officials
Present: City Administrator Marketa Oliver, City Clerk
Shelby Hagan, Finance & Employee Services
Director Jene Jess, Public Works Director John
Horton, Planning & Community Development
Director Maggie Murray, Fire Chief Aaron
Kreuder, Library Director Michelle Klinker-Feld,
Assistant Fire Chief Tony Rauterberg, City
Engineer Greg Roth

2. Call to Order and Declaring a Quorum

Mayor Elrod called the meeting to order at 06:01 PM and declared a
quorum.

3. Appointment of Mayor Pro Tem

Mayor Elrod appointed Council Member Sillanpaa as Mayor Pro Tem.

4. Abstentions declared

None.

5. Perfecting and Approval of the Agenda

Motion by Driscoll, seconded by McKenzie, to approve the agenda. Vote
on Motion 4-0. Motion carried.

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 December 16, 2025, City Council Meeting Minutes

b. Claims List and Treasurer's Report

c. Applications for Council Approval

**A virtual meeting was offered.*

- d. R-250106-1- Resolution authorizing the City of Bondurant to submit a joint application with the City of Altoona for funding from the Federal Surface Transportation Block Grant Program (STBG) to the Des Moines Area Metropolitan Planning Organization (MPO) for the partial funding of the Construction of Eastern Polk County I-80 Interchange Planning Study and further approving the application which obligates the City of Bondurant to matching funds for said project
- e. R-250106-2- Resolution approving the Iowa DNR REAP City Parks & Open Spaces Grant Agreement for funding to assist with constructing the Chichaqua Valley Trail Extension through the Grain District
- f. R-250106-3- Resolution approving Advertising Agreement with Big Green Umbrella for Bondurant Living newsletter and annual Bondurant Guide
- g. R-250106-4- Resolution establishing an electrical easement between the City of Bondurant and Mid-American Energy Company for conduit and equipment needed for service at 500 Campus Drive, SE (BES Facility)
- h. R-250106-5- Resolution approving Change Order No. 1 to Caliber Concrete LLC for the 1st & 3rd Street Parking Lot Project in the amount of \$10,821.67
- i. R-250106-6- Resolution approving proposal to add additional Mid-American Energy-owned street lighting along Grant Streetb N. Near the High School/Junior High Campus in the amount of \$51,728.82
- j. R-250106-7- Resolution approving a Professional Services Agreement with Shive-Hattery in the amount of \$18,100 for design services related to the Eagle Park, Parking Lot Expansion Project
- k. R-250106-8- Resolution approving a Professional Services Proposal with ISG Inc in the amount of \$219,100 for services related to the following Grain District elements: public infrastructure design, schematic design of the stage/amphitheater area, and Destination Iowa technical grant assistance
- l. R-250106-9- Resolution approving a Connection Fee District Consulting Services Agreement in the amount not to exceed \$20,500 with Greenwood Consulting Services LLC for services related to creating and modifying existing connection fee districts described in the agreement

**A virtual meeting was offered.*

Motion by Driscoll, seconded by Sillanpaa, to Approve the Consent Agenda. Roll Call: Ayes: Cox, McKenzie, Sillanpaa, Driscoll. Nays: None. Absent: Pfeffer. Motion carried 4-0.

7. Guests requesting to address the City Council
 - a. Polk County Sheriff's Report
Lieutenant Grego reported 572 calls of service for December.

Jeff Cook, of 708 Jefferson Avenue SE, along with the Friends of CVT, addressed the council regarding the proposed trail extension through the Grain District.
 - b. Human Trafficking Prevention Month Proclamation
Mayor Elrod read a proclamation recognizing January as Human Trafficking Prevention Month, emphasizing the importance of raising awareness and supporting efforts to combat human trafficking in the community.
8. Discussion Items -
 - a. Compensation Philosophy & Policy Update
City Administrator Oliver presented an update to the Council and the public on the Compensation Philosophy and Policy, outlining key revisions and their impact on the organization.
9. Reports / Comments and appropriate action thereon:
 - a. Mayor
Grant comments and Legislators Unfiltered comments.
 - b. Council Members
Cox - Upcoming meetings.
McKenzie - Upcoming meetings.
Driscoll - Public Works Department comments regarding the winter weather, WRA & BRAVO update, BSC update.
Sillanpaa - None.
 - c. Administrator
Legislative Opening Night event next Monday.
 - d. Directors
Horton - None.
Kreuder - Department update.
Murray - Department update.
Klinker-Feld - Department update.

**A virtual meeting was offered.*

Jess - None.

Hagan - Chamber update.

10. **Closed Session**- Pursuant to Iowa Code 21.5.1(j) to discuss property acquisition and 21.5.1(c) potential or pending litigation

Motion by Driscoll, seconded by McKenzie, to Move into Closed Session at 06:51 PM. Roll Call: Ayes: Cox, McKenzie, Sillanpaa, Driscoll. Nays: None. Absent: Pfeffer. Motion carried 4-0.

Mayor Elrod closed the Closed Session at 07:15 PM.

11. Adjournment

Motion by Driscoll, seconded by McKenzie, to adjourn at 07:15 PM. Vote on Motion 4-0. Motion carried.

Shelby Hagan, City Clerk

ATTEST:

Doug Elrod, Mayor

I, the understated Mayor of the City of Bondurant, Polk County, Iowa, hereby certify that the foregoing is a true and accurate copy of proceedings had and done by the City Council on January 6, 2025, that all the subjects included in the foregoing proceedings were contained in the agenda for the meeting kept continually current and readily available for the public inspection at the Office of the City Clerk; that such subject were contained in said agenda for at least twenty-four hours prior to said meeting and the said minutes from which the foregoing proceedings have been extracted were in written form and available for public inspection within ten business days and prior to the next convened meeting of said body.

Doug Elrod, Mayor



Check Register

Packet: APPKT01041 - 1/6/2025 FOR MEETING ON 1/20/25

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP Bank Code-AP Bank						
2687	AT&T MOBILITY	01/07/2025	Regular	0.00	474.39	64733
0144	DES MOINES WATER WORKS	01/07/2025	Regular	0.00	165.00	64734
2137	JESTER INSURANCE SERVICE	01/07/2025	Regular	0.00	250.00	64735
2233	JENE JESS	01/07/2025	Regular	0.00	2,435.82	64736
1340	KONICA MINOLTA	01/07/2025	Regular	0.00	559.27	64737
2912	KRISTINA BARSLOU	01/07/2025	Regular	0.00	40.00	64738
0251	MICROBAC LABORATORIES, INC	01/07/2025	Regular	0.00	70.00	64739
2789	ROOF, GERDES, ERLBACHER, PLC	01/07/2025	Regular	0.00	14,750.00	64740
0525	US CELLULAR	01/07/2025	Regular	0.00	304.43	64741
0073	BRICK GENTRY P.C.	12/31/2024	Bank Draft	0.00	219,274.26	DFT0003622
0416	POSTMASTER	01/03/2025	Bank Draft	0.00	638.15	DFT0003623
2757	GOOGLE LLC	01/06/2025	Bank Draft	0.00	22.90	DFT0003624
2249	ISOLVED BENEFIT SERVICES	01/07/2025	Bank Draft	0.00	210.00	DFT0003625

Bank Code AP Bank Code Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	9	9	0.00	19,048.91
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	4	4	0.00	220,145.31
EFT's	0	0	0.00	0.00
	13	13	0.00	239,194.22

Fund Summary

Fund	Name	Period	Amount
999	POOLED CASH	12/2024	219,274.26
999	POOLED CASH	1/2025	19,919.96
			239,194.22



Check Register

Packet: APPKT01046 - 1/8/25 AP AUTOMATION

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP Bank Code-AP Bank						
2705	AMAZON CAPITAL SERVICES	01/08/2025	AP Automation	0.00	408.80	APA000162
1537	BOUND TREE MEDICAL LLC	01/08/2025	AP Automation	0.00	227.12	APA000163
0073	BRICK GENTRY P.C.	01/08/2025	AP Automation	0.00	10,525.00	APA000164
2229	CIVICPLUS, LLC	01/08/2025	AP Automation	0.00	5,838.00	APA000165
0145	DIAM PEST CONTROL	01/08/2025	AP Automation	0.00	75.00	APA000166
2913	FRONT LINE PLUS FIRE & RESCUE, IN	01/08/2025	AP Automation	0.00	545.00	APA000167
0180	GRIMES ASPHALT & PAVING	01/08/2025	AP Automation	0.00	342.55	APA000168
0193	HAWKEYE TRUCK EQUIPMENT	01/08/2025	AP Automation	0.00	408.00	APA000169
0210	IMWCA	01/08/2025	AP Automation	0.00	8,901.00	APA000170
0842	MENARDS - ALTOONA	01/08/2025	AP Automation	0.00	311.06	APA000171
2409	MERCY NORTH PHARMACY	01/08/2025	AP Automation	0.00	1,164.35	APA000172
0286	METRO WASTE AUTHORITY	01/08/2025	AP Automation	0.00	46,526.11	APA000173
2650	MIDWEST CRITICAL POWER LLC	01/08/2025	AP Automation	0.00	381.44	APA000174
0979	NAPA AUTO PARTS	01/08/2025	AP Automation	0.00	222.10	APA000175
2192	OMNI EMS	01/08/2025	AP Automation	0.00	2,818.72	APA000176
1234	OMNISITE	01/08/2025	AP Automation	0.00	1,450.00	APA000177
1457	OREILLY AUTO PARTS	01/08/2025	AP Automation	0.00	120.90	APA000178
2691	POLK COUNTY SHERIFF	01/08/2025	AP Automation	0.00	70,272.25	APA000179
2914	QUALITY HOME IMPROVEMENT LLC	01/08/2025	AP Automation	0.00	12,900.00	APA000180
1628	QUICK SUPPLY CO.	01/08/2025	AP Automation	0.00	80.68	APA000181
0564	STOREY KENWORTHY/MATT PARRO	01/08/2025	AP Automation	0.00	378.80	APA000182
2647	TEAM SERVICES, INC.	01/08/2025	AP Automation	0.00	9,340.00	APA000183
0930	TOMPKINS INDUSTRIES, INC.	01/08/2025	AP Automation	0.00	380.87	APA000184
2227	TYLER TECHNOLOGIES INC	01/08/2025	AP Automation	0.00	77.90	APA000185
1161	VEENSTRA & KIMM, INC.	01/08/2025	AP Automation	0.00	52,161.45	APA000186
2595	VENDNOVATION, LLC	01/08/2025	AP Automation	0.00	50.00	APA000187

Bank Code AP Bank Code Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
AP Automation	49	26	0.00	225,907.10
	49	26	0.00	225,907.10

AP Automation	49	26	0.00	225,907.10
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Fund Summary

Fund	Name	Period	Amount
999	POOLED CASH	1/2025	225,907.10
			<u>225,907.10</u>



Check Register

Packet: APPKT01049 - 01/13/25 FOR MEETING ON 1/20/2025

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP Bank Code-AP Bank						
2687	AT&T MOBILITY	01/14/2025	Regular	0.00	679.09	64742
2915	CTI - CONFERENCE TECHNOLOGIES, I	01/14/2025	Regular	0.00	3,113.00	64743
2525	DINGES FIRE COMPANY	01/14/2025	Regular	0.00	65.00	64744
0780	FIRE SERVICE TRAINING BUREAU	01/14/2025	Regular	0.00	50.00	64745
0223	IOWA DEPT OF NATURAL RESOURCE	01/14/2025	Regular	0.00	100.00	64746
2078	KADETH INC	01/14/2025	Regular	0.00	1,531.25	64747
2619	KONICA MINOLTA PREMIER FINANCI	01/14/2025	Regular	0.00	288.56	64748
2619	KONICA MINOLTA PREMIER FINANCI	01/14/2025	Regular	0.00	246.54	64749
1134	PETTY CASH	01/14/2025	Regular	0.00	16.04	64750
0564	STOREY KENWORTHY/MATT PARRO	01/14/2025	Regular	0.00	202.59	64751
2814	CARLENE SUHR	01/14/2025	Regular	0.00	20.01	64752
0387	TREASURER - STATE OF IOWA	01/10/2025	Bank Draft	0.00	1,933.67	DFT0003628
1069	FIRST NATIONAL BANK OMAHA	01/07/2025	Bank Draft	0.00	2,347.50	DFT0003629
1069	FIRST NATIONAL BANK OMAHA	01/10/2025	Bank Draft	0.00	810.59	DFT0003630
2433	WEX BANK	01/09/2025	Bank Draft	0.00	3,910.33	DFT0003631
2433	WEX BANK	01/09/2025	Bank Draft	0.00	-33.27	DFT0003632
0387	TREASURER - STATE OF IOWA	01/10/2025	Bank Draft	0.00	8,877.71	DFT0003633

Bank Code AP Bank Code Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	12	11	0.00	6,312.08
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	6	6	0.00	17,846.53
EFT's	0	0	0.00	0.00
	18	17	0.00	24,158.61

Fund Summary

Fund	Name	Period	Amount
999	POOLED CASH	1/2025	24,225.15
			24,225.15



Payroll Check Register

Checks

Pay Period: 12/30/2024-1/12/2025

Packet: PYPKT00652 - 12/30/24-01/12/25 PAID ON 01/17/25
Payroll Set: CITY OF BONDURANT, IA - 01

Employee	Employee #	Check Type	Date	Amount	Number
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*** No Checks Created In This Packet ***



Payroll Check Register

Direct Deposits

Pay Period: 12/30/2024-1/12/2025

Packet: PYPKT00652 - 12/30/24-01/12/25 PAID ON 01/17/25
Payroll Set: CITY OF BONDURANT, IA - 01

Employee	Employee #	Date	Amount	Number
ADKISSON, JENNIFER	3145	01/17/2025	971.94	105907
AGANS, PAYTON	1602	01/17/2025	2,276.40	105908
BAAS, JAMIE	4147	01/17/2025	149.89	105909
BAILEY, BOYCE E	7104	01/17/2025	1,393.77	105910
BERGESON, JOHN W	7121	01/17/2025	2,018.24	105911
BRIGGS, ASHTON S	1511	01/17/2025	882.62	105912
BRUCE, EMMA	3141	01/17/2025	1,191.60	105913
BUCKLIN, JEFFERY D	1562	01/17/2025	190.54	105914
CARPENTER, JOHN C	5129	01/17/2025	1,651.02	105915
CLAMAN, CATHERINE JO	3146	01/17/2025	381.34	105916
CLAMAN, CATHERINE JO	3146	01/17/2025	254.23	105916
COLLISON, PATRICK F	5103	01/17/2025	2,375.51	105917
CORY, JOHN P	7120	01/17/2025	1,935.22	105918
CRITTENDEN, MATTHEW	1567	01/17/2025	1,451.72	105919
DE LOS SANTOS, JUAN DAVID	7128	01/17/2025	1,524.75	105920
DENHAM, DARIN	7129	01/17/2025	1,566.34	105921
DOMINGUEZ, MATTHEW P	1513	01/17/2025	400.07	105922
ELLIOTT, KYLE	1568	01/17/2025	940.28	105923
GANNAWAY, COURTNEY	1597	01/17/2025	1,215.79	105924
GILSON, DUSTY ALAN	7124	01/17/2025	1,655.09	105925
HAGAN, SHELBY L	5118	01/17/2025	2,733.60	105926
HARMISON, TROY G	1503	01/17/2025	1,856.68	105927
HIGGINS, DAVID P.	7105	01/17/2025	1,554.66	105928
HOFFMAN, JOSHUA MATTHEW	1578	01/17/2025	686.38	105929
HORTON, JOHN C	7112	01/17/2025	3,667.33	105930
HORTON, JOHN C	7112	01/17/2025	100.00	105930
HUFF, TIMOTHY J	1559	01/17/2025	2,666.40	105931
ISKE, BLAKE	1600	01/17/2025	862.25	105932
JESS, JENE' N	5123	01/17/2025	3,544.59	105933
JOHNSON, ANNASTASHA	5130	01/17/2025	1,468.79	105934
KING, CHRISTINA M	3143	01/17/2025	708.73	105935
KLINKER-FELD, MICHELL M	3135	01/17/2025	2,636.70	105936
KLUS, KATIE	5134	01/17/2025	1,720.43	105937
KOBER, ANDREW M	1557	01/17/2025	493.89	105938
KREUDER, AARON M	1441	01/17/2025	3,921.67	105939
KRUSE, OSCAR	1586	01/17/2025	1,041.13	105940
LUING, TIFFANY A	5133	01/17/2025	1,915.20	105941
LUNDQUIST, BRADLEY D	1555	01/17/2025	985.08	105942
MARSHMAN, CRAIG A	5125	01/17/2025	1,807.36	105943
MASON, KYLE	1598	01/17/2025	918.96	105944
MERRILL, SARAH J	1590	01/17/2025	2,869.36	105945
MEYERES, KYLEIGH	1601	01/17/2025	752.00	105946
MILLER, BRODY E	1582	01/17/2025	2,072.22	105947
MURRAY, MARGARET	5126	01/17/2025	3,276.54	105948
OLIVER, MARKETA S	8403	01/17/2025	300.00	105949
OLIVER, MARKETA S	8403	01/17/2025	3,918.69	105949
PEZLEY, ISAAC J	5132	01/17/2025	2,360.43	105950
POWELL, TREVOR ALAN	7130	01/17/2025	1,030.08	105951
RAUTERBERG, ANTHONY	1599	01/17/2025	2,686.61	105952
REYNOLDS, RAY A	1537	01/17/2025	927.55	105953
RICCIO, ANTHONY F	1583	01/17/2025	896.30	105954

Employee	Employee #	Date	Amount	Number
SCHINCKE, MEGAN	3137	01/17/2025	125.00	105955
SCHINCKE, MEGAN	3137	01/17/2025	1,076.92	105955
SEXTON, WILLIAM M	7125	01/17/2025	1,139.34	105956
SEXTON, WILLIAM M	7125	01/17/2025	250.00	105956
SOCKNESS TEEPLE, MEGAN E	3147	01/17/2025	250.00	105957
SOCKNESS TEEPLE, MEGAN E	3147	01/17/2025	2,010.08	105957
SPENCER, OWEN	1603	01/17/2025	932.10	105958
SPOERRY, DANIELLE M	1527	01/17/2025	1,801.22	105959
SUHR, CARLENE E.F.	3144	01/17/2025	1,464.88	105960
SUMMERS, AANNA N	1575	01/17/2025	2,419.47	105961
SUMMERS, ALAN C	1534	01/17/2025	2,695.14	105962
WELTHA, CLAYTON	1566	01/17/2025	754.74	105963



Payroll Check Register Report Summary

Pay Period: 12/30/2024-1/12/2025

Packet: PYPKT00652 - 12/30/24-01/12/25 PAID ON 01/17/25
Payroll Set: CITY OF BONDURANT, IA - 01

Type	Count	Amount
Regular Checks	0	0.00
Manual Checks	0	0.00
Reversals	0	0.00
Voided Checks	0	0.00
Direct Deposits	63	95,724.86
Total	63	95,724.86



Refund Check Register

Refund Check Detail

UBPKT06264 - Refunds 01 UBPKT06262 Regular

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
01-01590-03	ROGERS, MATTHEW A	1/6/2025	64717	103.16			103.16	Generated From Billing
01-01876-03	KENNEDY YOUNG	1/6/2025	64718	76.67			76.67	Generated From Billing
01-02374-08	KRUSE, ERIN A	1/6/2025	64719	103.72			103.72	Generated From Billing
01-02375-14	CALZADO, ONIEL PUPO	1/6/2025	64720	118.51			118.51	Generated From Billing
01-02400-07	CHAPMAN, BROCK M	1/6/2025	64721	16.68			16.68	Generated From Billing
01-02634-02	GEORGE & JUDY LAWRENCE	1/6/2025	64722	71.66			71.66	Generated From Billing
01-02795-03	JACQUE GUY	1/6/2025	64723	25.72			25.72	Generated From Billing
01-02911-04	KALISZ, JOSEPH R	1/6/2025	64724	105.11			105.11	Generated From Billing
01-03203-03	RAHN, CHEYENNE D	1/6/2025	64725	120.69			120.69	Generated From Billing
01-03618-01	FERGUSON, BEN	1/6/2025	64726	86.41			86.41	Generated From Billing
05-02594-01	RENEE THORP	1/6/2025	64727	72.64			72.64	Generated From Billing
05-02627-01	CHARLES BEHLE	1/6/2025	64728	97.50			97.50	Generated From Billing
08-03376-04	LLC, 3 ANGELS	1/6/2025	64729	132.46			132.46	Generated From Billing
08-03380-03	BUXTON, JANELLE L	1/6/2025	64730	117.84			117.84	Generated From Billing
16-02072-00	SAGE HOMES	1/6/2025	64731	102.18			102.18	Generated From Billing
16-02111-00	CREATIVE BUILDING VENTURES	1/6/2025	64732	105.11			105.11	Generated From Billing
Total Refunds: 16				Total Refunded Amount:	1,456.06			

Revenue Code Summary

Revenue Code	Amount
996 - UNAPPLIED CREDITS	1456.06
Revenue Total:	1456.06

General Ledger Distribution

Posting Date: 01/02/2025

Account Number	Account Name	Posting Amount	IFT
Fund: 600 - WATER			
600-000-1101	CLAIM ON POOLED CASH	-1,456.06	Yes
600-050-2141	APPLIED CREDITS	1,456.06	
600 Total:		0.00	
Fund: 999 - POOLED CASH			
999-000-1100	POOLED CASH	-1,456.06	

General Ledger Distribution

Posting Date: 01/02/2025

Account Number	Account Name	Posting Amount	IFT
999-050-2300	DUE TO OTHER FUNDS	1,456.06	Yes
999 Total:		0.00	
Distribution Total:		0.00	



**BUSINESS OF THE CITY COUNCIL
BONDURANT, IOWA
AGENDA STATEMENT**

Item No. 5.c.
For Meeting of 1/21/2025
Receive and File

TITLE: Receive & File - December Monthly Fire & EMS Report

CONTACT PERSON:

Anthony Rauterberg, Assistant Fire Chief

BRIEF HISTORY & ANALYSIS:

FUNDING SOURCE:

STAFF RECOMMENDATION:

APPROVED FOR SUBMITTAL:

ATTACHMENTS:

1. December Monthly Report

Bondurant Emergency Services

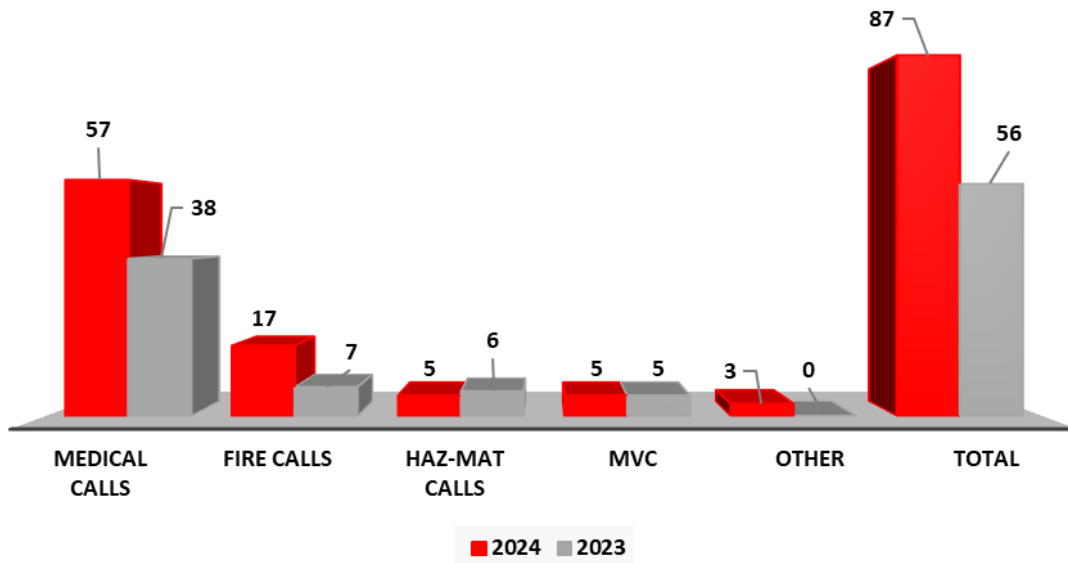
December 2024

Monthly Report



Operational Statistics

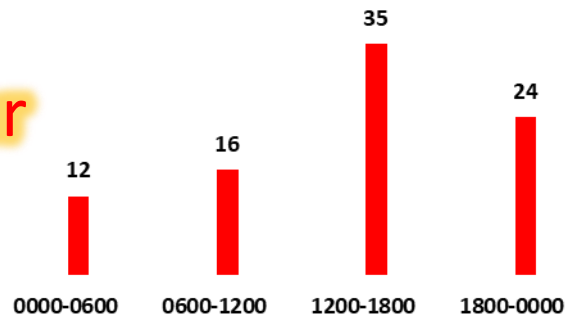
2 year December Comparison



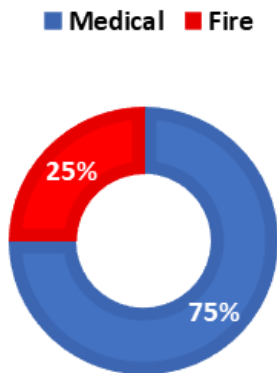
All-Time

Record Month For December

Number of Calls in 6 Hour Blocks



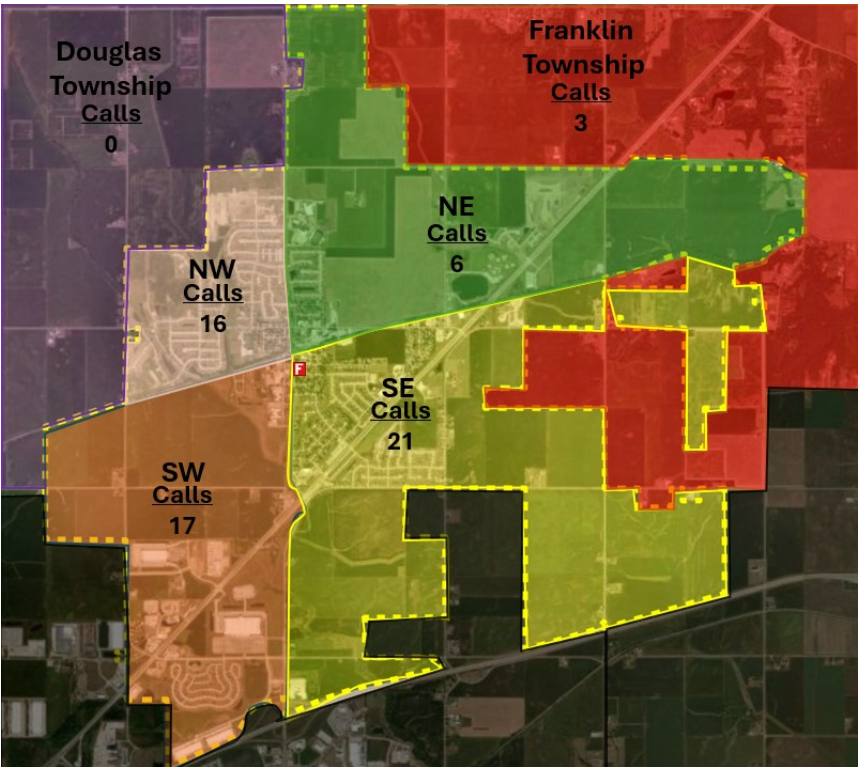
SIMULTANEOUS CALL BREAKDOWN



Simultaneous Calls			
2023		2024	
2nd out calls	3	2nd out calls	10
3rd out calls	0	3rd out calls	2
4th+ out calls	0	4th+ out calls	0
TOTAL	3	TOTAL	12
5% Multiple Calls		14% Multiple Calls	

Operational Statistics

Number of Calls per District In December



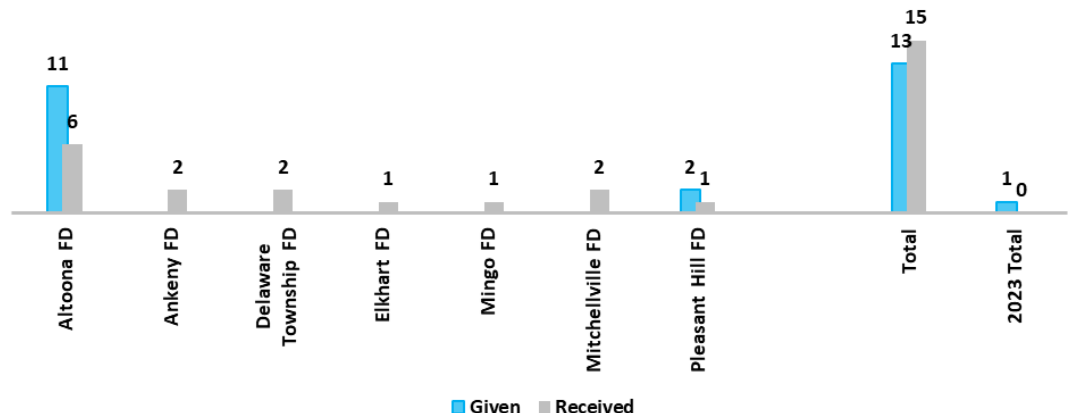
Closest Unit Response Incidents (CUR)
Given



Closest Unit Response Incidents (CUR)
Received



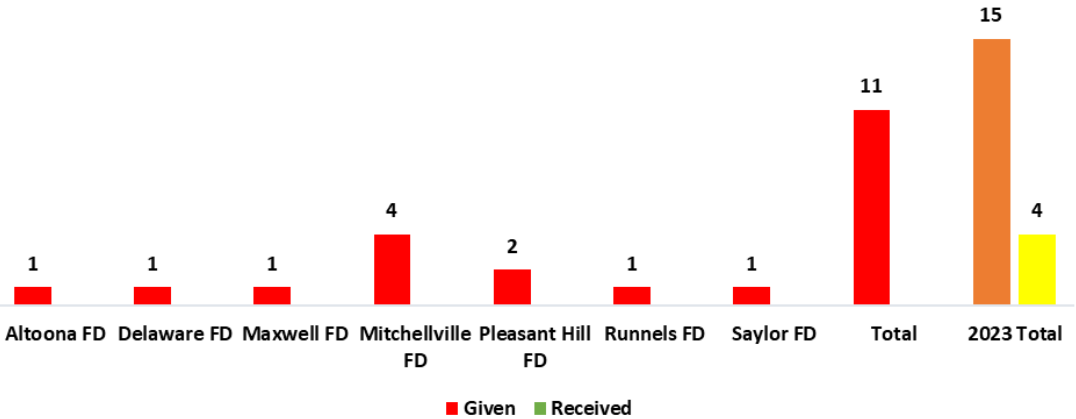
December Automatic Aid Given vs Received



Incidents Unable to Respond



December Mutual Aid Given vs Received

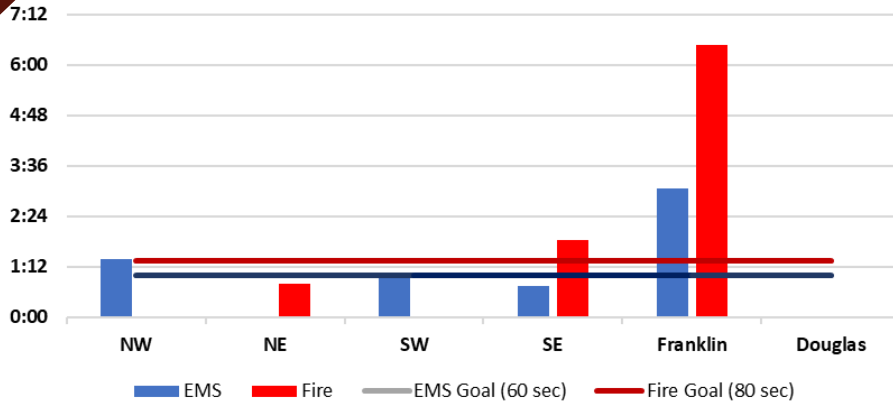


Operational Statistics

Response Times

Emergent Response

Chute Times
(emergent response)

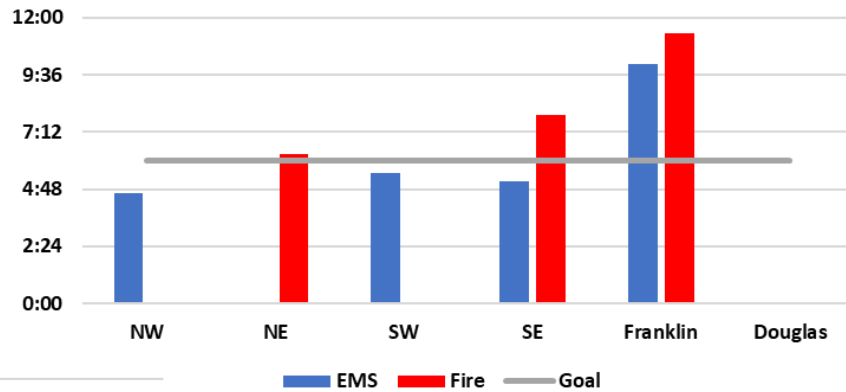


Delayed response due to multiple calls or staffing levels

Chute- 5:16

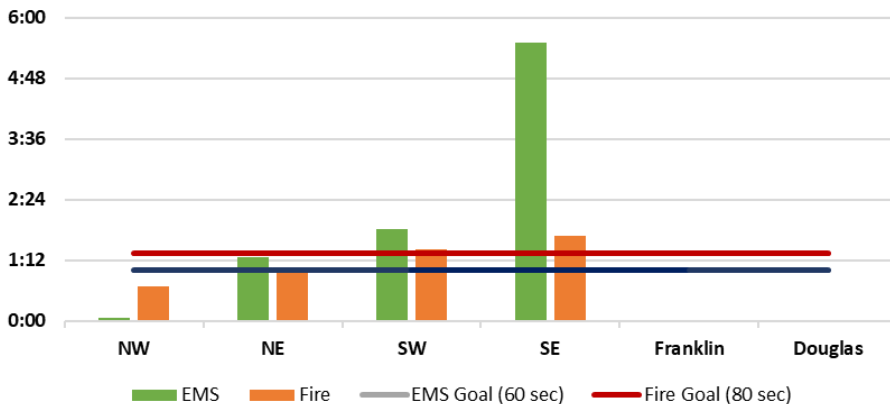
Response- 8:37

Response Times By District
(emergent response)

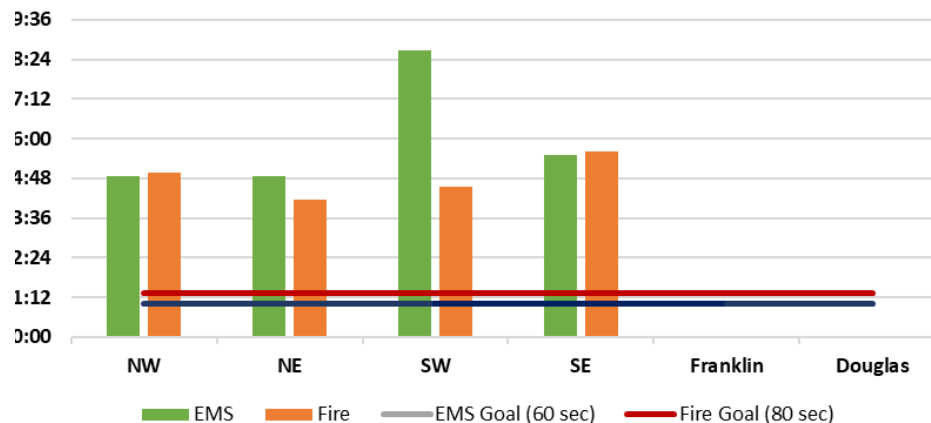


Non-Emergent Response

Chute Times
(non-emergent response)



Response Times
(non-emergent response)

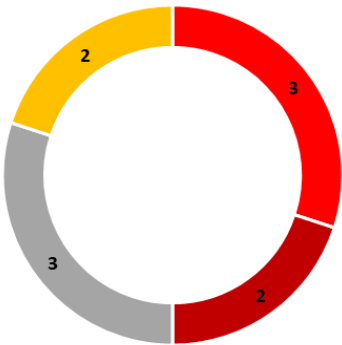


Fire Operational Statistics

December Fire Saved vs. Loss					
2023			2024		
Saved	Loss	Total Value	Saved	Loss	Total Value
\$0	\$0	\$0	\$20,000	\$1,300	\$21,300



Fire Alarm Breakdown



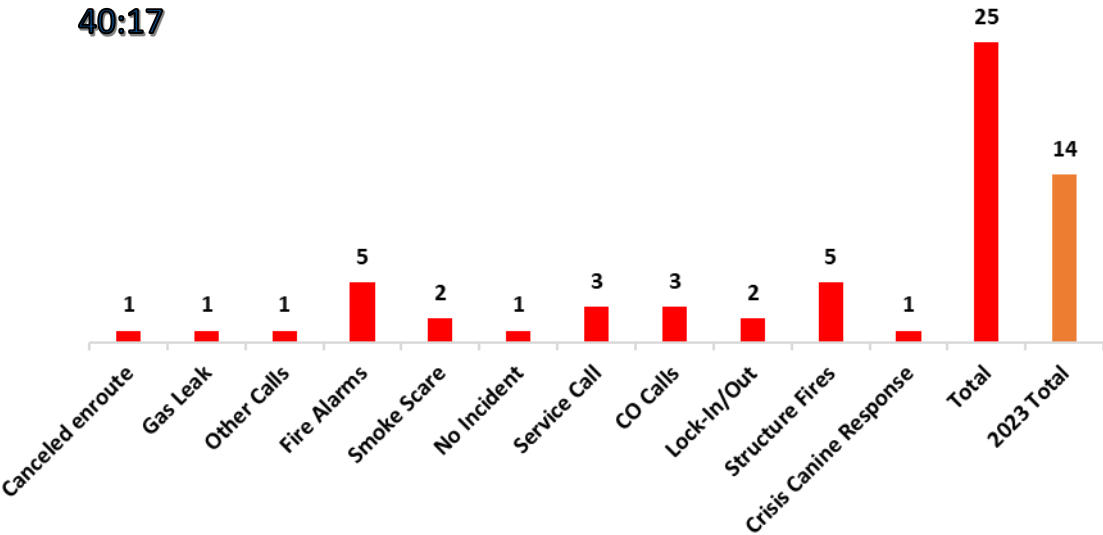
■ Commercial Alarm ■ Residential Alarm ■ Good Alarms ■ False Alarms



Average Fire Incident Time

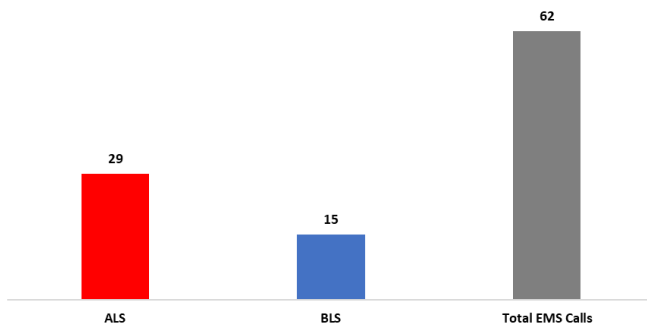
40:17

Fire/Haz-Mat/Other

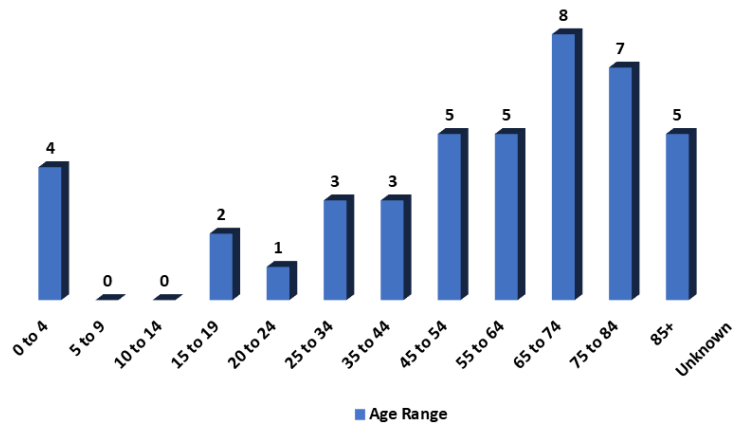


EMS Operational Statistics

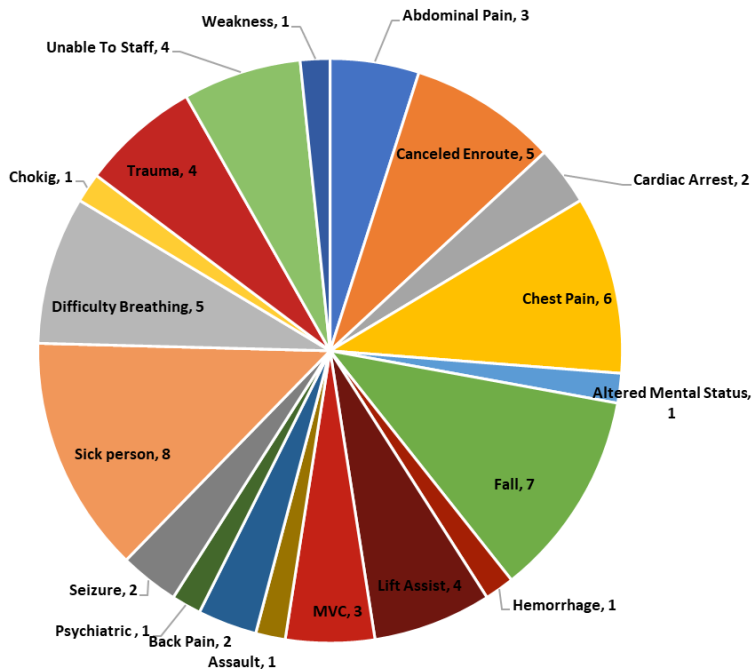
Advanced/Basic Life Support Calls



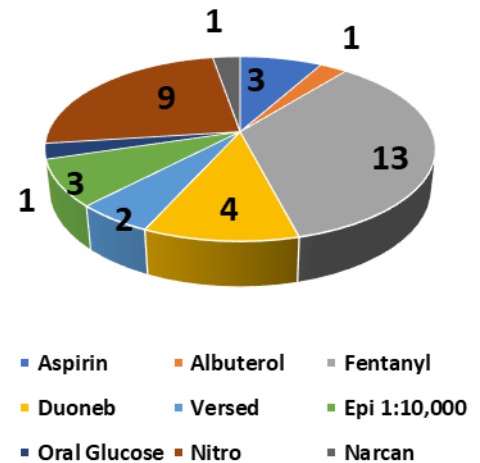
Patient Demographics



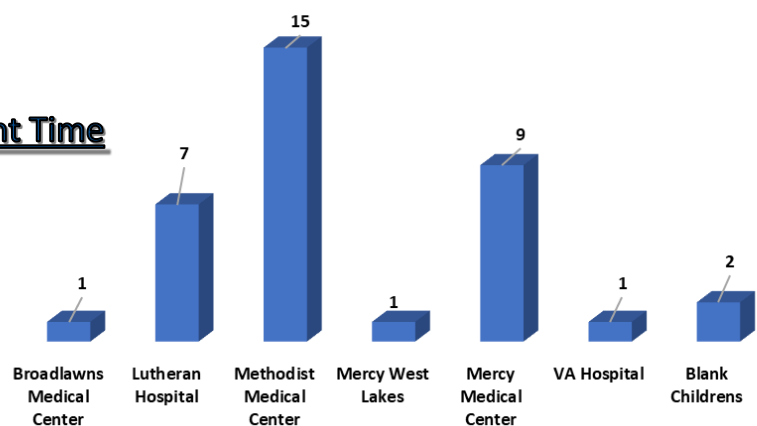
EMS Call Purpose by Provider Primary Impression



Medications Administered



Hospital Destination Transports



Average EMS Incident Time

56:29



Training Division

For the month of December department members trained on the following:

Fire Training

Aerial Operations
Engineer Training
Incident Command
Fire Alarm Systems
Animal Rescue
Building Pre-plans

EMS Training

EMS Research
Cardiac Arrest

Professional Development

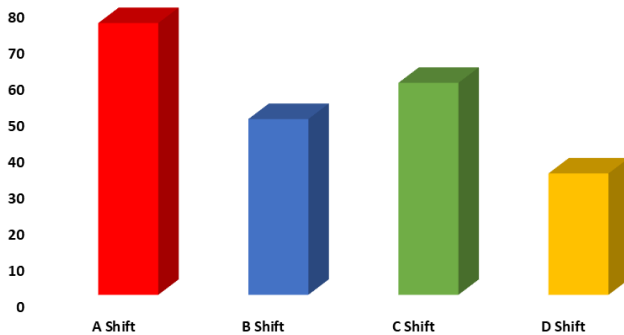
Communications

SOG's/Protocol Review

Lucas Device
Accountability
Apparatus & Equipment
Cardiac Arrest



Total Training Hours Per Shift



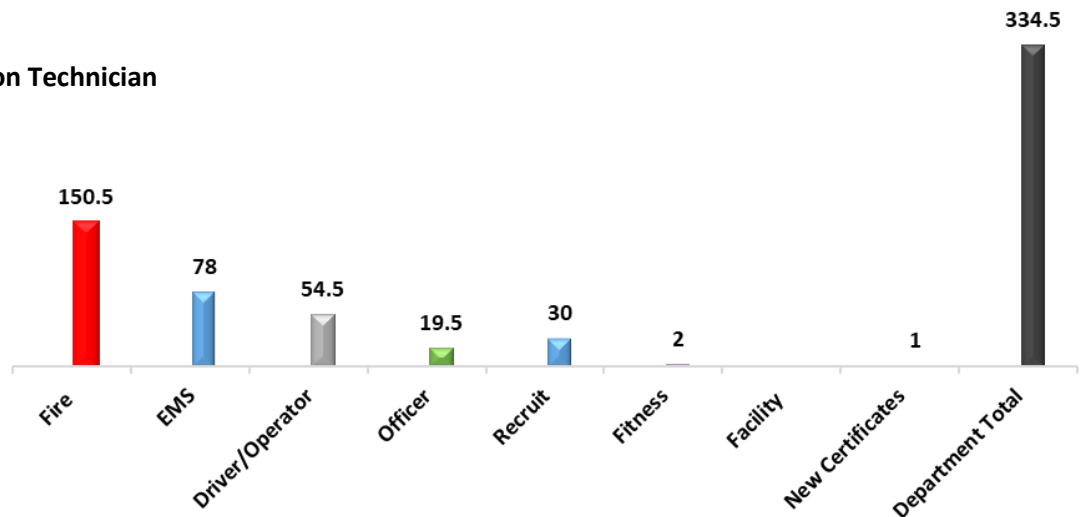
New Clearance

Oscar Kruse— Paramedic

Training Hours By Type

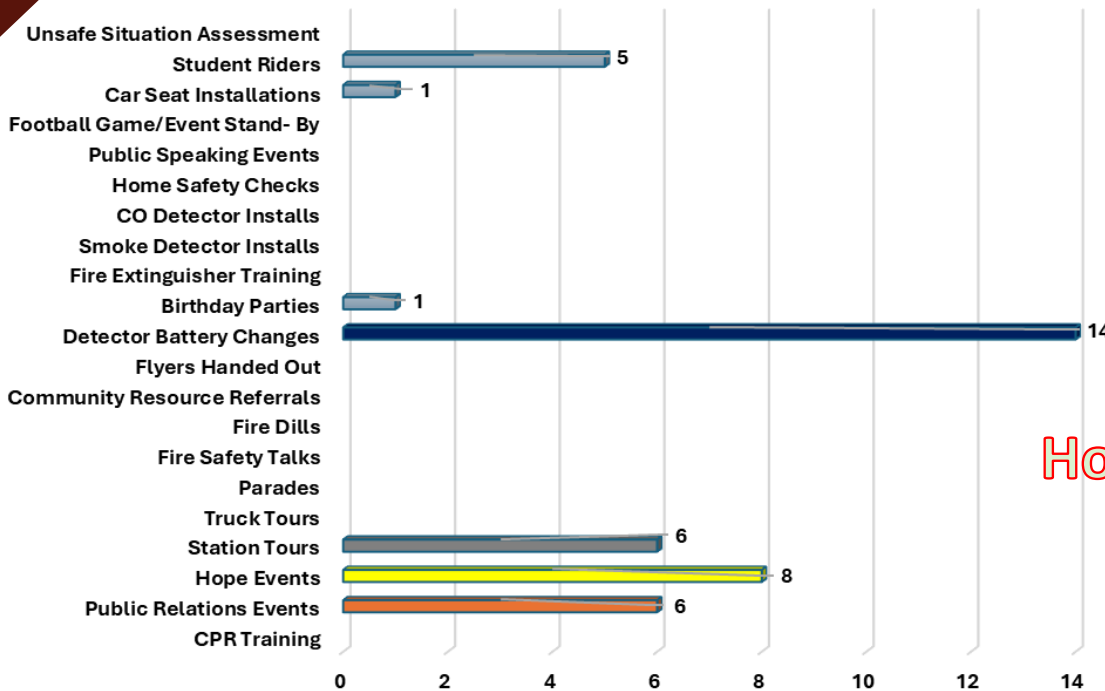
New Certifications

Danielle Sperry— Car Seat Installation Technician



Community Risk Reduction/ Public Education

Community Risk Reduction/Public Events



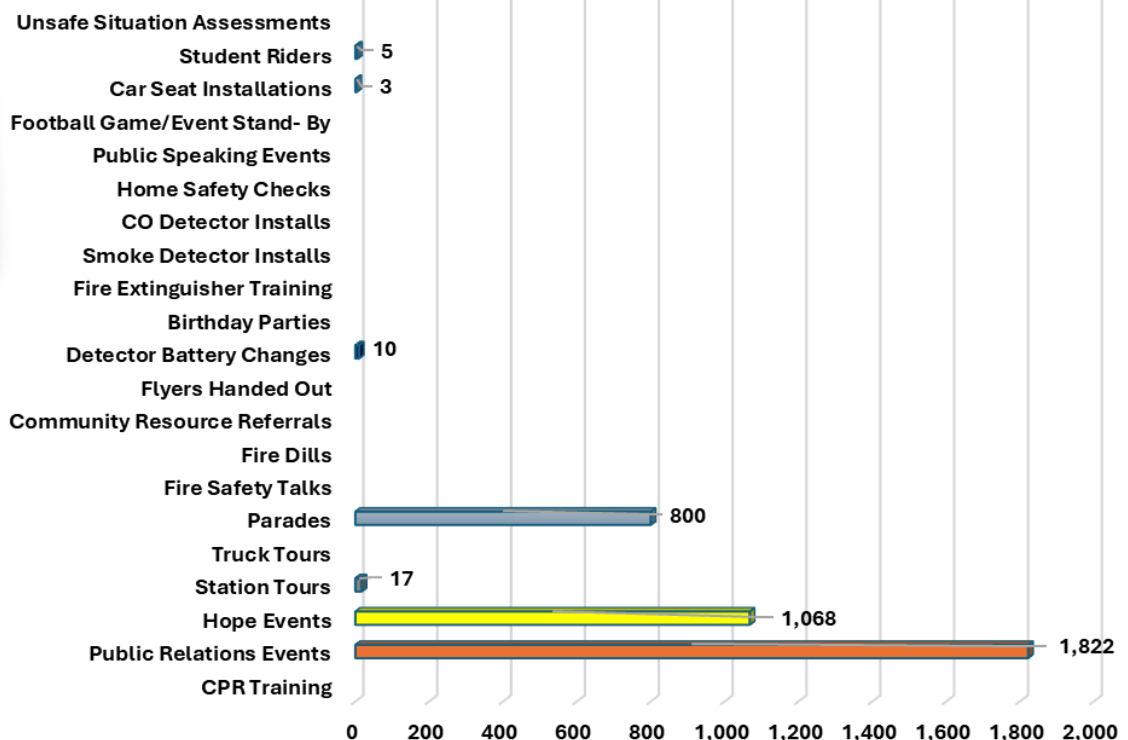
**41 Events
Attended**

90.25 Total

Hours Dedicated

3,725 Total Citizens Outreached

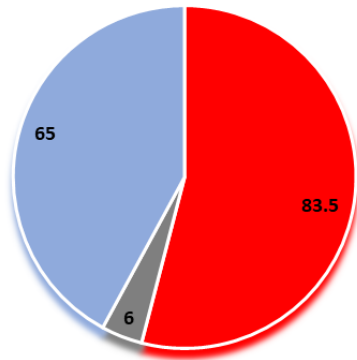
Citizens Served



Bondurant
Life Connecting

Code Enforcement

Station Work Hours



■ Station Work Detail ■ Maintenance ■ PT Admin Hours



Inspections/Alarm Tests



■ Commercial Inspections

■ Fire Alarms Test Completed

■ Site Plan Reviews

Reinspections Completed



Violations



Incidents & Happenings



December 2nd– Structure Fire

2400 Blk. Paine St. NE– Bondurant

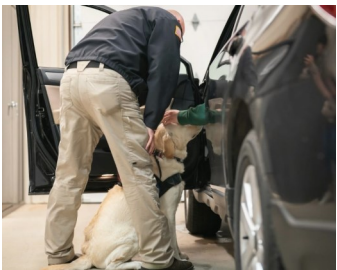
E412, A414, & C421, & C410 responded on a reported structure fire. Units arrived to find that a snowblower had been on fire. No extension to the building. All automatic aid units were canceled to the scene. No injuries were reported.



December 3rd– Structure Fire

5400 Blk. NE 14th St.– Saylor Township

E412 responded mutual aid to Saylor Township on a 2nd alarm structure fire. Units arrived on scene to find multiple storage units on fire. Crews assisted with fire attack and overhaul. E412 was on scene for over 2 hours.



December 11th– Crisis Canines Training

3333 Rusty Wallace Dr.– Newton

Chief Kreuder and Hope attended their quarterly training for Crisis Canines of the Midlands



December 15th– Structure Fire

5000 Blk. Willow Dr.– Pleasant Hill

E412 & C421 responded automatic aid to Pleasant Hill on a 2nd alarm structure fire. Units arrived on scene to find there was a kitchen fire. Crew assisted Pleasant Hill engine company. Units were on scene for about an hour. No injuries were reported.



December 25th– Structure Fire

8400 Blk. NE 94th Ave– Bondurant

E412, C421, & C410 responded to a report of a barn on fire. Automatic aid was received from Ankeny, Altoona, Mitchellville, Mingo, Elkhart, and Delaware FD's. Upon arrival, there was smoke showing from the building. Due to staffing, Altoona FD arrived first and used a hose line to extinguish the fire. No injuries were reported.

December 31st– Structure Fire

4700 Blk. SE 76th St.– Runnels

A414 responded mutual aid to Runnels on a multi-alarm structure fire. Crew assisted Runnels FD on the fire. Units were on scene for about two hours. No injuries were reported.

Public Relations



December 2nd– City Park Ribbon Cutting

251 Main St. SE, City Park– Bondurant

Bondurant FD attended the ribbon cutting for City Park.



December 8th– Christmas Tree Lighting

104 2nd St. NE– Bondurant

FD members attended the annual tree lighting ceremony.



December 8th– Merry & Bright Parade

Bondurant

T415, B417, C421, & C410 rode in the Merry & Bright Parade.

A423 was on a medical incident during the time.



You've Been Caught Doing an Amazing Job!

Thank you for responding
When someone is hurt or
in need of help. You mean
so much to this town.

Girl Scout Troop 1264



**BUSINESS OF THE CITY COUNCIL
BONDURANT, IOWA
AGENDA STATEMENT**

Item No. 5.d.
For Meeting of 1/21/2025
Resolution

TITLE: - Resolution approving pay request No. 2 to Alliance Construction Group LLC for the Civic Campus Improvements Phase 2 Project in the amount of \$170,649.31

CONTACT PERSON:

John Horton, Public Works Director

BRIEF HISTORY & ANALYSIS: Staff recommend the attached resolution to approve pay app #2 in the amount of \$170,649.31 related to the Civic Campus Improvements Phase 2 Project.

This pay application has been reviewed by City Staff and Engineers from Veenstra & Kim for accuracy and is for work completed from December 11th through January 7th as well as for stored materials onsite, for the project. The underground subcontractor as well as the earthwork subcontractor have mobilized to the site and are getting started on Phase 2 project. They are working to install the sanitary sewer over the winter months as the weather allows to get a jump on Spring construction season.

FUNDING SOURCE: RISE Grant/Bond Funding

STAFF RECOMMENDATION: Approve resolution on a roll call vote.

APPROVED FOR SUBMITTAL:

ATTACHMENTS:

1. RESOLUTION NO. 250121-10
2. Pay Request No. 2

CITY OF BONDURANT
RESOLUTION NO. 250121-10

RESOLUTION APPROVING PAY REQUEST NO. 2 TO ALLIANCE CONSTRUCTION
GROUP LLC FOR THE CIVIC CAMPUS IMPROVEMENTS PHASE 2 PROJECT IN
THE AMOUNT OF \$170,649.31

WHEREAS, the Civic Campus Improvements Phase 2 Pay Request No. 2 was submitted on January 8th, 2025; AND

WHEREAS, the pay request no. 2 is for work completed December 11th, 2024 through January 7th, 2025, on the Civic Campus Phase 2 Project; AND

WHEREAS City Staff and engineers from Veenstra & Kimm have reviewed the pay application for accuracy.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Bondurant, Iowa, that the pay request no. 2 to Alliance Construction Group LLC in the amount of \$170,649.31 hereby approved.

Passed this 21st day of January 2025,

By: _____
Doug Elrod, 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

Name	Yay	Nay	Abstain	Absent
Cox				
Driscoll				
McKenzie				
Peffer				
Sillanpaa				



ESTIMATE OF CONSTRUCTION COMPLETED

PARTIAL PAYMENT NO. 2

PROJECT TITLE: CIVIC CAMPUS IMPROVEMENTS PHASE 2

Contractor: Alliance Construction Group LLC

Date: 1/8/2025

Original Contract Amount: \$5,251,693.65

Pay Period: December 11, 2024 to January 7, 2025

BID ITEMS							
ITEM NO.	DESCRIPTION	UNIT	QUANTITY			UNIT PRICE	VALUE COMPLETED TO DATE
			ESTIMATED (ORIG. CONT.)	AUTHORIZED (INCL. C.O.'S)	COMPLETED TO DATE		
	EARTHWORK						
2.01	Clearing and Grubbing	LS	1	1		\$9,400.00	\$0.00
2.02	Topsoil	CY	22,025	22,025	5,507	\$4.80	\$26,433.60
2.03	Class 10 Excavation	CY	19,620	19,620		\$7.30	\$0.00
2.04	Obliterate Old Roadbed	STA	15.0	15.0		\$1,200.00	\$0.00
2.05	Below Grade Excavation (Core Out)	CY	928	928		\$3.75	\$0.00
2.06	Subgrade Preparation	SY	27,812	27,812		\$2.80	\$0.00
2.07	Granular Stabilization	TONS	1,753.0	1,753.0		\$47.75	\$0.00
2.08	Subgrade Treatment, Geogrid	SY	2,782	2,782		\$2.50	\$0.00
2.09	Modified Subbase	SY	27,812	27,812		\$7.20	\$0.00
2.10	Compaction Testing	LS	1	1		\$14,081.00	\$0.00
	SEWERS AND DRAINS						
4.01	Sanitary Sewer, Trenched, 8" PVC	LF	974	974		\$50.00	\$0.00
4.02	Sanitary Sewer, Trenched, 10" PVC	LF	1,797	1,797		\$51.50	\$0.00
4.03	Sanitary Sewer, Trenched, 12" PVC	LF	826	826	187	\$73.00	\$13,651.00
4.04	Sanitary Sewer Force Main, Trenched, 8" PVC	LF	1,857	1,857		\$55.00	\$0.00
4.05	Sanitary Sewer Force Main Abandonment, Plug	LS	1	1		\$725.00	\$0.00
4.06	Sanitary Sewer Service Stub, 6" PVC	LF	420	420		\$41.00	\$0.00
4.07	Storm Sewer, Trenched, RCP, 15"	LF	2,230	2,230		\$61.00	\$0.00
4.08	Storm Sewer, Trenched, RCP, 18"	LF	440	440		\$62.00	\$0.00
4.09	Storm Sewer, Trenched, RCP, 24"	LF	543	543		\$75.00	\$0.00
4.10	Storm Sewer, Trenched, RCP, 36"	LF	405	405		\$110.00	\$0.00
4.11	Storm Sewer, Trenched, RCP, 42"	LF	1,614	1,614		\$150.00	\$0.00
4.12	Pipe Apron, Concrete, 15"	EA	2	2		\$2,163.00	\$0.00
4.13	Pipe Apron, Concrete, 24"	EA	2	2		\$3,030.00	\$0.00
4.14	Removal of Culverts	LF	256	256		\$10.00	\$0.00
4.15	Subdrain, Type 1, PVC, 6"	LF	8,446	8,446		\$13.00	\$0.00
4.16	Subdrain Cleanouts	EA	7	7		\$450.00	\$0.00
4.17	Subdrain Outlet	EA	72	72		\$200.00	\$0.00
4.18	Field Tile Repair	LF	400	400		\$20.00	\$0.00
4.19	Beveled Pipe and Guard, 24"	EA	1	1		\$2,650.00	\$0.00
	WATER MAINS AND APPURTENANCES						
5.01	Water Main, 4" PVC, Trenched	LF	2,785	2,785		\$21.00	\$0.00
5.02	Water Main, 12" PVC, Trenched	LF	4,982	4,982		\$52.50	\$0.00
5.03	Gate Valve, 4"	EA	2	2		\$1,200.00	\$0.00
5.04	Gate Valve, 12"	EA	10	10		\$3,600.00	\$0.00
5.05	Tapping Sleeve and Valve, 12"	EA	1	1		\$6,550.00	\$0.00
5.06	Water Service Stubs, 1.5"	EA	6	6		\$1,700.00	\$0.00
5.07	Water Service Stubs, 8"	EA	2	2		\$3,250.00	\$0.00
5.08	Water Service Stubs, 1.5"	LF	355	355		\$31.00	\$0.00
5.09	Water Service Stubs, 8"	LF	100	100		\$31.50	\$0.00
5.10	Hydrant Assembly	EA	16	16		\$6,600.00	\$0.00
5.11	Blowoff Assembly	EA	3	3		\$1,680.00	\$0.00
5.12	Connection to Existing	EA	2	2		\$630.00	\$0.00
5.13	Water Main Abandonment	LS	1	1		\$450.00	\$0.00

Page 37 of 260

[illegible]

SUMMARY			
		Original Contract	Total Completed
Bid Item Subtotal		\$5,251,693.65	\$79,334.60
APPROVED CHANGE ORDERS			
Change Order No.	Description/Notes	Total Approved	Total Completed
1		\$0.00	\$0.00
2		\$0.00	\$0.00
3		\$0.00	\$0.00
4		\$0.00	\$0.00
5		\$0.00	\$0.00
6		\$0.00	\$0.00
7		\$0.00	\$0.00
8		\$0.00	\$0.00
9		\$0.00	\$0.00
10		\$0.00	\$0.00
(Refer to Bid Item Schedule for Total Completed) Total Change Orders		\$0.00	\$0.00
		Total Approved	Total Completed
Revised Contract Price		\$5,251,693.65	\$79,334.60
			Total Completed
Total Materials Stored			\$133,546.25
Total Completed Plus Materials Stored			\$212,880.85
Retainage (5%)			\$10,644.04
Total Earned Less Retainage			\$202,236.81
APPROVED PARTIAL PAYMENTS			
Partial Payment No.	Period	Total Approved	
1	November 26, 2024 to December 10, 2024	\$31,587.50	
2		\$0.00	
3		\$0.00	
4		\$0.00	
5		\$0.00	
6		\$0.00	
7		\$0.00	
8		\$0.00	
9		\$0.00	
10		\$0.00	
11		\$0.00	
12		\$0.00	
		Total Previously Approved	\$31,587.50
Amount Due This Request			\$170,649.31
Note: The amount \$170,649.31 is recommended for approval for payment in accordance with the terms of the Contract.			
		CONTRACT SUMMARY	
		ORIGINAL CONTRACT AMOUNT	\$5,251,693.65
		TOTAL CONTRACT AMOUNT PLUS CHANGE ORDERS	\$5,251,693.65
		THIS PARTIAL PAYMENT	\$170,649.31
		TOTAL PARTIAL PAYMENTS INCL THIS PAYMENT	\$202,236.81
		BALANCE	\$5,049,456.84
		PERCENT COMPLETE	4.1%
Recommended By: Veenstra & Kimm, Inc.		Contractor: Alliance Construction Group LLC	
Approved by: City of Bondurant			
Signature		Signature	
Name	William Weber	Name	Clint Carpenter
Title	Project Manager	Title	Project Manager
Date	Jan 8, 2025	Date	Jan 8, 2025
Signature		Signature	
Name	John Horton	Name	John Horton
Title	Public Works Director	Title	Public Works Director
Date	Jan 8, 2025	Date	Jan 8, 2025



**BUSINESS OF THE CITY COUNCIL
BONDURANT, IOWA
AGENDA STATEMENT**

Item No. 5.e.
For Meeting of 1/21/2025
Resolution

TITLE: - Resolution approving Change Order No. 1 to RW Excavating Solutions LC for the Parkside Trail Connection Project in the amount of \$10,668.50

CONTACT PERSON:

John Horton, Public Works Director

BRIEF HISTORY & ANALYSIS: Staff recommend the attached resolution to approve change order #1 in the amount of \$10,668.50 related to the Parkside Trail Connection Project. This change order was needed for cold weather conditions to get the trail poured before the weather turned bad this fall. There was a need to blanket the area to prevent frost from penetrating into the subbase and hot water addition to the concrete mix.

This addition allowed for the trail to be completed in 2024 and to avoid delays in completing the project in the spring.

This trail connects the Park Side neighborhood with the Bondurant Recreational Sports Complex and the City's broader trail network.

FUNDING SOURCE: LCWF Grant/ Bond Funds

STAFF RECOMMENDATION: Approve resolution on a roll call vote.

APPROVED FOR SUBMITTAL:

ATTACHMENTS:

1. RESOLUTION NO. 250121-11
2. Park Side Trail Connection Change Order No. 1

CITY OF BONDURANT
RESOLUTION NO. 250121-11

RESOLUTION APPROVING CHANGE ORDER NO. 1 TO RW EXCAVATING
SOLUTIONS LC FOR THE PARKSIDE TRAIL CONNECTION PROJECT IN THE
AMOUNT OF \$10,668.50

WHEREAS, the Parkside Trail Connection Project Change Order No. 1 was submitted on January 13th, 2025; AND

WHEREAS, the change order No. 1 is for work completed to facilitate trail construction in the late fall of 2024 to prevent project delays; AND

WHEREAS, City Staff have reviewed the change order for accuracy.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Bondurant, Iowa, that the change order no. 1 to RW Excavating Solutions LC in the amount of \$10,668.50 hereby approved.

Passed this 21st day of January 2025,

By: _____
Doug Elrod, 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

Name	Yay	Nay	Abstain	Absent
Cox				
Driscoll				
McKenzie				
Peffer				
Sillanpaa				

Date of Issuance: 01-06-2025

Effective Date: 06-21-2024

Owner: City of Bondurant

Owner's Contract No.:

Contractor: RW Excavating Solutions, LC

Contractor's Project No.:

Engineer: ShiveHattery Architecture + Engineering

Engineer's Project No.: 2142301580

Project: Park Side Trail Connection Project

Contract Name: Park Side Trail
Connection Project

The Contract is modified as follows upon execution of this Change Order:

Description: Winter Charges

Attachments:

Approximate Updates to Quantities:

Bid Item	ITEM DESCRIPTION	BID QUANTITY	NEW QUANTITY	UNIT	ADDED /SUBTRACTED QUANTITY	UNIT PRICE	NET CHANGE IN CONTRACT PRICE
CO1a	Winter Charges Shared Use Path PCC 6"		1	LS		\$2,420.00	\$2420.00
CO1b	Winter Charges Shared Use Path PCC 5"		1	LS		\$388.50	\$388.50
CO1c	Winter Charges Blanket Rental/Labor		1	LS		\$7,860.00	\$7,860.00
							Net Change =\$10,668.50

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES <i>[note changes in Milestones if applicable]</i>
Original Contract Price: \$ <u>467,721.18</u>	Original Contract Times: Substantial Completion: _____ Ready for Final Payment: _____ days or dates
[Increase] [Decrease] from previously approved Change Orders No. ___ to No. ___: \$ _____	[Increase] [Decrease] from previously approved Change Orders No. ___ to No. ___: Substantial Completion: _____ Ready for Final Payment: _____ days
Contract Price prior to this Change Order: \$ <u>467,721.18</u>	Contract Times prior to this Change Order: Substantial Completion: _____ Ready for Final Payment: _____ days or dates
[Increase] [Decrease] of this Change Order: \$ <u>10,668.50 (Increase)</u>	[Increase] [Decrease] of this Change Order: Substantial Completion: _____ Ready for Final Payment: _____ days or dates
Contract Price incorporating this Change Order: \$ <u>478,389.68</u>	Contract Times with all approved Change Orders: Substantial Completion: _____ Ready for Final Payment: _____ days or dates

RECOMMENDED:		ACCEPTED:		ACCEPTED:	
By: _____	By: <u>John Horton</u>	By: <u>Rah Wisk</u>	By: _____	By: _____	By: _____
Engineer (if required)	Owner (Authorized Signature)	Contractor (Authorized Signature)	Contractor (Authorized Signature)	Contractor (Authorized Signature)	Contractor (Authorized Signature)
Title: _____	Title <u>Public Works Director</u>	Title <u>Admin Manager</u>	Title _____	Title _____	Title _____
Date: _____	Date <u>1-13-2025</u>	Date <u>1-8-2025</u>	Date _____	Date _____	Date _____

Approved by Funding Agency (if applicable)

By: _____ Date: _____
Title: _____



**BUSINESS OF THE CITY COUNCIL
BONDURANT, IOWA
AGENDA STATEMENT**

Item No. 5.f.
For Meeting of 1/21/2025
Resolution

TITLE: - Resolution approving pay request No. 3 to RW Excavating Solutions for the Parkside Trail Connection Project in the amount of \$22,702.10

CONTACT PERSON:

John Horton, Public Works Director

BRIEF HISTORY & ANALYSIS: Staff recommend the attached resolution to approve pay app #3 in the amount of \$22,702.10 related to the Parkside Trail Connection Project.

As a reminder the Parkside Trail Connection project is a new trail connection from the Park Side Development across Santiago Creek along the west side of the ballfields at BRSC and connecting to the new parking lot at BRSC and to the trail around Lake Petocka. This project also included enhancements to the public fishing area in Parkside Development to create and fishing node and some rock outcrop areas for residents to enjoy the public fishery more.

This pay application has been reviewed by city staff for accuracy and is for work completed through December 31st, 2024

FUNDING SOURCE: LWCF Grant/Bond funds

STAFF RECOMMENDATION: Approve resolution on a roll call vote.

APPROVED FOR SUBMITTAL:

ATTACHMENTS:

1. RESOLUTION NO. 250121-12
2. Park Side Trail Connection Pay Request No. 3

CITY OF BONDURANT
RESOLUTION NO. 250121-12

RESOLUTION APPROVING PAY REQUEST NO. 3 TO RW EXCAVATING
SOLUTIONS FOR THE PARKSIDE TRAIL CONNECTION PROJECT IN THE
AMOUNT OF \$22,702.10

WHEREAS, the Parkside Trail Connection Project Pay Request No. 3 was submitted on January 13th, 2025; AND

WHEREAS, the pay request no. 3 is for work completed on the Parkside Trail Connection Project through December 31st, 2024; AND

WHEREAS, City Staff have reviewed the pay application for accuracy.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Bondurant, Iowa, that the pay request no. 3 to RW Excavating Solutions in the amount of \$22,702.10 hereby approved.

Passed This 21st day of January 2025,

By: _____
Doug Elrod, 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
Cox				
Driscoll				
McKenzie				
Peffer				
Sillanpaa				

Contractor's Application for Payment No.

3

Application Period: 12/3/2024		Application Date: 12/31/2024
To (Owner): City of Bondurant	From (Contractor): RW Excavating Solutions, LC	Via (Engineer): Shive Hattery
Project: Park Side Trail Connection Project	Contract: Park Side Trail Connection Project	
Owner's Contract No.:	Contractor's Project No.:	Engineer's Project No.: 2142301580

Application For Payment Change Order Summary

Approved Change Orders			1. ORIGINAL CONTRACT PRICE.....	\$ 467,721.18
Number	Additions	Deductions	2. Net change by Change Orders.....	\$ 10,668.50
CO1a	\$2,420.00		3. Current Contract Price (Line 1 ± 2).....	\$ 478,389.68
CO1b	\$388.50		4. TOTAL COMPLETED AND STORED TO DATE	
CO1c	\$7,860.00		(Column F total on Progress Estimates).....	\$ 384,719.18
			5. RETAINAGE:	
			a. 5% X \$384,719.18 Work Completed.....	\$ 19,235.96
			b. X Stored Material.....	\$
			c. Total Retainage (Line 5.a + Line 5.b).....	\$ 19,235.96
			6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c).....	\$ 365,483.22
			7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application).....	\$ 342,781.12
			8. AMOUNT DUE THIS APPLICATION.....	\$ 22,702.10
			9. BALANCE TO FINISH, PLUS RETAINAGE	
			(Column G total on Progress Estimates + Line 5.c above).....	\$ 102,237.96
TOTALS	\$10,668.50			
NET CHANGE BY CHANGE ORDERS		\$10,668.50		

Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:

- (1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;
- (2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all Liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such Liens, security interest, or encumbrances); and
- (3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor Signature

By: 

Date: 1-13-2025

Payment of: \$ 22,702.10
(Line 8 or other - attach explanation of the other amount)

is recommended by: _____
(Engineer) (Date)

Payment of: \$ 22,702.10
(Line 8 or other - attach explanation of the other amount)

is approved by:  01-13-2025
(Owner) (Date)

Approved by: _____
Funding or Financing Entity (if applicable) (Date)

Contractor's Application

EJCDC® C-620 Contractor's Application for Payment
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Page 1 of 1



**BUSINESS OF THE CITY COUNCIL
BONDURANT, IOWA
AGENDA STATEMENT**

Item No. 5.g.
For Meeting of 1/21/2025
Resolution

TITLE: - Resolution approving change order No. 4 to McAninch Corporation for additional work for the Civic Campus Phase 1 Public Improvements in the amount of \$259,141.80

CONTACT PERSON:

John Horton, Public Works Director

BRIEF HISTORY & ANALYSIS: Staff recommend the attached resolution to approve change order #4 in the amount of \$259,141.80 related the Civic Campus Phase 1 project. This Change Order reflects the changes needed to move the sanitary sewer that was originally designed to run along the South side of 2nd St. NE moving this to the North side of the road as the city was unsuccessful in negotiating an easement needed with the property owners to the South.

In order to move there are several things that are being removed from the original bid and several things being added to facilitate the completion of the work. First, the City has successfully negotiated the easements needed with all property owners, which the council has already approved. Second, Staff have been working with DMWW on having to relocate a section of their rural network that is in conflict, and lastly is the addition of new storm sewer outlet that was not originally designed.

FUNDING SOURCE: TIF/Bond Funding

STAFF RECOMMENDATION: Approve resolution on a roll call vote.

APPROVED FOR SUBMITTAL:

ATTACHMENTS:

1. RESOLUTION NO. 250121-13
2. Change Order No. 4

CITY OF BONDURANT
RESOLUTION NO. 250121-13

RESOLUTION APROVING CHANGE ORDER NO. 4 TO MCANINCH CORPORATION
FOR ADDITIONAL WORK ON THE CIVIC CAMPUS PHASE 1 IMPROVEMENTS
PROJECT IN THE AMONT OF \$259,141.80

WHEREAS, on January 15th, 2025, the City of Bondurant received change order no. 4 for the added work for the Civic Campus Phase 1 Public Improvement Project; AND

WHEREAS the change Order reflects the changes needed to move the sanitary sewer that was originally designed to run along the South side of 2nd St. NE moving this to the North side of the road; AND

WHEREAS the City Council approves change order no. 4 for the added work for the Civic Campus Phase 1 Public Improvement Project.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Bondurant, Iowa, that change order no. 4 for the Civic Campus Phase 1 Public Improvement Project to McAninch Corporation is hereby approved

Passed this 21st day of January 2025,

By: _____
Doug Elrod, 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

Name	Yay	Nay	Abstain	Absent
Cox				
Driscoll				
McKenzie				
Peffer				
Sillanpaa				



January 15, 2025

CHANGE ORDER NO. 4

BONDURANT, IOWA

CIVIC CAMPUS IMPROVEMENTS PHASE 1 – COURTYARD DRIVE

Change Order No. 4 modifies the contract to shift the sanitary sewer from the south of the road to the north of the road along 2nd St NE. The modification adjusts/adds the following items for the project:

Compensation

Item No.	Bid Item	Unit	Qty	Unit Price	Extended Price
	Existing Items in Contract				
CO2.1	Item 2.02, Topsoil	CY	-5,384	\$4.08	-\$21,966.72
CO2.2	Item 2.03, Class 10 Excavation	CY	-9,731	\$8.10	-\$78,821.10
CO2.3	Item 2.05, Subgrade Preparation	SY	150	\$2.64	\$396.00
CO2.4	Item 2.08, Modified Subbase	SY	150	\$10.56	\$1584.00
CO2.5	Item 4.02, Sanitary Sewer, Trenched, 15" PVC	LF	-1118	\$104.67	-\$117,021.06
CO2.6	Item 4.03, Sanitary Sewer, Trenched, 18" PVC	LF	-2427	\$99.84	-\$242,311.68
CO2.7	Item 4.05, Storm Sewer, Trenched, RCP, 15"	LF	16	\$67.06	\$1,072.96
CO2.8	Item 4.06, Storm Sewer, Trenched, RCP, 18"	LF	6	\$69.87	\$419.22
CO2.9	Item 4.07, Pipe Culvert, Trenched, RCP, 42"	LF	-120	\$182.44	-\$21,892.80
CO2.10	Item 4.08, Pipe Culvert, Trenched, RCP, 48"	LF	-123	\$213.38	-\$26,245.74
CO2.11	Item 4.09, Pipe Apron, Concrete, 42"	EA	-4	\$4,186.30	-\$16,745.20
CO2.12	Item 4.10, Pipe Apron, Concrete, 48"	EA	-2	\$4,826.96	-\$9,653.92
CO2.13	Item 4.11, Removal of Culverts	LF	10	\$31.23	\$312.30
CO2.14	Item 5.06, Connection to Exiting	EA	2	\$1,671.22	\$3,342.44
CO2.15	Item 7.01, Pavement, PCC, 8"	SY	267	\$58.80	\$15,699.60
CO2.16	Item 7.02, Pavement, PCC, 8" Double Reinforced	SY	-160	\$142.80	-\$22,848.00
CO2.17	Item 7.05, Granular Shoulder, Type B	Tons	10	\$34.39	\$343.90
CO2.18	Item 7.06, Pavement Removal	SY	92	\$9.79	\$900.68

V&K Job No. 428119

CHANGE ORDER NO. 4

CO2.19	Item 8.03, Temporary Fence	LF	-1,785	\$3.99	-\$7,122.15
CO2.20	Item 9.08, Temporary Rolled Erosion Control Products (RECP), Type 2	SY	-11,500	\$1.26	-\$14,490.00
CO2.21	Item 9.09, Rip Rap	Tons	-280	\$58.05	-\$16,254.00
CO2.22	Item 9.10, Silt Fence Ditch Check	LF	-216	\$3.15	-\$680.40
CO2.23	Item 9.11, Field Fence	LF	565	\$3.15	\$1,779.75
	New Items				
CO2.24	Pipe Apron, Concrete, 15"	EA	1	\$2,153.45	\$2,153.45
CO2.25	Pipe Apron, Concrete, 18"	EA	1	\$2,217.92	\$2,217.92
CO2.26	Storm Sewer, Trenched, RCP, 48"	LF	1,104	\$240.52	\$265,534.08
CO2.27	Manhole, SW-402	EA	1	\$10,717.82	\$10,717.82
CO2.28	Manhole, SW-403	EA	2	\$14,304.57	\$28,609.14
CO2.29	Manhole, SW-406	EA	1	\$13,115.06	\$13,115.06
CO2.30	8" Force Main Relocation #1	LS	1	\$18,387.85	\$18,387.85
CO2.31	Water Main, 4" PVC, Trenched	LF	2,307	\$26.19	\$60,420.33
CO2.32	Gate Valve, 4"	EA	3	\$2,286.57	\$6,859.71
CO2.33	Flushing Device (Blowoff)	EA	2	\$3,201.71	\$6,403.42
CO2.34	Temporary Water Service	EA	2	\$4,593.80	\$9,187.60
CO2.35	New Water Service, 1", Bored	EA	2	\$9,162.02	\$18,324.04
CO2.36	Sanitary Sewer, Trenched, 15" PVC	LF	1,018	\$113.40	\$115,441.20
CO2.37	Sanitary Sewer, Trenched, 18" PVC	LF	2,515	\$108.14	\$271,972.10
				Total	\$259,141.80

Change Order No. 2 increases the contract amount by **\$259.141.80.**

Estimate Reference Information

Items CO2.24 & CO2.25: Refer to ERI note for Bid Item 4.09.

Item CO2.26: Refer to ERI note for Bid Item 4.05.

Item CO2.27 to CO2.29: See Standard Specification Section 6010.

Item CO2.30: Lump sum price for all materials, labor and equipment to lower force main.

Includes but is not limited to, trench excavation; dewatering; furnishing and installing pipe; furnishing, placing, and compacting bedding and backfill; wyes and other fittings; pipe joints; testing; and inspection. Comply with Standard Specification Section 4010

Item CO2.31: Refer to DMWW Relocation Phase 1 plans and DMWW Standard Specifications.

Includes but is not limited to, trench excavation; dewatering; furnishing and installing pipe; furnishing, placing, and compacting bedding and backfill; wyes and other fittings; pipe joints; testing; and inspection.

Item CO2.32: Refer to DMWW Relocation Phase 1 plans and DMWW Standard Specifications.

Item CO2.33: Refer to DMWW Standard Specifications and Standard Details within the plans.

CHANGE ORDER NO. 4

Item CO2.34: Refer to DMWW Standard Specifications. Bid item for temporary water service connection and reconnection, beyond supporting service across trench, as required to maintain service during sanitary sewer construction.

Item CO2.35: Refer to DMWW Standard Specifications, Standard Details, and additional information within the plans. Includes DMWW tapping fees.

Item CO2.36: Refer to ERI note for Bid Item 4.02. Updates unit price for changed conditions.

Item CO2.37: Refer to ERI note for Bid Item 4.03. Updates unit price for changed conditions.

Completion Date

Change Order No. 2 adds zero (0) days to the Project Completion Date.

Project Completion Date: May 31, 2025

MCANINCH CORPORATION

By Matt Dykstra
By Matt Dykstra (Jan 16, 2025 06:33 CST)

Title Executive Vice President

Date Jan 16, 2025

CITY OF BONDURANT, IOWA

By John Horton
By John Horton (Jan 16, 2025 07:54 CST)

Title Public Works Director

Date Jan 16, 2025

VEENSTRA & KIMM, INC.

By Will Kimm

Title Project Engineer

Date Jan 15, 2025

428119 Change Order 4 (Civic Campus - Bondurant, IA)

Final Audit Report

2025-01-16

Created:	2025-01-15
By:	Will Weber (wweber@v-k.net)
Status:	Signed
Transaction ID:	CBJCHBCAABAAd9HjMQ1SbbxF0fMBWQOHjTb3-LBw18l

"428119 Change Order 4 (Civic Campus - Bondurant, IA)" History

-  Document created by Will Weber (wweber@v-k.net)
2025-01-15 - 5:42:01 PM GMT
-  Document emailed to Will Weber (wweber@v-k.net) for signature
2025-01-15 - 5:42:42 PM GMT
-  Document emailed to jhorton@cityofbondurant.com for signature
2025-01-15 - 5:42:43 PM GMT
-  Document emailed to mdykstra@mcaninchcorp.com for signature
2025-01-15 - 5:42:43 PM GMT
-  Document e-signed by Will Weber (wweber@v-k.net)
Signature Date: 2025-01-15 - 5:42:55 PM GMT - Time Source: server
-  Email viewed by mdykstra@mcaninchcorp.com
2025-01-15 - 5:50:21 PM GMT
-  Signer mdykstra@mcaninchcorp.com entered name at signing as Matt Dykstra
2025-01-16 - 12:33:38 PM GMT
-  Document e-signed by Matt Dykstra (mdykstra@mcaninchcorp.com)
Signature Date: 2025-01-16 - 12:33:40 PM GMT - Time Source: server
-  Email viewed by jhorton@cityofbondurant.com
2025-01-16 - 1:50:13 PM GMT
-  Signer jhorton@cityofbondurant.com entered name at signing as John Horton
2025-01-16 - 1:54:34 PM GMT

 Document e-signed by John Horton (jhorton@cityofbondurant.com)

Signature Date: 2025-01-16 - 1:54:36 PM GMT - Time Source: server

 Agreement completed.

2025-01-16 - 1:54:36 PM GMT



**BUSINESS OF THE CITY COUNCIL
BONDURANT, IOWA
AGENDA STATEMENT**

Item No. 5.h.
For Meeting of 1/21/2025
Resolution

TITLE: - Resolution approving pay request No. 1 to Ball Team LLC for the Bondurant City Park Reconstruction Phase 2 Project in the amount of \$20,777.45

CONTACT PERSON:

John Horton, Public Works Director

BRIEF HISTORY & ANALYSIS: Staff recommend the attached resolution to approve pay application #1 in the amount of \$20,777.45 related to the Bondurant City Park Reconstruction Phase 2 Project.

This pay application has been reviewed by City Staff and Architects from RDG Planning and Design for accuracy and is for work completed on the Phase 2 project through December 31st, 2024. The Contractor has mobilized and begun working on the Phase 2 project (Splash Pad). Initial dirt work has been done and they are preparing to install some of the underground infrastructure as well as the foundation for the control building.

The City submitted application materials to the State of Iowa on December 6, 2024 for the City's splash pad. The receipt of those materials has not yet been acknowledged.

FUNDING SOURCE: CIP Budget

STAFF RECOMMENDATION: Approve resolution on a roll call vote.

APPROVED FOR SUBMITTAL:

ATTACHMENTS:

1. RESOLUTION NO. 250121-14
2. Pay Request No. 1

CITY OF BONDURANT
RESOLUTION NO. 250121-14

RESOLUTION APPROVING PAY REQUEST NO. 1 TO BALL TEAM LLC FOR THE
BONDURANT CITY PARK RECONSTRUCTION PHASE 2 PROJECT IN THE
AMOUNT OF \$20,777.45

WHEREAS the Bondurant City Park Reconstruction Project Pay Request No. 1 was submitted on January 8th, 2025; AND

WHEREAS the pay request no. 1 is for work completed from though December 31st, 2024, on the Bondurant City Park Reconstruction Phase 2 Project; AND

WHEREAS City Staff and architects from RDG have reviewed the pay request for accuracy.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Bondurant, Iowa, that the pay request no. 1 to Ball Team LLC in the amount of \$20,777.45 hereby approved.

Passed this 21st day of January 2025,

By: _____
Doug Elrod, 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
Cox				
Driscoll				
McKenzie				
Peffer				
Sillanpaa				

APPLICATION AND CERTIFICATION FOR PAYMENT *ALA DOCUMENT G702*

PAGE 1 OF 2

PAGES

TO OWNER: City of Bondurant
200 2nd Street NE PO Box 37
Bondurant, IA 50035

PROJECT: Bondurant City Park PH 2
201 Main SE
Bondurant, IA 50035

APPLICATION NO: 1

Distribution to:

☐	OWNER
☐	ARCHITECT
☐	CONTRACTOR
☐	
☐	

PERIOD TO: 12/31/24

FROM CONTRACTOR:
Ball Team, LLC
10550 New York Ave. Suite 200
Urbandale, IA 50322

VIA ARCHITECT: RDG
301 Grand Ave
Des Moines, IA 50309

Owner Contract No:
Contract Date: 12/10/24

CONTRACT FOR: General Construction

PROJECT NOS: 24-098

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM	\$	1,600,000.00
2. Net change by Change Orders	\$	0.00
3. CONTRACT SUM TO DATE (Line 1 + 2)	\$	1,600,000.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$	21,871.00
5. RETAINAGE:		
a. 5 % of Completed Work (Column D + E on G703)	\$	1,093.55
b. 5 % of Stored Material (Column F on G703)	\$	0.00
Total Retainage (Lines 5a + 5b or Total in Column I of G703)	\$	1,093.55
6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total)	\$	20,777.45
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$	0.00
8. CURRENT PAYMENT DUE	\$	20,777.45
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$	1,579,222.55

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$0.00	\$0.00
Total approved this Month	\$0.00	\$0.00
TOTALS	\$0.00	\$0.00
NET CHANGES by Change Order	\$0.00	

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

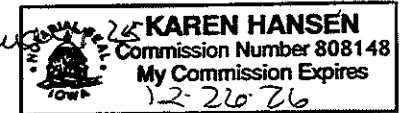
CONTRACTOR:

By: Raymond Kars

Date: 1-3-25

State of Iowa
Subscribed and sworn to before me this 3 day of January
Notary Public: Karen Hansen
My Commission expires: 12-26-22

County of: Polk



ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ 20,777.45

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT: RDG

By: Alb Owl

Date: 1/8/25

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CONTINUATION SHEET

AIA DOCUMENT G703

PAGE 2 OF 2

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO: 1
APPLICATION DATE: 1/2/25
PERIOD TO: 12/31/24
PROJECT NO: 24-098

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G		H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD		TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G ÷ C)		
1	General Conditions	\$ 233,687.00	0.00	\$ 9,935.00	\$ -	\$ 9,935.00	4%	\$ 223,752.00	\$ 496.75
2	Survey & Layout	6,900.00	0.00		0.00	0.00	0%	6,900.00	0.00
3	Temp Fence	10,217.00	0.00		0.00	0.00	0%	10,217.00	0.00
4	Site Demo & Grading	56,200.00	0.00		0.00	0.00	0%	56,200.00	0.00
5	Site Utilities	34,450.00	0.00		0.00	0.00	0%	34,450.00	0.00
6	Erosion Control	6,000.00	0.00		0.00	0.00	0%	6,000.00	0.00
7	Landscaping	25,236.00	0.00		0.00	0.00	0%	25,236.00	0.00
8	Concrete - Water Building Footing, Wall, & Slab	53,250.00	0.00		0.00	0.00	0%	53,250.00	0.00
9	Concrete - Spray Ground Footing & Wall	34,000.00	0.00		0.00	0.00	0%	34,000.00	0.00
10	Concrete - Spray Ground Slab	39,000.00	0.00		0.00	0.00	0%	39,000.00	0.00
11	Concrete - Sidewalks	22,275.00	0.00		0.00	0.00	0%	22,275.00	0.00
12	Concrete - Misc.	6,850.00	0.00		0.00	0.00	0%	6,850.00	0.00
13	Masonry	33,550.00	0.00		0.00	0.00	0%	33,550.00	0.00
14	Rough Carpentry Materials	69,211.00	0.00		0.00	0.00	0%	69,211.00	0.00
15	Carpentry Installation (Div 6 Rough, Div 8, Div	22,500.00	0.00		0.00	0.00	0%	22,500.00	0.00
16	Finish Carpentry Materials & Installation	5,115.00	0.00		0.00	0.00	0%	5,115.00	0.00
17	Roofing, Siding, Soffits, & Trim	46,180.00	0.00		0.00	0.00	0%	46,180.00	0.00
18	Caulking & Sealants	18,152.00	0.00		0.00	0.00	0%	18,152.00	0.00
19	Doors, Frames, Windows, & Louvers Materials	32,049.00	0.00		0.00	0.00	0%	32,049.00	0.00
20	Glass & Glazing	3,095.00	0.00		0.00	0.00	0%	3,095.00	0.00
21	Drywall / Synthetic Plaster Finish System	35,050.00	0.00		0.00	0.00	0%	35,050.00	0.00
22	Painting	8,565.00	0.00		0.00	0.00	0%	8,565.00	0.00
23	Specialties Materials	1,450.00	0.00		0.00	0.00	0%	1,450.00	0.00
24	Mechanical (Plumbing, HVAC, & Spray Ground	471,419.00	0.00		0.00	0.00	0%	471,419.00	0.00
25	Electrical	263,625.00	0.00		0.00	0.00	0%	263,625.00	0.00
26	Bonds	11,174.00	0.00	11,174.00	0.00	11,174.00	100%	0.00	558.70
27	General Liability Insurance	4,800.00	0.00	72.00	0.00	72.00	2%	4,728.00	3.60
28	Contractor Fee	46,000.00	0.00	690.00	0.00	690.00	2%	45,310.00	34.50
GRAND TOTALS		\$ 1,600,000.00	\$ -	\$ 21,871.00	\$ -	\$ 21,871.00	1%	\$ 1,578,129.00	\$ 1,093.55

CONTINUATION SHEET

AIA DOCUMENT G703

PAGE 2 OF 2

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO: 1
APPLICATION DATE: 1/2/25
PERIOD TO: 12/31/24
PROJECT NO: 24-098

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G		H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD		TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G ÷ C)		

Users may obtain validation of this document by requesting of the license a completed AIA Document D401 - Certification of Document's Authenticity



**BUSINESS OF THE CITY COUNCIL
BONDURANT, IOWA
AGENDA STATEMENT**

Item No. 5.i.
For Meeting of 1/21/2025
Resolution

TITLE: - Resolution approving City of Bondurant Training Programs

CONTACT PERSON:

Marketa Oliver, ICMA-CM, SPHR, City Administrator
Jene Jess, Finance Director

BRIEF HISTORY & ANALYSIS: The City of Bondurant has established itself as a leader in workforce development through strategic initiatives such as the WET internship-to-hire program for Public Works and the B.O.L.D. Leadership Development Program. These efforts have proven successful in addressing critical gaps in skills and leadership across the organization.

A study of the City's laborshed market revealed a lack of robust tuition reimbursement programs among nearby communities but identified opportunities for paramedic training. Internal assessments further indicated that employees most likely to benefit from tuition assistance are those pursuing Paramedic certification.

Details:

1. Continuation of the WET Program:
 - The WET program has successfully addressed the need for qualified water operators by transitioning interns into full-time roles.
 - This partnership with DMACC remains a vital component of the City's workforce development strategy.
2. Continuation of the B.O.L.D. Program:
 - The B.O.L.D. Program has advanced leadership development across departments, fostering collaboration, professional growth, and succession planning.
 - Continuation of the program will maintain momentum in preparing future leaders and addressing organizational leadership needs.
3. Implementation of the Paramedic Training Program:
 - Partnering with the DMACC accelerated 9-month paramedic consortium, the City will train 1–2 employees per budget cycle.
 - Employees in good standing, with no disciplinary actions or counseling records, may apply for the program, subject to Department Director approval.

- Tuition will be paid upfront, as required by DMACC, with approved employees signing a 3-year retention contract to ensure return on investment.

Fiscal Impact:

- WET Program: Continued within the existing Public Works budget.
- B.O.L.D. Program: Aligns with current funding allocated for leadership development initiatives.
- Paramedic Training Program: Budgeted to support 1–2 employees per cycle, with funding for tuition and retention contract requirements.

Strategic Impact:

These initiatives collectively address workforce development gaps, ensure leadership continuity, and position the City as a competitive employer. The programs align with Bondurant's commitment to fostering a skilled, certified, and sustainable workforce to meet community demands.

FUNDING SOURCE:

- WET Program: Funded through the Enterprise Funds, this program remains within the existing Public Works budget.
- B.O.L.D. Program: Supported by All Funds, as previously budgeted for leadership development initiatives across departments.
- Paramedic Training Program: Will absorb the current Fire/EMS training budget from the General Fund, with ongoing costs of approximately \$10,800 per participant per cycle.

STAFF RECOMMENDATION: Staff recommends that the City Council approve the continuation of the WET program partnership for the Public Works Department, the Bondurant Organizational Leadership Development (B.O.L.D.) Program, and authorize the implementation of a targeted Paramedic Training Program within the Emergency Services Department.

APPROVED FOR SUBMITTAL:

ATTACHMENTS:

1. RESOLUTION NO. 250121-15
2. Paramedic Training Agreement Law
3. City of Bondurant Citywide Training

CITY OF BONDURANT
RESOLUTION NO. 250121-15

A RESOLUTION AUTHORIZING THE CONTINUATION OF THE WET PROGRAM
PARTNERSHIPS FOR PUBLIC WORKS AND THE IMPLEMENTATION OF A
PARAMEDIC TRAINING PROGRAM TO ADDRESS WORKFORCE NEEDS

WHEREAS the City of Bondurant recognizes the importance of workforce development in maintaining a skilled and sustainable labor force to meet community demands; AND

WHEREAS the WET program for Public Works has proven successful as an internship-to-hire model, transitioning interns into full-time certified water operator positions, thereby ensuring a pipeline of qualified candidates; AND

WHEREAS the City has identified a critical need for certified paramedics within its Emergency Services Department and acknowledges that offering paramedic training opportunities is essential to addressing this gap; AND

WHEREAS the City's laborshed market study revealed that while robust tuition reimbursement programs are uncommon, paramedic training is offered by nearby communities, highlighting an opportunity for Bondurant to remain competitive by providing targeted training and tuition assistance; AND

WHEREAS the proposed paramedic training program would strategically address staffing shortages by partnering with the DMACC accelerated 9-month paramedic consortium, supporting eligible employees to gain certification while ensuring financial sustainability and long-term retention.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BONDURANT THAT:

1. The City of Bondurant shall continue its WET program partnerships for the Public Works Department to sustain a pipeline of qualified water operators and ensure the ongoing success of this workforce development initiative.
2. The City of Bondurant shall implement a Paramedic Training Program within the Emergency Services Department, focusing on:
 - a. Sending 1–2 employees per budget cycle to the DMACC accelerated paramedic program.
 - b. Providing upfront tuition payment for eligible employees.
 - c. Requiring approved participants to sign a 3-year retention contract upon certification to secure the City's investment.
3. The City Council hereby directs the City Manager and respective Department Directors to allocate resources and establish administrative processes for these programs, ensuring their successful implementation and alignment with the City's workforce development strategy.

Passed and adopted this 21st day of January 2025,

Doug Elrod, 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
Cox				
Driscoll				
McKenzie				
Peffer				
Sillanpaa				

Citywide Training & Tuition Reimbursement Program: Findings & Recommendations

Overview

A study of the City's laborshed market revealed that robust tuition reimbursement programs are not common among nearby communities. However, our research identified that communities within the laborshed market do provide paramedic training opportunities, aligning with a significant gap in Bondurant's workforce development. Internally, the study indicated that the majority of employees likely to take advantage of tuition assistance would be those pursuing their Paramedic certification.

The Public Works Department has demonstrated success with its internship-to-hire model through the WET program, addressing gaps in qualified water operators. This model effectively transitions interns into full-time positions upon certification. Recognizing the success of this program and the pressing need for certified paramedics in Emergency Services, this report focuses on strategic recommendations to address these workforce gaps while optimizing the City's limited resources.

Findings from the Study

1. Laborshed Market Insights:
 - Nearby communities generally lack robust tuition reimbursement programs but do offer paramedic training opportunities to address workforce needs.
 - This represents an opportunity for Bondurant to remain competitive by offering targeted tuition assistance for high-need roles.
2. Internal Workforce Assessment:
 - Employees most likely to utilize tuition assistance are those pursuing Paramedic certification, indicating a focused need within Emergency Services.
 - The WET program has successfully addressed similar needs in Public Works, providing a model that can be adapted for other departments.

Recommendations

1. Continue WET Program Partnerships for Public Works:
 - The internship-to-hire model for water operators has proven successful and should remain a cornerstone of workforce development for the Public Works Department.
 - Interns receive support during their training and transition smoothly into full-time roles, ensuring a pipeline of qualified candidates.
2. Implement a Paramedic Training Program:

- Focus the City's limited resources on addressing the critical gap in certified paramedics within Emergency Services.
- Partner with the DMACC accelerated 9-month paramedic consortium to provide training for eligible employees. This program allows employees to quickly gain certification and begin serving the community.

3. Program Structure:

- Budget Cycles: Send 1–2 employees per budget cycle to the accelerated program, ensuring the initiative remains financially sustainable.
- Eligibility Criteria: Employees in good standing, with no disciplinary actions or counseling records, may apply for the program. Final approval rests with the Department Director.
- Upfront Payment: DMACC requires tuition to be paid upfront. The City should allocate budgetary resources to meet this requirement, ensuring program participation.
- Retention Contracts: Approved employees must agree to a 3-year retention contract upon certification, securing the City's investment and addressing staffing shortages over the long term.

Conclusion

By continuing to invest in the successful WET program for Public Works and focusing new resources on a targeted paramedic training program, the City of Bondurant can strategically address its most pressing workforce needs. These efforts will ensure the City maintains a skilled, certified, and sustainable workforce to meet community demands while remaining competitive within the laborshed market.



CITY OF BONDURANT

PARAMEDIC TRAINING AGREEMENT

This Paramedic Training Agreement ("Agreement") is entered into by and between the City of Bondurant, Iowa ("City"), and [Employee's Full Name] ("Employee"), collectively referred to as the "Parties."

1. Purpose

The purpose of this Agreement is to outline the terms under which the City will sponsor the Employee's enrollment in the Accelerated Paramedic Training Program at Des Moines Area Community College (DMACC) and the Employee's corresponding commitment to the City upon successful certification.

2. Training Program Details

- **Institution:** Des Moines Area Community College (DMACC)
- **Program:** Accelerated Paramedic Training Program
- **Program Duration:** The duration of the program is determined by DMACC and subject to its schedule.

3. City's Obligations

The City agrees to:

- Conditionally cover the full tuition cost of the Accelerated Paramedic Training Program.
- Provide necessary uniforms and required materials as specified by DMACC, excluding personal items such as a timepiece.
- Reimburse the Employee for one attempt at the National Registry of Emergency Medical Technicians (NREMT) Paramedic certification exam, including both practical and written components.

4. Employee's Obligations

The Employee agrees to:

- Attend and actively participate in all required classes, clinical hours, and related training sessions.
- Maintain an overall grade of 80% (C or above) throughout the course.

- Successfully complete the training program within eighteen (7) months from the commencement date.
- Meet all college requirements for successful course completion and obtain Paramedic certification from the Iowa Department of Public Health, Bureau of EMS, within three (3) months of program completion.
- Sign a "Grade Release Form" authorizing the City's Fire Chief or designated representative to monitor academic progress and receive grade reports.
- Upon successful certification, maintain employment at the pleasure of the City of Bondurant, pending budgetary constraints and position availability, for a minimum of three (3) years from the date of certification.

5. Reimbursement Terms

In the event that the Employee:

- **Fails to Complete Training:** If the Employee does not successfully complete the training program within eighteen (7) months from the commencement date, the Employee shall reimburse the City for the total training expenses incurred up to that date.
- **Voluntary Resignation:** If the Employee voluntarily resigns from the City's employment without having served for at least three (3) years post-certification, the Employee shall reimburse the City for the total training expenses according to the following schedule:
 - Less than one year of service: 100% reimbursement.
 - More than one year but less than two years: 75% reimbursement.
 - More than two years but less than three years: 50% reimbursement.
- **Termination for Cause:** Termination for cause within three (3) years post-certification will result in the Employee fully reimbursing the City for all direct program costs incurred.
- **Involuntary Termination Without Cause:** If the Employee is terminated without cause (e.g., reduction in force), no reimbursement will be required.

6. Reimbursement Calculation and Payment Terms

"Total training expenses" include, but are not limited to:

- Program tuition fees.
- Costs of uniforms and required materials.
- National Registry testing fees.

The reimbursement amount shall be automatically deducted from the Employee's paycheck. Any remaining balance after paycheck deductions shall be subject to the following terms:

Reimbursement payments shall be made in consecutive monthly installments of \$300.00, with an annual interest rate of 10%. The first payment is due thirty (30) days after the event triggering reimbursement. Payments will be applied first to accrued interest, then to principal. A final balloon payment for any remaining balance is due sixty (24) months after the initial payment.

Failure to make timely payments constitutes default, entitling the City to pursue legal remedies, including obtaining a judgment by confession pursuant to Chapter 676 of the Iowa Code.

7. Confession of Judgment

This Agreement serves as a statement in writing, signed and verified by the Employee, acknowledging the debt owed to the City. Upon default, the City may seek a judgment by confession without further notice to the Employee, as authorized by Chapter 676 of the Iowa Code.

8. Compliance with Fair Labor Standards Act (FLSA)

The City and Employee acknowledge that this Agreement is subject to the provisions of the FLSA. The Employee's reimbursement obligation shall not result in the Employee receiving less than the minimum wage for all hours worked, including training time. The City will ensure that any deductions or reimbursements comply with FLSA requirements to maintain the Employee's exempt status, if applicable.

9. Miscellaneous

- **Amendments:** This Agreement may be amended only by written consent of both Parties.
- **Governing Law:** This Agreement shall be governed by the laws of the State of Iowa.
- **Severability:** If any provision of this Agreement is deemed unenforceable, the remaining provisions shall remain in full force and effect.
- **Entire Agreement:** This document constitutes the entire agreement between the Parties regarding the subject matter herein and supersedes all prior agreements or understandings.

10. Signatures

By signing below, the Parties agree to the terms and conditions outlined in this Agreement.

City of Bondurant

By: _____

[Fire Chief's Name], Fire Chief

Date: _____

Employee

By: _____

[Employee's Full Name]

Date: _____

Notary Public

State of Iowa

County of _____

On this _____ day of _____, 2025, before me, a Notary Public in and for the State of Iowa, personally appeared [Employee's Full Name], known to me to be the person named in and who executed the foregoing instrument, and acknowledged that they executed the same as their voluntary act and deed.

Citywide Training & Tuition Reimbursement Program: Findings & Recommendations

Overview

A study of the City's laborshed market revealed that robust tuition reimbursement programs are not common among nearby communities. However, our research identified that communities within the laborshed market do provide paramedic training opportunities, aligning with a significant gap in Bondurant's workforce development. Internally, the study indicated that the majority of employees likely to take advantage of tuition assistance would be those pursuing their Paramedic certification.

The Public Works Department has demonstrated success with its internship-to-hire model through the WET program, addressing gaps in qualified water operators. This model effectively transitions interns into full-time positions upon certification. Recognizing the success of this program and the pressing need for certified paramedics in Emergency Services, this report focuses on strategic recommendations to address these workforce gaps while optimizing the City's limited resources.

Findings from the Study

1. Laborshed Market Insights:

- Nearby communities generally lack robust tuition reimbursement programs but do offer paramedic training opportunities to address workforce needs.
- This represents an opportunity for Bondurant to remain competitive by offering targeted tuition assistance for high-need roles.

2. Internal Workforce Assessment:

- Employees most likely to utilize tuition assistance are those pursuing Paramedic certification, indicating a focused need within Emergency Services.
- The WET program has successfully addressed similar needs in Public Works, providing a model that can be adapted for other departments.

Recommendations

1. Continue WET Program Partnerships for Public Works:

- The internship-to-hire model for water operators has proven successful and should remain a cornerstone of workforce development for the Public Works Department.
- Interns receive support during their training and transition smoothly into full-time roles, ensuring a pipeline of qualified candidates.

2. Implement a Paramedic Training Program:

- Focus the City's limited resources on addressing the critical gap in certified paramedics within Emergency Services.

- Partner with the DMACC accelerated 9-month paramedic consortium to provide training for eligible employees. This program allows employees to quickly gain certification and begin serving the community.

3. **Program Structure:**

- **Budget Cycles:** Send 1–2 employees per budget cycle to the accelerated program, ensuring the initiative remains financially sustainable.
- **Eligibility Criteria:** Employees in good standing, with no disciplinary actions or counseling records, may apply for the program. Final approval rests with the Department Director.
- **Upfront Payment:** DMACC requires tuition to be paid upfront. The City should allocate budgetary resources to meet this requirement, ensuring program participation.
- **Retention Contracts:** Approved employees must agree to a 3-year retention contract upon certification, securing the City's investment and addressing staffing shortages over the long term.

Conclusion

By continuing to invest in the successful WET program for Public Works and focusing new resources on a targeted paramedic training program, the City of Bondurant can strategically address its most pressing workforce needs. These efforts will ensure the City maintains a skilled, certified, and sustainable workforce to meet community demands while remaining competitive within the laborshed market.



**BUSINESS OF THE CITY COUNCIL
BONDURANT, IOWA
AGENDA STATEMENT**

Item No. 5.j.
For Meeting of 1/21/2025
Resolution

TITLE: - Resolution approving the Paramedic Training Contracts

CONTACT PERSON:

Jene Jess, Finance Director
Marketa Oliver, ICMA-CM, SPHR, City Administrator
Aaron Kreuder, Fire Chief

BRIEF HISTORY & ANALYSIS: The City of Bondurant has partnered with the DMACC accelerated paramedic training consortium to address the need for certified paramedics within the Emergency Services Department. Danielle Spoerry and Joshua Hoffman have been selected for the program, meeting all eligibility criteria, including being in good standing with no disciplinary actions or counseling records.

The training requires upfront tuition payment of \$10,800 per participant, and both employees have agreed to sign a 3-year retention contract, ensuring their continued service to the City upon certification.

The training contract requires the participants involved in the training to commit to remain with the City of Bondurant a minimum of three years after certification.

FUNDING SOURCE: The costs for these contracts total \$21,600, funded through the current Fire/EMS training budget in the General Fund.

STAFF RECOMMENDATION: Staff recommends that the City Council approve the paramedic training contracts for Danielle Spoerry and Joshua Hoffman under the terms of the DMACC accelerated paramedic training consortium.

APPROVED FOR SUBMITTAL:

ATTACHMENTS:

1. RESOLUTION NO. 250121-16
2. DMACC Paramedic Contract with Bondurant for Danielle Spoerry 1-10-2025
3. DMACC Paramedic Contract with Bondurant for Joshua Hoffman 1-10-2025

CITY OF BONDURANT
RESOLUTION NO. 250121-16

A RESOLUTION APPROVING THE PARAMEDIC TRAINING CONTRACTS FOR
DANIELLE SPOERRY AND JOSHUA HOFFMAN

WHEREAS the City of Bondurant recognizes the importance of providing opportunities for workforce development to meet the growing needs of the community; AND

WHEREAS Danielle Spoerry and Joshua Hoffman, employees of the Emergency Services Department, meet the criteria for participation in the DMACC accelerated paramedic training consortium, including being in good standing with no disciplinary actions or counseling records; AND

WHEREAS the program requires upfront tuition payment by the City, and both participants have agreed to sign a 3-year retention contract to secure the City's investment in their training; AND

WHEREAS the training and associated contracts align with the City's workforce development goals and budgetary allocations for Fire/EMS training.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BONDURANT THAT:

1. The City of Bondurant hereby approves the paramedic training contracts for Danielle Spoerry and Joshua Hoffman.
2. The City Administrator and Emergency Services Department Director are authorized to execute the agreements and oversee compliance with the terms of the program.

Passed and adopted this 21st day of January 2025,

Doug Elrod, 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
Cox				
Driscoll				
McKenzie				
Peffer				
Sillanpaa				



CITY OF BONDURANT

PARAMEDIC TRAINING AGREEMENT

This Paramedic Training Agreement ("Agreement") is entered into by and between the City of Bondurant, Iowa ("City"), and Danielle Spoerry ("Employee"), collectively referred to as the "Parties."

1. Purpose

The purpose of this Agreement is to outline the terms under which the City will sponsor the Employee's enrollment in the Accelerated Paramedic Training Program at Des Moines Area Community College (DMACC) and the Employee's corresponding commitment to the City upon successful certification.

2. Training Program Details

- **Institution:** Des Moines Area Community College (DMACC)
- **Program:** Accelerated Paramedic Training Program
- **Program Duration:** The duration of the program is determined by DMACC and subject to its schedule.

3. City's Obligations

The City agrees to:

- Conditionally cover the full tuition cost of the Accelerated Paramedic Training Program.
- Provide necessary uniforms and required materials as specified by DMACC, excluding personal items such as a timepiece.
- Reimburse the Employee for one attempt at the National Registry of Emergency Medical Technicians (NREMT) Paramedic certification exam, including both practical and written components.

4. Employee's Obligations

The Employee agrees to:

- Attend and actively participate in all required classes, clinical hours, and related training sessions.
- Maintain an overall grade of 80% (C or above) throughout the course.

- Successfully complete the training program within seven (7) months from the commencement date.
- Meet all college requirements for successful course completion and obtain Paramedic certification from the Iowa Department of Public Health, Bureau of EMS, within three (3) months of program completion.
- Sign a "Grade Release Form" authorizing the City's Fire Chief or designated representative to monitor academic progress and receive grade reports.
- Upon successful certification, maintain employment at the pleasure of the City of Bondurant, pending budgetary constraints and position availability, for a minimum of three (3) years from the date of certification.

5. Reimbursement Terms

In the event that the Employee:

- **Fails to Complete Training:** If the Employee does not successfully complete the training program within seven (7) months from the commencement date, the Employee shall reimburse the City for the total training expenses incurred up to that date.
- **Voluntary Resignation:** If the Employee voluntarily resigns from the City's employment without having served for at least three (3) years post-certification, the Employee shall reimburse the City for the total training expenses according to the following schedule:
 - Less than one year of service: 100% reimbursement.
 - More than one year but less than two years: 75% reimbursement.
 - More than two years but less than three years: 50% reimbursement.
- **Termination for Cause:** Termination for cause within three (3) years post-certification will result in the Employee fully reimbursing the City for all direct program costs incurred.
- **Involuntary Termination Without Cause:** If the Employee is terminated without cause (e.g., reduction in force), no reimbursement will be required.

6. Reimbursement Calculation and Payment Terms

"Total training expenses" include, but are not limited to:

- Program tuition fees.
- Costs of uniforms and required materials.
- National Registry testing fees.

The reimbursement amount shall be automatically deducted from the Employee's paycheck. Any remaining balance after paycheck deductions shall be subject to the following terms:

Reimbursement payments shall be made in consecutive monthly installments of \$300.00, with an annual interest rate of 10%. The first payment is due thirty (30) days after the event triggering reimbursement. Payments will be applied first to accrued interest, then to principal. A final balloon payment for any remaining balance is due twenty-four (24) months after the initial payment.

Failure to make timely payments constitutes default, entitling the City to pursue legal remedies, including obtaining a judgment by confession pursuant to Chapter 676 of the Iowa Code.

7. Confession of Judgment

This Agreement serves as a statement in writing, signed and verified by the Employee, acknowledging the debt owed to the City. Upon default, the City may seek a judgment by confession without further notice to the Employee, as authorized by Chapter 676 of the Iowa Code.

8. Compliance with Fair Labor Standards Act (FLSA)

The City and Employee acknowledge that this Agreement is subject to the provisions of the FLSA. The Employee's reimbursement obligation shall not result in the Employee receiving less than the minimum wage for all hours worked, including training time. The City will ensure that any deductions or reimbursements comply with FLSA requirements to maintain the Employee's exempt status, if applicable.

9. Miscellaneous

- **Amendments:** This Agreement may be amended only by written consent of both Parties.
- **Governing Law:** This Agreement shall be governed by the laws of the State of Iowa.
- **Severability:** If any provision of this Agreement is deemed unenforceable, the remaining provisions shall remain in full force and effect.
- **Entire Agreement:** This document constitutes the entire agreement between the Parties regarding the subject matter herein and supersedes all prior agreements or understandings.

10. Signatures

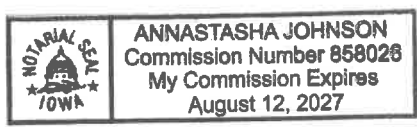
By signing below, the Parties agree to the terms and conditions outlined in this Agreement.

City of Bondurant

By: [Signature]
Aaron Kreuder, Emergency Services Director
Date: 1/10/2025

Employee
By: [Signature]
Danielle Spoerry
Date: 1/10/2025

Notary Public
State of Iowa
County of Polk



On this 10 day of January, 2025, before me, a Notary Public in and for the State of Iowa, personally appeared [Employee's Full Name], known to me to be the person named in and who executed the foregoing instrument, and acknowledged that they executed the same as their voluntary act and deed

[Signature]
#858026



CITY OF BONDURANT

PARAMEDIC TRAINING AGREEMENT

This Paramedic Training Agreement ("Agreement") is entered into by and between the City of Bondurant, Iowa ("City"), and Joshua Hoffman ("Employee"), collectively referred to as the "Parties."

1. Purpose

The purpose of this Agreement is to outline the terms under which the City will sponsor the Employee's enrollment in the Accelerated Paramedic Training Program at Des Moines Area Community College (DMACC) and the Employee's corresponding commitment to the City upon successful certification.

2. Training Program Details

- **Institution:** Des Moines Area Community College (DMACC)
- **Program:** Accelerated Paramedic Training Program
- **Program Duration:** The duration of the program is determined by DMACC and subject to its schedule.

3. City's Obligations

The City agrees to:

- Conditionally cover the full tuition cost of the Accelerated Paramedic Training Program.
- Provide necessary uniforms and required materials as specified by DMACC, excluding personal items such as a timepiece.
- Reimburse the Employee for one attempt at the National Registry of Emergency Medical Technicians (NREMT) Paramedic certification exam, including both practical and written components.

4. Employee's Obligations

The Employee agrees to:

- Attend and actively participate in all required classes, clinical hours, and related training sessions.
- Maintain an overall grade of 80% (C or above) throughout the course.

- Successfully complete the training program within seven (7) months from the commencement date.
- Meet all college requirements for successful course completion and obtain Paramedic certification from the Iowa Department of Public Health, Bureau of EMS, within three (3) months of program completion.
- Sign a "Grade Release Form" authorizing the City's Fire Chief or designated representative to monitor academic progress and receive grade reports.
- Upon successful certification, maintain employment at the pleasure of the City of Bondurant, pending budgetary constraints and position availability, for a minimum of three (3) years from the date of certification.

5. Reimbursement Terms

In the event that the Employee:

- **Fails to Complete Training:** If the Employee does not successfully complete the training program within seven (7) months from the commencement date, the Employee shall reimburse the City for the total training expenses incurred up to that date.
- **Voluntary Resignation:** If the Employee voluntarily resigns from the City's employment without having served for at least three (3) years post-certification, the Employee shall reimburse the City for the total training expenses according to the following schedule:
 - Less than one year of service: 100% reimbursement.
 - More than one year but less than two years: 75% reimbursement.
 - More than two years but less than three years: 50% reimbursement.
- **Termination for Cause:** Termination for cause within three (3) years post-certification will result in the Employee fully reimbursing the City for all direct program costs incurred.
- **Involuntary Termination Without Cause:** If the Employee is terminated without cause (e.g., reduction in force), no reimbursement will be required.

6. Reimbursement Calculation and Payment Terms

"Total training expenses" include, but are not limited to:

- Program tuition fees.
- Costs of uniforms and required materials.
- National Registry testing fees.

The reimbursement amount shall be automatically deducted from the Employee's paycheck. Any remaining balance after paycheck deductions shall be subject to the following terms:

Reimbursement payments shall be made in consecutive monthly installments of \$300.00, with an annual interest rate of 10%. The first payment is due thirty (30) days after the event triggering reimbursement. Payments will be applied first to accrued interest, then to principal. A final balloon payment for any remaining balance is due twenty-four (24) months after the initial payment.

Failure to make timely payments constitutes default, entitling the City to pursue legal remedies, including obtaining a judgment by confession pursuant to Chapter 676 of the Iowa Code.

7. Confession of Judgment

This Agreement serves as a statement in writing, signed and verified by the Employee, acknowledging the debt owed to the City. Upon default, the City may seek a judgment by confession without further notice to the Employee, as authorized by Chapter 676 of the Iowa Code.

8. Compliance with Fair Labor Standards Act (FLSA)

The City and Employee acknowledge that this Agreement is subject to the provisions of the FLSA. The Employee's reimbursement obligation shall not result in the Employee receiving less than the minimum wage for all hours worked, including training time. The City will ensure that any deductions or reimbursements comply with FLSA requirements to maintain the Employee's exempt status, if applicable.

9. Miscellaneous

- **Amendments:** This Agreement may be amended only by written consent of both Parties.
- **Governing Law:** This Agreement shall be governed by the laws of the State of Iowa.
- **Severability:** If any provision of this Agreement is deemed unenforceable, the remaining provisions shall remain in full force and effect.
- **Entire Agreement:** This document constitutes the entire agreement between the Parties regarding the subject matter herein and supersedes all prior agreements or understandings.

10. Signatures

By signing below, the Parties agree to the terms and conditions outlined in this Agreement.

City of Bondurant

By: [Signature]

Aaron Kreuder, Emergency Services Director

Date: 1/10/2025

Employee

By: [Signature]

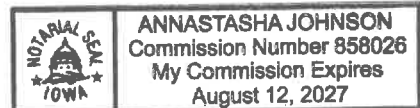
Joshua Hoffman

Date: 1-10-25

Notary Public

State of Iowa

County of Folk



On this 10 day of January, 2025, before me, a Notary Public in and for the State of Iowa, personally appeared [Employee's Full Name], known to me to be the person named in and who executed the foregoing instrument, and acknowledged that they executed the same as their voluntary act and deed.

[Signature]
858026



**BUSINESS OF THE CITY COUNCIL
BONDURANT, IOWA
AGENDA STATEMENT**

Item No. 5.k.
For Meeting of 1/21/2025
Resolution

TITLE: - Resolution Approving New Job Descriptions and 5-year Staffing Plan

CONTACT PERSON:

Marketa Oliver, ICMA-CM, SPHR, City Administrator
Jene Jess, Finance Director

BRIEF HISTORY & ANALYSIS: As part of the City of Bondurant's efforts to address growth, improve operational efficiency, and meet service demands, staff have developed several new job descriptions and a comprehensive 5-Year Staffing Plan. This staffing plan outlines positions critical to addressing current and future needs while aligning with the City's strategic goals in public safety, public works, parks and recreation, employee services, community development, and administration.

Following an analysis of Senate File 718 and its potential fiscal impacts, the Building Inspector I position, initially included in the 5-Year Staffing Plan, has been moved outside the current window. While this position is not planned for funding within the 5-year timeframe, staff is requesting preemptive approval of the job description to ensure readiness should circumstances or budget availability allow for its earlier implementation.

Additionally, it is important to note that all positions within the 5-Year Staffing Plan will only be filled as the budget allows, ensuring fiscal responsibility and alignment with available resources.

This agenda item seeks approval of several new job descriptions and the adoption of the 5-Year Staffing Plan. These job descriptions and the proposed staffing timeline address immediate and long-term needs while maintaining flexibility to adapt to budgetary constraints. The job descriptions and salary ranges have been developed based on workload analysis, service demands, and a comprehensive compensation study to ensure market competitiveness.

Key new positions include:

- Assistant City Administrator / Administrative Services Director
- Parks & Recreation Director
- Employee Services & Communication Specialist

- Parks & Grounds Specialist
- Building Inspector I (pushed outside of the 5-year window but approved preemptively for future use)

All positions will be filled only as the budget permits, and staffing levels will be adjusted as necessary to remain consistent with fiscal priorities and the City's financial health.

FUNDING SOURCE: The staffing plan and job descriptions align with the City's budgetary and financial planning efforts. Funding for positions within the current 5-Year Staffing Plan has been allocated or scheduled for inclusion in future budget cycles. The Building Inspector I position is not currently funded within this timeframe but remains a priority for consideration as future budgets allow. Salary ranges reflect market competitiveness as determined by the recent compensation study, ensuring the City can attract and retain qualified professionals.

General, Road Use Tax, and Enterprise Funds.

STAFF RECOMMENDATION: Staff recommends that the City Council approve the new job descriptions and adopt the 5-Year Staffing Plan as presented. Approval will allow the City to move forward with recruitment for immediate needs, maintain readiness for anticipated future demands, and ensure positions are filled only as budgetary conditions allow.

APPROVED FOR SUBMITTAL:

ATTACHMENTS:

1. RESOLUTION NO. 250121-17 New Job Descriptions and 5 year staffing plan-MO

CITY OF BONDURANT
RESOLUTION NO. 250121-17

A RESOLUTION APPROVING JOB DESCRIPTIONS IN ACCORDANCE WITH THE
CITY OF BONDURANT'S 5-YEAR PERSONNEL PLAN

WHEREAS the City of Bondurant recognizes the importance of strategic workforce planning to meet the needs of its growing community; AND
WHEREAS, the 5-Year Personnel Plan identifies staffing priorities and transitions required to support the City's operations, programs, and services effectively; AND
WHEREAS, the City Council has reviewed the proposed job descriptions for current and planned positions outlined in the 5-Year Personnel Plan to ensure alignment with the City's organizational goals and operational needs; AND
WHEREAS, the attached 5-Year Staffing Plan (Exhibit A) details the positions and timelines for implementation to support the City's strategic objectives; AND
WHEREAS the proposed job descriptions comply with applicable labor laws, reflect competitive salary ranges, and meet the professional standards required for public service positions.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BONDURANT THAT:

1. The job descriptions as presented for the positions outlined in the 5-Year Personnel Plan, including but not limited to the Assistant City Administrator/Administrative Services Director, Parks & Recreation Director, Building Inspector I, Parks & Grounds Specialist, Employee Services (ES) & Communications Specialist, and other identified roles, are hereby approved.
2. The City Council authorizes the City Administrator and Department Directors to take the necessary actions to implement the positions as outlined in the 5-Year Staffing Plan, subject to budget appropriations and operational needs.
3. The 5-Year Staffing Plan (Exhibit A) is incorporated by reference into this resolution and shall serve as a guiding document for workforce planning and management over the designated period.
4. Any subsequent modifications to job descriptions or staffing levels shall be presented to the City Council for review and approval.

Passed and adopted this 21st day of January 2025,

Doug Elrod, 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
Cox				
Driscoll				
McKenzie				
Peffer				
Sillanpaa				

CITY OF BONDURANT

JOB DESCRIPTION

Title: Assistant City Administrator / Administrative Services Director

Department: Central Administration

Range: \$137,189 - \$182,918

FLSA: Exempt

Reports To: City Administrator

PURPOSE OF POSITION

The Assistant City Administrator / Administrative Services Director serves in a multifaceted role, overseeing the City's administrative, financial, and employee services operations. This position acts as the City's Finance Director, Employee Services Director, and Title VI Coordinator. Responsibilities include managing financial integrity, compensation, employee benefits, compliance with Title VI of the Civil Rights Act, and strategic human resource functions. The position supports the City Administrator in the daily operations of the City, serving as a key advisor and assisting with policy development, strategic planning, and the efficient management of City resources. In the absence of the City Administrator, this position fulfills the duties of chief administrative official. The Assistant City Administrator also provides professional management support, coordinates strategic planning initiatives, special projects, and ensures alignment with the goals of the City Council and City Administrator.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are illustrative of this position and are not intended to be all-inclusive.

Finance Responsibilities:

- Oversees the administration of all financial operations, including budget preparation, financial reports, payroll, tax payments, and treasury management.
- Composes initial drafts for the City's annual budget, budget amendments, and state-required reports (Annual Budget, TIF Certifications, Street Financial Report, etc.).
- Maintains oversight of all City funds, including revenue collection, accounts receivable/payable, investments, and internal controls.
- Prepares monthly financial statements, including the Treasurer's report, and ensures compliance with applicable financial reporting standards.
- Manages the central administration and finances of City utilities, insurance, and employee benefits.
- Oversees the City's bond post-issuance compliance and coordinates city-wide audits.

Employee Services Responsibilities:

- Oversees the administration of employee benefits, compensation plans, and the development of employment policies.
- Researches, compares, and recommends improvements for the City's incentive and compensation programs, ensuring competitiveness.
- Oversees payroll processes, compliance with employment regulations (COBRA, FMLA, HIPAA, ACA), and handles year-end reporting.
- Manages employee onboarding, annual reviews, and the maintenance of personnel files.

- Oversees the selection, training, performance management, and discipline of employees under Administrative Services.
- Supports employee recruitment, retention, training, and professional development initiatives.
- Assists in the negotiation and administration of collective bargaining agreements.

Title VI Coordinator Responsibilities:

- Serves as the City's Title VI Coordinator, ensuring compliance with Title VI of the Civil Rights Act of 1964 and related regulations.
- Develops and implements the City's Title VI plan, policies, and procedures to prevent discrimination based on race, color, or national origin in federally assisted programs.
- Oversees and monitors Title VI activities within City departments and ensures that any required reporting to federal and state agencies is completed accurately and on time.
- Provides training to staff on Title VI compliance, and serves as the point of contact for Title VI-related complaints, investigations, and resolutions.
- Ensures public access to City services and information in compliance with Title VI regulations, including language assistance services for Limited English Proficiency (LEP) individuals.

Administrative Services Responsibilities:

- Supervises Administrative Services staff, including the Administrative Services Coordinator, Utility Billing Specialists, and support staff.
- Ensures compliance with City policies and oversees the implementation of best practices for administrative operations.
- Supports the City's strategic initiatives through cross-departmental coordination, project management, and reporting.
- Works closely with the City Administrator on long-term planning, including infrastructure projects, redevelopment, and public works initiatives, contributing to the overall growth and strategic development of the City.
- Represents the City at meetings, workshops, conferences, and in interactions with elected officials, employees, and the public as needed.
- Participates in the development and administration of the City's operational budget and capital improvement program, ensuring effective implementation after City Council approval.
- Assists the City Administrator with risk management programs, including insurance, safety, and cybersecurity.

SUPERVISORY RESPONSIBILITIES

This position directly supervises the Administrative Services team and indirectly oversees cross-departmental compliance with financial, human resources, and Title VI policies. This includes reviewing employee behaviors and ensuring proper execution of policies and procedures.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience:

- Master's Degree in Public Administration, Business Administration, Finance, or a related field.
- At least five years of experience in municipal administration, financial management, or human resources.
- CPA/CPFO, SESM-CP certification, and experience with Title VI compliance preferred but not required.
- Must be bondable and eligible for coverage under the City's liability insurance.

Knowledge, Skills, and Abilities:

- Comprehensive knowledge of Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) standards.
- Extensive knowledge of public administration, municipal finance, human resources management, and Title VI regulations.
- Strong understanding of local, state, and federal regulations related to municipal operations.
- Excellent written and verbal communication skills, with the ability to present complex information to diverse audiences.
- Strong analytical and problem-solving skills, with the ability to develop and implement strategic solutions.
- Ability to manage multiple priorities, meet deadlines, and handle confidential information.

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid driver's license required.
- Must be bondable and eligible for coverage under the City's liability insurance.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

While the majority of work is performed in an office setting, occasional offsite meetings and travel may be required. The employee may occasionally be exposed to outdoor elements when attending public events or meetings.

CITY OF BONDURANT

JOB DESCRIPTION

Title: Building Inspector I

Department: Planning & Community Development

Range: \$60,252 - \$80,337

FLSA: Non-Exempt

Reports To: Planning & Community Development Director

PURPOSE OF POSITION

The Building Inspector I performs technical inspection work, enforcing building codes and regulations to ensure the safety, health, and welfare of residents, businesses, and the community. This role is responsible for inspecting residential, commercial, and public buildings for compliance with local, state, and federal building codes, as well as relevant safety and zoning regulations. The Building Inspector I is an entry-level position within the inspection division, working under general supervision and contributing to the community's development goals by ensuring high standards in building construction and maintenance.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are illustrative of this position and are not intended to be all-inclusive.

Inspection and Compliance:

- Conducts inspections on new and existing buildings, structures, and related systems to ensure compliance with building codes, safety regulations, and approved plans.
- Verifies that structural, electrical, plumbing, HVAC, and other systems meet safety and performance standards.
- Reviews construction plans and blueprints to confirm compliance with codes before issuing permits.
- Documents findings, violations, and recommendations for corrective actions; re-inspects as necessary to ensure compliance.

Code Enforcement:

- Enforces the City's building, zoning, and safety codes, interpreting regulations as required for inspections and investigations.
- Issues correction notices, stop-work orders, and citations for violations, and follows up to ensure compliance.
- Assists in investigating complaints related to unsafe or illegal structures, code violations, and hazardous conditions.

Public Assistance and Communication:

- Provides information and technical assistance to contractors, developers, architects, property owners, and the general public on building regulations, codes, and compliance standards.
- Responds to inquiries related to code requirements, permit processes, and inspection results.
- Represents the Planning & Community Development Department in meetings with residents, developers, and other stakeholders to explain inspection findings and code requirements.

Recordkeeping and Reporting:

- Maintains accurate records of inspections, permits, and correspondence, ensuring timely input into the City's record management system.
- Prepares inspection and investigation reports for the Planning & Community Development Director and other City staff.
- Tracks and monitors progress of construction and improvement projects, generating routine progress reports.

Professional Development:

- Stays updated on new codes, regulations, and industry standards through ongoing education and training.
- Participates in department meetings, workshops, and professional development programs to maintain inspection skills and knowledge of code updates.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience:

- High school diploma or GED required; Associate's Degree in Construction Management, Engineering, or a related field is preferred.
- Minimum of two years of experience in construction, building inspection, or a related field.
- Certification as a Residential Building Inspector by the International Code Council (ICC) or ability to obtain within one year of employment.

Knowledge, Skills, and Abilities:

- Working knowledge of local, state, and federal building codes, construction methods, and safety regulations.
- Ability to interpret construction plans, specifications, and blueprints.
- Strong communication skills, with the ability to explain technical information clearly to individuals with varying knowledge levels.
- Detail-oriented with strong problem-solving abilities and the capacity to make sound judgments.
- Excellent organizational skills for managing records, schedules, and reports.
- Proficiency in standard office software and familiarity with inspection software and tools.

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid driver's license required, with an acceptable driving record.
- ICC Residential Building Inspector certification within one year of employment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequent standing, walking, bending, and climbing are required to access construction sites and perform inspections.
- Ability to lift or move up to 25 pounds regularly and up to 50 pounds occasionally.
- Sufficient visual acuity to assess structural details, read plans, and recognize potential hazards.

WORK ENVIRONMENT

While the majority of work is performed in the field, occasional work is performed in an office setting. The employee will be exposed to outdoor conditions, including varying weather conditions and uneven terrain, as well as construction site hazards.

CITY OF BONDURANT

JOB DESCRIPTION

Title: Employee Services (ES) & Communications Specialist

Department: Finance & Employee Services

Range: \$66,429 - \$88,572

FLSA: Non-Exempt

Reports To: Finance & Employee Services Director

PURPOSE OF POSITION

The ES Generalist & Communications position is responsible for supporting human resources functions and enhancing internal and external communications for the City of Bondurant. This role manages various ES tasks, including recruitment, onboarding, benefits administration, training, employee relations, and compliance. Additionally, this position oversees communication strategies to foster an informed, engaged, and cohesive workplace culture. Working under the direction of the Finance & Employee Services Director, the ES Generalist & Communications role serves as a key resource for support, employee engagement, and collaborates on brand consistency in the City's communication efforts.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are illustrative of this position and are not intended to be all-inclusive.

Human Resources Responsibilities:

- Manages the recruitment and selection process, including job postings, candidate screening, scheduling interviews, and onboarding.
- Delivers onboarding instruction.
- Administers employee benefits, including enrollments, changes, and education on benefit programs, and assists with annual open enrollment.
- Supports performance management processes by coordinating evaluations, tracking progress, and assisting with performance improvement plans.
- Ensures compliance with federal, state, and local employment laws and City policies, including record-keeping and reporting requirements.
- Maintains and updates employee files, ensuring confidentiality and accuracy of records.
- Assists with payroll processing, ensuring accurate entry of employee information, time-off requests, and benefit deductions.
- Serves as the point of contact for employee relations issues, working to resolve concerns and support a positive work environment.
- Participates in the development and implementation of ES policies and procedures to improve efficiency and employee experience.
- Support Departments and Department Heads on policy interpretation and administration, procedures, and process.
- Provides administrative support.

Communications Responsibilities:

- Develops and manages internal communication channels to keep employees informed about City policies, initiatives, and events.
- Creates content for and assists in maintaining the City's social media presence, website, and other communication platforms, ensuring brand consistency.

- Coordinates with departments to promote City programs, services, and events to the community, enhancing public awareness and engagement.
- Prepares and distributes newsletters, press releases, and other public communication materials.
- Assists with crisis communication planning and execution, ensuring timely and accurate information dissemination during emergencies.
- Gathers and analyzes feedback from employees and the public to evaluate communication effectiveness and areas for improvement.

Employee Engagement and Training:

- Organizes employee engagement activities, including recognition programs, team-building events, and wellness initiatives.
- Supports the development and coordination of training sessions for employees on topics such as diversity, inclusion, compliance, and professional development.
- Collaborates with the Finance & Employee Services Director to assess training needs and identify development opportunities to enhance employee skills and satisfaction.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience:

- Bachelor's Degree in Human Resources, Communications, Business Administration, or a related field.
- At least three years of experience in human resources, communications, or a related field, preferably in a municipal or public sector setting.
- PHR or SHRM-CP certification preferred but not required.

Knowledge, Skills, and Abilities:

- Strong understanding of human resources principles, including recruitment, benefits administration, and employee relations.
- Knowledge of federal, state, and local employment laws and regulations.
- Proficiency in managing social media platforms, website content, and other digital communication tools.
- Excellent verbal and written communication skills, with the ability to tailor messages to different audiences.
- Strong organizational and time-management skills with the ability to manage multiple priorities.
- High level of discretion, confidentiality, and professionalism when handling sensitive employee information.
- Ability to collaborate effectively across departments and build positive relationships with employees and the public.

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid driver's license required.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Primarily sedentary work with occasional lifting of up to 20 pounds.
- Frequent use of a computer and other office equipment.
- Occasional travel to attend training sessions, conferences, or community events.

WORK ENVIRONMENT

The work environment is generally an office setting with minimal exposure to adverse environmental conditions. The employee may occasionally be required to work outside standard office hours to support events or respond to urgent matters.

CITY OF BONDURANT

JOB DESCRIPTION

Title: Parks & Grounds Specialist

Department: Public Works

Range: \$54,360 - \$72,480

FLSA: Non-Exempt

Reports To: Public Works Director

PURPOSE OF POSITION

The Parks & Grounds Specialist is responsible for maintaining and enhancing the City's parks, recreational facilities, and public spaces to ensure a safe, clean, and enjoyable environment for residents and visitors. This position performs a variety of tasks including landscaping, maintenance of grounds and facilities, and minor repairs. The Parks & Grounds Specialist works under the supervision of the Public Works Director and contributes to the aesthetic and functional quality of Bondurant's outdoor spaces.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are illustrative of this position and are not intended to be all-inclusive.

Park and Facility Maintenance:

- Maintains city parks, trails, playgrounds, sports fields, and public grounds by performing tasks such as mowing, trimming, planting, and mulching.
- Conducts routine inspections and maintenance of park equipment, playground structures, restrooms, picnic shelters, and other public facilities.
- Assists in setup, breakdown, and cleanup for community events, ensuring facilities are prepared and safe for public use.
- Performs minor repairs on equipment, fixtures, and park amenities as needed, coordinating with the Public Works Director for more extensive repairs.

Groundskeeping and Landscaping:

- Plants, waters, fertilizes, and prunes trees, shrubs, flowers, and other vegetation in public spaces to promote healthy growth and improve the landscape.
- Assists with tree trimming, removal, and replacement in coordination with City arborists or contracted services.
- Maintains landscaped areas by removing debris, leaves, and litter, ensuring all public areas are well-kept and visually appealing.

Seasonal Responsibilities:

- Conducts snow and ice removal from park pathways, trails, and public facility entrances during winter months, applying salt or sand as necessary.
- Assists with seasonal tasks such as leaf removal in the fall and planting in the spring.
- Prepares sports fields for seasonal use by marking lines, adjusting goals, and maintaining field surfaces.

Equipment Operation and Maintenance:

- Operates and maintains various landscaping equipment such as mowers, trimmers, blowers, and small hand tools.
- Inspects equipment before use, performs routine maintenance, and reports any mechanical issues to the Public Works Director.

- Ensures safe storage and handling of tools, equipment, and chemicals used in groundskeeping tasks.

Public Interaction and Safety:

- Provides courteous and helpful assistance to the public, responding to questions or concerns in a professional manner.
- Monitors park areas for safety hazards, vandalism, or unusual activity, reporting issues to the Public Works Director as needed.
- Adheres to all safety guidelines and uses appropriate personal protective equipment (PPE) to prevent accidents or injuries.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience:

- High school diploma or GED required.
- At least two years of experience in groundskeeping, landscaping, or park maintenance preferred.
- Experience operating landscaping and maintenance equipment is highly desirable.

Knowledge, Skills, and Abilities:

- Knowledge of groundskeeping techniques, landscaping practices, and maintenance procedures.
- Ability to operate and maintain landscaping equipment, including mowers, trimmers, and hand tools.
- Basic understanding of irrigation systems, horticultural practices, and minor repair techniques.
- Strong attention to detail and the ability to follow instructions and safety protocols.
- Good interpersonal skills with the ability to interact professionally with the public and coworkers.
- Physical ability to perform manual labor, lift heavy objects, and work outdoors in various weather conditions.

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid driver's license required, with an acceptable driving record.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequent standing, walking, bending, and lifting of up to 50 pounds.
- Ability to work outdoors in various weather conditions, including heat, cold, rain, and snow.
- Regular use of manual tools and powered equipment, requiring good hand-eye coordination and physical stamina.

WORK ENVIRONMENT

The majority of work is performed outdoors in various weather conditions. The Parks & Grounds Specialist may be exposed to noise, dirt, chemicals, and equipment hazards. Some tasks may require evening, weekend, or holiday work, especially during events or in response to urgent maintenance needs.

CITY OF BONDURANT

JOB DESCRIPTION

Title: Parks & Recreation Director

Department: Parks & Recreation

Range: \$108,169 - \$151,702

FLSA: Exempt

Reports To: City Administrator

PURPOSE OF POSITION

The Parks & Recreation Director is responsible for the strategic planning, development, administration, and management of the City's parks, recreation programs, and public facilities. This role oversees all operations related to the maintenance and enhancement of parks, recreational spaces, trails, and community facilities to support a healthy, active, and engaged community. The Director provides leadership to department staff, develops policies, manages budgets, and collaborates with community stakeholders to ensure that Bondurant's parks and recreation services meet the evolving needs of residents and visitors.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are illustrative of this position and are not intended to be all-inclusive.

Department Leadership and Management:

- Plans, organizes, and directs all activities within the Parks & Recreation Department, ensuring efficient operations and high-quality services.
- Develops, implements, and enforces policies, procedures, and standards for park maintenance, recreational programs, and facility operations.
- Oversees the recruitment, training, and performance management of department staff, fostering a productive and positive work environment.
- Prepares and administers the department's annual budget, including forecasting needs, managing expenditures, and seeking funding opportunities.
- Develops long-term capital improvement plans for parks, recreational facilities, and trail systems in collaboration with the City Administrator and other departments.

Parks and Facilities Development and Maintenance:

- Oversees the maintenance, repair, and enhancement of parks, playgrounds, sports fields, trails, and community buildings to ensure safety and aesthetic quality.
- Works with the Public Works Department and contractors on larger maintenance projects, capital improvements, and facility upgrades.
- Conducts regular assessments of parks and facilities to identify areas for improvement, implementing necessary upgrades or maintenance schedules.
- Ensures compliance with safety regulations, environmental standards, and accessibility requirements in all parks and facilities.

Program Development and Community Engagement:

- Plans, develops, and oversees a diverse range of recreational programs, events, and activities that cater to residents of all ages and abilities.
- Collaborates with community organizations, schools, and businesses to enhance program offerings and increase public participation.

- Develops marketing strategies and promotional materials to increase awareness and engagement with parks and recreation services.
- Represents the Parks & Recreation Department at community events, public meetings, and City Council sessions to promote departmental goals and gather feedback.

Strategic Planning and Policy Development:

- Conducts research and analysis to inform the development of strategic plans that align with the City's goals for parks and recreation.
- Provides recommendations to the City Administrator and City Council on policies, funding needs, and innovative approaches to enhance park and recreation services.
- Prepares and presents reports on department activities, financial performance, and community impact to the City Administrator and other stakeholders.
- Identifies grant opportunities and alternative funding sources to support department projects and initiatives.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience:

- Bachelor's Degree in Parks and Recreation Management, Public Administration, or a related field (Master's degree preferred).
- At least seven years of progressive experience in parks and recreation administration, including supervisory experience.
- Proven experience in budgeting, strategic planning, and managing recreational programs and public facilities.

Knowledge, Skills, and Abilities:

- Extensive knowledge of parks and recreation management principles, facilities maintenance, and program development.
- Strong leadership skills with the ability to manage staff effectively and promote a collaborative team environment.
- Excellent organizational skills, with the ability to prioritize tasks and manage multiple projects concurrently.
- Strong understanding of budgeting, financial management, and capital improvement planning.
- Excellent interpersonal and communication skills, with the ability to interact positively with the public, staff, and community stakeholders.
- Proficiency in the use of standard office software, as well as facility management or recreation software.

CERTIFICATES, LICENSES, REGISTRATIONS

- Certified Park and Recreation Professional (CPRP) or equivalent certification preferred.
- Valid driver's license required.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Primarily sedentary work with occasional walking, bending, and lifting of up to 25 pounds.
- Frequent use of a computer and other office equipment.
- Occasional field visits to parks and recreation sites, requiring exposure to outdoor conditions.

WORK ENVIRONMENT

Work is typically performed in an office environment but may require occasional outdoor work in various weather conditions. The Parks & Recreation Director may be required to attend meetings and events outside of regular business hours.

City of Bondurant

Job Description

Title: Finance Director

Department: Finance

Range: [To be determined based on salary study]

FLSA: Exempt

Reports To: Assistant City Administrator/Administrative Services Director

Purpose of Position

The Finance Director is responsible for managing the financial operations of the City of Bondurant, including financial reporting, payroll processing, and maintaining compliance with all relevant laws and regulations. This position provides strategic financial leadership to ensure the fiscal health of the City and supports the Assistant City Administrator/Administrative Services Director in the effective management of financial policies, planning, and operations.

Essential Duties and Responsibilities

The following duties are illustrative of this position and are not intended to be all-inclusive.

Financial Management

- Develop and maintain financial policies and procedures to ensure compliance with applicable laws and standards, including Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) requirements.
- Monitor the City's financial position, analyzing revenues and expenditures to provide regular financial forecasts and reports to the City Council and leadership team.
- Oversee the City's investment and debt management programs, ensuring optimal performance and compliance with statutory requirements.

Payroll Processing

- Administer the City's payroll processes, ensuring accurate and timely preparation and distribution of employee compensation.
- Maintain compliance with all payroll-related regulations, including tax withholding, reporting, and benefits deductions.

- Collaborate with Employee Services to resolve payroll issues and provide necessary reporting for audits and compliance.

Financial Reporting and Compliance

- Prepare and present monthly, quarterly, and annual financial reports, including the Treasurer's report, audit documents, and other required filings.
- Ensure compliance with state and federal reporting requirements, including tax filings, grant documentation, and transparency standards.
- Act as the primary liaison with external auditors, overseeing the annual audit process and responding to findings or recommendations.

Cash and Revenue Management

- Oversee accounts receivable and revenue collection processes, ensuring proper reconciliation and tracking of funds.
- Manage cash flow to ensure sufficient resources for operational needs and strategic initiatives.

Leadership and Collaboration

- Provide guidance and training to staff on financial policies, budget management, and accounting practices.
- Work collaboratively with department heads to develop financial strategies that support the City's goals and priorities.
- Support special projects and initiatives requiring financial analysis or planning.

Qualifications

Education and Experience

- Bachelor's degree in Finance, Accounting, Public Administration, or a related field.
- At least five years of progressively responsible experience in municipal finance or public sector accounting.
- Certified Public Accountant (CPA) or Certified Public Finance Officer (CPFO) designation preferred.

Knowledge, Skills, and Abilities

- Comprehensive knowledge of municipal finance practices, budgeting, and payroll processing.

- Strong analytical and problem-solving skills with the ability to interpret complex financial data.
 - Familiarity with relevant software systems for accounting, payroll, and financial reporting.
 - Excellent organizational skills and attention to detail to manage multiple priorities and meet deadlines.
 - Strong communication and interpersonal skills to effectively present financial information to diverse audiences.
-

Certificates, Licenses, Registrations

- Valid driver's license required.
 - CPA or CPFO certification preferred but not required.
-

Physical Demands and Work Environment

- The physical demands described here are representative of those that must be met to perform the essential functions of the job. Reasonable accommodations may be made for individuals with disabilities.
 - Primarily sedentary work with occasional walking, bending, and lifting of up to 25 pounds.
 - Frequent use of a computer and other office equipment.
 - Work is typically performed in an office environment with minimal exposure to adverse conditions.

CITY OF BONDURANT JOB DESCRIPTION

Title: Assistant Fire Chief – Inspections

Department: Emergency Services

FLSA: Exempt

Reports to: Fire Chief

Date: [Insert Current Date]

PURPOSE OF POSITION / SUMMARY

This position reports to and receives general supervision from the Fire Chief, who reviews and evaluates work performance through conferences, reports, and overall results achieved.

The Assistant Fire Chief – Inspections is responsible for leading and directing all inspection-related activities within the Emergency Services Department, including oversight of inspection duties. This position provides personnel leadership, including managing timecard review and approval and overseeing grant reporting processes. Additionally, the Assistant Fire Chief supports certain operational functions, is scheduled as part of the response team, and is expected to respond to and manage both Fire and EMS calls while on shift.

This position exercises direct supervision over assigned staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following represent core responsibilities of this role:

Leadership and Oversight of Inspections

- Direct and oversee all inspection-related activities, ensuring adherence to departmental standards and codes.
- Develop and implement inspection schedules, tracking systems, and documentation procedures.
- Conduct and supervise fire safety, code enforcement, and property maintenance inspections.
- Provide guidance, training, and support to Captains on inspection protocols and performance expectations.

Operational Support and Response

- Serve on the response schedule as part of the team, actively participating in emergency calls.
- Respond to and manage both Fire and EMS calls, providing leadership and support during emergencies.

- Assist with departmental operations planning, including resource allocation and personnel management.
- Support operational activities such as fire suppression, emergency medical services, and hazardous material response as needed.

Personnel Leadership

- Supervise and evaluate assigned staff, fostering professional growth and ensuring high performance.
- Review and approve staff time cards to ensure accuracy and compliance with departmental policies.
- Address and resolve personnel issues in collaboration with the Emergency Services Director.
- Mentor and coach team members to enhance their professional development.

Grant Reporting and Administration

- Manage grant reporting processes, including tracking compliance requirements and preparing necessary documentation.
- Identify and pursue grant opportunities to support departmental operations and initiatives.

Administrative and Supervisory Responsibilities

- Develop and implement policies and procedures for inspection activities.
- Participate in the development of the department's work plan, monitor workflow, and evaluate work products.
- Serve as a departmental representative in interactions with other City departments, external agencies, and the public.
- Prepare reports, documentation, and presentations for internal and external stakeholders.

Other Duties

- Attend professional meetings, training sessions, and conferences to remain current on industry practices.
- Participate in public education programs to promote fire safety and emergency preparedness.
- Perform other duties as assigned.

EMPLOYMENT STANDARDS

Required Knowledge, Skills, and Abilities:

- Principles and practices of fire suppression, prevention, emergency medical services, and inspections.
- Local, state, and federal laws, codes, and regulations related to fire safety and property maintenance.
- Leadership and supervisory principles, including staff development and performance evaluation.
- Effective communication and public relations skills.
- Incident command systems, emergency response planning, and field operations for Fire and EMS.
- Grant administration and reporting processes.

Required Certifications and Experience:

- Minimum certifications: Firefighter II, Emergency Medical Technician, Hazmat Operations, Driver/Operator – Pumper.
- International Property Maintenance and Housing Certification (or obtained within 90 days of hire).
- At least three years of supervisory experience in emergency services.
- Bachelor's degree in a related field or equivalent combination of education and experience.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

- Tasks may involve exposure to hazardous materials, extreme temperatures, and high-stress environments.
- Must be able to climb ladders, lift up to 50 pounds, and operate equipment and tools safely.
- Work includes responding to emergency calls, requiring flexible scheduling and on-call availability.

SPECIAL QUALIFICATIONS:

- Must possess or obtain a valid driver's license with appropriate endorsements within 60 days of employment.
- Successful completion of a post-offer physical examination and drug screening.

City of Bondurant

Job Description

Title: Water/Wastewater Coordinator

Department: Public Works

Range: [To be determined based on salary study]

FLSA: Exempt

Reports To: Public Works Director

Purpose of Position

Under administrative direction and supervision of the Public Works Director, the Water/Wastewater Coordinator will serve as a working supervisor, and is responsible for overseeing the operations, maintenance, and management of the City's water treatment, water distribution, and wastewater systems. This position provides leadership and supervision to staff, ensures regulatory compliance, and manages customer service functions, including meter reading, installation, and service shut offs. The role is vital to ensuring the delivery of safe drinking water and efficient wastewater collection to meet the needs of the growing Bondurant community. The Water/Wastewater coordinator will also estimate the amounts and costs of materials needed to complete tasks and order materials as necessary; operate light vehicles to travel to work sites throughout the city to oversee and evaluate work before, during, and after completion; may work nights, evenings, and weekends during inclement weather, emergencies, or other situations that require working these hours. Consults with Director on employee selection, evaluations, and disciplinary actions, and prepares reports and related materials for management review.

Essential Duties and Responsibilities

The following duties are illustrative of this position and are not intended to be all-inclusive.

Supervisory Tasks

- Plan, assign, and oversee daily tasks for water and wastewater staff, ensuring efficient use of resources and adherence to safety protocols.
- Provide training, mentorship, and performance evaluations for team members.
- Monitor work progress, address issues, and implement corrective actions as needed.
- Assist the Public Works Director in scheduling and coordinating personnel for operational and emergency response tasks.

- Must be available for off-hour emergencies and/or work assignments and be able to respond in fewer than thirty (30) minutes.
- Ability to pass pre-employment physical and CDL required drug screen.

Water Treatment and Distribution Operations

- Oversee and participate in the operation and maintenance of the water treatment plant to ensure safe and compliant water production.
- Monitor and adjust treatment processes, including chemical dosing and filtration, to meet regulatory standards.
- Maintain and repair pumps, valves, and other water system infrastructure to ensure uninterrupted service.
- Perform water quality testing and maintain accurate records of treatment plant operations and compliance with state and federal regulations.

Meter Reading, Installation, and Service Management

- Perform and oversee meter reading tasks to ensure accurate billing.
- Install, repair, and replace water meters as needed.
- Execute water service shut offs and turn-ons per City policies and procedures.
- Address customer inquiries and service requests related to water meters and billing concerns.

Wastewater Operations

- Oversee the daily operations of the City's wastewater collection system, including collection infrastructure, lift stations, and related monitoring systems.
- Ensure compliance with all regulatory requirements, including monitoring, reporting, and sampling.
- Perform preventive maintenance and troubleshoot issues with wastewater pumps, lift stations, and other equipment.
- Respond to emergencies, such as sewer backups or equipment failures, to minimize service interruptions.
- Oversee the City's maintenance and cleaning program.

Administrative and Technical Support

- Maintain accurate records of inspections, maintenance activities, and operational data.
- Assist in preparing reports, budgets, and project documentation.
- Provide input on water and wastewater projects, including cost estimates, materials procurement, and coordination with contractors.

Customer Service and Communication

- Serve as a point of contact for inquiries and service requests related to water and wastewater systems.
- Communicate updates, including service disruptions and project progress, to the community.
- Collaborate with other City departments to ensure cohesive service delivery.

Project Coordination

- Support the implementation of water and wastewater projects, including new infrastructure installations, upgrades, and rehabilitations.
- Monitor project timelines and ensure adherence to safety standards and operational procedures.

Qualifications

Education and Experience

- High school diploma or equivalent required; additional education in water/wastewater management, engineering, or a related field preferred.
- Minimum of five years of experience in water and wastewater operations, with supervisory experience preferred.
- Experience in treatment plant operations, infrastructure maintenance, and regulatory compliance is highly desirable.

Knowledge, Skills, and Abilities

- Comprehensive knowledge of water treatment, water distribution, and wastewater systems.
- Proficiency in operating and maintaining public works equipment and tools.
- Understanding of applicable safety regulations, water quality standards, and wastewater treatment processes.

- Ability to read and interpret technical documents, blueprints, and maps.
 - Strong problem-solving skills and the ability to work independently or as part of a team.
 - Effective communication and interpersonal skills.
-

Certificates, Licenses, Registrations

- Valid driver's license required; Commercial Driver's License (CDL) preferred or ability to obtain within six months of employment.
 - Iowa Grade III (3) Water Treatment Certification and Grade II (2) Water Distribution Certification required or ability to obtain within one year of employment.
 - Iowa Wastewater Treatment or Collections Certification preferred.
-

Physical Demands and Work Environment

- The physical demands described here are representative of those that must be met to perform the essential functions of the job. Reasonable accommodation may be made for individuals with disabilities.
- The noise level in the work environment is occasionally low/moderate level office noise in addition to frequent moderate / high noise exposure of public works maintenance machinery and equipment.
- Frequently sit, stand, walk, bend, grasp, push, pull, squat, twist and kneel.
- Use hands frequently to handle or feel objects, tools, or controls.
- The employee is frequently required to verbally communicate and interact with the public, citizen customers, vendors, staff, and elected officials using active listening skills.
- Specific vision abilities required by this job include close vision and the ability to adjust focus with clarity of vision of 20' or more and 20" or less, as well as proficient hand / eye coordination.
- Requires clerical, forms, numerical, and verbal perception.

- Outside work involves regular and prolonged exposure at times to the varying elements of the weather, such as rain, wind, snow, heat or cold.
- **Occasionally** crawling and occasional lifting, pushing, pulling, and carrying objects (50 pounds or greater) may be required. Individuals will be expected to lift items in this range with the assistance of a machine or other able individuals and **routinely** use physical strength requirement the moving, lifting, pushing, carrying, and pulling of objects weighing up to 50 pounds.
- Employees may be exposed to darkness, close quarters, poor lighting, dirt / dust, fumes / odors, moving machinery, visual strain, mechanical and chemical hazards, traffic hazards, microbiological hazards, and unpleasant social situations.
- Position may require significant work pace pressure and irregular work hours in addition to performing during emergency management and critical incident situations.

The duties above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Acknowledgement:

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 City of Bondurant reserves the right to revise the functions and duties of the job or to require additional or different tasks be performed as directed by the City of Bondurant. 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 City of Bondurant has a similar right.

Employee's Signature

Date

City Administrator

Date

The City of Bondurant is an Equal Opportunity Employer.

Department	FY25	FY26	FY27	FY28	FY29	FY30
Library	Replace Director due to retirement		Transition Adult Librarian to FT			
Parks & Rec			Transition Event & Communication Coordinator to Parks & Rec Director			
Administration		Transition Finance & ES Director to ACA	Events & Communication - FT Transition Administrative Services Director to Finance Director ES Specialist - PT			
Planning & Community Development						
Public Works	PW Ops Specialist - FT	Parks Laborer - FT Replace Water Coordinator due to retirement	PW Adm Specialist – FT (Subject to Utility Rates)	PW Ops Specialist - FT		
Bondurant Emergency Services	2 Fire/Medic - FT	4 Captain Fire/Medic - FT	2 Fire/Medic - FT	2 Fire/Medic - FT		



**BUSINESS OF THE CITY COUNCIL
BONDURANT, IOWA
AGENDA STATEMENT**

Item No. 5.I.
For Meeting of 1/21/2025
Resolution

TITLE: - Resolution adopting a \$600 Annual Employer Contribution Match to the City of Bondurant's Approved 457(b) Plan for Full-Time Employees and Amending the City of Bondurant Employee Handbook to reflect the Changes to Deferred Compensation

CONTACT PERSON:

Marketa Oliver, ICMA-CM, SPHR, City Administrator
Jene Jess, Finance Director

BRIEF HISTORY & ANALYSIS: The City of Bondurant currently does not currently offer a deferred compensation match for its non-politically appointed employees. A survey of Central Iowa municipalities conducted in December 2024 highlighted that many peer cities provide competitive employer matches ranging from \$100 to \$1,300 annually or percentage-based contributions up to 3%. These matches play a key role in attracting and retaining top talent.

To address this competitive gap, staff recommends the adoption of a \$600 annual employer match for the City-approved 457(b) plan. This flat-rate match ensures equity, aligns Bondurant with mid-tier contributions, and balances fiscal responsibility with market competitiveness.

Proposal Details:

- The \$600 match would apply to all full-time employees participating in the City-approved 457(b) plan.
- The match would be implemented in FY26 (beginning July 1, 2025) and reviewed every three years, consistent with the City's Compensation Philosophy and Policy.

The attached resolution authorizes staff to make the changes and to update the City of Bondurant Employee Handbook to reflect these changes.

FUNDING SOURCE: The total cost of implementing this policy is \$17,400 annually for 29 employees. After applying Social Security and Medicare offsets, the net investment is reduced to \$16,377.74. This cost is distributed across multiple funds as follows:

Fund	Increase	Offset Decrease
General Fund	\$11,832.00	

Road Use Tax Fund	\$1,479.00	
Garbage Fund	\$52.20	
Water Fund	\$1,392.00	\$106.36
Sewer Fund	\$1,305.00	\$99.83
Storm Water Fund	\$295.80	\$22.62
Employee Benefits Fund		\$1,022.26

The Employee Benefits Fund absorbs the Social Security and Medicare offsets for the General Fund, Road Use Tax Fund, and Garbage Fund.

STAFF RECOMMENDATION: Staff recommend full implementation in FY26 to maintain Bondurant's competitiveness in the regional labor market and support employee retention and recruitment efforts.

APPROVED FOR SUBMITTAL:

ATTACHMENTS:

1. RESOLUTION NO. 250121-18
2. Report on Deferred Compensation Matching Policies

CITY OF BONDURANT
RESOLUTION NO. 250121-18

A RESOLUTION ADOPTING A \$600 ANNUAL EMPLOYER CONTRIBUTION MATCH
TO THE CITY OF BONDURANT'S APPROVED 457(b) PLAN FOR FULL-TIME
EMPLOYEES AND AMENDING THE CITY OF BONDURANT EMPLOYEE
HANDBOOK TO REFLECT THE CHANGES TO DEFERRED COMPENSATION

WHEREAS the City of Bondurant is committed to attracting and retaining high-quality employees through a competitive compensation philosophy and policy; AND

WHEREAS the Compensation Philosophy and Policy of the City of Bondurant includes conducting a market survey every three years to ensure the City's compensation remains competitive with peer municipalities; AND

WHEREAS the December 2024 Survey of Central Iowa Municipalities and Agencies identified deferred compensation matches as a key competitive factor among municipalities, with peer cities offering contributions ranging from \$100 to \$1,300 annually; AND

WHEREAS the survey results and analysis recommend that a \$600 annual employer match for the City-approved 457(b) plan ensures equity, maintains competitiveness, and aligns Bondurant with mid-tier contributions while balancing fiscal responsibility; AND

WHEREAS the proposed \$600 annual match has been estimated to have a net financial impact of \$16,377.74 after offsets, distributed among the City's General, Road Use Tax, Garbage, Water, Sewer, and Storm Water Funds, reflecting the City's commitment to sound financial stewardship.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BONDURANT THAT:

1. The City of Bondurant adopts a \$600 annual employer contribution match to the City-approved 457(b) deferred compensation plan for all full-time employees.
2. This match shall take effect in FY26 and shall be reviewed every three years in alignment with the City's Compensation Philosophy and Policy.
3. The City Council hereby directs the City Administrator and Finance Department to incorporate this match into the City's budget and ensure its equitable and efficient implementation.

BE IT FURTHER RESOLVED BY THE CITY COUNCIL OF THE CITY OF BONDURANT THAT:

1. Section 3-12 of the City of Bondurant Employee Handbook is stricken and replaced with the following language:

“Eligible full-time employees are able to participate in the City of Bondurant's deferred compensation plan, which includes both a Traditional 457(b) plan and a Roth 457(b) option.

- Traditional 457(b):
Contributions are made on a pre-tax basis, which reduces your taxable income for the year. Taxes on both contributions and earnings are deferred until you withdraw the funds in retirement.
- Roth 457(b):
Contributions are made on an after-tax basis, meaning they do not reduce your taxable income in the year of contribution. Since taxes are already paid, qualified withdrawals, including earnings, are tax-free.

The City of Bondurant provides a matching contribution of up to \$600 annually to the Traditional 457(b) plan for full-time employees. The match is applied based on employee contributions to the Traditional plan.

Upon becoming eligible to participate in these plans, employees will receive a Summary Plan Description (SPD) that provides comprehensive details about the plans. For additional questions, please feel free to speak with the Finance & Employee Services Director.”

Passed and adopted this 21st day of January 2025,

Doug Elrod, 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
Cox				
Driscoll				
McKenzie				
Peffer				
Sillanpaa				

Report on Deferred Compensation Matching Policies: Enhancing Bondurant's Competitive Market Position

Introduction

The City of Bondurant currently offers no deferred compensation match for its non-politically appointed employees. Compared to practices across Central Iowa municipalities and agencies, Bondurant's lack of a match places it at a disadvantage in attracting and retaining top talent. This report examines deferred compensation policies across Iowa, particularly among Central Iowa municipalities, to evaluate Bondurant's position and recommend a competitive yet fiscally responsible match of \$600 annually per employee.

Findings from the Central Iowa Survey

The **December 2024 Survey of Central Iowa Municipalities and Agencies** highlights several trends and insights:

1. **General Adoption of 457(b) Plans:**
 - All surveyed municipalities offer a 457(b) deferred compensation plan, extending eligibility to full-time employees.
 2. **Employer Matches:**
 - Several municipalities provide competitive employer matches:
 - **West Des Moines:** Up to \$1,300 annually.
 - **Pleasant Hill:** 1% of wages (3% for management).
 - **Johnston:** 3% of wages.
 - Flat contributions are less common but present in cities like Norwalk (\$650) and Altoona (\$100).
 3. **Variations in Eligibility:**
 - Some cities restrict employer matches to specific groups, such as management (e.g., Grimes, West Des Moines).
 - Others, like Pleasant Hill, extend matches to all participants, promoting inclusivity.
 4. **Symbolic Matches:**
 - Altoona offers a \$100 match, reflecting a minimal contribution.
 5. **Percentage-Based Matches:**
 - Competitive percentage-based matches include Johnston (3%), Des Moines (up to 2.5%), and West Des Moines (2%).
-

Proposed Competitive Match for Bondurant

Recommendation: A \$600 annual employer match for all employees.

This flat match ensures equity while aligning Bondurant with middle-tier contributions observed in peer municipalities, such as Norwalk (\$650). It balances competitiveness with fiscal responsibility and avoids the administrative complexity of percentage-based or tiered systems.

Financial Impact and Justification

Implementing this \$600 annual match will have the following financial impact. The calculation distributes the total annual match of \$17,400 (600 × 29 employees) across funds based on established percentages. Social Security and Medicare savings reduce the burden on the Employee Benefits Fund, which covers the decreases from the General Fund, Road Use Tax Fund, and Garbage Fund.

Fund	Increase	Decrease
General Fund	\$11,832.00	
Road Use Tax Fund	\$1,479.00	
Garbage Fund	\$52.20	
Water Fund	\$1,392.00	\$106.36
Sewer Fund	\$1,305.00	\$99.83
Storm Water Fund	\$295.80	\$22.62
Employee Benefits Fund		\$1,022.26

Total Investment After Offsets

The total cost of implementing the \$600 annual match is **\$17,400**. After accounting for Social Security and Medicare savings of **\$1,022.26**, the net investment required is:

$$\text{\$17,400} - \text{\$1,022.26} = \text{\$16,377.74}$$

Key Notes:

- **Increases:** Allocated directly to each fund based on percentage distribution.
 - **Offsets (Decreases):** The Employee Benefits Fund covers the Social Security and Medicare offsets for the General Fund, Road Use Tax Fund, and Garbage Fund only.
 - The net investment reflects the reduced burden after offsets.
-

Options for Implementation

To mitigate financial impacts while remaining competitive, Bondurant may consider the following options:

1. **Delay Implementation to FY30:**
 - Delaying until FY30 would allow the city to assess the effects of the State's Property Tax changes. However, this delay risks Bondurant falling further behind in talent attraction and retention and being forced to catch up with potentially higher market contribution rates in the future.
2. **Graduated Approach Starting in FY26:**
 - Begin with a modest match of \$120 per year in FY26 and incrementally increase the match by \$120 annually until reaching \$600 by FY30. While mitigating immediate budget impacts, this phased approach still leaves Bondurant at a disadvantage for several years.
3. **Full Launch in FY26:**
 - A full \$600 match starting in FY26 ensures Bondurant remains competitive immediately. With the city's structurally sound budget, this approach positions Bondurant to attract and retain top talent without delay.

Positioning for Competitive Advantage

Implementing a \$600 annual match aligns Bondurant with its Compensation Philosophy & Policy, emphasizing fairness and competitiveness. This policy supports employee retention and recruitment efforts while maintaining fiscal responsibility. It positions Bondurant among peer municipalities offering middle-tier contributions, ensuring the city remains attractive to current and prospective employees.

Conclusion

The survey data demonstrates a wide range of deferred compensation practices across Central Iowa municipalities. By adopting a \$600 annual match policy, Bondurant addresses current disparities and ensures its ability to attract and retain high-quality employees. The total cost after offsets, **\$16,377.74**, is a fiscally responsible investment in the city's workforce, supporting its long-term success and sustainability.



**BUSINESS OF THE CITY COUNCIL
BONDURANT, IOWA
AGENDA STATEMENT**

Item No. 5.m.
For Meeting of 1/21/2025
Resolution

TITLE: - Resolution Approving FY26 Wage Ranges

CONTACT PERSON:

Jene Jess, Finance Director

Marketa Oliver, ICMA-CM, SPHR, City Administrator

BRIEF HISTORY & ANALYSIS: The City of Bondurant has completed the process of updating wage ranges for Fiscal Year 2026 as part of its commitment to maintaining a competitive and equitable compensation structure. This process aligns with the City's Compensation Philosophy and Policy, which includes a comprehensive wage study every three years to assess market alignment and annual cost-of-living adjustments (COLA) based on the Midwest Consumer Price Index (CPI).

This year, the Iowa League of Cities Special Report has set the COLA at 2.5%, which has been applied to the updated wage ranges. The proposed wage ranges have been reviewed to reflect current market conditions and support the City's efforts in attracting and retaining quality employees.

FUNDING SOURCE: The FY26 wage ranges align with the City's budgetary planning and projected fiscal resources. The proposed COLA ensures employees' wages keep pace with inflation while maintaining alignment with market trends identified in the wage study.

General Fund, Road Use Tax Fund, and Enterprise Funds.

STAFF RECOMMENDATION: Staff recommend the approval of the FY26 wage ranges as presented.

APPROVED FOR SUBMITTAL:

ATTACHMENTS:

1. RESOLUTION NO. 250121-19

CITY OF BONDURANT
RESOLUTION NO. 250121-19

A RESOLUTION APPROVING THE FISCAL YEAR 2026 WAGE RANGES FOR THE
CITY OF BONDURANT

WHEREAS the City of Bondurant conducts a comprehensive wage study every three years to ensure that employee compensation aligns with market conditions, supports the City's Compensation Philosophy and Policy, and remains competitive in attracting and retaining high-quality staff; and

WHEREAS in years between comprehensive wage studies, the City applies a cost-of-living adjustment (COLA) based on the Midwest Consumer Price Index (CPI) as reported in the Iowa League of Cities Special Report, which for this year is 2.5%; and

WHEREAS the wage ranges for Fiscal Year 2026 (FY26) have been updated to reflect the results of the recent wage study and COLA adjustment; and

WHEREAS the City Council is required to review and adopt the updated wage ranges annually to maintain transparency and compliance with the City's Compensation Philosophy and Policy;

NOW, THEREFORE, BE IT RESOLVED, by the City Council of Bondurant, Iowa, that the updated wage ranges for FY26, as attached in Exhibit A, are hereby approved and adopted, effective June 23, 2025.

BE IT FURTHER RESOLVED that the City will continue to apply cost-of-living adjustments annually and conduct wage studies every three years to ensure compensation remains aligned with the City's policy objectives and market conditions.

Passed and adopted this 21st day of January 2025,

Doug Elrod, 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
Cox				
Driscoll				
McKenzie				
Peffer				
Sillanpaa				

Salary Ranges

Fiscal Year

2026

Ranges effective 6/23/2025; Phone Stipends effective July 1, 2022

	Min	Mid	Max
Position	A	B	C
Emergency Medical Technician	\$18.82	\$22.59	\$25.10
Library Circulation Assistant (Part-Time)	\$16.56	\$19.88	\$22.08
Crossing Guard Technician	\$16.80	\$18.67	\$20.74
Public Works Operations Technician - Seasonal	\$16.80	\$18.67	\$20.74
Public Works Utility Technician	\$19.03	\$22.84	\$25.38
Administrative Specialist - Front Desk	\$48,752	\$58,503	\$65,003
Administrative Specialist - Utility Billing	\$48,855	\$58,626	\$65,140
Youth and Teen Services Librarian	\$53,188	\$63,826	\$70,917
Public Works Operations Specialist**	\$53,576	\$64,291	\$71,434
Parks & Recreation Operations Specialist	\$53,576	\$64,291	\$71,434
Administrative Specialist - Operations & Training	\$54,794	\$65,752	\$73,058
Adult Service Librarian	\$58,158	\$69,789	\$77,544
Building Inspector 1	\$59,383	\$71,260	\$79,178
Communication & Events Specialist	\$64,552	\$77,462	\$86,069
Fire/Advanced EMT Specialist	\$61,687	\$74,024	\$82,249
Administrative Specialist - EMT	\$61,687	\$74,024	\$82,249
Employee Services & Communications Specialist	\$65,471	\$78,565	\$87,294
Fire/Paramedic Specialist	\$67,856	\$81,427	\$90,474
Administrative Services Coordinator*	\$72,889	\$87,467	\$97,185
Communication & Events Coordinator *	\$64,552	\$77,462	\$86,069
Water/Wastewater Coordinator	\$77,257	\$92,708	\$103,009
Associate Planner	\$62,743	\$75,292	\$83,658
Lieutenant Fire/EMS Coordinator	\$75,175	\$90,211	\$100,234
Senior Planner	\$73,074	\$87,689	\$97,432
Assistant Library Director	\$80,997	\$97,196	\$107,996
Assistant Fire Chief – Inspection Coordinator	\$83,280	\$99,936	\$111,041
Assistant Fire Chief – EMS Coordinator	\$101,147	\$121,376	\$134,862
Public Works Operations Coordinator*	\$93,923	\$112,707	\$125,230
Economic Development Coordinator*	\$78,380	\$94,056	\$104,506
Captain Fire/EMS	\$94,470	\$113,364	\$125,961
City Clerk*	\$89,485	\$107,382	\$119,314
Parks & Recreation Director*	\$108,169	\$129,803	\$149,514
Library Director	\$110,080	\$132,096	\$146,774
Community Development Director*	\$124,107	\$148,928	\$165,476
Finance & Employee Services Director*	\$132,110	\$158,532	\$176,147
Public Works Director*	\$125,140	\$150,169	\$166,854
Emergency Services Director	\$128,062	\$153,675	\$170,749
Assistant City Administrator	\$135,210	\$162,252	\$180,280

*Position also receives monthly a \$50 mobile phone stipend.

**Public Works Operations Specialist who handles Code Enforcement receives a stipend.

Library wage ranges are determined by the Library Board of Trustees.

Bondurant Emergency Services Paid-Per-Call personnel are set in separate resolution.

City Administrator salary is determined in a contract by City Council.



**BUSINESS OF THE CITY COUNCIL
BONDURANT, IOWA
AGENDA STATEMENT**

Item No. 5.n.
For Meeting of 1/21/2025
Resolution

TITLE: - Resolution approving Professional Services Agreement with Shive-Hattery in the amount of \$32,800 for concept refinement and site due diligence work associated with the Garden installation at the ARTocka Trail Loop

CONTACT PERSON:

Maggie Murray, Planning & Community Development Director

BRIEF HISTORY & ANALYSIS: The attached resolution approves the also-attached Professional Services Agreement with Shive-Hattery in the amount of \$32,800 for concept refinement work associated with the proposed Garden installation at the ARTocka Trail Loop at Lake Petocka Park. City Council previously approved a resolution on this topic on November 4, 2024, where the attached Professional Services Agreement will act as its replacement. The attached agreement offers a more comprehensive scope of work related to concept development and site due diligence and includes feedback from the original artist group i/thee.

The Garden installation is the second of five art pieces proposed as part of the ARTocka Trail Loop, as envisioned in the 2024-adopted [Art, Culture, & Wayfinding Master Plan](#). Opportunity 2A listed in the Art, Culture, & Wayfinding Master Plan notes the City should: add a series of art installations to the Petocka trail loop according to the ARTocka concept. The approved ARTocka concept included in the Art, Culture, & Wayfinding Master Plan was submitted by the artist group i/[thee](#). i/thee has previously generated a preliminary concept of the proposed Garden installation - shown below. This concept envisions extending Lake Petocka's shoreline into the water to promote greater interaction with the lake. The design will feature a kayak launch, providing easy access for paddlers. Additionally, those interested in fishing will be able to cast off from the Garden. A collection of floating gardens will also be installed to enhance the space.



The Garden

The garden is a floating boardwalk that means a series of sculptural gardens. The installation is designed using a growth algorithm that undulating forms four combining traditions and parametric design an experiential work. Here, the design tries to foot segment of shore a nearly 250-foot allowing local residents take greater advantage of Petoskey. The Garden more dynamic experience water's edge through the floating gardens weave between a boardwalk float out into the boardwalk provides a launch, and a fish for the community.

The City has chosen to engage the engineering and landscape architecture firm Shive-Hattery for these design services, recognizing the value of their expertise in both detailed design and construction administration services. Staff believes this firm's specialized knowledge will be instrumental in ensuring the technical success of this construction project.

The City of Bondurant has received a number of grants to help move implementation of the Garden forward, including \$50,000 from Bravo Greater Des Moines, \$20,000 from AARP, and \$3,000 from Polk County. The current total estimated budget for the Garden project is \$250,000. The Garden is slated for 2025 installation.

Below is a summary of the scope of work included in the attached Shive-Hattery Professional Services Agreement:

- Concept Refinement - schematic design of boardwalk, floating gardens, railing, and benches; design development to refine the design of the boardwalk elements and finishes.
- Site Due Diligence - as it relates to DNR coordination and data collection, including a topographic survey.
- Design Phase Services and Construction Phase Services will be additional fees included by later amendment(s).

FUNDING SOURCE: LOSST/Grant

STAFF RECOMMENDATION: Approve resolution on a roll call vote.

APPROVED FOR SUBMITTAL:

ATTACHMENTS:

1. RESOLUTION NO. 250121-20
2. Professional Services Agreement

CITY OF BONDURANT
RESOLUTION NO. 250121-20

A RESOLUTION APPROVING A PROFESSIONAL SERVICES AGREEMENT WITH
SHIVE-HATTERY IN THE AMOUNT OF \$32,800 FOR CONCEPT REFINEMENT AND
SITE DUE DILIGENCE WORK ASSOCIATED WITH THE GARDEN INSTALLATION
AT THE ARTOCKA TRAIL LOOP

WHEREAS the City of Bondurant seeks to advance the Garden installation at the ARTocka Trail Loop at Lake Petocka Park, as envisioned in the Art, Culture, & Wayfinding Master Plan; AND

WHEREAS Opportunity 2A of the Art, Culture, & Wayfinding Master Plan specifies that the City should add a series of art installations around the ARTocka Trail Loop in alignment with the preliminary artist concept envisioned by the artist group I/Thee; AND

WHEREAS i/thee has previously provided a preliminary concept for the Garden, which includes unique features such as a shoreline extension into the water to encourage greater interaction with Lake Petocka, an accessible kayak launch, designated fishing areas, and floating gardens to enhance the environmental and aesthetic appeal of the space; AND

WHEREAS the City has chosen to engage Shive-Hattery, in partnership with i/thee, for concept refinement services and eventual design and construction administration services due to their specialized expertise in this field, and the value this expertise will bring in ensuring the project's technical success; AND

WHEREAS the Professional Services Agreement with Shive-Hattery provides for concept refinement and site due diligence work as described in the attached Professional Services Agreement; AND

WHEREAS the attached Professional Services Agreement indicates that additional fees for Design Phase and Construction Phase Services will be determined by future amendment(s); AND

WHEREAS the attached Professional Services Agreement replaces the previous agreement approved by City Council on November 4, 2024.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Bondurant, Iowa, that the Professional Services Agreement with Shive-Hattery in the amount of \$32,800 for concept refinement and site due diligence work associated with the Garden installation at the ARTocka Trail Loop is hereby approved, and the Mayor and City Clerk are authorized to execute said Agreement on behalf of the City of Bondurant.

Passed this 9th day of November 2024,

By: _____
Doug Elrod, 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
Cox				
Driscoll				
McKenzie				
Peffer				
Sillanpaa				

PROFESSIONAL SERVICES AGREEMENT

ATTN: Maggie Murray
CLIENT: City of Bondurant, IA
200 Second Street NE
PO Box 37
Bondurant, IA 50035-0037

PROJECT: The Garden at the ARTocka Trail Loop

PROJECT LOCATION: Bondurant, IA

DATE OF AGREEMENT: December 31, 2024

PROJECT DESCRIPTION

This project includes Civil Engineering and Landscape Architecture services for the development and installation of a meandering boardwalk extending out over the water on the north side of Lake Petocka. The proposed boardwalk is part of an art installation titled “The Garden” and will include a 6 to 10-foot-wide boardwalk approximately 250 linear feet in length complete with railings and seating areas. The project will also include the design and installation of floating vegetative gardens with an accessible kayak launch.

Refer to **attached Exhibit** for project location and scope of improvements.

SCOPE OF SERVICES

We will provide the following services for the project:

Civil Engineering Landscape Architecture, and Land Surveying

These services will consist of the following tasks:

1. Concept Refinement

a. Schematic Design

- i. Shive-Hattery will conduct up to three (3) virtual meetings with subconsultant i/Ther including one virtual meeting with the City at the end of the SD phase to review design concepts

ii. Boardwalk

- 1) The subconsultant will analyze and refine up to three (3) alternatives for boardwalk layout and form.
- 2) Boardwalk decking materials may consist of wood, composite, plastic, or concrete.
- 3) Evaluate boardwalk support systems – Floating vs **Fixed**
- 4) Prepare cost estimates along with a summary features and considerations for identified alternatives.

iii. Floating Garden, Railing and Benches

- 1) The subconsultant will analyze and refine up to three (3) alternatives for features including floating garden features, railings, and benches.
- 2) Explore floating garden anchoring types, maintenance considerations, winter hardiness and vegetation types
- 3) Prepare cost estimates along with a summary features and considerations for identified alternatives.



- iv. Accessible Kayak Launch
 - 1) Evaluate and present up to two (2) solutions for an accessible kayak launch that may compliment the above boardwalk system.
 - 2) Study grades at various locations along the pond to determine best placement, slope and distance to meet ADA requirements.
 - 3) Prepare cost estimates along with a summary features and considerations for identified alternatives.
- b. Design Development
 - i. Shive-Hattery will conduct up to two (2) virtual meetings with subconsultant i/Three including one virtual meeting with the City at the end of the DD phase to review design concepts
 - ii. Based on preferred alternative, the subconsultant will future refine the design of the boardwalk elements and finishes.
 - 1) Develop plan, section, and elevation drawings of boardwalk including details for bench, railing, garden elements, and accessible kayak launch for review with owner.
 - iii. Update preferred alternative cost estimate.
- 2. Site Due Diligence**
 - a. Iowa DNR Coordination
 - i. The consultant will coordinate with Iowa DNR fisheries biologists to acquire 2024 bathymetric mapping of the lake completed by DNR.
 - ii. Review vegetation management activities and plan for Lake Petocka with DNR and City staff.
 - iii. Evaluate historic lake level fluctuations as it may relate to floating or fixed boardwalk solutions.
 - iv. Solicit input from DNR on angler access and kayak/canoe access as it relates to the proposed art installation.
 - b. Data Collection
 - i. Topographic Survey
 - 1) The Consultant shall perform field and office tasks required to collect topographic data deemed necessary to complete the project.
 - 2) The Consultant will conduct field surveys to obtain topographic data, ground elevations, and cross sections required for the development of the Project. We assume bathymetric data will be provided by the City/DNR.
 - 3) The Consultant will contact the various utility companies and collect available information on underground utility locations and incorporate such available utility information into the base mapping of the project. Utilities to be researched include sanitary sewer, storm sewer, electric, gas, water, telephone, cable, and fiber optic lines.
 - 4) It is assumed boundary survey to retrace and determine locations of property lines, right-of-way lines, and property ownership is not required for the design and construction of this project.
- 3. Design Phase Services (By Amendment)**
- 4. Construction Phase Services (By Amendment)**

CLIENT RESPONSIBILITIES

It will be your responsibility to provide the following:

1. Identify a Project Representative with full authority to act on behalf of the Client with respect to this project. The Client Project Representative shall render decisions in a timely manner in order to avoid delays of Shive-Hattery's services.
2. Legal, accounting, and insurance counseling services or other consultants, including geotechnical, or vendors that may be necessary. The Client shall coordinate these services with those services provided by Shive-Hattery.
3. Provide to Shive-Hattery any available drawings, survey plats, testing data and reports related to the project, either hard copy or electronic media. Electronic media is preferred.
4. Unless specifically included in the Scope of Services to be provided by Shive-Hattery, the Client shall furnish tests, inspections, permits and reports required by law, regulation or code including but not limited to hazardous materials, structural, mechanical, chemical, air pollution and water pollution tests.
5. Provide Shive-Hattery personnel unlimited access to the site as required.

SCHEDULE

We will begin our services upon receipt of this Agreement executed by you which will serve as a notice to proceed.

- It is understood the City wishes to complete the construction within the Fall of 2025
- A preliminary schedule has been provided through I/Thee's concept development.
 - This would target a March 2025 Bid Letting.
 - It is also understood the City has several other critical dates as part of their outside funding agreements. These include:
 - A \$50k grant through the Bravo Foundation must be spent prior to June of 2025.
 - A \$20k AARP grant will require a 6' wide paved sidewalk to access The Garden site will need to be constructed prior to Spring 2025.

COMPENSATION

Description	Fee Type	Fee	Estimated Expenses	Total
Concept Refinement	Hourly w/ Max	\$28,300	Included	\$28,300
Site Due Diligence	Hourly w/ Max	\$4,500	Included	\$4,500
Construction Documents (by Amendment)	—	—	—	—
Bidding & Construction Phase Services (by Amendment)	—	—	—	—
TOTAL		\$32,800	Included	\$32,800

Fee Types:

- Hourly w/ Max - We will provide the Scope of Services on an hourly rate basis at our Standard Hourly Fee Schedule in effect at the time that the services are performed. We will not exceed the estimated amounts above without your prior authorization.

Expenses:

- Included - For Fixed Fee Type, expenses have been included in the Fee amount. For Hourly Fee Types, expenses will be reimbursed in accordance with our Reimbursable Expense Fee Schedule in effect at the time that the expense is incurred.

See attached Standard Hourly and Expense Fee Schedule.

The terms of this proposal are valid for 30 days from the date of this proposal.

ADDITIONAL SERVICES

Unless specifically stated in the Scope of Services, any resilient design related services including areas of resistance, reliability and redundancy (i.e. flood protection, storm/tornado shelter, emergency generators, utility backup, etc.) are not included in this proposal.

The following are additional services you may require for your project. We can provide these services, but they are not part of this proposal at this time.

1. Improvements beyond those detailed on attached exhibit.
2. Platting/Easement documents or negotiations
3. Boundary Survey
4. Rezoning of property.
5. Geotechnical services.
6. Construction survey staking.
7. Site renderings.
8. As-built surveys or certifications.
9. Design and Construction Documents (By Amendment)
10. Construction Phase Services (By Amendment)

EXHIBITS

Refer to **attached Exhibit** for project location and scope of improvements.

OTHER TERMS**STANDARD TERMS AND CONDITIONS**

Copyright © Shive-Hattery October 2024

PARTIES

"S-H" or "Shive-Hattery" shall mean Shive-Hattery, Inc., Shive-Hattery A/E Services, P.C., Helix Design Group, a Division of Shive-Hattery, Inc., Shive-Hattery New Jersey, Inc., WSM, a Division of Shive-Hattery, Inc., or KdG, a Division of Shive-Hattery, Inc. and "CLIENT" shall mean the person or entity executing this Agreement with "S-H."

LIMITATION OF LIABILITY AND WAIVER OF CERTAIN DAMAGES

The CLIENT agrees, to the fullest extent of the law, to limit the liability of S-H, its officers, directors, shareholders, employees, agents, subconsultants, affiliated companies, and any of them, to the CLIENT and any person or entity claiming by or through the CLIENT, for any and all claims, damages, liabilities, losses, costs, and expenses including reasonable attorneys' fees, experts' fees, or any other legal costs, in any way related to the Project or Agreement from any cause(s) to an amount that shall not exceed the compensation received by S-H under the agreement or fifty thousand dollars (\$50,000), whichever is greater. The parties intend that this limitation of liability apply to any and all liability or cause of action, claim, theory of recovery, or remedy however alleged or arising, including but not limited to negligence, errors or omissions, strict liability, breach of contract or warranty, express, implied or equitable indemnity and all other claims, which except for the limitation of liability above, the CLIENT waives.

CLIENT hereby releases S-H, its officers, directors, shareholders, employees, agents, subconsultants, affiliated companies, and any of them, and none shall be liable to the CLIENT for consequential, special, exemplary, punitive, indirect or incidental losses or damages, including but not limited to loss of use, loss of product, cost of capital, loss of goodwill, lost revenues or loss of profit, interruption of business, down time costs, loss of data, cost of cover, or governmental penalties or fines.

INDEMNIFICATION

Subject to the limitation of liability in this Agreement, S-H agrees to the fullest extent permitted by law, to indemnify and hold harmless the CLIENT, its officers, directors, shareholders, and employees against all claims, damages, liabilities, losses or costs, including reasonable attorneys' fees, experts' fees, or other legal costs to the extent caused by S-H's negligent performance of service under this Agreement and that of its officers, directors, shareholders, and employees.

The CLIENT agrees to the fullest extent permitted by law, to indemnify and hold harmless S-H, its officers, directors, shareholders, employees, subconsultants, and affiliated companies against all damages, liabilities, losses, costs, and expenses including, reasonable attorneys' fees, expert's fees, and any other legal costs to the extent caused by the acts or omissions of the CLIENT, its employees, agents, contractors, subcontractors, consultants or anyone for whom the CLIENT is legally liable.

HAZARDOUS MATERIALS - INDEMNIFICATION

To the fullest extent permitted by law, CLIENT agrees to defend, indemnify, and hold S-H, its officers, directors, shareholders, employees, agents, consultants and affiliated companies, and any of them harmless from and against any and all claims, liabilities, losses, costs, or expenses including reasonable attorney's fees, experts' fees and any other legal costs (including without limitation damages to property, injuries or death to persons, fines, or penalties), arising out of, or resulting from the discharge, escape, release, or saturation of smoke, vapors, soot, fumes, acids, alkalies, toxic chemicals, liquids, gases, polychlorinated biphenyl, petroleum contaminants spores, biological toxins, or any other materials, irritants, contaminants, or pollutants in or into the atmosphere, or on, onto, upon, in, or into the surface or subsurface of soil, water, or watercourses, objects, or any tangible or intangible matter, whether sudden or not.

STANDARD OF CARE

Services provided by S-H under this Agreement will be performed in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances on projects of similar size, complexity, and geographic location as that of the Project. Nothing in this Agreement is intended to create, nor shall it be construed to create, a fiduciary duty owed by either party to the other party.

BETTERMENT

The CLIENT recognizes and expects that certain change orders may be required to be issued as the result in whole or part of imprecision, incompleteness, omissions, ambiguities, or inconsistencies in S-H's drawings, specifications, and other design, bidding or construction documentation furnished by S-H or in other professional services performed or furnished by S-H under this Agreement (herein after in this Betterment section referred to as S-H Documentation). If a required item or component of the Project is omitted from S-H's Documentation, the CLIENT is responsible for paying all costs required to add such item or component to the extent that such item or component would have been required and included in the original S-H Documentation. In no event will S-H be responsible for costs or expense that provides betterment or upgrades or enhances the value of the Project.

RIGHT OF ENTRY

The CLIENT shall provide for entry for the employees, agents and subcontractors of S-H and for all necessary equipment. While S-H shall take reasonable precautions to minimize any damage to property, it is understood by the CLIENT that in the normal course of the project some damages may occur, the cost of correction of which is not a part of this Agreement.

PAYMENT

Unless otherwise provided herein, invoices will be prepared in accordance with S-H's standard invoicing practices then in effect and will be submitted to CLIENT each month and at the completion of the work on the project. Invoices are due and payable upon receipt by the CLIENT. If the CLIENT does not make payment within thirty (30) days after the date the invoice was mailed to the CLIENT, then the amount(s) due S-H shall bear interest due from the date of mailing at the lesser interest rate of 1.5% per month compounded or the maximum interest rate allowed by law. In the event that S-H files or takes any action, or incurs any costs, for the collection of amounts due it from the client, S-H shall be entitled to recover its entire cost for attorney fees and other collection expenses related to the collection of amounts due it under this Agreement. Any failure to comply with this term shall be grounds for a default termination.

TERMINATION

Either party may terminate this Agreement for convenience or for default by providing written notice to the other party. If the termination is for default, the non-terminating party may cure the default before the effective date of the termination and the termination for default will not be effective. The termination for convenience and for default, if the default is not cured, shall be effective seven (7) days after receipt of written notice by the non-terminating party. In the event that this Agreement is terminated for the convenience of either party or terminated by S-H for the default of the CLIENT, then S-H shall be paid for services performed to the termination effective date, including reimbursable expenses due, and termination expenses attributable to the termination. In the event the CLIENT terminates the Agreement for the default of S-H and S-H does not cure the default, then S-H shall be paid for services performed to the termination notice date, including reimbursable expenses due, but shall not be paid for services performed after the termination notice date and

shall not be paid termination expenses. Termination expenses shall include expenses reasonably incurred by S-H in connection with the termination of the Agreement or services, including, but not limited to, closing out Project records, termination of subconsultants and other persons or entities whose services were retained for the Project, and all other expenses directly resulting from the termination.

INFORMATION PROVIDED BY OTHERS

S-H shall indicate to the CLIENT the information needed for rendering of services hereunder. The CLIENT shall provide to S-H such information, including electronic media, as is available to the CLIENT and the CLIENT's consultants and contractors, and S-H shall be entitled to rely upon the accuracy and completeness thereof. The CLIENT recognizes that it is difficult for S-H to assure the accuracy, completeness and sufficiency of such client-furnished information, either because it is provided by others or because of errors or omissions which may have occurred in assembling the information the CLIENT is providing. Accordingly, the CLIENT agrees, to the fullest extent permitted by law, to indemnify and hold harmless S-H, its officers, directors, shareholders, employees, agents, subconsultants and affiliated companies, and any of them, from and against any and all claims, liabilities, losses, costs, expenses (including reasonable attorneys' fees, experts' fees, and any other legal costs) for injury or loss arising or allegedly arising from errors, omissions or inaccuracies in documents or other information provided by the CLIENT.

UNDERGROUND UTILITIES

Information for location of underground utilities may come from the CLIENT, third parties, and/or research performed by S-H or its subcontractors. S-H will use the standard of care defined in this Agreement in providing this service. The information that S-H must rely on from various utilities and other records may be inaccurate or incomplete. Therefore, the CLIENT agrees, to the fullest extent permitted by law, to indemnify and hold harmless S-H, its officers, directors, shareholders, employees, agents, subconsultants, affiliated companies, and any of them for all claims, losses, costs and damages arising out of the location of underground utilities provided or any information related to underground utilities by S-H under this Agreement.

CONTRACTOR MATTERS

CLIENT agrees that S-H shall not be responsible for the acts or omissions of the CLIENT's contractor, or subcontractors, their employees, agents, consultants, suppliers or arising from contractor's or subcontractors' work, their employees, agents, consultants, suppliers or other entities that are responsible for performing work that is not in conformance with the construction Contract Documents, if any, prepared by S-H under this Agreement. S-H shall not have responsibility for means, methods, techniques, sequences, and progress of construction of the contractor, subcontractors, agents, employees, agents, consultants, or other entities. In addition, CLIENT agrees that S-H is not responsible for safety at the project site and that safety during construction is for the CLIENT to address in the contract between the CLIENT and contractor.

SHOP DRAWING REVIEW

If, as part of this Agreement S-H reviews and approves Contractor submittals, such as shop drawings, product data, samples and other data, as required by S-H, these reviews and approvals shall be only for the limited purpose of checking for conformance with the design concept and the information expressed in the contract documents. This review shall not include review of the accuracy or completeness of details, such as quantities, dimensions, weights or gauges, fabrication processes, construction means or methods, coordination of the work with other trades or construction safety precautions, all of which are the sole responsibility of the Contractor. S-H's review shall be conducted with reasonable promptness while allowing sufficient time in S-H's judgment to permit adequate review. Review of a specific item shall not indicate that S-H has reviewed the entire assembly of which the item is a component. S-H shall not be responsible for any deviations from the contract documents not brought to the attention of S-H in writing by the Contractor. S-H shall not be required to review partial submissions or those for which submissions of correlated items have not been received.

OPINIONS OF PROBABLE COST

If, as part of this Agreement S-H is providing opinions of probable construction cost, the CLIENT understands that S-H has no control over costs or the price of labor, equipment or materials, or over the Contractor's method of pricing, and that S-H's opinions of probable construction costs are to be made on the basis of S-H's qualifications and experience. S-H makes no warranty, expressed or implied, as to the accuracy of such opinions as compared to bid or actual costs.

CONSTRUCTION OBSERVATION

If, as part of this Agreement S-H is providing construction observation services, S-H shall visit the project at appropriate intervals during construction to become generally familiar with the progress and quality of the contractors' work and to determine if the work is proceeding in general accordance with the Contract Documents. Unless otherwise specified in the Agreement, the CLIENT has not retained S-H to make detailed inspections or to provide exhaustive or continuous project review and observation services. S-H does not guarantee the performance of, and shall have no responsibility for, the acts or omissions of any contractor, its subcontractors, employees, agents, consultants, suppliers or any other entities furnishing materials or performing any work on the project.

S-H shall advise the CLIENT if S-H observes that the contractor is not performing in general conformance of Contract Documents. CLIENT shall determine if work of contractor should be stopped to resolve any problems.

OTHER SERVICES

The CLIENT may direct S-H to provide other services including, but not limited to, any additional services identified in S-H's proposal. If S-H agrees to provide these services, then the schedule shall be reasonably adjusted to allow S-H to provide these services. Compensation for such services shall be at S-H's Standard Hourly Fee Schedule in effect at the time the work is performed unless there is a written Amendment to Agreement that contains an alternative compensation provision.

OWNERSHIP & REUSE OF INSTRUMENTS OF SERVICE

All reports, plans, specifications, field data and notes and other documents, including all documents on electronic media, prepared by S-H as instruments of service shall remain the property of S-H. The CLIENT shall not reuse or make any modifications to the plans and specifications without the prior written authorization of S-H. The CLIENT agrees, to the fullest extent permitted by law, to defend, indemnify and hold harmless S-H its officers, directors, shareholders, employees, agents, subconsultants and affiliated companies, and any of them from any and all claims, losses, costs or damages of any nature whatsoever arising out of, resulting from or in any way related to any unauthorized reuse or modifications of the construction documents by the CLIENT or any person or entity that acquires or obtains the plans and specifications from or through the CLIENT without the written authorization of S-H.

DISPUTE RESOLUTION

If a dispute arises between S-H and CLIENT, the executives of the parties having authority to resolve the dispute shall meet within thirty (30) days of the notification of the dispute to resolve the dispute. If the dispute is not resolved within such thirty (30) day time period, CLIENT and S-H agree to submit to non-binding mediation prior to commencement of any litigation and that non-binding mediation is a precondition to any litigation. Any costs incurred directly for a mediator, shall be shared equally between the parties involved in the mediation.

EXCUSABLE EVENTS

S-H shall not be responsible or liable to CLIENT or CLIENT's contractors, consultants, or other agents for any of the following events or circumstances, or the resulting delay in S-H's services, additional costs and expenses in S-H's performance of its services, or other effects in S-H's services, stemming in whole or part from such events and circumstances (collectively, "Excusable Events" or, singularly, an "Excusable Event"): a change in law, building code or applicable standards; actions or inactions by a governmental authority; the presence or encounter of hazardous or toxic materials on the Project; war (declared or undeclared) or other armed conflict; terrorism; sabotage; vandalism; riot or other civil disturbance; blockade or embargos; explosion; abnormal weather; unanticipated or unknown site conditions; epidemic or pandemic (including but not limited to COVID-19), delays or other effects arising from government-mandated or government-recommended quarantines, closure of business, access, or travel; strike or labor dispute, lockout, work slowdown or stoppage; accident; act of God; failure of any governmental or other regulatory authority to act in a timely manner; acts or omissions by CLIENT or by any CLIENT's contractors, consultants or agents of any level on the project (including, without limitation, failure of the CLIENT to furnish timely information or approve or disapprove of S-H's services or work product promptly, delays in the work caused by CLIENT, CLIENT's suspension, breach or default of this Agreement, or delays caused by faulty performance by the CLIENT or by CLIENT's contractors, consultants, or agents of any level); or any delays or events outside the reasonable control of S-H. When an Excusable Event occurs, the CLIENT agrees S-H is not responsible for any actual or claimed damages incurred by CLIENT or CLIENT's contractors, consultants, or agents, S-H shall not be deemed to be in default of this Agreement, and S-H shall be entitled to a change order to equitably increase and extend S-H's time for performance of its services, as well as equitably increase the contract sum to compensate S-H for its increased labor, expenses, and other costs to perform its services, due to the Excusable Event.

ASSIGNMENT

Neither party to this Agreement shall transfer, sublet or assign any rights under or interest in this Agreement (including but not limited to monies that are due or monies that may be due) without the prior written consent of the other party.

SEVERABILITY, SURVIVAL AND WAIVER

Any provision of this Agreement later held to be unenforceable for any reason shall be deemed void, and all remaining provisions shall continue in full force and effect. All obligations arising prior to the termination of this Agreement and all provisions of this Agreement allocating responsibility or liability between the CLIENT and S-H shall survive the completion of the services hereunder and the termination of this Agreement. The failure of a party to insist upon strict compliance of any term hereof shall not constitute a waiver by that party of its rights to insist upon strict compliance at a subsequent date.

GOVERNING LAW

This Agreement shall be governed pursuant to the laws in the state that the project is located.

EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of S-H to provide equal employment opportunities for all. S-H enforces the following acts and amendments as presented by Federal government or State governments: Title VII of the Civil Rights Act of 1965, Age Discrimination in Employment ACT (ADEA), Americans With Disabilities Act (ADA), Iowa Civil Rights Act of 1965, and Illinois Human Rights Act [775ILCS 5]. S-H will not discriminate against any employee or applicant because of race, creed, color, religion, sex, national origin, gender identity, sexual orientation, marital status, ancestry, veteran status, or physical or mental handicap, unless related to performance of the job with or without accommodation.

HARASSMENT

If either party becomes aware of any form of harassing conduct by the other party's employees, agents, contractors, consultants, vendors, or affiliated companies, the party receiving the harassing conduct will promptly investigate the reported conduct and take appropriate action that may include termination of this Agreement by providing written notice to the other party. Prior to the written notice to terminate, all applicable obligations contained in this Agreement by either party remain in effect. Harassment conduct includes any verbal, physical, and visual or pictorial content that creates an intimidating, offensive, obscene, or hostile working environment, unwanted and unsolicited verbal comments, sexual advances or innuendo, unwelcome jokes or banter, threats, or derogatory comments.

COMPLETE AGREEMENT

This Agreement constitutes the entire and integrated agreement between the CLIENT and S-H and supersedes all prior negotiations, representations and agreements, whether oral or written. In the event the CLIENT issues a Purchase Order of which this Agreement becomes a part, or the CLIENT and S-H otherwise execute or enter into a contract into which this Agreement is incorporated, the parties expressly agree that, to the extent the terms of this Agreement conflict with or are otherwise inconsistent with such Purchase Order, or any other contract, this Agreement shall supersede and override the terms of the aforementioned documents, and this Agreement shall solely govern in those regards.

ACCEPTANCE

Wet signatures, digital signatures, electronic signatures or acceptance communicated by mail or e-mail from one party to another, are deemed acceptable for binding the parties to the Agreement. The CLIENT representative accepting this Agreement warrants that he or she is authorized to enter into this Agreement on behalf of the CLIENT.

AGREEMENT

This proposal shall become the Agreement for Services when accepted by both parties. Wet signatures, digital signatures, electronic signatures or acceptance communicated by mail or e-mail from one party to another, are deemed acceptable for binding the parties to the Agreement. The Client representative signing this Agreement warrants that he or she is authorized to enter into this Agreement on behalf of the Client.

Thank you for considering this proposal. We look forward to working with you. If you have any questions concerning this proposal, please contact us.

Sincerely,
SHIVE-HATTERY, INC.



David Fliehler, Civil Engineer
dflihler@shive-hattery.com

AGREEMENT ACCEPTED AND SERVICES AUTHORIZED TO PROCEED

CLIENT: City of Bondurant, IA

BY: _____ **TITLE:** _____
(signature)

PRINTED NAME: _____ **DATE ACCEPTED:** _____

**STANDARD HOURLY and
REIMBURSABLE EXPENSE FEES SCHEDULES**
Effective January 1, 2025 to December 31, 2025

PROFESSIONAL STAFF:

Grade 1	\$111.00
Grade 2	\$133.00
Grade 3	\$148.00
Grade 4	\$166.00
Grade 5	\$184.00
Grade 6	\$199.00
Grade 7	\$216.00
Grade 8	\$235.00
Grade 9	\$255.00

TECHNICAL STAFF:

Grade 1	\$ 78.00
Grade 2	\$ 95.00
Grade 3	\$109.00
Grade 4	\$118.00
Grade 5	\$131.00
Grade 6	\$151.00
Grade 7	\$168.00

ADMIN STAFF: \$ 75.00

SURVEY STAFF:

One Person	\$170.00
Two Person	\$263.00
One Person with ATV	\$195.00
Two Person with ATV	\$288.00

REIMBURSABLE EXPENSES:**TRAVEL**

Mileage- Car/Truck	\$0.70/ Mile
Mileage- Survey Trucks	\$0.77/ Mile
Lodging, Meals	Cost + 10%
Airfare	Cost + 10%
Car Rental	Cost + 10%

OUTSIDE SERVICES

Aerial Photogrammetry	Cost + 10%
Professional Services	Cost + 10%
Prints/Plots/Photos	Cost + 10%

IN-HOUSE SERVICES**Prints/Plots:**

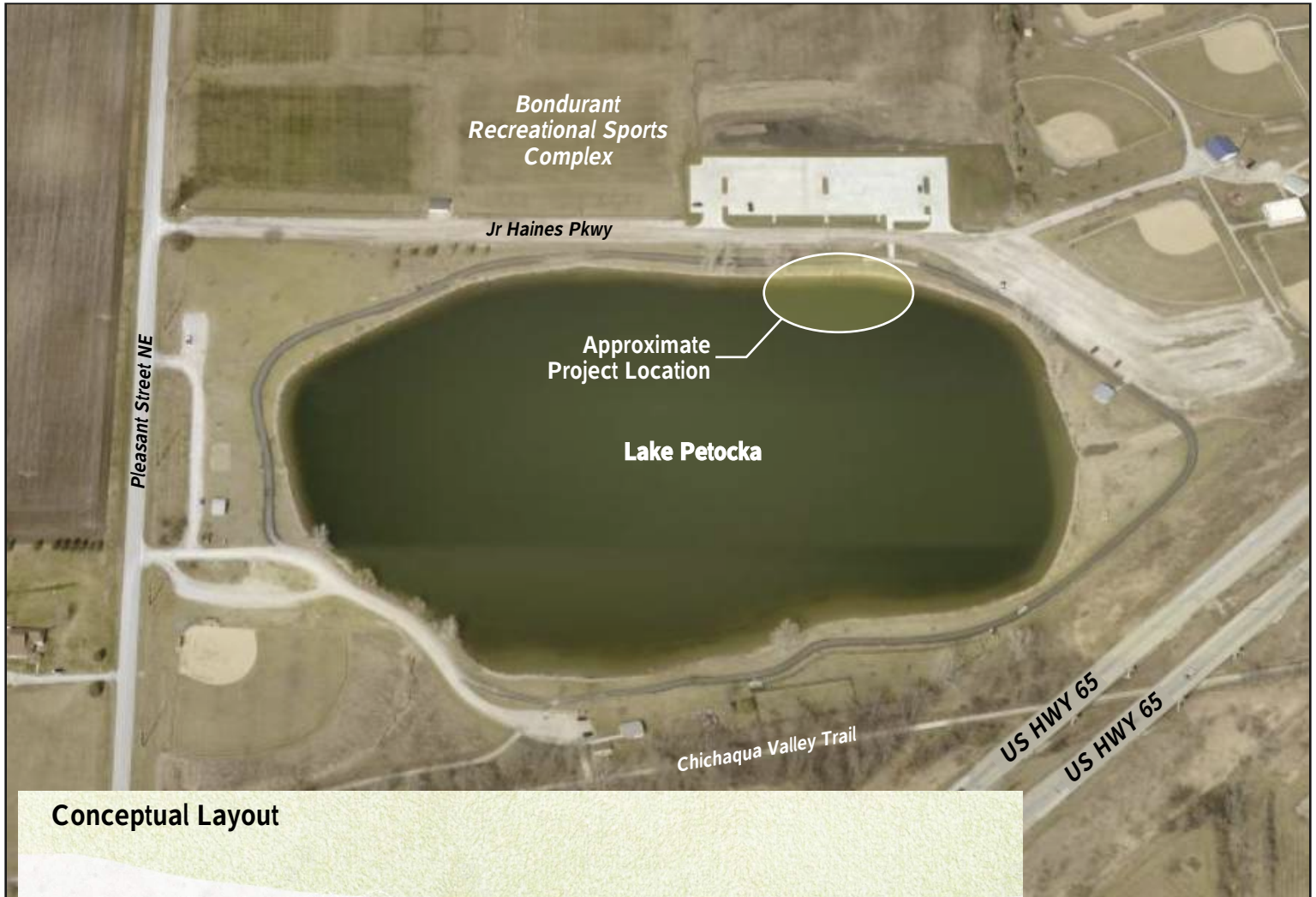
Bond	\$.30/Sq. Ft.
Mylar	\$.75/Sq. Ft.
Photogloss	\$.90/Sq. Ft.
Color Bond	\$.60/Sq. Ft.
Foam Core Mounting	\$ 13.00

Color Prints:

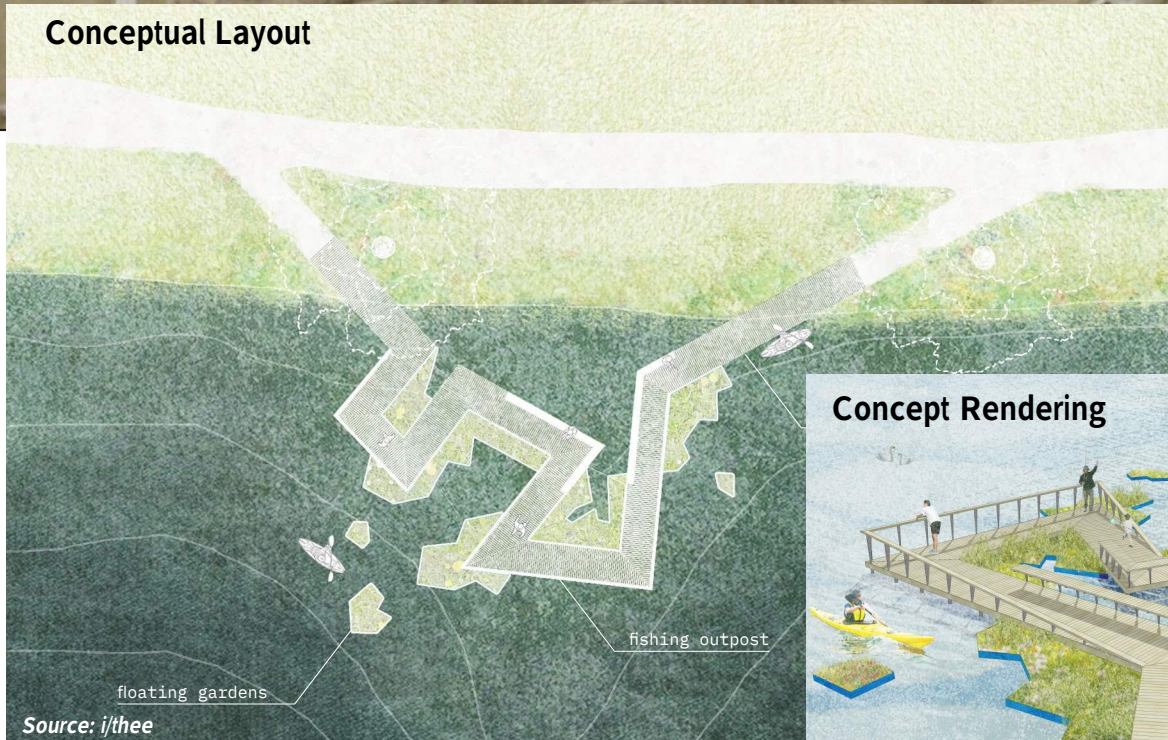
Letter Size	\$ 1.00
Legal Size	\$ 2.00

EXHIBIT 1

Project Location



Conceptual Layout



Concept Rendering





**BUSINESS OF THE CITY COUNCIL
BONDURANT, IOWA
AGENDA STATEMENT**

Item No. 5.o.
For Meeting of 1/21/2025
Resolution

TITLE: - Resolution approving action to order construction and set date of bid letting and public hearing for the 2nd Street, NW Widening Project

CONTACT PERSON:

John Horton, Public Works Director

BRIEF HISTORY & ANALYSIS: On August 5th, 2024 City Council approved an resolution to approve a professional services agreement with HR Green for design work on the 2nd St. NW Widening Project. Staff and engineers from HR Green have been working behind the scenes on coordination and design issues. Plans have been finalized and are ready to go out for bidding.

As a reminder this project was identified in the City Streets Master Plan and this project will include:

All materials and equipment to facilitate the widening of 2nd St. NW from Franklin Street SW to Fireside Dr. to a 3-lane roadway as well as improvements to the intersection of 2nd St. NW and Franklin St. SW. Other items included will be water main and storm sewer work. As well as public sidewalks at Landon Dr. NW and Shiloh Rose Parkway NW.

The attached resolution is to begin the process to take bids for the 2nd Street Widening Improvements Project.

FUNDING SOURCE: Bond Funds/ RUT Funds

STAFF RECOMMENDATION: Approve resolution on a roll call vote.

APPROVED FOR SUBMITTAL:

ATTACHMENTS:

1. RESOLUTION NO. 250121-21
2. Notice To Bidders
3. Notice of Public Hearing

CITY OF BONDURANT
RESOLUTION NO. 250121-21

RESOLUTION APPROVING ACTION TO ORDER CONSTRUCTION AND SET DATE
OF LETTING AND PUBLIC HEARING FOR THE 2nd STREET WIDENING
IMPROVEMENTS PROJECT

WHEREAS the City Council orders construction for the 2nd Street Widening Improvements Project; AND

WHEREAS, bids are due and will be opened February 25th, 2025, at 2:00 pm at the Bondurant City Hall Council Chambers 200 Second St. NE Bondurant, Iowa 50035; AND

WHEREAS a public hearing on the proposed plans, specifications, form of contract, and estimate of cost is scheduled for March 3rd, 2025, at 6:00 p.m. in the Bondurant City Hall Council Chambers at 200 Second Street NE, Bondurant, Iowa 50035.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Bondurant, Iowa, that the action to order construction, setting date for public hearing, and date of bid letting for the 2nd Street Widening Improvements Project is hereby approved as presented.

Passed this 21st day of January 2025,

By: _____
Doug Elrod, 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
Cox				
Driscoll				
McKenzie				
Peffer				
Sillanpaa				

NOTICE TO BIDDERS

**2ND STREET WIDENING
BONDURANT, IOWA**

Time and Place for Filing Sealed Proposals. Sealed bids for the work comprising the improvement as stated below must be filed before 2:00 P.M. on February 25, 2025 in the office of the City Clerk, City Hall, 200 2nd Street NE, Bondurant, IA 50035.

Time and Place Sealed Proposals Will be Opened and Considered. Sealed proposals will be opened and bids tabulated at 2:00 P.M. on February 25, 2025 in the office of City Clerk, City Hall, 200 2nd Street NE, Bondurant, IA 50035 for consideration by the City Council of City of Bondurant, Iowa at its meeting on March 3, 2025 at 6:00 P.M.. The City of Bondurant, Iowa reserves the right to reject any and all bids.

The City of Bondurant, Iowa, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

Time for Commencement and Completion of Work. Work on the improvement shall commence within 10 days of the date specified on the Notice to Proceed. Notice to Proceed shall be no later than Within 10 days of Execution of Agreement, work shall be substantially complete on or before Base Bid: September 1, 2025; Alternate 1: November 1, 2025, and shall be fully completed on or before Base Bid: October 1, 2025; Alternate 1: December 1, 2025. Damages in the amount of One Thousand & 00/100 Dollars (\$1,000.00) per day will be assessed for each day the work remains incomplete.

Bid Security. Each bidder shall accompany its bid with bid security, as defined in Section 26.8 of the Iowa Code in an amount equal to Ten (10) percent of the total amount of the bid.

Contract Documents. Copies of the Plans and Specifications for this project may be obtained from HR Green, Inc., 8710 Earhart Lane SW, Cedar Rapids, IA 52404, Ph: 319-841-4000 or e-mail request to kellijo.ernst@hrgreen.com. Plans and Specifications are available at no cost.

Public Hearing on Proposed Contract Documents and Estimated Costs for Improvement. A public hearing will be held by the City Council of the City of Bondurant, Iowa on the proposed contract documents (plans, specifications and form of contract) and estimated cost for the improvement at its meeting at 6:00 P.M. on March 3, 2025 in the Bondurant City Hall, 200 2nd Street NE, Bondurant, IA 50035.

Preference of Products and Labor. Preference shall be given to domestic construction materials by the contractor, subcontractors, material, men, and suppliers in performance of the contract and, further, by virtue of statutory authority, preference will be given to products and provisions grown and coal produced within the State of Iowa, and to Iowa domestic labor, to the extent lawfully required under Iowa statutes.

HR Green, Inc.
Project No. 2403363

2nd Street Widening
Bondurant, Iowa

Sales Tax Exemption Certificates. The bidder shall not include sales tax in the bid. The City of Bondurant, Iowa will distribute tax exemption certificates and authorization letters to the Contractor and all subcontractors who are identified. The Contractor and subcontractor may make copies of the tax exemption certificates and provide a copy to each supplier providing construction materials. These tax exemption certificates and authorization letters are applicable only for this specific project under the Contract.

General Nature of Public Improvement. This project includes all materials, equipment, transportation and labor necessary for the reconstruction and widening of 2nd Street NW from Franklin Street to Fireside Drive. Base Bid project items include 9" thick PCC pavement (Option A) or 10" thick HMA pavement (Option B), dependant on option bid and selected. Other items include water main, storm sewer, sidewalk, driveways, traffic control, restoration, and associated work. Alternate 1 project items include additional project staging, traffic control, temporary traffic signals, extended completion dates and associated work to maintain traffic on 2nd Street NW. Specific project location along with the kind and approximate quantity of materials to be used shall be as set forth in the Plans and Specifications.

The bidder may submit a bid for one or both options A and B. [Lowest of Option A (PCC) or Option B (HMA)] + Alternate 1 = Total Bid. The contract shall be awarded based upon the Total Bid amount. The City of Bondurant reserves the right to not proceed with Alternate 1 and only proceed with base Option A or Option B.

This Notice is given by authority of the City of Bondurant, Iowa

Marketa Oliver, City Administrator
City of Bondurant, Iowa

**NOTICE OF PUBLIC HEARING ON PROPOSED
PLANS AND SPECIFICATIONS, FORM OF CONTRACT AND ESTIMATE OF COST FOR THE
2ND STREET WIDENING
BONDURANT, IOWA**

Notice is Hereby Given: That at 6:00 P.M., at the Bondurant City Hall, 200 2nd Street NE, Bondurant, IA 50035 on March 3, 2025, the City Council of the City of Bondurant, Iowa (The "City") will hold a public hearing on the proposed plans and specifications, form of contract and estimate of cost (the "Contract Documents") for the proposed 2nd Street Widening (the "Project").

The Project shall consist of:

This project includes all materials, equipment, transportation and labor necessary for the reconstruction and widening of 2nd Street NW from Franklin Street to Fireside Drive. Base Bid project items include 9" thick PCC pavement (Option A) or 10" thick HMA pavement (Option B), dependant on option bid and selected. Other items include water main, storm sewer, sidewalk, driveways, traffic control, restoration, and associated work. Alternate 1 project items include additional project staging, traffic control, temporary traffic signals, extended completion dates and associated work to maintain traffic on 2nd Street NW. Specific project location along with the kind and approximate quantity of materials to be used shall be as set forth in the Plans and Specifications.

A copy of the proposed Contract Documents is on file for public inspection in the office of the City Clerk.

At said hearing any interested person may file written objections or present oral comments with respect to the subject matter of the hearing.

Marketa Oliver
City Administrator



**BUSINESS OF THE CITY COUNCIL
BONDURANT, IOWA
AGENDA STATEMENT**

Item No. 5.p.
For Meeting of 1/21/2025
Resolution

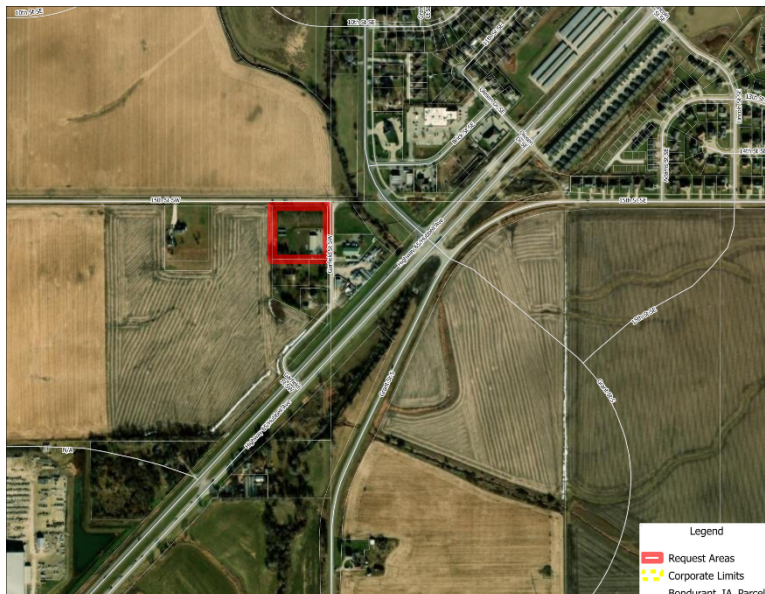
TITLE: - Resolution affixing a date for a public hearing on the request for rezoning from the Conservancy (U-1) District to the Light Industrial (M-1) District, on portions of the property located at 1506 Garfield Street, SW

CONTACT PERSON:

Maggie Murray, Planning & Community Development Director
Isaac Pezley, City Planner

BRIEF HISTORY & ANALYSIS: The attached resolution sets the date of a public hearing on this rezoning request for February 3, 2025, at 6:00 p.m.

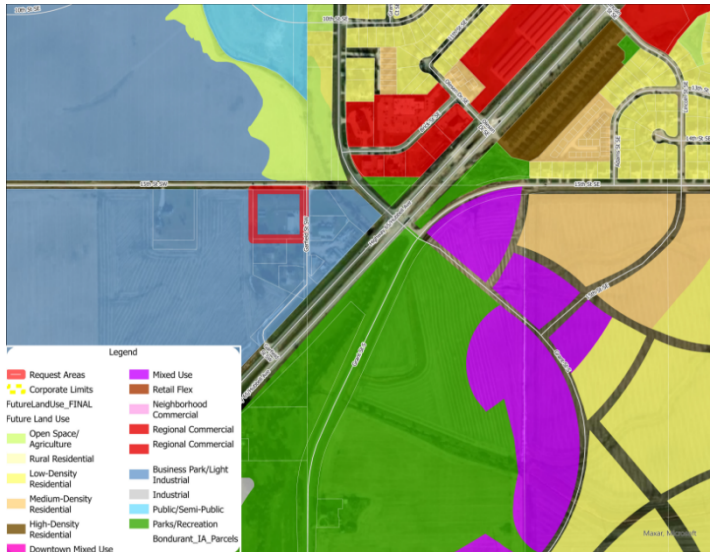
The City has received a rezoning request for 1506 Garfield Street SW. The rezoning request proposes to change the zoning from U-1 Conservancy to Limited Industrial. This property is developed and has been operating as a legal non-conforming use. The current use of the property is an allowable use in the Limited Industrial District. The request area is highlighted below.



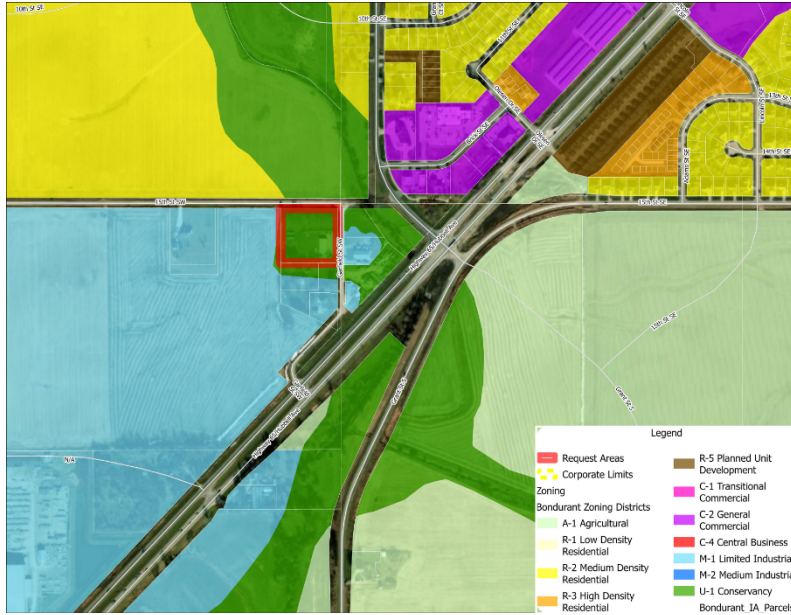
When considering rezoning requests, the Planning & Zoning Commission and City

Council should take into account the following: the Comprehensive Plan/Future Land use Map, Zoning, Parkland Dedication, Streets, Pedestrian Connections, Utilities, the FEMA Floodplain, the City's Stream Buffer Ordinance, and Comments from City Officials and Private Utilities.

Comprehensive Plan/Future Land Use Map – the property is currently designated for Business Park/Light Industrial. There is existing Business Park/Limited Industrial use on adjacent properties. The request area is outlined below on the 2022 Future Land Use Map.



Zoning – 1506 Garfield Street SW is currently zoned U-1 Conservancy. Since the property was zoned U-1 Conservancy, the FEMA Flood Plain Map has been amended and the majority of the property is no longer located in the 100-year flood plain. The current use of the property is permitted in the M-1 District. The property in questions is outlined in red below on the City's existing Zoning Map.



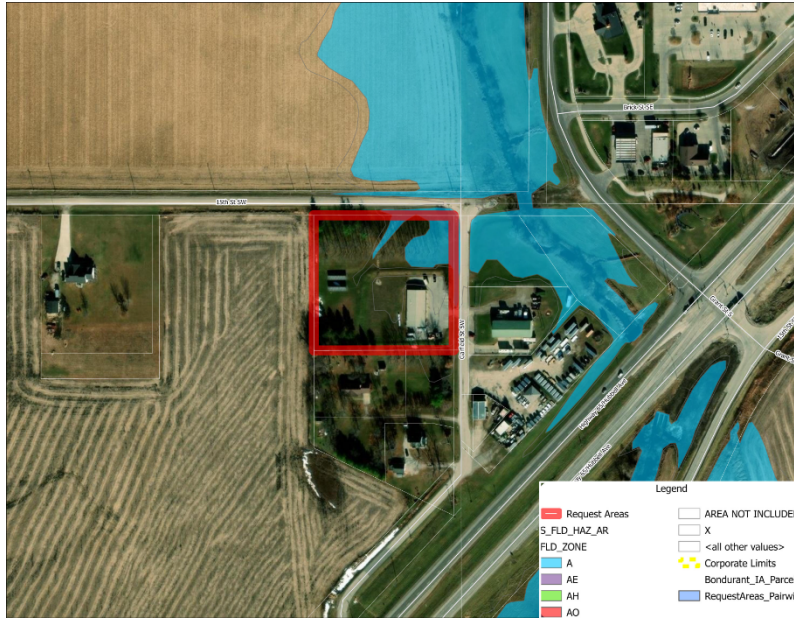
Parkland Dedication – This site is fully developed and has no parkland dedication requirements to fulfill.

Streets – The property has one access point from Garfield Street.

Pedestrian Connections – There is currently no pedestrian sidewalks on site along Garfield Street or 15th Street SW.

Utilities – All utilities have been expanded to this site.

FEMA Floodplain – this development is located in the FEMA Floodplain area. A portion of the site is located in the 500-year flood plain, and a portion of the northeast corner of the property is located within the 100-year flood plain. The applicant is proposing to rezone the portions of the property located outside the 100-year floodplain. The property is shown below, outlined in red, with the 100-year floodplain showing.



Stream Buffer Ordinance - this development is not subject to the City's Stream Buffer Ordinance.

Comments from City Officials and Utilities -

- City Engineering – No comments received at this time.
- Public Works – No comments received at this time.
- Emergency Services – No comments received at this time.

FUNDING SOURCE: NA

STAFF RECOMMENDATION: The Planning and Zoning Commission voted 6-0 to recommend approval of the rezoning request at their January 9, 2025 meeting.

APPROVED FOR SUBMITTAL:

ATTACHMENTS:

1. RESOLUTION NO. 250121-22

CITY OF BONDURANT
RESOLUTION NO. 250121-22

RESOLUTION AFFIXING A DATE FOR A PUBLIC HEARING ON THE REQUEST FOR
REZONING FROM THE CONSERVANCY (U-1) DISTRICT TO THE LIGHT
INDUSTRIAL (M-1) DISTRICT, ON PORTIONS OF THE PROPERTY LOCATED AT
1506 GARFIELD STREET SW.

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BONDURANT, IOWA:

That the City Council of the City of Bondurant, Iowa, hereby proposes to rezone property from the Conservancy (U-1) District to the Light Industrial (M-1) District on a portion of the property located at 1506 Garfield Street SW and further described as follows:

THE NORTH 397.45 FEET OF THE EAST 400 FEET OF SECTION 1, TOWNSHIP 79 NORTH, RANGE 23 WEST OF THE 5TH P.M., NOW INCLUDED IN AND FORMING A PART OF THE CITY OF BONDURANT, POLK COUNTY, IOWA.

BE IT FURTHER RESOLVED THAT: A public hearing will be held on the 3rd day of February, 2025, 6:00 p.m. at the Bondurant City Council Chambers at 200 2nd Street NE, Bondurant, Polk County, Iowa at which time the Council will hear public comments on the proposed rezoning request of said property.

BE IT FINALLY RESOLVED THAT: The City Clerk is hereby directed to publish notice of said hearing, as required by law.

Passed and approved by the City Council of the City of Bondurant, Iowa, this 21st day of January, 2025.

By: _____
Doug Elrod, 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

Name	Yay	Nay	Abstain	Absent
Cox				
Driscoll				
McKenzie				
Peffer				
Sillanpaa				

NOTICE OF PUBLIC HEARING

The City Council of the City of Bondurant will hold a public hearing at 6:00 p.m. on February 3, 2025 in the Bondurant City Council Chambers at 200 2nd Street NE, Bondurant, Polk County, Iowa, to hear a request to rezone property from the Conservancy (U-1) District to the Light Industrial (M-1) District, on portions of the property located at 1506 Garfield Street SW and further described as follows:

THE NORTH 397.45 FEET OF THE EAST 400 FEET OF SECTION 1, TOWNSHIP 79 NORTH, RANGE 23 WEST OF THE 5TH P.M., NOW INCLUDED IN AND FORMING A PART OF THE CITY OF BONDURANT, POLK COUNTY, IOWA.

All interested parties are encouraged to attend.

SHELBY HAGAN,
CITY CLERK



**BUSINESS OF THE CITY COUNCIL
BONDURANT, IOWA
AGENDA STATEMENT**

Item No. 5.q.
For Meeting of 1/21/2025
Resolution

TITLE: - Resolution affixing a date for a public hearing on the request for rezoning from the Agricultural (A-1) District to the Medium Industrial (M-2) District, on the property located at 1920 2nd Street, NE

CONTACT PERSON:

Maggie Murray, Planning & Community Development Director
Isaac Pezley, City Planner

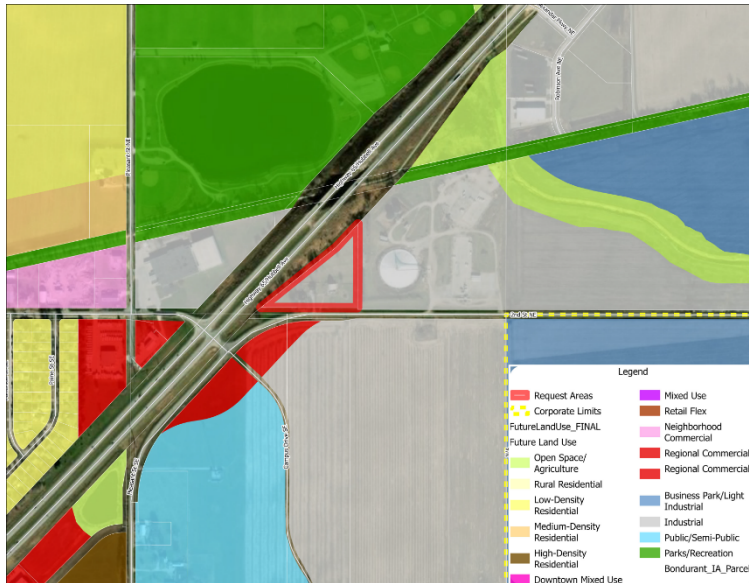
BRIEF HISTORY & ANALYSIS: The City has received a rezoning request for 1920 2nd Street NE. The rezoning request proposes to change the zoning from A-1 Agricultural to Medium Industrial. This property is currently developed as a single-family residential property. The property owner anticipates the removal of the single-family home and the property will be redeveloped as industrial. The request area is highlighted below.



When considering rezoning requests, the Planning & Zoning Commission and City Council should take into account the following: the Comprehensive Plan/Future Land use Map, Zoning, Parkland Dedication, Streets, Pedestrian Connections, Utilities, the FEMA Floodplain, the City's Stream Buffer Ordinance, and Comments from City

Officials and Private Utilities.

Comprehensive Plan/Future Land Use Map – the property is currently designated for Industrial. There is existing Industrial use on adjacent properties to the east and south. Regional Commercial use is located to the southwest of the subject property. The request area is outlined below on the 2022 Future Land Use Map.



Zoning – 1920 2nd Street NE is currently zoned A-1 Agricultural. The current property has a single-family residence that the property plans to remove from the property. There is existing Medium Industrial located to the east and south of the subject property. The property in questions is outlined in red below on the City's existing Zoning Map.



Parkland Dedication – This site is not currently being proposed for development. There are no parkland dedication requirements for industrial developments. The City is actively working with the property owner to locate a pedestrian trail along the eastern property line.

Streets – The property is accessible from 2nd Street NE.

Pedestrian Connections – There is currently no pedestrian sidewalks on site, the City is currently working with the property owner to locate a pedestrian trail along the eastern property line.

Utilities – All utilities have been expanded to this site. The City is currently completing additional projects to expand utility services to the east.

FEMA Floodplain – this property is not located within the FEMA Floodplain area.

Stream Buffer Ordinance - this development is not subject to the City's Stream Buffer Ordinance.

Comments from City Officials and Utilities -

- City Engineering – No comments received at this time.
- Public Works – No comments received at this time.
- Emergency Services – No comments received at this time.

FUNDING SOURCE: NA

STAFF RECOMMENDATION: The Planning and Zoning Commission voted 6-0 to recommend approval of the rezoning request at their January 9, 2025 meeting.

APPROVED FOR SUBMITTAL:

ATTACHMENTS:

1. RESOLUTION NO. 250121-23

CITY OF BONDURANT
RESOLUTION NO. 250121-12

RESOLUTION AFFIXING A DATE FOR A PUBLIC HEARING ON THE REQUEST FOR
REZONING FROM THE AGRICULTURAL (A-1) DISTRICT TO THE MEDIUM
INDUSTRIAL (M-2) DISTRICT, ON THE PROPERTY LOCATED AT 1920 2ND STREET
NE.

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BONDURANT, IOWA:

That the City Council of the City of Bondurant, Iowa, hereby proposes to rezone property from the Agricultural (A-1) District to the Medium Industrial (M-2) District on the property located at 1920 2nd Street NE and further described as follows:

THAT PART OF THE SOUTHWEST $\frac{1}{4}$ OF SECTION 29, TOWNSHIP 80 NORTH, RANGE 22 WEST OF THE 5TH P.M., POLK COUNTY, IOWA, DESCRIBED AS FOLLOWS: BEGINNING AT A POINT ON THE SOUTH LINE OF SAID SW $\frac{1}{4}$ THAT IS 866.3 FEET EAST OF THE SOUTHWEST CORNER OF SAID SW $\frac{1}{4}$; THENCE EAST, ALONG THE SOUTH LINE OF SAID SW $\frac{1}{4}$, 729.55 FEET; THENCE NORTH, NORMAL TO THE SOUTH LINE OF SAID SW $\frac{1}{4}$, 633.95 FEET TO THE EASTERLY RIGHT-OF-WAY LINE OF U.S. HIGHWAY NO. 65, SAID RIGHT-OF-WAY LINE BEING 345 FEET DISTANT FROM AND PARALLEL TO THE CENTERLINE OF SAID U.S. HIGHWAY NO. 65, THENCE SOUTHWESTERLY, ALONG SAID RIGHT-OF-WAY LINE, 219.63 FEET TO AN ANGLE IN SAID RIGHT-OF-WAY LINE; THENCE TURNING ANGLE TO THE RIGHT OF 7°40'30" AND CONTINUING ALONG SAID RIGHT-OF-WAY, 748.4 FEET TO THE POINT OF BEGINNING, SUBJECT TO A ROAD ALONG THE SOUTH SIDE OF THE TRACT HEREIN DESCRIBED.

BE IT FURTHER RESOLVED THAT: A public hearing will be held on the 3rd day of February, 2025 6:00 p.m. at the Bondurant City Council Chambers at 200 2nd Street NE, Bondurant, Polk County, Iowa at which time the Council will hear public comments on the proposed rezoning request of said property.

BE IT FINALLY RESOLVED THAT: The City Clerk is hereby directed to publish notice of said hearing, as required by law.

Passed and approved by the City Council of the City of Bondurant, Iowa, this 21st day of January, 2025.

By: _____
Doug Elrod, 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

Name	Yay	Nay	Abstain	Absent
Cox				
Driscoll				
McKenzie				
Peffer				
Sillanpaa				

NOTICE OF PUBLIC HEARING

The City Council of the City of Bondurant will hold a public hearing at 6:00 p.m. on February 3, 2025 in the Bondurant City Council Chambers at 200 2nd Street NE, Bondurant, Polk County, Iowa, to hear a request to rezone property from the Agricultural (A-1) District to the Medium Industrial (M-2) District, on the property located at 1920 2nd Street NE and further described as follows:

THAT PART OF THE SOUTHWEST $\frac{1}{4}$ OF SECTION 29, TOWNSHIP 80 NORTH, RANGE 22 WEST OF THE 5TH P.M., POLK COUNTY, IOWA, DESCRIBED AS FOLLOWS: BEGINNING AT A POINT ON THE SOUTH LINE OF SAID SW $\frac{1}{4}$ THAT IS 866.3 FEET EAST OF THE SOUTHWEST CORNER OF SAID SW $\frac{1}{4}$; THENCE EAST, ALONG THE SOUTH LINE OF SAID SW $\frac{1}{4}$, 729.55 FEET; THENCE NORTH, NORMAL TO THE SOUTH LINE OF SAID SW $\frac{1}{4}$, 633.95 FEET TO THE EASTERLY RIGHT-OF-WAY LINE OF U.S. HIGHWAY NO. 65, SAID RIGHT-OF-WAY LINE BEING 345 FEET DISTANT FROM AND PARALLEL TO THE CENTERLINE OF SAID U.S. HIGHWAY NO. 65, THENCE SOUTHWESTERLY, ALONG SAID RIGHT-OF-WAY LINE, 219.63 FEET TO AN ANGLE IN SAID RIGHT-OF-WAY LINE; THENCE TURNING ANGLE TO THE RIGHT OF 7°40'30" AND CONTINUING ALONG SAID RIGHT-OF-WAY, 748.4 FEET TO THE POINT OF BEGINNING, SUBJECT TO A ROAD ALONG THE SOUTH SIDE OF THE TRACT HEREIN DESCRIBED.

All interested parties are encouraged to attend.

SHELBY HAGAN,
CITY CLERK



**BUSINESS OF THE CITY COUNCIL
BONDURANT, IOWA
AGENDA STATEMENT**

Item No. 5.r.
For Meeting of 1/21/2025
Resolution

TITLE:

- Resolution authorizing the Mayor to execute a real estate purchase agreement for land needed for area stormwater improvements at Parcel 8022-30-301-021, and authorizing the taking of necessary steps for the closing of the property acquisition transaction

CONTACT PERSON:

Marketa Oliver, ICMA-CM, SPHR, City Administrator

BRIEF HISTORY & ANALYSIS: The attached resolution approves the purchase agreement for the City's acquisition of Parcel 8022-30-301-021, as well as a lease agreement. The property owners have agreed to sell the parcel to the City, enabling progress on necessary stormwater improvements related to upcoming projects, such as the Truman Drive NE corridor and the proposed elementary school by the Bondurant-Farrar Community School District. This parcel will also provide space for a pedestrian access route leading east to the future elementary school site.

The resolution authorizes the mayor to execute the purchase agreement, pending final legal counsel review.

FUNDING SOURCE: Bond/RUT/Utilities/LOSST/TIF/GO Debt Service Levy

STAFF RECOMMENDATION: Approve resolution on a roll call vote.

APPROVED FOR SUBMITTAL:

ATTACHMENTS:

1. RESOLUTION NO. 250121-24
2. Purchase Agreement
3. Dwelling Unit Rental Agreement

CITY OF BONDURANT
RESOLUTION NO. 250121-24

A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE A REAL ESTATE
PURCHASE AGREEMENT AND LEASE FOR LAND NEEDED FOR AREA
STORMWATER IMPROVEMENTS AT PARCEL 8022-30-301-021, AND
AUTHORIZING THE TAKING OF NECESSARY STEPS FOR THE CLOSING OF THE
PROPERTY ACQUISITION TRANSACTION

WHEREAS the City of Bondurant is in the process of designing a new north/south street corridor north of 2nd Street NE to be called Truman Drive NE that will service a new elementary school site north of 2nd Street NE; AND

WHEREAS the City has determined that it is necessary to acquire real property at Parcel 8022-30-301-021 along Lincoln Street NE for public purposes, including stormwater improvements and pedestrian access related to the Truman Drive NE Corridor project and the Bondurant-Farrar Community School District's proposed elementary school; AND

WHEREAS the City has negotiated a Real Estate Purchase Agreement with the property owners of Parcel 8022-30-301-021 for the purchase of their property in the amount of \$385,000 which reflects the appraised value plus an incentive to close early in the amount of \$85,000 to meet the timeline as prescribed in the Real Estate Purchase Agreement; AND

WHEREAS the property owners have agreed to sell the property to the City with the terms and conditions included in the Real Estate Purchase Agreement; AND

WHEREAS the acquisition of the property is essential to the implementation of planned infrastructure projects that will benefit the City and its residents; AND

WHEREAS the City agrees to lease the property back to the current owners for a period of up to 15 months.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BONDURANT, IOWA AS FOLLOWS:

1. The City authorizes the Mayor to execute the Real Estate Purchase Agreement, pending a final review by the City's legal counsel, accepts the following property transactions, and authorizes the payment of the compensation pursuant to the Real Estate Purchase Agreement.
2. The Mayor, City Administrator, City Attorney, and Planning and Community Development Director acting on behalf of the City are authorized to undertake such steps as are necessary to close the appropriate transactions including the authorization for payment of any costs associated with the closing of transactions.

3. The Mayor and City Administrator are authorized to execute the lease to lease the property back to the current owners for a period of up to 15 months.

Passed this 21st day of January 2025,

By: _____
Doug Elrod, 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.

Isaac Pezley, City Planner

Council Action	Ayes	Nays	Abstain	Absent
Cox				
Driscoll				
McKenzie				
Peffer				
Sillanpaa				

REAL ESTATE PURCHASE AGREEMENT

THIS REAL ESTATE PURCHASE AGREEMENT (the "Agreement") is made and entered into on the _____ day of January, 2025 by and between the City of Bondurant, Iowa, whose address for the purposes of this Agreement is 200 2nd Street NE Box 37, Bondurant, IA 50035 (hereafter referred to as the "Buyer" or "City"), and Andy and Kristin Ray Family Trust., whose address for the purposes of this Agreement is 601 Lincon Street NE, Bondurant, IA 50035 (hereafter referred to as the "Seller").

WHEREAS, the Seller is the owner of the following property legally described property as:

Lot 31, Pleasant Grove Plat 4

Full legal description to be provided upon review of the abstract for the Property. Subject only to easements, restrictions and covenants of record (collectively referred to as the "Property");

WHEREAS, City desires to purchase from Seller and Seller desires to sell to City the Property;

WHEREAS, Buyer and Seller desire to set forth the obligations, restrictions, limitations, and conditions upon which the Property will be conveyed by Seller to Buyer;

AGREEMENT

NOW THEREFORE, in consideration of the mutual promises and covenants contained herein, each for the other, Buyer and Sellers agree as follows:

1. Sale of Property. Seller agrees to sell and convey to Buyer, and Buyer agrees to purchase from Seller, for the Purchase Price set forth below and, on the terms, and conditions set forth in this Agreement, the Property.
2. Compensation. Seller, in consideration of the mutual covenants and agreements contained herein, agrees to sell to Buyer and Buyer, in consideration of the mutual covenants and agreements contained herein.

- a. **Property:** Buyer agrees to purchase the physical Property at the above-referenced location from Seller for the purchase price of \$385,000 (the "Purchase Price").
 - b. **Additional Consideration – Incentive for Early Closing :** Buyer agrees to provide Seller with additional consideration in the amount of \$80,000 if they Buyer is able to close on the property by February 15, 2025.
 - c. **Additional Consideration – leasing:** In consideration for Seller agreeing to sell Buyer the Property, the Buyer agrees to lease the physical Property back to Seller for a price of \$1.00 per month for a period of up to 15 months, ending no later than March 30, 2026. Seller agrees to maintain renters' insurance on property contents during the leasing period and agrees that should Property be damaged to the point it is no longer habitable during the leasing period, Buyer has no obligation to rebuild said Property. Seller agrees that during the leasing period, Seller, as lessee, will be responsible for normal maintenance and operational costs of said Property, such as mowing, snow removal, trash removal, water and sewer, electrical, and other routine maintenance items. Additionally, Seller acknowledges during the leasing period that Buyer, as lessor, has no obligation to replace any appliances which may become inoperable, including but not limited to the dishwasher, refrigerator, stove, microwave, etc. The Parties agree to execute a lease agreement, in a form substantially similar to that set forth in Exhibit A, to reflect the leasing arrangement.
 - d. **Reserved Items:** Buyer acknowledges that Seller reserves the following items:
 - Washer and Dryer;
 - Kitchen refrigerator;
 - Dishwasher;
 - Basement Refrigerator;
 - Garage Refrigerators;
 - Garage Deep Freezer;
 - Gas stove;
 - Microwave;
 - Light fixtures/ceiling fans and cabinets (only in the event the home is being demolished).
3. The Purchase Price shall be paid as follows:
- a. Ten Thousand Dollars (\$10,000.00) shall be paid, upon acceptance of this Agreement, to be held in trust at Brick Gentry, PC, as earnest money to be delivered to the Seller upon performance of Seller's obligations and satisfaction of Buyer's contingencies; and
 - b. The balance of the Purchase Price to be paid at the time of Closing, with adjustment for closing costs to be added or deducted from this amount.
4. Council Approval. The parties acknowledge that purchase of the Property as part of

this Agreement will require approval of the Bondurant City Council. If purchase of the property is not approved by the Bondurant City Council, this Agreement shall be rendered null and void.

5. Abstract and Title. Seller shall promptly, upon acceptance by the Bondurant City Council, obtain an abstract(s) of title to the Property continued through the date of acceptance of this Agreement and deliver it to Buyer for examination. It shall show merchantable title in Seller's name in conformity with this Agreement, Iowa law, and Title Standards of the Iowa State Bar Association. The Seller shall make every reasonable effort to promptly perfect title. If Closing is delayed due to Seller's inability to provide marketable title, this Agreement shall continue in force and effect until either party rescinds the Agreement after giving ten days' written notice to the other party. The abstract shall become the property of Buyer when the purchase price is paid in full.

6. Survey. Seller shall promptly provide to Buyer all surveys, if any, including as-built surveys, previously performed for the Property that are in Seller's, or Seller's agent's or representatives' possession and are not publicly available. Buyer may, at Buyer's expense prior to Closing, have the Property surveyed and certified by a Registered Land Surveyor. If any survey shows any encroachment on the Property or if any improvements located on the Property encroach on lands of others, the encroachments shall be treated as a title defect.

7. Condition of the Property. Seller shall preserve the Property in its present condition until the Closing Date. Buyer shall have the right to make a final inspection of the Property within 24 hours prior to the Closing Date to determine that there has been no change in the condition of the Property. If there has been a change to the condition of the Property, Buyer may, at its election, terminate this Agreement.

8. Acquisition Study.

a. No acquisition studies are required by Buyer.

9. Conditions of Sale.

a. The Closing of this transaction is expected to occur on or before February 28, 2025, or as soon as is practical, after the Bondurant City Council has approved this transaction and all necessary steps have been taken to transfer title and possession to Buyer (hereinafter referred to as the "Closing Date"), at a location mutually agreed upon by the parties herein.

10. Real Estate Taxes.

A. Seller shall pay all real estate taxes that are due and payable as of the date of possession and constitute a lien against the Property, including any unpaid real estate taxes for any prior years.

B. Seller shall pay their prorated share, based upon the date of possession, of the real estate taxes for the fiscal year in which possession is given and due and payable in the subsequent fiscal year.

C. Buyer shall pay all subsequent real estate taxes, if necessary.

11. Special Assessments.

A. Seller shall pay all installments of special assessments which are a lien on the Property, and, if not paid, would become delinquent during the calendar year this offer is accepted, and all prior installments thereof.

B. All charges for solid waste removal, sewage and maintenance that are attributable to Seller's possession, including those for which assessments arise after closing, shall be paid by Seller.

C. Buyer shall pay all other special assessments, if necessary.

12. Commission. Seller and Buyer each represent and warrant to the other that no brokerage commission, finder's fee or other compensation is due and payable with respect to the transaction contemplated by this Agreement.

13. Warranties and Representations of Seller. Seller warrants and represents to Buyer that they have the full right, power and authority to sell and convey the Property to Buyer as provided in this Agreement. At Closing, a Groundwater Hazard Statement will be filed by Seller regarding the following: (i) wells; (ii) solid waste disposal; (iii) hazardous wastes; and (iv) underground storage tanks located on the Property.

14. Conveyance Documents. Seller shall convey the Property to Buyer by a warranty deed.

15. Closing Costs. Seller shall pay (i) the cost to update the abstract of title under Section 4 of this Agreement; (ii) the cost to clear any defects to title necessary to deliver marketable title to the Property to the Buyer; (iii) any necessary transfer taxes; and (iv) any legal fees incurred by Seller. Buyer shall pay (i) the recording fees in connection with the general warranty deed conveying title to Buyer; and (ii) Buyer's attorney fees. Any other closing costs not specifically contemplated by this Agreement shall be split evenly between Seller and Buyer.

16. Possession; Risk of Loss. All risk of loss with respect to the Property shall remain with

Seller until the Closing Date. Seller shall preserve and care for the Property until the Closing Date in a manner consistent with its prior practice, including the maintenance of sufficient insurance to cover any loss or damage to the Property prior to the Closing Date. If the Property is damaged or destroyed in any material way prior to the Closing Date, Seller shall promptly notify the Buyer of said damage and Buyer shall have the option to (i) terminate this Agreement with written notice to Seller, or (ii) complete the closing.

17. Pending Actions. Seller has no notice of any action, litigation, proceeding, or investigation against itself, related entities, its partners, or the Property, which would affect the Property or the right of Seller to sell and convey the Property, or any action, litigation, proceeding, or investigation, including without limitation, any eminent domain proceeding which would result in any lien, claim, right, or interest in the Property in favor of any third party.

18. Notices. Neither party shall have the right to terminate this Agreement or seek any remedy for a breach hereof by the other party unless such breach continues for a period of thirty (30) days following written notice by the party seeking to pursue such remedy, specifying the occurrence and description of such default under this Agreement and unless the party given such notice shall have failed to commence to take such steps as are necessary to cure such breach or default as soon as possible (or having so commenced such steps to cure shall thereafter have failed to proceed diligently and with continuity to remedy the same). All notices, demands, writings, supplements, or other documents which are required or permitted by the terms of this Agreement to be given to any party shall be delivered in person, or shall be deposited in the United States Mail, postage prepaid, return receipt requested, addressed at the addresses specified above and shall be effective upon such deposit.

19. Assignment; Agreement Binding on Successors; Survival of Provisions. This Agreement may not be assigned or transferred by any of the parties without the express written consent of the other. This Agreement, and amendments, if any, and all representations, warranties, indemnification obligations, rights, and duties hereunder, shall survive the Closing and shall be fully binding at all times against Sellers, and Buyer as well as any and all of its or their successors in interest, assigns or transferees.

20. Default; Remedies of the Parties.

16.1 Buyer's Remedies for Seller's Default. If (a) each of the conditions precedent set forth in this Agreement have been satisfied or waived prior to the Closing Date and (b) Seller fails or refuses to timely convey the Property to Buyer in accordance with the terms

and conditions of this Agreement, except on account of a default hereunder by Buyer, Buyer may elect one of the following remedies: (a) be entitled to terminate Buyer's obligations under this Agreement by written notice to Seller; (b) be entitled to specific performance of this Agreement; or (c) any other remedies available at law or equity.

16.2. Seller's Remedies for Buyer's Default. If (a) each of the conditions precedent set forth in this Agreement have been satisfied or waived prior to the Closing Date and (b) Buyer fails or refuses to timely purchase the Property and Close in accordance with the terms and conditions of this Agreement, except on account of a default hereunder by Seller, Seller may elect one of the following remedies: (a) be entitled to terminate Seller's obligations under this Agreement by written notice to Buyer; (b) be entitled to specific performance of this Agreement; or (c) any other remedies available at law or equity.

21. Time. Time is of the essence in the performance of each party's obligations hereunder.

22. No Waiver. Subject to the deemed approvals under this Agreement, no waivers by any party of the performance or satisfaction of any covenant or condition shall be valid unless in writing, nor shall it be considered to be a waiver by such party of any other covenant or condition hereunder.

23. Entire Agreement. This Agreement contains the entire agreement between the parties regarding the Property and supersedes all prior agreements, whether written or oral, between the parties regarding the same subject. This Agreement may only be modified by subsequent written agreement signed by the party to be charged.

24. Counterparts and Effectiveness. This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same agreement, and this Agreement shall only be effective if a counterpart is signed by both Buyer and Seller and approved by the Bondurant City Council.

25. Severability. In the event any provision of this Agreement shall be held to be invalid or unenforceable by any court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision hereof.

26. Survival of Warranties. Any warranties, covenants and representations contained in this document shall survive the execution of this Agreement and any other documents, including the Quit Claim Deed given by Sellers to Buyer to consummate this transaction, shall not be merged into such documents.

27. Attorney Fees. In the event of default by either party pursuant to any of the terms of

this Agreement, the prevailing party in any litigation or enforcement action shall be entitled to reimbursement by the defaulting party for any of the prevailing party's reasonable attorney fees, court costs, and other associated costs of enforcement.

28. Governing Law; Construction. This Agreement shall be construed pursuant to the laws of the State of Iowa. Wherever possible each provision of this Agreement shall be interpreted in such manner as to be effective and valid. If any such provision of this Agreement shall be determined to be invalid or unenforceable, such provision shall be ineffective to the extent of such prohibition or invalidity without invalidating or otherwise affecting the remaining provisions of this Agreement.

29. Headings. Article and section headings used in this Agreement are for the convenience of the parties only and shall not affect the construction of this Agreement.

30. Further Assurances. At or after Closing, the parties shall prepare, execute and deliver at their respective expense, such additional instruments and other documents and shall take or cause to be taken such other action as is reasonably requested by the other party at any time or from time to time in order to effectuate and comply with all the terms of this Agreement and the transactions contemplated hereby.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date set forth above.

SELLER:

Andy and Kristin Ray Family Trust

By: _____

Name: _____

Title: _____

By: _____

Name: _____

Title: _____

BUYER:

City of Bondurant, Iowa

By: _____

Doug Elrod, Mayor

ATTEST:

Shelby Hagan, City Clerk

By: _____

Date: _____



DWELLING UNIT RENTAL AGREEMENT (Residential Lease)

IT IS AGREED, by and between City of Bondurant, Iowa, Landlord, and Andy and Kristin Ray Family Trust, Tenant:

That Landlord hereby lets to Tenant, and Tenant hereby leases from Landlord, the following described premises situated in Polk County, Iowa, to-wit:

Lot 31, Pleasant Grove Plat 4

hereinafter referred to as the "dwelling unit," in consideration of the mutual promises of the parties herein, and upon the following terms, provisions and conditions:

1. **TERM.** The duration of this Rental Agreement shall be from the Closing of the sale from Tenant to Landlord until March 30, 2026.
2. **RENT.** Tenant agrees to pay to Landlord, as rental for said term, as follows: \$1.00 per month, in advance, the first rent payment becoming due upon April 1, 2025, and the same amount per month, in advance, on the 1st day of each month thereafter during the term of this Rental Agreement. All sums shall be paid to the Landlord at 200 2nd Street NE Box 37, Bondurant, IA 50035, or at such other place as Landlord may, from time to time, direct.
3. **DEPOSIT SECURITY.** At the time of execution of this Rental Agreement, Tenant shall pay to Landlord in trust the sum of \$0.00, (not to exceed two months' rent) to be held and disbursed as a rental deposit pursuant to the provisions of the Iowa Uniform Residential Landlord and Tenant Act.
4. **USE-ABSENCES.** Unless otherwise agreed in writing, Tenant shall occupy and use the above-described property as a dwelling unit. Tenant shall notify Landlord of any anticipated extended absence from the premises not later than the first day of the extended absence.
5. **UTILITIES.** Utilities shall be furnished and paid for by the party indicated on the following:

Electricity	Tenant
Gas	Tenant
Water	Tenant
Garbage	Tenant
Trash Removal	Tenant
Other	Tenant (snow removal, trash removal, mowing, maintenance)

6. **MAINTENANCE BY TENANT.** Tenant shall:
 - (a) Comply with all obligations primarily imposed upon tenants by applicable provisions of building and housing codes materially affecting health and safety.
 - (b) Keep that part of the premises that Tenant occupies and uses as clean and safe as the condition of the premises permit.
 - (c) Dispose from the dwelling unit all ashes, rubbish, garbage and other waste in a clean and safe manner.
 - (d) Keep all plumbing fixtures in the dwelling unit or used by Tenant as clean as their

condition permits.

- (e) Use in a reasonable manner all electrical, plumbing, sanitary, heating, ventilating, air-conditioning and other facilities and appliances, including elevators in the premises.
- (f) Not deliberately or negligently destroy, deface, damage, impair or remove a part of the premises, or knowingly permit a person to do so.
- (g) Conduct himself or herself in a manner that will not disturb a neighbor's peaceful enjoyment of the premises.

In addition, if the dwelling unit is other than a single family residence, Tenant shall perform those repairs, maintenance tasks, alterations or remodeling as shall be specified in a separate writing signed by the parties and supported by adequate consideration; and Landlord shall not treat performance of such separate agreement as a condition to an obligation or a performance of this Rental Agreement.

- 7. **RULES.** All existing rules concerning the Tenant's use and occupancy of the premises have been furnished to the Tenant in writing. Additionally, Landlord may, from time to time, and in the manner provided by law, adopt further or amended written rules concerning the Tenant's use and occupancy of the premises.
- 8. **ACCESS.** Landlord shall have the right, subject to Tenant's consent, which consent shall not be unreasonably withheld, to enter the dwelling unit in order to inspect the premises, make necessary or agreed repairs, decorations, alterations or improvements, supply necessary or agreed services, or exhibit the dwelling unit to prospective or actual purchasers, mortgagees, tenants, workmen or contractors; provided, however, that Landlord may enter the dwelling without Tenant's consent, in case of emergency and as otherwise provided in the Iowa Uniform Residential Landlord and Tenant Act.
- 9. **ASSIGNMENT AND SUBLETTING.** Tenant shall not assign this Rental Agreement, nor sublet the dwelling unit, or any portion thereof, without the written consent of Landlord.
- 10. **FIRE OR CASUALTY DAMAGE.** If the dwelling unit or premises are damaged or destroyed by fire or other casualty to the extent that enjoyment of the dwelling unit is substantially impaired, Tenant may immediately vacate the premises and notify Landlord within fourteen (14) days of Tenant's intention to terminate this Rental Agreement, in which case this Rental Agreement shall terminate as of the date of vacating.
- 11. **NONPAYMENT OF RENT.** In addition to Landlord's other remedies provided by law, and without prejudice thereto, if rent is unpaid when due, and Tenant fails to pay the rent within three (3) days after notice by Landlord of nonpayment and the Landlord's intention to terminate this Rental Agreement if the rent is not paid within that period of time, then Landlord may terminate this Rental Agreement.
- 12. **PRESENT AND CONTINUING HABITABILITY.** Tenant has inspected the property and fixtures, and acknowledges that they are in a reasonable and acceptable condition of habitability for their intended use, and that the rent agreed upon is fair and reasonable in this community for premises in their condition. In the event that the condition changes so that, in Tenant's opinion, the habitability and rental value of the premises are affected, then Tenant shall promptly give reasonable notice to Landlord.
- 13. **NOTICES.** Any notice, for which provision is made in this Rental Agreement, shall be in writing, and may be given by either party to the other, in addition to any other manner provided by law, in any of the following ways pursuant to the Iowa Uniform Residential Landlord and

Tenant Act: Landlord shall serve notice on Tenant by one or more of the following methods, except as provided in Iowa Code Section 562A.29A:

1. Hand delivery to Tenant.
2. Delivery evidenced by an acknowledgment of delivery that is signed and dated by a resident of the dwelling unit who is at least eighteen years of age.
3. Personal service pursuant to Rule of Civil Procedure 1.305, Iowa Court Rules, for the personal service of original notice.
4. Mailing by both regular mail and certified mail to the address of the dwelling unit or to an address provided by Tenant for mailing.
5. Posting on the primary entrance door of the dwelling unit.
6. A method of providing notice that results in the notice actually being received by Tenant.

Tenant shall serve notice on Landlord by one or more of the following methods:

1. Hand delivery to Landlord or Landlord's agent.
2. Delivery evidenced by an acknowledgment of delivery that is signed and dated by Landlord or Landlord's agent.
3. Personal service pursuant to Rule of Civil Procedure 1.305, Iowa Court Rules, for the personal service of original notice.
4. Delivery to an employee or agent of Landlord at Landlord's business office.
5. Mailing by both regular mail and certified mail to the address of Landlord's business office or to an address designated by Landlord for mailing.
6. A method providing notice that results in the notice actually being received by Landlord.

For purposes hereof, the place for the payment of rental as provided in Paragraph 2 above, shall be the place designated by Landlord for the receipt of any such notice; and, unless otherwise provided herein, Landlord shall receive and receipt for all notices and demands upon the owner of the premises. Notice served by mail is deemed completed four days after the notice is deposited in the mail and postmarked for delivery, whether or not the recipient signs a receipt for the notice. (Note: a three day Notice to Quit is governed by Iowa Code Section 562A.27).

- 14. CONSTRUCTION.** Words and phrases herein shall be construed as in the single or plural number, and as masculine, feminine or neuter gender, according to the context.
- 15. ENTIRE AGREEMENT.** This writing, including any addendum attached hereto, constitutes the entire agreement between the parties hereto with respect to the subject matters hereof; and no statement, representation or promise with reference to this Rental Agreement, or the premises leased, or any repairs, alterations or improvements, or any change in the term of this Rental Agreement, shall be binding upon either of the parties unless in writing and signed by both Landlord and Tenant.
- 16. LEAD-BASED PAINT.** If the dwelling unit was constructed before 1978, Tenant acknowledges that Landlord has delivered to Tenant copies of the form Disclosure of Information on Lead-Based Paint and/or Lead/Based Paint Hazards, and the EPA pamphlet Protect Your Family From Lead in Your Home.
- 17. CERTIFICATION.** Tenant certifies that it is not acting, directly or indirectly, for or on behalf of any person, group, entity or nation named by any Executive Order or the United States Treasury Department as a terrorist, "Specially Designated National and Blocked Person" or any other banned or blocked person, entity, nation or transaction pursuant to any law, order,

rule or regulation that is enforced or administered by the Office of Foreign Assets Control; and it is not engaged in this transaction, directly or indirectly on behalf of, or instigating or facilitating this transaction, directly or indirectly on behalf of, any such person, group, entity or nation. Tenant hereby agrees to defend, indemnify and hold harmless Landlord from and against any and all claims, damages, losses, risks, liabilities and expenses (including attorney's fees and costs) arising from or related to any breach of the foregoing certification.

18. TERMINATION. In addition to the termination rights under this Rental Agreement, Landlord and Tenant may terminate this Rental Agreement as provided by the Iowa Uniform Residential Landlord and Tenant Act or as otherwise provided by law.

19. COMPLIANCE WITH LAW; PARTIAL INVALIDITY. Nothing contained in this Rental Agreement shall be construed as waiving any of Landlord's or Tenant's rights under the law. In all respects, the terms and provisions of this Rental Agreement are to be construed to comply with all requirements of the Iowa Uniform Residential Landlord and Tenant Act (IURLTA) and all applicable laws. If any term or provision of this Rental Agreement is determined to be invalid pursuant to IURLTA or other law, such invalid term or provision shall be severed from the contract, and the remainder of the contract shall continue in full force and effect as though the invalid term or provision was not contained herein. If any part of this Rental Agreement shall be in conflict with the law, the conflicting part shall be invalid and unenforceable to the extent that it is in conflict, but shall not invalidate this Rental Agreement or affect the validity or enforceability of any other provision of this Rental Agreement. Any term of this Rental Agreement that provides for any numerical amount that would be in conflict with a legal limitation amount shall be construed to be equal to the legal limitation amount.

20. RENTER'S INSURANCE. Tenant is advised and understands that the personal property of Tenant is not insured by the Landlord against any damage or loss.

Tenant is advised to procure renter's insurance to protect the Tenant's property and for liability claims.

21. SMOKE DETECTORS. Tenant shall inspect the smoke detectors within three (3) days after taking possession of the dwelling unit. If such detector(s) are not working, Tenant shall notify Landlord promptly. Tenant shall be responsible for keeping smoke detector(s) in working order and with working batteries. Tenant shall not disable or alter such detectors.

22. SMOKING. There shall be no smoking or vaping anywhere within the dwelling unit and any common areas. Tenant shall not permit any occupant, guest or invitee to violate this provision.

23. ADDITIONAL PROVISIONS. (Termination on sale?) (Identify addendum?) (Pet Restrictions?)

Dated: _____

City of Bondurant, Landlord

Andy and Kristin Ray Family Trust, Tenant



**BUSINESS OF THE CITY COUNCIL
BONDURANT, IOWA
AGENDA STATEMENT**

Item No. 5.s.
For Meeting of 1/21/2025
Resolution

TITLE: - Resolution Approving Purchase of 2 New Vehicles from Stivers Ford in amount not to exceed \$96,275.00

CONTACT PERSON:

John Horton, Public Works Director

BRIEF HISTORY & ANALYSIS: As a part of the FY25 Capital Equipment Replacement Budget Staff had budgeted for the addition of two vehicles for the Public Works Fleet. The budgeted dollar amount for this purchase was \$132,202.00. The cost of the new vehicles is \$96,275.00. This leaves a balance of \$35,927.00. Staff also are soliciting quotes to outfit one of these vehicles with a service body that will serve as the water utility service truck. The remaining balance will be used for emergency lighting, and other related equipment.

The vehicles are being purchased from Stivers Ford of Waukee.

FUNDING SOURCE: FY25 Capital Equipment Fund

STAFF RECOMMENDATION: Approve resolution on a roll call vote.

APPROVED FOR SUBMITTAL:

ATTACHMENTS:

1. RESOLUTION NO. 250121-25
2. Explorer Bondurant
3. Extended cab 350 chassis

CITY OF BONDURANT
RESOLUTION NO. 250121-25

RESOLUTION APPROVING THE PURCHASE AGREEMENT OF 2 NEW VEHICLES
IN THE AMOUNT NOT TO EXCEED \$96,275.00 FROM STIVERS FORD OF WAUKEE

WHEREAS, on January 16th, 2025, the City of Bondurant received the quote; AND

WHEREAS the City of Bondurant accepts the quote for purchase of:

- 1- Ford F-350 Extended Cab 4X4 Heavy Duty Cab & Chassis Pickup; AND
- 1- Ford Explorer SUV

WHEREAS the City Council approves the purchase agreements for purchase; AND

WHEREAS payments are to be made to Stivers Ford of Waukee.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Bondurant,
Iowa, that the 2025 vehicle purchase is awarded to Stivers Ford of Waukee in the amount
not to exceed of \$96,275.00.

Passed this 21st day of January 2025,

By: _____
Doug Elrod, 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
Cox				
Peffer				
Driscoll				
McKenzie				
Sillanpaa				



Prepared by: Ryley Schleder
12/26/2024

Stivers Ford | 1450 East Highway 6 Waukee Iowa | 502638310

2025 Explorer 4dr 4x4 Active (K8D)

Price Level: 545

As Configured Vehicle

Code	Description	MSRP
Base Vehicle		
K8D	Base Vehicle Price (K8D)	\$41,855.00
Packages		
200A	Equipment Group 200A Standard Package <i>Includes:</i> - Engine: 2.3L EcoBoost I-4 Includes auto start-stop technology. - Transmission: 10-Speed Automatic - 3.58 Non-Limited Slip Rear Axle - Tires: P255/65R18 AS BSW Includes mini spare. - Wheels: 18" Sparkle Silver-Painted Aluminum - Unique Heated Cloth Captain's Chairs Includes 10-way power driver (power function for tilt, lumbar and recline) and 4-way power passenger with manual recline. - Radio: AM/FM Stereo Includes MP3 capability, 6 speakers, speed-compensated volume, SiriusXM with 360L and 3-month prepaid subscription (service is not available in Alaska and Hawaii), Ford digital experience with 13.2" color LCD touchscreen in IP center-stack, Alexa built-in, Google Assistant, Google Maps and Google Play, pinch-to-zoom capability, 911 Assist, Apple CarPlay and Android Auto wireless compatibility. Note: SiriusXM services require a subscription, sold separately by SiriusXM after the trial period. Your SiriusXM service will automatically stop at the end of your trial unless you decide to subscribe. If you decide to continue service, the subscription plan chosen will automatically renew and be charged according to your chosen payment method at the then-current rates. Fees and taxes apply. See the SiriusXM customer agreement and privacy policy at http://www.siriusxm.com/ or www.siriusxm.com for full terms and how to cancel, which includes online methods or calling 1-866-635-2349. Available in the 48 contiguous United States, D.C., and Puerto Rico (with coverage limits and capable receiver). Visit http://www.siriusxm.com/FAQS for most current service area information. Availability of some services and features is subject to device capabilities and location restrictions. All fees, content and features are subject to change. SiriusXM, Pandora and all related logos are trademarks of Sirius XM Radio Inc. and its respective subsidiaries.	N/C
Powertrain		
99H	Engine: 2.3L EcoBoost I-4 <i>Includes auto start-stop technology.</i>	Included
44T	Transmission: 10-Speed Automatic	Included
STDAX	3.58 Non-Limited Slip Rear Axle	Included
Wheels & Tires		
STDTR	Tires: P255/65R18 AS BSW <i>Includes mini spare.</i>	Included
STDWL	Wheels: 18" Sparkle Silver-Painted Aluminum	Included

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.



Prepared by: Ryley Schleder
12/26/2024

Stivers Ford | 1450 East Highway 6 Waukee Iowa | 502638310

2025 Explorer 4dr 4x4 Active (K8D)

Price Level: 545

As Configured Vehicle (cont'd)

Code	Description	MSRP
Seats & Seat Trim		
8	Unique Heated Cloth Captain's Chairs <i>Includes 10-way power driver (power function for tilt, lumbar and recline) and 4-way power passenger with manual recline.</i>	Included
Other Options		
PAINT	Monotone Paint Application	STD
119WB	119.1" Wheelbase	STD
STDRD	Radio: AM/FM Stereo	Included
Eligible 2025 model-year vehicle receive complimentary access to 3-years of Alexa built-in and 1-year of Ford premium connectivity connected service plan enabling Google Assistant, Google Maps and Google Play which begins on the new warranty start date. Evolving technology/cellular networks/vehicle capability may limit functionality and prevent operation of connected features. <i>Includes MP3 capability, 6 speakers, speed-compensated volume, SiriusXM with 360L and 3-month prepaid subscription (service is not available in Alaska and Hawaii), Ford digital experience with 13.2" color LCD touchscreen in IP center-stack, Alexa built-in, Google Assistant, Google Maps and Google Play, pinch-to-zoom capability, 911 Assist, Apple CarPlay and Android Auto wireless compatibility. Note: SiriusXM services require a subscription, sold separately by SiriusXM after the trial period. Your SiriusXM service will automatically stop at the end of your trial unless you decide to subscribe. If you decide to continue service, the subscription plan chosen will automatically renew and be charged according to your chosen payment method at the then-current rates. Fees and taxes apply. See the SiriusXM customer agreement and privacy policy at http://www.siriusxm.com/ or www.siriusxm.com for full terms and how to cancel, which includes online methods or calling 1-866-635-2349. Available in the 48 contiguous United States, D.C., and Puerto Rico (with coverage limits and capable receiver). Visit http://www.siriusxm.com/FAQS for most current service area information. Availability of some services and features is subject to device capabilities and location restrictions. All fees, content and features are subject to change. SiriusXM, Pandora and all related logos are trademarks of Sirius XM Radio Inc. and its respective subsidiaries.</i>		
16A	Front & 2nd Rows Floor Liners w/o Carpet Floor Mats <i>Deletes standard carpet floor mats.</i>	\$160.00
Emissions		
425	50 State Emissions System	STD
Interior Color		
8H_02	Dark Gray/Onyx w/Unique Heated Cloth Captain's Chairs	N/C
Fleet Options		
YZ_02	Oxford White	N/C

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.



Prepared by: Ryley Schleder
12/26/2024

Stivers Ford | 1450 East Highway 6 Waukee Iowa | 502638310

2025 Explorer 4dr 4x4 Active (K8D)

Price Level: 545

As Configured Vehicle (cont'd)

Code	Description	MSRP
SUBTOTAL		\$42,015.00
Destination Charge		\$1,595.00
TOTAL		\$43,610.00

\$40,455
Bonderant Price

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

60" CA

MDC Group 2 - Extended Cab 4X4 Heavy Chassis DRW,
Automatic Transmission 60" CA & 83-84" CA
Examples: Ford 350

STIVERS

Make: FORD
Model Name: F350
Exact Model Code: X3H
Trim Pkg. Common Name: XL
Exact Trim Pkg. Code: 640A
Engine Code: 99N
Transmission Code: 44G
Payload Capacity: 7200
Towing Capacity: 15800

BASE VEHICLE SPECIFICATIONS

Body & Chassis	Minimum Requirements	Mfg. Codes - Specs (Note STD for standard)
Gross Vehicle Weight Rating	13,000 lb. GVWR minimum	STATE GVWR: 14000
Cab to Axle	60 inch	STATE LENGTH: 60
Cab to Axle	83 inch minimum	STATE LENGTH: NA
Engine		
Engine Size	Base V8 or V10 Engine (E85 FFV, if available in V8 or V10, must be provided); include all required options and other pertinent information. E85 FFV Compliant Engine?	Cylinders: 8, Liters: 7.3, HP: 335, Torque: 468
Engine Block Heater		41h
Drive Axle		
Rear Axle	Locking differential must be provided if available; limited slip acceptable if locking differential not available.	STATE RATIO: 4.30, Locking or Limited Slip provided? Limited slip
Transfer Case	With HI/Lo ranges	std
Electrical	Located in Driver Area	std
Power Point		
Doors & Windows		
Doors	Power locks with remote keyless entry, if available must provide	STD
Key Sets with Fobs	2 Fobs with push button start or 2 keys and fobs w/o push button start	STD
Windows	Power	STD
Wipers	Intermittent	STD
Exterior		
License Plate Holders	Front and Rear License Plate Holders	STD
Trailer tow mirrors	Factory installed preferred, if available must provide; dealer installed acceptable when Factory installed not available.	STD, Power Included? Y
Floor		
Floor Covering	Full floor covering, rubber or vinyl acceptable.	STD
Interior		
Air Conditioning	AC with all required options.	STD
Bluetooth	Factory preferred but dealer installed acceptable	STD
Radio	AM/FM with internal clock	STD
Steering Column	Tilt / Cruise Control	STD
Trim Package	Interior, with insulating headliner, full door and back of cab panels, dome lamp, Split bench seat (3-pass) w/cloth upholstery, folding center seat/armrest/torso box	1S
Safety		
Brakes	Power 4 Wheel Anti-lock	STD
Daytime Running Lights	if available must provide	STD
Rearview Camera	Factory installed only.	872: Factory installed? Comes in box
Tires & Wheels		
Tires	All Season Radial.	STD
Spare	if available must provide	Is spare full size? Y-512

BASE VEHICLE PRICE CONFIGURED AS PER ABOVE FOR 60" CA:

Delivery Cost to Department of Administrative Services, Des Moines:

MDC GROUP 2.1

TOTAL VEHICLE PRICE 60" CA INCLUDING BASE COST AND DELIVERY:

\$54,825.00

Final Bid Price

Page 2

MDC Group 2 - Extended Cab 4X4 Heavy Chassis DRW,
Examples: Ford 350

STIVERS

ADDITIONAL OPTIONS

Engine			
Engine Block Heater			DEDUCT: (\$100.00)
Engine Upgrade #2	Turbocharged Diesel, minimum 6.6L displacement - Must be rated minimum 350 HP, minimum 750 lb./ft. torque with HD automatic transmission. Include all required options and other pertinent information.	Cylinders: 8 Liters: 6.7L HP:330 Torque:950	\$10,495.00
Doors & Windows			
Key Sets, Additional	2 Fobs with push button start or 2 keys and fobs w/o push button start	dr	\$350.00
Exterior			
Recovery Hooks	Factory installed preferred, if available must provide; dealer installed acceptable when Factory installed not available.	STD, Factory installed?	STD
Running Boards	Tubular, Factory installed preferred, if available must provide; dealer installed acceptable when Factory installed not available.	18B OEM Platform Running boards, Factory installed? Y	\$445.00
Trailer Brake Controller	OEM integrated; Factory installed preferred, if available must provide; dealer installed acceptable when Factory installed not available.	52B, Factory installed? Y	\$300.00
Trailer Tow Package	OEM integrated; Factory installed preferred, if available must provide; dealer installed acceptable when Factory installed not available.	NA, Factory installed?	NA
Safety			
Alarm	Backup alarm, Factory preferred but dealer installed acceptable	76C, Factory installed? Y	\$220.00
Audible Lane Change Departure Warning		STD	STD
Pre-Collision Assist with Automatic Emergency Braking (AEB)		STD	STD
Special Packages			
Ambulance Prep Package		47A REQUIRES DIESEL Engine Upgrade	\$1,205.00
Fire/Rescue Prep Package		47J REQUIRES DIESEL Engine Upgrade	\$1,205.00
Snow Plow Prep Package	Increased capacity front suspension and other components necessary for increased load caused by installation of a front snow plow. Factory installed preferred, if available must provide; dealer installed acceptable when Factory installed not available.	Factory installed? Y, 473	\$250.00
Suspension			
Heavy Service Front Suspension Package		67H	\$125.00

Extra Heavy Duty Service Front Suspension Package		67X	\$125.00
Tires & Wheels			
Tires	Heavy-duty, "LT" ("P" passenger not acceptable) all-terrain radial tires; All season M&S or ON/OFF Road tires acceptable only when "LT" all terrain radials not available.	All Terrain, M&S, or ON/OFF Road Tires provided? Y-tbm	\$165.00
Other			
Options not listed above	Discount percentage off MSRP for options \$2,000 or less as specified in the Vehicle Specifications Terms and Conditions document attached to the bid. Engine and powertrain options excluded.	Enter Percentage Discount MSRP:	1
DELIVERY			
Delivery FOB	Price per mile to deliver vehicle anywhere in State of Iowa	Per Mile Charge	\$3.50
Delivery Cost	Delivery Cost to Department of Administrative Services, in Des Moines, IA	Enter miles in whole number:	\$0.00

Base Price \$ 54,825
 Running Boards 445
 Trailer Brake Controller 300
 Snow plow prep pkg 250

 Pick up at Stivers price \$ 55,820
 delivery available at \$3.50 a mile (one way)



**BUSINESS OF THE CITY COUNCIL
BONDURANT, IOWA
AGENDA STATEMENT**

Item No. 5.t.
For Meeting of 1/21/2025
Resolution

TITLE: - Approving Iowa DNR's Habitat Management Grant Agreement

CONTACT PERSON:

Katie Klus, Communication & Events Coordinator

BRIEF HISTORY & ANALYSIS: The Iowa DNR Wildlife Diversity Program has a small grant available for habitat management projects (improving areas for wildlife to live) in urban areas directly related to wildlife diversity conservation (non-game wildlife) in Iowa. We were partially funded for the Bondurant Community Pond Habitat Improvement Project. This project aims to add flowering, native plants to the perimeters of the publicly-managed stormwater ponds in Bondurant. Last Fall we hosted a pond management meeting at Park Side Pond in partnership with the Iowa DNR and the Rain Campaign, and a valuable piece of feedback we received is that the current native plantings (mainly grasses with little forbs) are not aesthetically pleasing and are seen as "weedy". This project aims to change that perception and beautify these public spaces. There will also be many ecosystem service benefits including bank stabilization, providing pollinator habitat and providing food sources for many songbird species. The Wildlife Diversity Program recently opened this small grant up to cities looking to increase and diversity habitat for non-game species of concern as listed on the Iowa Wildlife Action Plan. This provides an excellent opportunity for cities to increase habitat and provide habitat connectivity through an otherwise, non-productive space (non-productive for wildlife).

Through this grant funding, we will be engaging with local volunteers to plant over a hundred blooming plants around Park Side and Eagle Ponds in the Fall of 2025. Volunteers have already been identified, as has a local plant supplier.

FUNDING SOURCE:

STAFF RECOMMENDATION: Approve resolution on a roll call vote.

APPROVED FOR SUBMITTAL:

ATTACHMENTS:

1. RESOLUTION NO. 250121-27

CITY OF BONDURANT
RESOLUTION NO. 250121-27

RESOLUTION APPROVING THE IOWA DNR'S HABITAT MANAGEMENT GRANT
AGREEMENT FOR PARTIAL FUNDING OF THE BONDURANT COMMUNITY POND
HABITAT IMPROVEMENT PROJECT

WHEREAS the City of Bondurant has been awarded partial funding of \$1,300 through the Iowa DNR's Wildlife Diversity Program Habitat Management Grants to support the Bondurant Community Pond Habitat Improvement project; AND

WHEREAS the project aims to enhance biodiversity and habitat quality around community ponds by planting native forbs, benefiting pollinators and other Species of Greatest Conservation Need identified in Iowa's Wildlife Action Plan; AND

WHEREAS the Grant Agreement notes that grant funding will be in the form of reimbursement, with 75% (\$975) disbursed upon project initiation and the remaining 25% (\$325) upon project completion and submission of required reports; AND

WHEREAS the Grant Agreement requires the City to adhere to all specified reporting requirements and deadlines and to ensure compliance with applicable procurement procedures; AND

WHEREAS all work specified in the project proposal shall be completed by December 31, 2025.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Bondurant, Iowa, that the Iowa DNR Habitat Management Grant Agreement is hereby approved, and the Mayor is authorized to sign such agreement.

Passed this 21st day of January 2025,

By: _____
Doug Elrod, 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
Cox				
Driscoll				
McKenzie				
Peffer				
Sillanpaa				

CITY OF BONDURANT
RESOLUTION NO. 250121-26

A RESOLUTION APPROVING THE PURCHASE OF A NEW AMBULANCE FOR THE
BONDURANT EMERGENCY SERVICES DEPARTMENT

WHEREAS the Bondurant Emergency Services Department ("Department") operates a fleet of ambulances to provide critical emergency medical services to the residents of Bondurant, Iowa; and

WHEREAS Ambulance 413, the oldest ambulance in the Department's fleet, was purchased as a used ambulance in 2011 and remounted on a new 2012 Ford F450 chassis; and

WHEREAS Ambulance 413, with a 2006 ambulance box, is scheduled for replacement in Fiscal Year 2026 due to age and wear, and its replacement is necessary to maintain reliability and safety in the fleet; and

WHEREAS staff conducted a thorough procurement process, contacting multiple builders and receiving two competitive quotes and one "No Bid" letter; and

WHEREAS staff recommend the purchase of the Braun ambulance from North Central Emergency Vehicles based on competitive pricing, quality, and compatibility with existing fleet equipment; and

WHEREAS the total budget allocated for this replacement is \$525,000.00, which includes funding for upgrading the ambulance equipment to match the other units in the fleet, including the purchase of a new heart monitor, Lucas Device, and the transfer of radios, computers, Opticom system, and gateway from the old ambulance to the new ambulance; and

WHEREAS the new ambulance is anticipated to be delivered in approximately May 2027, ensuring a seamless transition and continued operational readiness for the Department.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Bondurant, Iowa, as follows:

1. The City Council approves the purchase of a Braun ambulance with a power load system and a new cot from North Central Emergency Vehicles in the amount of \$447,348.00.
2. The City Council authorizes the use of the remaining budgeted funds for necessary equipment upgrades, including a new heart monitor, Lucas Device, and the transfer of essential systems from the old ambulance to the new ambulance.

3. The City Administrator and/or designated staff are authorized to execute all necessary documents to complete this purchase and ensure the timely delivery of the ambulance.

Passed and adopted this 21st day of January 2025,

Doug Elrod, 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
Cox				
Driscoll				
McKenzie				
Peffer				
Sillanpaa				



Bondurant Emergency Services
Assistant Chief Anthony Rauterberg
101 Grant Street North
Bondurant, Iowa 50035

October 17, 2024
Rev Nov. 19, 2024

Assistant Chief Rauterberg,

Thank you for allowing North Central Emergency Vehicles and Braun Ambulances the opportunity to provide a proposal for your next three ambulances.

Braun Ambulances

As you know, Braun has been building ambulances for over 48 years with the same family values and mission.

Braun's "Solid Body" construction is unique to the industry. While most ambulance manufacturers use extrusions, Braun is one module integrated together and fully welded. This process adds strength while reducing weight. Reducing weight improves available payload and increases fuel efficiency. Added strength improves safety and is proven through active third-party testing. To note: "Braun Industries has been on the leading edge of ambulance safety. First, we defied standards in roof and side load testing; our module exceeded the required load capacity by 300%. Then, we made history in March 2016 by conducting the industry's first ambulance rollover crash test. Shortly thereafter, we took the same ambulance through a side impact crash test and then a rollover test, seeking to replicate a real-world accident scenario. Today, we remain the only ambulance manufacturer to hit an ambulance and then roll it. Our ambulance models are fully compliant with Change Notice 16 and the most recent ambulance safety standards to include CAAS, GVS 3.2 and NFPA

Ambulance Proposal:

Braun Ambulance – North Central Emergency Vehicles (Distributor)
2026-2027 Ford F 550 Gas 4 x 4 "Chassis" with Type I Braun Chief XL Conversion

Ambulance Price: **\$ 376,728.00**

Note: Ford chassis price is subject to change from Ford. All other pricing is fixed.

(Does not include computer/radio, or graphics. Does include custom paint and striping)

Any additional Ambulances ordered and delivered at the same time shall be **\$ 368,728.00 ea.**

Less Ford GPC Rebate - \$ All rebate monies will be used to reduce invoice

Add Stryker Power Load and Pro 2 Power Cot \$ 70,620.00 each - Estimated

Current delivery time is May 2027.

Pricing shall be honored for 30 days unless Braun approves and extension.

We are very interested in earning your business and trust.

Thank you.
Respectfully,

David B. Cole

Iowa Sales Rep

IF APPROVED; PLEASE SIGN _____

DATE; _____

Cell 574 584 4174

Insales@Northcentralambulance.com

braunambulance.com



Bondurant Emergency Services
Assistant Chief Anthony Rauterberg
101 Grant Street North
Bondurant, Iowa 50035

October 17, 2024

Assistant Chief Rauterberg,

Thank you for allowing North Central Emergency Vehicles and Braun Ambulances the opportunity to provide a proposal for your next ambulance.

We are very interested in earning your business and trust.

Braun Ambulances

As you know, Braun has been building ambulances for over 48 years with the same family values and mission.

Braun's "Solid Body" construction is unique to the industry. While most ambulance manufacturers use extrusions, Braun is one module integrated together and fully welded. This process adds strength while reducing weight. Reducing weight improves available payload and increases fuel efficiency. Added strength improves safety and is proven through active third-party testing. To note: "Braun Industries has been on the leading edge of ambulance safety. First, we defied standards in roof and side load testing; our module exceeded the required load capacity by 300%. Then, we made history in March 2016 by conducting the industry's first ambulance rollover crash test. Shortly thereafter, we took the same ambulance through a side impact crash test and then a rollover test, seeking to replicate a real-world accident scenario. Today, we remain the only ambulance manufacturer to hit an ambulance and then roll it. Our ambulance models are fully compliant with Change Notice 13 and the most recent ambulance safety standards to include CAAS – GVS 3.0 and NFPA – 1917".

Ambulance Proposal:

Braun Ambulance – North Central Emergency Vehicles (Distributor)
2026-2027 Ford F 550 Gas 4 x 4 "Chassis" with Type I Braun Chief XL Conversion

Ambulance Price: \$ 362,983.00

Note: Ford chassis price is subject to change from Ford. All other pricing is fixed.
(Does not include computer/radio, or graphics.)

Add Stryker Power Load and Pro 2 Power Cot \$ 70,620.00 Estimated

Less Ford GPC Rebate - \$ All rebate monies will be used to reduce invoice

Current delivery time is May 2027.

Thank you.
Respectfully,

David B. Cole
Iowa Sales Rep

IF APPROVED; PLEASE SIGN _____ DATE; _____

Cell 574 584 4174

insales@Northcentralambulance.com

braunambulance.com



Quotation Summary

North Central Emergency - David Cole 2024-09-19 14-19-34

Reference: QUO0000010913 Rev: 0

Purchaser: North Central Emergency
Vehicles

Contact: Fred Pawelk

Address: 18448 County Road 9

Lester Prairie, MN

Telephone:

Sales Dave Cole

Contact:

Mobile: 574-584-4174

Phone: 320-395-2911

Opportunity: Bondurant Fire EMS

Account: Bondurant Fire EMS

Contact: Anthony Rauterberg

Billing 101 Grant St N

Address:

Bondurant, Iowa

Polk

Currency: USD

Quotation 2024-09-19

Date:

Quote Exp 2024-10-19

Date:

Price 2024-08-19

Effective:

Factory David Greenfeld

Contact:

Mobile:

Name

Chief XL Type I



Specifications

-72" Headroom

-169"L Full Seam Welded Module



15-00-0010	FUEL TANK - FULL UPON FACTORY RELEASE The chassis fuel tank of the completed unit shall be full at time of release from the ambulance manufacturer's facility. -----	1.00
20-10-0603	ENGINE BLOCK HEATER - OEM PLUG An engine block heater shall be included in the chassis with the 125 VAC power cord.	1.00
20-20-0252	HEAT SHIELDS, PROTECTIVE Install: aluminized steel protective heat shields to the upper laterals above the exhaust system. -----	1.00
20-20-0277B	HIGH IDLE SYSTEM - B A high-idle module will be added to the chassis. The high idle will be engaged automatically by the M-Tech system when all chassis parameters are met. Chassis parameters include but not limited to vehicle in park, service brake not depressed, accelerator not depressed, parking brake set and battery voltage. High-idle may also be activated by the M-Tech heat or A/C. FORD F-SERIES ONLY: A high-idle/parking brake module will be added to the chassis The chassis parking brake signal will also be provided by this module. -----	1.00
20-01-0105	SUSPENSION - LIQUID SPRING TYPE I Install: Liquid Spring -----	1.00
20-10-0206	BATTERY - TWO SYSTEM - F SERIES CHASSIS The vehicle shall have a 12 V two (2) battery system rated at 1500 cold cranking amps. Both batteries shall be securely installed in the Ford OEM locations, under the vehicle hood. -----	1.00
20-21-0101	FLOOR CONSOLE F450/F550 STANDARD CONSOLE - ALUMINUM PLEASE NOTE: Console drawings are for reference only and do not include all features depicted on the drawings. All consoles shall be designed, priced, and approved internally to allow for accurate BOM pricing. The prices shown are estimated for general budget pricing only and pricing is subject to design; must contact manufacturer for pricing validation. -----	1.00



integrated clearance lamps/turn signals.

20-30-0261 OEM AUTO-LOCK DISABLED (cab & module doors do not auto lock or unlock) 1.00

The OEM auto-lock feature will be disabled.

30-10-0753 SIREN, WHELEN 295-HFSA7-REMOTE WITH MICROPHONE (Meets CA Title 13) 1.00

A Whelen 295-HFSA7 remote dual siren amplifier shall be flush-mounted in the master control console located in the cab. The siren shall be capable of hands-free operation and shall be equipped with a noise canceling microphone. (Meets CA Title 13)

30-10-0812 SIREN SPEAKERS, CAST PRODUCTS - IN FRONT BUMPER 1.00

Install: Two (2) Cast Products - 100-watt siren speakers, shall be installed in outer ends of the front bumper (or to accommodate chassis options).

20-30-0400 TIRE PRESSURE MONITOR - QuickPressure 1.00

Install QuickPressure tire pressure caps. (must check tire PSI to select correct QuickPressure Model)

20-40-0203 WHEELS, FORGED POLISHED ALUMINUM - 19.5 - F450/550 193" WB 1.00

Forged, polished aluminum wheels shall be provided, to include bright hub covers and center ornaments and valve stem extensions.

Braun - Electrical

<i>Item Number</i>	<i>Description</i>	<i>Quantity</i>
30-06-0001	ELECTRICAL SYSTEM - MICRO PROCESSOR BASED Install: Microprocessor based multiplex system.	1.00
30-10-0110	ELECTRICAL CIRCUITS All electrical circuits: shall have wiring and circuit protection suitable to the demand and must meet the national electric code (NEC) wiring requirements, added on wiring (18 GA through 10 GA) color coded and	1.00



30-06-0175	WIRING HARNESS CONNECTORS - MULTIPLEX ELECTRICAL SYSTEM Connect all wiring harnesses via quick connect circular plug connectors. -----	1.00
30-06-0300	VOLTMETER - MULTIPLEX ELECTRICAL SYSTEM Provide: (1) digital voltmeter on the master control console screen. -----	1.00
30-06-0026	WARNING DISPLAY - MULTIPLEX ELECTRICAL SYSTEM Install: digital warning display integrated into the cab display console, programmed through the multiplex system to provide visual and audible indication. -----	1.00
30-06-0225	EMERGENCY MASTER SWITCH - MULTIPLEX ELECTRICAL SYSTEM Supply: A single emergency master switch for activating all the emergency warning lights on the master control console screen, emergency master switch will activate the module power automatically, include an Emergency Master Menu button to allow access to individual warning light functions. -----	1.00
30-06-0250	CONTROL PANEL SWITCHES - MULTIPLEX ELECTRICAL SYSTEM Switches on the master control console and attendant control panel screens shall have dimmable perimeter backlighting. -----	1.00
30-06-0275	MODULE POWER SWITCH - MULTIPLEX ELECTRICAL SYSTEM Provide: A module power switch for the electrical system on both the Master Control Console and the Attendant Control Panel screens. -----	1.00
30-06-0101	ATTENDANT CONTROL PANEL (ACP) - MULTIPLEX ELECTRICAL SYSTEM Attendant Control Panel (ACP) contains a color micro processor screen, controls all equipment installed in the patient compartment. -----	1.00
30-06-0375	PARK OVERRIDE - MULTIPLEX ELECTRICAL SYSTEM Park override switch on the master control console screen, reactivates all lights disabled when the transmission is placed in the neutral/park position. -----	1.00



	Install: interface module / display screen in the cab.	
30-07-0003	CONTROL SCREEN, ACP Install: interface module / display screen mounted on an angled flip - down panel with chrome lever latches, in the patient compartment ACP area.	1.00
30-07-0011	CONTROL SCREEN, CURBSIDE, TOUCH SCREEN, FIXED ANGLED MOUNT Install: interface module / display screen mounted on a fixed angled panel at the head of the squad bench, operated through the use of a touch screen.	1.00
30-10-0901	SYSTEM ACTIVE AND CHECK OUT LIGHTS - 15 MINUTES Switch: located at the curb and rear entry doors for activation of the electrical system, check out light switch located at the curb and rear doors for activation of the LED angled lights prior to entering the module, system programmed to shut down automatically after 15 minutes unless the ignition is on.	1.00
30-06-0050	DAYTIME RUNNING LAMPS - MULTIPLEX ELECTRICAL SYSTEM OEM Daytime Running Light headlights activated for daytime operation, when transmission is placed in drive.	1.00
30-10-0068	CAMERA REAR VIEW - SINGLE SYSTEM - CONTROL SCREEN Install: camera system rear view, tied to the control screen. Per Dwg #2. Camera alignment will be conducted at final inspection, if applicable.	1.00
30-10-0915	SYSTEM AUTO ACTIVE WITH ENTRY DOOR OPEN OR UNLOCK SIGNAL The system will auto activate when a module entry door is opened or when a door unlock signal is received.	1.00
30-10-0585	USB - DUAL OUTLET, ONE (1) INTERIOR LOCATED ON CONSOLE Install: (1) dual USB port outlet, 5 volt / 2.1 amp, in the vehicle, located on the Master Control Console in the cab.	1.00



12VIF201	OUTLET, 12VDC - ONE (1) FRONT WALL - CABINET One (1) 12 VDC power point outlet shall be installed in the patient compartment, in the front wall cabinet. The outlet shall be labeled, "12 VDC". A Schottky diode medical isolator shall be provided to protect the 12 VDC outlet.	1.00
12VPREWIRE	PRE-WIRE, 12VDC Enter location(s), the intent of pre-wire, and if it should be wired to ignition or hot. OSS 2 Install: 12VDC pre-wire, quantity(s) and location(s) per drawing(s).	1.00
30-12-0007	RECEPTACLE SHORELINE INLET-SUPER 20 AMP, AUTO EJECT - RED COVER Install: Kussmaul super auto eject shoreline inlet receptacle with red cover on module exterior per the drawings, equipped with an integral dynamic disconnect.	1.00
30-10-0093	SHORELINE INDICATOR LIGHT- ALLIED VCC RED MINI NEON - EXTERIOR MOUNTED Install: (1) Allied VCC red mini neon indicator light above the shoreline inlet per drawings. The indicator shall illuminate when shoreline power is present at the inlet.	1.00
30-10-0657	RADIO ANTENNA BASES - TWO (2) The coax cable(s) shall terminate in radio cabinet. If no radio cabinet is present, they will terminate behind the drivers seat in the cab. Install: (2) antenna bases with attached coax cables shall be installed on the module roof. The coax cables shall terminate in radio cabinet. If no radio cabinet is present, they will terminate behind the drivers seat in the cab. Access to the antenna bases shall be through adjacent module interior dome lights.	1.00
30-10-0299	LIGHT, ATTENDANT CONTROL PANEL AREA - TECNIQ SILHO-X LED - WARM WHITE A Tecniq Silho-X 2.75" round warm white LED light with SS trim ring, shall be mounted above the left wall forward action area counter. The	1.00



depressed.

30-10-0926	SCENE LIGHT SENSOR TO SHUT OFF IN DAYLIGHT Install: Dusk to Dawn photocell switch to turn off scene lighting during the daylight hours.	1.00
30-06-0201	RADIO TIE-IN POINT - (1) 12V/40 AMP - CAB CONSOLE AREA Install (1) set of 12 volt/40 amp radio tie-in studs in cab console: (1) battery hot, (1) ignition hot, (1) grounded stud.	1.00
30-06-0202	RADIO TIE-IN POINT - (1) 12V/40 AMP - PATIENT COMPARTMENT Install (1) set of 12 volt/40 amp radio tie-in studs in patient compartment: (1) battery hot, (1) ignition hot, (1) grounded stud.	1.00
30-06-0203	RADIO TIE-IN POINT - (1) 12V/250 AMP - PDQ Install (1) set of 12 volt/250 amp radio tie-in studs in the PDQ: (1) battery hot, (1) ignition hot, (1) grounded stud.	1.00

Braun - Exterior Lighting

<i>Item Number</i>	<i>Description</i>	<i>Quantity</i>
30-06-0410	WARNING LIGHTS FLASH PATTERN SIGNAL ALERT 75 - MULTIPLEX ELECTRICAL SYSTEM The default flash pattern for the vehicle warning lights: Signal Alert 75.	1.00
30-06-0420	GRILLE WARNING LIGHTS TO FLASH IN AN X-PATTERN The four (4) grill lights shall flash in an "X" pattern.	1.00
30-06-0430	DAY/NIGHT MODE WITH PHOTOCELL Add the Day/Night with photocell option to the unit build	1.00
30-06-0431	EMERGENCY SMOOTH FLASH PATTERN Add the Emergency Smooth Flash Pattern option to the unit build.	1.00



switch on the master control console labeled "Flashers".

FWLCLR1RB	FRONT WARNING LIGHT LOCATION 1 - RED-BLUE The warning light located on the upper front of the module in location 1 shall be dual color red/blue.	1.00
FWLCLR2RB	FRONT WARNING LIGHT LOCATION 2 - RED-BLUE The warning light located on the upper front of the module in location 2 shall be dual color red/blue.	1.00
FWLCLR3RB	FRONT WARNING LIGHT LOCATION 3 - RED-BLUE The warning light located on the upper front of the module in location 3 shall be blue.	1.00
FWLCLR4RB	FRONT WARNING LIGHT LOCATION 4 - RED-BLUE The warning light located on the upper front of the module in location 4 shall be dual color red/blue.	1.00
30-25-0123	LIGHTS, ICC / LED CLEARANCE - ON MODULE REAR - TECNIQ Install: (5) red TECNIQ LED (S33-RR00-1) clearance / ICC lights on the rear of the module near the roof line per dwg #2.	1.00
ROLM90002	LIGHTS REAR MODULE, UPPER OUTER - 2 WHELEN M9 LED Two (2) Whelen M9 series super LED warning light with chrome bezels shall be installed on the upper rear of the module, in the outer location. The lights shall operate from a switch on the master control console, labeled "Flashers".	1.00
ROLCLR1RB	REAR OUTER MODULE LIGHT LOCATION 1 - RED-BLUE The warning light located on upper rear of the module, in outer location 1 shall be dual color red/blue.	1.00
ROLCLR2RB	REAR OUTER MODULE LIGHT LOCATION 2 - RED-BLUE The warning light located on upper rear of the module, in outer location 2 shall be dual color red/blue.	1.00



	Install: (1) pair each of Whelen M6 series LED stop/tail lights, turn lights, and back-up lights with chrome flanges on the rear of the module.	
30-26-7002	LIGHT, LICENSE PLATE LED - WHELEN OACOEDCR Install:(1) Whelen OACOEDCR LED license plate light with 45 deg angled chrome-plated bezel on the rear of module, lower left side.	1.00
FILM20002	LIGHTS FRONT INTERSECTION - 2 WHELEN M2 LED Two (2) Whelen M2 super LED warning lights, with water-proof connectors, shall be mounted on the front chassis fenders, one (1) on each side. The lights shall operate from a switch on the master control console labeled "Flashers". NOTE: When vehicle is placed in park, the override switch must be on for intersection light(s) to remain on.	1.00
FILCLR1R	FRONT INTERSECTION LIGHT LOCATION 1 - RED The warning light located on front of the chassis fender in location 1 shall be red.	1.00
FILCLR2B	FRONT INTERSECTION LIGHT LOCATION 2 - BLUE The warning light located on front of the chassis fender in location 2 shall be blue.	1.00
RILM70002	LIGHTS INTERSECTION REAR - 2 WHELEN M7 LED Two (2) Whelen M7 super LED warning lights with, chrome flanges and water-proof connectors, shall be installed above the rear wheel wells, one (1) on each side. These lights shall operate from a switch on the master control console screen labeled "Flashers". NOTE: When vehicle is placed in park, the override switch must be on for intersection light(s) to remain on.	1.00
RILCLR1R	REAR INTERSECTION LIGHT LOCATION 1 - RED The warning light located on above the rear wheel well at location 1 shall be red.	1.00
RILCLR2B	REAR INTERSECTION LIGHT LOCATION 2 - BLUE	1.00



installed, one (1) each module side in the center position. These lights shall operate from buttons on the master control console control screen labeled "Left Flood" and "Right Flood".

30-27-4154 LIGHTS, RUB RAIL - WHELEN LED STRIP - 3 EACH SIDE 1.00

Install: Whelen strip lights on rub rail, (3) LED's each side - (2) red LED's and (1) white LED alternating in color (red-white-red) along the module side, total of six (6) lights, alternate flash with box warning lights.

30-25-0306 LIGHTS, UNDERBODY FOUR (4) WELDON 4" LED 1.00

Mount: (4) Weldon 4" round LED white lights on brackets underneath the module (Braun#52272) , turn on automatically when the vehicle is shifted into park, also activated or disabled by a switch on the MCC control screen.

Braun - Module Body Construction

Item Number	Description	Quantity
39-00-0005	AWS ALUMINUM CERTIFIED WELDERS	1.00
39-10-0003	CONNECTIONS, MODULE Bolt: to the chassis frame rail with (12) 5/8" -11 grade 8 bolts through OEM rubber insulating spacers installed on outriggers at twelve (12) separate locations (six each frame rail), providing noise insulation and easy removal for chassis replacement, mounting bolts to be properly torqued and secured with locktite, system used for fastening the module to the frame to be that approved by the chassis manufacturer.	1.00
40-00-0080	INSULATION - POLYURETHANE SPRAY FOAM The entire underside of the module floor (except for mounting pads), the underside of the outside storage compartments, the wheel wells, and the underside of the curbside step area shall be completely insulated with sprayed on Class I urethane foam for thermal and acoustical insulation. The insulation shall comply with FMVSS #302	1.00



SR00196410	OSS 3 shall be 3/4 high. One shallow depth adj shelf above SCBA's.. At mid height shall be welded in angle plates for future customer install of SCBA. Height of compartment reduced by 16.25".	1.00
SR00196411	Located on the door of OSS # 3. Customer is asking for a Married Pair tool mount ? (Axe and bar) Mounted to inside of door. Quoted: Ziamatic Zico Quic Bar/Axe mounting bracket set. Model Zico-MB- 3PB	1.00
SR00196412	OSS # 4 Compartment reduced in height due to inside fridge layout. Request a slide out tray for a Stryker Stair Chair on forward side of OSS 4B, add strap for chair. OSS 4A backboard/scoop storage.	1.00
SR00196413	Front exterior wall : Move exterior condensor to between the 2 outer M9 each side	1.00
40-00-0009	ALUMINUM PARTS - MODULE EXTERIOR All unpainted exterior aluminum parts to be bright dip anodized after fabrication to retain the finish and increase corrosion resistance.	1.00
40-00-0010	CORROSION MINIMIZATION - MODULE All module contact with dissimilar metals shall be minimized with the use of nylon screw-hole inserts to provide hinge to door isolation with the module body, polypropylene strip hinge Isolation, polyethylene backed rubber tape, ceramic coated stainless steel hinge bolts, and corrosion inhibitor spray.	1.00
40-00-0020	DOOR CONSTRUCTION - GASKET PLACEMENT All exterior hinged module doors shall be constructed in an inverted pan-formed design. The pan shall be constructed from .125" thick 5052-H32 flat sheet aluminum. The exterior door skin shall be constructed of .190" thick aluminum and welded to the pan. Door gaskets shall be attached to the interior side of the door skin on the	1.00



	Install: Eberhard #EMC-1-2110 chrome "free-floating" handles on each exterior module door, large enough to accommodate a gloved hand.	
40-10-0072	LOWERED MODULE SIDES Module sides to be as low as possible and still comply with KKK-1822-F ramp break over angle.	1.00
40-10-0321	STEPWELL, CURBSIDE DOORWAY - MID STEP AREA Install: aluminum diamond plate step well and mid-level step in curbside doorway threshold area.	1.00
40-00-0091	THRESHOLD, STAINLESS STEEL - ALL OSS STORAGE COMPARTMENTS Each exterior storage compartment with a hinged door: stainless steel lower threshold at the door opening to protect the paint.	1.00
40-10-0340	STONE GUARDS, MOD FRONT -ANODIZED DIAMOND PLATE Install: anodized aluminum diamond plate stone guards on module front, (1) each side.	1.00
40-10-0030	DOCK BUMPERS, REAR Install rear dock bumpers.	1.00
40-10-0090	DRIP RAILS, SIDE Affix: full length anodized drip rails to both upper sides of module, rails to be attached to module sides without use of screws or rivets.	1.00
40-10-0046	DOOR HINGED - MODULE CURBSIDE PASSAGE Install hinged curb door.	1.00
40-10-0088	DOORS - REAR PASSAGE Patient compartment rear door opening: doors flush without a protruding flange or lip, right rear passage door lockable, chrome exterior handle, left rear door non-locking, chrome exterior handle, all handles installed with a gasket, hinge full length stainless steel with a 3/16" stainless steel hinge pin, two-way adjustable, each rear door two-point slam action automotive type rotary latching system to the body, right rear door lock to the body at the top and bottom, not to	1.00



each end of bumper constructed from heavy gauge stamped polished stainless steel bumper parts, to provide smooth rounded corners, step constructed of star punched .125" thick aluminum diamond plate, (2) rear LED step illumination lights provided. All diamond plate surfaces to be anodized; strip of black PVC installed on face of step.

40-10-0381	TOW HOOKS, MODULE REAR Secure: fasten (2) tow hooks in rear step area to rear step braces.	1.00
40-10-0283	RUB RAILS, ANODIZED ALUMINUM, "C" CHANNEL Install: anodized aluminum "C" channel rub rails on lower sides of body below outside compartment sill areas, rub rails to be offset 3/16" from body.	1.00
40-00-0019	DOOR SKINS, OUTSIDE STORAGE COMPARTMENTS - DIAMOND PLATE INTERIOR SKINS Interior door skins for all outside storage compartments constructed of .063" thick aluminum diamond plate.	1.00
OS1XL1STD	OSS #1 - STREETSIDE FORWARD OSS #1 streetside forward, hinged door with spring-loaded gas cylinder, locking handle installed on the exterior of the door.	1.00
OS1XL1OP5	OSS #1 - BACKBOARD AND OXYGEN STORAGE WITH DIVIDER OSS #1 streetside forward, with one (1) fixed vertical divider for backboard/scoop stretcher storage on one side and housing an O2 cylinder on the other.	1.00
OS102WELD	OSS #1 - OXYGEN STORAGE BRACKET WELDED IN FOR H or M CYLINDER An oxygen storage bracket shall be welded in OSS #1 for retention of "H" or "M" oxygen cylinders.	1.00
OS1BB	OSS #1 - BACKBOARD - SCOOP STRETCHER STORAGE (DELETE) OSS #1: storage for backboard / scoop stretcher, with a (1) inch adjustable strap with black plastic buckle.	1.00
OS1DIV1	OSS #1 - FIXED SHELF	1.00



SR00196419	Rear Streetside wall: A 3 slot glove box shall be recessed into the rear wall	1.00
SR00196420	Front interior wall cabinet #2 fixed frame separated into (2) cabinet sections, upper and lower, each enclosed with (1) set of hinged polycarbonate doors with latches, (1) adjustable shelf per each section for a total of (2) adjustable shelves. In the lower ALS the cabinet is shallow due to transverse we added a 115 outlet and would accept surface mount - upper left corner turned sideways	1.00
50-51-1001	CABINET CONSTRUCTION - INTERIOR - ALUMINUM All interior cabinets shall be constructed of .090" thick welded aluminum.	1.00
50-60-0220	EMBLEMS / SIGNS - REAR PATIENT COMPARTMENT (2) "No Smoking / Oxygen Equipped / Fasten Seat Belts" signs: (1) sign installed in the cab, (1) above the oxygen outlets in the patient compartment street side cabinet.	1.00
50-60-0300	FLOOR CONSTRUCTION- PATIENT COMPARTMENT, NON-WOOD COMPOSITE Sub-floor in the patient compartment: constructed of .125" thick aluminum over .125" and .190" thick reinforcing hat sections and mounting laterals, aluminum sub-floor covered with a 3/4" non-wood composite material, all corner molding, edging and trim anodized aluminum or stainless steel and sealed to prevent fluids from seeping under the cabinets.	1.00
50-60-0301	FLOORING - COVE Patient compartment floor radius: coved with pre-formed floor coving material, installed behind the vinyl floor covering, along both the street side and curbside walls.	1.00
50-60-0391	HEADLINER - REAR PATIENT COMPARTMENT	1.00



	The floor in the patient compartment shall be covered with Lonseal brand "Lonplate II" non-slip; small grid (embossed) Gunmetal #424.	
50-51-2002	CABINET DOORS - CLEAR POLYCARBONATE All cabinet doors shall be clear polycarbonate material / installed in aluminum track lined with PPL inserts / An edge mounted aluminum handle shall be installed on each sliding cabinet door.	1.00
50-51-3001	CABINETS/ WALLS - POLYCHROMATIC COATING - MARBLE STONE Headliner, walls, cabinet faces, and cabinet interiors MultiSpec color to be Marble Stone	1.00
IS-CNT2-ACR	COUNTER TOP, SOLID ACRYLIC - SECONDARY ACTION AREA Install: solid acrylic countertop with 1/2" lip on the secondary action area.	1.00
IS-CNT-ACR	COUNTER TOP, SOLID ACRYLIC Install: solid acrylic countertop with 1/2" lip on the primary action area.	1.00
50-51-4033	COUNTERTOP - SOLID ACRYLIC - RAVEN BOULDER (GRAY/BLACK) Install a solid acrylic counter top, Raven Boulder (#810).	1.00
50-01-0408	LATCHES, CABINET, CN10 COMPLIANT AS APPLICABLE - INCLUDING RADIO CABINET The ACP (attendant control panel) door, the PDQ (power distribution quarters) door, and the radio cabinet door shall be secured with chrome locking lever latches/ all remaining interior hinged cabinet doors with center squeeze latches/all interior drawers with locking flush pull latches.	1.00
50-10-0229	LEFT WALL - ATTENDANT CONTROL PANEL - WITH FLAT AREA A control screen shall be mounted on a hinged access panel and secured with two (2) latches. The panel will be located to the immediate right of the attendant's seat. The forward portion of the panel will contain a flat area that may be used for future radio mounting, etc.	1.00



IC2XL1OP27	CABINET AT HEAD OF BENCH WITH SHARPS/WASTE DRAWER AND (1) DRAWER TOWARDS THE BENCH.	1.00
	The Curbside wall shall have a squad bench which will include storage, a lid with hold opens, an aisle facing sharps and trash drawer, and a cabinet at the head of the bench with one bench facing drawer.	
IC2XL3C3	CABINET AT HEAD OF SQUAD BENCH - TWO (1) DRAWER FACING BENCH	1.00
	A cabinet: head of the squad bench. It shall contain one bench facing drawer with locking stainless steel flush pull latches.	
IC-CNT-ACR	COUNTER TOP, CURBSIDE - SOLID ACRYLIC	1.00
	Install: solid acrylic countertop with 1/2" lip on the cabinet at the head of the curbside seating area.	
50-61-0037	ASSIST HANDLE - FACE OF SQUAD BENCH CABINET - 12" STAINLESS STEEL ANTI-MICROBIAL	1.00
	Install (1) stainless steel anti-microbial 12" assist handle, interior curbside: installed on forward side of cabinet at the head of the squad bench.	
IC3XL1C1	CABINETS - RIGHT WALL, UPPER #3- SLIDING DOOR	1.00
	Curb side interior wall cabinet #3: overhead, fixed frame with sliding polycarbonate doors, with full length handles, outermost door to have a handle on both ends.	
IC3XL1OP3	OVERHEAD CABINET WITH SLIDING POLYCARBONATE DOORS. OXYGEN OUTLET MOUNTED BESIDE THE CABINET.	1.00
	Curb side interior wall cabinet #3: overhead, fixed frame with sliding polycarbonate doors, with full length handles, outermost door to have a handle on both ends.	
50-50-0541	HOLD OPENS - SQUAD BENCH LID - GAS CYLINDERS	1.00
	Gas cylinder hold-open(s) shall be provided and installed to hold lid in the open and closed position.	
50-60-0718	SQUAD BENCH FACE - VINYL FLOORING MATERIAL	1.00



	cushioned vinyl.	
50-50-0122	SEATING - ATTENDANT - SIDE MOUNT POSITION The attendant seat shall be in a side mount position.	1.00
50-50-0333	CPR SEAT STORAGE AREA, BELOW SEAT - W/HINGED SEAT BOTTOM The bottom seat cushion shall be hinged with a storage area located below. The interior of the storage area shall be sprayed with sound absorbing polyurethane material. An automatic latching fastener shall be installed to secure the CPR seat lid in the closed position.	1.00
CPROP6	SEATING - CPR - EVS WITH Pro4 HARNESS A CPR seat shall be installed on the street side of the patient compartment aft of the primary action area counter. The CPR seat shall be KKK-A-1822F Change Notice 8 compliant with Pro4 harness style shoulder / seat belt and conform to all applicable FMVSS and SAE J3026 requirements.	1.00
SQSTOP12	SEATING - CN8 COMPLIANT ONE (1) EVS Pro4 CONTOURED A Squad bench seat with one (1) contoured EVS individual seating position on the curb side of the patient compartment. The squad bench seat shall be KKK-A-1822F Change Notice 8 compliant with (1) Pro4 harness style shoulder / seat belts and conform to all applicable FMVSS and SAE J3026 requirements. The headrest and backrest will be constructed of energy absorbing material. The seat bottom, backrest, and headrest shall be padded and covered with color coordinated, cushioned vinyl material with the builder's logo heat stamped into the headrest.	1.00
HVC_ADV_01	HVAC - ADVANCED 12V TIE-IN PACKAGE Install 12v tie-in Advanced Package HVAC system.	1.00
COND_BRK_02	CONDENSER BRACKETS TO BE WEDGE DESIGN AND COLOR MATCH TO THE CONDENSER The condenser bracket shall be a wedge designed, painted to match the condenser, mounted to the bulkhead of the module.	1.00



	Recessed ceiling IV hanger(s) provided and installed per the drawings.	
50-60-0640	OXYGEN SYSTEM, ELECTRIC - MULTIPLEX ELECTRIC SYSTEM A 12 VDC controlled electric O2 system operated through the electrical system shall be provided and installed.	1.00
50-60-1601	OXYGEN OUTLET (1) LEFT WALL - OHIO MED - ACTION AREA One (1) Ohio Medical flush mounted; quick release wall outlet shall be installed in the forward street side cabinet action area. Per dwg #5	1.00
50-60-1640	OXYGEN OUTLET (1) RIGHT WALL - OHIO MED - HEAD END OF SEATING AREA One (1) Ohio Medical flush mounted; quick release wall outlet shall be installed in the right wall above the head end of the curbside seating area. Per dwg #6	1.00
50-60-1680	OXYGEN OUTLET (1) CEILING - OHIO MED - ABOVE HEAD OF COT One (1) Ohio Medical flush mounted; quick release oxygen outlet shall be installed in the ceiling above the head of cot in the center mount position. Per dwg #9	1.00
50-60-0277	OXYGEN - ZICO QR-D-2 PORTABLE OXYGEN STORAGE BRACKET ONE (1) IN PASS THRU One (1) Zico QR-D-2 storage bracket shall be installed in the pass thru for one (1) "D", Jumbo "D", or steel "D" oxygen cylinder.	1.00
50-60-0712	SHARPS AND TRASH CONTAINERS WITH SLIDE-OUT DRAWER A sharps container and a trash container shall be provided and installed within a slide-out drawer at the face of the squad bench. The drawer shall open toward the aisle and be secured with a stainless steel flush pull latch.	1.00
50-60-0761	STAINLESS STEEL WALL PROTECTION - INTERIOR STREETSIDE A brushed stainless steel panel shall be provided on the street side wall from the bottom of the CPR seat.	1.00
50-60-0820	ANTI-SLIP MATTING - CURBSIDE STEPWELL	1.00



The paint on the module sides shall be buffed to a high shine using a recommended paint buff system.

60-09-0252 PAINT BOTTOM HALF MODULE ONLY Enter # 123 1.00

The bottom half of the module shall be painted in an alternate color. The balance of the module shall be painted OEM white in color.

60-09-0202 PAINT BOTTOM HALF OF CAB ONLY Enter # 123 1.00

The bottom half of the cab shall be painted in an alternate color. The balance of the cab shall be painted OEM white in color.

60-20-0301 CHEVRON STRIPING - FULL COVERAGE 1.00

Chevron striping 6" wide inverted "V" shall be installed on the complete rear of the module.

GR_CHV_RFX_R REFLEXITE BLACK REFLECTIVE - CHEVRON - COLOR 1 1.00
ED_1

Stripe Color 1 to be Reflexite BLACK conspicuity tape.

60-40-0352 STAR-OF-LIFE WHITE PERFORATED MATERIAL - REAR WINDOWS (TOTAL 2) 1.00

Install white window mesh on rear entry door windows with 12" star of life print.

Braun - Vehicle Manuals

<i>Item Number</i>	<i>Description</i>	<i>Quantity</i>
80-20-0001	VEHICLE MANUALS (1) PACKAGE SET	1.00
	One (1) Delivery Manual Package shall be supplied with the vehicle and shall include the following items: Ambulance manufacturer parts, service, and operation manuals, OEM chassis owner's guide, complete 12 VDC and 125 VAC wiring schematics for all included standard and optional systems, Multiplex Electrical system programming - electronic media	
90-10-0007	STATEMENT OF LIMITED WARRANTY NEW AMBULANCES	1.00



Quotation Summary

North Central Emergency - David Cole 2024-09-19 14-19-34

Reference: QUO0000010913 Rev: 0
Purchaser: North Central Emergency
Vehicles

Contact: Fred Pawelk
Address: 18448 County Road 9

Lester Prairie, MN

Telephone:

Sales Dave Cole
Contact:
Mobile: 574-584-4174
Phone: 320-395-2911

Opportunity: Bondurant Fire EMS
Account: Bondurant Fire EMS

Contact: Anthony Rauterberg
Billing 101 Grant St N
Address:

Bondurant, Iowa
Polk

Currency: USD
Quotation 2024-09-19

Date:
Quote Exp 2024-10-19

Date:
Price 2024-08-19

Effective:
Factory David Greenfeld
Contact:
Mobile:

Name

Chief XL Type I



Specifications

-72" Headroom
-169"L Full Seam Welded Module



15-00-0010	FUEL TANK - FULL UPON FACTORY RELEASE The chassis fuel tank of the completed unit shall be full at time of release from the ambulance manufacturer's facility. -----	1.00
20-10-0603	ENGINE BLOCK HEATER - OEM PLUG An engine block heater shall be included in the chassis with the 125 VAC power cord.	1.00
20-20-0252	HEAT SHIELDS, PROTECTIVE Install: aluminized steel protective heat shields to the upper laterals above the exhaust system. -----	1.00
20-20-0277B	HIGH IDLE SYSTEM - B A high-idle module will be added to the chassis. The high idle will be engaged automatically by the M-Tech system when all chassis parameters are met. Chassis parameters include but not limited to vehicle in park, service brake not depressed, accelerator not depressed, parking brake set and battery voltage. High-idle may also be activated by the M-Tech heat or A/C. FORD F-SERIES ONLY: A high-idle/parking brake module will be added to the chassis The chassis parking brake signal will also be provided by this module. -----	1.00
20-01-0105	SUSPENSION - LIQUID SPRING TYPE I Install: Liquid Spring -----	1.00
20-10-0206	BATTERY - TWO SYSTEM - F SERIES CHASSIS The vehicle shall have a 12 V two (2) battery system rated at 1500 cold cranking amps. Both batteries shall be securely installed in the Ford OEM locations, under the vehicle hood. -----	1.00
20-21-0101	FLOOR CONSOLE F450/F550 STANDARD CONSOLE - ALUMINUM PLEASE NOTE: Console drawings are for reference only and do not include all features depicted on the drawings. All consoles shall be designed, priced, and approved internally to allow for accurate BOM pricing. The prices shown are estimated for general budget pricing only and pricing is subject to design; must contact manufacturer for pricing validation. -----	1.00



integrated clearance lamps/turn signals.

20-30-0261 OEM AUTO-LOCK DISABLED (cab & module doors do not auto lock or unlock) 1.00

The OEM auto-lock feature will be disabled.

30-10-0753 SIREN, WHELEN 295-HFSA7-REMOTE WITH MICROPHONE (Meets CA Title 13) 1.00

A Whelen 295-HFSA7 remote dual siren amplifier shall be flush-mounted in the master control console located in the cab. The siren shall be capable of hands-free operation and shall be equipped with a noise canceling microphone. (Meets CA Title 13)

30-10-0812 SIREN SPEAKERS, CAST PRODUCTS - IN FRONT BUMPER 1.00

Install: Two (2) Cast Products - 100-watt siren speakers, shall be installed in outer ends of the front bumper (or to accommodate chassis options).

20-30-0400 TIRE PRESSURE MONITOR - QuickPressure 1.00

Install QuickPressure tire pressure caps. (must check tire PSI to select correct QuickPressure Model)

20-40-0203 WHEELS, FORGED POLISHED ALUMINUM - 19.5 - F450/550 193" WB 1.00

Forged, polished aluminum wheels shall be provided, to include bright hub covers and center ornaments and valve stem extensions.

Braun - Electrical

<i>Item Number</i>	<i>Description</i>	<i>Quantity</i>
30-06-0001	ELECTRICAL SYSTEM - MICRO PROCESSOR BASED Install: Microprocessor based multiplex system.	1.00
30-10-0110	ELECTRICAL CIRCUITS All electrical circuits: shall have wiring and circuit protection suitable to the demand and must meet the national electric code (NEC) wiring requirements, added on wiring (18 GA through 10 GA) color coded and	1.00



30-06-0175	WIRING HARNESS CONNECTORS - MULTIPLEX ELECTRICAL SYSTEM Connect all wiring harnesses via quick connect circular plug connectors. -----	1.00
30-06-0300	VOLTMETER - MULTIPLEX ELECTRICAL SYSTEM Provide: (1) digital voltmeter on the master control console screen. -----	1.00
30-06-0026	WARNING DISPLAY - MULTIPLEX ELECTRICAL SYSTEM Install: digital warning display integrated into the cab display console, programmed through the multiplex system to provide visual and audible indication. -----	1.00
30-06-0225	EMERGENCY MASTER SWITCH - MULTIPLEX ELECTRICAL SYSTEM Supply: A single emergency master switch for activating all the emergency warning lights on the master control console screen, emergency master switch will activate the module power automatically, include an Emergency Master Menu button to allow access to individual warning light functions. -----	1.00
30-06-0250	CONTROL PANEL SWITCHES - MULTIPLEX ELECTRICAL SYSTEM Switches on the master control console and attendant control panel screens shall have dimmable perimeter backlighting. -----	1.00
30-06-0275	MODULE POWER SWITCH - MULTIPLEX ELECTRICAL SYSTEM Provide: A module power switch for the electrical system on both the Master Control Console and the Attendant Control Panel screens. -----	1.00
30-06-0101	ATTENDANT CONTROL PANEL (ACP) - MULTIPLEX ELECTRICAL SYSTEM Attendant Control Panel (ACP) contains a color micro processor screen, controls all equipment installed in the patient compartment. -----	1.00
30-06-0375	PARK OVERRIDE - MULTIPLEX ELECTRICAL SYSTEM Park override switch on the master control console screen, reactivates all lights disabled when the transmission is placed in the neutral/park position. -----	1.00



	Install: interface module / display screen in the cab.	
30-07-0003	CONTROL SCREEN, ACP Install: interface module / display screen mounted on an angled flip - down panel with chrome lever latches, in the patient compartment ACP area.	1.00
30-07-0011	CONTROL SCREEN, CURBSIDE, TOUCH SCREEN, FIXED ANGLED MOUNT Install: interface module / display screen mounted on a fixed angled panel at the head of the squad bench, operated through the use of a touch screen.	1.00
30-10-0901	SYSTEM ACTIVE AND CHECK OUT LIGHTS - 15 MINUTES Switch: located at the curb and rear entry doors for activation of the electrical system, check out light switch located at the curb and rear doors for activation of the LED angled lights prior to entering the module, system programmed to shut down automatically after 15 minutes unless the ignition is on.	1.00
30-06-0050	DAYTIME RUNNING LAMPS - MULTIPLEX ELECTRICAL SYSTEM OEM Daytime Running Light headlights activated for daytime operation, when transmission is placed in drive.	1.00
30-10-0068	CAMERA REAR VIEW - SINGLE SYSTEM - CONTROL SCREEN Install: camera system rear view, tied to the control screen. Per Dwg #2. Camera alignment will be conducted at final inspection, if applicable.	1.00
30-10-0915	SYSTEM AUTO ACTIVE WITH ENTRY DOOR OPEN OR UNLOCK SIGNAL The system will auto activate when a module entry door is opened or when a door unlock signal is received.	1.00
30-10-0585	USB - DUAL OUTLET, ONE (1) INTERIOR LOCATED ON CONSOLE Install: (1) dual USB port outlet, 5 volt / 2.1 amp, in the vehicle, located on the Master Control Console in the cab.	1.00



12VIF201	OUTLET, 12VDC - ONE (1) FRONT WALL - CABINET One (1) 12 VDC power point outlet shall be installed in the patient compartment, in the front wall cabinet. The outlet shall be labeled, "12 VDC". A Schottky diode medical isolator shall be provided to protect the 12 VDC outlet.	1.00
12VPREWIRE	PRE-WIRE, 12VDC Enter location(s), the intent of pre-wire, and if it should be wired to ignition or hot. OSS 2 Install: 12VDC pre-wire, quantity(s) and location(s) per drawing(s).	1.00
30-12-0007	RECEPTACLE SHORELINE INLET-SUPER 20 AMP, AUTO EJECT - RED COVER Install: Kussmaul super auto eject shoreline inlet receptacle with red cover on module exterior per the drawings, equipped with an integral dynamic disconnect.	1.00
30-10-0093	SHORELINE INDICATOR LIGHT- ALLIED VCC RED MINI NEON - EXTERIOR MOUNTED Install: (1) Allied VCC red mini neon indicator light above the shoreline inlet per drawings. The indicator shall illuminate when shoreline power is present at the inlet.	1.00
30-10-0657	RADIO ANTENNA BASES - TWO (2) The coax cable(s) shall terminate in radio cabinet. If no radio cabinet is present, they will terminate behind the drivers seat in the cab. Install: (2) antenna bases with attached coax cables shall be installed on the module roof. The coax cables shall terminate in radio cabinet. If no radio cabinet is present, they will terminate behind the drivers seat in the cab. Access to the antenna bases shall be through adjacent module interior dome lights.	1.00
30-10-0299	LIGHT, ATTENDANT CONTROL PANEL AREA - TECNIQ SILHO-X LED - WARM WHITE A Tecniq Silho-X 2.75" round warm white LED light with SS trim ring, shall be mounted above the left wall forward action area counter. The	1.00



depressed.

30-10-0926	SCENE LIGHT SENSOR TO SHUT OFF IN DAYLIGHT Install: Dusk to Dawn photocell switch to turn off scene lighting during the daylight hours.	1.00
30-06-0201	RADIO TIE-IN POINT - (1) 12V/40 AMP - CAB CONSOLE AREA Install (1) set of 12 volt/40 amp radio tie-in studs in cab console: (1) battery hot, (1) ignition hot, (1) grounded stud.	1.00
30-06-0202	RADIO TIE-IN POINT - (1) 12V/40 AMP - PATIENT COMPARTMENT Install (1) set of 12 volt/40 amp radio tie-in studs in patient compartment: (1) battery hot, (1) ignition hot, (1) grounded stud.	1.00
30-06-0203	RADIO TIE-IN POINT - (1) 12V/250 AMP - PDQ Install (1) set of 12 volt/250 amp radio tie-in studs in the PDQ: (1) battery hot, (1) ignition hot, (1) grounded stud.	1.00

Braun - Exterior Lighting

<i>Item Number</i>	<i>Description</i>	<i>Quantity</i>
30-06-0410	WARNING LIGHTS FLASH PATTERN SIGNAL ALERT 75 - MULTIPLEX ELECTRICAL SYSTEM The default flash pattern for the vehicle warning lights: Signal Alert 75.	1.00
30-06-0420	GRILLE WARNING LIGHTS TO FLASH IN AN X-PATTERN The four (4) grill lights shall flash in an "X" pattern.	1.00
30-06-0430	DAY/NIGHT MODE WITH PHOTOCELL Add the Day/Night with photocell option to the unit build	1.00
30-06-0431	EMERGENCY SMOOTH FLASH PATTERN Add the Emergency Smooth Flash Pattern option to the unit build.	1.00



	switch on the master control console labeled "Flashers".	
FWLCLR1RB	FRONT WARNING LIGHT LOCATION 1 - RED-BLUE The warning light located on the upper front of the module in location 1 shall be dual color red/blue.	1.00
FWLCLR2RB	FRONT WARNING LIGHT LOCATION 2 - RED-BLUE The warning light located on the upper front of the module in location 2 shall be dual color red/blue.	1.00
FWLCLR3RB	FRONT WARNING LIGHT LOCATION 3 - RED-BLUE The warning light located on the upper front of the module in location 3 shall be blue.	1.00
FWLCLR4RB	FRONT WARNING LIGHT LOCATION 4 - RED-BLUE The warning light located on the upper front of the module in location 4 shall be dual color red/blue.	1.00
30-25-0123	LIGHTS, ICC / LED CLEARANCE - ON MODULE REAR - TECNIQ Install: (5) red TECNIQ LED (S33-RR00-1) clearance / ICC lights on the rear of the module near the roof line per dwg #2.	1.00
ROLM90002	LIGHTS REAR MODULE, UPPER OUTER - 2 WHELEN M9 LED Two (2) Whelen M9 series super LED warning light with chrome bezels shall be installed on the upper rear of the module, in the outer location. The lights shall operate from a switch on the master control console, labeled "Flashers".	1.00
ROLCLR1RB	REAR OUTER MODULE LIGHT LOCATION 1 - RED-BLUE The warning light located on upper rear of the module, in outer location 1 shall be dual color red/blue.	1.00
ROLCLR2RB	REAR OUTER MODULE LIGHT LOCATION 2 - RED-BLUE The warning light located on upper rear of the module, in outer location 2 shall be dual color red/blue.	1.00



Install: (1) pair each of Whelen M6 series LED stop/tail lights, turn lights, and back-up lights with chrome flanges on the rear of the module.

30-26-7002 LIGHT, LICENSE PLATE LED - WHELEN OACOEDCR 1.00

Install:(1) Whelen OACOEDCR LED license plate light with 45 deg angled chrome-plated bezel on the rear of module, lower left side.

FILM20002 LIGHTS FRONT INTERSECTION - 2 WHELEN M2 LED 1.00

Two (2) Whelen M2 super LED warning lights, with water-proof connectors, shall be mounted on the front chassis fenders, one (1) on each side. The lights shall operate from a switch on the master control console labeled "Flashers". NOTE: When vehicle is placed in park, the override switch must be on for intersection light(s) to remain on.

FILCLR1R FRONT INTERSECTION LIGHT LOCATION 1 - RED 1.00

The warning light located on front of the chassis fender in location 1 shall be red.

FILCLR2B FRONT INTERSECTION LIGHT LOCATION 2 - BLUE 1.00

The warning light located on front of the chassis fender in location 2 shall be blue.

RILM70002 LIGHTS INTERSECTION REAR - 2 WHELEN M7 LED 1.00

Two (2) Whelen M7 super LED warning lights with, chrome flanges and water-proof connectors, shall be installed above the rear wheel wells, one (1) on each side. These lights shall operate from a switch on the master control console screen labeled "Flashers". NOTE: When vehicle is placed in park, the override switch must be on for intersection light(s) to remain on.

RILCLR1R REAR INTERSECTION LIGHT LOCATION 1 - RED 1.00

The warning light located on above the rear wheel well at location 1 shall be red.

RILCLR2B REAR INTERSECTION LIGHT LOCATION 2 - BLUE 1.00



installed, one (1) each module side in the center position. These lights shall operate from buttons on the master control console control screen labeled "Left Flood" and "Right Flood".

30-27-4154 LIGHTS, RUB RAIL - WHELEN LED STRIP - 3 EACH SIDE 1.00

Install: Whelen strip lights on rub rail, (3) LED's each side - (2) red LED's and (1) white LED alternating in color (red-white-red) along the module side, total of six (6) lights, alternate flash with box warning lights.

30-25-0306 LIGHTS, UNDERBODY FOUR (4) WELDON 4" LED 1.00

Mount: (4) Weldon 4" round LED white lights on brackets underneath the module (Braun#52272) , turn on automatically when the vehicle is shifted into park, also activated or disabled by a switch on the MCC control screen.

Braun - Module Body Construction

Item Number	Description	Quantity
39-00-0005	AWS ALUMINUM CERTIFIED WELDERS	1.00
39-10-0003	CONNECTIONS, MODULE Bolt: to the chassis frame rail with (12) 5/8" -11 grade 8 bolts through OEM rubber insulating spacers installed on outriggers at twelve (12) separate locations (six each frame rail), providing noise insulation and easy removal for chassis replacement, mounting bolts to be properly torqued and secured with locktite, system used for fastening the module to the frame to be that approved by the chassis manufacturer.	1.00
40-00-0080	INSULATION - POLYURETHANE SPRAY FOAM The entire underside of the module floor (except for mounting pads), the underside of the outside storage compartments, the wheel wells, and the underside of the curbside step area shall be completely insulated with sprayed on Class I urethane foam for thermal and acoustical insulation. The insulation shall comply with FMVSS #302	1.00



SR00196410	OSS 3 shall be 3/4 high. One shallow depth adj shelf above SCBA's.. At mid height shall be welded in angle plates for future customer install of SCBA. Height of compartment reduced by 16.25".	1.00
SR00196411	Located on the door of OSS # 3. Customer is asking for a Married Pair tool mount ? (Axe and bar) Mounted to inside of door. Quoted: Ziamatic Zico Quic Bar/Axe mounting bracket set. Model Zico-MB- 3PB	1.00
SR00196412	OSS # 4 Compartment reduced in height due to inside fridge layout. Request a slide out tray for a Stryker Stair Chair on forward side of OSS 4B, add strap for chair. OSS 4A backboard/scoop storage.	1.00
SR00196413	Front exterior wall : Move exterior condensor to between the 2 outer M9 each side	1.00
40-00-0009	ALUMINUM PARTS - MODULE EXTERIOR All unpainted exterior aluminum parts to be bright dip anodized after fabrication to retain the finish and increase corrosion resistance.	1.00
40-00-0010	CORROSION MINIMIZATION - MODULE All module contact with dissimilar metals shall be minimized with the use of nylon screw-hole inserts to provide hinge to door isolation with the module body, polypropylene strip hinge Isolation, polyethylene backed rubber tape, ceramic coated stainless steel hinge bolts, and corrosion inhibitor spray.	1.00
40-00-0020	DOOR CONSTRUCTION - GASKET PLACEMENT All exterior hinged module doors shall be constructed in an inverted pan-formed design. The pan shall be constructed from .125" thick 5052-H32 flat sheet aluminum. The exterior door skin shall be constructed of .190" thick aluminum and welded to the pan. Door gaskets shall be attached to the interior side of the door skin on the	1.00



	Install: Eberhard #EMC-1-2110 chrome "free-floating" handles on each exterior module door, large enough to accommodate a gloved hand.	
40-10-0072	LOWERED MODULE SIDES Module sides to be as low as possible and still comply with KKK-1822-F ramp break over angle.	1.00
40-10-0321	STEPWELL, CURBSIDE DOORWAY - MID STEP AREA Install: aluminum diamond plate step well and mid-level step in curbside doorway threshold area.	1.00
40-00-0091	THRESHOLD, STAINLESS STEEL - ALL OSS STORAGE COMPARTMENTS Each exterior storage compartment with a hinged door: stainless steel lower threshold at the door opening to protect the paint.	1.00
40-10-0340	STONE GUARDS, MOD FRONT -ANODIZED DIAMOND PLATE Install: anodized aluminum diamond plate stone guards on module front, (1) each side.	1.00
40-10-0030	DOCK BUMPERS, REAR Install rear dock bumpers.	1.00
40-10-0090	DRIP RAILS, SIDE Affix: full length anodized drip rails to both upper sides of module, rails to be attached to module sides without use of screws or rivets.	1.00
40-10-0046	DOOR HINGED - MODULE CURBSIDE PASSAGE Install hinged curb door.	1.00
40-10-0088	DOORS - REAR PASSAGE Patient compartment rear door opening: doors flush without a protruding flange or lip, right rear passage door lockable, chrome exterior handle, left rear door non-locking, chrome exterior handle, all handles installed with a gasket, hinge full length stainless steel with a 3/16" stainless steel hinge pin, two-way adjustable, each rear door two-point slam action automotive type rotary latching system to the body, right rear door lock to the body at the top and bottom, not to	1.00



each end of bumper constructed from heavy gauge stamped polished stainless steel bumper parts, to provide smooth rounded corners, step constructed of star punched .125" thick aluminum diamond plate, (2) rear LED step illumination lights provided. All diamond plate surfaces to be anodized; strip of black PVC installed on face of step.

40-10-0381 TOW HOOKS, MODULE REAR 1.00

Secure: fasten (2) tow hooks in rear step area to rear step braces.

40-10-0283 RUB RAILS, ANODIZED ALUMINUM, "C" CHANNEL 1.00

Install: anodized aluminum "C" channel rub rails on lower sides of body below outside compartment sill areas, rub rails to be offset 3/16" from body.

40-00-0019 DOOR SKINS, OUTSIDE STORAGE COMPARTMENTS - DIAMOND PLATE 1.00
INTERIOR SKINS

Interior door skins for all outside storage compartments constructed of .063" thick aluminum diamond plate.

OS1XL1STD OSS #1 - STREETSIDE FORWARD 1.00

OSS #1 streetside forward, hinged door with spring-loaded gas cylinder, locking handle installed on the exterior of the door.

OS1XL1OP5 OSS #1 - BACKBOARD AND OXYGEN STORAGE WITH DIVIDER 1.00

OSS #1 streetside forward, with one (1) fixed vertical divider for backboard/scoop stretcher storage on one side and housing an O2 cylinder on the other.

OS102WELD OSS #1 - OXYGEN STORAGE BRACKET WELDED IN FOR H or M 1.00
CYLINDER

An oxygen storage bracket shall be welded in OSS #1 for retention of "H" or "M" oxygen cylinders.

OS1BB OSS #1 - BACKBOARD - SCOOP STRETCHER STORAGE (DELETE) 1.00

OSS #1: storage for backboard / scoop stretcher, with a (1) inch adjustable strap with black plastic buckle.

OS1DIV1 OSS #1 - FIXED SHELF 1.00



SR00196419	Rear Streetside wall: A 3 slot glove box shall be recessed into the rear wall	1.00
SR00196420	Front interior wall cabinet #2 fixed frame separated into (2) cabinet sections, upper and lower, each enclosed with (1) set of hinged polycarbonate doors with latches, (1) adjustable shelf per each section for a total of (2) adjustable shelves. In the lower ALS the cabinet is shallow due to transverse we added a 115 outlet and would accept surface mount - upper left corner turned sideways	1.00
50-51-1001	CABINET CONSTRUCTION - INTERIOR - ALUMINUM All interior cabinets shall be constructed of .090" thick welded aluminum.	1.00
50-60-0220	EMBLEMS / SIGNS - REAR PATIENT COMPARTMENT (2) "No Smoking / Oxygen Equipped / Fasten Seat Belts" signs: (1) sign installed in the cab, (1) above the oxygen outlets in the patient compartment street side cabinet.	1.00
50-60-0300	FLOOR CONSTRUCTION- PATIENT COMPARTMENT, NON-WOOD COMPOSITE Sub-floor in the patient compartment: constructed of .125" thick aluminum over .125" and .190" thick reinforcing hat sections and mounting laterals, aluminum sub-floor covered with a 3/4" non-wood composite material, all corner molding, edging and trim anodized aluminum or stainless steel and sealed to prevent fluids from seeping under the cabinets.	1.00
50-60-0301	FLOORING - COVE Patient compartment floor radius: coved with pre-formed floor coving material, installed behind the vinyl floor covering, along both the street side and curbside walls.	1.00
50-60-0391	HEADLINER - REAR PATIENT COMPARTMENT	1.00



	The floor in the patient compartment shall be covered with Lonseal brand "Lonplate II" non-slip; small grid (embossed) Gunmetal #424.	
50-51-2002	CABINET DOORS - CLEAR POLYCARBONATE All cabinet doors shall be clear polycarbonate material / installed in aluminum track lined with PPL inserts / An edge mounted aluminum handle shall be installed on each sliding cabinet door.	1.00
50-51-3001	CABINETS/ WALLS - POLYCHROMATIC COATING - MARBLE STONE Headliner, walls, cabinet faces, and cabinet interiors MultiSpec color to be Marble Stone	1.00
IS-CNT2-ACR	COUNTER TOP, SOLID ACRYLIC - SECONDARY ACTION AREA Install: solid acrylic countertop with 1/2" lip on the secondary action area.	1.00
IS-CNT-ACR	COUNTER TOP, SOLID ACRYLIC Install: solid acrylic countertop with 1/2" lip on the primary action area.	1.00
50-51-4033	COUNTERTOP - SOLID ACRYLIC - RAVEN BOULDER (GRAY/BLACK) Install a solid acrylic counter top, Raven Boulder (#810).	1.00
50-01-0408	LATCHES, CABINET, CN10 COMPLIANT AS APPLICABLE - INCLUDING RADIO CABINET The ACP (attendant control panel) door, the PDQ (power distribution quarters) door, and the radio cabinet door shall be secured with chrome locking lever latches/ all remaining interior hinged cabinet doors with center squeeze latches/all interior drawers with locking flush pull latches.	1.00
50-10-0229	LEFT WALL - ATTENDANT CONTROL PANEL - WITH FLAT AREA A control screen shall be mounted on a hinged access panel and secured with two (2) latches. The panel will be located to the immediate right of the attendant's seat. The forward portion of the panel will contain a flat area that may be used for future radio mounting, etc.	1.00



IC2XL1OP27	CABINET AT HEAD OF BENCH WITH SHARPS/WASTE DRAWER AND (1) DRAWER TOWARDS THE BENCH.	1.00
	The Curbside wall shall have a squad bench which will include storage, a lid with hold opens, an aisle facing sharps and trash drawer, and a cabinet at the head of the bench with one bench facing drawer.	
IC2XL3C3	CABINET AT HEAD OF SQUAD BENCH - TWO (1) DRAWER FACING BENCH	1.00
	A cabinet: head of the squad bench. It shall contain one bench facing drawer with locking stainless steel flush pull latches.	
IC-CNT-ACR	COUNTER TOP, CURBSIDE - SOLID ACRYLIC	1.00
	Install: solid acrylic countertop with 1/2" lip on the cabinet at the head of the curbside seating area.	
50-61-0037	ASSIST HANDLE - FACE OF SQUAD BENCH CABINET - 12" STAINLESS STEEL ANTI-MICROBIAL	1.00
	Install (1) stainless steel anti-microbial 12" assist handle, interior curbside: installed on forward side of cabinet at the head of the squad bench.	
IC3XL1C1	CABINETS - RIGHT WALL, UPPER #3- SLIDING DOOR	1.00
	Curb side interior wall cabinet #3: overhead, fixed frame with sliding polycarbonate doors, with full length handles, outermost door to have a handle on both ends.	
IC3XL1OP3	OVERHEAD CABINET WITH SLIDING POLYCARBONATE DOORS. OXYGEN OUTLET MOUNTED BESIDE THE CABINET.	1.00
	Curb side interior wall cabinet #3: overhead, fixed frame with sliding polycarbonate doors, with full length handles, outermost door to have a handle on both ends.	
50-50-0541	HOLD OPENS - SQUAD BENCH LID - GAS CYLINDERS	1.00
	Gas cylinder hold-open(s) shall be provided and installed to hold lid in the open and closed position.	
50-60-0718	SQUAD BENCH FACE - VINYL FLOORING MATERIAL	1.00



	cushioned vinyl.	
50-50-0122	SEATING - ATTENDANT - SIDE MOUNT POSITION The attendant seat shall be in a side mount position.	1.00
50-50-0333	CPR SEAT STORAGE AREA, BELOW SEAT - W/HINGED SEAT BOTTOM The bottom seat cushion shall be hinged with a storage area located below. The interior of the storage area shall be sprayed with sound absorbing polyurethane material. An automatic latching fastener shall be installed to secure the CPR seat lid in the closed position.	1.00
CPROP6	SEATING - CPR - EVS WITH Pro4 HARNESS A CPR seat shall be installed on the street side of the patient compartment aft of the primary action area counter. The CPR seat shall be KKK-A-1822F Change Notice 8 compliant with Pro4 harness style shoulder / seat belt and conform to all applicable FMVSS and SAE J3026 requirements.	1.00
SQSTOP12	SEATING - CN8 COMPLIANT ONE (1) EVS Pro4 CONTOURED A Squad bench seat with one (1) contoured EVS individual seating position on the curb side of the patient compartment. The squad bench seat shall be KKK-A-1822F Change Notice 8 compliant with (1) Pro4 harness style shoulder / seat belts and conform to all applicable FMVSS and SAE J3026 requirements. The headrest and backrest will be constructed of energy absorbing material. The seat bottom, backrest, and headrest shall be padded and covered with color coordinated, cushioned vinyl material with the builder's logo heat stamped into the headrest.	1.00
HVC_ADV_01	HVAC - ADVANCED 12V TIE-IN PACKAGE Install 12v tie-in Advanced Package HVAC system.	1.00
COND_BRK_02	CONDENSER BRACKETS TO BE WEDGE DESIGN AND COLOR MATCH TO THE CONDENSER The condenser bracket shall be a wedge designed, painted to match the condenser, mounted to the bulkhead of the module.	1.00



	Recessed ceiling IV hanger(s) provided and installed per the drawings.	
50-60-0640	OXYGEN SYSTEM, ELECTRIC - MULTIPLEX ELECTRIC SYSTEM A 12 VDC controlled electric O2 system operated through the electrical system shall be provided and installed.	1.00
50-60-1601	OXYGEN OUTLET (1) LEFT WALL - OHIO MED - ACTION AREA One (1) Ohio Medical flush mounted; quick release wall outlet shall be installed in the forward street side cabinet action area. Per dwg #5	1.00
50-60-1640	OXYGEN OUTLET (1) RIGHT WALL - OHIO MED - HEAD END OF SEATING AREA One (1) Ohio Medical flush mounted; quick release wall outlet shall be installed in the right wall above the head end of the curbside seating area. Per dwg #6	1.00
50-60-1680	OXYGEN OUTLET (1) CEILING - OHIO MED - ABOVE HEAD OF COT One (1) Ohio Medical flush mounted; quick release oxygen outlet shall be installed in the ceiling above the head of cot in the center mount position. Per dwg #9	1.00
50-60-0277	OXYGEN - ZICO QR-D-2 PORTABLE OXYGEN STORAGE BRACKET ONE (1) IN PASS THRU One (1) Zico QR-D-2 storage bracket shall be installed in the pass thru for one (1) "D", Jumbo "D", or steel "D" oxygen cylinder.	1.00
50-60-0712	SHARPS AND TRASH CONTAINERS WITH SLIDE-OUT DRAWER A sharps container and a trash container shall be provided and installed within a slide-out drawer at the face of the squad bench. The drawer shall open toward the aisle and be secured with a stainless steel flush pull latch.	1.00
50-60-0761	STAINLESS STEEL WALL PROTECTION - INTERIOR STREETSIDE A brushed stainless steel panel shall be provided on the street side wall from the bottom of the CPR seat.	1.00
50-60-0820	ANTI-SLIP MATTING - CURBSIDE STEPWELL	1.00



The paint on the module sides shall be buffed to a high shine using a recommended paint buff system.

60-09-0252 PAINT BOTTOM HALF MODULE ONLY Enter # 123 1.00

The bottom half of the module shall be painted in an alternate color. The balance of the module shall be painted OEM white in color.

60-09-0202 PAINT BOTTOM HALF OF CAB ONLY Enter # 123 1.00

The bottom half of the cab shall be painted in an alternate color. The balance of the cab shall be painted OEM white in color.

60-20-0301 CHEVRON STRIPING - FULL COVERAGE 1.00

Chevron striping 6" wide inverted "V" shall be installed on the complete rear of the module.

GR_CHV_RFX_REDED_1 REFLEXITE BLACK REFLECTIVE - CHEVRON - COLOR 1 1.00

Stripe Color 1 to be Reflexite BLACK conspicuity tape.

60-40-0352 STAR-OF-LIFE WHITE PERFORATED MATERIAL - REAR WINDOWS (TOTAL 2) 1.00

Install white window mesh on rear entry door windows with 12" star of life print.

Braun - Vehicle Manuals

Item Number	Description	Quantity
80-20-0001	VEHICLE MANUALS (1) PACKAGE SET	1.00
	One (1) Delivery Manual Package shall be supplied with the vehicle and shall include the following items: Ambulance manufacturer parts, service, and operation manuals, OEM chassis owner's guide, complete 12 VDC and 125 VAC wiring schematics for all included standard and optional systems, Multiplex Electrical system programming - electronic media	
90-10-0007	STATEMENT OF LIMITED WARRANTY NEW AMBULANCES	1.00



**BUSINESS OF THE CITY COUNCIL
BONDURANT, IOWA
AGENDA STATEMENT**

Item No. 7.a.
For Meeting of 1/21/2025
Resolution

TITLE: - Resolution regarding approval of the site plan for BonduBikes at 13 Main Street, SE

CONTACT PERSON:

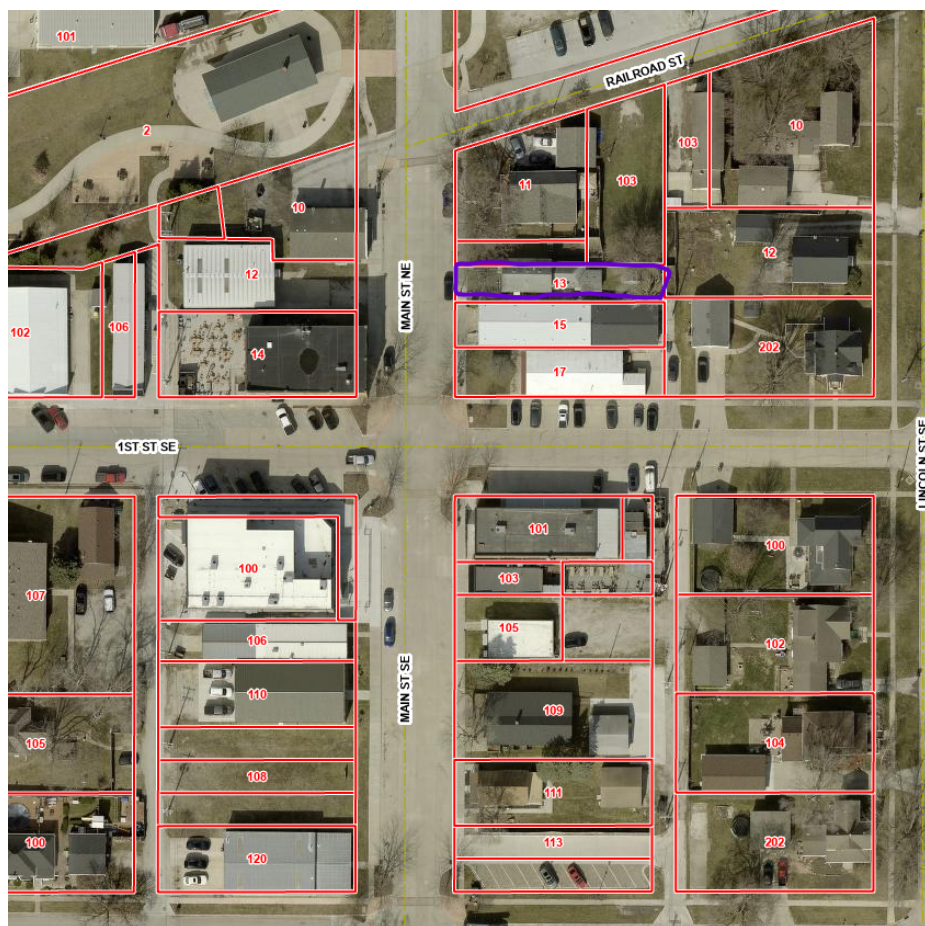
Maggie Murray, Planning & Community Development Director
Isaac Pezley, City Planner

BRIEF HISTORY & ANALYSIS: The City is in receipt of a site plan for review by the Planning & Zoning Commission and City Council for the proposed renovation work at 13 Main Street SE by the current owners and site plan applicants Joshua & Dawn LaRue. The site plan was prepared by Sequel Architecture, with survey work performed by Lee Chamberlin Engineers. The applicants are proposing a 20.5' X 18.5' addition comprised of 379 SF onto the western front facade of this 1870-constructed structure that was most recently used for residential purposes. The applicants are also proposing to renovate the existing structure. Together, the existing area and the new addition will be 1,872 SF, with 1,372 SF on the first floor and 500 SF on the second floor. 990 SF of this building will be used as BonduBikes (electrical bicycle rental, sales, and service), 684 SF of the building will be used as a commercial kitchen and lounge, and 198 SF of the building will be shared space including the entry and restrooms.

The applicants successfully collaborated with the City of Bondurant to secure a \$100,000 reimbursable grant from the Iowa Economic Development Authority to assist the applicants is moving forward with this project. The Authority determined that the proposed work at 13 Main Street SE has the potential to serve as a catalyst for inspiring future investment in downtown Bondurant.

13 Main Street SE is zoned as being within the City's Central Business (C-4) District. The uses proposed are permitted uses of the C-4 District per Sections 178.10.1.A.6, Bicycle shops, sales, and repairs, or like business and Section 178.10.1.A.43, Restaurants, night clubs, cafes, taverns, or like business.

Area Map - 13 Main Street SE circled in purple

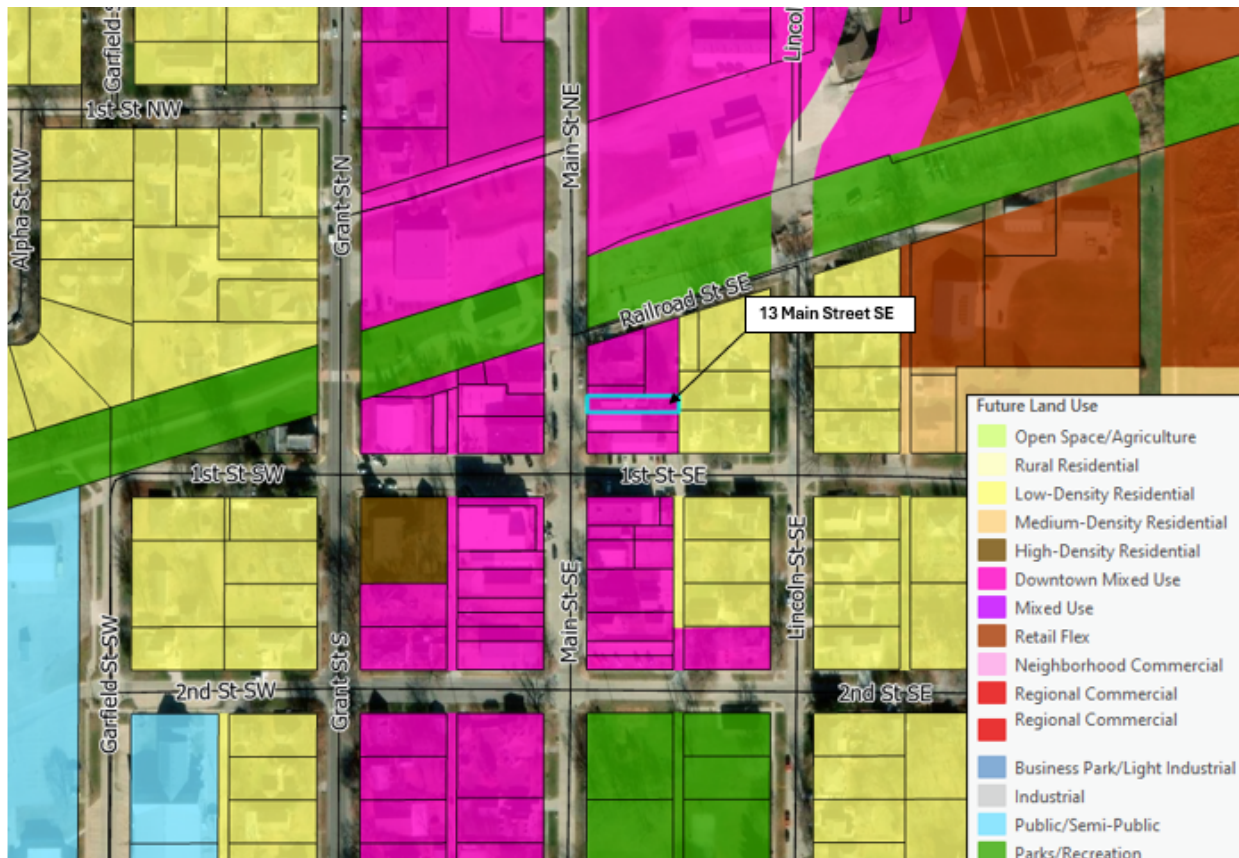


Existing Site Photo



When the Planning & Zoning Commission and City Council review site plans, they review for consistency with the following documents: Comprehensive Plan; Zoning Code; and Comments from City Officials.

Consistency with the City's Comprehensive Plan: The proposed C-4 redevelopment at this location is consistent with the 2022 Comprehensive Plan which guides for Downtown Mixed Use at this location. Additionally, this project is supported by Policy 16C of the Building Bondurant Comprehensive Plan, which reads: Encourage retail, restaurant, and entertainment uses on the first floor of downtown buildings to promote all-day activity and a vibrant street frontage.



Consistency with the City's Zoning Code: Below are notes detailing how the Zoning Code is met for this request or what additional information is needed to ensure the Code will be met for this development.

C-4 District General Use & Bulk Standards

- Uses permitted per Sections 178.10.1.A.6, Bicycle shops, sales, and repairs, or like business and Section 178.10.1.A.43, Restaurants, night clubs, cafes, taverns, or like business.
- The C-4 District has no minimum front, side, and rear yard setbacks.
- Maximum height of the C-4 District is 4 stories. Proposed addition will be 2 stories.

Parking/Drive Areas

- No parking/drive areas are proposed on site. Parking requirements in the C-4 District shall be exempt from parking requirements defined by Section 177.09 of the Zoning Code. Rather, parking for C-4 District uses shall be determined on a case-by-case basis. Establishing on-site parking given the site's existing/proposed layout would not be possible at this location. The City has made efforts in recent years in helping to increase the amount of public parking

spaces available in downtown Bondurant, and these efforts are expected to continue over the following years. In 2025 the City will be constructing a paved public parking lot approximately 200' north of this 13 Main Street SE site that will have approximately 36 parking spaces. Additionally, in 2025 the City will also begin renovation efforts at The Station (soon-to-be former Bondurant Emergency Service Facility) which such renovation efforts will look to increase the amount of public parking available at 101 Grant Street North.

- The site plan shows that 4 loop-style bicycle racks are proposed for patron use in the outdoor patio space.

Stormwater, Utilities & Natural Features

- Greg Roth, City Engineer with Veenstra & Kimm, has reviewed the submitted site plan and has noted the stormwater impact will be minimum, thus no formal stormwater management report will be required for this project.
- This property is not located within any utility connection fee districts.
- The site is not situated within FEMA's 100-year floodplain.
- This site is not situated within the City's Stream Buffer Ordinance area.

Architectural Standards

- Architectural elevations for the proposed front elevation facing Main Street SE have been submitted and are attached.
- The submitted elevations show that 67% of the west facade will be comprised of a combination of brick and glass. This exceeds the minimum 30% primary building material requirement for the west facade. The submitted elevations show that 33% of the west facade will be comprised of architectural metal panels, which is an acceptable secondary building material.
- Section 179.01.2.1.4.c of the Zoning Code states that, "Buildings proposed or developed in the downtown area, as designated by the City Council and/or the comprehensive plan, shall maintain the historic nature, and incorporate architectural elements and designs which complement and preserve the character of the area". Staff feels this requirement has been met. The applicants have eliminated a pre-existing, nonconforming first floor residential space and are proposing to transform this building into an active commercial use by creating a storefront along the Main Street SE public sidewalk area.
- Section 179.01.2.1 of the Zoning Code requires that colored elevations be submitted showing the design of all sides of the building being improved. For these non-street facing facades, the Zoning Code will require that the proposed primary building materials (brick or glass) must be present as at least trim materials. Additionally, these elevations for the non-street facing facades must show that facade modulations are incorporated into all elevations; this can be achieved via physical offsets, or by the use of color, pattern, or texture. Staff has communicated that elevations are required for the side and rear elevations. This has been included as a condition in the attached resolution.

Other Site Plan Features

- Section 182.04 of the Zoning Code requires that at least 10% of this site remain as open space. The submitted site plan shows that 54% of the site will remain as open space.
- The submitted site plan notes no know easements.
- There is an existing 6'-tall wood privacy fence installed in the rear of this property. This existing fence screening meets the Type B screen requirement for this C-4 District development adjacent to the single-family residential use east of the property.
- The submitted site plan shows a masonry trash enclosure toward the eastern rear portion of the property. The applicants have indicated they will coordinate with the business to the south (Off the Rails Quilting) on establishing an easement to grant paved access to this enclosure for hauling purposes. This is included as part of a condition of approval in the attached resolution.
- The site plan proposes a wall sign over the pedestrian entrance along the Main Street SE entrance. Not needed for site plan updating, but a general note that all signs require submittal of a sign permit first and are reviewed separately by staff for code compliance.

Comments from City Officials:

The following City departments were notified of the submitted site plan:

1. Public Works - reviewed and noted no additional comments/concerns.
2. Engineering – reviewed and noted no additional comments/concerns.
3. Fire Department - reviewed and noted no additional comments/comments/concerns.
4. Building Official - reviewed and noted that the applicants will need to confirm that the temporary ramp is ADA-compliant and that the applicants will also need to establish an acceptable timeline for moving forward with constructing a permanent ADA ramp.

FUNDING SOURCE: NA

STAFF RECOMMENDATION: The Planning and Zoning Commission voted 6-0 to recommend approval of the site plan with the conditions listed on the resolution.

APPROVED FOR SUBMITTAL:

ATTACHMENTS:

1. RESOLUTION NO. 250121-28
2. 13 Main St SE Site Plan and Elevations

CITY OF BONDURANT
RESOLUTION NO. 250121-28

RESOLUTION REGARDING APPROVAL OF THE SITE PLAN FOR BONDUBIKES AT
13 MAIN STREET SE.

WHEREAS Sequel Architecture, on behalf of the applicants Joshua & Dawn LaRue, has submitted the site plan for BonduBikes at 13 Main Street SE described as follows;

LOT 4 AND THE NORTH 3 FEET OF LOT 3 IN BLOCK 2 AND THE WEST ½ OF THE VACATED ALLEY LYING EAST OF AND ADJOINING THEREOF IN THE ORIGINAL PLAT OF THE TOWN OF BONDURANT, NOW INCLUDING IN AND FORMING A PART OF THE CITY OF BONDURANT, POLK COUNTY, IOWA.

WHEREAS the zoning for the property is Central Business (C-4) and the uses proposed are permitted uses of the following sections of the C-4 District: Sections 178.10.1.A.6, Bicycle shops, sales, and repairs, or like business and Section 178.10.1.A.43, Restaurants, night clubs, cafes, taverns, or like business; AND;

WHEREAS the Planning and Zoning Commission recommended approval of the submitted site plan at their January 9, 2025, meeting;

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Bondurant, Iowa, the submitted site plan is hereby approved subject to the following City Code/Policy clarification recommendation items;

1. That colored building elevations must be submitted for the side and rear facades and that such improvements must meet the building design/material requirements of Section 179.01.1.4 of the Zoning Code.
2. In accordance with Section 179.01.2.1.1.c., the property owners will submit a timeline, not to exceed two years, to improve the side elevations to city staff for approval.
3. That documentation of a signed and recorded access easement for access to the proposed masonry trash enclosure area must be submitted prior to beginning construction of this proposed trash enclosure area.
4. That confirmation must be provided that the temporary ramp is ADA compliant and that the site plan must assign an acceptable timeline for constructing the permanent ADA ramp.

Passed this 21st day of January 2025,

By: _____
Doug Elrod, 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

Action	Yay	Nay	Abstain	Absent
Cox				
Driscoll				
McKenzie				
Peffer				
Sillanpaa				

SITE LOCATION

NOT TO SCALE



ARCHITECT

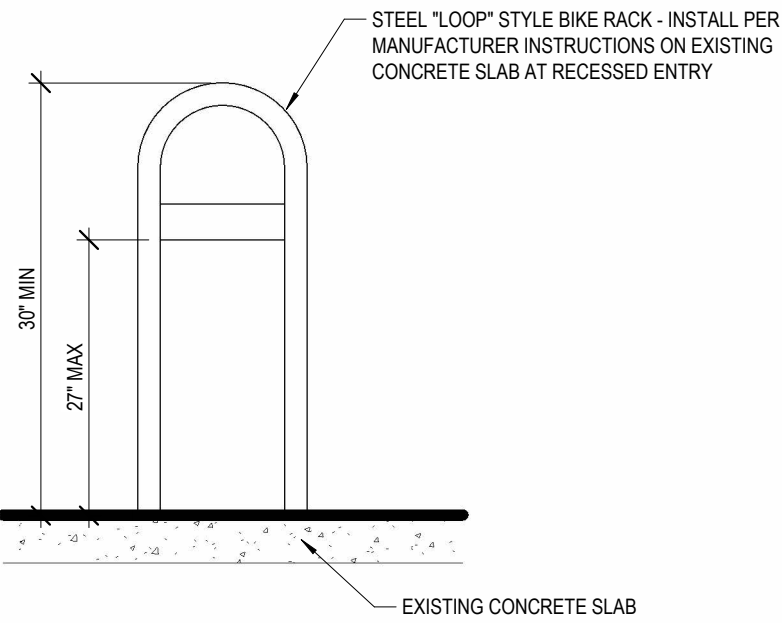
SEQUEL ARCHITECTURE
2513 WOODLAND AVENUE
DES MOINES, IA 50312
STEVE WILKE-SHAPIRO

OWNER

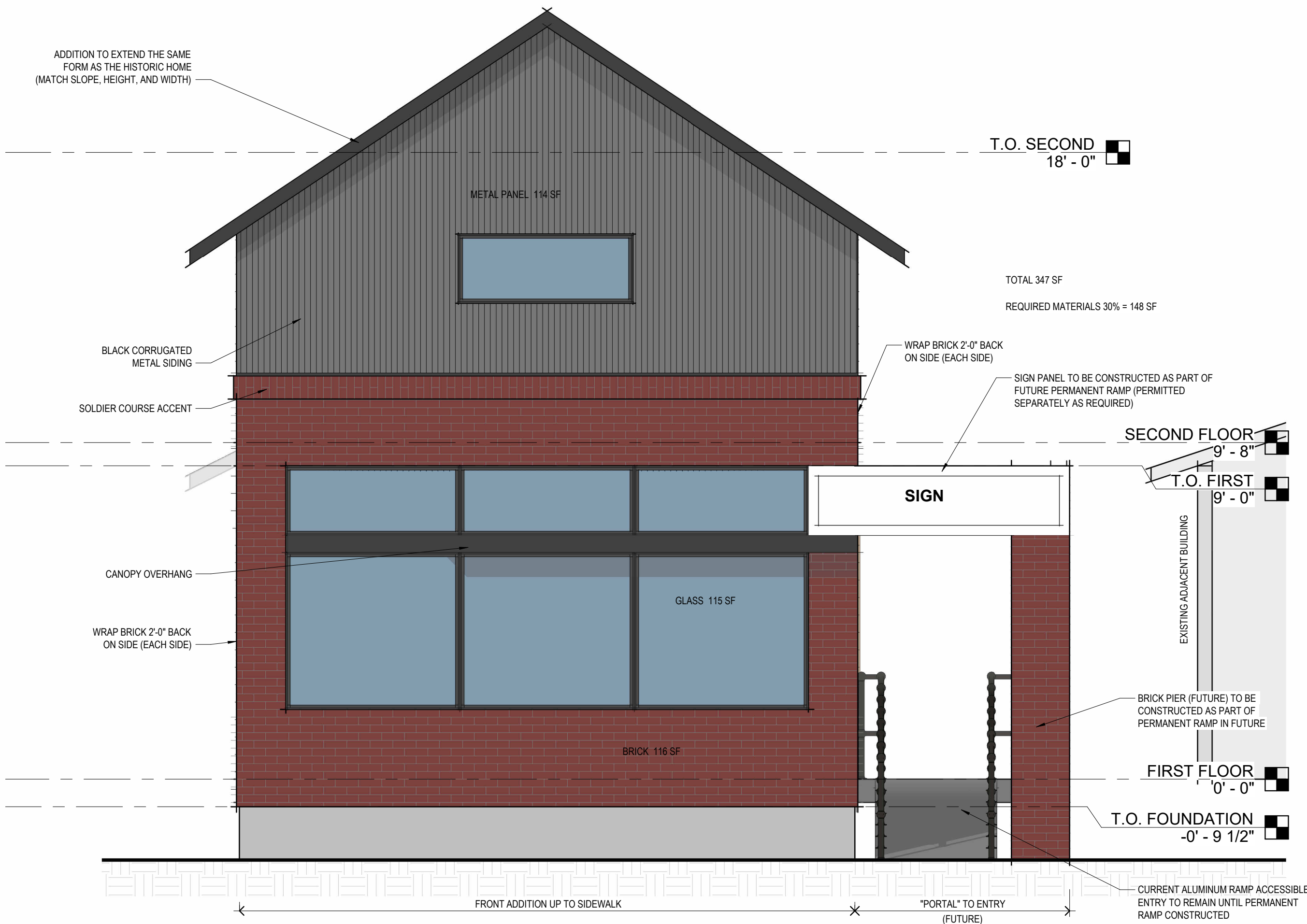
JOSHUA LARUE
12044 NE 66TH ST
BONDURANT, IA 50035-1362

GENERAL CONTRACTOR

TBD



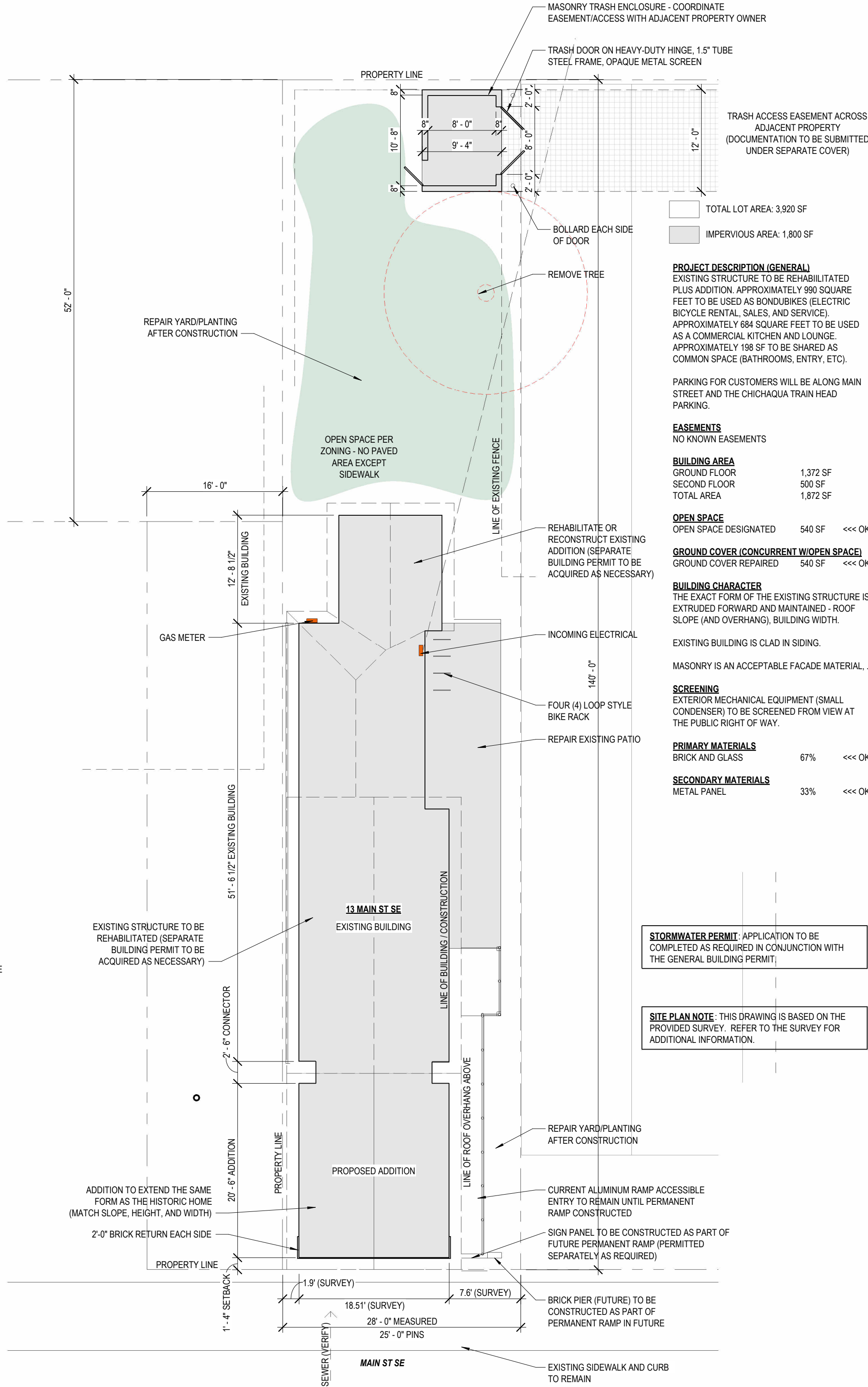
3 | BIKE RACK DETAIL
3/4" = 1'-0"



2 | WEST EXTERIOR ELEVATION CONCEPT
3/8" = 1'-0"

LARUE DEVELOPMENT

13 MAIN STREET SE
BONDURANT, IA 50035



1 | SITE PLAN
1" = 10'-0"

STEVEN
WILKE-SHAPIRO
07231

IOWA

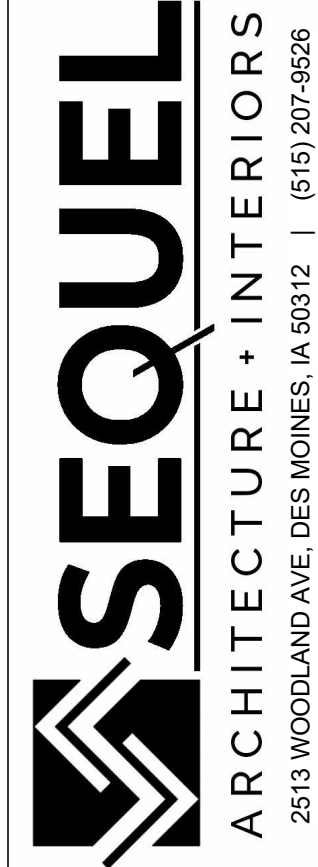
I hereby certify that the portion of this technical submission described below was prepared by me or under my direct supervision and responsible charge. I am a duly licensed architect under the laws of the State of Iowa.

Steven Wilke-Shapiro
Iowa License # 07231
Sequel Architecture, PLC

Steven Wilke-Shapiro
Signature

2025.01.06
Date

G0.01
Sheets or Pages covered by this seal



LARUE DEVELOPMENT
13 MAIN STREET SE
BONDURANT, IA 50035
RELEASED FOR SITE PLAN REVIEW

SQA PROJECT#: LARUE
ISSUE DATE: 2025.01.06

REVISIONS
REV DESCRIPTION DATE

COVER SHEET

G0.01



**BUSINESS OF THE CITY COUNCIL
BONDURANT, IOWA
AGENDA STATEMENT**

Item No. 7.b.
For Meeting of 1/21/2025
Ordinance

TITLE: - (First Reading) Ordinance amending the Code of Ordinances of the City of Bondurant, Iowa, by amending Chapter 69, Parking Regulations, Section 69.03 Angle Parking, to add a designated location

CONTACT PERSON:

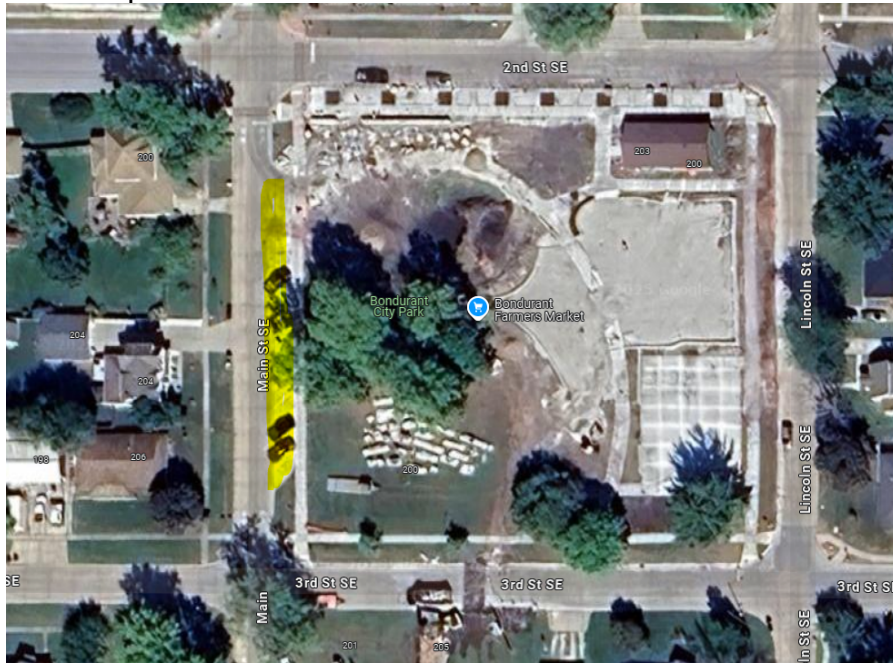
Maggie Murray, Planning & Community Development Director
Marketa Oliver, ICMA-CM, SPHR, City Administrator

BRIEF HISTORY & ANALYSIS: The attached ordinance amends Section 69.03 of the Bondurant City Code to permit angled parking along Main Street SE between 2nd Street SE and 3rd Street SE. This update aligns the City Code with recent improvements completed as part of Phase 1 of the City Park Master Plan, which established new angled parking in this area.

This parking project has increased the number of public parking spaces available in downtown Bondurant, enhancing accessibility and supporting local businesses and community activities. Expanding public parking was identified as an action item in Chapter 7 of the Building Bondurant Comprehensive Plan, which emphasizes the importance of fostering a vibrant downtown area through improved infrastructure and amenities.

Approval of this ordinance will formalize the use of angled parking in this location and reflect the City's ongoing commitment to implementing the goals outlined in its comprehensive planning efforts.

Area Map:



FUNDING SOURCE: N/A

STAFF RECOMMENDATION: Approve ordinance on a roll call vote. Council may choose to waive the first and second readings of the enclosed ordinance amendments, pending any public comments or questions.

APPROVED FOR SUBMITTAL:

ATTACHMENTS:

1. ORDINANCE NO. 250121-200

CITY OF BONDURANT
ORDINANCE NO. 250121-200

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF
BONDURANT, IOWA, BY AMENDING CHAPTER 69, PARKING REGULATIONS,
SECTION 69.03 ANGLE PARKING, TO ADD A DESIGNATED LOCATION

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

SECTION 1. PURPOSE.

The purpose of this ordinance is to amend Chapter 69, Section 69.03 of the Code of Ordinances of the City of Bondurant to include an additional location where angle or diagonal parking is permitted.

SECTION 2. AMENDMENT.

Section 69.03 of the Code of Ordinances, entitled "Angle Parking," is hereby amended to read as follows, with the addition of subsection 4:

69.03 ANGLE PARKING.

Angle or diagonal parking is permitted only in the following locations:

1. Garfield Street SW, on the west side from Second Street SW to Sixth Street SW;
2. Garfield Street SW, on the east side from Second Street SW to Third Street SW;
3. Fourth Street SW, on the north side from Grant Street S to Garfield Street SW;
4. **Main Street SE, on the east side from 2nd Street SE to 3rd Street SE.**

SECTION 3. REPEALER.

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

SECTION 4. SEVERABILITY CLAUSE.

If any section, provision, or part of this ordinance is 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. EFFECTIVE DATE.

This ordinance shall be in full force and effect from and after its passage, approval, and publication as provided by law.

PASSED AND APPROVED by the City Council this 21st day of January 2025.

CITY OF BONDURANT, POLK COUNTY, IOWA

DOUG ELROD, MAYOR

ATTEST:

SHELBY HAGAN, CITY CLERK

(SEAL)

FIRST CONSIDERATION: Waived

SECOND CONSIDERATION: Waived

THIRD CONSIDERATION: January 21, 2025

CLERK'S CERTIFICATE

I, Shelby Hagan, hereby certify that the foregoing Ordinance No. 250121-XX, was published as required by law on the XX day of February 2025.

Shelby Hagan
City Clerk



**BUSINESS OF THE CITY COUNCIL
BONDURANT, IOWA
AGENDA STATEMENT**

Item No. 7.c.
For Meeting of 1/21/2025
Resolution

TITLE: - Discussion and possible consideration of a resolution approving playground equipment purchase for Collison Soccer Park

CONTACT PERSON:

Marketa Oliver, ICMA-CM, SPHR, City Administrator
Katie Klus, Communication & Events Coordinator

BRIEF HISTORY & ANALYSIS: Recently in researching new benches and picnic tables for Collison Soccer Park, it became clear that the play equipment at that location has reached a point that it has become obsolete for safety reasons. The equipment that is currently in place has been there for many years and was originally purchased by the soccer club. It is consumer-grade equipment designed for a private backyard and not commercial grade play equipment designed to withstand the heavier use.

Staff began researching replacement equipment and presented information to the Parks and Recreation Board at its January 16, 2025, meeting. The Board voted to recommend to Council the replacement of the equipment for the above-stated reasons.

Staff realize that this was not a planned expenditure; however, given the usage at this location, staff recommend immediate replacement. According to a PlacerAI report, the Park had more than 30,000 visits in the 2024 calendar year. The estimated investment for the play equipment is up to \$36,000. The funding source for this expenditure is recommended to be the additional interest from the City's LOSST collections. The budget for interest was \$10,000 for the current fiscal year, yet with the current interest environment, the City is on track to collect \$52,000 in interest. Additionally, if needed the City also has a healthy general fund reserve which can be used if needed. Finally, City staff are submitting for grants that could cover a portion of the investment if received; however that is not a guaranteed revenue source.

Staff would like to move forward with replacing the equipment as quickly as possible and requests Council approval to purchase play equipment in an amount not to exceed \$36,000. Please note there will also be an investment in surfacing, which is likely to be a rubber mulch type surfacing, which is estimated to range from \$4,000 to \$6,000.

FUNDING SOURCE: LOSST/General Fund/Grants

STAFF RECOMMENDATION: Approve resolution on a roll call vote.

APPROVED FOR SUBMITTAL:

ATTACHMENTS:

1. RESOLUTION NO. 250121-29
2. Property Overview - Collison Soccer Park

CITY OF BONDURANT
RESOLUTION NO. 250121-29

A RESOLUTION APPROVING THE PURCHASE OF REPLACEMENT PLAY
EQUIPMENT AND SURFACING FOR COLLISON SOCCER PARK

WHEREAS the City of Bondurant recognizes the importance of maintaining safe and high-quality recreational facilities for the community; and

WHEREAS the existing play equipment at Collison Soccer Park has been determined to be obsolete for safety reasons, as it is consumer-grade equipment originally purchased by the soccer club and not designed for heavy public use; and

WHEREAS the City staff have researched replacement options and presented findings to the Parks and Recreation Board at their January 16, 2025, meeting, at which the Board voted to recommend the replacement of the play equipment; and

WHEREAS Collison Soccer Park recorded over 30,000 visits in the 2024 calendar year, highlighting the park's heavy usage and the need for immediate action to ensure visitor safety and satisfaction; and

WHEREAS the estimated cost for the replacement play equipment is up to \$36,000, and the cost for surfacing, estimated to range from \$4,000 to \$6,000, will provide safe and durable ground cover, with the total investment not to exceed \$42,000; and

WHEREAS funding for this unplanned expenditure is recommended to come from additional interest collected on the City's Local Option Sales and Services Tax (LOSST) collections, which are projected to exceed budgeted amounts by \$42,000; and

WHEREAS the City staff are also pursuing grant opportunities to offset the cost of the investment, though such funding is not guaranteed; and

WHEREAS if additional funding is required, the City's general fund reserve, which is in a healthy financial position, may be utilized to ensure timely completion of the project;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Bondurant, Iowa:

1. Approval of Equipment Purchase: The City Council hereby approves the purchase of replacement play equipment for Collison Soccer Park in an amount not to exceed \$36,000.
2. Approval of Surfacing Investment: The City Council also approves an additional expenditure for rubber mulch or similar surfacing in an amount estimated to range from \$4,000 to \$6,000.
3. Funding Authorization: The funding for this project shall be sourced primarily from additional LOSST interest collections, with the general fund reserve as a secondary source if necessary.

4. Grant Pursuit: City staff shall continue to pursue grants to offset the costs of this project, as applicable.
5. Implementation Timeline: City staff are authorized to proceed with the purchase and installation of the play equipment and surfacing as quickly as possible to ensure public safety and uninterrupted use of Collison Soccer Park.

Passed and adopted this 21st day of January 2025,

Doug Elrod, 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
Cox				
Driscoll				
McKenzie				
Peffer				
Sillanpaa				

Property Overview

Jan 1 - Dec 31, 2024

Property:



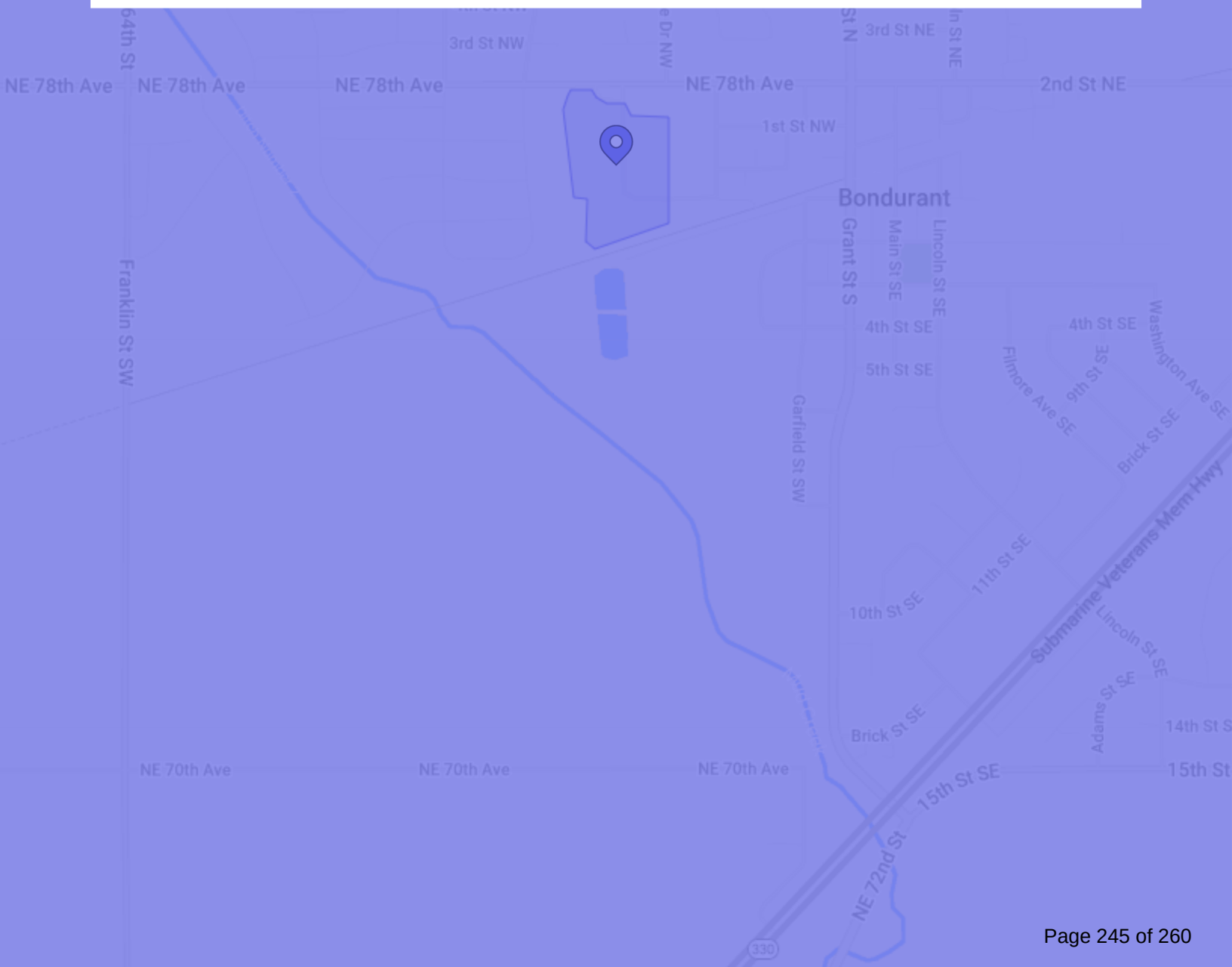
Collison Soccer Park

315 2nd St NW, Bondurant, IA 50035

Visitation data for Collison Soccer Park is adjusted to exclude restricted locations.
For additional info, please visit <https://www.placer.ai/company/privacy-faq>



Scan to view on placer.ai platform





Property Overview

Jan 1 - Dec 31, 2024



Visitation data for Collision Soccer Park is adjusted to exclude restricted locations. For additional info, please visit <https://www.placer.ai/company/privacy-faq>



Collision Soccer Park

315 2nd St NW, Bondurant, IA 50035-1025





Property Overview

Jan 1 - Dec 31, 2024



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Metrics

Collison Soccer Park
315 2nd St NW, Bondurant, IA 50035

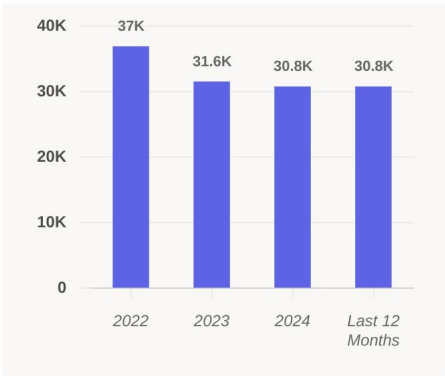
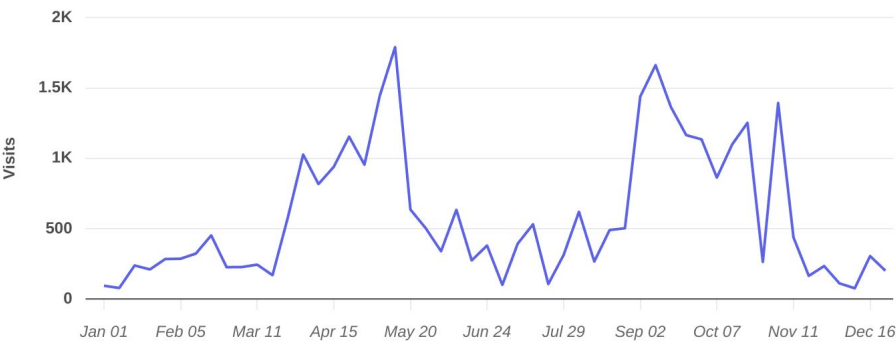
Visits	30.8K	Avg. Dwell Time	68 min
Visits / sq ft	0.04	Panel Visits	3.5K
Size - sq ft	753.8K	Visits YoY	-2.4%
Visitors	9K	Visits Yo2Y	-16.6%
Visit Frequency	3.42	Visits Yo3Y	-25.3%

Jan 1st, 2024 - Dec 31st, 2024
Data provided by Placer Labs Inc. (www.placer.ai)



Visits Trend

Collison Soccer Park
2nd St NW, Bondurant, IA



Weekly | Visits | Jan 1st, 2024 - Dec 31st, 2024
Data provided by Placer Labs Inc. (www.placer.ai)





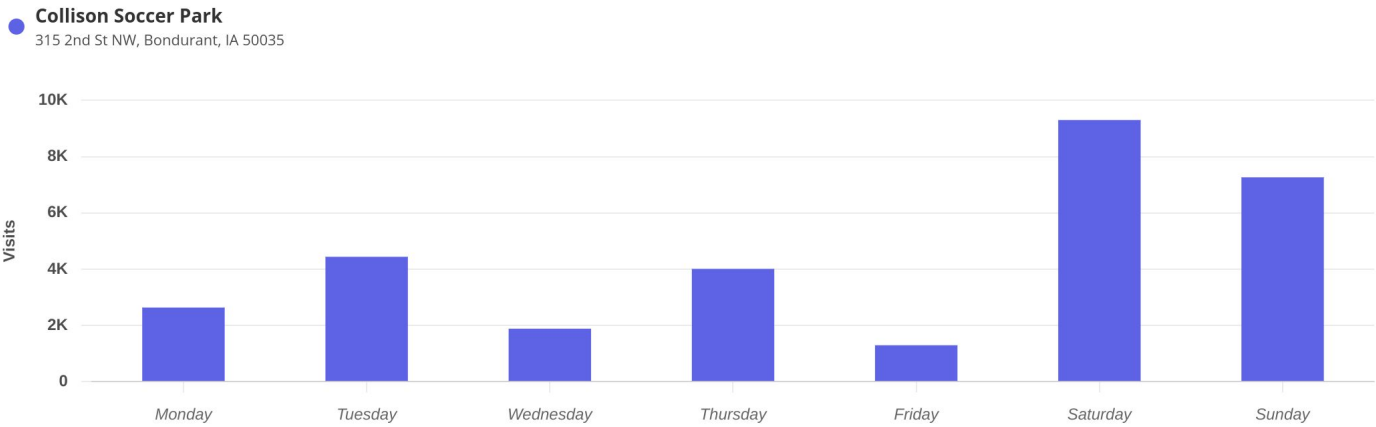
Property Overview

Jan 1 - Dec 31, 2024



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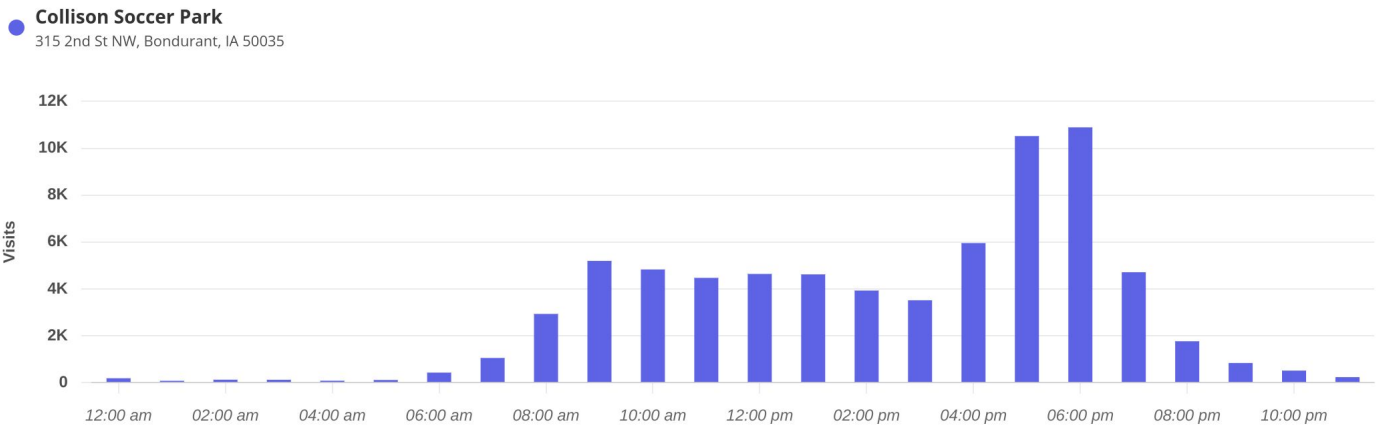
Daily Visits



Visits | Jan 1st, 2024 - Dec 31st, 2024
Data provided by Placer Labs Inc. (www.placer.ai)



Hourly Visits



Visits | Jan 1st, 2024 - Dec 31st, 2024
Data provided by Placer Labs Inc. (www.placer.ai)





Property Overview

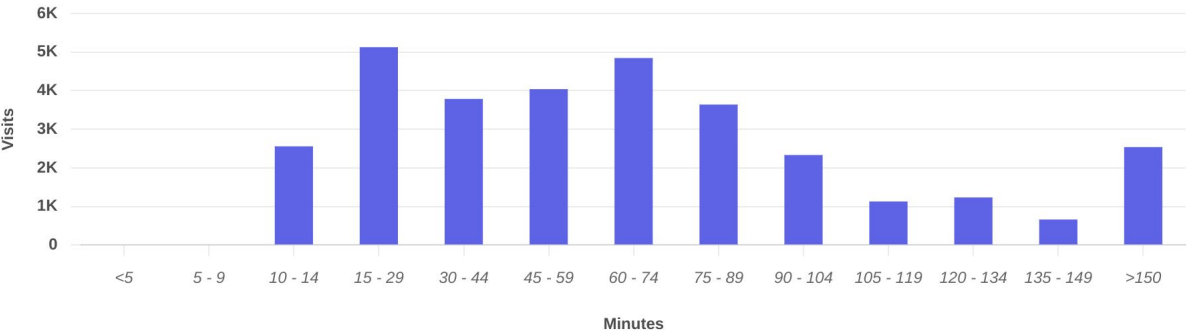
Jan 1 - Dec 31, 2024



Visitation data for Collision Soccer Park is adjusted to exclude restricted locations. For additional info, please visit <https://www.placer.ai/company/privacy-faq>

Visit Duration

Collision Soccer Park
315 2nd St NW, Bondurant, IA 50035



Average Stay	68 min
Median Stay	61 min

Visits | Jan 1st, 2024 - Dec 31st, 2024
Data provided by Placer Labs Inc. (www.placer.ai)





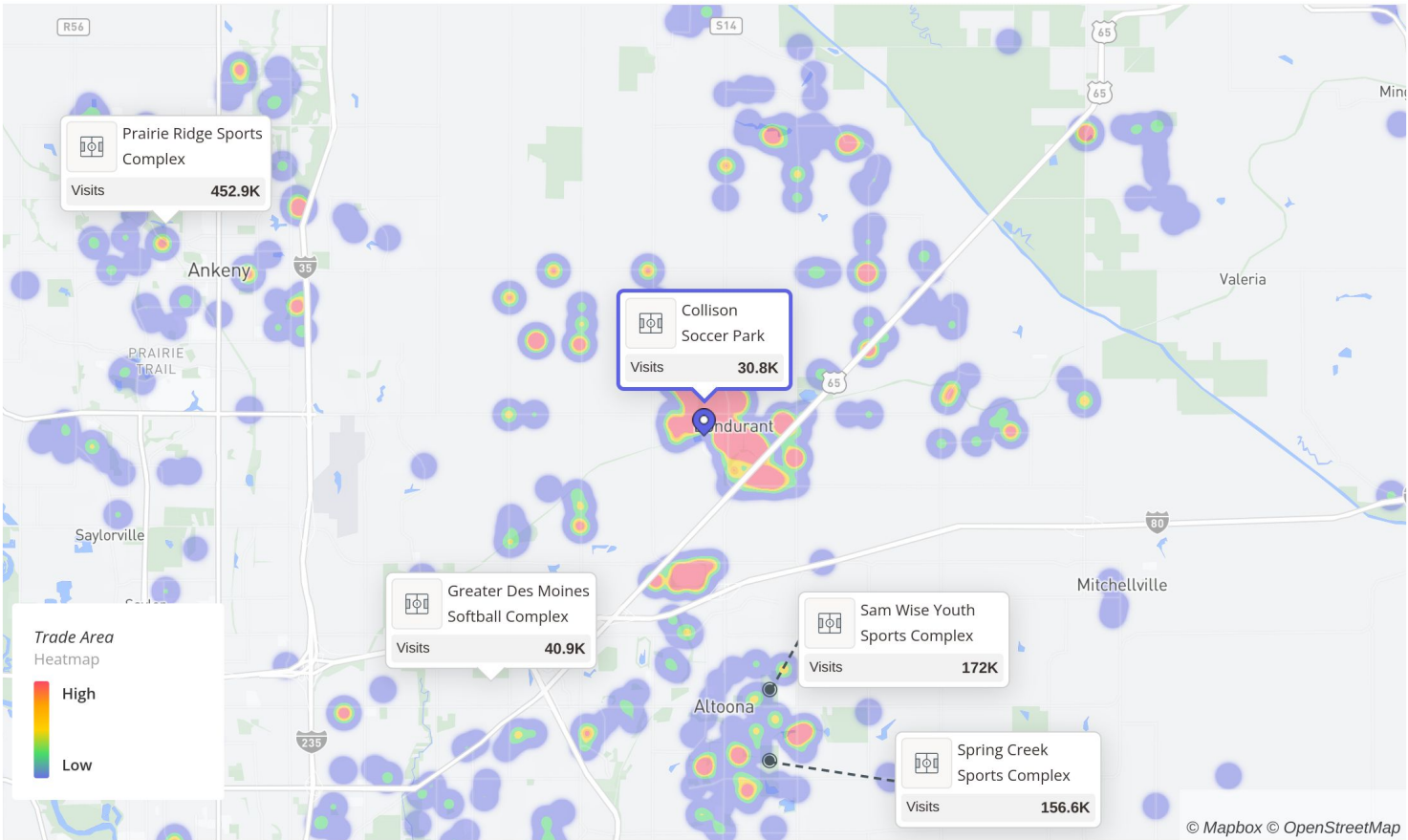
Property Overview

Jan 1 - Dec 31, 2024



Visitation data for Collison Soccer Park is adjusted to exclude restricted locations. For additional info, please visit <https://www.placer.ai/company/privacy-faq>

Market Landscape



Home locations are obfuscated for privacy and randomly placed within a census block. They do not represent actual home addresses.

Jan 1st, 2024 - Dec 31st, 2024
Data provided by Placer Labs Inc. (www.placer.ai)





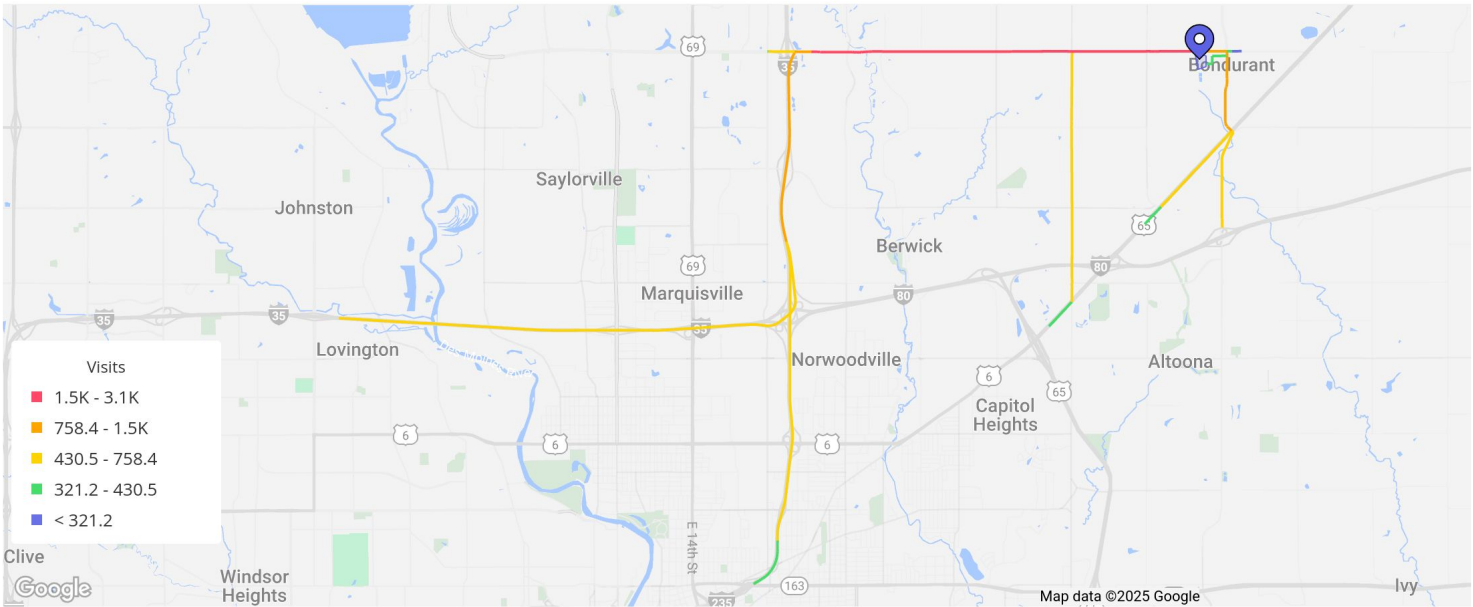
Property Overview

Jan 1 - Dec 31, 2024



Visitation data for Collison Soccer Park is adjusted to exclude restricted locations. For additional info, please visit <https://www.placer.ai/company/privacy-faq>

Visitor Journey - Routes



To protect individual privacy, the beginning points shown for each route are approximations and do not represent actual home locations.

Journey Direction: To Property | Jan 1st, 2024 - Dec 31st, 2024
Data provided by Placer Labs Inc. (www.placer.ai)





Property Overview

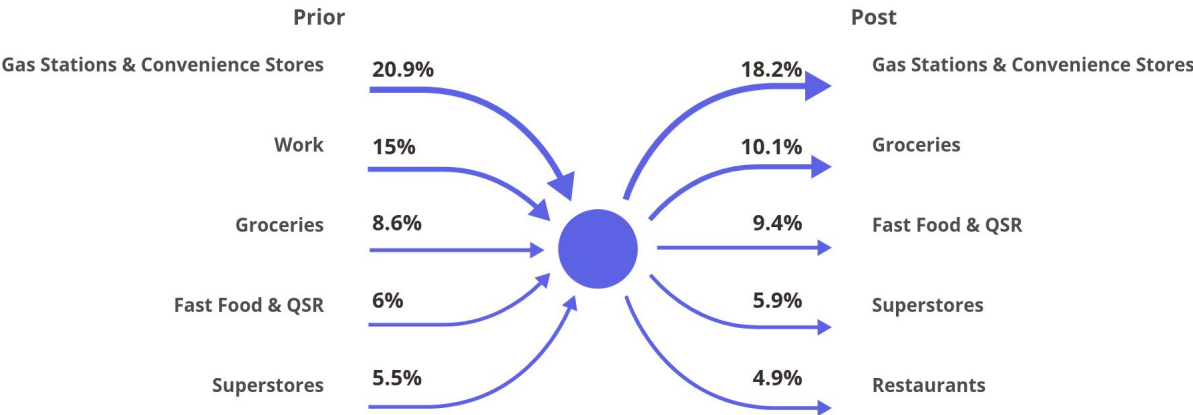
Jan 1 - Dec 31, 2024



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Visitor Journey

Collision Soccer Park
315 2nd St NW, Bondurant, IA 50035



Show by: Category | Jan 1st, 2024 - Dec 31st, 2024
Data provided by Placer Labs Inc. (www.placer.ai)





Property Overview

Jan 1 - Dec 31, 2024



Visitation data for Collision Soccer Park is adjusted to exclude restricted locations. For additional info, please visit <https://www.placer.ai/company/privacy-faq>

Favorite Places

Collision Soccer Park / 2nd St NW, Bondurant, IA			
Rank	Name	Distance	Visitors
1	Bondurant West Soccer Complex / Altoona, IA, United States	0 mi	8.8K (98.1%)
2	The Shoppes at Prairie Crossing / Interstate 80 & Hwy 65, Altoona, IA 50009	3.8 mi	6.9K (76.1%)
3	Jordan Creek Town Center / 101 Jordan Creek Parkway., West Des Moines, IA 50266	19.6 mi	6.8K (75.4%)
4	Outlets of Des Moines / 801 Bass Pro Dr NW, Altoona, IA 50009	3.9 mi	5.4K (59.9%)
5	Kohl's Plaza / 1701 Se Delaware Ave, Ankeny, IA 50021	5.7 mi	5.3K (59.1%)
6	Walmart / 3501 8th St SW, Altoona, IA 50009	4.2 mi	5.2K (58.2%)
7	Altoona Crossing / 3770 8th St, Altoona, IA 50009	4.5 mi	5.2K (58%)
8	Galleria Power Center / 6305 Mills Civic Pkwy Building 1000, West Des Moines, IA 50266	19.5 mi	4.7K (52.2%)
9	Target / 3414 8th St SW, Altoona, IA 50009	4.5 mi	4.4K (49.3%)
10	Hy-Vee / 108 8th St SW, Altoona, IA 50009	4.1 mi	4.4K (48.9%)

Category: All Categories | Min. Visits: 1 | Jan 1st, 2024 - Dec 31st, 2024
Data provided by Placer Labs Inc. (www.placer.ai)





Property Overview

Jan 1 - Dec 31, 2024



Visitation data for Collision Soccer Park is adjusted to exclude restricted locations. For additional info, please visit <https://www.placer.ai/company/privacy-faq>

Audience Overview

Summary

Property	Median Household Income	Bachelor's Degree or Higher	Most Common Ethnicity	Persons per Household
 Collision Soccer Park 2nd St NW, Bondurant, IA	\$115.2K	51.1%	White (88.9%)	3.08
 Iowa	\$71.1K	30.7%	White (83.4%)	2.40

Jan 1st, 2024 - Dec 31st, 2024 | Data Source: STI: Popstats
Data provided by Placer Labs Inc. (www.placer.ai)





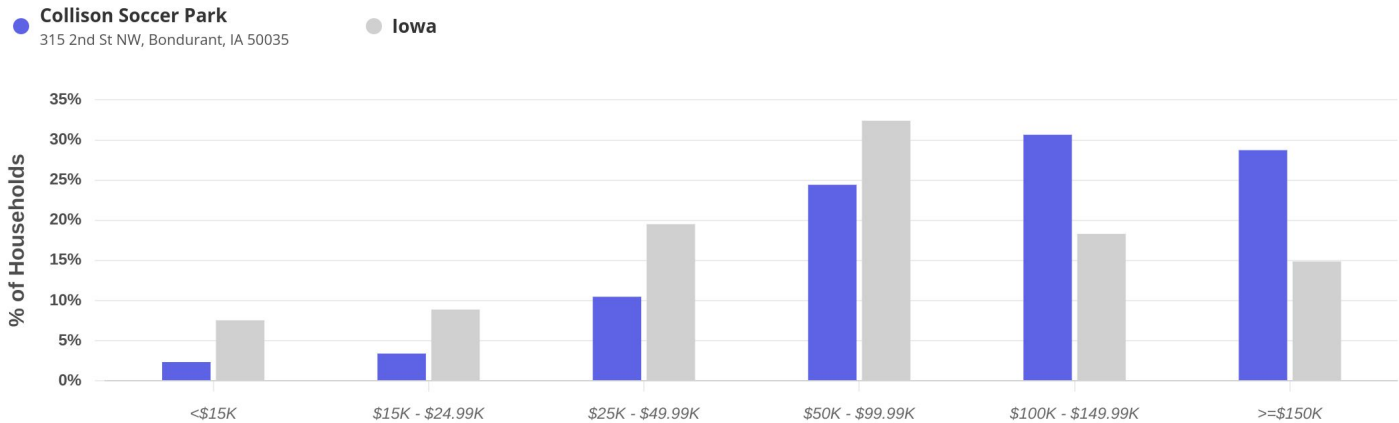
Property Overview

Jan 1 - Dec 31, 2024



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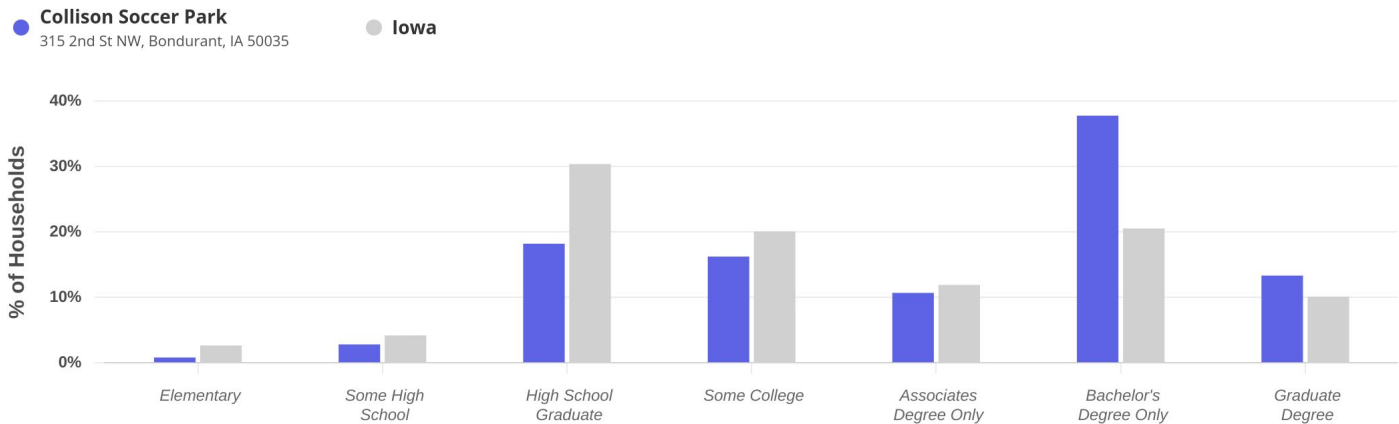
Household Income



Jan 1st, 2024 - Dec 31st, 2024 | Data Source: STI: Popstats
Data provided by Placer Labs Inc. (www.placer.ai)



Education



Jan 1st, 2024 - Dec 31st, 2024 | Data Source: STI: Popstats
Data provided by Placer Labs Inc. (www.placer.ai)





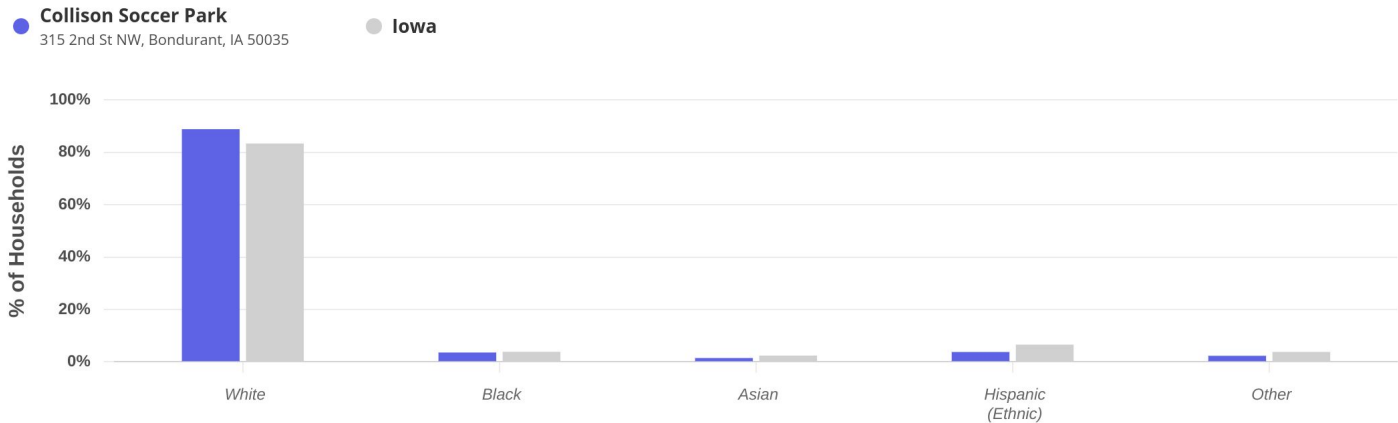
Property Overview

Jan 1 - Dec 31, 2024



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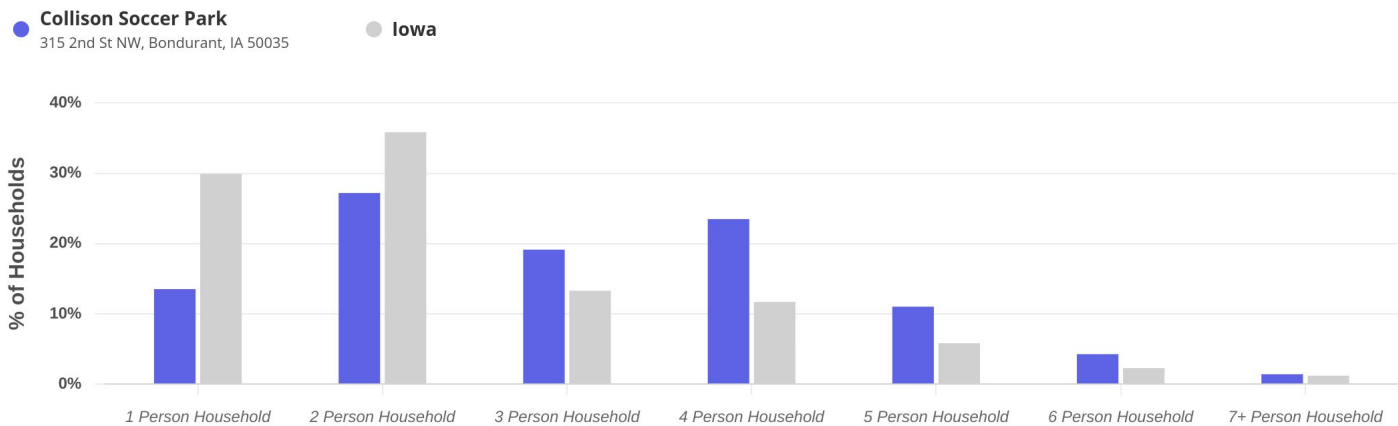
Ethnicity



Jan 1st, 2024 - Dec 31st, 2024 | Data Source: STI: Popstats
Data provided by Placer Labs Inc. (www.placer.ai)



Household Size



Jan 1st, 2024 - Dec 31st, 2024 | Data Source: STI: Popstats
Data provided by Placer Labs Inc. (www.placer.ai)





**BUSINESS OF THE CITY COUNCIL
BONDURANT, IOWA
AGENDA STATEMENT**

Item No. 8.a.
For Meeting of 1/21/2025
Discussion Item

TITLE: Local Option Sales and Services Tax Update and Franchise Fee Discussion

CONTACT PERSON:

Marketa Oliver, ICMA-CM, SPHR, City Administrator
Jene Jess, Finance Director

BRIEF HISTORY & ANALYSIS: The City of Bondurant voters approved the Local Option Sales and Services Tax in August of 2019. Since that time, the City has received more than \$5.3 million from this funding source.

Voters approved the Local Option Sales and Services Tax (a 1% sales tax) to invest in community projects and property tax relief. The tax was implemented in 2020 and its support has been instrumental in transforming the community. 60% of the revenues from this tax are dedicated to property tax relief and 40% are dedicated to essential improvements in capital projects and equipment.

Since its implementation, this revenue source has funded or is supporting the following projects:

- Expansion of the Bondurant Community Library (nearly doubling in size);
- Pawtocka Dog Park;
- Eagle Park capital improvements;
- Bondurant Recreational Sports Complex parking lot;
- Extension of the trail to the Junior High/High School;
- Washington Street construction;
- Two duty vehicles for Bondurant Emergency Services;
- Turnout gear for Fire Fighters;
- Mowers used in parks and to maintain right-of-ways;
- Utility vehicle;
- Land Acquisition for the extension of the Chichaqua Valley Trail and the redevelopment and beautification of the former Landus Co-op area;
- Stormwater Improvements in the downtown area;
- Downtown parking;
- Ditch cleanout off 32nd St NE;

- Solar Panels for City Hall (currently underway); and
- Fishing Pier at Lake Petocka (FY25).

In addition to supporting the aforementioned capital projects and purchases, LOSST revenues buy down the levy rate. The FY25 levy rate for the City is \$2.17357 less than it would be if the LOSST revenues were not available to support the investment in city services. In terms of dollars, \$2.17357 on the levy rate equates to an additional \$290.00 for the calculated city property tax for the property owner with a property of median valuation in Bondurant.

Currently, residents pay the 1% sales tax on their MidAmerican gas and electric bills. That 1% is then collected and distributed pursuant to the laws governing the local option sales and services tax. The amount of money distributed to each city is based on population (75%) and property tax levies (25%). The population is based on the most recent census (2020) and the property tax levies are based on the time from July 1, 1982 through June 30, 1985. Based on this formula, the City of Bondurant currently receives approximately 1.42% of the LOSST distributed in Polk County. It is important to note that the LOSST is **only** collected on gas and electric bills if a franchise fee is not levied. If a franchise fee is levied, no LOSST is collected on the gas and electric bill.

Should the City consider implementing a franchise fee of 1%, the City stands to gain approximately \$78,276 in revenue because when franchise fees are paid, they are paid directly to the City whereas when Local Option Sales and Services taxes are paid, they are distributed based on the above-referenced formula. **Should the City consider implementing a 1% franchise fee, there is no change to the rate payer** because the 1% franchise fee would take the place of the 1% sales tax that the rate payer is already paying. The only difference would be how the funds collected from the 1% are disbursed. As opposed to receiving approximately 1.42% or \$1,127.54, the City would receive the full \$78,276, gaining more than \$77,000 in additional revenue.

Previously, the City of Bondurant has been the only city on the east side of Des Moines with no franchise fee and one of the few cities in Polk County without one. That was previously seen as a competitive advantage. With a 1% franchise fee, the City would still be the east side community with the lowest franchise fee.

City	<u>Electric Fee</u>	<u>Natural Gas</u>	<u>Notes</u>
Ankeny	2%	2%	
Altoona	5%	5%	
Bondurant	0%	0%	
Clive	5%	5%	
Colfax	5%	5%	
Des Moines	5%	5%	
Grimes	0%	0%	will discuss again in
Johnston	1%	1%	
Mitchellville	3%	3%	
Norwalk	1%	1%	planned for 7/1/2025
Pleasant Hill	5%	5%	
Polk City	1%	1%	
Waukee	2%	2%	hits bills spring of 20
West Des Moines	1%	1%	
Windsor Heights	5% Residential/3% Commercial	5% Residential/3% Commercial	

Staff bring this possibility to council for discussion and consideration at this time due to recent legislative actions that have impacted the City's general fund by more than 14.5% (see below for details) and because the City's franchise agreement will be open for renewal in the near future.

Cumulative Impact of Recent State Legislative Actions

Backfill elimination

Business Property Tax Credit (gap in reimbursement versus impact)

SF181 (adopted and signed into law) reducing the rollback and devaluing property

HF718 (Property Tax Collection Limitation)

Expansion and shift of Senior & Military Exemptions

Daycare moving to residential rollback

Impact

FUNDING SOURCE: This is a potential, General Fund revenue source.

STAFF RECOMMENDATION: This is a discussion item.

APPROVED FOR SUBMITTAL:

ATTACHMENTS: None