

**Due to the COVID-19 concerns and social distancing recommendations, a virtual meeting is being offered. Participants wishing to speak on a topic should message the meeting moderator. All participants are asked to mute their individual computers at times when they are not speaking to minimize background noise. Join: <https://us02web.zoom.us/j/>*

NOTICE OF A REGULAR MEETING BONDURANT CITY COUNCIL DECEMBER 14, 2021

NOTICE IS HEREBY GIVEN that a Regular Meeting of the City Council will be held at 6:00 PM on December 14, 2021, 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. Perfecting and Approval of the Agenda
4. Guests requesting to address the City Council
5. Consent Agenda
 - a. -Resolution Reappointing Nic Robinson, Seth Williams, and Emily Karwoski to the Park and Recreation Board
 - b. -Resolution amending Agreement for Cooperative Public Service between Polk County, Iowa and the Central Iowa Watershed Management Authorities for the Funding of a Watershed Coordinator Position
 - c. O-211207-217 -(Second Reading) Ordinance amending the Code of Ordinances of the City of Bondurant, Iowa, 2002, by amending the Zoning Classification of Certain Real Estate from Medium Industrial (M-2) to Central Business (C-4)
 - d. O-211207-218 -(Second Reading) Ordinance amending the Code of Ordinances of the City of Bondurant, Iowa, 2002, by amending Chapter 93 - Water Connection Fee Districts
6. Presentations
 - a. Metro Waste Authority
7. City Council Candidate Interviews (Order May Vary)
 - a. Jason Vore, 221 3rd Street, NW
 - b. Larry Ferriss, 139 Snyder Street, SE
 - c. Jon Klein, 812 35th Street, SW
 - d. Chad Driscoll, 438 3rd Street, SE

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.

**Due to the COVID-19 concerns and social distancing recommendations, a virtual meeting is being offered. Participants wishing to speak on a topic should message the meeting moderator. All participants are asked to mute their individual computers at times when they are not speaking to minimize background noise. Join: <https://us02web.zoom.us/j/>*

8. Closed Session
9. Action Items
 - a. -Resolution appointing (Insert Name) to Fill Council Vacancy
 - b. -Resolution approving Memorandum of Agreement with Polk County for a combined precinct, named Bondurant 1
 - c. -Resolution approving Memorandum of Agreement with Polk County for a combined precinct, named Delaware 1
 - d. -Resolution affixing a date for a public hearing on December 20th, 2021 to consider an ordinance amending Chapter 3 of the Bondurant Code of Ordinances, titled Municipal Boundaries and Precincts
 - e. -Resolution approving Letter of Agreement between the Des Moines Airport Authority and the City of Bondurant for Des Moines International Terminal Project
 - f. -Discussion and possible consideration of a resolution approving a Request for Proposals for Bondurant Emergency Services Department Strategic Plan
10. 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.

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.



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

Item No. 5.a.
For Meeting of 12/14/2021
Resolution

TITLE: -Resolution Reappointing Nic Robinson, Seth Williams, and Emily Karwoski to the Park and Recreation Board

CONTACT PERSON:

Nicole Van Houten, Communication & Event Specialist

BRIEF HISTORY & ANALYSIS: Nic Robinson, Seth Williams, and Emily Karwoski's current terms are set to expire on December 31, 2021. They have shown interest in renewing their terms and continuing to serve the City.

If appointed, Nic Robinson, Seth Williams, and Emily Karwoski's terms on the Park and Recreation Board will expire on December 31, 2024.

- The Park and Recreation Board consists of seven (7) members, appointed by the City Council.
- The term of office of the members of the Board shall be three (3) years.
- All members of the Board shall serve without compensation, except their actual expenses, which shall be subject to the approval of the Council.

FUNDING SOURCE: N/A

STAFF RECOMMENDATION: Approve resolution on a roll call vote.

APPROVED FOR SUBMITTAL:

ATTACHMENTS:

1. RESOLUTION NO. 211214-344

CITY OF BONDURANT
RESOLUTION NO. 211214-344

RESOLUTION REAPPOINTING NIC ROBINSON, SETH WILLIAMS, AND EMILY
KARWOSKI TO THE PARK AND RECREATION BOARD

WHEREAS, the Park and Recreation Board consists of seven (7) members, appointed by the City council; AND

WHEREAS, the term of office of the members of the Board shall be three (3) years; AND

WHEREAS, all members of the Board shall serve without compensation, except their actual expenses, which shall be subject to the approval of the Council; AND

WHEREAS, Nic Robinson, Seth Williams, and Emily Karwoski have shown interest to renew their term; AND

WHEREAS, their term will go into effect from January 1, 2022 until December 31, 2024,

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Bondurant, Iowa, that the appointment of Nic Robinson, Seth Williams, and Emily Karwoski to the Park and Recreation Board is hereby approved as presented.

Passed and adopted this 14th day of December 2021,

Curt Sullivan, Mayor

ATTEST: I, Shelby Hagan, City Clerk of Bondurant, hereby certify that at a meeting of the City Council held on the above date, among other proceedings the above was adopted.

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

Shelby Hagan, City Clerk

Council Action	Ayes	Nays	Abstain	Absent
McKenzie				
Elrod				
Enos				
Cox				
Peffer				



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

Item No. 5.b.
For Meeting of 12/14/2021
Resolution

TITLE: -Resolution amending Agreement for Cooperative Public Service between Polk County, Iowa and the Central Iowa Watershed Management Authorities for the Funding of a Watershed Coordinator Position

CONTACT PERSON:

John Horton, Public Works Director

BRIEF HISTORY & ANALYSIS: The City of Bondurant is currently a member of the Fourmile Creek Watershed Management Authority, the Mud, Camp, and Spring Creek Watershed Management Authority and the Walnut Creek Watershed Management Authority, collectively referred to as the Central Iowa Watershed Management Authorities (CIWMA). Currently, the CIWMA's operate with one outreach coordinator. The proposal is to add another outreach coordinator. Attached you will find an amendment to the existing WMA agreement for additional funding/work pertaining to outreach coordinator. You will also find a draft job description and the Project Implementation Plan that was submitted to EPA from DNR, which provides some additional background information.

Staff has been a part of the discussions that have taken place about an amendment to the Cooperative Services Agreement between Polk County and the local Watershed Management Authorities.

This amendment to the agreement will allow for an additional staff member to serve as a public outreach coordinator for the local Watershed Management Authorities. This staff members' duties will be to assist in the operations of the water resource management initiatives through the coordination of public education and outreach programming. Promotes water resources goals and objectives, completes stormwater assessments, and promotes practices to improve water quality.

The City of Bondurant currently receives a great deal of support from the Water Shed Coordinator on potential projects as well as grant writing support to help fund those projects. This additional staff will enhance the overall needs of the County WMA's and allow for more education to our homeowners on how they play apart in helping to reduce stormwater runoff and nutrient loading into our creeks and streams. **City staff see value in the addition of another outreach coordinator.** The funding for this position is partially funded from a grant received from Iowa DNR, a proportioned increase by the participating jurisdiction in each WMA, and by Polk County. (see the funding amendment #2). **The addition of this position would take Bondurant's investment level in CIWMA to \$3,300 annually. Staff recommends moving forward with the**

amendment. This will help with the City's stormwater planning and management efforts.

FUNDING SOURCE: Stormwater Utility

STAFF RECOMMENDATION: Approve resolution on a roll call vote.

APPROVED FOR SUBMITTAL:

ATTACHMENTS:

1. RESOLUTION NO. 211214-345
2. WMA.Coordinator Amendment.v2
3. Water Resources Outreach Coordinator DRAFT 9.23.2021
4. PIP - FFY2021 Project7 NPS Ed Project

CITY OF BONDURANT
RESOLUTION NO. 211206-345

AMENDMENT TO THE AGREEMENT FOR COOPERATIVE PUBLIC SERVICE
BETWEEN POLK COUNTY, IOWA, AND THE CENTRAL IOWA WATERSHED
MANAGEMENT AUTHORITIES FOR THE FUNDING OF A WATERSHED
COORDINATOR POSITION

Whereas; the members of the Fourmile Creek Watershed Management Authority, the Mud, Camp, and Spring Creek Watershed Management Authority and the Walnut Creek Watershed Management Authority are collectively referred to as the Central Iowa Watershed Management Authorities hereinafter referred to as “CIWMA”; and

Whereas; various members of the CIWMA approved an “Agreement for Cooperative Public Service Between Polk County, Iowa and the Central Iowa Watershed Management Authorities for the Funding of a Watershed Coordinator Position” between September 22, 2020 and January 26, 2021 with an effective date of October 16, 2020 hereinafter referred to as “the Agreement”; and

Whereas; the Parties to the Agreement desire to amend the Cost Sharing Model to fund a Watershed Outreach Coordinator.

NOW THEREFORE BE IT RESOLVED THAT; the City of Bondurant approves and adopts the attached Amendment to the Agreement.

BE IT FURTHER RESOLVED THAT; the City of Bondurant has caused this Amendment to be executed on the day, month and year indicated below.

ADOPTED: this 14th day of December 2021

By: _____
Curt Sullivan, Mayor

ATTEST: I, Shelby Hagan, City Clerk of Bondurant, hereby certify that at a meeting of the City Council held on the above date, among other proceedings the above was adopted.

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

Shelby Hagan, City Clerk

Council Action	Ayes	Nays	Abstain	Absent
Cox				
Elrod				
Enos				
McKenzie				
Peffer				

**AMENDMENT TO THE AGREEMENT FOR
COOPERATIVE PUBLIC SERVICE
BETWEEN POLK COUNTY, IOWA AND
THE CENTRAL IOWA WATERSHED
MANAGEMENT AUTHORITIES FOR THE
FUNDING OF A WATERSHED
COORDINATOR POSITION**

THIS AMENDMENT affects the Agreement approved by the various members of the Central Iowa Watershed Management Authority between September 22, 2020 and January 26, 2021, with an effective date of October 16, 2020, said Agreement is attached hereto as Exhibit 1 (“the Agreement”). The purpose of this Amendment is two-fold. The first purpose is to update the Duties of the County in Attachment B of the Agreement. The second purpose is to update and replace the cost sharing model contained in Attachment D of the Agreement for cost share year 2022 and beyond until further amendment or termination of the Agreement. Therefore, in exchange for the consideration outlined below, the Agreement is amended as follows:

Amendment 1:

In exchange for the Parties amending the Cost Sharing Model below, the Duties of the County contained in Attachment B of the Agreement are amended as follows:

5) The County shall employ a Watershed Outreach Coordinator whose duties will comprise of the following:

- a. Develops and conducts water quality education for a variety of social groups; organizes educational workshops, school programs, and volunteer events.
- b. Designs education materials such as flyers, social media posts, and targeted outreach materials; manages websites and social media campaigns for local watershed efforts.
- c. Provides assistance to the Water Resources Planner in administrative duties for local watershed management authority groups, including assisting with membership, agendas, work sessions, and other general administrative duties.
- d. Provides assistance in grant writing and management to fundraise for local educational efforts and the implementation of urban stormwater management practices in Polk County.

Amendment 2:

In exchange for the County amending the Duties of the County above, the Cost Sharing Model contained in Attachment D of the Agreement is replaced for cost share year 2022 and beyond until further amendment or termination with the following:

		2022 and beyond
<u>Jurisdiction</u>		<u>Amount</u>
Alleman		\$ 250.00
Altoona		\$ 6,600.00
Ankeny		\$ 15,800.00
Bondurant		\$ 3,300.00
Clive		\$ 6,000.00
Des Moines		\$ 47,000.00
Elkhart		\$ 250.00
Grimes		\$ 4,500.00
Johnston		\$ 6,600.00
Mitchellville		\$ 250.00
Pleasant Hill		\$ 4,700.00
Runnells		\$ 150.00
Sheldahl		\$ 150.00
Slater		\$ 250.00
Story County		\$ 175.00
Urbandale		\$ 16,000.00
Waukee		\$ 5,700.00
West Des Moines		\$ 13,500.00
Windsor Heights		\$ 1,300.00
Polk County		\$ 98,595.00
Total		\$ 231,070.00

This Amendment shall take effect immediately upon signature of all Parties.

All the other provisions of the Agreement remain in full force and effect through and until further amendment or termination.

**AMENDMENT TO THE AGREEMENT FOR COOPERATIVE PUBLIC SERVICE BETWEEN
POLK COUNTY, IOWA AND THE CENTRAL IOWA WATERSHED MANAGEMENT
AUTHORITIES FOR THE FUNDING OF A WATERSHED COORDINATOR POSITION**

Whereas, the members of the Fourmile Creek Watershed Management Authority, the Mud, Camp, and Spring Creek Watershed Management Authority and the Walnut Creek Watershed Management Authority are collectively referred to as the Central Iowa Watershed Management Authorities hereinafter referred to as “CIWMA”; and

Whereas, various members of the CIWMA approved an “Agreement for Cooperative Public Service Between Polk County, Iowa and the Central Iowa Watershed Management Authorities for the Funding of a Watershed Coordinator Position” between September 22, 2020 and January 26, 2021 with an effective date of October 16, 2020 hereinafter referred to as “the Agreement”; and

Whereas, the Parties to the Agreement desire to amend the Cost Sharing Model to fund a Watershed Outreach Coordinator.

NOW THEREFORE BE IT RESOLVED THAT the City of Alleman approves and adopts the attached Amendment to the Agreement.

BE IT FURTHER RESOLVED THAT the City of Alleman has caused this Amendment to be executed on the day, month and year indicated below.

ADOPTED this _____ day of _____, 2021.

CITY OF ALLEMAN

IN WITNESS WHEREOF, the City of Alleman has caused this Amendment to be executed by its duly authorized officers on the day and year indicated below.

By:

Attest:

Mayor

City Clerk

Date: _____

Date: _____

**AMENDMENT TO THE AGREEMENT FOR COOPERATIVE PUBLIC SERVICE BETWEEN
POLK COUNTY, IOWA AND THE CENTRAL IOWA WATERSHED MANAGEMENT
AUTHORITIES FOR THE FUNDING OF A WATERSHED COORDINATOR POSITION**

Whereas, the members of the Fourmile Creek Watershed Management Authority, the Mud, Camp, and Spring Creek Watershed Management Authority and the Walnut Creek Watershed Management Authority are collectively referred to as the Central Iowa Watershed Management Authorities hereinafter referred to as “CIWMA”; and

Whereas, various members of the CIWMA approved an “Agreement for Cooperative Public Service Between Polk County, Iowa and the Central Iowa Watershed Management Authorities for the Funding of a Watershed Coordinator Position” between September 22, 2020 and January 26, 2021 with an effective date of October 16, 2020 hereinafter referred to as “the Agreement”; and

Whereas, the Parties to the Agreement desire to amend the Cost Sharing Model to fund a Watershed Outreach Coordinator.

NOW THEREFORE BE IT RESOLVED THAT the City of Altoona approves and adopts the attached Amendment to the Agreement.

BE IT FURTHER RESOLVED THAT the City of Altoona has caused this Amendment to be executed on the day, month and year indicated below.

ADOPTED this _____ day of _____, 2021.

CITY OF ALTOONA

IN WITNESS WHEREOF, the City of Altoona has caused this Amendment to be executed by its duly authorized officers on the day and year indicated below.

By:

Attest:

Mayor

City Clerk

Date:_____

Date:_____

**AMENDMENT TO THE AGREEMENT FOR COOPERATIVE PUBLIC SERVICE BETWEEN
POLK COUNTY, IOWA AND THE CENTRAL IOWA WATERSHED MANAGEMENT
AUTHORITIES FOR THE FUNDING OF A WATERSHED COORDINATOR POSITION**

Whereas, the members of the Fourmile Creek Watershed Management Authority, the Mud, Camp, and Spring Creek Watershed Management Authority and the Walnut Creek Watershed Management Authority are collectively referred to as the Central Iowa Watershed Management Authorities hereinafter referred to as “CIWMA”; and

Whereas, various members of the CIWMA approved an “Agreement for Cooperative Public Service Between Polk County, Iowa and the Central Iowa Watershed Management Authorities for the Funding of a Watershed Coordinator Position” between September 22, 2020 and January 26, 2021 with an effective date of October 16, 2020 hereinafter referred to as “the Agreement”; and

Whereas, the Parties to the Agreement desire to amend the Cost Sharing Model to fund a Watershed Outreach Coordinator.

NOW THEREFORE BE IT RESOLVED THAT the City of Ankeny approves and adopts the attached Amendment to the Agreement.

BE IT FURTHER RESOLVED THAT the City of Ankeny has caused this Amendment to be executed on the day, month and year indicated below.

ADOPTED this _____ day of _____, 2021.

CITY OF ANKENY

IN WITNESS WHEREOF, the City of Ankeny has caused this Amendment to be executed by its duly authorized officers on the day and year indicated below.

By:

Attest:

Mayor

City Clerk

Date:_____

Date:_____

**AMENDMENT TO THE AGREEMENT FOR COOPERATIVE PUBLIC SERVICE BETWEEN
POLK COUNTY, IOWA AND THE CENTRAL IOWA WATERSHED MANAGEMENT
AUTHORITIES FOR THE FUNDING OF A WATERSHED COORDINATOR POSITION**

Whereas, the members of the Fourmile Creek Watershed Management Authority, the Mud, Camp, and Spring Creek Watershed Management Authority and the Walnut Creek Watershed Management Authority are collectively referred to as the Central Iowa Watershed Management Authorities hereinafter referred to as “CIWMA”; and

Whereas, various members of the CIWMA approved an “Agreement for Cooperative Public Service Between Polk County, Iowa and the Central Iowa Watershed Management Authorities for the Funding of a Watershed Coordinator Position” between September 22, 2020 and January 26, 2021 with an effective date of October 16, 2020 hereinafter referred to as “the Agreement”; and

Whereas, the Parties to the Agreement desire to amend the Cost Sharing Model to fund a Watershed Outreach Coordinator.

NOW THEREFORE BE IT RESOLVED THAT the City of Bondurant approves and adopts the attached Amendment to the Agreement.

BE IT FURTHER RESOLVED THAT the City of Bondurant has caused this Amendment to be executed on the day, month and year indicated below.

ADOPTED this _____ day of _____, 2021

CITY OF BONDURANT

IN WITNESS WHEREOF, the City of Bondurant has caused this Amendment to be executed by its duly authorized officers on the day and year indicated below.

By:

Attest:

Mayor

City Clerk

Date:_____

Date:_____

**AMENDMENT TO THE AGREEMENT FOR COOPERATIVE PUBLIC SERVICE BETWEEN
POLK COUNTY, IOWA AND THE CENTRAL IOWA WATERSHED MANAGEMENT
AUTHORITIES FOR THE FUNDING OF A WATERSHED COORDINATOR POSITION**

Whereas, the members of the Fourmile Creek Watershed Management Authority, the Mud, Camp, and Spring Creek Watershed Management Authority and the Walnut Creek Watershed Management Authority are collectively referred to as the Central Iowa Watershed Management Authorities hereinafter referred to as “CIWMA”; and

Whereas, various members of the CIWMA approved an “Agreement for Cooperative Public Service Between Polk County, Iowa and the Central Iowa Watershed Management Authorities for the Funding of a Watershed Coordinator Position” between September 22, 2020 and January 26, 2021 with an effective date of October 16, 2020 hereinafter referred to as “the Agreement”; and

Whereas, the Parties to the Agreement desire to amend the Cost Sharing Model to fund a Watershed Outreach Coordinator.

NOW THEREFORE BE IT RESOLVED THAT the City of Clive approves and adopts the attached Amendment to the Agreement.

BE IT FURTHER RESOLVED THAT the City of Clive has caused this Amendment to be executed on the day, month and year indicated below.

ADOPTED this _____ day of _____, 2021

CITY OF CLIVE

IN WITNESS WHEREOF, the City of Clive has caused this Amendment to be executed by its duly authorized officers on the day and year indicated below.

By:

Attest:

Mayor

City Clerk

Date:_____

Date:_____

**AMENDMENT TO THE AGREEMENT FOR COOPERATIVE PUBLIC SERVICE BETWEEN
POLK COUNTY, IOWA AND THE CENTRAL IOWA WATERSHED MANAGEMENT
AUTHORITIES FOR THE FUNDING OF A WATERSHED COORDINATOR POSITION**

Whereas, the members of the Fourmile Creek Watershed Management Authority, the Mud, Camp, and Spring Creek Watershed Management Authority and the Walnut Creek Watershed Management Authority are collectively referred to as the Central Iowa Watershed Management Authorities hereinafter referred to as “CIWMA”; and

Whereas, various members of the CIWMA approved an “Agreement for Cooperative Public Service Between Polk County, Iowa and the Central Iowa Watershed Management Authorities for the Funding of a Watershed Coordinator Position” between September 22, 2020 and January 26, 2021 with an effective date of October 16, 2020 hereinafter referred to as “the Agreement”; and

Whereas, the Parties to the Agreement desire to amend the Cost Sharing Model to fund a Watershed Outreach Coordinator.

NOW THEREFORE BE IT RESOLVED THAT the City of Des Moines approves and adopts the attached Amendment to the Agreement.

BE IT FURTHER RESOLVED THAT the City of Des Moines has caused this Amendment to be executed on the day, month and year indicated below.

ADOPTED this _____ day of _____, 2021.

CITY OF DES MOINES

IN WITNESS WHEREOF, the City of Des Moines has caused this Amendment to be executed by its duly authorized officers on the day and year indicated below.

By:

Attest:

Mayor

City Clerk

Date:_____

Date:_____

**AMENDMENT TO THE AGREEMENT FOR COOPERATIVE PUBLIC SERVICE BETWEEN
POLK COUNTY, IOWA AND THE CENTRAL IOWA WATERSHED MANAGEMENT
AUTHORITIES FOR THE FUNDING OF A WATERSHED COORDINATOR POSITION**

Whereas, the members of the Fourmile Creek Watershed Management Authority, the Mud, Camp, and Spring Creek Watershed Management Authority and the Walnut Creek Watershed Management Authority are collectively referred to as the Central Iowa Watershed Management Authorities hereinafter referred to as “CIWMA”; and

Whereas, various members of the CIWMA approved an “Agreement for Cooperative Public Service Between Polk County, Iowa and the Central Iowa Watershed Management Authorities for the Funding of a Watershed Coordinator Position” between September 22, 2020 and January 26, 2021 with an effective date of October 16, 2020 hereinafter referred to as “the Agreement”; and

Whereas, the Parties to the Agreement desire to amend the Cost Sharing Model to fund a Watershed Outreach Coordinator.

NOW THEREFORE BE IT RESOLVED THAT the City of Elkhart approves and adopts the attached Amendment to the Agreement.

BE IT FURTHER RESOLVED THAT the City of Elkhart has caused this Amendment to be executed on the day, month and year indicated below.

ADOPTED this _____ day of _____, 2021.

CITY OF ELKHART

IN WITNESS WHEREOF, the City of Elkhart has caused this Amendment to be executed by its duly authorized officers on the day and year indicated below.

By:

Attest:

Mayor

City Clerk

Date:_____

Date:_____

**AMENDMENT TO THE AGREEMENT FOR COOPERATIVE PUBLIC SERVICE BETWEEN
POLK COUNTY, IOWA AND THE CENTRAL IOWA WATERSHED MANAGEMENT
AUTHORITIES FOR THE FUNDING OF A WATERSHED COORDINATOR POSITION**

Whereas, the members of the Fourmile Creek Watershed Management Authority, the Mud, Camp, and Spring Creek Watershed Management Authority and the Walnut Creek Watershed Management Authority are collectively referred to as the Central Iowa Watershed Management Authorities hereinafter referred to as “CIWMA”; and

Whereas, various members of the CIWMA approved an “Agreement for Cooperative Public Service Between Polk County, Iowa and the Central Iowa Watershed Management Authorities for the Funding of a Watershed Coordinator Position” between September 22, 2020 and January 26, 2021 with an effective date of October 16, 2020 hereinafter referred to as “the Agreement”; and

Whereas, the Parties to the Agreement desire to amend the Cost Sharing Model to fund a Watershed Outreach Coordinator.

NOW THEREFORE BE IT RESOLVED THAT the City of Grimes approves and adopts the attached Amendment to the Agreement.

BE IT FURTHER RESOLVED THAT the City of Grimes has caused this Amendment to be executed on the day, month and year indicated below.

ADOPTED this _____ day of _____, 2021.

CITY OF GRIMES

IN WITNESS WHEREOF, the City of Grimes has caused this Amendment to be executed by its duly authorized officers on the day and year indicated below.

By:

Attest:

Mayor

City Clerk

Date:_____

Date:_____

**AMENDMENT TO THE AGREEMENT FOR COOPERATIVE PUBLIC SERVICE BETWEEN
POLK COUNTY, IOWA AND THE CENTRAL IOWA WATERSHED MANAGEMENT
AUTHORITIES FOR THE FUNDING OF A WATERSHED COORDINATOR POSITION**

Whereas, the members of the Fourmile Creek Watershed Management Authority, the Mud, Camp, and Spring Creek Watershed Management Authority and the Walnut Creek Watershed Management Authority are collectively referred to as the Central Iowa Watershed Management Authorities hereinafter referred to as “CIWMA”; and

Whereas, various members of the CIWMA approved an “Agreement for Cooperative Public Service Between Polk County, Iowa and the Central Iowa Watershed Management Authorities for the Funding of a Watershed Coordinator Position” between September 22, 2020 and January 26, 2021 with an effective date of October 16, 2020 hereinafter referred to as “the Agreement”; and

Whereas, the Parties to the Agreement desire to amend the Cost Sharing Model to fund a Watershed Outreach Coordinator.

NOW THEREFORE BE IT RESOLVED THAT the City of Johnston approves and adopts the attached Amendment to the Agreement.

BE IT FURTHER RESOLVED THAT the City of Johnston has caused this Amendment to be executed on the day, month and year indicated below.

ADOPTED this _____ day of _____, 2021.

CITY OF JOHNSTON

IN WITNESS WHEREOF, the City of Johnston has caused this Amendment to be executed by its duly authorized officers on the day and year indicated below.

By:

Attest:

Mayor

City Clerk

Date:_____

Date:_____

**AMENDMENT TO THE AGREEMENT FOR COOPERATIVE PUBLIC SERVICE BETWEEN
POLK COUNTY, IOWA AND THE CENTRAL IOWA WATERSHED MANAGEMENT
AUTHORITIES FOR THE FUNDING OF A WATERSHED COORDINATOR POSITION**

Whereas, the members of the Fourmile Creek Watershed Management Authority, the Mud, Camp, and Spring Creek Watershed Management Authority and the Walnut Creek Watershed Management Authority are collectively referred to as the Central Iowa Watershed Management Authorities hereinafter referred to as “CIWMA”; and

Whereas, various members of the CIWMA approved an “Agreement for Cooperative Public Service Between Polk County, Iowa and the Central Iowa Watershed Management Authorities for the Funding of a Watershed Coordinator Position” between September 22, 2020 and January 26, 2021 with an effective date of October 16, 2020 hereinafter referred to as “the Agreement”; and

Whereas, the Parties to the Agreement desire to amend the Cost Sharing Model to fund a Watershed Outreach Coordinator.

NOW THEREFORE BE IT RESOLVED THAT the City of Mitchellville approves and adopts the attached Amendment to the Agreement.

BE IT FURTHER RESOLVED THAT the City of Mitchellville has caused this Amendment to be executed on the day, month and year indicated below.

ADOPTED this _____ day of _____, 2021.

CITY OF MITCHELLVILLE

IN WITNESS WHEREOF, the City of Mitchellville has caused this Amendment to be executed by its duly authorized officers on the day and year indicated below.

By:

Attest:

Mayor

City Clerk

Date:_____

Date:_____

**AMENDMENT TO THE AGREEMENT FOR COOPERATIVE PUBLIC SERVICE BETWEEN
POLK COUNTY, IOWA AND THE CENTRAL IOWA WATERSHED MANAGEMENT
AUTHORITIES FOR THE FUNDING OF A WATERSHED COORDINATOR POSITION**

Whereas, the members of the Fourmile Creek Watershed Management Authority, the Mud, Camp, and Spring Creek Watershed Management Authority and the Walnut Creek Watershed Management Authority are collectively referred to as the Central Iowa Watershed Management Authorities hereinafter referred to as “CIWMA”; and

Whereas, various members of the CIWMA approved an “Agreement for Cooperative Public Service Between Polk County, Iowa and the Central Iowa Watershed Management Authorities for the Funding of a Watershed Coordinator Position” between September 22, 2020 and January 26, 2021 with an effective date of October 16, 2020 hereinafter referred to as “the Agreement”; and

Whereas, the Parties to the Agreement desire to amend the Cost Sharing Model to fund a Watershed Outreach Coordinator.

NOW THEREFORE BE IT RESOLVED THAT the City of Pleasant Hill approves and adopts the attached Amendment to the Agreement.

BE IT FURTHER RESOLVED THAT the City of Pleasant Hill has caused this Amendment to be executed on the day, month and year indicated below.

ADOPTED this _____ day of _____, 2021.

CITY OF PLEASANT HILL

IN WITNESS WHEREOF, the City of Pleasant Hill has caused this Amendment to be executed by its duly authorized officers on the day and year indicated below.

By:

Attest:

Mayor

City Clerk

Date:_____

Date:_____

**AMENDMENT TO THE AGREEMENT FOR COOPERATIVE PUBLIC SERVICE BETWEEN
POLK COUNTY, IOWA AND THE CENTRAL IOWA WATERSHED MANAGEMENT
AUTHORITIES FOR THE FUNDING OF A WATERSHED COORDINATOR POSITION**

Whereas, the members of the Fourmile Creek Watershed Management Authority, the Mud, Camp, and Spring Creek Watershed Management Authority and the Walnut Creek Watershed Management Authority are collectively referred to as the Central Iowa Watershed Management Authorities hereinafter referred to as “CIWMA”; and

Whereas, various members of the CIWMA approved an “Agreement for Cooperative Public Service Between Polk County, Iowa and the Central Iowa Watershed Management Authorities for the Funding of a Watershed Coordinator Position” between September 22, 2020 and January 26, 2021 with an effective date of October 16, 2020 hereinafter referred to as “the Agreement”; and

Whereas, the Parties to the Agreement desire to amend the Cost Sharing Model to fund a Watershed Outreach Coordinator.

NOW THEREFORE BE IT RESOLVED THAT the City of Runnells approves and adopts the attached Amendment to the Agreement.

BE IT FURTHER RESOLVED THAT the City of Runnells has caused this Amendment to be executed on the day, month and year indicated below.

ADOPTED this _____ day of _____, 2021.

CITY OF RUNNELLS

IN WITNESS WHEREOF, the City of Runnells has caused this Amendment to be executed by its duly authorized officers on the day and year indicated below.

By:

Attest:

Mayor

City Clerk

Date:_____

Date:_____

**AMENDMENT TO THE AGREEMENT FOR COOPERATIVE PUBLIC SERVICE BETWEEN
POLK COUNTY, IOWA AND THE CENTRAL IOWA WATERSHED MANAGEMENT
AUTHORITIES FOR THE FUNDING OF A WATERSHED COORDINATOR POSITION**

Whereas, the members of the Fourmile Creek Watershed Management Authority, the Mud, Camp, and Spring Creek Watershed Management Authority and the Walnut Creek Watershed Management Authority are collectively referred to as the Central Iowa Watershed Management Authorities hereinafter referred to as “CIWMA”; and

Whereas, various members of the CIWMA approved an “Agreement for Cooperative Public Service Between Polk County, Iowa and the Central Iowa Watershed Management Authorities for the Funding of a Watershed Coordinator Position” between September 22, 2020 and January 26, 2021 with an effective date of October 16, 2020 hereinafter referred to as “the Agreement”; and

Whereas, the Parties to the Agreement desire to amend the Cost Sharing Model to fund a Watershed Outreach Coordinator.

NOW THEREFORE BE IT RESOLVED THAT Polk County, Iowa approves and adopts the attached Amendment to the Agreement.

BE IT FURTHER RESOLVED THAT Polk County, Iowa has caused this Amendment to be executed on the day, month and year indicated below.

ADOPTED this _____ day of _____, 2021.

POLK COUNTY, IOWA

IN WITNESS WHEREOF, Polk County, Iowa has caused this Amendment to be executed by its duly authorized officers on the day and year indicated below.

By:

Attest:

Chairperson

Auditor

Date: _____

Date: _____

**AMENDMENT TO THE AGREEMENT FOR COOPERATIVE PUBLIC SERVICE BETWEEN
POLK COUNTY, IOWA AND THE CENTRAL IOWA WATERSHED MANAGEMENT
AUTHORITIES FOR THE FUNDING OF A WATERSHED COORDINATOR POSITION**

Whereas, the members of the Fourmile Creek Watershed Management Authority, the Mud, Camp, and Spring Creek Watershed Management Authority and the Walnut Creek Watershed Management Authority are collectively referred to as the Central Iowa Watershed Management Authorities hereinafter referred to as “CIWMA”; and

Whereas, various members of the CIWMA approved an “Agreement for Cooperative Public Service Between Polk County, Iowa and the Central Iowa Watershed Management Authorities for the Funding of a Watershed Coordinator Position” between September 22, 2020 and January 26, 2021 with an effective date of October 16, 2020 hereinafter referred to as “the Agreement”; and

Whereas, the Parties to the Agreement desire to amend the Cost Sharing Model to fund a Watershed Outreach Coordinator.

NOW THEREFORE BE IT RESOLVED THAT the City of Sheldahl approves and adopts the attached Amendment to the Agreement.

BE IT FURTHER RESOLVED THAT the City of Sheldahl has caused this Amendment to be executed on the day, month and year indicated below.

ADOPTED this _____ day of _____, 2021.

CITY OF SHELD AHL

IN WITNESS WHEREOF, the City of Sheldahl has caused this Amendment to be executed by its duly authorized officers on the day and year indicated below.

By:

Attest:

Mayor

City Clerk

Date: _____

Date: _____

**AMENDMENT TO THE AGREEMENT FOR COOPERATIVE PUBLIC SERVICE BETWEEN
POLK COUNTY, IOWA AND THE CENTRAL IOWA WATERSHED MANAGEMENT
AUTHORITIES FOR THE FUNDING OF A WATERSHED COORDINATOR POSITION**

Whereas, the members of the Fourmile Creek Watershed Management Authority, the Mud, Camp, and Spring Creek Watershed Management Authority and the Walnut Creek Watershed Management Authority are collectively referred to as the Central Iowa Watershed Management Authorities hereinafter referred to as “CIWMA”; and

Whereas, various members of the CIWMA approved an “Agreement for Cooperative Public Service Between Polk County, Iowa and the Central Iowa Watershed Management Authorities for the Funding of a Watershed Coordinator Position” between September 22, 2020 and January 26, 2021 with an effective date of October 16, 2020 hereinafter referred to as “the Agreement”; and

Whereas, the Parties to the Agreement desire to amend the Cost Sharing Model to fund a Watershed Outreach Coordinator.

NOW THEREFORE BE IT RESOLVED THAT the City of Urbandale approves and adopts the attached Amendment to the Agreement.

BE IT FURTHER RESOLVED THAT the City of Urbandale has caused this Amendment to be executed on the day, month and year indicated below.

ADOPTED this _____ day of _____, 2021.

CITY OF URBANDALE

IN WITNESS WHEREOF, the City of Urbandale has caused this Amendment to be executed by its duly authorized officers on the day and year indicated below.

By:

Attest:

Mayor

City Clerk

Date:_____

Date:_____

**AMENDMENT TO THE AGREEMENT FOR COOPERATIVE PUBLIC SERVICE BETWEEN
POLK COUNTY, IOWA AND THE CENTRAL IOWA WATERSHED MANAGEMENT
AUTHORITIES FOR THE FUNDING OF A WATERSHED COORDINATOR POSITION**

Whereas, the members of the Fourmile Creek Watershed Management Authority, the Mud, Camp, and Spring Creek Watershed Management Authority and the Walnut Creek Watershed Management Authority are collectively referred to as the Central Iowa Watershed Management Authorities hereinafter referred to as “CIWMA”; and

Whereas, various members of the CIWMA approved an “Agreement for Cooperative Public Service Between Polk County, Iowa and the Central Iowa Watershed Management Authorities for the Funding of a Watershed Coordinator Position” between September 22, 2020 and January 26, 2021 with an effective date of October 16, 2020 hereinafter referred to as “the Agreement”; and

Whereas, the Parties to the Agreement desire to amend the Cost Sharing Model to fund a Watershed Outreach Coordinator.

NOW THEREFORE BE IT RESOLVED THAT the West Des Moines approves and adopts the attached Amendment to the Agreement.

BE IT FURTHER RESOLVED THAT the City of West Des Moines has caused this Amendment to be executed on the day, month and year indicated below.

.

ADOPTED this _____ day of _____, 2021.

CITY OF WEST DES MOINES

IN WITNESS WHEREOF, the City of West Des Moines has caused this Amendment to be executed by its duly authorized officers on the day and year indicated below.

By:

Attest:

Mayor

City Clerk

Date:_____

Date:_____

**AMENDMENT TO THE AGREEMENT FOR COOPERATIVE PUBLIC SERVICE BETWEEN
POLK COUNTY, IOWA AND THE CENTRAL IOWA WATERSHED MANAGEMENT
AUTHORITIES FOR THE FUNDING OF A WATERSHED COORDINATOR POSITION**

Whereas, the members of the Fourmile Creek Watershed Management Authority, the Mud, Camp, and Spring Creek Watershed Management Authority and the Walnut Creek Watershed Management Authority are collectively referred to as the Central Iowa Watershed Management Authorities hereinafter referred to as “CIWMA”; and

Whereas, various members of the CIWMA approved an “Agreement for Cooperative Public Service Between Polk County, Iowa and the Central Iowa Watershed Management Authorities for the Funding of a Watershed Coordinator Position” between September 22, 2020 and January 26, 2021 with an effective date of October 16, 2020 hereinafter referred to as “the Agreement”; and

Whereas, the Parties to the Agreement desire to amend the Cost Sharing Model to fund a Watershed Outreach Coordinator.

NOW THEREFORE BE IT RESOLVED THAT the Windsor Heights approves and adopts the attached Amendment to the Agreement.

BE IT FURTHER RESOLVED THAT the City of Windsor Heights has caused this Amendment to be executed on the day, month and year indicated below.

ADOPTED this _____ day of _____, 2021.

CITY OF WINDSOR HEIGHTS

IN WITNESS WHEREOF, the City of Windsor Heights has caused this Amendment to be executed by its duly authorized officers on the day and year indicated below.

By:

Attest:

Mayor

City Clerk

Date:_____

Date:_____

**AMENDMENT TO THE AGREEMENT FOR COOPERATIVE PUBLIC SERVICE BETWEEN
POLK COUNTY, IOWA AND THE CENTRAL IOWA WATERSHED MANAGEMENT
AUTHORITIES FOR THE FUNDING OF A WATERSHED COORDINATOR POSITION**

Whereas, the members of the Fourmile Creek Watershed Management Authority, the Mud, Camp, and Spring Creek Watershed Management Authority and the Walnut Creek Watershed Management Authority are collectively referred to as the Central Iowa Watershed Management Authorities hereinafter referred to as “CIWMA”; and

Whereas, various members of the CIWMA approved an “Agreement for Cooperative Public Service Between Polk County, Iowa and the Central Iowa Watershed Management Authorities for the Funding of a Watershed Coordinator Position” between September 22, 2020 and January 26, 2021 with an effective date of October 16, 2020 hereinafter referred to as “the Agreement”; and

Whereas, the Parties to the Agreement desire to amend the Cost Sharing Model to fund a Watershed Outreach Coordinator.

NOW THEREFORE BE IT RESOLVED THAT the City of Waukee approves and adopts the attached Amendment to the Agreement.

BE IT FURTHER RESOLVED THAT the City of Waukee has caused this Amendment to be executed on the day, month and year indicated below.

ADOPTED this _____ day of _____, 2021.

CITY OF WAUKEE

IN WITNESS WHEREOF, the City of Waukee has caused this Amendment to be executed by its duly authorized officers on the day and year indicated below.

By:

Attest:

Mayor

City Clerk

Date:_____

Date:_____

**AMENDMENT TO THE AGREEMENT FOR COOPERATIVE PUBLIC SERVICE BETWEEN
POLK COUNTY, IOWA AND THE CENTRAL IOWA WATERSHED MANAGEMENT
AUTHORITIES FOR THE FUNDING OF A WATERSHED COORDINATOR POSITION**

Whereas, the members of the Fourmile Creek Watershed Management Authority, the Mud, Camp, and Spring Creek Watershed Management Authority and the Walnut Creek Watershed Management Authority are collectively referred to as the Central Iowa Watershed Management Authorities hereinafter referred to as “CIWMA”; and

Whereas, various members of the CIWMA approved an “Agreement for Cooperative Public Service Between Polk County, Iowa and the Central Iowa Watershed Management Authorities for the Funding of a Watershed Coordinator Position” between September 22, 2020 and January 26, 2021 with an effective date of October 16, 2020 hereinafter referred to as “the Agreement”; and

Whereas, the Parties to the Agreement desire to amend the Cost Sharing Model to fund a Watershed Outreach Coordinator.

NOW THEREFORE BE IT RESOLVED THAT Story County, Iowa approves and adopts the attached Amendment to the Agreement.

BE IT FURTHER RESOLVED THAT Story County, Iowa has caused this Amendment to be executed on the day, month and year indicated below.

ADOPTED this _____ day of _____, 2021.

STORY COUNTY, IOWA

IN WITNESS WHEREOF, Story County, Iowa has caused this Amendment to be executed by its duly authorized officers on the day and year indicated below.

By:

Attest:

Chairperson

Auditor

Date: _____

Date: _____

**AMENDMENT TO THE AGREEMENT FOR COOPERATIVE PUBLIC SERVICE BETWEEN
POLK COUNTY, IOWA AND THE CENTRAL IOWA WATERSHED MANAGEMENT
AUTHORITIES FOR THE FUNDING OF A WATERSHED COORDINATOR POSITION**

Whereas, the members of the Fourmile Creek Watershed Management Authority, the Mud, Camp, and Spring Creek Watershed Management Authority and the Walnut Creek Watershed Management Authority are collectively referred to as the Central Iowa Watershed Management Authorities hereinafter referred to as “CIWMA”; and

Whereas, various members of the CIWMA approved an “Agreement for Cooperative Public Service Between Polk County, Iowa and the Central Iowa Watershed Management Authorities for the Funding of a Watershed Coordinator Position” between September 22, 2020 and January 26, 2021 with an effective date of October 16, 2020 hereinafter referred to as “the Agreement”; and

Whereas, the Parties to the Agreement desire to amend the Cost Sharing Model to fund a Watershed Outreach Coordinator.

NOW THEREFORE BE IT RESOLVED THAT the City of Slater approves and adopts the attached Amendment to the Agreement.

BE IT FURTHER RESOLVED THAT City of Slater has caused this Amendment to be executed on the day, month and year indicated below.

ADOPTED this _____ day of _____, 2021.

CITY OF SLATER, IOWA

IN WITNESS WHEREOF, the City of Slater, Iowa has caused this Amendment to be executed by its duly authorized officers on the day and year indicated below.

By:

Attest:

Mayor

City Clerk

Date:_____

Date:_____

CLASS CODE:
XXXXXX
PAY GRADE: 16
UNIT: AFSCME
FLSA: Exempt

WATER RESOURCES OUTREACH COORDINATOR

Distinguishing Features of the Class:

Under general supervision, assists in the operations of the water resource management initiatives through the coordination of public education and outreach programming. Promotes water resources goals and objectives, completes stormwater assessments, and promotes practices to improve water quality.

Illustrative Examples of Work:

1. Develops and conducts water quality education for a variety of social groups; organizes educational workshops, school programs, and volunteer events.
2. Designs education materials such as flyers, social media posts, and targeted outreach materials; manages websites and social media campaigns for local watershed groups.
3. Completes stormwater assessments in urban yards and informs landowners about best management practices to improve water quality and reduce flooding with designated watersheds.
4. Provides assistance to the Water Resources Planner in administrative duties for local watershed management authority groups, including assisting with membership, agendas, work sessions, and other general administrative duties.
5. Provides assistance in grant writing and management to fundraise for local educational efforts and the implementation of urban stormwater management practices in Polk County.
6. Attends meetings, conferences, training sessions, and reads periodicals to remain current on the principles and practices of water resources and community outreach.
7. Performs related duties as assigned.

Required Knowledge, Skills, and Abilities:

- Knowledge of the operation and maintenance of public drainage systems including overall watershed processes, storm conveyance management, drainage districts, and strategies to reduce impacts to public and private property.
- Knowledge of how Watershed Management Authorities (WMAs) in Iowa are formed and administered.
- Knowledge of the principles and practices of public relations and communication.
- Knowledge of social media platforms, marketing strategies, and best practices and trends.
- Ability to prepare and maintain accurate records.
- Ability to express ideas clearly and concisely both verbally and in writing.
- Ability to gather and analyze technical research, make comprehensive recommendations, and implement effective solutions regarding drainage and watershed related items.
- Ability to interpret and apply codes, ordinances, and regulations and explain them to the public, developers, and contractors.
- Ability to make formal presentations to boards, commissions, and community groups.

- Ability to establish and maintain effective working relationships with county staff, contractors, property owners, and the general public.
- Must be able to sit, stand, and walk on uneven or unstable ground such as within a stream or ditch, on steep slopes, or on a construction site for prolonged periods.
- Must be able to lift up to 50 lbs.

Commented [EV1]: Please indicate the weight limit you think is appropriate and provide an example of what the individual may have to lift.

Training and Experience:

- Graduation from an accredited four year college or university with major course work in natural sciences, biology, or water resources, and
- Two years of water resources coordination or public communication, or
- Any equivalent combination of training and experience that will have provided the required knowledge, skills, and abilities.

Special Requirement:

- Candidate must pass a post-employment offer physical examination and physical capacity testing to ensure candidate meets the essential physical requirements of the position.
- A criminal background check is required.
- A drug screen is required prior to final offer of employment.
- A valid State of Iowa driver's license is required.

Adopted: XX/XX/XXXX

**IOWA FFY2021 SECTION 319 Grant Application
PROJECT #7**

**IOWA
WATER QUALITY PROJECT APPLICATION**

Project Title: Nonpoint Source Education Campaign

Organization Submitting Application: Iowa DNR

Contact Person (Name, Address, Phone Number):

**Steve Konrady
IDNR
Wallace State Office Building
Des Moines, IA 50319
515.725.8388
Steven.Konrady@dnr.iowa.gov**

**Nonpoint Source Category Impacted:
see attachment**

Total FFY2021 Section 319 Funding Requested: \$100,000

Total Local Match: \$50,000

Total Project Cost: \$150,000

Source of Funds: Section 319 Program Funds

Starting Date: January 1, 2022

Ending Date: December 31, 2024

Summary of Major Changes: FFY2020 to FFY2021

There were no funds requested for a project that can be directly compared to this one in FFY2020. The project most directly resembles this effort will be Projects #15 from both FFY2015 and FFY 2016 – Polk County Rain Campaign. During the Stormwater Education Campaign pilot project at Polk County, significant staffing needs were identified. A proposed costshare structure is being discussed between the parties to support some level of staffing to continue both the Polk County Rain Campaign and improve outreach for the Easter Lake watershed project (FFY20 Project #12) and other watershed projects around Polk County.

Attachment: FFY2021 Project #7 General Workplan

**IOWA FFY2021 SECTION 319 Grant Application
PROJECT #7**

Project Title: Nonpoint Source Education Campaign

Source of Funds: Section 319 Program Funds

Background:

A grant program was developed by the Water Quality Bureau's Watershed Improvement Section to enhance clean water awareness and education efforts across the state. This aligns with Iowa's Nonpoint Source Management Plan Goal 2, Objective 2.5 to develop a statewide nonpoint source education campaign. Polk County Soil and Water Conservation District (SWCD) was an awarded applicant after the grant applications were reviewed by a team of DNR staff and external reviewers. Across two grants, the FFY2015 and FFY2016 grants, the Polk County Rain Campaign developed a footing in the stormwater education and awareness over the two years of the project.

The Des Moines metropolitan area has a long history dealing with stormwater runoff. Both flooding and water quality issues have persisted for decades, impacting residents living within its urban areas. In response to these ongoing issues, jurisdictions have formed partnerships through watershed management authorities (WMA) to proactively address local concerns. Since 2012 the WMAs have completed watershed management plans for Fourmile, Walnut, Beaver, and Mud/Camp/Spring Creeks and a partnership was formed with Polk SWCD to lead implementation efforts. In 2019, Polk County took over WMA coordination activities, working in conjunction with Polk SWCD for an educational campaign that was conducted across WMAs and in all Des Moines metropolitan communities.

The watershed management plans of the WMAs have identified the need to educate residents and businesses to promote behavioral changes that result in watershed improvements. Just as changes must be made by cities, developers, and farmers, urban residents and business owners can play an important role in facilitating watershed change. This change can be as simple as an increase in understanding, such as realizing what watershed you live in and your impacts. Or change can be in the form of taking actions such as completing a rain garden in your yard or reducing pollutant runoff from your property.

Many cities across the country have adopted cost share programs to assist residents in managing their stormwater runoff and nonpoint source pollution. Polk County cities have also followed this model, but establishing cost share alone does not lead to increased conservation. Effective education and outreach tools are needed as well as the staff or training for existing staff to implement them. The Polk County Rain Campaign was successful at implementing these outreach tools and saw a response in the amount of cost share used and practices implemented in participating cities.

Objectives:

To build off of the success of the initial phase of the Rain Campaign, Polk County is hoping to develop a funding mechanism among the participant WMAs, municipal entities, and other participants to support a new full-time education and outreach staff person to carry out WMA outreach goals, the outreach goals of the Easter Lake watershed project, and the overall goals of the Rain Campaign that tie them together. The purpose of this proposed project is to assist

via Section 319 Program funds in establishing that position and acting as leveraged funds to attract potential funding participants.

Objectives of the staff person will include the continuation of the Rain Campaign objectives that were outlined in the PIPs for FFY2015 and FFY2016 projects previously mentioned and to assist the Polk County WMAs and Easter Lake Project with their education and outreach components of respective watershed management plans. Future identification of distinct work products will be developed and made available in reporting and/or PIP revisions.

Link to the NPS Management Program:

The Rain Campaign will support the goals and objectives of the State of Iowa's *Nonpoint Source Management Plan* (NPSMP). The campaign will encourage urban partners to address NPS pollution issues and to deliver approaches for the reduction of nonpoint source pollution.

The following table outlines how the Rain Campaign will address the NPSMP goals, objectives, and action steps.

Goals/Objectives	Rain Campaign Actions
Goal 1: Build partnerships to enhance a collaborative watershed approach to nonpoint source water pollution	
<i>Objective 1.3:</i> Develop local comprehensive visions and action plans for nonpoint source water quality within the HUC-12 watershed	Through this campaign staff will be trained to coordinate nonpoint source work within HUC-12 watersheds. Strategies and plans developed will be implemented by these staff.
<i>Objective 1.5:</i> Increase coordination between public and private entities to better leverage existing funding.	Engage local programs and funds with urban residents.
Goal 2: Improve technical assistance, outreach and education to facilitate NPS assessment, planning and implementation	
<i>Objective 2.3</i> Develop a consistent, understandable message about conservation set for delivery by multiple groups	Engage credible partners and interested parties to create consistent and accurate messaging. Promote utilization educational tools to share common message across watersheds.
<i>Objective 2.5</i> Develop and implement a statewide campaign to inform people about water quality issues, motivate involvement, and change behavior	Local messaging will be focused to facilitate changes by urban residents that will reduce nonpoint sources pollution.
<i>Objective 2.6</i> Develop and implement conservation plans to adequately preserve soil productivity and to protect water quality for targeted priority areas	Part of educational messaging will focus on urban soil health and promote the use of soil quality restoration in urban areas.
Goal 4: Funding	
<i>Objective 4.2</i> Improve interaction among private sector groups to invest in NPS issues and solutions	Educate private and public entities about the watershed and urban nonpoint pollution. This education can result in new investment opportunities from cities, businesses, and other funding sources.

Outputs:

Initial output will be the hiring of a full-time staff person to carry out listed objectives and work towards eventual outcomes. A secondary output of the project will be continued development of additional outreach tools, trainings, and other materials necessary for the successful continuation of the Rain Campaign. Finally, the finalization of the funding mechanism for a sustained staff position will be the key output of the project prior to completion so that the work of the Polk County Rain Campaign can continue on in perpetuity.

Outcomes:

The main outcome of the continued Rain Campaign will be to effectively deliver urban stormwater education to Des Moines metro residents. While delivery mechanisms were the main goal of the original Rain Campaign, now building the human capital for the delivery of developed tools and materials will be another key component and ability to sustain it long-term is the secondary outcome.

Measures of Success:

Similarly to the original Rain Campaign, an assessment of the effectiveness of overall outreach and education outputs will be measured two ways: Use of surveys and online engagement metrics will help fine tune which methods are working best and which promoted practices catch the most interest; and, an evaluation of the usage of cost share funds over time will be useful to assess the overall reach and impact of the Rain Campaign as it attempts to modify behaviors of the residents of Polk County.

Total Project Cost:	\$300,000
----------------------------	------------------

Total Provided Match*:	\$200,000
-------------------------------	------------------

Total Section 319 Funding Requested:	\$100,000
---	------------------

*Match total will be adjusted once project-associated cost share expenditures are tabulated. Currently, over \$100,000 is available annually in the Des Moines Metro for cost share, which a portion of which will be considered an addition to local cash match.



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

Item No. 5.c.
For Meeting of 12/14/2021
Ordinance

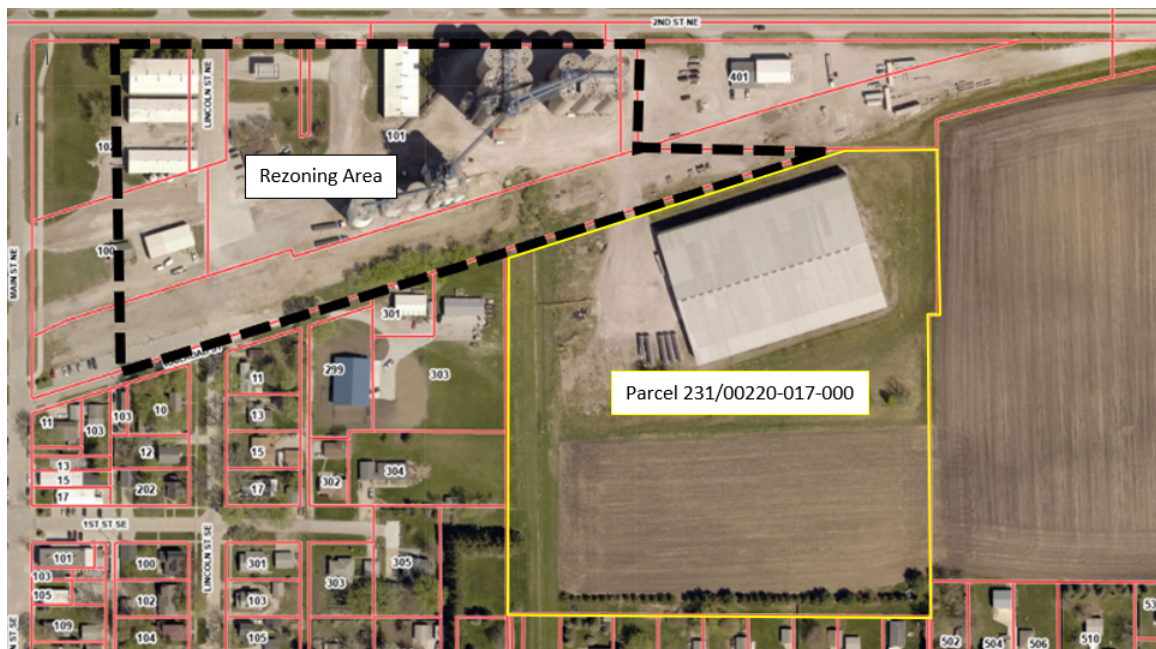
TITLE: -(Second Reading) Ordinance amending the Code of Ordinances of the City of Bondurant, Iowa, 2002, by amending the Zoning Classification of Certain Real Estate from Medium Industrial (M-2) to Central Business (C-4)

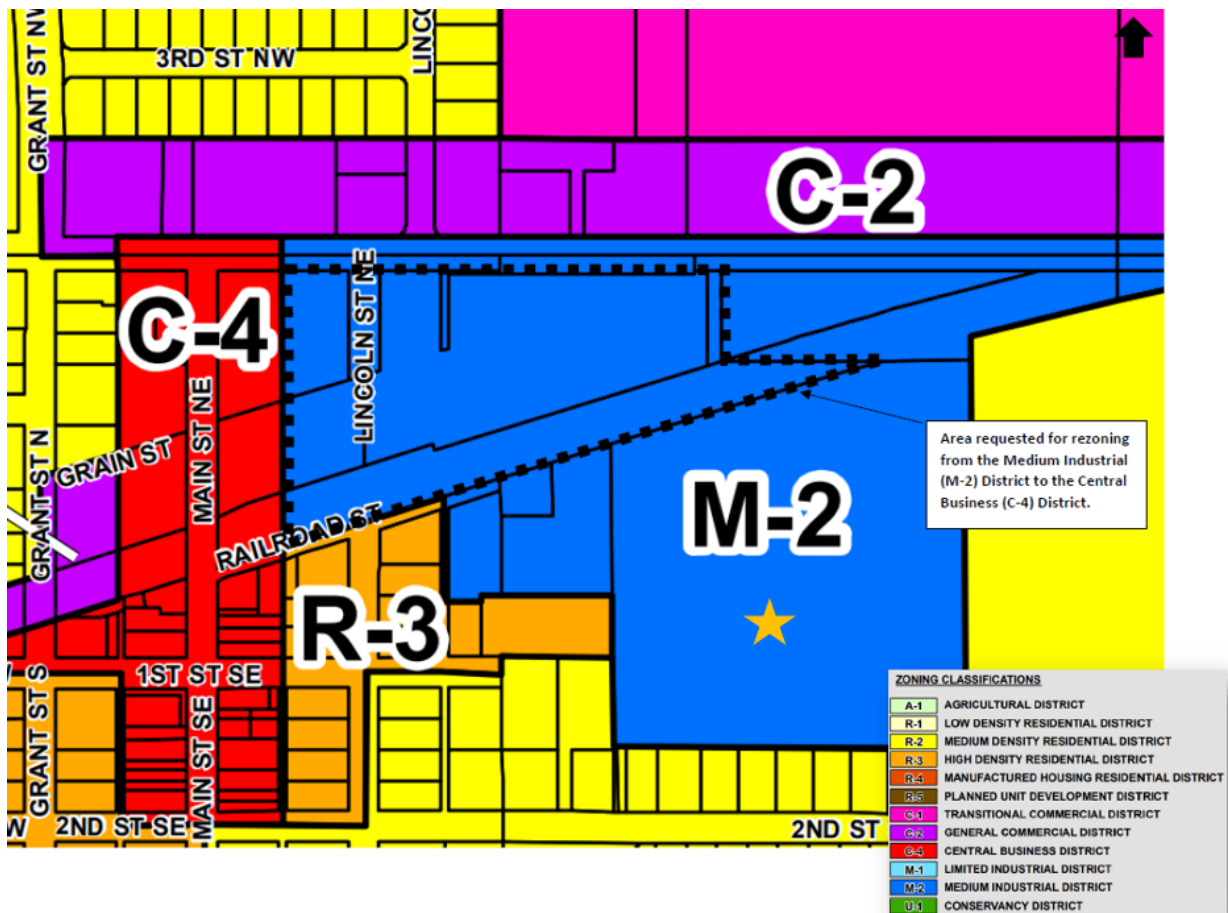
CONTACT PERSON:

Maggie Murray, Planning & Community Development Director

BRIEF HISTORY & ANALYSIS: Brief History:

This agenda item is to hold the rezoning public hearing associated with the Commission/Council-initiated rezoning request, as is allowable per Section 179.04.1 of the Zoning Code, on portions of property currently owned by the Landus Cooperative near the downtown area. The rezoning to be considered will be a rezoning from the City's Medium Industrial (M-2) to the Central Business (C-4) District for the area shown in bolded black in the maps below. The rezoning encompasses all of the downtown-area Landus property, except for the Landus property already zoned C-4 along Main Street NE and also except for Parcel 231/00220-017-000. It is anticipated a rezoning for all or portions of Parcel 231/00220-017-000 will be considered at a later date after this site has been evaluated in further detail as it relates to the area's Future Land Use Map.



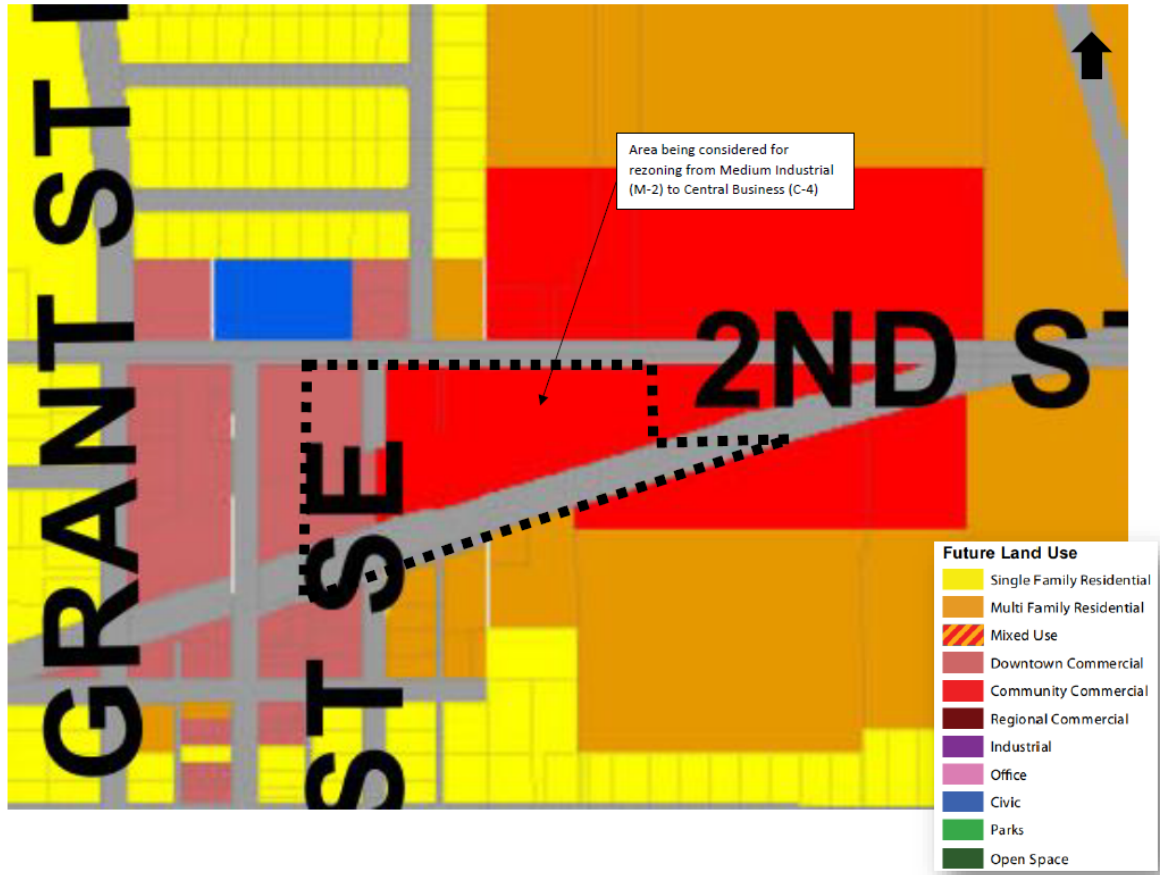


Analysis:

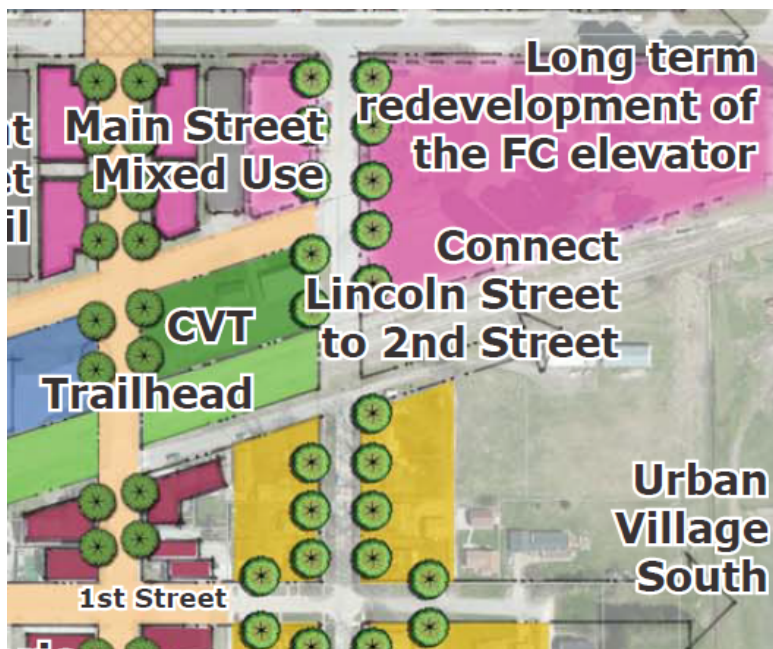
When considering rezoning requests, the Planning & Zoning Commission and City Council should take into account the following: Comprehensive Plan, Consistency with the Zoning Code, Spot Zoning, and Public Input.

Comprehensive Plan

When a City considers a rezoning ordinance, it must find the rezoning is consistent with its Future Land Use Map. The bolded black area in the Future Land Use Map excerpt below represents the area being considered for rezoning. This map shows that the rezoning request is consistent with the Future Land Use Map, which currently guides for commercial development within the rezoning area.



This rezoning area is located within the Comprehensive Plan's identified Downtown Growth Area. A rezoning to the C-4 District could allow for the mixed use redevelopment scenario shown on Page 47 of the Comprehensive Plan and also shown below.



Consistency with the Zoning Code

Zoning Code consistency will be evaluated in further detail if/when redevelopment within the rezoning area is proposed. The eventual uses must be permitted uses of the C-4 District. Below is a brief summary of these uses - for the entire list of uses, please see Section 178.10.1 of the Zoning Code.

Permitted Use Summary:

- Retail, such as antique shops, apparel shops, art shops, auto and home supply stores, baby and children's stores, bicycle shops, book stores, camera stores, dry goods stores, florist shops, furniture stores, grocery stores, hardware stores, hobby shops, household appliance stores, jewelry stores, key shops, leather goods store, music stores, paint and wallpaper stores, plumbing/heating/air conditioning/refridgeration shops, tv sales shops, shoe and hat shops, toy stores, variety stores,
- Bakeries, confectionery stores, dairy stores, delicatessens, meat markets, restaurants, night clubs, cafes, taverns
- Car washes
- Clubs and lodges
- Consumer retail uses, personal service business
- Dance studios
- Funeral homes
- Hotels and motels
- Launderettes and dry cleaning establishments
- Medical, dental, osteopathic and clinics
- Music studios
- Printing shops
- Professional offices
- Public buildings
- Tailor and dressmaking shops
- Veteranarian clinics or hospitals
- Churches and similar places of worship
- Museums, libraries, parks, playgrounds, community centers
- Dwelling units, provided that said units are not located on the first floor

If the rezoning from M-2 to C-4 is approved, the existing grain elevator use will be subject to Section 176.04 of the Zoning Code, titled Nonconforming use of Structures.

Spot Zoning

To determine whether illegal spot zoning has occurred, the courts consider the rezoning takes into account the following:

1. The characteristics of surrounding property;
2. the community's comprehensive plan;
3. the protection and preservation of public health, justice, morals, order, safety and security, and welfare (police power).

It does not appear that spot zoning will exist if the rezoning from M-2 to C-4 is approved, as the City's Future Land Use Map supports the rezoning. Further, this rezoning area is adjacent to existing C-4 land to the west.

Public Input

As required by the City's Zoning Code, letters were sent out to property owners within 200' of the proposed rezoning area notifying them of the rezoning being considered. Landus was also notified. At the time of writing this agenda statement, one comment has been received. The comment received was from Landus on November 10th - the Landus comment read: Landus is agreeable with this proposal and has no objection to the change in zoning, so long as we are allowed to continue to operate our existing business at this location until we are able to see and close on the sale of said property sometime around the Spring of 2022. Staff responded, noting that the existing Landus Cooperative use will be recognized as a lawful pre-existing, non-conforming use per Section 176.04 of the Zoning Code; meaning that yes, Landus Cooperative can continue to operate its existing business at this location until the property is sold - so long as Landus does not vacate the Landus use for more than 6 months. The lawful pre-existing, nonconforming Landus use will be subject to the following provisions of Section 176.04 of the Zoning Code, titled Nonconforming Uses of Structures:

1. No existing structure devoted to a use not permitted by the Zoning Code in the district in which it is located shall be enlarged, extended, constructed, reconstructed, or structurally altered except in changing the use of the structure to a use permitted in the district in which it is located.
2. Any nonconforming use may be extended throughout any of the parts of a building which were manifestly arranged or designed for such use at the time of adoption or amendment of the Zoning Code, but no such use shall be extended to occupy any land outside such building.
3. If no structural alterations are made, any nonconforming use of a structure, or structure and premises, may be changed to a more restricted classification.
4. When a nonconforming use of a structure, or structure and premises in combination, is discontinued or abandoned for six (6) months, the structure, or structure and premises in combination, shall not thereafter be used except in conformance with the regulations of the district in which it is located.
5. Any structure devoted to a use made nonconforming by this Ordinance, that is destroyed by any means to an extent of sixty percent (60%) or more of its replacement cost at the time of destruction, exclusive of the foundation(s), shall not be reconstructed and used as before such happening. If the structure be less than sixty percent (60%) destroyed above the foundation(s), it may be reconstructed and used as before provided reconstruction be started within six (6) months of such happening and be completed within one (1) year, and be built of like or similar materials.
6. Where nonconforming use status applied to a structure and premises in combination, removal of the structure shall eliminate the nonconforming status of the land.

Staff also explained that the next use/uses at this location cannot be industrial, as another industrial use would not be considered a more restricted classification (see Item 3 above). The next use/uses will need to comply with the use requirements of the C-4 District.

The Planning & Zoning Commission held their public hearing on November 18th, 2021 and voted on recommended approval with a 6-0 vote. There was some discussion as to why Parcel 231/00220-017-000 is not being included as part of this current rezoning. Staff explained that this Parcel 231/00220-017-000 will need to be evaluated in further detail prior to bringing a rezoning forward to the Commission and Council, as a rezoning of this area may also include a Future Land Use Map update. Staff will be meeting with a potential developer of this Parcel 231/000220-017-000 to gather further information on the use/uses proposed. The City Council approved the first reading of this ordinance at its December 6, 2021 meeting.

FUNDING SOURCE: N/A

STAFF RECOMMENDATION: Staff recommends approval of the second ordinance reading. The third, and final reading, will be presented for Council consideration at the December 20, 2021 meeting.

APPROVED FOR SUBMITTAL:

ATTACHMENTS:

1. ORDINANCE NO. 211206-217

CITY OF BONDURANT
ORDINANCE NO. 211206-217

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF BONDURANT, IOWA, 2002, BY AMENDING THE ZONING CLASSIFICATION OF CERTAIN REAL ESTATE FROM MEDIUM INDUSTRIAL (M-2) TO CENTRAL BUSINESS (C-4) ON PORTIONS OF LAND ADJACENT TO THE C-4 DISTRICT

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

Section 1. PURPOSE. The purpose of this ordinance is to change the zoning from Medium Industrial (M-2) to Central Business (C-4) on the following on the following property located within the corporate limits of the City of Bondurant, Polk County, Iowa and described as follows:

BEGINNING AT THE SOUTHWEST CORNER OF PARCEL "L" OF THE ABANDONED CHICAGO AND NORTHWESTERN TRANSPORTATION COMPANY RAILROAD, AS SHOWN ON THE PLAT OF SURVEY THEREOF RECORDED IN BOOK 14493 ON PAGE 751 IN THE POLK COUNTY RECORDER'S OFFICE;

THENCE EAST, ALONG THE SOUTH LINE OF SAID PARCEL "L" TO THE SOUTHERLY RIGHT-OF-WAY LINE OF SAID ABANDONED CHICAGO AND NORTHWESTERN TRANSPORTATION COMPANY RAILROAD;

THENCE SOUTHWEST, ALONG SAID SOUTHERLY RIGHT-OF-WAY LINE TO THE INTERSECTION OF SAID RIGHT-OF-WAY LINE AND THE EAST LINE OF LOTS 1 THROUGH 5 IN BLOCK 12 OF THE ORIGINAL TOWN OF BONDURANT, AN OFFICIAL PLAT, NOW INCLUDED IN AND FORMING A PART OF THE CITY OF BONDURANT, POLK COUNTY, IOWA, EXTENDED SOUTH;

THENCE NORTH, ALONG SAID EAST LINE EXTENDED AND ALONG SAID EAST LINE TO THE NORTHEAST CORNER OF SAID LOT 5, SAID POINT ALSO BEING ON THE SOUTH RIGHT-OF-WAY LINE OF 2ND STREET NE;

THENCE CONTINUING NORTH, ALONG SAID EAST LINE OF LOTS 1 THROUGH 5 EXTENDED NORTH TO THE NORTH RIGHT-OF-WAY LINE OF SAID 2ND STREET NE;

THENCE EAST, ALONG SAID NORTH RIGHT-OF-WAY LINE TO THE INTERSECTION OF SAID NORTH RIGHT-OF-WAY LINE AND THE EAST LINE OF PARCEL "M" IN SAID PLAT OF SURVEY RECORDED IN BOOK 14493 ON PAGE 751, EXTENDED NORTH;

THENCE SOUTH, ALONG SAID EAST LINE OF PARCEL "M" EXTENDED AND ALONG SAID EAST LINE OF PARCEL "M" TO THE POINT OF BEGINNING.

Section 2. FINDINGS. The City Council of the City of Bondurant, Iowa, hereby makes the following findings:

1. That the Planning & Zoning Commission held a public hearing on November 18, 2021, and voted on recommended approval.
2. That the zoning change will create consistency between the City's Future Land Use Map and Official Zoning Map.
3. That the zoning change will maintain a consistency with adjacent land uses and provide a transition for adjacent zoning.
4. That the zoning change will not negatively impact the character of the neighborhood.
5. That the public notice of this intended change has been published as by law required.

Section 3. HEREBY REZONED. The property, above described, is hereby rezoned to Central Business (C-4).

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

Section 4. SEVERABILITY. If any section, provisions, sentence, clause, phrase or part of this ordinance shall be adjudicated, invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any provision, section, subsection, sentence clause, phrase or part thereof not adjudged invalid or unconstitutional.

Section 5. EFFECTIVE DATE. This ordinance shall be in full force and effect following its passage, adoption and publication as required by law.

Passed and approved by the City Council of the City of Bondurant, Iowa this ____ day of _____, 2021.

CITY OF BONDURANT, POLK COUNTY, IOWA

CURT SULLIVAN, MAYOR

ATTEST:

SHELBY HAGAN, CITY CLERK

(SEAL)



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

Item No. 5.d.
For Meeting of 12/14/2021
Ordinance

TITLE: -(Second Reading) Ordinance amending the Code of Ordinances of the City of Bondurant, Iowa, 2002, by amending Chapter 93 - Water Connection Fee Districts

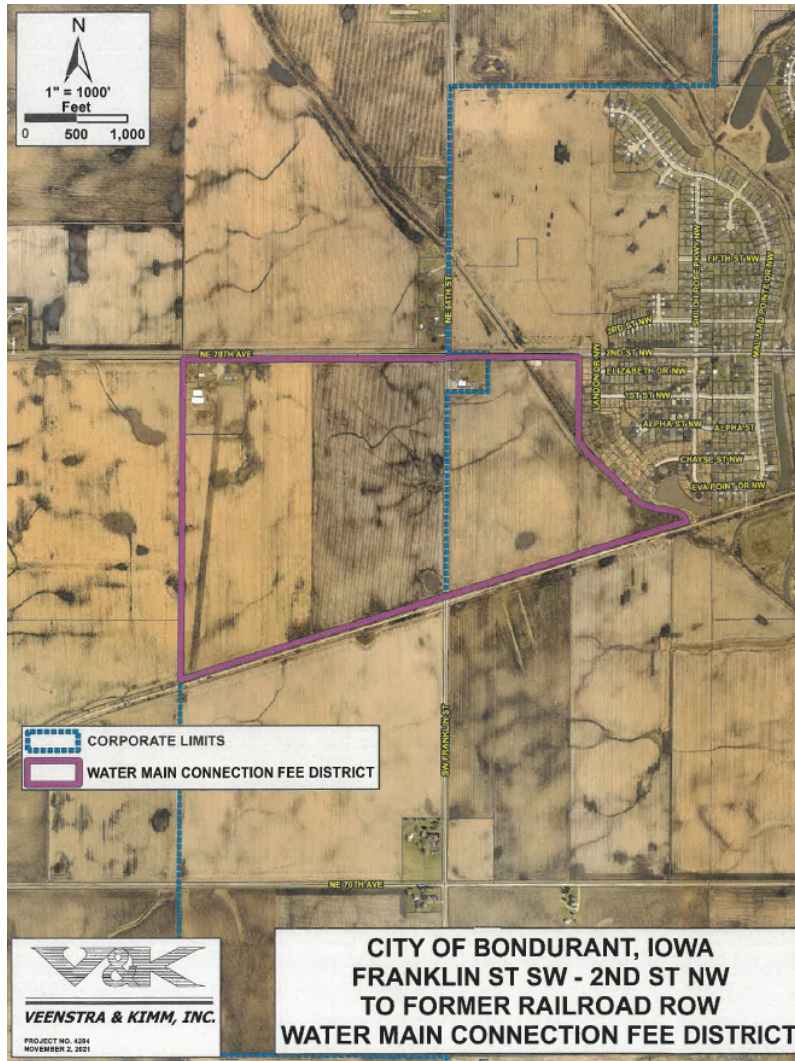
CONTACT PERSON:

Maggie Murray, Planning & Community Development Director

BRIEF HISTORY & ANALYSIS: On December 6, the City Council held public hearings on multiple water connection fee districts, including:

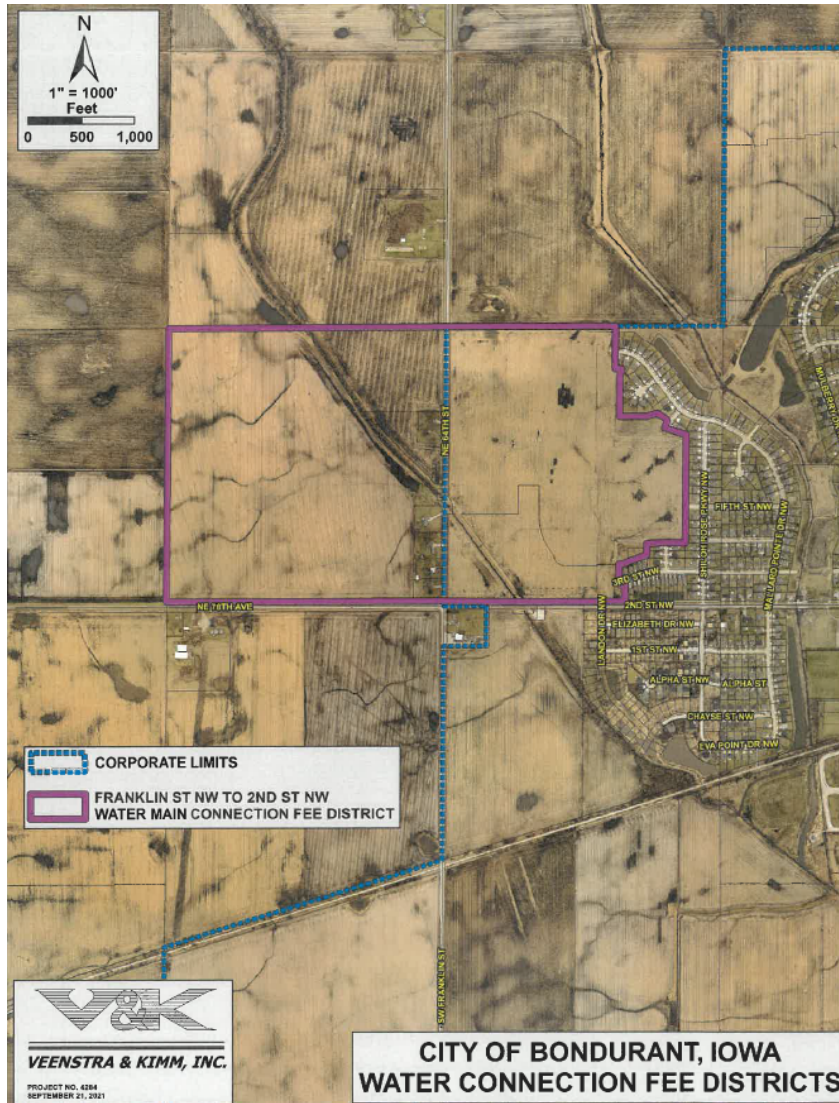
- 16th Street NE, Grant Street North to Pleasant Street NE, Water Connection Fee District;
- 16th Street NE, Pleasant Street NE to NE Hubbell Avenue, Water Connection Fee District;
- Franklin Street - 2nd Street NW to the Former Railroad Right-of-Way Water Connection Fee District District; and
- Franklin Street NE - 2nd Street NW North 1/2 Mile Water Connection Fee District.

The map below shows the proposed boundary for the 16th Street NE, Grant Street North to Pleasant Street NE, Water Connection Fee District **area**.



The purpose of establishing this water connection fee district is so that the City can recover costs that will be incurred as a result of constructing a 12" water main within the proposed connection fee district area. The proposed per acre connection fee within the district will be \$1,199 per acre. This per acre fee was calculated by Veenstra & Kimm as follows: estimated construction cost of \$293,750 to construct the 12" water main within the connection fee district area/245 acres within the proposed connection fee district area = \$1,214 per acre.

The map below shows the proposed boundary for the Franklin Street NW - 2nd Street NW North 1/2 Mile Water Connection Fee District area.



The purpose of establishing this water connection fee district is so that the City can recover costs that will be incurred as a result of constructing a 12" water main within the proposed connection fee district area. The proposed per acre connection fee within the district will be \$1,214 per acre. This per acre fee was calculated by Veenstra & Kimm as follows: estimated construction cost of \$331,250 to construct the 12" water main within the connection fee district area/273 acres within the proposed connection fee district area = \$1,214 per acre.

The attached ordinance enacts those districts.

FUNDING SOURCE: Water Revenue

STAFF RECOMMENDATION: Approve the second reading of the ordinance on a roll call vote.

APPROVED FOR SUBMITTAL:

ATTACHMENTS:

1. ORDINANCE NO. 211206-218

**CITY OF BONDURANT
ORDINANCE NO. 211206-218**

**AN ORDINANCE AMENDING THE CITY CODE OF THE CITY OF BONDURANT, IOWA BY
ADDING NEW SECTIONS TO CHAPTER 93 - WATER CONNECTION FEE DISTRICTS**

WHEREAS, upon due notice and hearing the City Council finds the general health and welfare of the community will be benefitted by establishment of four new water connection fee district areas described in the following ordinance.

THEREFORE,

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

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

CHAPTER 93 – WATER CONNECTION FEE DISTRICTS

**93.3 16TH STREET NE, GRANT STREET NORTH TO PLEASANT STREET NE,
WATER CONNECTION FEE DISTRICT**

93.3.1 Connection Fee District. The 16th Street NE, Grant Street North to Pleasant Street NE, Water Connection Fee District is hereby established consisting of the following tracts of land located in Sections 19 and 30, Township 80 North, Range 22 West of the 5th Principal Meridian, Polk County, Iowa described as follows:

Commencing at the northwest corner of Section 30, Township 80 North, Range 22 West of the 5th Principal Meridian; thence South along the West line of the northwest $\frac{1}{4}$ of said Section 30 to the southwest corner of Parcel O, recorded in Book 15115 Page 666; thence East along the South line of said Parcel O to the southeast corner of said Parcel O, said point also being located on the West line of the East $\frac{1}{2}$ of the northwest $\frac{1}{4}$ of said Section 30; thence South along the West line of the East $\frac{1}{2}$ of the northwest $\frac{1}{4}$ of said Section 30 to the southwest corner of the East $\frac{1}{2}$ of the northwest $\frac{1}{4}$ of said Section 30; thence East along the South line of the northwest $\frac{1}{4}$ of said Section 30 to the Center of said Section 30; thence East along the South line of the northeast $\frac{1}{4}$ of said Section 30 to the East Quarter corner of said Section 30; thence north along the East line of said Section 30 to the northeast corner of said Section 30; thence North along the East line of the southeast $\frac{1}{4}$ of Section 19, Township 80 North, Range 22 West of the 5th Principal Meridian to the East Quarter corner of said Section 22; thence West along the North line of the southeast $\frac{1}{4}$ of said Section 19 to the Center of said Section 19; thence West along the North line of the southwest $\frac{1}{4}$ of said Section 19 to the West Quarter corner of said Section 19; thence South along the West line of the southwest $\frac{1}{4}$ of said Section 19 to the point of beginning.

93.3.2 Fee Schedule. From the effective date hereof through June 30, 2022 a connection fee of \$1,115 per acre shall be imposed. The connection fee shall be adjusted on July 1, 2022 and each calendar year thereafter based on the change in the ENR construction cost index for the one year period ending on April 1 of the calendar year in which the adjustment is made. The

connection fee shall be rounded to the nearest whole dollar. The City Administrator shall determine the applicable connection fee and shall maintain on file the connection fee effective July 1 of each calendar year. For the adjustment effective July 1, 2022 the adjustment will be prorated based on the one year adjustment for the period ending on April 1, 2022 prorated based on the period from the effective date of the ordinance until June 30, 2022.

93.3.3 Payment of the Connection Fee. The payment of the connection fee shall be made prior to the approval of any final plat of an area within the connection fee district, or prior to the approval of a site plan located within the connection fee district, or prior to the issuance of a permit for installation of the sewer connection for any parcel within the connection fee district. The connection fee shall be paid prior to the first of any of the three listed actions. If a connection fee is paid for the parcel for one of the three actions said parcel shall not be further subject to the connection fee. For any property within the 16th Street NE, Grant Street North to Pleasant Street NE Water Main Connection Fee District where the City has entered into an agreement for payment of the connection fee, either prior to the establishment of this connection fee district or subsequent to the establishment of this connection fee district, the property within the plat shall not be subject to separate payment of the connection fee if the payment of the connection fee for said property is subject to the provisions of the agreement.

93.3.4 Property Outside District. Any property outside of the described connection fee district may connect to the sewer serving the district with the approval of the City Administrator and payment of the appropriate connection fee. The number of connections to the system is limited and connections outside the district may not be allowed.

93.4 16TH STREET NE, PLEASANT STREET NE TO NE HUBBELL AVENUE WATER CONNECTION FEE DISTRICT

93.4.1 Connection Fee District. The 16th Street NE, Pleasant Street NE to NE Hubbell Avenue, Water Connection Fee District is hereby established consisting of the following tracts of land located in 20 and 29, Township 80 North, Range 22 West of the 5th Principal Meridian, Polk County, Iowa described as follows:

Commencing at the northwest corner of Section 29, Township 80 North, Range 22 West of the 5th Principal Meridian; thence South along the West line of the northwest $\frac{1}{4}$ of said Section 29 to the West Quarter corner of said Section 29; thence East along the South line of the southwest $\frac{1}{4}$ of the northwest $\frac{1}{4}$ of said Section 29 to the point of intersection with the westerly line of Park Side Plat 2, a plat in and forming a part of the City of Bondurant, Iowa; thence northerly along the westerly line of said Park Side Plat 2 to the northwest corner of said Park Side Plat 2; thence East along the North line of said Park Side Plat 2 to a point on the East line of the southwest $\frac{1}{4}$ of the northwest $\frac{1}{4}$ of said Section 29; thence North along the East line of the southwest $\frac{1}{4}$ of the northwest $\frac{1}{4}$ of said Section 29 to the northeast corner of the southwest $\frac{1}{4}$ of the northwest $\frac{1}{4}$ of said Section 29; thence East along the South line of the northeast $\frac{1}{4}$ of the northwest $\frac{1}{4}$ of said Section 29 to the southeast corner of the southeast $\frac{1}{4}$ of the northwest $\frac{1}{4}$ of said Section 29; thence East along the South line of the North $\frac{1}{2}$ of the northeast $\frac{1}{4}$ of said Section 29 to the point of intersection with the northwesterly right-of-way line of NE Hubbell Avenue; thence northeasterly along the northwesterly right-of-way line of said NE Hubbell Avenue to a point on the East line of the section of said Section 29; thence North along the East line of Section 29 to the northeast corner of said Section 29; thence North along the East line of Section 20, Township 80 North, Range 22 West of the 5th Principal Meridian to the East Quarter corner of said Section

20; thence West along the North line of the southeast $\frac{1}{4}$ of said Section 20 to the Center of said Section 20; thence west along the North line of the southwest $\frac{1}{4}$ of said Section 20 to the West $\frac{1}{4}$ corner of said Section 20; thence South along the West line of the southwest $\frac{1}{4}$ of said Section 20 to the point of beginning.

93.4.2 Fee Schedule. From the effective date hereof through June 30, 2022 a connection fee of \$1,318 per acre shall be imposed. The connection fee shall be adjusted on July 1, 2022 and each calendar year thereafter based on the change in the ENR construction cost index for the one year period ending on April 1 of the calendar year in which the adjustment is made. The connection fee shall be rounded to the nearest whole dollar. The City Administrator shall determine the applicable connection fee and shall maintain on file the connection fee effective July 1 of each calendar year. For the adjustment effective July 1, 2022 the adjustment will be prorated based on the one year adjustment for the period ending on April 1, 2022 prorated based on the period from the effective date of the ordinance until June 30, 2022.

93.4.3 Payment of the Connection Fee. The payment of the connection fee shall be made prior to the approval of any final plat of an area within the connection fee district, or prior to the approval of a site plan located within the connection fee district, or prior to the issuance of a permit for installation of the sewer connection for any parcel within the connection fee district. The connection fee shall be paid prior to the first of any of the three listed actions. If a connection fee is paid for the parcel for one of the three actions said parcel shall not be further subject to the connection fee. For any property within the 16th Street NE, Pleasant Street NE to NE Hubbell Avenue, Water Main Connection Fee District where the City has entered into an agreement for payment of the connection fee, either prior to the establishment of this connection fee district or subsequent to the establishment of this connection fee district, the property within the plat shall not be subject to separate payment of the connection fee if the payment of the connection fee for said property is subject to the provisions of the agreement.

93.4.4 Property Outside District. Any property outside of the described connection fee district may connect to the sewer serving the district with the approval of the City Administrator and payment of the appropriate connection fee. The number of connections to the system is limited and connections outside the district may not be allowed.

93.5 FRANKLIN STREET NW – 2ND STREET NW NORTH $\frac{1}{2}$ MILE WATER CONNECTION FEE DISTRICT

93.5.1 Connection Fee District. The Franklin Street NW North $\frac{1}{2}$ Mile Water Connection Fee District is hereby established consisting of the following tracts of land located in Sections 25 and 26, Township 80 North, Range 23 West of the 5th Principal Meridian, Polk County, Iowa described as follows:

Commencing at the southeast corner of Section 26, Township 80 North, Range 23 West of the 5th Principal Meridian; thence West along the South line of said Section 26 to the South Quarter corner of said Section 26; thence North along the West line of the southeast $\frac{1}{4}$ of said Section 26 to the Center of said Section 26; thence East along the North line of the southeast $\frac{1}{4}$ of said Section 26 to the Quarter $\frac{1}{4}$ corner of said Section 26; thence East along the North Line of the southwest $\frac{1}{4}$ of Section 25, Township 80 North, Range 23 West of the 5th Principal Meridian to the northwest corner of Outlot Z, Bluejay Landing Plat 2, an official plat in and forming a part of the City of Bondurant, Polk County, Iowa; thence southerly along the westerly line of Bluejay

Landing Plat 2 to the southwest corner of Lot 1, Bluejay Landing Plat 2, said point also being the northwest corner of Lot 29, Bluejay Landing Plat 1, an official plat in and forming a part of the City of Bondurant, Polk County, Iowa; thence southerly along the West line of Bluejay Landing Plat 1 to a point on the South line of the southwest $\frac{1}{4}$ of said Section 25; thence West along the South line of the southwest $\frac{1}{4}$ of said Section 25 to the point of beginning.

93.5.2 Fee Schedule. From the effective date hereof through June 30, 2022 a connection fee of \$1,214 per acre shall be imposed. The connection fee shall be adjusted on July 1, 2022 and each calendar year thereafter based on the change in the ENR construction cost index for the one year period ending on April 1 of the calendar year in which the adjustment is made. The connection fee shall be rounded to the nearest whole dollar. The City Administrator shall determine the applicable connection fee and shall maintain on file the connection fee effective July 1 of each calendar year. For the adjustment effective July 1, 2022 the adjustment will be prorated based on the one year adjustment for the period ending on April 1, 2022 prorated based on the period from the effective date of the ordinance until June 30, 2022.

93.5.3 Payment of the Connection Fee. The payment of the connection fee shall be made prior to the approval of any final plat of an area within the connection fee district, or prior to the approval of a site plan located within the connection fee district, or prior to the issuance of a permit for installation of the sewer connection for any parcel within the connection fee district. The connection fee shall be paid prior to the first of any of the three listed actions. If a connection fee is paid for the parcel for one of the three actions said parcel shall not be further subject to the connection fee. For any property within the Franklin Street NW, 2nd Street NW North $\frac{1}{2}$ Mile Water Main Connection Fee District where the City has entered into an agreement for payment of the connection fee, either prior to the establishment of this connection fee district or subsequent to the establishment of this connection fee district, the property within the plat shall not be subject to separate payment of the connection fee if the payment of the connection fee for said property is subject to the provisions of the agreement.

93.5.4 Property Outside District. Any property outside of the described connection fee district may connect to the sewer serving the district with the approval of the City Administrator and payment of the appropriate connection fee. The number of connections to the system is limited and connections outside the district may not be allowed.

93.6 FRANKLIN STREET – 2ND STREET NW TO THE FORMER RAILROAD RIGHT-OF-WAY WATER CONNECTION FEE DISTRICT

93.6.1 Connection Fee District. The Franklin Street – 2nd Street NW to the Former Railroad Right-of-Way Water Connection Fee District is hereby established consisting of the following tracts of land located in Sections 35 and 26, Township 80 North, Range 23 West of the 5th Principal Meridian, Polk County, Iowa described as follows:

Commencing at the point of intersection of the East line of Section 35, Township 80 North, Range 23 West of the 5th Principal Meridian and the North right-of-way line of the former railroad right-of-way, thence southwesterly along the northerly right-of-way line of the former railroad right-of-way to the West line of the East $\frac{1}{2}$ of said Section 35; thence North along the West line of the East $\frac{1}{2}$ of Section 35 to the north line of said Section 35; thence East along the North line of said Section 35 to the northeast corner of said Section 35; thence East along the North line of Section 36, Township 80 North, Range 23 West of the 5th Principal Meridian to a point lying directly

north of the northwest corner of Lot J, Quail Run Plat 1, an official plat in and forming a part of the City of Bondurant, Polk County, Iowa; thence southerly along the westerly line of Quail Run Plat 1 to the southwest corner of Lot 126 Quail Run Plat 1; thence southerly and southeasterly along the West line of Quail Run Plat 2 to the southwest corner of Lot A Quail Run Plat 2; thence southeasterly along the westerly line of Quail Run Plat 1 to a point on the North line of the former railroad right-of-way; thence southwesterly along the northerly right-of-way line of the former railroad right-of-way to the point of beginning.

93.6.2 Fee Schedule. From the effective date hereof through June 30, 2022 a connection fee of \$1,199 per acre shall be imposed. The connection fee shall be adjusted on July 1, 2022 and each calendar year thereafter based on the change in the ENR construction cost index for the one year period ending on April 1 of the calendar year in which the adjustment is made. The connection fee shall be rounded to the nearest whole dollar. The City Administrator shall determine the applicable connection fee and shall maintain on file the connection fee effective July 1 of each calendar year. For the adjustment effective July 1, 2022 the adjustment will be prorated based on the one year adjustment for the period ending on April 1, 2022 prorated based on the period from the effective date of the ordinance until June 30, 2022.

93.6.3 Payment of the Connection Fee. The payment of the connection fee shall be made prior to the approval of any final plat of an area within the connection fee district, or prior to the approval of a site plan located within the connection fee district, or prior to the issuance of a permit for installation of the sewer connection for any parcel within the connection fee district. The connection fee shall be paid prior to the first of any of the three listed actions. If a connection fee is paid for the parcel for one of the three actions said parcel shall not be further subject to the connection fee. For any property within the Franklin Street - 2nd Street NW to the Former Railroad Right-of-Way Water Main Connection Fee District where the City has entered into an agreement for payment of the connection fee, either prior to the establishment of this connection fee district or subsequent to the establishment of this connection fee district, the property within the plat shall not be subject to separate payment of the connection fee if the payment of the connection fee for said property is subject to the provisions of the agreement.

93.6.4 Property Outside District. Any property outside of the described connection fee district may connect to the main serving the district with the approval of the City Administrator and payment of the appropriate connection fee. The number of connections to the system is limited and connections outside the district may not be allowed.

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

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

Section 4 Effective Date. This ordinance shall be in full force and effect following its passage, adoption and publication as required by law _____ Passed _____ and approved this _____ day of _____, 2022.

CITY OF BONDURANT, POLK COUNTY, IOWA

CURT SULLIVAN, MAYOR

ATTEST:

SHELBY HAGAN, CITY CLERK

(SEAL)

FIRST CONSIDERATION:

SECOND CONSIDERATION:

THIRD CONSIDERATION:



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

Item No. 7.a.
For Meeting of 12/14/2021
Applications

TITLE: Jason Vore, 221 3rd Street, NW

CONTACT PERSON:

BRIEF HISTORY & ANALYSIS:

FUNDING SOURCE:

STAFF RECOMMENDATION:

APPROVED FOR SUBMITTAL:

ATTACHMENTS: None



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

Item No. 7.b.
For Meeting of 12/14/2021
Applications

TITLE: Larry Ferriss, 139 Snyder Street, SE

CONTACT PERSON:

BRIEF HISTORY & ANALYSIS:

FUNDING SOURCE:

STAFF RECOMMENDATION:

APPROVED FOR SUBMITTAL:

ATTACHMENTS: None



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

Item No. 7.c.
For Meeting of 12/14/2021
Applications

TITLE: Jon Klein, 812 35th Street, SW

CONTACT PERSON:

BRIEF HISTORY & ANALYSIS:

FUNDING SOURCE:

STAFF RECOMMENDATION:

APPROVED FOR SUBMITTAL:

ATTACHMENTS: None



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

Item No. 7.d.
For Meeting of 12/14/2021
Applications

TITLE: Chad Driscoll, 438 3rd Street, SE

CONTACT PERSON:

BRIEF HISTORY & ANALYSIS:

FUNDING SOURCE:

STAFF RECOMMENDATION:

APPROVED FOR SUBMITTAL:

ATTACHMENTS: None



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

Item No. 9.a.
For Meeting of 12/14/2021
Resolution

TITLE: -Resolution appointing (Insert Name) to Fill Council Vacancy

CONTACT PERSON:

Marketa Oliver, City Administrator

BRIEF HISTORY & ANALYSIS:

FUNDING SOURCE: NA

STAFF RECOMMENDATION: A vacancy is occurring on the City Council effective January, 2022 when Council Member Elrod is sworn in as Mayor. The City Council discussed the vacancy at its November 15, 2021 meeting and decided to fill it by appointment rather than calling for a special election. (For reference, the City's most recent City Council election cost \$4,490.15.) The vacant position expires December 31, 2023. The appointed individual would serve in the role until the regular City Council election scheduled for November, 2023 is certified. The elected individual would then be immediately seated.

An appointment must be made within 60 days after the vacancy occurs. The Council directed staff during the November 15 meeting to publish notice of appointment and adopted a resolution on December 6, 2021 formally declaring the intent to appoint and ratifying the publication of the notice. Staff published a notice on November 24, 2021 requesting any interested parties to submit a letter of interest and resume by noon on December 6, which included a notice to city residents of the right to request a special election by filing a petition, as required by law. Four community members submitted letters of interest and resumes for the open position.

Should an individual wish to force a special election, s/he would need to submit a petition with a certain number of eligible elector signatures. The number of signatures required on a petition requesting a special election varies depending on the population of the city and for Bondurant would be 15% of the votes cast for all candidates for the City Council at the last regular election in which a Council seat was on the ballot or 200, whichever is less. Specifically for Bondurant, it would be 50 signatures. (983 votes cast for 3 seats in 2019, the election during which Doug was elected = $327.67 \times .15\% = 49.15$ which translates to 50 signatures required because you cannot have .15 of a

person.) The petition must be filed within 14 days after publication of the notice of intent to appoint or within 14 days after the appointment is made, whichever is later.

The attached resolution appoints a candidate to the position. Once interviews are completed, the Council can choose the successful candidate and insert the name and adopt the resolution.

APPROVED FOR SUBMITTAL:

ATTACHMENTS:

1. RESOLUTION NO. 211214-346

CITY OF BONDURANT
RESOLUTION NO. 211214-346

A RESOLUTION APPOINTING _____ TO FILL COUNCIL VACANCY

WHEREAS, Council Member Doug Elrod was recently elected to the position of Mayor, which begins January 1, 2022, at 12:01 a.m.; AND

WHEREAS, Council Member Elrod submitted a resignation for his Council seat effective December 31st, 2021 at 11:59 p.m.; AND

WHEREAS, Mr. Elrod's resignation creates a Council vacancy; AND

WHEREAS, Mr. Elrod's Council term expires December 31, 2023; AND

WHEREAS, an individual appointed to serve in the role would serve until the regular city council election in November 2023 is certified, at which time the elected individual would be seated to the Council; AND

WHEREAS, the City Council adopted a resolution determining to fill the council vacancy through appointment on December 6th, 2021; AND

WHEREAS, the City published its intent to fill the vacancy by appointment and solicited interested candidates; AND

WHEREAS, the City Council interviewed candidates at a Special Council Meeting on December 14th, 2021; AND

WHEREAS, the Council, under State of Iowa law, has declared its intent to appoint to fill the vacancy and published a notice indicating such intent and that any citizen can petition for a special election,

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

The City Council does hereby appoint _____ to fill the vacancy on the City Council created by Council Member Elrod's resignation and directs the City Clerk to notify the County Auditor of the appointment.

Passed this 14th day of December 2021,

By: _____
Curt Sullivan, Mayor

ATTEST: I, Shelby Hagan, City Clerk of Bondurant, hereby certify that at a meeting of the City Council held on the above date, among other proceedings the above was adopted.

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

Shelby Hagan, City Clerk

Name	Yay	Nay	Abstain	Absent
Cox				
Elrod				
Enos				
McKenzie				
Peffer				



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

Item No. 9.b.
For Meeting of 12/14/2021
Resolution

TITLE: -Resolution approving Memorandum of Agreement with Polk County for a combined precinct, named Bondurant 1

CONTACT PERSON:

Maggie Murray, Planning & Community Development Director

BRIEF HISTORY & ANALYSIS: Section 49.5.2 of the Iowa Code states the following, "The council of a city where establishment of more than one precinct is necessary or deemed advisable shall, at the time required by law, divide the city into the number of election precincts as will best serve the convenience of voters while promoting electoral efficiency". Section 49.3 of the Iowa Code regulates precinct boundary requirements - this section notes that no precinct shall have a total population in excess of 3,500 people.

The City has been working with Veenstra & Kimm and a County Planner to determine new precincts. Attached is a map which shows the three precincts proposed in Bondurant. This map reflects guidance provided by the Polk County Auditor's office on suggested boundaries within Bondurant. The City has received notification from the County that the 3 precincts as outlined in the attached mapped are acceptable to Polk County and conform to the Secretary of State's legal requirements. The County has also requested a Memorandum of Agreement to have combined precincts in specific areas. This request is related to how Census block fall. Census block 1054 will have to be added to Delaware-1 precinct as it is in a different legislative House district and it is not possible to create a new precinct for 10 people. This is included in a Memorandum of Agreement as a separate action item on this agenda. The residents in that area will not be excluded from voting, they will just vote in a different precinct other than Bondurant 1, 2, or 3. For the Memorandum of Agreement for Bondurant 1 precinct, it will mean the precinct is composed of an incorporated population of 2,928 persons who are residents of Bondurant and an unincorporated population of 4 persons who are residents of Franklin Township in Polk County and an unincorporated population of 28 persons who are residents of Douglas Township in Polk County.

For the Memorandum of Agreement for Delaware 1 precinct, it will mean the precinct is composed of an incorporated population of 10 persons who are residents of Bondurant and an unincorporated population of 2,994 persons who are residents of Delaware Township in Polk County.

The attached resolution approves the Memorandum of Agreement with Polk County to have a combined precinct named Bondurant 1 precinct.

FUNDING SOURCE: NA

STAFF RECOMMENDATION: Approve resolution on a roll call vote.

APPROVED FOR SUBMITTAL:

ATTACHMENTS:

1. RESOLUTION NO. 211214-347 MOA Bondurant
2. BondurantRevision
3. Precinct Map - 11292021 original draft

CITY OF BONDURANT
RESOLUTION NO. 211214-346

RESOLUTION APPROVING THE MEMORANDUM OF AGREEMENT WITH POLK
COUNTY FOR A COMBINED PRECINCT, NAMED BONDURANT-1

WHEREAS, this agreement is between the City of Bondurant, Iowa ("City") and Polk County, Iowa ("County"); AND

WHEREAS, following the federal decennial census, and after the redistricting of congressional and legislative districts, city councils and county board of supervisors are required to complete any changes in precinct and ward boundaries (for cities) or precinct and supervisor districts (for counties); AND

WHEREAS, election precincts which are composed partially of unincorporated territory within a county and partially of part of a city may be established, if an agreement which is mutually satisfactory to the board of supervisors of the county and to the city council of the city is adopted and submitted to the state commissioner as part of the certification of precinct boundaries; AND

WHEREAS, the City and County desire to have 1 combined precinct, named Bondurant-1; AND

WHEREAS, Bondurant-1 (Precinct Name) shall be composed of an incorporated population of 2,928 persons who are residents of the City and an unincorporated population of 4 persons who are residents of Franklin Township in Polk County and an unincorporated population of 28 persons who are residents of Douglas Township in Polk County,

NOW, THEREFORE BE IT RESOLVED, by the City Council of the City of Bondurant, Iowa, that the Memorandum of Agreement with Polk County is hereby approved as presented.

Passed this 14th day of December 2021,

By: _____
Curt Sullivan, Mayor

ATTEST: I, Shelby Hagan, City Clerk of Bondurant, hereby certify that at a meeting of the City Council held on the above date, among other proceedings the above was adopted.

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

Shelby Hagan, City Clerk

Name	Yay	Nay	Abstain	Absent
Cox				
Elrod				
Enos				
McKenzie				
Peffer				

NOTICE OF PUBLIC HEARING

The City Council of the City of Bondurant will hold a public hearing at 6:00 p.m. on December 20, 2021, in the Bondurant City Center at 200 2nd Street NE, Bondurant, Polk County, Iowa, to consider Bondurant's proposed precinct boundaries described as follows:

Precinct One

Within the corporate limits of the City of Bondurant north of 2nd Street North AND the area west of Grant Street North known as Bondurant-1 Douglas Twp Blocks 1074 and 3000 AND the area south of 2nd Street North known as Bondurant-1 Douglas Twp Block 3028 AND the area east of Hubbell Avenue/U S Highway 65 known as Bondurant-1 Franklin Twp Block 1106.

Precinct Two

Within the corporate limits of the City of Bondurant south of 2nd Street North and north of Hubbell Avenue/U S Highway 65 LESS the area south of 15th Street South of Census Block 1054 AND less the area north of Hubbell Avenue/U S Highway 65 and south of NE 62nd Avenue.

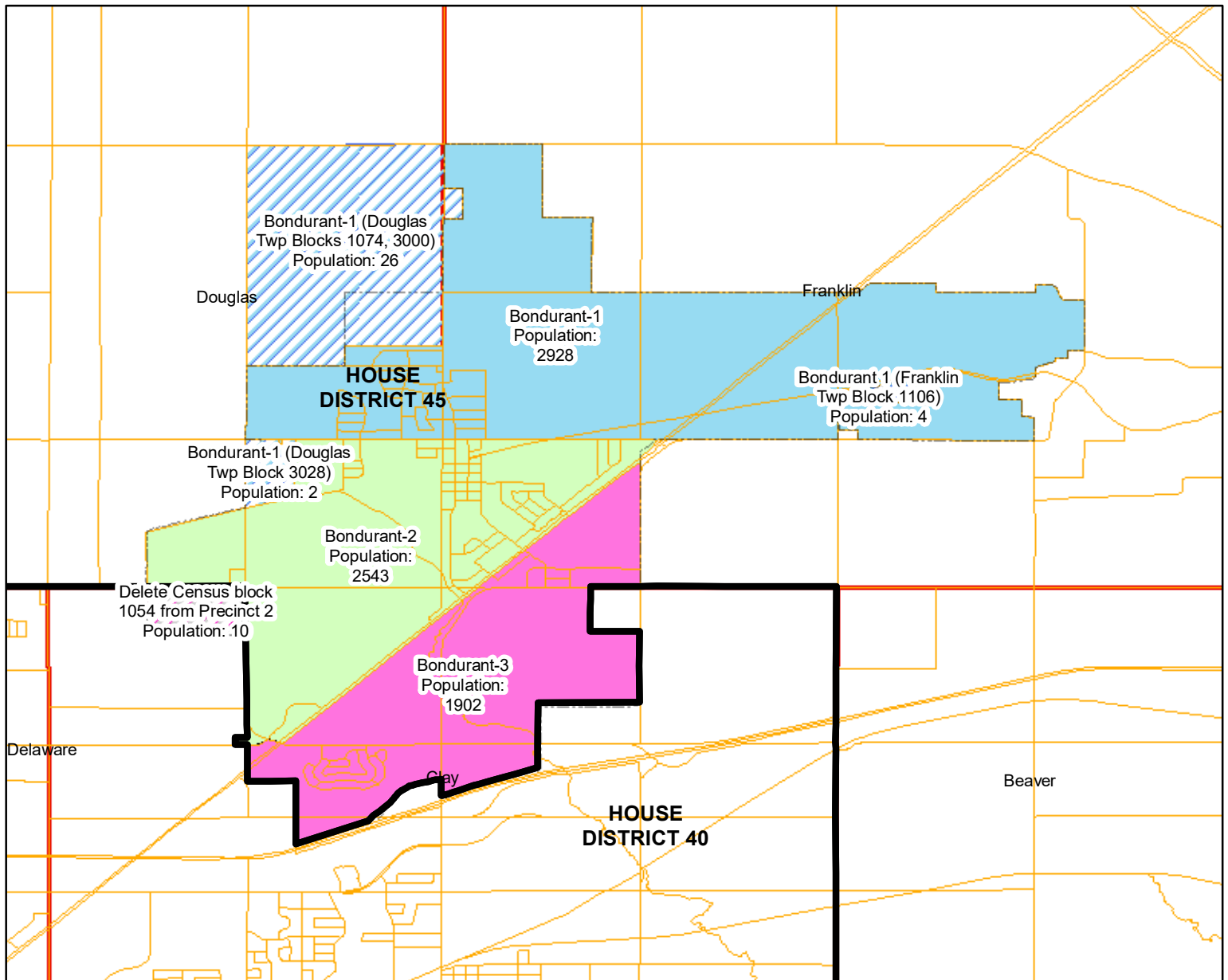
Precinct Three

Within the corporate limits of the City of Bondurant south of Hubbell Avenue/U S Highway 65 AND the area north of Hubbell Avenue/U S Highway 65 and south of NE 62nd Avenue.

All interested parties are encouraged to attend.

SHELBY HAGAN,
CITY CLERK

City of Bondurant revision 12-3-2021

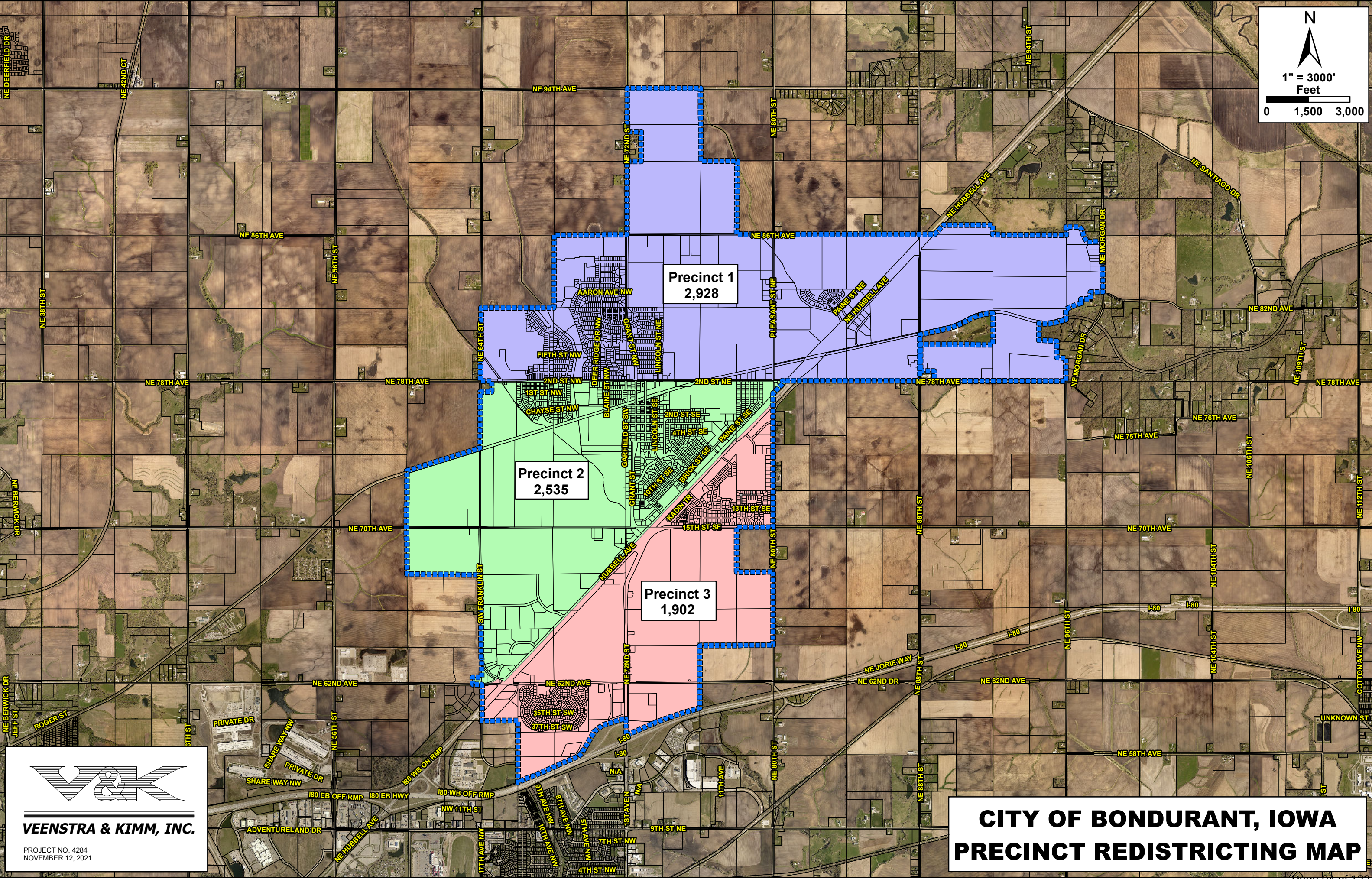


Legend

- Bondurant corporate limits
- Census_Block_2020

Precinct

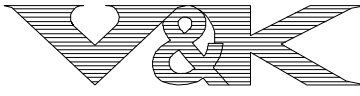
- Bondurant 1 (Franklin Twp Block 1106)
- Bondurant-1
- Bondurant-1 (Douglas Twp Block 3028)
- Bondurant-1 (Douglas Twp Blocks 1074, 3000)
- Bondurant-2
- Bondurant-3
- Delete this part of Census block 1054 from Precinct 2



N

1" = 3000'
Feet

0 1,500 3,000


VEENSTRA & KIMM, INC.
PROJECT NO. 4284
NOVEMBER 12, 2021

**CITY OF BONDURANT, IOWA
PRECINCT REDISTRICTING MAP**



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

Item No. 9.c.
For Meeting of 12/14/2021
Resolution

TITLE: -Resolution approving Memorandum of Agreement with Polk County for a combined precinct, named Delaware 1

CONTACT PERSON:

Maggie Murray, Planning & Community Development Director

BRIEF HISTORY & ANALYSIS: Section 49.5.2 of the Iowa Code states the following, "The council of a city where establishment of more than one precinct is necessary or deemed advisable shall, at the time required by law, divide the city into the number of election precincts as will best serve the convenience of voters while promoting electoral efficiency". Section 49.3 of the Iowa Code regulates precinct boundary requirements - this section notes that no precinct shall have a total population in excess of 3,500 people.

The City has been working with Veenstra & Kimm and a County Planner to determine new precincts. Attached is a map which shows the three precincts proposed in Bondurant. This map reflects guidance provided by the Polk County Auditor's office on suggested boundaries within Bondurant. The City has received notification from the County that the 3 precincts as outlined in the attached mapped are acceptable to Polk County and conform to the Secretary of State's legal requirements. The County has also requested a Memorandum of Agreement to have combined precincts in specific areas. This request is related to how Census block fall. Census block 1054 will have to be added to Delaware-1 precinct as it is in a different legislative House district and it is not possible to create a new precinct for 10 people. This is included in a Memorandum of Agreement as a separate action item on this agenda. The residents in that area will not be excluded from voting, they will just vote in a different precinct other than Bondurant 1, 2, or 3. For the Memorandum of Agreement for Bondurant 1 precinct, it will mean the precinct is composed of an incorporated population of 2,928 persons who are residents of Bondurant and an unincorporated population of 4 persons who are residents of Franklin Township in Polk County and an unincorporated population of 28 persons who are residents of Douglas Township in Polk County.

For the Memorandum of Agreement for Delaware 1 precinct, it will mean the precinct is composed of an incorporated population of 10 persons who are residents of Bondurant and an unincorporated population of 2,994 persons who are residents of Delaware Township in Polk County.

The attached resolution approves the Memorandum of Agreement with Polk County to have a combined precinct named Delaware 1 precinct.

FUNDING SOURCE: NA

STAFF RECOMMENDATION: Approve resolution on a roll call vote.

APPROVED FOR SUBMITTAL:

ATTACHMENTS:

1. RESOLUTION NO. 211214-348
2. BondurantRevision
3. Precinct Map - 11292021 original draft

CITY OF BONDURANT
RESOLUTION NO. 211214-348

RESOLUTION APPROVING THE MEMORANDUM OF AGREEMENT WITH POLK
COUNTY FOR A COMBINED PRECINCT, NAMED DELAWARE-1

WHEREAS, this agreement is between the City of Bondurant, Iowa ("City") and Polk County, Iowa ("County"); AND

WHEREAS, following the federal decennial census, and after the redistricting of congressional and legislative districts, city councils and county board of supervisors are required to complete any changes in precinct and ward boundaries (for cities) or precinct and supervisor districts (for counties); AND

WHEREAS, election precincts which are composed partially of unincorporated territory within a county and partially of part of a city may be established, if an agreement which is mutually satisfactory to the board of supervisors of the county and to the city council of the city is adopted and submitted to the state commissioner as part of the certification of precinct boundaries; AND

WHEREAS, the City and County desire to have 1 combined precinct, named Delaware-1; AND

WHEREAS, Delaware-1 (Precinct Name) shall be composed of an incorporated population of 10 persons who are residents of the City and an unincorporated population of 2,994 persons who are residents of Delaware Township in Polk County,

NOW, THEREFORE BE IT RESOLVED, by the City Council of the City of Bondurant, Iowa, that the Memorandum of Agreement with Polk County is hereby approved as presented.

Passed this 14th day of December 2021,

By: _____
Curt Sullivan, Mayor

ATTEST: I, Shelby Hagan, City Clerk of Bondurant, hereby certify that at a meeting of the City Council held on the above date, among other proceedings the above was adopted.

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

Shelby Hagan, City Clerk

Name	Yay	Nay	Abstain	Absent
Cox				
Elrod				
Enos				
McKenzie				
Peffer				

NOTICE OF PUBLIC HEARING

The City Council of the City of Bondurant will hold a public hearing at 6:00 p.m. on December 20, 2021, in the Bondurant City Center at 200 2nd Street NE, Bondurant, Polk County, Iowa, to consider Bondurant's proposed precinct boundaries described as follows:

Precinct One

Within the corporate limits of the City of Bondurant north of 2nd Street North AND the area west of Grant Street North known as Bondurant-1 Douglas Twp Blocks 1074 and 3000 AND the area south of 2nd Street North known as Bondurant-1 Douglas Twp Block 3028 AND the area east of Hubbell Avenue/U S Highway 65 known as Bondurant-1 Franklin Twp Block 1106.

Precinct Two

Within the corporate limits of the City of Bondurant south of 2nd Street North and north of Hubbell Avenue/U S Highway 65 LESS the area south of 15th Street South of Census Block 1054 AND less the area north of Hubbell Avenue/U S Highway 65 and south of NE 62nd Avenue.

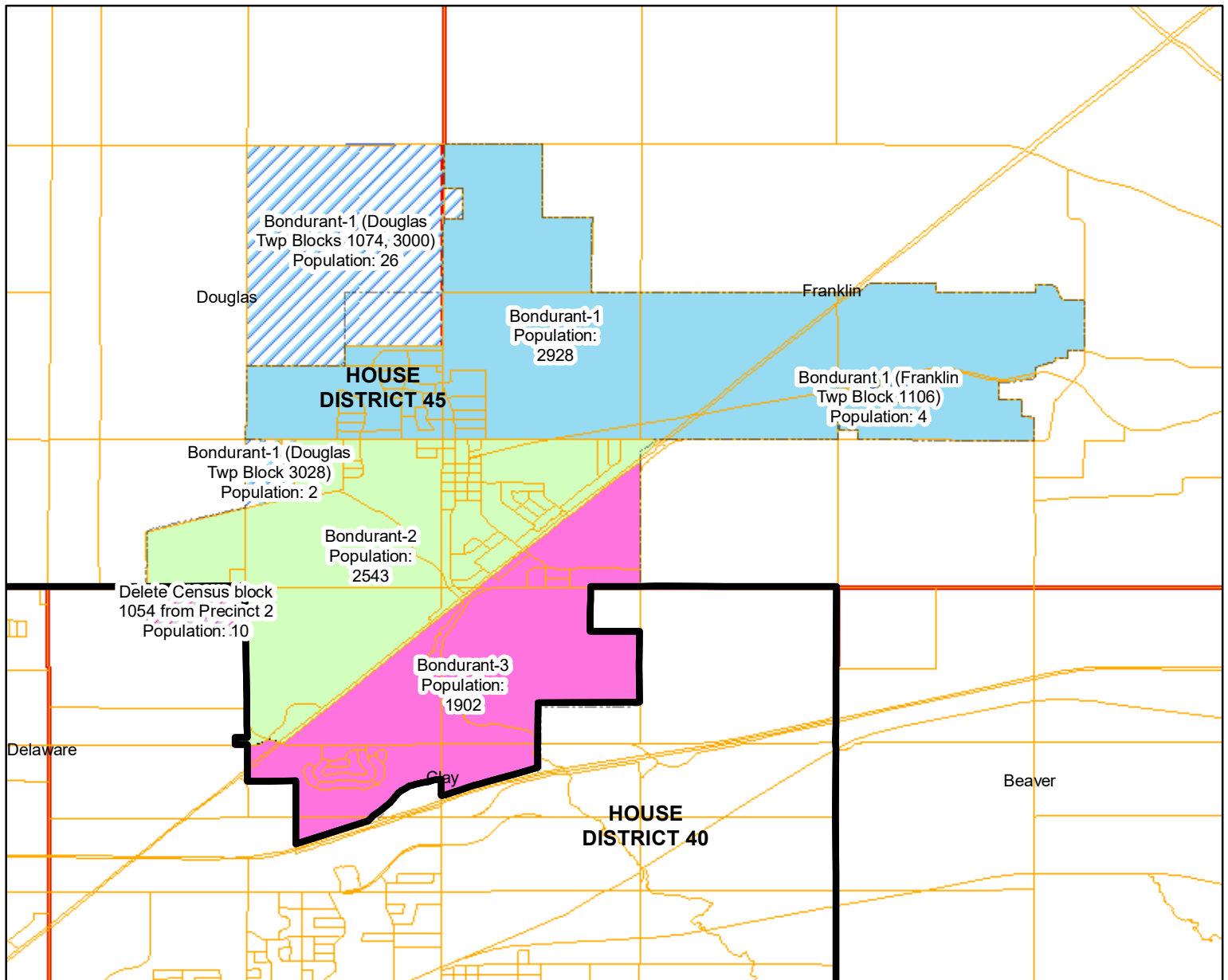
Precinct Three

Within the corporate limits of the City of Bondurant south of Hubbell Avenue/U S Highway 65 AND the area north of Hubbell Avenue/U S Highway 65 and south of NE 62nd Avenue.

All interested parties are encouraged to attend.

SHELBY HAGAN,
CITY CLERK

City of Bondurant revision 12-3-2021

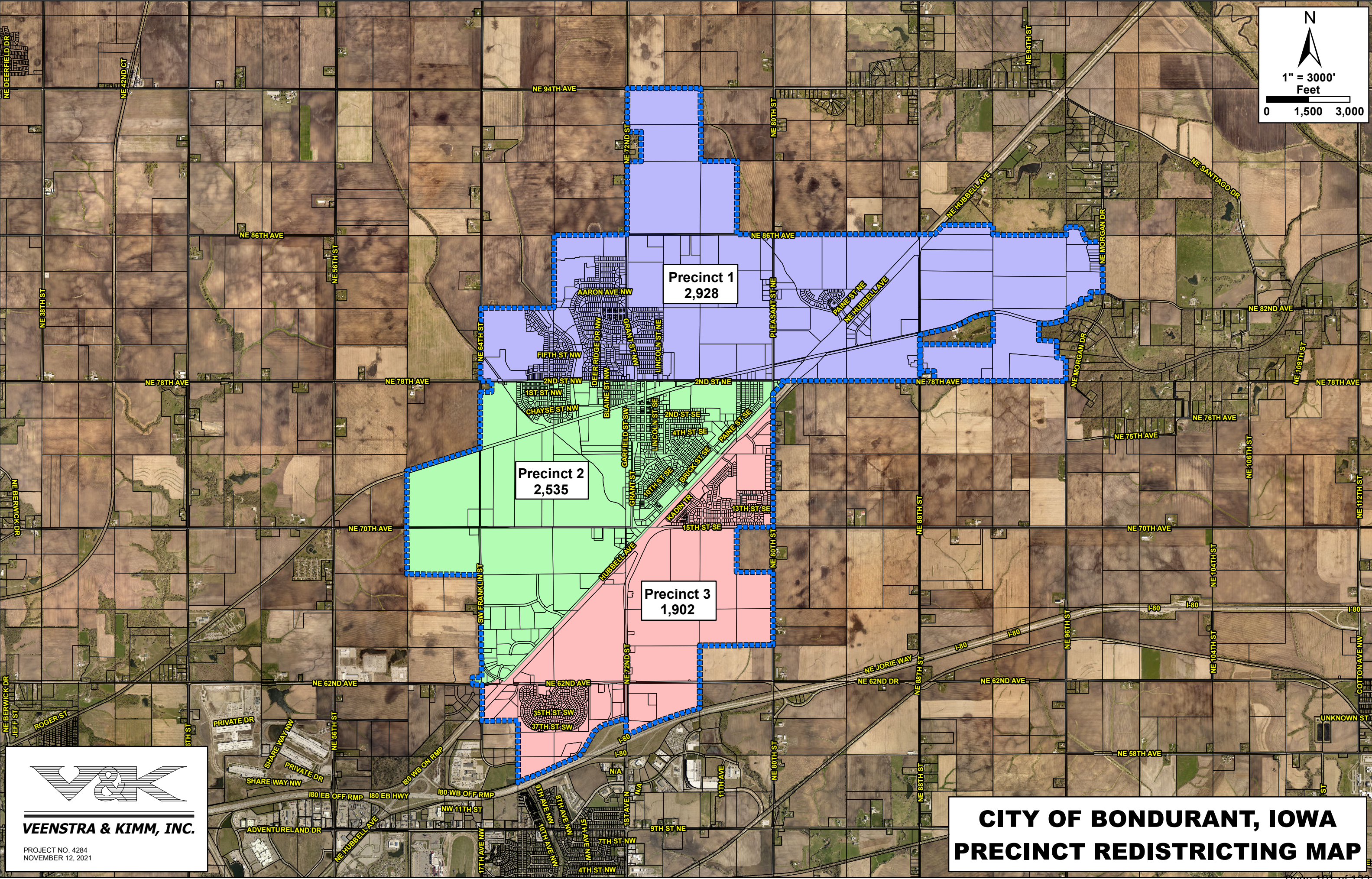


Legend

- Bondurant corporate limits
- Census_Block_2020

Precinct

- Bondurant 1 (Franklin Twp Block 1106)
- Bondurant-1
- Bondurant-1 (Douglas Twp Block 3028)
- Bondurant-1 (Douglas Twp Blocks 1074, 3000)
- Bondurant-2
- Bondurant-3
- Delete this part of Census block 1054 from Precinct 2



VEENSTRA & KIMM, INC.

PROJECT NO. 4284
NOVEMBER 12, 2021

CITY OF BONDURANT, IOWA PRECINCT REDISTRICTING MAP



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

Item No. 9.d.
For Meeting of 12/14/2021
Resolution

TITLE: -Resolution affixing a date for a public hearing on December 20th, 2021 to consider an ordinance amending Chapter 3 of the Bondurant Code of Ordinances, titled Municipal Boundaries and Precincts

CONTACT PERSON:

Maggie Murray, Planning & Community Development Director

BRIEF HISTORY & ANALYSIS: The attached resolution sets the required public hearing to consider adoption of an amended Chapter 3 of the Bondurant City Code, titled Municipal Boundaries and Precincts. An amendment to this chapter of the City Code is necessary, as Bondurant's 2020 Census population of 7,365 people requires that Bondurant have three precincts within corporate limits instead of two as previously required by the 2010 Census numbers.

Section 49.5.2 of the Iowa Code states the following, "The council of a city where establishment of more than one precinct is necessary or deemed advisable shall, at the time required by law, divide the city into the number of election precincts as will best serve the convenience of voters while promoting electoral efficiency". Section 49.3 of the Iowa Code regulates precinct boundary requirements - this section notes that no precinct shall have a total population in excess of 3,500 people.

Attached is the original map as well as the revised map, which shows the three precincts proposed in Bondurant. This map reflects guidance provided by the Polk County Auditor's office on suggested boundaries within Bondurant. It also reflects the combined precincts of Bondurant 1 and Delaware 1, for which Memorandums of Agreement have been approved.

All City and County precinct boundaries become effective on January 15, 2022; meaning that ordinance readings may need to be waived at either the December 20th or January 3rd City Council meetings in order to meet this deadline.

FUNDING SOURCE: N/A

STAFF RECOMMENDATION: Staff recommends approval of the attached resolution affixing the required public hearing for December 20th, 2021.

APPROVED FOR SUBMITTAL:

ATTACHMENTS:

1. RESOLUTION NO. 211214-349
2. BondurantRevision
3. Precinct Map - 11292021 original draft

CITY OF BONDURANT
RESOLUTION NO. 211214-349

RESOLUTION AFFIXING A DATE FOR A PUBLIC HEARING TO CONSIDER AN
AMENDED CHAPTER 3 OF THE BONDURANT CITY CODE, TITLED MUNICIPAL
BOUNDARIES AND PRECINCTS

WHEREAS, following the decennial census and federal and state redistricting, the City is required to review and revise its municipal precincts; AND

WHEREAS, due to population growth, the City will add a precinct; AND

WHEREAS, City staff worked with Polk County on the updated precinct maps; AND

WHEREAS, the City is required to host a public hearing on proposed precincts and proposes to hold such hearing on December 20, 2021 at 6:00 p.m.

NOW THEREFORE 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 amend Chapter 3 of the Bondurant City Code, titled Municipal Boundaries and Precincts, so that the following precinct descriptions are included as part of this Chapter:

Precinct One

Within the corporate limits of the City of Bondurant north of 2nd Street NE/NW.

Precinct Two

Within the corporate limits of the City of Bondurant south of 2nd Street NE/NW and north of Hubbell Avenue/US Highway 65.

Precinct Three

Within the corporate limits of the City of Bondurant south of Hubbell Avenue/Highway 65.

A public hearing will be held on the 20th day of December, 2021, at 6:00 p.m. in the Bondurant City Center at 200 2nd Street NE, Bondurant, Polk County, Iowa, at which time the Council will hear public comments on the proposed amended Chapter 3.

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 14th day of December, 2021.

By: _____
Curt Sullivan, Mayor

ATTEST: I, Shelby Hagan, City Clerk of Bondurant, hereby certify that at a meeting of the City Council held on the above date, among other proceedings the above was adopted.

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

Shelby Hagan, City Clerk

Name	Yay	Nay	Abstain	Absent
Cox				
Elrod				
Enos				
McKenzie				
Peffer				

NOTICE OF PUBLIC HEARING

The City Council of the City of Bondurant will hold a public hearing at 6:00 p.m. on December 20, 2021 in the Bondurant City Center at 200 2nd Street NE, Bondurant, Polk County, Iowa, to consider Bondurant's proposed precinct boundaries described as follows:

Precinct One

Within the corporate limits of the City of Bondurant north of 2nd Street North AND the area west of Grant Street North known as Bondurant-1 Douglas Twp Blocks 1074 and 3000 AND the area south of 2nd Street North known as Bondurant-1 Douglas Twp Block 3028 AND the area east of Hubbell Avenue/U S Highway 65 known as Bondurant-1 Franklin Twp Block 1106.

Precinct Two

Within the corporate limits of the City of Bondurant south of 2nd Street North and north of Hubbell Avenue/U S Highway 65 LESS the area south of 15th Street South of Census Block 1054 AND less the area north of Hubbell Avenue/U S Highway 65 and south of NE 62nd Avenue.

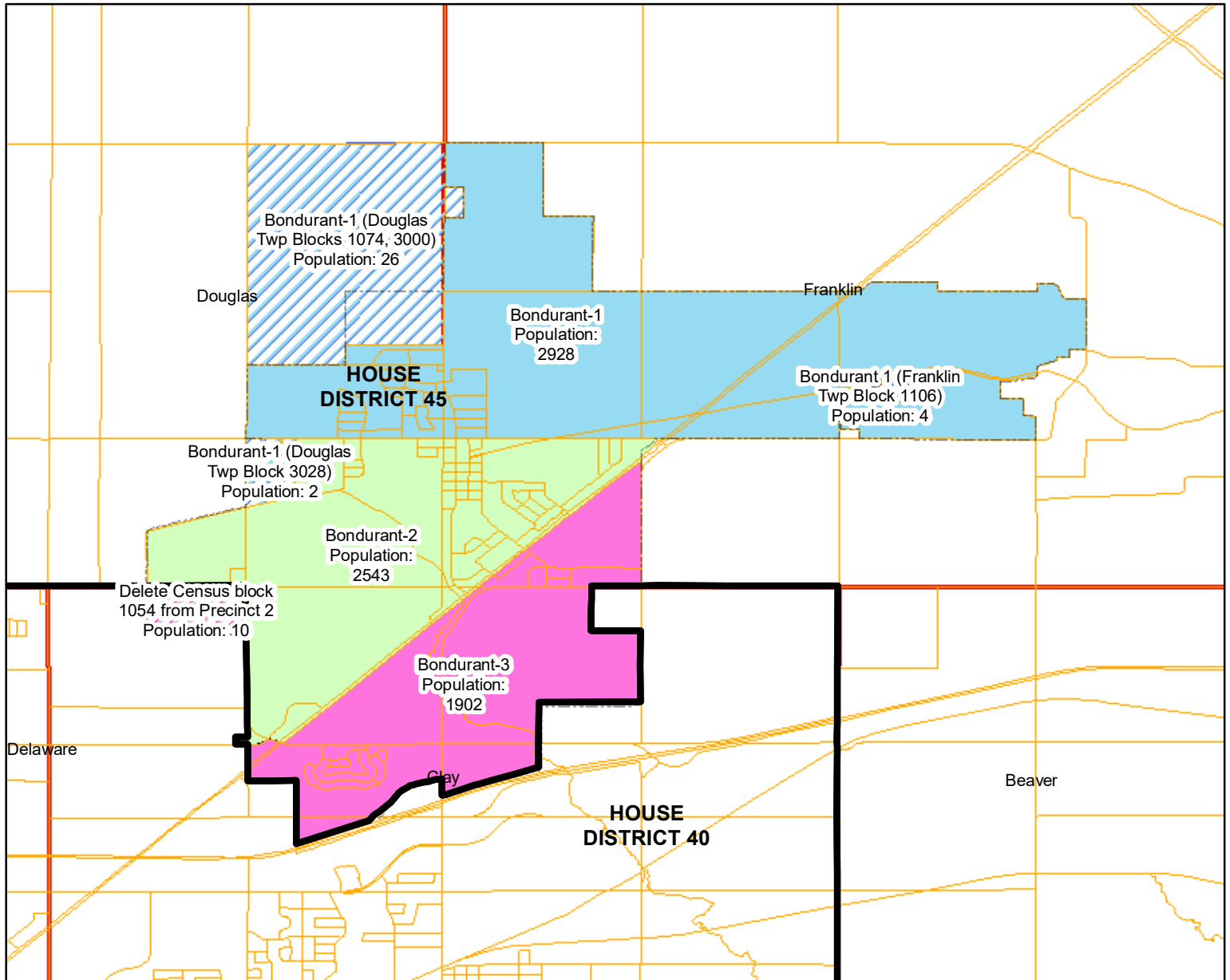
Precinct Three

Within the corporate limits of the City of Bondurant south of Hubbell Avenue/U S Highway 65 AND the area north of Hubbell Avenue/U S Highway 65 and south of NE 62nd Avenue.

All interested parties are encouraged to attend.

SHELBY HAGAN,
CITY CLERK

City of Bondurant revision 12-3-2021

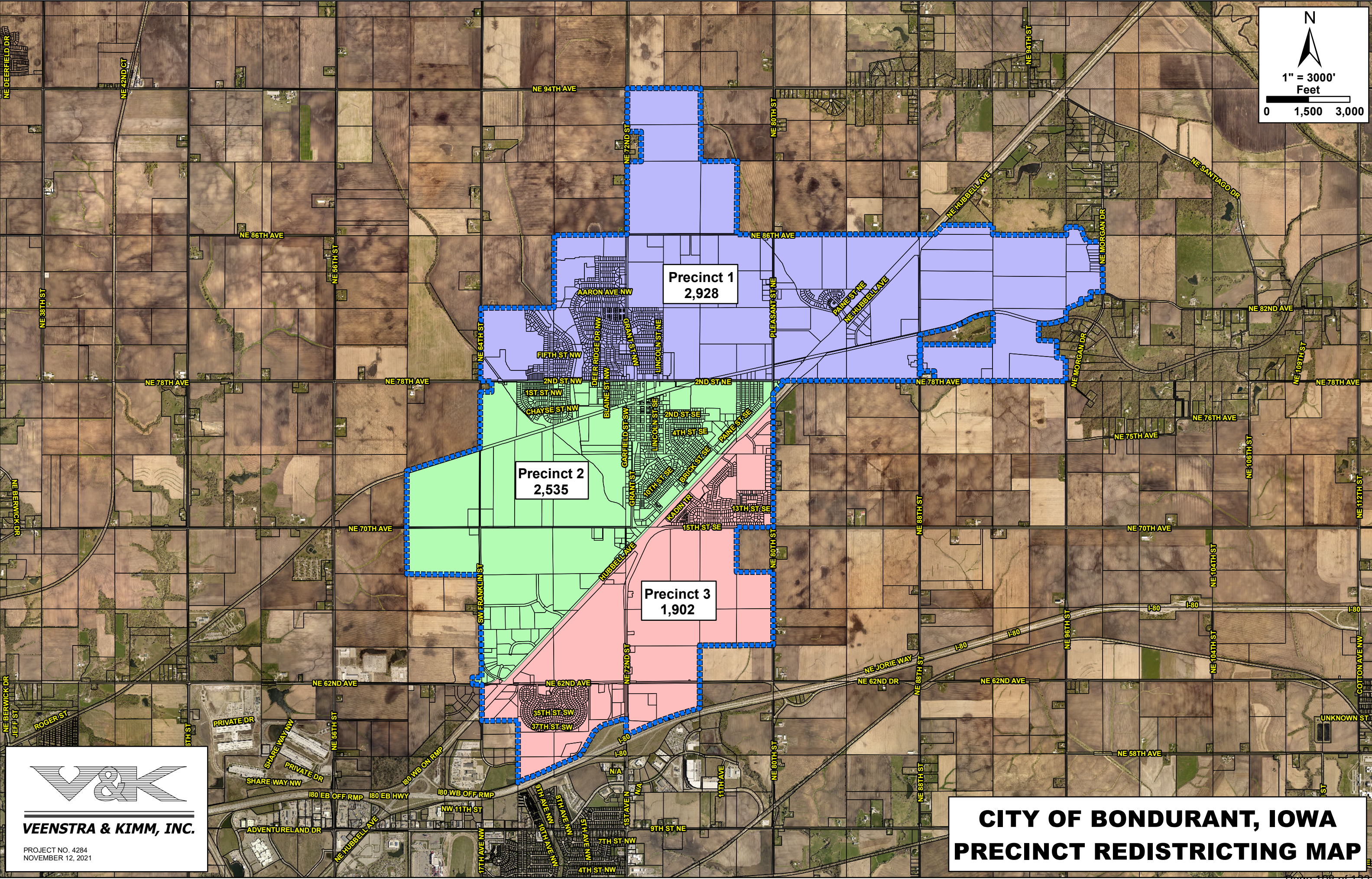


Legend

- Bondurant corporate limits
- Census_Block_2020

Precinct

- Bondurant 1 (Franklin Twp Block 1106)
- Bondurant-1
- Bondurant-1 (Douglas Twp Block 3028)
- Bondurant-1 (Douglas Twp Blocks 1074, 3000)
- Bondurant-2
- Bondurant-3
- Delete this part of Census block 1054 from Precinct 2



N

1" = 3000'
Feet

0 1,500 3,000

V&K

VEENSTRA & KIMM, INC.

PROJECT NO. 4284
NOVEMBER 12, 2021

CITY OF BONDURANT, IOWA

PRECINCT REDISTRICTING MAP



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

Item No. 9.e.
For Meeting of 12/14/2021
Resolution

TITLE: -Resolution approving Letter of Agreement between the Des Moines Airport Authority and the City of Bondurant for Des Moines International Terminal Project

CONTACT PERSON:

Marketa Oliver, City Administrator

BRIEF HISTORY & ANALYSIS: The New Terminal Project at the Des Moines International Airport began by creating a Terminal Area Concept Plan in 2014. After completing the Federal Aviation Administration's Environmental Analysis process, the Airport Authority received a Finding of No Significant Impact, signaling the environmental clearance to proceed with the new terminal and associated enabling projects. In 2017, a Program Development Document provided more detailed development plans and cost estimates. To date, the Authority has spent approximately \$64 million of its reserves on enabling projects to reposition tenants and infrastructure on the airport in preparation of the future terminal site. Signature Flight Support and UPS self-funded construction on their facilities for private investment estimated to be \$18 million.

Below is an illustration showing where the expanded terminal would be.



The timeline for terminal construction will adjust to funding availability, but design could begin as soon as 2022 with construction 2024 - 2026. Municipal and County contributions are requested no later than 2026, but contribution timeline is flexible. Should funding from the State / Federal level sufficient to build the terminal not materialize, contributions would be returned.

The Airport Authority recently approached communities in the area to solicit financial support to be able to leverage additional Federal funding. The request from Bondurant is for \$17,395 per year for four years, totaling \$69,580. A representative from the Airport Authority presented to the City Council on November 15th.

The attached resolution approves a Letter of Agreement with the Airport Authority.

FUNDING SOURCE: General Fund

STAFF RECOMMENDATION: Discuss and consider resolution.

APPROVED FOR SUBMITTAL:

ATTACHMENTS:

1. RESOLUTION NO. 211214-350
2. Letter of Agreement DM Airport authority terminal project

CITY OF BONDURANT
RESOLUTION NO. 211220-350

RESOLUTION ADOPTING LETTER OF AGREEMENT BETWEEN THE DES
MOINES AIRPORT AUTHORITY AND CITY OF BONDURANT FOR THE DES
MOINES INTERNATIONAL AIRPORT TERMINAL PROJECT

WHEREAS, the Des Moines Airport Authority (“the Authority”) has prepared a Terminal Area Concept Plan in support of needed improvements to the Des Moines International Airport (“the Airport”) terminal complex; and

WHEREAS, the existing Airport terminal building was first built in 1948 and, although it has been subject to upgrades and improvements over the years, it has reached the end of its useful economic life; and

WHEREAS, the total estimated cost for the new terminal and all associated design and construction is more than five hundred thirty million dollars (\$530,000,000); and

WHEREAS, to date, the Authority has spent approximately sixty-four million (\$64,000,000) of its reserves on enabling projects to reposition tenants and infrastructure on the Airport in preparation of the future terminal site; and

WHEREAS, the timeline for terminal construction is dependent on funding availability, but design could begin as soon as 2022 with construction in years 2024 – 2026; and

WHEREAS, the City of Bondurant recognizes that residents and businesses of Bondurant use the Des Moines International Airport on a regular basis for both personal and business travel and shipping; and

WHEREAS, the City desires to support the new Airport terminal project as it will benefit the current and future residents and businesses of the City by providing a vibrant regional airport.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BONDURANT, IOWA that the attached Letter of Agreement between the Des Moines Airport Authority and City of Bondurant is hereby approved, committing the City of Bondurant to the following:

1. City agrees to contribute \$69,580 in monetary support for the new Airport terminal project.
2. City’s contribution shall be made by July 31st of each year for Fiscal Years 23, 24, 25, and 26, contingent on the Airport Authority obtaining the remaining funding needed to complete construction.

3. City is not seeking a role in the governance of the Airport Authority in exchange for this contribution.

4. This contribution is subject to the City's participation on an advisory committee to provide input and recommendations to the Authority during the design and construction of the new Airport terminal project.

Passed and approved this 20th day of December 2021.

Curt Sullivan, Mayor

ATTEST:

Shelby Hagan, City Clerk

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				
Elrod				
Enos				
McKenzie				
Peffer				

LETTER OF AGREEMENT
Between
THE DES MOINES AIRPORT AUTHORITY
And
CITY OF BONDURANT

The Des Moines Airport Authority (hereinafter “the Authority”) and the City of Bondurant (hereinafter “the City”) enter into this Letter of Agreement.

WHEREAS, the Authority has prepared a Terminal Area Concept Plan in support of needed improvements to the Des Moines International Airport (“the Airport”) terminal complex; and

WHEREAS, the existing Airport terminal building was first built in 1948 and, although it has been subject to upgrades and improvements over the years, it has reached the end of its useful economic life; and

WHEREAS, the total estimated cost for the new terminal and all associated design and construction is more than five hundred thirty million dollars (\$530,000,000); and

WHEREAS, to date, the Authority has spent approximately sixty-four million (\$64,000,000) of its reserves on enabling projects to reposition tenants and infrastructure on the Airport in preparation of the future terminal site; and

WHEREAS, the timeline for terminal construction is dependent on funding availability, but design could begin as soon as 2022 with construction in years 2024 – 2026; and

WHEREAS, the City desires to support the new Airport terminal project as it will benefit the current and future residents and businesses of the City by providing a vibrant regional airport.

Based upon the foregoing, the parties agree as follows:

1. City agrees to contribute \$69,580 in monetary support for the new Airport terminal project.
2. City’s contribution shall be made by July 31st of each year for Fiscal Years 23, 24, 25, and 26, contingent on the Airport Authority obtaining the remaining funding needed to complete construction.
3. City is not seeking a role in the governance of the Airport Authority in exchange for this contribution.
4. Authority agrees that it will establish an advisory committee to provide input and recommendations to the Authority during the design and construction of the new Airport terminal project. City shall be entitled to participate in this advisory committee.

For the Authority:

Mark Feldmann
Chair

Date

For the City of Bondurant:

Curt Sullivan
Mayor

Date



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

Item No. 9.f.
For Meeting of 12/14/2021
Resolution

TITLE: -Discussion and possible consideration of a resolution approving a Request for Proposals for Bondurant Emergency Services Department Strategic Plan

CONTACT PERSON:

Marketa Oliver, City Administrator

BRIEF HISTORY & ANALYSIS: City staff have been working continually to create long-term strategic plans that project staffing levels and facilities needed as the City grows. At this point, staff recommend enlisting the services of a consulting firm to help evaluate and project the needs of the City's Emergency Services Department. The City currently has a combination department, with full-time staff augmented by paid-per-call staff. As we look toward the future, we would like to enlist the services of a consultant to help guide us in the development of staffing models and the determination of equipment and facility needs. This information is critical as it drives the programming for the design of the Bondurant Emergency Services Facility that the City is undertaking.

The timeline for this process is anticipated to be:

- Release RFP on December 15, 2021
- Deadline for proposals: January 31, 2022
- Interviews of consultants: first week of February, 2022
- Recommendation to Council: February 22, 2022

Staff anticipate the process to take no more than six months once the consultant is contracted.

FUNDING SOURCE: Fire/EMS: Funding is budgeted both in the FY22 year-end estimate and in FY23 for this study

STAFF RECOMMENDATION: Discuss, modify as appropriate, and approve resolution on a roll call vote.

APPROVED FOR SUBMITTAL:

ATTACHMENTS:

1. RESOLUTION NO. 211214-351
2. BES Strategic Plan RFP

CITY OF BONDURANT
RESOLUTION NO. 211214-351

RESOLUTION APPROVING ISSUANCE OF REQUEST FOR PROPOSALS FOR
DEVELOPMENT OF BONDURANT EMERGENCY SERVICES DEPARTMENT
STRATEGIC PLAN

WHEREAS, the City of Bondurant wishes to develop a strategic plan for the Bondurant Emergency Services Department; AND

WHEREAS, this plan will help drive the programming for the design of the Bondurant Emergency Services Facility that the City is undertaking.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Bondurant, Iowa, that City staff are hereby directed to solicit request for proposals from firms for the Bondurant Emergency Services Strategic Plan.

Passed this 14th day of December 2021,

By: _____
Curt Sullivan, Mayor

ATTEST: I, Shelby Hagan, City Clerk of Bondurant, hereby certify that at a meeting of the City Council held on the above date, among other proceedings the above was adopted.

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

Shelby Hagan, City Clerk

Council Action	Ayes	Nays	Abstain	Absent
McKenzie				
Elrod				
Enos				
Cox				
Peffer				

REQUEST FOR PROPOSALS

The City of Bondurant (City) seeks a qualified firm to provide services for the task of preparing a Emergency Services Department Strategic Plan for the Bondurant Emergency Services Department (Department.)

1. Issuing Offices:

This Request For Proposal (RFP) is issued by
City of Bondurant
200 Second Street NE, POB 37
Bondurant, IA 50035
Contact: Chief Aaron Kreuder
Email: akreuder@cityofbondurant.com
Phone: 515.971.1282

2. Content:

To be considered, firms must submit a complete response to this RFP in the form requested. If another format is chosen, it may disqualify your firm.

3. Response Date:

To be considered, sealed packages with four (4) copies of the proposal must arrive by 4:30 pm, Monday, January 31, 2022, at the Bondurant City Hall, 200 Second St., POB 37, Bondurant, IA 50035. Submittals must be marked on the outside with the firm's name and "BONDURANT EMERGENCY SERVICES STRATEGIC PLAN" for clear identification.

4. Right of Refusal

The City reserves the right to refuse any and all proposals, in part or in their entirety, or to waive any informality or defect in any proposal if it is in the best interest of the City.

5. Materials Submitted:

All materials that are submitted as part of a proposal shall become the property of the City. The City reserves the right to use any and all ideas presented therein.

Background Material

The City of Bondurant is a suburban community of 7,365 citizens (2020) located in Polk County, Iowa. It is located in what is referred to as the “Golden Circle”, a collection of cities located in the greater Des Moines metropolitan area. This area includes the cities of Bondurant, Des Moines, West Des Moines, Windsor Heights, Polk City, Pleasant Hill, Johnston, Clive, Urbandale, Altoona, and Ankeny, among other smaller communities. The metro area near Bondurant has a regional population of approximately 492,401. The Bondurant Emergency Services Department is a combination Emergency Services department operated by the City and funded primarily through property tax and ambulance service revenue.

Bondurant Emergency Services (BES) responded to approximately 600 calls for service last year and anticipates that number to be closer to 900 calls this year and growing yearly. Currently BES employs one full-time Chief of Emergency Services, one full-time Assistant Chief assigned to all EMS operations, one full-time Assistant Chief assigned to daily fire and rescue operations and also serves as Fire Marshall, one full-time Fire-Medic assigned as the Training Officer, one full-time Fire-Medic assigned as the Cadet Coordinator, one part-time firefighter assigned to administration, one part-time Fire-Medic Captain assigned to EMS inventory, 2 part-time Fire-Medics, one part-time firefighter-engineer, one part-time Firefighter-EMT Lieutenant assigned to scheduling, five part-time Firefighter EMT's, one paid-per-call Captain, fourteen paid-per-call firefighter (three of them are current EMT's and three are currently students), one volunteer Chaplain, and one Medical Director. BES also currently has two Cadets (they do not respond to calls and only take part in the educational and public relations aspect of the department. The current fleet consists of a 1995 rescue engine, 2007 pumper/tender, 2006 100' tower (articulating), 1993 pumper/tender, 2006 ultra-high pressure brush truck, 2012 ALS ambulance chassis with 2006 remounted box, two twin 2018 ALS ambulances chassis with 2006 remounted boxes, one 2014 4x4 Tahoe command unit assigned to Assistant Chief for fires and inspections, one 2019 all-wheel drive Durango assigned to Assistant Chief EMS, and one 2014 4x4 Silverado with ultra-high pressure and snow plow assigned to Fire Chief for rapid response from home or station. BES also has one all-terrain utility vehicle for bike trail and rural off-road recovery and one boat for water rescue. Along with typical fire and medical responses BES offers water rescue, high angle rescue, hazardous material operation level response, advance heavy rescue, grain bin rescue, and we also have a rescue task force team for active threat victim recovery.

Purpose

The City would like to study the organization, efficiency, and effectiveness of the current Emergency Services within the jurisdiction and receive recommendations on future staffing, physical, improvements and growth planning for these services based on national standards and comparable benchmarks.

Proposal Response Information

Each firm must include information in their proposal response for the subjects listed below:

1. **A brief narrative description of your firm.**
2. **Introduction of key personnel that would be assigned to the project, including their background in Emergency Services and EMS service management and consulting.**
3. **A brief description of at least five similar studies previously conducted in communities with populations between 5,000 and 15,000, and in close proximity to a major metropolitan area.**
4. **A complete listing of all previous communities for which the firm has conducted contract work within the previous three years.**
5. **A detailed Scope of Work identifying the specific processes to be completed by the consultant during the project.**
6. **A description of the type of report that can be expected at the completion of the process.**
7. **A firm proposal for consulting fees for the Emergency Services Strategic Plan project, followed by a “not-to-exceed” amount for reimbursable expenses incurred for such items as travel, etc.**
8. **A proposed project time line.**

Scope of Work

At a minimum, the following steps, activities and analysis must be included in some form within each proposal and must be accomplished by any successful bidder to produce the final report and recommendations.

Project Initiation

Project Initiation

Consultant will develop a project work plan based on the scope of work, and converse with the community’s project team to gain a comprehensive understanding of the organization’s background, goals, and expectations for the project.

Background Information

The Emergency Services department will provide the consultant with pertinent information and data from the Emergency Services Chief. This data will be used extensively in the analysis and development of the Strategic plan document.

Stakeholder Input

The consultant will conduct site visits in the community and at the Emergency Services department for the purpose of conducting interviews with, and gathering information from key personnel and other stakeholders.

The project team will interview key stakeholders of any organization associated with this study. At a minimum, members of the project team will interview appropriate community officials, Emergency Services department officials, volunteer association leaders, business leaders, and others that the project team deems necessary.

Evaluation of Current Conditions

The consultant will conduct an organizational analysis of the department based on the elements included in the following tasks.

Organization Overview

An overview of the organization and community will be developed.

Management Components

The organization's basic management processes will be reviewed.

Planning for Emergency Services Protection and Emergency Medical Services

The planning processes within the agency shall be reviewed.

Capital Assets and Capital Improvement Programs

The consultant will review status of current major capital assets (facilities and apparatus) and analyze needs relative to the existing condition of capital assets and their viability for continued use in future service delivery.

Staffing

The consultant will review the department's staffing levels and configuration and make recommendations on staffing models to be implemented at various stages of growth.

Service Delivery and Performance

The consultant will review and make observations in areas specifically involved in, or affecting, service levels and performance, including, but not necessarily limited to:

- Service demand and resource distribution and concentration, as well as overall resource availability
- Response performance analysis
- Incident control and management
- Mutual and automatic aid systems

Emergency Medical Services Support and System Oversight

Evaluate the current Emergency Medical Services support and oversight mechanisms.

Support Programs – Training, Emergency Services Prevention and Communications Systems

The consultant will review and make overall observations involving support programs for the critical areas of training, life safety services (Emergency Services prevention) and emergency communications.

Future System Demand Projections

The consultant will assess the future community conditions, service demand, and Emergency Services protection risks that the organization can be expected to serve. The consultant will additionally conduct an analysis of the community growth projections and interpret their impact on emergency service planning and delivery.

Population Growth Projections

An interpretation of available census and community development data will be provided.

Future Service Demand Projections

Population growth projections, along with historical and forecast incident rates, will be utilized to develop projections for future service demand.

Community Risk Analysis

Land use and zoning classifications will be used, along with specific target hazard information, to analyze and classify community Emergency Services protection risk by geography and will consider:

- Population and population density
- Demographics
- Community land use regulations
- Occupancy types by land use designation
- Hazardous substances and processes

Future Delivery System Models

The consultant will develop and analyze various operational models, including fully paid, fully volunteer, and combination staffing, for providing emergency services with the specific intent of identifying those options that can deliver the desired levels of service identified in the previous task at the most efficient cost. Recommendations will be provided identifying the best long- range strategy for service delivery and the impact of initiating such a strategy along with short and mid-term strategies recommended for service delivery improvement or increased efficiency.

Development of Response Standards and Targets

An analysis and discussion of development of response performance goals will be provided for the organization matching the nature and type of risks identified.

Short and Mid-Term Strategies

Recommendations for improving service delivery and system efficiency prior to any full implementation of the long-term strategy will be provided.

Recommended Long-Term Strategies

The consultant will develop a recommended long-term option for resource deployment that will improve the department's level of service towards the identified performance objectives and targets.

Cost Projections

The consultant will provide general projections of the cost of recommended short, mid-range, and long-term strategies, if applicable and related to:

- Facility changes or additions
- Staff changes or additions
- Primary apparatus changes or additions
- Determining the affordability to the community

Development, Review, and Delivery of Strategic Plan Report**Development and Review of Draft Project Report**

The consultant will develop and produce a draft version of the written report for review by the client and client representatives. Client feedback is a critical part of this project and adequate opportunity will be provided for review and discussion of the draft report prior to finalization.

Delivery and Presentation of Final Project Report

The consultant will complete any necessary revisions of the draft and produce a bound, final version of the written report, along with an electronic version in pdf file format.

A formal presentation of the project report will be made by consultant project team member(s) to a joint meeting of the community leaders and/or organizations included in this study.