

**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/85211663912>*

NOTICE OF A REGULAR MEETING BONDURANT CITY COUNCIL JANUARY 3, 2022

NOTICE IS HEREBY GIVEN that a Regular Meeting of the City Council will be held at 6:00 PM on January 3, 2022, in the Bondurant City Center, 200 Second Street, Northeast, Bondurant, Polk County, Iowa. Said meeting is open and the public is encouraged to attend.

AGENDA

1. Roll Call
2. Call to Order and Declaring a Quorum
3. Abstentions declared
4. Perfecting and Approval of the Agenda
5. Consent Agenda:
All items listed below are considered routine by the City Council and will be enacted by one motion. There will be no separate discussion of these items unless a Council Member or citizen so requests, in which event the item will be removed from the Consent Agenda and considered separately.
 - a. Approval of City Council Meeting Minutes of December 20, 2021
 - b. Claims List
 - c. Applications for Council Approval
 - d. -Resolution affixing a Date for a Public Hearing for February 7, 2022 to Consider the Proposed Annexation of Land into the City of Bondurant's City Limits
 - e. -Resolution approving Pay Request No. 1 for the Paine Heights Sewer Lining Project
 - f. -Resolution approving Pay Request No. 14 to Multiple Vendors for the Bondurant Library Expansion Project in the amount of \$10,945.41
 - g. -Resolution approving Pay Request No. 15 to Multiple Vendors for retainage for the Library Expansion & Renovation Project in the amount of \$72,562.33
 - h. -Resolution approving Parks & Recreation Meeting Dates for Calendar Year 2022
 - i. -Resolution appointing Jason Vore to the Board of Adjustment

6. Guests requesting to address the City Council

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.

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7. Presentations
 - a. Library Annual Report
8. **Public Hearing**
 - a. Public Hearing on Proposal to Enter into an Essential Purpose Loan Agreement
 - b. Public Hearing on Proposal to Enter into a General Purpose Loan Agreement
 - c. Public Hearing on Proposal to Enter into an Urban Renewal Loan Agreement
9. Action Items
 - a. -Resolution adopting the City of Bondurant Records Retention Schedule
 - b. -Resolution establishing Electronic Imaging and Destruction of Records and Documents Policy
 - c. -Resolution allowing Electronic Signatures to be Sent and Accepted by the City of Bondurant, Iowa
 - d. R-211207-340-Resolution approving Appointments to MWA Board for CY 2022
 - e. -Resolution approving Appointments to the BRAVO Board for CY 2022
 - f. -Resolution approving Appointments to the MAC Board for CY 2022
 - g. -Resolution approving Agreement between Metro Waste Authority and City of Bondurant Iowa to manage Recycling, Solid Waste, and Yard Collection Waste Services
 - h. -Resolution taking Additional Action on Proposals to Enter into General Obligation Loan Agreements and Combining Loan Agreements
10. Discussion Items -
 - a. Discussion regarding Draft Golf Cart Ordinance
 - b. Beggars' Night Date (designating the last Saturday of October each year)
11. Reports / Comments and appropriate action thereon:
 - a. Mayor
 - b. Council Members
 - c. Administrator

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- d. Directors
- 12. **Closed Session**- Pursuant to Iowa Code 21.5.1(j) to discuss property acquisition and 21.5.1(c) potential or pending litigation
- 13. Adjournment

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

Item No. 5.a.
For Meeting of 1/3/2022
Motion

TITLE: Approval of City Council Meeting Minutes of December 20, 2021

CONTACT PERSON:

BRIEF HISTORY & ANALYSIS:

FUNDING SOURCE:

STAFF RECOMMENDATION:

APPROVED FOR SUBMITTAL:

ATTACHMENTS:

1. December 20, 2021 City Council Meeting Minutes

BONDURANT CITY COUNCIL

Minutes

December 20, 2021

Bondurant City Council

1. Roll Call

Present: Mayor Curt Sullivan, Council Member Tara Cox, Council Member Doug Elrod, Council Member Angela McKenzie, Council Member Bob Pepper

Absent: Council Member Wes Enos

City Officials Present: City Administrator Marketa Oliver, City Clerk Shelby Hagan, Public Works Director John Horton, Fire Chief Aaron Kreuder, Planning & Community Development Director Maggie Murray

2. Call to Order and Declaring a Quorum

Mayor Sullivan called the meeting to order at 06:00 PM and declared a quorum.

3. Abstentions declared

None.

4. Perfecting and Approval of the Agenda

Motion by Pepper, seconded by Cox, to Approve the agenda. Roll Call: Ayes: Cox, Elrod, McKenzie, Pepper. Nays: None. Absent: Enos. Motion carried 4-0.

5. Consent Agenda:

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

a. Approval of City Council Meeting Minutes of December 6, 2021 & December 14, 2021

b. Claims List

c. Applications for Council Approval

d. R-211220-352-Resolution adopting Conduit Revenue Bond Policy

**Due to the COVID-19 concerns and social distancing recommendations, a virtual meeting was offered.*

- e. R-211220-353- Resolution reappointing Lisa Cameron and Brian Clayton to the Planning & Zoning Commission
- f. R-211220-354-Resolution approving Street Lighting Proposal from Mid-American Energy for the Shiloh Rose Parkway and 23rd Street SW Public Improvements Project in the amount of \$119,266.14
- g. R-211220-355-Resolution approving payment to MidAmerican Energy for Street lighting Proposal from MidAmerican Energy for the Shiloh Rose Parkway SW Project Bluejay/SW Corridor Public Improvements Project in the amount of \$23,597.96
- h. R-211220-356-Resolution approving the Top Farms Property Preliminary Plat
- i. R-211220-357-Resolution approving the Fox Ridge Plat 1 Preliminary Plat, a subdivision in unincorporated Polk County within two miles of Bondurant's city limits
- j. O-211207-218 -(Third/Final Reading) Ordinance amending the Code of Ordinances of the City of Bondurant, Iowa, 2002, by amending Chapter 93 - Water Connection Fee Districts
- k. O-211207-217 -(Third/Final 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)
- l. O-211115-216-(Third and Final Reading) Ordinance amending the Code of Ordinances of the City of Bondurant, Iowa, 2002, by amending the Zoning Classification of Certain Real Estates from Agricultural (A-1) to Medium Industrial (M-2), pending annexation, and amending the Future Land Use Map from Reserve Ag/Residential and Reserve Industrial to Industrial
- m. R-211220-359-Resolution setting the date for public hearings and additional action on proposals to enter into General Obligation Loan Agreements and to borrow money thereunder
Motion by Pepper, seconded by Cox, to Approve R-211220-359. Roll Call: Ayes: Cox, Elrod, McKenzie, Pepper. Nays: None. Absent: Enos. Motion carried 4-0.

6. Guests requesting to address the City Council
None.
7. **Public Hearing**
 - a. Public Hearing on Proposed Amendment to the Bondurant Urban Renewal Area (Myers-City Campus)
Mayor Sullivan opened the public hearing at 06:04 PM. City Administrator Oliver informed the council that this urban renewal area is east of Hwy 65, and the city has taken all the necessary steps to secure the land from adjacent property owners for the amendment. Mayor Sullivan closed the public hearing at 06:06 PM.
 - b. Public Hearing regarding Municipal Boundaries and Precincts
Mayor Sullivan opened the public hearing at 06:06 PM. The council discussed the revision. Mayor Sullivan closed the public hearing at 06:08 PM.
8. Action Items
 - a. R-211220-358-Resolution to Declare Necessity and Establish an Urban Renewal Area, Pursuant to Section 403.4 of the Code of Iowa and Approve Urban Renewal Plan Amendment for the Bondurant Urban Renewal Area (Myers-City Campus)
Motion by McKenzie, seconded by Pfeffer, to Approve R-211220-358. Roll Call: Ayes: Cox, Elrod, McKenzie, Pfeffer. Nays: None. Absent: Enos. Motion carried 4-0.
 - b. O-211220-219 -Ordinance amending Chapter 3 of the Bondurant City Code, titled Municipal Boundaries and Precincts
Motion by Cox, seconded by Pfeffer, to waive the first and second reading, and approve the third and final reading of O-211220-219. Roll Call: Ayes: Cox, Elrod, McKenzie, Pfeffer. Nays: None. Absent: Enos. Motion carried 4-0.
9. Reports / Comments and appropriate action thereon:
 - a. Mayor
Comments regarding his last meeting, expressed appreciation for everyone's support over the last 15 years and to city staff.
 - b. Council Members
Elrod - Presented a gift to Mayor Sullivan, DART update.
McKenzie - ICON Board update, WRA Board update.
Pfeffer - Expressed gratitude towards the Mayor.
Cox - Upcoming BDI meeting, EPIC meeting in January, upcoming

Chamber's Coffee & Conversation, Chamber Annual Dinner on January 14th, expressed gratitude towards the Mayor.

- c. Administrator
Presented a video to the Mayor.
- d. Directors
Murray - Associate Planner position update.
Kreuder - Expressed his appreciation of serving with the Mayor.
Horton - Project updates, and appreciates serving with the Mayor.

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

11. Adjournment
Mayor Sullivan conducted the Oath of Office to Mayor-Elect, Doug Elrod.
The Mayor-Elect conducted the Oath of Office to Council Member Robert L. Pfeffer, Matt Sillanpaa, and Chad Driscoll.

Motion by Pfeffer, seconded by Cox, to adjourn the meeting at 06:40 PM.
Vote on Motion 4-0. Motion carried.

Shelby Hagan, City Clerk

ATTEST:

Curt Sullivan, Mayor

I, the understated Mayor of the City of Bondurant, Polk County, Iowa, hereby certify that the foregoing is a true and accurate copy of proceedings had and done by the City Council on December 20, 2021, that all the subjects included in the foregoing proceedings were contained in the agenda for the meeting kept continually current and readily available for the public inspection at the Office of the City Clerk; that such subject were contained in said agenda for at least twenty-four hours prior to said meeting and the said minutes from which the foregoing proceedings have been extracted were in written form and available for public inspection within ten business days and prior to the next convened meeting of said body.

Curt Sullivan, Mayor



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

Item No. 5.b.
For Meeting of 1/3/2022
Motion

TITLE: Claims List

CONTACT PERSON:

BRIEF HISTORY & ANALYSIS:

FUNDING SOURCE:

STAFF RECOMMENDATION:

APPROVED FOR SUBMITTAL:

ATTACHMENTS:

1. Claims List



Payable Register

Payable Detail by Vendor Name

Packet: APPKT00554 - PYPKT00276 - 12/06-12/19/2021 PAID
12/24/2021

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code				On Hold					
Vendor: 0106 - COLLECTION SERVICES CENTER									Vendor Total:	254.77
INV0001695	Invoice	12/24/2021	12/24/2021	12/24/2021	12/24/2021	254.77	0.00	0.00	0.00	254.77
Child Support	AP Bank Code - AP Bank				No					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount		Total
Case # 889222	NA		0.00	0.00	254.77	0.00	0.00	0.00		254.77
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
001-050-2127	CHILD SUPPORT WITHHOLDING				254.77	0%				

Payable Summary

Type	Count	Gross	Tax	Shipping	Discount	Total	Manual Payment	Balance
Invoice	1	254.77	0.00	0.00	0.00	254.77	0.00	254.77
Grand Total:		254.77	0.00	0.00	0.00	254.77	0.00	254.77

Account Summary

Account	Name	Amount
001-050-2127	CHILD SUPPORT WITHHOLDING	254.77
Total:		254.77



Check Register

Packet: APPKT00554 - PYPKT00276 - 12/06-12/19/2021 PAID
12/24/2021

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP Bank Code-AP Bank						
0106	COLLECTION SERVICES CENTER	12/21/2021	Regular	0.00	254.77	59590

Bank Code AP Bank Code Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	254.77
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	1	1	0.00	254.77

Fund Summary

Fund	Name	Period	Amount
999	POOLED CASH	12/2021	254.77
			254.77



Payroll Check Register

Checks

Pay Period: 12/6/2021-12/19/2021

Packet: PYPKT00276 - 12/06-12/19/2021 PAID 12/24/2021

Payroll Set: City of Bondurant, IA - 01

Employee	Employee #	Check Type	Date	Amount	Number
CHRISTIAN, MARGARET L	3129	Regular	12/24/2021	695.36	1069



Payroll Check Register

Direct Deposits

Pay Period: 12/6/2021-12/19/2021

Packet: PYPKT00276 - 12/06-12/19/2021 PAID 12/24/2021

Payroll Set: City of Bondurant, IA - 01

Employee	Employee #	Date	Amount	Number
BAAS, JAMIE	4147	12/24/2021	277.97	102155
BAILEY, BOYCE E	7104	12/24/2021	1,309.86	102156
BERGESON, JOHN W	7121	12/24/2021	1,613.16	102157
BRIGGS, ASHTON S	1511	12/24/2021	783.25	102158
BRUCE, EMMA	3141	12/24/2021	302.66	102159
BUCKLIN, JEFFERY D	1562	12/24/2021	609.19	102160
CARPENTER, JOHN C	5129	12/24/2021	1,326.72	102161
COLLINS JR, ANTHONY M	9152	12/24/2021	877.74	102162
COLLINS JR, ANTHONY M	9152	12/24/2021	30.00	102162
COLLISON, PATRICK F	5103	12/24/2021	1,873.62	102163
CORY, JOHN P	7120	12/24/2021	1,165.70	102164
CRITTENDEN, MATTHEW	1567	12/24/2021	705.43	102165
EHLE, AANNA N	1575	12/24/2021	760.95	102166
ELLIOTT, KYLE	1568	12/24/2021	685.80	102167
GERDNER, RONALD L	7122	12/24/2021	1,469.30	102168
HAGAN, SHELBY L	5118	12/24/2021	1,961.36	102169
HAHN, NATHAN D	1521	12/24/2021	429.67	102170
HARMISON, TROY G	1503	12/24/2021	1,276.24	102171
HIGGINS, DAVID P.	7105	12/24/2021	1,270.08	102172
HORTON, JOHN C	7112	12/24/2021	2,299.62	102173
HORTON, JOHN C	7112	12/24/2021	100.00	102173
HUFF, TIMOTHY J	1559	12/24/2021	1,235.73	102174
JESS, JENE N	5123	12/24/2021	2,463.50	102175
JOHNSON, ANNASTASHA	5130	12/24/2021	1,118.37	102176
KLINKER-FELD, MICHELL M	3135	12/24/2021	1,540.45	102177
KOOIKER, ASHTON BRENT	7123	12/24/2021	1,415.41	102178
KREUDER, AARON M	1441	12/24/2021	2,459.84	102179
MANGUM, MEGAN SUSANNA	3142	12/24/2021	463.83	102180
MARSHMAN, CRAIG A	5125	12/24/2021	1,345.10	102181
MORRIS, REBECCA L	1504	12/24/2021	1,824.18	102182
MURRAY, MARGARET	5126	12/24/2021	2,308.17	102183
OLIVER, MARKETA S	8403	12/24/2021	3,084.62	102184
OLIVER, MARKETA S	8403	12/24/2021	300.00	102184
PHIPPS-BUCKLIN, CHANTEL E	4145	12/24/2021	453.61	102185
REYNOLDS, RAY A	1537	12/24/2021	588.07	102186
SANDERS, JILL C	3128	12/24/2021	1,984.32	102187
SCHINCKE, MEGAN	3137	12/24/2021	359.85	102188
SCHINCKE, MEGAN	3137	12/24/2021	839.66	102188
SCHROER, DAVID J	1528	12/24/2021	460.45	102189
SMITH, PATRICIA E	1478	12/24/2021	479.11	102190
SPOERRY, DANIELLE M	1527	12/24/2021	1,142.70	102191
SUMMERS, ALAN C	1534	12/24/2021	140.47	102192
VAN HOUTEN, NICOLE M	5121	12/24/2021	1,143.84	102193
WELTHA, CLAYTON	1566	12/24/2021	434.33	102194



Payroll Check Register

Report Summary

Pay Period: 12/6/2021-12/19/2021

Packet: PYPKT00276 - 12/06-12/19/2021 PAID 12/24/2021

Payroll Set: City of Bondurant, IA - 01

Type	Count	Amount
Regular Checks	1	695.36
Manual Checks	0	0.00
Reversals	0	0.00
Voided Checks	0	0.00
Direct Deposits	44	48,713.93
Total	45	49,409.29



Check Register

Packet: APPKT00558 - 12/30/21 AP FOR MEETING ON 1/3/22

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP Bank Code-AP Bank						
2504	CAPITAL ONE	12/29/2021	Regular	0.00	158.73	59620
1069	FIRST NATIONAL BANK OMAHA	12/29/2021	Regular	0.00	75.53	59621
0040	MEDIACOM	12/29/2021	Regular	0.00	198.36	59622
2254	TCM BANK NA	12/29/2021	Regular	0.00	2,321.62	59623
	Void	12/29/2021	Regular	0.00	0.00	59624
	Void	12/29/2021	Regular	0.00	0.00	59625
2433	WEX BANK	12/29/2021	Regular	0.00	3,106.48	59626

Bank Code AP Bank Code Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	6	5	0.00	5,860.72
Manual Checks	0	0	0.00	0.00
Voided Checks	0	2	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	6	7	0.00	5,860.72

Fund Summary

Fund	Name	Period	Amount
999	POOLED CASH	12/2021	5,860.72
			5,860.72



Check Register

Packet: APPKT00555 - 12/30/21 AP FOR MEETING ON 1/3/22

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP Bank Code-AP Bank						
2135	ACME TOOLS DES MOINES	12/29/2021	Regular	0.00	338.00	59591
2188	AMAZON	12/29/2021	Regular	0.00	477.20	59592
1537	BOUND TREE MEDICAL LLC	12/29/2021	Regular	0.00	480.36	59593
2200	CASEY'S BUSINESS MASTERCARD	12/29/2021	Regular	0.00	58.10	59594
1515	CENTURYLINK	12/29/2021	Regular	0.00	119.16	59595
2075	CORE & MAIN LP	12/29/2021	Regular	0.00	87.50	59596
2175	EMMONS & OLIVER RESOURCE	12/29/2021	Regular	0.00	8,721.00	59597
1069	FIRST NATIONAL BANK OMAHA	12/29/2021	Regular	0.00	49.39	59598
1588	SHELBY HAGAN	12/29/2021	Regular	0.00	21.83	59599
2440	HEALTH & SAFETY INSTITUTE	12/29/2021	Regular	0.00	35.00	59600
0224	IOWA DEPT OF TRANSPORTATION	12/29/2021	Regular	0.00	29.78	59601
2223	IMAGE 360	12/29/2021	Regular	0.00	54.00	59602
1340	KONICA MINOLTA	12/29/2021	Regular	0.00	543.81	59603
0040	MEDIACOM	12/29/2021	Regular	0.00	334.87	59604
0842	MENARDS	12/29/2021	Regular	0.00	87.94	59605
0280	MENARDS INC	12/29/2021	Regular	0.00	181.84	59606
1019	MUNICIPAL EMERGENCY SERVICES	12/29/2021	Regular	0.00	510.96	59607
0308	MUNICIPAL SUPPLY	12/29/2021	Regular	0.00	646.60	59608
1457	O'REILLY AUTO PARTS	12/29/2021	Regular	0.00	41.44	59609
1525	REGISTER MEDIA	12/29/2021	Regular	0.00	81.85	59610
1525	REGISTER MEDIA	12/29/2021	Regular	0.00	1,078.39	59611
2552	SMITHGROUP, INC	12/29/2021	Regular	0.00	3,888.00	59612
1534	STRATUS BUILDNG SOLUTIONS IOWA	12/29/2021	Regular	0.00	475.00	59613
0525	US CELLULAR	12/29/2021	Regular	0.00	591.15	59614
1161	VEENSTRA & KIMM, INC.	12/29/2021	Regular	0.00	30,646.37	59615
2280	WURTH	12/29/2021	Regular	0.00	136.92	59616
0291	MIDAMERICAN ENERGY	01/06/2022	Bank Draft	0.00	9,397.33	DFT0001362
0050	UMB BANK	12/21/2021	Bank Draft	0.00	250.00	DFT0001363
0050	UMB BANK	12/21/2021	Bank Draft	0.00	300.00	DFT0001364
0050	UMB BANK	12/21/2021	Bank Draft	0.00	250.00	DFT0001365
0050	UMB BANK	12/21/2021	Bank Draft	0.00	250.00	DFT0001366
0050	UMB BANK	12/21/2021	Bank Draft	0.00	250.00	DFT0001367
0050	UMB BANK	12/21/2021	Bank Draft	0.00	250.00	DFT0001368

Bank Code AP Bank Code Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	43	26	0.00	49,716.46
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	7	7	0.00	10,947.33
EFT's	0	0	0.00	0.00
	50	33	0.00	60,663.79

Fund Summary

Fund	Name	Period	Amount
999	POOLED CASH	12/2021	51,266.46
999	POOLED CASH	1/2022	9,397.33
			60,663.79



Check Register

Packet: APPKT00557 - 12/30/21 AP FOR MEETING ON 1/3/22

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
2188	Bank Code: AP Bank Code-AP Bank					
	AMAZON	12/29/2021	Regular	0.00	1,290.79	59617
	Void	12/29/2021	Regular	0.00	0.00	59618
	Void	12/29/2021	Regular	0.00	0.00	59619

Bank Code AP Bank Code Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	31	1	0.00	1,290.79
Manual Checks	0	0	0.00	0.00
Voided Checks	0	2	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	31	3	0.00	1,290.79

Fund Summary

Fund	Name	Period	Amount
999	POOLED CASH	12/2021	1,290.79
			1,290.79



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

Item No. 5.c.
For Meeting of 1/3/2022
Motion

TITLE: Applications for Council Approval

CONTACT PERSON:

BRIEF HISTORY & ANALYSIS:

FUNDING SOURCE:

STAFF RECOMMENDATION:

APPROVED FOR SUBMITTAL:

ATTACHMENTS:

1. Tax Abatement Applications
2. Casey's (Grant) Iowa ABD Application

Tax Abatement Applications
January 3, 2022
City of Bondurant

Name	Address	Closing Date	Cost
Abigail Greeno	1015 McIntosh Drive, NE	9/10/2021	\$370,762.47
Teena Thomas	869 McIntosh Drive, NE	12/3/2021	\$416,740.00
Shawn Whalen	3411 Linden Drive, SW	12/3/2021	\$275,000.00
Michael Rieki	865 McIntosh Drive, NE	11/24/2021	\$390,131.00
Brock Gilbert & Nicole Kroeger	3218 Locust Street, SW	11/18/2021	\$294,750.00
Crissie & Jodey Seaman	134 Landon Drive, NW	12/13/2021	\$360,185.00
Lawrence Patrick Bedford	924 Cove Street, SE	12/17/2021	\$299,900.00



State of Iowa

Alcoholic Beverages Division

Applicant

NAME OF LEGAL ENTITY	NAME OF BUSINESS(DBA)	BUSINESS	
CASEY'S MARKETING COMPANY	CASEY'S GENERAL STORE #1861	(515) 957-8910	
ADDRESS OF PREMISES	CITY	COUNTY	ZIP
1455 GRANT STREET SOUTH	Bondurant	Polk	50035
MAILING ADDRESS	CITY	STATE	ZIP
PO Box 3001	Ankeny	Iowa	50021

Contact Person

NAME	PHONE	EMAIL
JESSICA FISHER-COMSTOCK, STORE OPERATIONS	(515) 446-6404	jessica.fisher@caseys.com

License Information

LICENSE NUMBER	LICENSE/PERMIT TYPE	TERM	STATUS
LE0002858	Class E Liquor License	12 Month	Submitted to Local Authority

TENTATIVE EFFECTIVE DATE	TENTATIVE EXPIRATION DATE	LAST DAY OF BUSINESS
Mar 1, 2022	Feb 28, 2023	

SUB-PERMITS

Class E Liquor License, Class C Beer Permit, Class B Wine Permit



State of Iowa

Alcoholic Beverages Division

PRIVILEGES

Sunday Service

Status of Business

BUSINESS TYPE

Publicly Traded Corporation

Ownership

No Ownership information found

Insurance Company Information

INSURANCE COMPANY

POLICY EFFECTIVE DATE

POLICY EXPIRATION DATE

DRAM CANCEL DATE

OUTDOOR SERVICE EFFECTIVE
DATE

OUTDOOR SERVICE EXPIRATION
DATE

BOND EFFECTIVE DATE

TEMP TRANSFER EFFECTIVE
DATE

TEMP TRANSFER EXPIRATION
DATE



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

Item No. 5.d.
For Meeting of 1/3/2022
Resolution

TITLE: -Resolution affixing a Date for a Public Hearing for February 7, 2022 to Consider the Proposed Annexation of Land into the City of Bondurant's City Limits

CONTACT PERSON:

Maggie Murray, Planning & Community Development Director

BRIEF HISTORY & ANALYSIS: The City has received the attached petition for voluntary annexation into the City of Bondurant. Below is an area map of the land being considered for annexation. The map also shows the recent Myers Certified Site area annexation to the east, which was approved by City Council on November 15, 2021.

4. 80% voluntary/20% non-consenting, within an urbanized area of another city;
5. Involuntary.

This annexation request is considered a 100% voluntary annexation within the urbanized area of another city (Altoona).

The Iowa Code requires the City Council to hold a public hearing prior to voting on a resolution considering approval of an annexation request. After Council's consideration of the annexation resolution after the public hearing, the City will send its annexation files to the State's City Development Board for their review of this annexation. For consideration tonight is approval of the resolution setting the required public hearing only.

FUNDING SOURCE: N/A

STAFF RECOMMENDATION: Staff recommends approval of the attached resolution on a roll call vote. The Planning & Zoning Commission will consider this annexation request during their meeting on January 13, 2022; an update of the Commission's review will be provided in the February 7th City Council agenda statement.

APPROVED FOR SUBMITTAL:

ATTACHMENTS:

1. RESOLUTION NO. 220103-01
2. Annexation Map
3. Area Annexation Map
4. Signed Petition

CITY OF BONDURANT
RESOLUTION NO. 220103-01

RESOLUTION AFFIXING A DATE FOR A PUBLIC HEARING ON THE
PROPOSED ANNEXATION OF TERRITORY, AS DESCRIBED IN THIS
RESOLUTION, INTO THE CITY OF BONDURANT, IOWA

WHEREAS, the City of Bondurant has received a voluntary annexation petition request from Alan C & Debbie J Knuth, owners, requesting annexation of the following property comprised of 57.77 acres and described as follows:

BEGINNING AT THE NORTHEAST CORNER OF THE SOUTH 10 ACRES OF LOTS 1 AND 2 OF THE OFFICIAL PLAT OF THE SOUTHWEST 1/4 OF THE NORTHWEST 1/4 OF SECTION 32, TOWNSHIP 80 NORTH, RANGE 22 WEST OF THE 5th P.M., POLK COUNTY, IOWA, AN OFFICIAL PLAT, NOW INCLUDED IN AND FORMING A PART OF THE CITY OF BONDURANT, POLK COUNTY, IOWA;

THENCE WEST, ALONG THE NORTH LINE OF SAID SOUTH 10 ACRES OF LOTS 1 AND 2 TO THE WEST LINE OF SAID NORTHWEST 1/4 OF SECTION 32;

THENCE NORTH, ALONG SAID WEST LINE OF THE NORTHWEST 1/4 OF SECTION 32 TO THE NORTHWESTERLY RIGHT-OF-WAY LINE OF NE HUBBELL ROAD;

THENCE NORTHEAST, ALONG SAID NORTHWESTERLY RIGHT-OF-WAY LINE OF NE HUBBELL ROAD TO THE NORTH LINE OF SAID NORTHWEST 1/4 OF SECTION 32;

THENCE EAST, ALONG SAID NORTH LINE OF THE NORTHWEST 1/4 OF SECTION 32 TO THE INTERSECTION OF SAID NORTH LINE AND THE WEST LINE OF THE EAST 1/6 OF THE NORTH 60 ACRES OF THE WEST 1/2 OF THE NORTHWEST 1/4 OF SAID SECTION 32 EXTENDED NORTH;

THENCE SOUTH, ALONG SAID WEST LINE TO THE SOUTHWEST CORNER OF SAID EAST 1/6 OF THE NORTH 60 ACRES OF THE WEST 1/2 OF THE NORTHWEST 1/4 OF SAID SECTION 32;

THENCE EAST, ALONG THE SOUTH LINE OF SAID EAST 1/6 OF THE NORTH 60 ACRES OF THE WEST 1/2 OF THE NORTHWEST 1/4 OF SAID SECTION 32 TO THE EAST LINE OF THE SOUTHWEST 1/4 OF THE NORTHWEST 1/4 OF SAID SECTION 32;

THENCE SOUTH, ALONG SAID EAST LINE TO THE POINT OF BEGINNING.

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

A public hearing will be held on the 7th day of February 2022, at 6:00 p.m. in the Bondurant City Center at 200 2nd Street NE, Bondurant, Iowa, at which time the Council will hear public comments on the proposed annexation of said property.

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 3rd day of January 2022.

By: _____
Doug Elrod, Mayor

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

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

Shelby Hagan, City Clerk

Name	Yay	Nay	Abstain	Absent
Cox				
Driscoll				
McKenzie				
Peffer				
Sillanpaa				

NOTICE OF PUBLIC HEARING

The City of Bondurant has received a voluntary annexation petition Alan C & Debbi J Knuth, owners, requesting annexation of the following property described as follows:

BEGINNING AT THE NORTHEAST CORNER OF THE SOUTH 10 ACRES OF LOTS 1 AND 2 OF THE OFFICIAL PLAT OF THE SOUTHWEST 1/4 OF THE NORTHWEST 1/4 OF SECTION 32, TOWNSHIP 80 NORTH, RANGE 22 WEST OF THE 5th P.M., POLK COUNTY, IOWA, AN OFFICIAL PLAT, NOW INCLUDED IN AND FORMING A PART OF THE CITY OF BONDURANT, POLK COUNTY, IOWA;

THENCE WEST, ALONG THE NORTH LINE OF SAID SOUTH 10 ACRES OF LOTS 1 AND 2 TO THE WEST LINE OF SAID NORTHWEST 1/4 OF SECTION 32;

THENCE NORTH, ALONG SAID WEST LINE OF THE NORTHWEST 1/4 OF SECTION 32 TO THE NORTHWESTERLY RIGHT-OF-WAY LINE OF NE HUBBELL ROAD;

THENCE NORTHEAST, ALONG SAID NORTHWESTERLY RIGHT-OF-WAY LINE OF NE HUBBELL ROAD TO THE NORTH LINE OF SAID NORTHWEST 1/4 OF SECTION 32;

THENCE EAST, ALONG SAID NORTH LINE OF THE NORTHWEST 1/4 OF SECTION 32 TO THE INTERSECTION OF SAID NORTH LINE AND THE WEST LINE OF THE EAST 1/6 OF THE NORTH 60 ACRES OF THE WEST 1/2 OF THE NORTHWEST 1/4 OF SAID SECTION 32 EXTENDED NORTH;

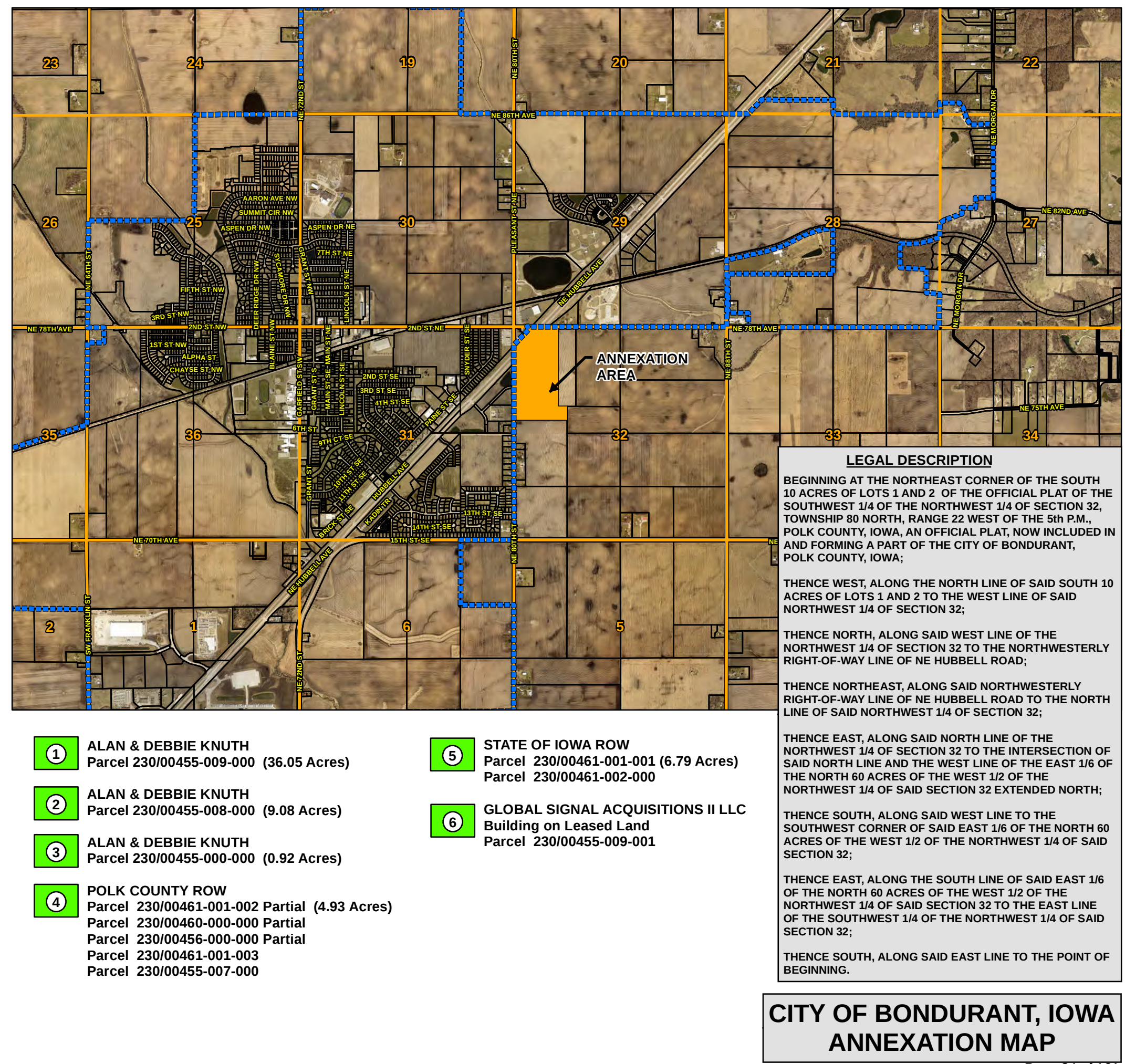
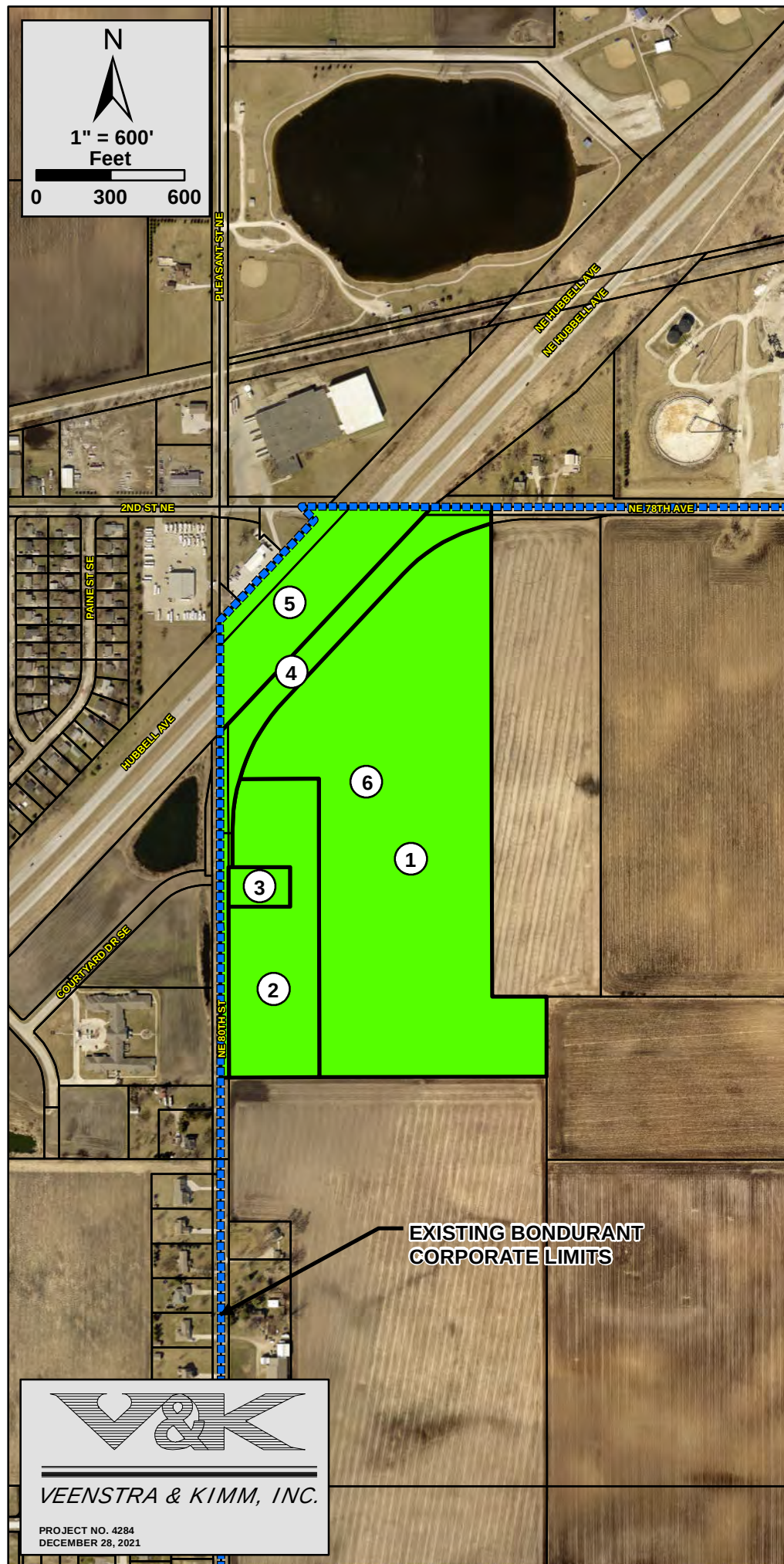
THENCE SOUTH, ALONG SAID WEST LINE TO THE SOUTHWEST CORNER OF SAID EAST 1/6 OF THE NORTH 60 ACRES OF THE WEST 1/2 OF THE NORTHWEST 1/4 OF SAID SECTION 32;

THENCE EAST, ALONG THE SOUTH LINE OF SAID EAST 1/6 OF THE NORTH 60 ACRES OF THE WEST 1/2 OF THE NORTHWEST 1/4 OF SAID SECTION 32 TO THE EAST LINE OF THE SOUTHWEST 1/4 OF THE NORTHWEST 1/4 OF SAID SECTION 32;

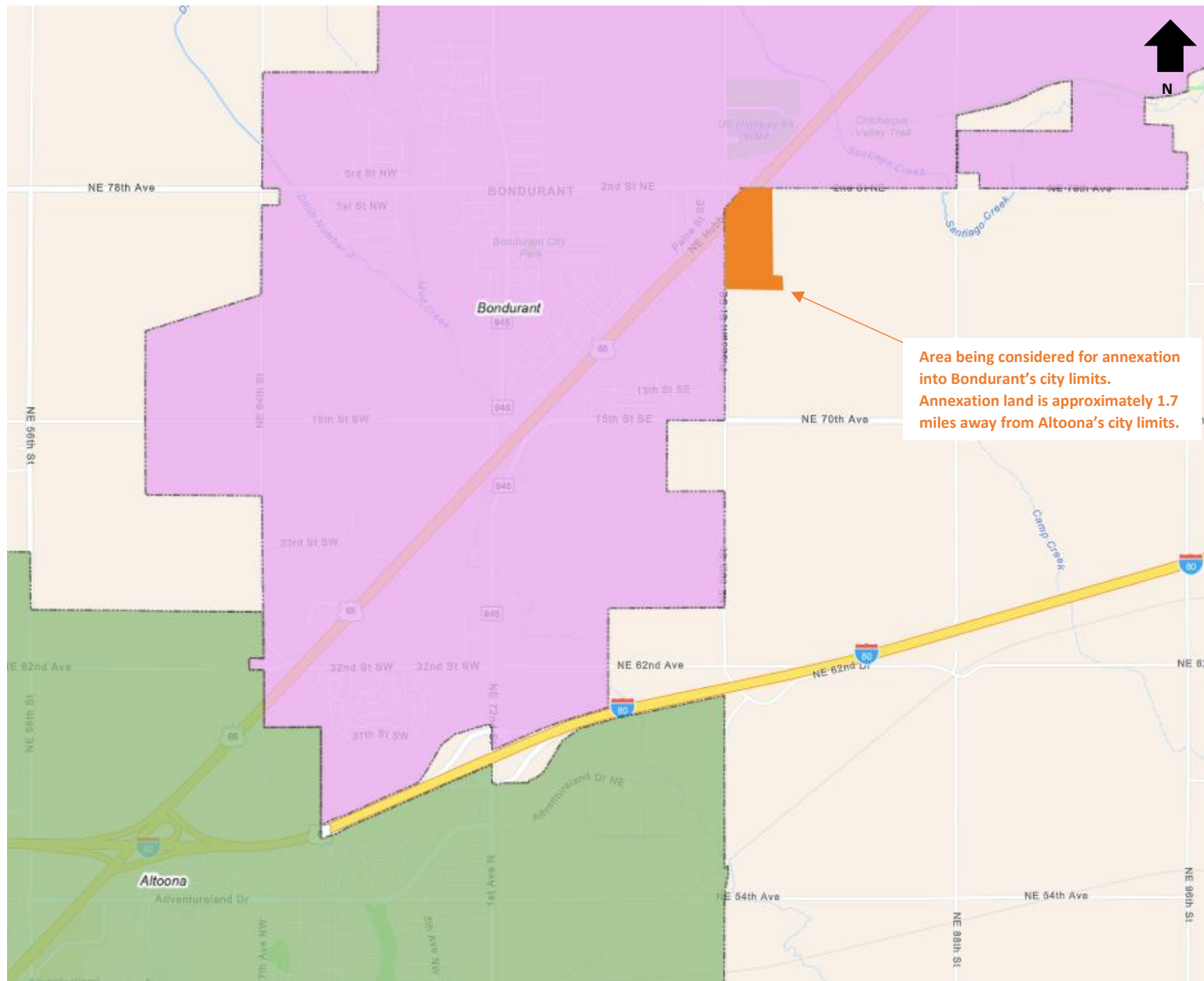
THENCE SOUTH, ALONG SAID EAST LINE TO THE POINT OF BEGINNING.

City Council will hold a public hearing on the 7th day of February, 2022, at 6:00 p.m. in the Bondurant City Center at 200 2nd Street NE, Bondurant, Iowa, at which time the Council will hear public comments on the proposed annexation of said property.

SHELBY HAGAN, CITY CLERK



Area Map – City Limits



230/00455-000-000
230/00455-008-000
230/00455-009-000

VOLUNTARY ANNEXATION PETITION FOR INCORPORATION INTO THE CITY
LIMITS OF THE CITY OF BONDURANT, IOWA

MAYOR AND COUNCIL MEMBERS:

We, the undersigned, hereby make application to the City of Bondurant, Iowa, pursuant to Iowa Code Section 368.7, for annexation by voluntary petition the following described real estate to-wit:

SEE EXHIBIT A

We hereby respectfully request and solicit the Council of the City of Bondurant, Iowa to adopt a resolution assenting to the annexation of the above-described real estate to the City of Bondurant, Iowa, subject to the following conditions:

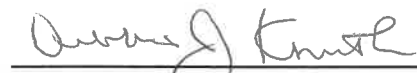
1. The property owners/renters may continue to open burn so long as property maintains its current use.

Respectfully submitted,



Alan C Knuth

Date: Dec. 8, 2021



Debbie J Knuth

Date: 12-8-21

EXHIBIT A

BEGINNING AT THE NORTHEAST CORNER OF THE SOUTH 10 ACRES OF LOTS 1 AND 2 OF THE OFFICIAL PLAT OF THE SOUTHWEST 1/4 OF THE NORTHWEST 1/4 OF SECTION 32, TOWNSHIP 80 NORTH, RANGE 22 WEST OF THE 5th P.M., POLK COUNTY, IOWA, AN OFFICIAL PLAT, NOW INCLUDED IN AND FORMING A PART OF THE CITY OF BONDURANT, POLK COUNTY, IOWA;

THENCE WEST, ALONG THE NORTH LINE OF SAID SOUTH 10 ACRES OF LOTS 1 AND 2 TO THE WEST LINE OF SAID NORTHWEST 1/4 OF SECTION 32;

THENCE NORTH, ALONG SAID WEST LINE OF THE NORTHWEST 1/4 OF SECTION 32 TO THE NORTHWESTERLY RIGHT-OF-WAY LINE OF NE HUBBELL ROAD;

THENCE NORTHEAST, ALONG SAID NORTHWESTERLY RIGHT-OF-WAY LINE OF NE HUBBELL ROAD TO THE NORTH LINE OF SAID NORTHWEST 1/4 OF SECTION 32;

THENCE EAST, ALONG SAID NORTH LINE OF THE NORTHWEST 1/4 OF SECTION 32 TO THE INTERSECTION OF SAID NORTH LINE AND THE WEST LINE OF THE EAST 1/6 OF THE NORTH 60 ACRES OF THE WEST 1/2 OF THE NORTHWEST 1/4 OF SAID SECTION 32 EXTENDED NORTH;

THENCE SOUTH, ALONG SAID WEST LINE TO THE SOUTHWEST CORNER OF SAID EAST 1/6 OF THE NORTH 60 ACRES OF THE WEST 1/2 OF THE NORTHWEST 1/4 OF SAID SECTION 32;

THENCE EAST, ALONG THE SOUTH LINE OF SAID EAST 1/6 OF THE NORTH 60 ACRES OF THE WEST 1/2 OF THE NORTHWEST 1/4 OF SAID SECTION 32 TO THE EAST LINE OF THE SOUTHWEST 1/4 OF THE NORTHWEST 1/4 OF SAID SECTION 32;

THENCE SOUTH, ALONG SAID EAST LINE TO THE POINT OF BEGINNING.



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

Item No. 5.e.
For Meeting of 1/3/2022
Resolution

TITLE: -Resolution approving Pay Request No. 1 for the Paine Heights Sewer Lining Project

CONTACT PERSON:

John Horton, Public Works Director

BRIEF HISTORY & ANALYSIS: Staff recommends the attached resolution to approve pay app #1 in the amount of \$105,177.62 related to Paine Heights Sewer Lining Project.

This pay application has been reviewed by City Staff for accuracy and is for work completed through December 13th, 2021.

FUNDING SOURCE: Sewer Utility Fund

STAFF RECOMMENDATION: Approve resolution on a roll call vote.

APPROVED FOR SUBMITTAL:

ATTACHMENTS:

1. RESOLUTION NO. 220103-02
2. Pay Request No. 1

CITY OF BONDURANT
RESOLUTION NO. 220103-02

RESOLUTION APPROVING PAY REQUEST NO. 1 TO MUNICIPAL PIPE TOOL
COMPANY LLC. FOR THE PAINE HEIGHTS SEWER LINING PROJECT IN THE
AMOUNT OF \$105,177.62

WHEREAS, the Paine Heights Sewer Lining Project Pay Request No. 1 was submitted on December 13th, 2021; AND

WHEREAS, the pay request no. 1 is for the Paine Heights Sewer Lining Project; AND

WHEREAS, City Staff have reviewed the pay application for accuracy; AND

WHEREAS, the amount for Pay Request No. 1 is \$105,177.62.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Bondurant, Iowa, that the Pay Request No. 1 to Municipal Pipe Tool Company LLC. in the amount of \$105,177.62 is hereby approved.

Passed this 3rd day of January 2022,

By: _____
Doug Elrod, Mayor

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

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

Shelby Hagan, City Clerk

Council Action	Ayes	Nays	Abstain	Absent
Cox				
Driscoll				
McKenzie				
Peffer				
Sillanpaa				

MUNICIPAL PIPE TOOL COMPANY LLC
CONTRACTOR'S PAYMENT REQUEST

Estimate No. 1	Period:	From: <u>START</u>	<u>100%</u>
MPT Job ID# 2021-25		To: <u>12/12/2021</u>	% Complete Total contract
Project: Paine Heights Sewer Lining Project		Date: <u>12/13/2021</u>	
			<u>101%</u>
Owner: City of Bondurant 200 2nd Street NE Bondurant, IA	Contractor:	Municipal Pipe Tool Co., LLC 515 5th Street - PO Box 398 Hudson, IA 50643	% Complete Original Contract
Engineer: City of Bondurant 200 2nd Street NE Bondurant, IA			

BASE BID ITEMS		Anticipated :				COMPLETED:		
		UNIT	QTY	PRICE	EXT PRICE	QTY	UNIT COST	VALUES
1	SNYDER ST. SE 8 INCH LINING	LF	1,253	20.20	25,310.60	1254.4	20.20	\$ 25,338.88
2	PATTERSON ST. SE 8 INCH LINING	LF	922	20.20	18,624.40	922.7	20.20	\$ 18,638.54
3	PAINE ST. SE 8 INCH LINING	LF	1,960	20.20	39,592.00	1954.3	20.20	\$ 39,476.86
4	SERVICE REINSTATEMENT	EA	99	50.00	4,950.00	101	50.00	\$ 5,050.00
5	MANHOLE REHAB	EA	12	1,232.00	14,784.00	12	1,232.00	\$ 14,784.00
6	TRAFFIC CONTROL	LS	1	6,000.00	6,000.00	1	6,000.00	\$ 6,000.00
CO	DIP/CAST IRON SERVICES CUT BY CIPP CREW	EA	3	475.00	1,425.00	3	475.00	\$ 1,425.00
					-		-	\$ -
					-		-	\$ -
					-		-	\$ -
					-		-	\$ -
					-		-	\$ -
					-		-	\$ -
					-		-	\$ -

ORIGINAL CONTRACT: \$ 109,261.00	Total Anticipated \$ 110,686.00	Total Completed \$ 110,713.28
#1 11/23/2021 \$ 1,425.00	Less Retained 5% \$ 5,534.30	Less Retained \$ 5,535.66
	Total Anticipated less retain \$ 105,151.70	Net Amount Earned \$ 105,177.62
		Previous Pay Requests

CURRENT CONTRACT AMOUNT \$ 110,686.00

Accepted by: Sharon Waschkat
Municipal Pipe Tool Co., LLC

Accepted by: John Horton
City Public Works Director

Total previous pay requests	\$ -
Amount due this payment	\$ 105,177.62
Contract Amount	\$ 110,686.00
Balance to complete	\$ 5,508.38



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

Item No. 5.f.
For Meeting of 1/3/2022
Resolution

TITLE: -Resolution approving Pay Request No. 14 to Multiple Vendors for the Bondurant Library Expansion Project in the amount of \$10,945.41

CONTACT PERSON:

Jill Sanders, Library Director

BRIEF HISTORY & ANALYSIS: Staff recommends the attached resolution to approve pay request no.14 in the amount of \$10,945.41 related to construction of the Library Renovation and Expansion Project. Story Construction is managing the project and the payments are made to multiple vendors as detailed in the attached Application and Certificate for Payment. The project is substantially complete. The overall project effectively doubled the size of the library and renovated the older spaces.

This pay application is for work completed through December 31, 2021 and includes payment of partial retainage as the project winds to a conclusion. The Library Board recommends payment.

FUNDING SOURCE: Bond/LOSST

STAFF RECOMMENDATION: Approve resolution on a roll call vote.

APPROVED FOR SUBMITTAL:

ATTACHMENTS:

1. RESOLUTION NO. 220103-03
2. Pay Request No. 14

CITY OF BONDURANT
RESOLUTION NO. 220103-03

RESOLUTION APPROVING PAY REQUEST NO. 14 TO MULTIPLE VENDORS FOR
THE LIBRARY RENOVATION AND EXPANSION PROJECT MANAGED BY STORY
CONSTRUCTION IN THE AMOUNT OF \$10,945.41

WHEREAS, Story Construction submitted Pay Request No. 14 for the Library Renovation and Expansion Project; AND

WHEREAS the pay request is the total amount for multiple vendors, each under individual contracts; AND

WHEREAS the full value of the work completed is and the amount certified for this Pay Request in the above-referenced amount; AND

WHEREAS, this is for work completed through December 31, 2021, and includes payment of partial retainage.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Bondurant, Iowa, that the Pay Request No. 14 in the above-referenced amount is hereby approved.

Passed this 3rd day of January 2022,

By: _____
Doug Elrod, Mayor

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

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

Shelby Hagan, City Clerk

Council Action	Ayes	Nays	Abstain	Absent
Cox				
Driscoll				
McKenzie				
Peffer				
Sillanpaa				

APPLICATION AND CERTIFICATE FOR PAYMENT

Owner: City of Bondurant
Application No: 14

Project: Bondurant Community Library Expansion
Period to: December 31, 2021

Distribution to: Owner
Const. Mgr. Architect
Contractor

CONTRACTOR'S APPLICATIONS FOR PAYMENT

Contractor	Estimated Contract Amount	Net Change by Change Orders	Contract Sum to Date	Total Completed & Stored to Date	Retainage	Total Earned less Retainage	Less Previous Certificates for Payment	Balance to Finish, Including Retainage	Current Payment Due
Bid Package 03-1 Smart Concrete Solutions	145,000	10,098.00	155,098	148,630.00	7,431.50	141,198.50	141,198.50	13,899.50	\$ -
Bid Package 04-1 Seedorff Masonry Inc	269,285	8,903.00	278,188	278,188.00		278,188.00	278,188.00	0.00	\$ -
Bid Package 06-1 R.H. Grabau Construction	591,999	401.12	592,400.12	591,994.54	29,599.73	562,394.81	562,394.81	30,005.31	\$ -
Bid Package 07-3 For Sure Roofing & Sheet Metal	126,757		126,757	126,757.00	6,337.85	120,419.15	120,419.15	6,337.85	\$ -
Bid Package 08-1 Mid-American Glazing Systems, Inc	124,000	2,904.00	126,904	118,453.00	5,922.65	112,530.35	112,530.35	14,373.65	\$ -
Bid Package 09-1 Hillsbeck-Schacht, Inc	268,608	3,056.80	271,665	271,664.80	13,583.24	258,081.56	258,081.56	13,583.24	\$ -
Bid Package 09-5 Ideal Floors, Inc	69,845	(3.00)	69,842	69,842.00		69,842.00	69,842.00	0.00	\$ -
Bid Package 21-1 Summit Fire Protection	38,400		38,400	38,400.00	1,920.00	36,480.00	36,480.00	1,920.00	\$ -
Bid Package 22-1 Brockway Mechanical & Roofing Co	258,263	2,819.68	261,083	261,082.68		261,082.68	261,082.68	0.00	\$ -
Bid Package 26-1 Nelson Electric Company of Central IA	288,180	8,447.43	296,627	296,627.43	14,831.37	281,796.06	270,850.65	14,831.37	\$ 10,945.41
Bid Package 31-1 Absolute Concrete Construction	359,069	87,324.56	446,394	446,393.56	22,319.67	424,073.89	424,073.89	22,319.67	\$ -
Totals	2,539,406	123,951.59	2,663,358	2,648,033.01	101,946.01	2,546,087.00	2,535,141.59	117,270.59	\$ 10,945.41

CONSTRUCTION MANAGER'S CERTIFICATE FOR PAYMENT

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

CONSTRUCTION MANAGER: STORY CONSTRUCTION CO.

By: 
Clint Jensen, Project Manager

Date: 12/27/21

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

OWNER'S CERTIFICATE FOR PAYMENT

OWNER: CITY OF BONDURANT/BONDURANT COMMUNITY LIBRARY

By: _____
City of Bondurant, Mayor

Date: _____

ARCHITECT'S CERTIFICATE FOR PAYMENT

By: 
FEH Design

Date: 12-28-2021

APPLICATION AND CERTIFICATE FOR PAYMENT

BP 26-1 100%

Page 1 of 3 pages

TO CONTRACTOR:
STORY CONSTRUCTION
2810 WAKEFIELD CIR
AMES, IA 50010

PROJECT:
BONDURANT LIBRARY EXPANISON
104 2ND ST NE, BONDURANT

APPLICATION #: 10
PERIOD TO: 9/25/2021
PROJECT #: A20020

Distribution to:

FROM SUBCONTRACTOR:
NELSON ELETRIC COMPANY - AMES
239 South Bell Avenue
Ames, Iowa 50010

VIA ARCHITECT:

CONTRACT DATE:

☐ Owner
☐ Const. Mgr
☐ Architect
☐ Contractor

CONTRACT FOR:

CONTRACTOR'S APPLICATION FOR PAYMENT

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

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

1. ORIGINAL CONTRACT SUM	\$	288,180.00
2. NET CHANGE BY CHANGE ORDERS	\$	8,447.43
3. CONTRACT SUM TO DATE (Line 1 + 2)	\$	296,627.43
4. TOTAL COMPLETED AND STORED TO DATE	\$	296,627.43

Column G on Continuation Sheet

5. RETAINAGE:

CONTRACTOR:

By: _____ Date: 12/6/2021

State of: Iowa
County of: STORY

Subscribed and sworn to before
me this 6 day of December

Notary public: _____
My Commission expires: 1/31/2023

a. 5% of Completed Work (Columns D+E on Continuation Sheet)	\$	14,831.37
b. 5% of Stored Material (Column F on Continuation Sheet)	\$	0.00

Total Retainage (line 5a + 5b or total

in Column 1 of Continuation Sheet)

6. TOTAL EARNED LESS RETAINAGE (Line 4 less Line 5 Total)	\$	14,831.37
	\$	281,796.06

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT

(Line 6 from prior Certificate)

8. CURRENT BALANCE DUE	\$	270,850.65
	\$	10,945.41

9. BALANCE TO FINISH, INCLUDING RETAINAGE

(Line 3 Less Line 6)

	\$	14,831.37
--	----	-----------

CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on evaluations of the Work and the data comprising this application, the Construction Manager and Architect certify to the Owner that to the best of their knowledge, information, and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT

AMOUNT CERTIFIED..... \$ _____

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

CONSTRUCTION MANAGER:

By: _____ Date: _____

ARCHITECT:

By: _____ Date: _____

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

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$ 7,116.45	\$ 214.00
Total Approved this Month	\$ 3,176.10	\$ 1,631.12
TOTALS	\$ 10,292.55	\$ 1,845.12
NET CHANGES by Change Order	\$	8,447.43

CONTINUATION SHEET

ATTACHMENT TO PAY APPLICATION

Page 2 of 3 Pages

PROJECT:
BONDURANT LIBRARY EXPANISON

APPLICATION NUMBER: 10
PERIOD TO: 9/25/2021
PROJECT #: A20020

A Item No.	B Description of Work	C Scheduled value	D Work Completed		F Materials Presently Stored (Not in D or E)	G Total Completed and Stored to Date (D+E+F) % Compl (G/C)		H Balance to Finish	I Retainage
			From Previous Application (D+E)	This Period					
001	GENERAL ELECTRICAL	\$ 20,103.00	\$ 20,103.00	\$ -		\$ 20,103.00	100%	\$ -	\$ 1,005.15
002	PANELS	\$ 8,203.00	\$ 8,203.00	\$ -		\$ 8,203.00	100%	\$ -	\$ 410.15
003	FEEDERS	\$ 42,392.00	\$ 42,392.00			\$ 42,392.00	100%	\$ -	\$ 2,119.60
004	BRANCH CIRCUIT WIRING	\$ 51,373.00	\$ 51,373.00	\$ -		\$ 51,373.00	100%	\$ -	\$ 2,294.69
005	DEVICES AND SWITCHES	\$ 6,824.00	\$ 6,824.00			\$ 6,824.00	100%	\$ -	\$ 341.20
006	LIGHTING	\$ 91,144.00	\$ 87,644.00	\$ 3,500.00		\$ 91,144.00	100%	\$ -	\$ 4,557.20
007	LOW VOLTAGE SYSTEMS	\$ 64,761.00	\$ 58,285.00	\$ 6,476.00		\$ 64,761.00	100%	\$ -	\$ 3,238.05
008	ALTERNATE #1	\$ 3,380.00	\$ 3,380.00	\$ -		\$ 3,380.00	100%	\$ -	\$ 169.00
CO01	CR002 FLOOR BOX DELETION	\$ (214.00)	\$ (214.00)			\$ (214.00)	100%	\$ -	\$ (10.70)
CO01B	CR018 F&I DATA & ADD CIRCUIT	\$ 2,319.00	\$ 2,319.00			\$ 2,319.00	100%	\$ -	\$ 115.95
CO01C	CR022-POWER FOR SPACE SINK FCT	\$ 385.00	\$ 385.00	\$ -		\$ 385.00	100%	\$ -	\$ 19.25
CO01D	CO22 ADD CIRCUIT FOR MICROWAVE	\$ 1,992.00	\$ 1,992.00			\$ 1,992.00	100%	\$ -	\$ 99.60
CO02	CR024 PWR&DATA FOR OWNERS TV	\$ 1,743.00	\$ 1,743.00			\$ 1,743.00	100%	\$ -	\$ 87.15
CO02B	CR025 ADD EMERG EXIT FIXTURE	\$ 677.00	\$ 677.00	\$ -		\$ 677.00	100%	\$ -	\$ 33.85
CO04	PWR&CENTRAL AUTO DOOR PR27	\$ 1,323.00		\$ 1,323.00		\$ 1,323.00	100%	\$ -	\$ 66.15
CO05	CR021 ACTUAL	\$ 1,536.00		\$ 1,536.00		\$ 1,536.00	100%	\$ -	\$ 76.80
CO06	PROJECTOR MOUNT	\$ 317.00		\$ 317.00		\$ 317.00	100%	\$ -	\$ 15.85
CR035	MISC WALL PATCHING & PAINTING CONDUIT B	\$ (1,631.12)		\$ (1,631.12)		\$ (1,631.12)	100%	\$ -	\$ (81.56)
019									
020				\$ -					
021									
022				\$ -					
023				\$ -					
024				\$ -					
025				\$ -					
026				\$ -					
027									
	SUBTOTALS PAGE 2	\$ 296,626.88	\$ 285,106.00	\$ 11,520.88	\$ -	\$ 296,626.88		\$ -	\$ 71,074.69



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

Item No. 5.g.
For Meeting of 1/3/2022
Resolution

TITLE: -Resolution approving Pay Request No. 15 to Multiple Vendors for retainage for the Library Expansion & Renovation Project in the amount of \$72,562.33

CONTACT PERSON:

Jill Sanders, Library Director

BRIEF HISTORY & ANALYSIS: Staff recommends the attached resolution to approve pay request no.15 in the amount of \$72,562.33 related to construction of the Library Renovation and Expansion Project. Story Construction is managing the project and the payments are made to multiple vendors as detailed in the attached Application and Certificate for Payment. The project is substantially complete. The overall project effectively doubled the size of the library and renovated the older spaces.

This pay application is for work completed through December 31, 2021 and includes payment of retainage for various vendors as the project winds to a conclusion. The Library Board recommends payment.

FUNDING SOURCE: Bond/LOSST/Grants

STAFF RECOMMENDATION: Approve resolution on a roll call vote.

APPROVED FOR SUBMITTAL:

ATTACHMENTS:

1. RESOLUTION NO. 220103-04
2. Pay Request No. 15

CITY OF BONDURANT
RESOLUTION NO. 220103-04

RESOLUTION APPROVING PAY REQUEST NO. 15 TO MULTIPLE VENDORS FOR
THE LIBRARY RENOVATION AND EXPANSION PROJECT MANAGED BY STORY
CONSTRUCTION IN THE AMOUNT OF \$72,562.33

WHEREAS, Story Construction submitted Pay Request No. 15 for the Library Renovation and Expansion Project; AND

WHEREAS the pay request is the total amount for multiple vendors, each under individual contracts; AND

WHEREAS the full value of the work completed is and the amount certified for this Pay Request in the above-referenced amount; AND

WHEREAS, this is for work completed through December 31, 2021, and includes payment of retainage.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Bondurant, Iowa, that the Pay Request No. 15 in the above-referenced amount is hereby approved.

Passed this 3rd day of January 2022,

By: _____
Doug Elrod, Mayor

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

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

Shelby Hagan, City Clerk

Council Action	Ayes	Nays	Abstain	Absent
Cox				
Driscoll				
McKenzie				
Peffer				
Sillanpaa				

APPLICATION AND CERTIFICATE FOR PAYMENT

Owner: City of Bondurant
 Application No: 15 Partial Retainage

Project: Bondurant Community Library Expansion
 Period to: December 31, 2021

Distribution to: Owner
 Const. Mgr. Architect
 Contractor

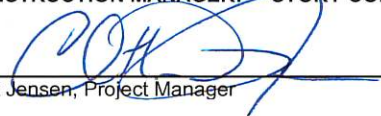
CONTRACTOR'S APPLICATIONS FOR PAYMENT

Contractor	Estimated Contract Amount	Net Change by Change Orders	Contract Sum to Date	Total Completed & Stored to Date	Retainage	Total Earned less Retainage	Less Previous Certificates for Payment	Balance to Finish, Including Retainage	Current Payment Due
Bid Package 03-1 Smart Concrete Solutions	145,000	10,098.00	155,098	155,098.00		155,098.00	141,198.50	0.00	\$ 13,899.50
Bid Package 04-1 Seedorff Masonry Inc	269,285	8,903.00	278,188	278,188.00		278,188.00	278,188.00	0.00	\$ -
Bid Package 06-1 R.H. Grabau Construction	591,999	401.12	592,400.12	592,400.12		592,400.12	562,394.81	0.00	\$ 30,005.31
Bid Package 07-3 For Sure Roofing & Sheet Metal	126,757		126,757	126,757.00		126,757.00	120,419.15	0.00	\$ 6,337.85
Bid Package 08-1 Mid-American Glazing Systems, Inc	124,000	2,904.00	126,904	118,453.00	5,922.65	112,530.35	112,530.35	14,373.65	\$ -
Bid Package 09-1 Hillsbeck-Schacht, Inc	268,608	3,056.80	271,665	271,664.80	13,583.24	258,081.56	258,081.56	13,583.24	\$ -
Bid Package 09-5 Ideal Floors, Inc	69,845	(3.00)	69,842	69,842.00		69,842.00	69,842.00	0.00	\$ -
Bid Package 21-1 Summit Fire Protection	38,400		38,400	38,400.00	1,920.00	36,480.00	36,480.00	1,920.00	\$ -
Bid Package 22-1 Brockway Mechanical & Roofing Co	258,263	2,819.68	261,083	261,082.68		261,082.68	261,082.68	0.00	\$ -
Bid Package 26-1 Nelson Electric Company of Central IA	288,180	8,447.43	296,627	296,627.43	14,831.37	281,796.06	281,796.06	14,831.37	\$ -
Bid Package 31-1 Absolute Concrete Construction	359,069	87,324.56	446,394	446,393.56		446,393.56	424,073.89	0.00	\$ 22,319.67
Totals	2,539,406	123,951.59	2,663,358	2,654,906.59	36,257.26	2,618,649.33	2,546,087.00	44,708.26	\$ 72,562.33

CONSTRUCTION MANAGER'S CERTIFICATE FOR PAYMENT

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

CONSTRUCTION MANAGER: STORY CONSTRUCTION CO.

By: 
 Clint Jensen, Project Manager

Date: 12/21/21

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

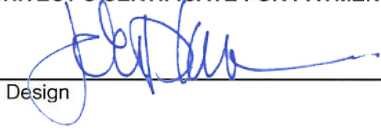
OWNER'S CERTIFICATE FOR PAYMENT

OWNER: CITY OF BONDURANT/BONDURANT COMMUNITY LIBRARY

By: _____
 City of Bondurant, Mayor

Date: _____

ARCHITECT'S CERTIFICATE FOR PAYMENT

By: 
 FEH Design

Date: 12-28-2021

APPLICATION AND CERTIFICATION FOR PAYMENT

AIA DOCUMENT G702

PAGE 1 OF 2 PAGES

TO :
City of Bondurant
100 Lincoln St. SE
Bondurant, IA 50035

PROJECT: Bondurant Library

APPLICATION NO 6-Final

Distribution to:

☐	OWNER
☐	ARCHITECT
☒	CONTRACTOR
☐	
☐	

FROM SUBCONTRACTOR:

Smart Concrete Solutions, LLC
7405 University Ave, Ste 3
Clive, IA 50325



PROJECT NOS:

CONTRACT FOR:

Bid Package 03-1 Concrete Foundations and Slabs

CONTRACT DATE 10/6/2020

CONTRACTOR'S APPLICATION FOR PAYMENT

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

1. ORIGINAL CONTRACT SUM	\$ 145,000.00
2. Net change by Change Orders	\$ 10,098.00
3. CONTRACT SUM TO DATE (Line 1 + 2)	\$ 155,098.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$ 155,098.00
5. RETAINAGE:	
a. 0 % of Completed Work (Column D + E on G703)	\$ 0
b. 0 % of Stored Material (Column F on G703)	\$
Total Retainage (Lines 5a + 5b or Total in Column I of G703)	\$ 0.00
6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total)	\$ 155,098.00
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$ 141,198.50
8. CURRENT PAYMENT DUE	\$ 13,899.50
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$ 0.00

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$5,130.00	
Total approved this Month	\$4,968.00	
TOTALS	\$10,098.00	\$0.00
NET CHANGES by Change Order	\$10,098.00	

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

CONTRACTOR: Smart Concrete Solutions, LLC

By: [Signature] Date: 12/1/21

State of: IA County of: Polk
Subscribed and sworn to before me this 1 day of Dec
Notary Public: Juan Luna
My Commission expires: 5/15/22



ARCHITECT'S CERTIFICATE FOR PAYMENT

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

AMOUNT CERTIFIED \$

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

By: _____ Date: _____

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

CONTINUATION SHEET

AIA DOCUMENT G703

PAGE

2 OF 2

PAGES

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

APPLICATION NO: 6-Final

APPLICATION DATE: 12/1/2021

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

PERIOD TO: 12/1/2021

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

PROJECT NO: 0

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D O R E)	G		H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD		TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G ÷ C)		
1	Foundations	\$85,000.00	\$85,000.00			\$85,000.00	100.00%		\$0.00
2	Floor Slabs	\$58,500.00	\$58,500.00			\$58,500.00	100.00%		\$0.00
3	Closeout	\$1,500.00		\$1,500.00		\$1,500.00	100.00%		\$0.00
	Change Orders								
1	Cold Weather Covering #1	\$2,380.00	\$2,380.00			\$2,380.00	100.00%		\$0.00
2	Added Stoop	\$2,000.00	\$2,000.00			\$2,000.00	100.00%		\$0.00
3	Added Ramp and Sealer Credit	\$750.00	\$750.00			\$750.00	100.00%		\$0.00
4	Additional Floor Removal/Replacement	\$4,968.00		\$4,968.00		\$4,968.00	100.00%		\$0.00
	GRAND TOTALS	\$155,098.00	\$148,630.00	\$6,468.00	\$0.00	\$155,098.00		\$0.00	\$0.00

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

APPLICATION AND CERTIFICATE FOR PAYMENT

100% / Remaining BP 06-1

PAGE ONE OF 4 PAGES

TO OWNER:
City of Bondurant
200 2nd Street NE
Bondurant, IA 50035
FROM CONTRACTOR:
RH Grabau Construction
PO Box 99
Boone, IA 50036

PROJECT:
Bondurant Community Library Expansion
104 2nd Street NE
Bondurant, IA 50035
VIA CM:

APPLICATION #: 11
PERIOD TO: 11/25/21
PROJECT NOS: 20013
CONTRACT DATE: 10/06/20

Distribution to:
☒ Owner
☒ Const. Mgr
☒ Architect
☒ Contractor

CONTRACT FOR: Bid Package No. 06-1 General Carpentry, Building Demolition & Steel

CONTRACTOR'S APPLICATION FOR PAYMENT

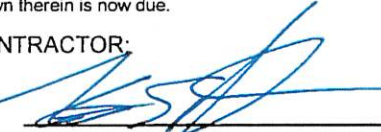
Application is made for payment, as shown below, in connection with the Contract.
Continuation Sheet is attached.

1. ORIGINAL CONTRACT SUM-----	\$	591,999.00
2. Net change by Change Orders-----	\$	401.12
3. CONTRACT SUM TO DATE (Line 1 +/- 2)	\$	592,400.12
4. TOTAL COMPLETED & STORED TO DATE-\$ (Column G on Continuation Sheet)	\$	592,400.12
5. RETAINAGE:		
a. 5.0% of Completed Work (Columns D+E on Continuation Sheet)	\$	
b. 5.0% of Stored Material (Column F on Continuation Sheet)	\$	
Total Retainage (Line 5a + 5b or Total in Column I of Continuation Sheet-----	\$	29,599.79
6. TOTAL EARNED LESS RETAINAGE----- (Line 4 less Line 5 Total)	\$	592,400.12 - 29,599.79 = 562,800.33
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)-----		
	\$	562,394.81
8. CURRENT PAYMENT DUE-----	\$	30,005.31
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$	

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$6,702.54	-\$6,707.00
Total approved this Month	\$405.58	
TOTALS	\$7,108.12	-\$6,707.00
NET CHANGES by Change Order	\$401.12	

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

CONTRACTOR:

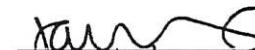
By: 

Date: 11-23-21

State of: Iowa

County of: Boone

Subscribed and sworn to before me this 23rd day of November 2021

Notary Public: 

My Commission expires: July 15, 2022

CERTIFICATE FOR PAYMENT

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

AMOUNT CERTIFIED ----- \$

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

ARCHITECT:

By: _____

Date: _____

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

CONTINUATION SHEET

Page 2 of 4 Pages

ATTACHMENT TO PAY APPLICATION

APPLICATION NUMBER: 11

PROJECT:

APPLICATION DATE: 11/25/21

Bondurant Community Library Expansion

PERIOD TO: 25-Nov-21

104 2nd Street NE

ARCHITECT'S PROJECT NO: 20013

Bondurant, IA 50035

A Item No.	B Description of Work	C Scheduled Value	D Work Completed		F Materials Presently Stored (Not In D or E)	G		H Balance To Finish (C - G)	I Retainage (If Variable Rate)
			From Previous Application (D + E)	This Period		Total Completed And Stored To Date (D + E + F)	% (G/C)		
1	Bond	6,018.00	6,018.00			6,018.00	100%		300.90
2	Project Meeting / Coordination	2,500.00	2,500.00			2,500.00	100%		125.00
3	Mobilization	10,000.00	10,000.00			10,000.00	100%		500.00
4	Submittals	2,500.00	2,500.00			2,500.00	100%		125.00
5	Closeout	5,919.00	5,919.00			5,919.00	100%		295.95
6	Demolition Allowance	6,000.00	6,000.00			6,000.00	100%		300.00
7	Selective Demolition - L	22,106.70	22,106.70			22,106.70	100%		1,105.34
8	Selective Demolition - M	8,572.49	8,572.49			8,572.49	100%		428.62
9	Temporary Partitions - L	3,369.84	3,369.84			3,369.84	100%		168.49
10	Temporary Partitions - M	2,763.34	2,763.34			2,763.34	100%		138.17
11	Shoring - L	4,298.53	4,298.53			4,298.53	100%		214.93
12	Shoring - M	1,135.20	1,135.20			1,135.20	100%		56.76
13	Masonry - L	14,074.60	14,074.60			14,074.60	100%		703.73
14	Masonry - M	12,281.50	12,281.50			12,281.50	100%		614.08
15	Structural Steel Framing - L	22,236.05	22,236.05			22,236.05	100%		1,111.80
16	Structural Steel Framing - M	25,808.34	25,808.34			25,808.34	100%		1,290.42
17	Steel Joist Framing - L	24,189.83	24,189.83			24,189.83	100%		1,209.49
18	Steel Joist Framing - M	47,485.19	47,485.19			47,485.19	100%		2,374.26
19	Steel Decking - L	36,916.37	36,916.37			36,916.37	100%		1,845.82
20	Steel Decking - M	29,948.64	29,948.64			29,948.64	100%		1,497.43
21	Metal Fabrications - L	2,281.99	2,281.99			2,281.99	100%		114.10
22	Metal Fabrications - M	3,456.30	3,456.30			3,456.30	100%		172.82
23	Decorative Metal Panels - L	1,228.15	1,228.15			1,228.15	100%		61.41
24	Decorative Metal Panels - M	11,306.25	11,306.25			11,306.25	100%		565.31
25	Miscellaneous Rough Carpentry - L	365.99	365.99			365.99	100%		18.30
26	Miscellaneous Rough Carpentry - M	591.23	591.23			591.23	100%		29.56
27	Sheating - L	365.99	365.99			365.99	100%		18.30
28	Sheating - M	551.23	551.23			551.23	100%		27.56
	SUBTOTALS PAGE 2	308,270.76	308,270.76			308,270.76	100%		15,413.55

CONTINUATION SHEET

Page 3 of 4 Pages

ATTACHMENT TO PAY APPLICATION

APPLICATION NUMBER: 11

PROJECT:

APPLICATION DATE: 11/25/21

Bondurant Community Library Expansion

PERIOD TO: 25-Nov-21

104 2nd Street NE

ARCHITECT'S PROJECT NO: 20013

Bondurant, IA 50035

A Item No.	B Description of Work	C Scheduled Value	D Work Completed		F Materials Presently Stored (Not in D or E)	G		H Balance To Finish (C - G)	I Retainage (If Variable Rate)
			From Previous Application (D + E)	This Period		Total Completed And Stored To Date (D + E + F)	% (G/C)		
29	Plastic Laminate Faced Arch Cabs - L	8,597.05	8,597.05			8,597.05	100%		429.85
30	Plastic Laminate Faced Arch Cabs - M	36,844.50	36,844.50			36,844.50	100%		1,842.23
31	Metal Wall Panels - L	8,418.97	8,418.97			8,418.97	100%		420.95
32	Metal Wall Panels - M	21,498.00	21,498.00			21,498.00	100%		1,074.90
33	Metal Wall Panels - Engineering Draw	3,065.00	3,065.00			3,065.00	100%		153.25
34	Joint Sealants - L	1,535.19	1,535.19			1,535.19	100%		76.76
35	Joint Sealants - M	921.11	921.11			921.11	100%		46.06
36	HM Frames - L	668.11	668.11			668.11	100%		33.41
37	HM Frames - M	8,601.96	8,601.96			8,601.96	100%		430.10
38	Flush Wood Doors - L	1,527.82	1,527.82			1,527.82	100%		76.39
39	Flush Wood Doors - M	13,504.74	13,504.74			13,504.74	100%		675.24
40	Door Hardware - L	668.11	668.11			668.11	100%		33.41
41	Door Hardware - M	4,193.08	4,193.08			4,193.08	100%		209.65
42	Structural Glass Canopies - L	3,123.19	3,123.19			3,123.19	100%		156.16
43	Structural Glass Canopies - M	12,279.04	12,279.04			12,279.04	100%		613.95
44	Visual Display Units - L	1,526.59	1,526.59			1,526.59	100%		76.33
45	Visual Display Units - M	5,844.77	5,844.77			5,844.77	100%		292.24
46	Marker Boards - L	203.87	203.87			203.87	100%		10.19
47	Marker Boards - M	4,440.99	4,440.99			4,440.99	100%		222.05
48	Signage - L	2,892.29	2,892.29			2,892.29	100%		144.61
49	Signage - M	6,140.75	6,140.75			6,140.75	100%		307.04
50	Folding Panel Partition - L	4,666.97	4,666.97			4,666.97	100%		233.35
51	Folding Panel Partition - M	11,961.50	11,961.50			11,961.50	100%		598.08
52	Wall & Door Protection - L	773.73	773.73			773.73	100%		38.69
53	Wall & Door Protection - M	1,638.35	1,638.35			1,638.35	100%		81.92
54	Toilet, Bath & Laundry Access - L	707.41	707.41			707.41	100%		35.37
55	Toilet, Bath & Laundry Access - M	3,899.57	3,899.57			3,899.57	100%		194.98
56	Fire Protection Cabinets - L	468.96	468.96			468.96	100%		23.45
	SUBTOTALS PAGE 3	478,882.39	478,882.39			478,882.39	100%		23,944.16

CONTINUATION SHEET

Page 4 of 4 Pages

ATTACHMENT TO PAY APPLICATION

PROJECT:

Bondurant Community Library Expansion

104 2nd Street NE

Bondurant, IA 50035

APPLICATION NUMBER:

11

APPLICATION DATE:

11/25/21

PERIOD TO:

25-Nov-21

ARCHITECT'S PROJECT NO:

20013

A Item No.	B Description of Work	C Scheduled Value	D Work Completed		F Materials Presently Stored (Not In D or E)	G		H Balance To Finish (C - G)	I Retainage (If Variable Rate)
			From Previous Application (D + E)	This Period		Total Completed And Stored To Date (D + E + F)	% (G/C)		
57	Fire Protection Cabinets - M	530.56	530.56			530.56	100%		26.53
58	Fire Extinguishers - L	448.96	448.96			448.96	100%		22.45
59	Fire Extinguishers - M	182.99	182.99			182.99	100%		9.15
60	Exterior Fixed Sunscreens - L	20,878.55	20,878.55			20,878.55	100%		1,043.93
61	Exterior Fixed Sunscreens - M	42,012.56	42,012.56			42,012.56	100%		2,100.63
62	Projection Screens - L	208.79	208.79			208.79	100%		10.44
63	Projection Screens - M	13,148.57	13,148.57			13,148.57	100%		657.43
64	Roller Window Shades - L	2,230.32	2,230.32			2,230.32	100%		111.52
65	Roller Window Shades - M	4,912.60	4,912.60			4,912.60	100%		245.63
66	Simulated Stone Countertops - L	3,684.45	3,684.45			3,684.45	100%		184.22
67	Simulated Stone Countertops - M	24,878.27	24,878.27			24,878.27	100%		1,243.91
68	CR01 Roller Shade Modifications	826.61	826.61			826.61	100%		41.33
69	CR04 Sunscreen Corner Knife Plates	410.30	410.30			410.30	100%		20.52
70	CR07 Steel @ Existing RTU's	3,120.89	3,120.89			3,120.89	100%		156.04
71	CR08 Donor Plaque Credit	(707.00)	(707.00)			(707.00)			(35.35)
72	CR09 Steel Angles at Curtain Wall	155.30	155.30			155.30	100%		7.77
73	CR15 Dumpster Gate Modification	1,028.16	1,028.16			1,028.16	100%		51.41
74	CCD014 Demo Allowance Deduction	(6,000.00)	(6,000.00)			(6,000.00)			(300.00)
75	CCD015 Additional Temp Wall	967.73	967.73			967.73	100%		48.39
76	CCD024 Misc Field Work	193.55	193.55			193.55	100%		9.68
77	CR-036 Add Keying / Hanging Doors	405.58		405.58		405.58	100%		
78									
79									
80									
81									
82									
83									
84									
	SUBTOTALS PAGE 4	592,400.12	591,994.54	405.58		592,400.12	100%		29,599.79

APPLICATION AND CERTIFICATION FOR PAYMENT

AIA DOCUMENT G702

RETAINAGE

TO CONTRACTOR: **Story Construction Co**
2810 Wakefield Circle
Ames, IA 50010

PROJECT: **Bondurant Community Librar** APPLICATION NO: **FINAL**
104 2nd St. NE
Bondurant, IA 50035

Distribution to:

☐ OWNER
☐ ARCHITECT
☒ CONTRACTOR
☐ CONSTRUCTION
☐ MANAGER

FROM SUBCONTRACTOR:
For Sure Roofing LLC
5741 NE 22nd St., Ste 300
Des Moines, IA 50313

OWNER: **City of Bondurant**
100 Lincoln St. SE
Bondurant, IA 50035
 VIA ARCHITECT: **FEH Design**

PERIOD TO: **06/20/21**

PROJECT NO:

CONTRACT FOR: **Roofing & Sheet Metal**CONTRACT DATE: **10/06/20**

CONTRACTOR'S APPLICATION FOR PAYMENT

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

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

1. ORIGINAL CONTRACT SUM	\$126,757.00
2. NET CHANGES by Change Orders (see box below)	\$0.00
3. CONTRACT SUM TO DATE (Line 1 ± 2)	\$126,757.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$126,757.00
5. RETAINAGE:	
a. 0% of Completed Work (Column D + E on G703)	\$ -
b. Pending Liquidated Damages	
TOTAL Retainage (Lines 5a + 5b or Total in Column I of G703)	\$ -
6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total)	\$126,757.00
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$ 120,419.15
8. CURRENT PAYMENT DUE (Line 6 Less Line 7)	\$6,337.85
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6 = Totals in Columns H + I of G703))	\$0.00

CONTRACTOR:

By: Colin Neumann Date: 06/20/21
 Colin Neumann - Project Manager

CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Construction Manager and Architect certify to the Owner that to the best of their knowledge, information and belief the work has progressed as indicated, the quality of the work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ _____

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

CONSTRUCTION MANAGER:

By: _____ Date: _____

ARCHITECT:

By: _____ Date: _____

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

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

CONTINUATION SHEET (AIA Document G703)

PROJECT:

Bondurant Community Library Expansion

PROJECT NO:

0

APPLICATION NO: **FINAL**

APPLICATION DATE: **06/20/21**

PERIOD TO: **06/20/21**

Roofing & Sheet Metal

A ITEM NO.	B DESCRIPTION OF WORK (List out labor, materials and services)	C SCHEDULED VALUE (from contracts & change orders)	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	H % COMPLETE (G + C)	I BALANCE TO FINISH (C-G)	J RETAINAGE 5% (10% OF G)
			FROM PREVIOUS APPLICATION (D + E from last Continuation sheet)	THIS PERIOD					
1	Roofing Materials	\$56,169.00	\$56,169.00			\$56,169.00	100.00%	\$0.00	\$2,808.45
2	Roofing Labor	\$50,808.00	\$50,808.00			\$50,808.00	100.00%	\$0.00	\$2,540.40
3	Sheet Metal Materials	\$7,912.00	\$7,912.00			\$7,912.00	100.00%	\$0.00	\$395.60
4	Sheet Metal Labor	\$10,600.43	\$10,600.43			\$10,600.43	100.00%	\$0.00	\$530.02
5	Closeout	\$1,267.57	\$1,267.57			\$1,267.57	100.00%	\$0.00	\$63.38
	GRAND TOTALS	\$126,757.00	\$126,757.00	\$0.00	\$0.00	\$126,757.00	100.00%	\$0.00	\$6,337.85

AIA Type Document
Application and Certification for Payment

Retainage BP 31-1

Page 1 of 2

TO (OWNER): City of Bondurant
P.O. Box 37
Bondurant, IA 50035

PROJECT: Bondurant Community Lib. Exp
P.O. Box 37
Bondurant, IA 50035

APPLICATION NO: 11
PERIOD TO: 11/30/2021

DISTRIBUTION
TO:
_ OWNER
_ ARCHITECT
_ CONTRACTOR

FROM (CONTRACTOR): Absolute Concrete Construction
PO Box 148
Slater, IA 50244

VIA (ARCHITECT):

ARCHITECT'S
PROJECT NO:

CONTRACT FOR: Bondurant Community Lib Expansion

CONTRACT DATE: 10/6/2020

CONTRACTOR'S APPLICATION FOR PAYMENT

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

1. **ORIGINAL CONTRACT SUM** \$ 359,069.00

2. **Net Change by Change Orders** \$ 87,324.56

3. **CONTRACT SUM TO DATE** (Line 1 + 2) \$ 446,393.56

4. **TOTAL COMPLETED AND STORED TO DATE** \$ 446,393.56

5. **RETAINAGE:**

a. 0.00 % of Completed Work \$ 0.00

b. 0.00 % of Stored Material \$ 0.00

Total retainage (Line 5a + 5b) \$ 0.00

6. **TOTAL EARNED LESS RETAINAGE** \$ 446,393.56
(Line 4 less Line 5 Total)

7. **LESS PREVIOUS CERTIFICATES FOR PAYMENT**
(Line 6 from prior Certificate) \$ 424,073.89

8. **CURRENT PAYMENT DUE** \$ 22,319.67

9. **BALANCE TO FINISH, INCLUDING RETAINAGE**
(Line 3 less Line 6) \$ 0.00

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	87,324.56	0.00
Total approved this Month	0.00	0.00
TOTALS	87,324.56	0.00
NET CHANGES by Change Order	87,324.56	

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

CONTRACTOR: Absolute Concrete Construction
PO Box 148 Slater, IA 50244

By: *[Signature]*
~~Stephanie Gibbs~~ / Controller
State of: IA *Jamie Edwards*

Date: 11/23/21

County of: Story

Subscribed and Sworn to before me this 23RD Day of Nov. 2021

Notary Public: *Olivia Finn*
My Commission Expires: 4.12.2024



ARCHITECT'S CERTIFICATE FOR PAYMENT

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

AMOUNT CERTIFIED \$

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

ARCHITECT:

By: _____ Date: _____

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

AIA Type Document
Application and Certification for Payment

Page 2 of 2

TO (OWNER): City of Bondurant
P.O. Box 37
Bondurant, IA 50035

PROJECT: Bondurant Community Lib. Exp
P.O. Box 37
Bondurant, IA 50035

APPLICATION NO: 11
PERIOD TO: 11/30/2021

DISTRIBUTION
TO:
☐ OWNER
☐ ARCHITECT
☐ CONTRACTOR

FROM (CONTRACTOR): Absolute Concrete Construction
PO Box 148
Slater, IA 50244

VIA (ARCHITECT):

ARCHITECT'S
PROJECT NO:

CONTRACT FOR: Bondurant Community Lib Expansion

CONTRACT DATE: 10/6/2020

ITEM	DESCRIPTION	SCHEDULE VALUE	PREVIOUS APPLICATIONS	COMPLETED THIS PERIOD	STORED MATERIAL	COMPLETED STORED	%	BALANCE	RETAINAGE
1	Paving and Curb and Gutter	78,350.00	78,350.00	0.00	0.00	78,350.00	100.00	0.00	0.00
2	Sidewalk	59,650.00	59,650.00	0.00	0.00	59,650.00	100.00	0.00	0.00
3	Earthwork, Pad Prep, Removals	115,069.00	115,069.00	0.00	0.00	115,069.00	100.00	0.00	0.00
4	Utilities	55,000.00	55,000.00	0.00	0.00	55,000.00	100.00	0.00	0.00
5	Permeable Pavers	20,000.00	20,000.00	0.00	0.00	20,000.00	100.00	0.00	0.00
6	Survey	5,000.00	5,000.00	0.00	0.00	5,000.00	100.00	0.00	0.00
7	Striping \ Signage	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00	0.00	0.00
8	Seeding and Erosion Controll	10,000.00	10,000.00	0.00	0.00	10,000.00	100.00	0.00	0.00
9	Landscaping	15,000.00	15,000.00	0.00	0.00	15,000.00	100.00	0.00	0.00
10	CO#1 Wenthold Tree Removal	3,057.26	3,057.26	0.00	0.00	3,057.26	100.00	0.00	0.00
11	CO#2 Additional R&R East Lot	61,560.85	61,560.85	0.00	0.00	61,560.85	100.00	0.00	0.00
12	CO#3 Add 3 Bollards/Temp Access Walk	5,393.05	5,393.05	0.00	0.00	5,393.05	100.00	0.00	0.00
13	CO#4 Column Repair, Area Intake, Added Sidewalk	7,476.42	7,476.42	0.00	0.00	7,476.42	100.00	0.00	0.00
14	CO#5 Added Yellow Curb Paint	437.76	437.76	0.00	0.00	437.76	100.00	0.00	0.00
15	CO#6 Wenthold T&M for Rock Export	9,399.22	9,399.22	0.00	0.00	9,399.22	100.00	0.00	0.00
REPORT TOTALS		\$446,393.56	\$446,393.56	\$0.00	\$0.00	\$446,393.56	100.00	\$0.00	\$0.00



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

Item No. 5.h.
For Meeting of 1/3/2022
Resolution

TITLE: -Resolution approving Parks & Recreation Meeting Dates for Calendar Year 2022

CONTACT PERSON:

Nicole Van Houten, Communication & Event Specialist

BRIEF HISTORY & ANALYSIS: Attached is a resolution approving the meeting dates for the upcoming calendar year for Parks and Recreation meetings. This is an amendment to the original resolution that included Council Meeting, Board of Adjustment, Planning and Zoning Commission, and Parks and Recreation Board dates. The update is necessary as the Park and Recreation Board decided to begin meetings monthly again after meeting quarterly for the past year.

FUNDING SOURCE: N/A

STAFF RECOMMENDATION: Approve resolution on a roll call vote.

APPROVED FOR SUBMITTAL:

ATTACHMENTS:

1. RESOLUTION NO. 220103-05

CITY OF BONDURANT
RESOLUTION NO. 220103-05

RESOLUTION APPROVING PARKS & RECREATION MEETING DATES FOR
CALENDAR YEAR 2022

WHEREAS, the Parks & Recreation Board meets on the third Thursday of the month;
AND

WHEREAS, previously, the Board met quarterly but recently decided to begin meeting
monthly again.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Bondurant,
Iowa, that the above Parks & Recreation Board Meeting dates, are hereby approved as
presented.

Passed and adopted this 3rd day of January 2022,

Doug Elrod, Mayor

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

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

Shelby Hagan, City Clerk

Council Action	Ayes	Nays	Abstain	Absent
Cox				
Driscoll				
McKenzie				
Peffer				
Sillanpaa				

CY2022 Parks & Recreation Board Meeting Dates
Thursday, January 20

Thursday, February 17
Thursday, March 17
Thursday, April 21
Thursday, May 19
Thursday, June 16
Thursday, July 21
Thursday, August 18
Thursday, September 15
Thursday, October 20
Thursday, November 17
Thursday, December 15



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

Item No. 5.i.
For Meeting of 1/3/2022
Resolution

TITLE: -Resolution appointing Jason Vore to the Board of Adjustment

CONTACT PERSON:

Marketa Oliver, City Administrator

BRIEF HISTORY & ANALYSIS: The attached resolution fills a Board of Adjustment vacancy created by a Board Member finishing his term.

FUNDING SOURCE: NA

STAFF RECOMMENDATION: Approve resolution on a roll call vote.

APPROVED FOR SUBMITTAL:

ATTACHMENTS:

1. RESOLUTION NO. 220103-13

CITY OF BONDURANT
RESOLUTION NO. 220103-13

RESOLUTION APPOINTING JASON VORE TO THE BOARD OF ADJUSTMENT

WHEREAS, the Board of Adjustment (5) members, appointed by the City council; AND

WHEREAS, the term of office of the members of the Board shall be five (5) 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, the City is in receipt of Jason Vore's Board of Adjustment application; AND

WHEREAS, his term will be from January 1, 2022 through December 31, 2026.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Bondurant, Iowa, that the appointment of Jason Vore to the Board of Adjustment is hereby approved as presented.

Passed this 3rd day of January 2022,

By: _____
Doug Elrod, Mayor

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

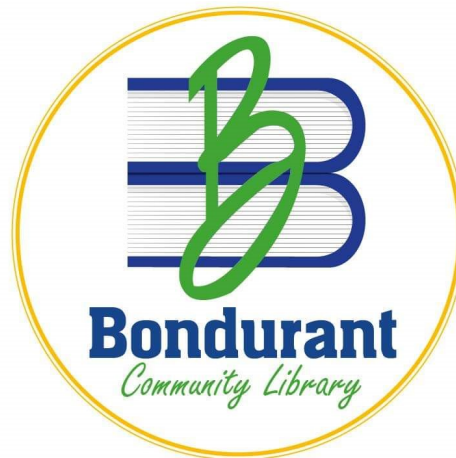
IN WITNESS WHEREOF, I have hereunto set my hand the day and year above written.

Shelby Hagan, City Clerk

Council Action	Ayes	Nays	Abstain	Absent
Cox				
Driscoll				
McKenzie				
Peffer				
Sillanpaa				

BONDURANT COMMUNITY LIBRARY

ANNUAL REPORT 2020-2021



The Bondurant Community Library currently has 5,288 registered users. This has increased from last year at 5,011.

3,264 are residents of Bondurant, 840 are rural Polk County residents, 577 are student digital access library cards, and 606 are residents of other Iowa communities.

The Bondurant Community Library holds 25,524 physical copies of books, DVD's, audios, and magazines for all ages—a 6.6% increase from the previous year. Library patrons also have access to 89,611 downloadable audio and e-books, which makes a total of 115,135 items available for patrons to use. While the physical collection rose slightly, the digital collection grew by 2.07%.

Bondurant Community Library

104 2nd Street NE,

Bondurant, Iowa 50035

www.cityofbondurant.com/

bondurant-community-library

webmaster@bondurant.lib.ia.us

TOTAL CIRCULATION OF
ALL PHYSICAL
MATERIALS FOR THE
YEAR 2020-2021 WAS
33,615— A 5%
DECREASE FROM
PREVIOUS YEAR. THIS
PAST YEAR THE
LIBRARY STILL WAS
FEELING THE EFFECTS
OF COVID AND
CONSTRUCTION OF
THE BUILDING.



EXPANDED AND
RENOVATED
BONDURANT
COMMUNITY LIBRARY

COMPLETION FALL

2021



THE CIRCULATION STORY

Library Staff checked out 11,518 physical items to children, 9,042 items to young adults and 6,000 items to adults. 3,436 DVD's were checked out, as well as 709 audio books. 506 magazines were circulated. .

Miss Margaret did many outdoor Story Times this Summer at City Park. Everyone enjoyed the programs.

VISTORS TO THE LIBRARY

The Bondurant Community Library had 15,929 visitors. The amount of visitors to the Library was still feeling the effects of COVID restrictions and the accessibility of the Library. Staff made considerable efforts to remain open during construction, the plain hard truth was it was just more difficult to get to the building during this time period.

Total number of in-person library programs for children 29 with 891 attending, for young adults 5 with 5 attending, for adults, families 0. Total number of virtual programs offered during COVID for children 218 with 1036 viewing, for young adults 10 with 47 viewing, for adults and families 72 with 301 viewings. Recordings of program content offered for children 139 with 197 viewings, for young adult 8 with 117 viewings, for adults and families 9 with 240 viewings. While in person programming was still kept to a minimum, programming that was offered virtually had good participation.

GRANT AND DONATIONS

The Library and The Library Foundation received grants & donations from various organizations and businesses this past year to help defray costs for the Summer Reading Program. Those funds were used to provide a combination of in-person programming that was held at City Park. This was done to be aware of COVID restrictions and due to the construction that was underway at the Library.

SUMMER READING PROGRAM 2021

The Library offered a combination virtual and in-person summer program this year. 409 children, young adults and adults registered. Of those participating 36,162 minutes were recorded as read throughout the summer. 34 programs were offered to all ages, as well as 12 different grab & go kits for families to take home.

ADVENTURE PASS PROGRAM

The Bondurant Community Library continues to have strong participation in the Adventure Pass Program. This program allows Bondurant patrons to checkout a pass for two adults and two children to local area venues every 365 days. Those venues include The Science Center of Iowa, Blank Park Zoo, and Greater Des Moines Botanical Garden, Reiman Gardens, Brenton Skating Plaza, Des Moines Children's Museum. All free of charge. This program is a collaborative effort of Iowa Libraries across the State.



ON-LINE USAGE @ THE LIBRARY

e-Books, Downloadable audio books, eMagazines, Databases, Downloadable music, On-line Children's Books, and streaming video/movies.

The Bondurant Community Library participates in a downloadable audio and eBook consortium called Bridges. This eBook and audio book buying consortium for Iowa public libraries is a very affordable way for libraries to provide a much demanded service to our patrons. The consortium allows patrons of the Bondurant Library access to over 88,482 titles. Bridges is a resource that is easy to use and has consistently added more titles each year for our patrons. It is available 24/7 and is compatible with all devices. 5,946 items were downloaded to devices this year, an increase of 5.4%.

Other databases the Library offers Bondurant patrons include:

Hoopla-downloadable music. Hoopla has more to offer with no waiting. In addition to music Hoopla also offers eBooks, downloadable audio, eComics, and streaming movies and TV programs. No reserves needed with Hoopla. The Library had 2,316 checkouts with this service in the past year, a 34% increase this past year.

Gale/Credo & Transparent Languages - These databases that are provided with support from the State Library had 162 searches.

Brain Fuse— Brainfuse is the online resource provider for career services, test prep, software tutorials, and Veteran resources for Iowa public and academic libraries.

RB Digital (Zinio)—The world's largest newsstand, on--line magazines, Provided through a metro area library consortium.

Tumble Books— Animated, talking picture books with fiction, non-fiction and foreign language titles, and read-along.

Computer Usage

1,550 people used the library computer system for web searching, word processing, printing and much more. Many library patrons comment that they are glad to be able to print documents at the library rather than maintain a printer at home. New this year is the option for our patrons to utilize Mobile Printing. This lets them email items for printing or utilize the library's printing portal on the website. There were also 4,915 wireless users connected. Many who come to the library to use the computers do not have internet connectivity at home and need a place to print and take care of their on-line needs. Many times this includes submitting job applications, as many employers only accept on-line job applications. During COVID the Library has been sensitive to patrons' computer usage needs. Except for a very short timeframe even if the Library building was closed, appointments have been made with patron for individual computer usage, then disinfecting of the area once the patron leaves the building.

HOTSPOTS AND TABLET USAGE— The Library currently has 155 hotspots available for checkout. The hotspots have been instrumental for new residents that are having to wait many weeks for Internet connectivity to be installed at home, for students that now have Chrome Books through the school but no Internet at home, and for our rural residents where there is no or limited Internet service available. Library patrons used the hotspots 1,175 times this past year, an increase of 30% from the previous year.

The Library currently has 18 tablets for patron usage. 6 were purchased with a Polk County Betterment Grant that was applied for at the beginning of COVID. The balance were purchased with Direct State Aid monies that are received annually from the State of Iowa. Circulation on these tablets has been important to students that are in grades K-3rd as these grades are not issued Chrome Books from the school.

Bondurant Community Library

Mission Statement

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

Contact Us

Bondurant Community Library
104 2nd Street NE, PO Box 160
Bondurant, Iowa 50035

(515) 967-4790

webmaster@bondurant.lib.ia.us

Visit us on the web at:

www.cityofbondurant.com/bondurant-community-library



REACHING THE COMMUNITY

Over the years the Bondurant Community Library has developed strong and important ties with local organizations and our youth.

The Library currently provides early literacy programs to local daycare providers such as Bloom, Bird's Nest, Generation Next, and in-home daycare providers year round, with a concentrated effort during the summer months when the Summer Reading Program is at it's height. Outreach during the school year to local preschool facilities include: Bondurant Christian Preschool, Bluejay Beginnings, and Developmental Kindergarten classes that include monthly activities with an early literacy base. Unfortunately these outreaches had to be suspended this past year. Library staff looks forward to reinstating this outreach in FY 2022. Getting children excited about reading is what our librarians love to do. Librarians increased virtual connections with our outreach partners at the onslaught of COVID, providing virtual story times, book discussions and other activities.

The Library also continues to provide services to Courtyard Estates. Adult Services Librarian Michell takes materials and programming to the residents once a month.

Total Programming Attendance, for all ages, included 2,280 patrons. Library staff planned and executed programming throughout the year that included book discussions, story times, early out after school programs, Wii for teens, crafting programs for adults & children, Coloring at the Rails(to go kits), Snap Circuits, virtual reality program, adult low impact exercise classes (Geri Fit) are just a few.

COVID Response— March 17, 2020 Library staff closed the building upon recommendations from the State. Curbside and home delivery were implemented, as well as sanitizing practices. All Library programming was moved to virtual and some staff began working from home. Many of the COVID practices implemented in early 2020 are still in practice. Hotspots and Tablets continue to be vital to students and families alike. July 6th the Library building opened completely for normal services. Summer Reading Program 2021 began the process of reinstating in-person programming. These programs were held at City Park and were very well attended.



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

Item No. 8.a.
For Meeting of 1/3/2022
Public Hearing

TITLE: Public Hearing on Proposal to Enter into an Essential Purpose Loan Agreement

CONTACT PERSON:

Marketa Oliver, City Administrator
Jene Jess, Finance Director

BRIEF HISTORY & ANALYSIS: The City is planning to bond for a number of upcoming projects, including the design and construction of streets, water, sanitary sewer, and public facilities, as well as acquisition of real estate interests, some of which are in furtherance of economic development objectives. Should additional funding be available after land acquisition, the hearing notices provide the City the authority to spend funding on park acquisition and development as well as equipment. The attached resolution sets a public hearing date for the bonds. You will notice that there are multiple public hearing notices included as part of the resolution. The reason is that the bond proceeds will be expended for a variety of reasons and each notice must detail the reason and provide different code sections, under which the bonds are authorized. The City is planning to issue both General Obligation bonds and General Obligation bonds that are abated by TIF as annually appropriated. The full amount of the bond is \$14,055,000.

FUNDING SOURCE: TIF/General Fund Debt Service Levy

STAFF RECOMMENDATION: Hold Public Hearing

APPROVED FOR SUBMITTAL:

ATTACHMENTS: None



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

Item No. 8.b.
For Meeting of 1/3/2022
Public Hearing

TITLE: Public Hearing on Proposal to Enter into a General Purpose Loan Agreement

CONTACT PERSON:

Marketa Oliver, City Administrator
Jene Jess, Finance Director

BRIEF HISTORY & ANALYSIS: The City is planning to bond for a number of upcoming projects, including the design and construction of streets, water, sanitary sewer, and public facilities, as well as acquisition of real estate interests, some of which are in furtherance of economic development objectives. Should additional funding be available after land acquisition, the hearing notices provide the City the authority to spend funding on park acquisition and development as well as equipment. The attached resolution sets a public hearing date for the bonds. You will notice that there are multiple public hearing notices included as part of the resolution. The reason is that the bond proceeds will be expended for a variety of reasons and each notice must detail the reason and provide different code sections, under which the bonds are authorized. The City is planning to issue both General Obligation bonds and General Obligation bonds that are abated by TIF as annually appropriated. The full amount of the bond is \$14,055,000.

FUNDING SOURCE:

STAFF RECOMMENDATION: Hold Public Hearing

APPROVED FOR SUBMITTAL:

ATTACHMENTS: None



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

Item No. 8.c.
For Meeting of 1/3/2022
Public Hearing

TITLE: Public Hearing on Proposal to Enter into an Urban Renewal Loan Agreement

CONTACT PERSON:

Marketa Oliver, City Administrator
Jene Jess, Finance Director

BRIEF HISTORY & ANALYSIS: The City is planning to bond for a number of upcoming projects, including the design and construction of streets, water, sanitary sewer, and public facilities, as well as acquisition of real estate interests, some of which are in furtherance of economic development objectives. Should additional funding be available after land acquisition, the hearing notices provide the City the authority to spend funding on park acquisition and development as well as equipment. The attached resolution sets a public hearing date for the bonds. You will notice that there are multiple public hearing notices included as part of the resolution. The reason is that the bond proceeds will be expended for a variety of reasons and each notice must detail the reason and provide different code sections, under which the bonds are authorized. The City is planning to issue both General Obligation bonds and General Obligation bonds that are abated by TIF as annually appropriated. The full amount of the bond is \$14,055,000.

FUNDING SOURCE: TIF/General Fund Debt Service Levy

STAFF RECOMMENDATION: Hold Public Hearing

APPROVED FOR SUBMITTAL:

ATTACHMENTS: None



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

Item No. 9.a.
For Meeting of 1/3/2022
Resolution

TITLE: -Resolution adopting the City of Bondurant Records Retention Schedule

CONTACT PERSON:

Shelby Hagan, City Clerk

BRIEF HISTORY & ANALYSIS: Attached is a resolution to officially adopt a records retention schedule for the City. The overall goal is to create and maintain a sustainable and efficient City-wide records management system. City governments face numerous requirements regarding public records, including how long they must be kept and when they are able to be publicly examined. We need to be aware of these requirements and develop plans to efficiently manage our records. The length of time for which a series is routinely needed for audit, legal, administrative and historical determine how long records must be retained. In all cases, the longest of the respective periods of need for each record series is used. The record series retention and disposition schedule formally authorizes the retention and ultimate disposition of the record series.

FUNDING SOURCE: N/A

STAFF RECOMMENDATION: Approve resolution on a roll call vote.

APPROVED FOR SUBMITTAL:

ATTACHMENTS:

1. RESOLUTION NO. 220103-06
2. City of Bondurant Record Retention Schedule

CITY OF BONDURANT
RESOLUTION NO. 220103-06

RESOLUTION ADOPTING THE CITY OF BONDURANT RECORDS
RETENTION SCHEDULE

WHEREAS, a record series retention and disposition schedule is a formal statement of the period of time records must be retained in order to fulfill routine, fiscal, legal, administrative and historical needs for the records; AND

WHEREAS, retention and disposition schedules are developed through analysis of those fiscal, legal, administrative and historical needs for determination of the necessary routine retention; AND

WHEREAS, the record series retention schedule is intended to insure that records are preserved for as long as needed but also, once retention needs have been met, that non-permanent records are destroyed in a routine, timely and legally accountable manner; AND

WHEREAS, the retention and disposition schedule is formally adopted by the city to serve as the legal basis for records disposition,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BONDURANT, IOWA, the City of Bondurant Records Retention Schedule is hereby approved as presented.

Passed this 3rd day of January 2022,

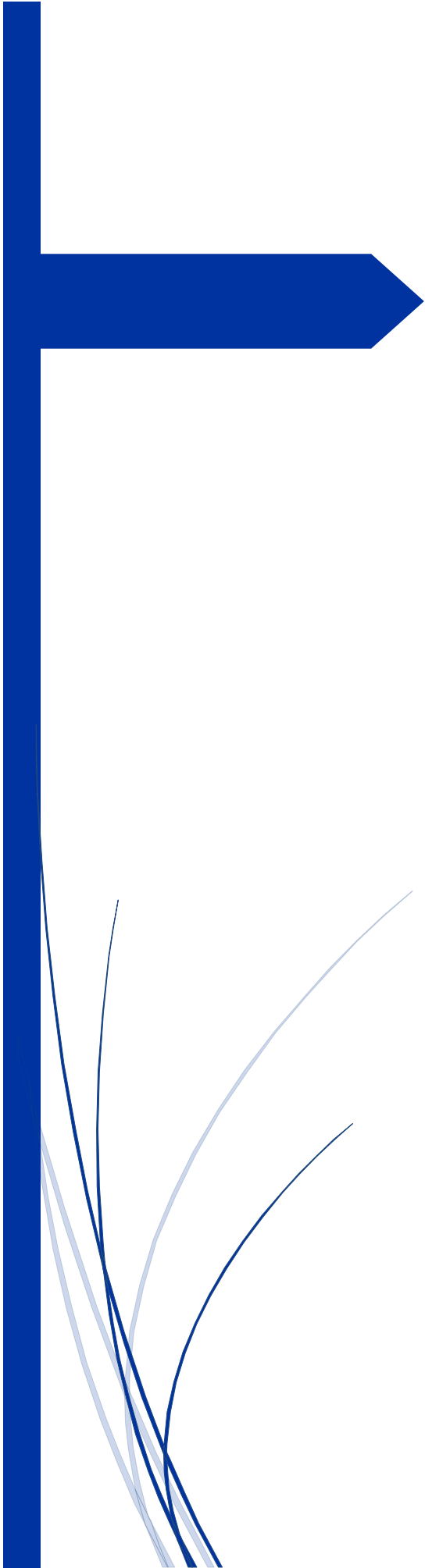
By: _____
Doug Elrod, Mayor

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

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

Shelby Hagan, City Clerk

Council Action	Ayes	Nays	Abstain	Absent
Cox				
Driscoll				
McKenzie				
Peffer				
Sillanpaa				



Records Retention Schedule

Adopted by Resolution No. XX

City Clerk Shelby Hagan
CITY OF BONDURANT

Schedule 1: Administrative and Legal Records

TABLE OF CONTENTS

Animal Control	X
City Clerk	X
City Administrator	X
Finance Accounting	XX
Finance Administration	XX
Finance Customer Service	XX
Finance Information Services	XX
Finance Purchasing	XX
Fire	XX
Fire – Inspections	XX
Fleet Services	XX
Human Resources	XX
Legal	XX
Library	XX
Parks & Recreation	XX
Planning & Housing	XX
Public Relations	XX
Public Works – Administration	XX
Public Works – Airport	XX
Public Works – Engineering	XX
Public Works – GIS Division	XX
Public Works – Operations/Traffic	XX
Public Works – Resource Recovery	XX
Transit	XX
Water & Pollution Control/Administration & Engineering	XX
Water & Pollution Control/Laboratory Services	XX
Water & Pollution Control/Water Meter	XX
Water & Pollution Control/Water Plant	XX
Water & Pollution Control/WPC Plant	XX

Schedule 1: Administrative and Legal Records

Record Title	Retention Period	Reason
I. Council Proceedings		
A. Minutes		
1. Official Copy	Permanent	<i>Code of Iowa</i> , 372.13(5). Also continuing legal, administrative, and historical value.
2. Working Copies	If administratively useful, then destroy	Administrative value ends
3. Index	Permanent	Continuing administrative and historical value
4. Audio Recordings of Closed Sessions	1 year from date of meeting, unless required to retain due to pending legislation	<i>Code of Iowa</i> , 21.5(4). Administrative and legal value ends.
5. Agendas	5 years	Administrative value ends
B. Ordinances		
1. Current code	Permanent	<i>Code of Iowa</i> , 372.13(5). Also continuing legal, administrative, and historical value.
2. Superseded Code	Two copies permanent	Continuing historical value
3. Index	Permanent	Continuing administrative and historical value
4. Individual Copies of Ordinances for Disbursement	Until superseded; then destroy	Administrative and legal value ends
C. Resolutions		
1. Official Copy	Permanent	<i>Code of Iowa</i> , 372.13(5). Also continuing legal, administrative, and historical value.
2. Working Copies	If administratively useful, then destroy	Administrative value ends
3. Index	Permanent	Continuing administrative and historical value
D. Affidavits of Publication		
1. Re: Budget	Until audited or 5 years	Fiscal and legal value ends
2. Re: Ordinances	Until recodification	Fiscal and legal value ends
3. Re: Bond Issues	Permanent	Continuing legal and historical value
4. Others	5 years	Fiscal and legal value ends
E. Oaths of Office	If in writing, add to official copy of council minutes for permanent retention	Continuing legal and historical value
F. City Official Bonds	5 years after expiration	Legal value ends

Schedule 1: Administrative and Legal Records, Continued

Record Title	Retention Period	Reason
II. Real Property		
A. Title Documents		
1. Deeds	Permanent	<i>Code of Iowa</i> , 372.13(5). Also continuing legal, administrative, and historical value.
2. Title Opinions	Permanent	<i>Code of Iowa</i> , 372.13(5). Also continuing legal, administrative, and historical value.
3. Abstracts and Certificates of Title	Permanent	<i>Code of Iowa</i> , 372.13(5). Also continuing legal, administrative, and historical value.
4. Title Insurance	Permanent	<i>Code of Iowa</i> , 372.13(5). Also continuing legal, administrative, and historical value.
5. Condemnation Proceedings	Permanent	<i>Code of Iowa</i> , 372.13(5). Also continuing legal, administrative, and historical value.
B. Easements and/or Right of Way Agreements	Permanent	<i>Code of Iowa</i> , 372.13(5). Also continuing legal, administrative, and historical value.
C. Plats (legal descriptions, maps, plat books, both current and outdated)	Permanent	<i>Code of Iowa</i> , 372.13(5). Also continuing legal, administrative, and historical value.
D. Subdivision Files	Permanent	<i>Code of Iowa</i> , 372.13(5). Also continuing legal, administrative, and historical value.
E. Vacations/Alterations of Plat	Permanent	<i>Code of Iowa</i> , 372.13(5). Also continuing legal, administrative, and historical value.
F. Annexation Files	Permanent	<i>Code of Iowa</i> , 372.13(5). Also continuing legal, administrative, and historical value.
III. Permits and Licenses		
A. Cigarette	5 years	Administrative and legal value ends
B. Dog or Cat	5 years	Administrative and legal value ends
C. Liquor and Beer	5 years	Administrative and legal value ends
D. Restaurant	5 years	Administrative and legal value ends
E. Miscellaneous Business (peddler, taxi, etc.)	5 years	Administrative and legal value ends
F. Special Events (parades, festivals, etc.)	5 years	Administrative and legal value ends
IV. General		
A. Accidents on City Property Involving City		
1. Claims Settled out of Court	10 years after settlement	Legal value ends
2. Court Decisions	Permanent	Continuing legal value
B. Bids		
1. Accepted	5 years	Legal and fiscal value ends
2. Rejected	5 years or 1 year after audit	Legal and fiscal value ends

Schedule 1: Administrative and Legal Records, Continued

Record Title	Retention Period	Reason
C. Blueprints or Plans for City-Owned Structures	Permanent	Continuing administrative and historical value
D. Cemetery Records, Burial Records	Permanent	Continuing historical value
1. Plots		
<i>a. 1971 Addition</i>	Permanent	Continuing historical value
<i>b. 2013 Addition</i>	Permanent	Continuing historical value
<i>c. East Addition</i>	Permanent	Continuing historical value
<i>d. Old Addition</i>	Permanent	Continuing historical value
<i>e. SE Addition</i>	Permanent	Continuing historical value
<i>f. West Addition</i>	Permanent	Continuing historical value
2. Policy	Permanent	Continuing historical value
3. Reports	Permanent	Continuing historical value
I. Franchise Agreements	5 years after expiration; appraise for permanent retention	Legal value ends; possible continuing historical and legal value
J. Insurance Policies	5 years after expiration	Legal value ends
K. Leases	7 years after expiration; appraise for permanent retention	Legal value ends; possible continuing historical and legal value
L. Legal Actions		
1. Civil Lawsuits and Administrative Law Proceedings	5 years after closure	Administrative and legal value ends
2. Criminal and Municipal Infraction Cases – Closed	5 years	Administrative value ends
3. Civil Case – Closed	5 years	Administrative value ends
4. Citations	5 years	Administrative value ends
5. Nondisclosure Agreement	??	??
M. Legal Opinions		
1. Informal Opinions	5 years	Administrative and legal value ends
2. Formal Opinions	Permanent	Continuing legal value

Schedule 1: Administrative and Legal Records, Continued

Record Title	Retention Period	Reason
N. Maps, Current and Outdated (road, street, zoning, park, flood plain, topography, utilities, etc.)	Permanent	Continuing administrative and historical value
O. Minutes of Boards and Commissions	Permanent	Continuing administrative and historical value
P. Notices Sent to Citizens to Comply with Ordinances (including nuisance abatement notices)	5 years after disposition	Administrative and legal value ends
Q. Petitions from Citizens	5 years after issue closed; appraise significant issues for permanent retention	Administrative and legal value ends; possible historical value
R. Promotional Materials		
1. City Newsletters	Permanent	Continuing historical value
2. Advertising Contracts	5 years	Administrative and legal value ends
3. Press Releases	5 years	Administrative value ends
4. Pamphlets, Brochures	Appraise for permanent retention	Possible historical value
5. Newspaper Clippings	Permanent	Continuing historical value
S. Photos, Scrapbooks	Appraise for permanent retention	Possible historical value
T. Reports from Departments		
1. Monthly	5 years	Administrative value ends
2. Annual	Permanent	Continuing historical value
U. Studies, Surveys		
1. From an Outside Source	As long as administratively useful	Administrative value ends
2. Pertaining Directly to City	Appraise for permanent retention	Possible historical value
V. Tax Abatement		
1. Applications	????	????
W. Election Records		
1. Precinct Maps, Current and Outdated	Permanent	Continuing historical value
2. City Elections		
a. Election Petitions	Permanent	Continuing historical value
b. Abstracts	Permanent	Continuing historical value

Schedule 1: Administrative and Legal Records, Continued

Record Title	Retention Period	Reason
b. Certificate of Election	Permanent	Continuing historical value
X. Policies	Permanent	Continuing historical value
V. Police and Fire Retirement Records		
A. Minutes of the Board	Permanent	Continuing administrative, legal and historical value
B. Reports		
1. Actuary	5 years	Fiscal value ends
2. Investment	5 years	Fiscal value ends
3. Fund	5 years	Fiscal value ends
C. Case File (actions, appeals, decisions)	Permanent	Continuing administrative, legal and historical value
VI. Finance/Purchasing Records		
A. Leases		
1. Agreements and Related Documents Acted on by Council	Upon expiration, 5-year minimum	Administrative value ends
2. Agreements not Requiring Council Action	5 years after expiration, 5-year minimum	Administrative value ends
B. Purchase Orders		
1. Purchase Orders	10 years after order date or life of purchase	Administrative value ends
2. Change Orders	10 years after order date	Administrative value ends
C. Bids, Quotes and Proposals		
1. Official Copy, Bid/ Proposal RFP	10 years after completion of contract	Administrative value ends
2. Copies of Bids Received and Related Documents for Public Improvement Projects and Acted on by Council	10 years after completion of contract; accepted bids retained permanently	Administrative value ends; continuing administrative value
3. Copies of Bids Received and Related Documents for Fleet Equipment Acted on by Council	Lifetime of equipment; unaccepted bids: 1 year after acceptance of winning bid	Administrative value ends

Schedule 1: Administrative and Legal Records, Continued

Record Title	Retention Period	Reason
4. Copies of Bids Received and Related Documents for Other Equipment and Service Projects Acted on by Council	10 years after completion of contract; unaccepted bids: 1 year after acceptance of winning bid	Administrative value ends
5. Originals of Bids, Quotes and Proposals Received for Contracts Not Awarded by Council	10 years after completion of contract except: fleet equipment and buses; lifetime of equipment and other capital equipment. 10 years after completion of contract or upon expiration of warranty, whichever is more	Administrative, grant and warranty issues are active until equipment is taken out of service.
D. Printing Charges	5 years	Administrative value ends
E. Central Stores		
1. Stocks of Material Safety Data Sheets for Distribution	30 years after last use	Administrative value ends
2. Issue Slips	After audit completion or at least 5 years	Administrative value ends
F. Materials Inventory Records		
1. Issue Records	5 years	Administrative value ends
2. Receipt Records	5 years	Administrative value ends
3. Catalogued Inventory Physical Count Records	After audit completion or at least 5 years	Administrative value ends
4. Catalogued Inventory Year-End Exception/Adjustment Record	After audit completion or at least 5 years	Administrative value ends
5. Catalogued Inventory Adjustment Record	After audit completion or at least 5 years	Administrative value ends
6. Non-catalogued Inventory Physical Count Record	After audit completion or at least 5 years	Administrative value ends
7. Year-end Materials Inventory Summary	After audit completion or at least 5 years	Administrative value ends
G. Inter-Department Charges		
1. Fax Charges	After audit completion	Administrative value ends
2. City Hall Copier Readings	After audit completion	Administrative value ends

Schedule 2: Financial Records

Record Title	Retention Period	Reason
I. Revenue		
A. Notice of Property Tax Allocation from County	5 years	Fiscal value ends
B. Notice of Liquor Tax Allocation from State	5 years	Fiscal value ends
C. Property Tax Assessment Books	Permanent	Continuing historical value
D. Federal Revenue Sharing Records	5 years	Fiscal value ends
E. Investments (Notice of interest earned or reports of growth, dividends, purchase, sales, etc.)	5 years	Fiscal value ends
F Parking Revenue		
1. Income from Meters and Lots (daily receipts, monthly summaries, ledgers, deposit slips)	5 years	Fiscal value ends
2. Income from Violations (ticket copies, logs, daily receipts, monthly summaries, deposit slips)	5 years	Fiscal value ends
G. Road Use Tax Funds		
1. Application for Financial Aid (Forms 230001, 230002, agreement, invoices, payment vouchers, certificate of audit)	5 years	Fiscal value ends
2. Annual Street Finance Report	5 years	Fiscal value ends
3. Street Construction Program (Form RUT 1-A, 220001, 220002)	5 years	Fiscal value ends
4. Aerial Street Maps	Permanent	Continuing historical value
H. Claims for Refunds of State Sales Tax	5 years	Fiscal value ends

Schedule 2: Financial Records, Continued

Record Title	Retention Period	Reason
I. Claims for Refunds of State Fuel Tax	5 years	Fiscal value ends
J. Special Assessments		
1. Certified Mail Stubs from Notice to Property Owners	5 years after final payment	Fiscal and legal value ends
2. Assessment Title Searches	5 years	Fiscal and legal value ends
3. Preliminary and Fiscal Assessment Schedules	5 years after final payment	Fiscal and legal value ends
4. Petition and Waiver (agreements to special assessments)	5 years after final payment	Fiscal and legal value ends
5. Assessment Plats	5 years after final payment	Fiscal and legal value ends
6. Certificate of Levy and Final Assessment	5 years after final payment	Fiscal and legal value ends
K. Bond Issues and Proceedings		
1. Bond Certificates	5 years after final recall	Fiscal value ends
2. Redeemed Coupons	5 years after final recall	Fiscal value ends
3. Bond Register	Permanent	<i>Code of Iowa</i> , 372.13(5). Also continuing administrative, legal and historical value.
4. Proceedings (notice and call of public meeting, minutes and certificate of meeting, certificate of referendum, legal opinions)	Permanent	<i>Code of Iowa</i> , 372.13(5). Also continuing administrative, legal and historical value
5. Remittance Advice Received with Payments	5 years	Fiscal value ends
L. Records of Federally Funded Public Improvement Projects (applications, contracts, accounting and banking records, payroll, EEO compliance records) Also see Schedule 4, Public Works Records	5 years after final payment, if audited	Fiscal value ends
II. Accounting		

Schedule 2: Financial Records, Continued

Record Title	Retention Period	Reason
A. Source Documents		
1. Accounts Payable		
<i>a. Requisitions</i>	5 years	Fiscal value ends
<i>b. Purchase orders</i>	5 years	Fiscal value ends
<i>c. Invoices, statements, bills</i>	5 years	Fiscal value ends
<i>d. Claims presented to council</i>	5 years	Fiscal value ends
<i>e. Check/warrant copies or stubs</i>	5 years	Fiscal value ends
<i>f. Vendor ledger cards</i>	5 years	Fiscal value ends
2. Accounts Receivable		
<i>a. Receipt copies or books</i>	5 years	Fiscal value ends
<i>b. Daily cash receipt tabulation (cash register tapes, tallies, etc.)</i>	5 years	Fiscal value ends
<i>c. Invoices, statements, bills</i>	5 years	Fiscal value ends
B. Books of Original Entry		
1. Receipt Journal	10 years	Fiscal value ends
2. Disbursement Journal	10 years	Fiscal value ends
3. General Journal	10 years	Fiscal value ends
4. Appropriations Journal	10 years	Fiscal value ends
C. Ledgers		
1. General Ledger	Permanent	Continuing fiscal value
2. Subsidiary Revenue Ledger Cards	10 years	Fiscal value ends
3. Subsidiary Appropriation/Expenditure Cards	10 years	Fiscal value ends
III. Banking		
A. Checking Account Statements	5 years	Fiscal value ends
B. Check/Warrant Register (same as Disbursement Journal, above)	10 years	Fiscal value ends
C. Cancelled Checks/Warrants	5 years	Fiscal value ends
D. Savings Account Statements	5 years	Fiscal value ends
E. Reconciliation Worksheets	5 years	Fiscal value ends

Schedule 2: Financial Records, Continued

Record Title	Retention Period	Reason
IV. Financial Reports		
A. Annual Financial Report	Permanent	Continuing fiscal value
B. Treasurer's/Clerk's Report	5 years	Fiscal value ends
C. Sales Tax and Use Tax Reports	5 years	Statute of limitations on audit
D. Grant Reports	5 years after audit; 7 years if not audited; grant terms if not stated therein	Fiscal value ends
V. Audits	Permanent	Continuing fiscal value
VI. Budget		
A. Appropriation Requests from Departments	5 years	Fiscal value ends
B. Annual Budget Forms	5 years	Fiscal value ends
C. Final Budget and Certificate Summary	2 copies permanent	Continuing fiscal and historical value
D. Budget Amendments	2 copies permanent	Continuing fiscal and historical value

Schedule 3: Payroll and Personnel Records

Record Title	Retention Period	Reason
I. Payroll		
A. Payroll Journal (shows name, SSN, earnings, deductions, net pay/period and yearly totals)	60 years	Fiscal value ends (satisfies long-term need for future salary and pension inquiries)
B. Payroll Support Documents	5 years	Fiscal value ends
C. Federal Reporting Forms		
1. W-2, W-3, W-4	5 years	Fiscal value ends
2. 941E Quarterly Report	5 years	Fiscal value ends
3. Copy of Deposit Card	5 years	Fiscal value ends
4. 1099, 1096	5 years	Fiscal value ends
D. State Reporting Forms		
1. Withholding Agents Reports	5 years	Fiscal value ends
2. Job Service Report	5 years	Fiscal value ends
3. Copy of Deposit Card	5 years	Fiscal value ends
4. IPERS	5 years	Fiscal value ends
5. MFPRSI	5 years	Fiscal value ends
II. Payroll		
A. Individual Employee File		
1. Job Description and History	Permanent	Continuing historical value
2. Application and Resume	60 years	Administrative value ends (satisfies long-term need for future inquiries)
3. Civil Service Test, Scores, Placement	60 years	Administrative value ends
4. Evaluations, Discipline, Demotion, Promotion, Awards	60 years	Administrative value ends
5. Continuing Education	60 years	Administrative value ends
6. Medical Information (separate file)	60 years	Administrative value ends
7. Resignations, Reasons for Leaving	60 years	Administrative value ends
8. Claim for IPERS	60 years	Administrative value ends
9. Unemployment Insurance Claims	5 years	Fiscal value ends
10. Garnishments	Through closure plus 1 year	Fiscal value ends

Schedule 3: Payroll and Personnel Records, Continued

Record Title	Retention Period	Reason
11. Enrollment for Direct Deposit, Insurance, Savings Bonds, Etc.	While current	Administrative value ends
B. Applications of Those Not Hired	5 years	Administrative value ends
C. Civil Service Records		
1. Minutes of the Board or Commission	Permanent	Continuing administrative and historical value
2. Roster of Eligible Applicants	5 years	Administrative value ends
3. Case Files (actions, appeals, decisions)	10 years	Legal value ends
D. Equal Employment Opportunity		
1. EEO-4 Report	5 years	Administrative value ends
2. Plans		
<i>a. City's</i>	5 years	Administrative value ends
<i>b. Potential contractors'</i>	5 years	Administrative value ends
E. Health Insurance Payments, Claims	5 years	Administrative and fiscal value ends
1. Employer's Report	5 years	Administrative and fiscal value ends
2. OSHA Report	5 years	Administrative and fiscal value ends
3. Workers' Compensation Reports	2 years from date of occurrence which benefits are claimed or 3 years from last payment of weekly compensation benefits	<i>Code of Iowa</i> , 85.26. Legal value ends.
F. Union Records		
1. Negotiations	If administratively useful. then appraise for permanent retention	Administrative value ends. Possible historical value.
2. Contracts	Permanent	Continuing administrative and historical value
3. Fact Finding and Arbitration Cases	5 years minimum then appraise for permanent retention	Administrative value ends. Possible historical value.
4. Case Files (actions, appeals, decisions)	10 years then appraise for permanent retention	Legal value ends. Possible historical value.
G. Public Service (PSE) Contracts, Claims, Etc.	5 years	Administrative and fiscal value ends

Schedule 3: Payroll and Personnel Records, Continued

Record Title	Retention Period	Reason
H. Miscellaneous		
1. Classification Studies	5 years	Administrative value ends. Appraise for possible historical value.
2. Compensation Surveys	5 years	Administrative value ends. Appraise for possible historical value.
3. Administrative Studies	5 years	Administrative value ends. Appraise for possible historical value.
4. Job Specifications	Permanent	Continuing historical value
5. Personnel Policies, Pay Plans, Etc.	Permanent	Continuing historical value
6. Internal Investigations	10 years	Administrative and legal value ends. Appraise for possible historical value.

Schedule 4: Public Works Records

Record Title	Retention Period	Reason
I. General Records Common to Engineering and Planning & Zoning Departments		
A. Maps, Current and Outdated (road, street, zoning, park, flood plain, topography, utilities, etc)	Permanent	Continuing administrative and historical value
B. Studies or Surveys		
1. From Outside Source	If administratively useful	Administrative value ends
2. Pertaining to City	Appraise for permanent retention	Possible historical value
II. Engineering Records		
A. Blueprints or Plans of City-Owned Structures	Permanent	Continuing administrative and historical value
B. Bridge Records (inspection and maintenance)	Life of structure	Administrative value ends
C. Capital Improvement Projects		
1. Authorization Phase	5 years	Administrative value ends
<i>a. Minutes of Hearing, Clerk's Certificate, Resolutions</i>	Permanent (part of minute and resolution books)	Continuing legal and historical value
<i>b. Specifications</i>	Permanent	Continuing administrative and historical value
<i>c. Notice of Hearing and Letting (instructions to bidders, bid, bid bond, performance bond, certificate of insurance)</i>	5 years after project completed, if audited	Fiscal and legal value ends
<i>d. Contract</i>	Life of structure	Administrative and legal value ends
2. Financing Phase	See Schedule 2, Financing Records	
<i>a. Special Assessments, Bond Issues, State or Federal Grants</i>		
3. Pre-Construction Phase		
<i>a. Appraisals</i>	5 years after project completed; if project not initiated, retain as administratively useful	Administrative and fiscal value ends

Schedule 4: Public Works Records, Continued

Record Title	Retention Period	Reason
<i>b. Environmental Impact Surveys</i>	5 years	Administrative value ends
<i>c. Historical Surveys of Buildings</i>	Appraise for permanent retention	Possible historical value
<i>d. Relocation Files</i>	5 years after final payment	Administrative and fiscal value ends
<i>e. Condemnation Files</i>	Permanent	Continuing legal and historical value
<i>f. Demolition Files</i>	Permanent	Continuing legal and historical value
4. Construction Phase		
<i>a. Work Orders</i>	5 years after project completed, if audited	Administrative and fiscal value ends
<i>b. Daily Diaries</i>	5 years after project completed, if audited	Administrative and fiscal value ends
<i>c. Payroll Records</i>	5 years after project completed, if audited	Administrative and fiscal value ends
<i>d. Change Orders</i>	5 years after project completed, if audited	Administrative and fiscal value ends
<i>e. Cement or Other Purchases</i>	5 years after project completed, if audited	Administrative and fiscal value ends
<i>f. Inspections, Testing</i>	5 years after project completed, if audited	Administrative and fiscal value ends
<i>g. Progress Reports</i>	5 years after project completed, if audited	Administrative and fiscal value ends
<i>h. Pay Requests</i>	5 years after project completed, if audited	Administrative and fiscal value ends
<i>i. Blueprints, Tracings</i>	Permanent	Administrative and fiscal value ends
<i>j. Certificate of Completion and Acceptance</i>	Permanent	Administrative and fiscal value ends
D. Land Survey Results		
1. Field Notes	Permanent	Continuing administrative and historical value
2. Benchmark Books	Permanent	Continuing administrative and historical value
E. Photos, Aerials	As long as administratively useful; appraise for permanent retention	Administrative value ends; possible historical value
F. Profile and Grade Books	Permanent	Continuing administrative and historical value
G. Reports to City Council		
1. Monthly	5 years	Administrative value ends
2. Annual	Permanent	Continuing historical value

Schedule 4: Public Works Records, Continued

Record Title	Retention Period	Reason
III. Planning & Zoning Records		
A. Case Files		
1. Zoning Variance Requests and Decisions	10 years after settlement	Administrative and legal value ends
2. Non-compliance Violations	10 years after settlement	Administrative and legal value ends
3. Decisions and Orders	Permanent	Continuing administrative, historical and legal value
B. Community Development		
1. Urban Renewal, HUD Block Grant	See Capital Improvement Projects in this schedule	
2. Public Housing		
<i>a. Applications, Correspondence, Records of Ineligibility, Determinations, Tenant Files</i>	5 years after case closed	Administrative value ends. (Federal Register, Guide to Record Retention Requirements suggests 3-year retention.)
C. General Planning (comprehensive plan, land use, open space, recreation, capital improvements, regional, transportation, etc.)	If administratively useful. appraise for permanent retention	Administrative value ends; possible historical value
D. Minutes of the Board or Commission	Permanent	Continuing administrative and historical value
E. Rosters of Previous Board or Commission Members	Permanent	Continuing historical value
F. Reports to City Council		
1. Monthly	5 years	Administrative value ends
2. Annual	Permanent	Continuing historical value
IV. Building Inspection Records		
A. Building/Site Plans		
1. Residential	5 years	Administrative value ends
2. Commercial	Life of structure	Long-term administrative value
3. Rental	5 years	Administrative value ends

Schedule 4: Public Works Records, Continued

Record Title	Retention Period	Reason
B. Case Files, Board of Adjustment	10 years after disposition	Administrative and legal value ends
C. Inspection Records		
1. Card or Address File	5 years	Administrative value ends
2. Reports	5 years	Administrative value ends
3. Logbooks	Permanent	Continuing administrative and legal value
D. License Records (electricians, plumbers, mechanical)	60 years	Long-term administrative and legal value
E. Minutes of the Board of Adjustment	Permanent	Continuing administrative and historical value
F. Permits (or application, whichever has most info; building, plumbing, heating, A/C, electrical, sewer, excavation, demolition, occupancy, street, sidewalk)	Permanent	Continuing administrative value
G. Reports to City Council		
1. Monthly	5 years	Administrative value ends
2. Annual	Permanent	Continuing historical value
V. Maintenance of Streets and Grounds		
A. Complaints	5 years after disposition	Administrative value ends
B. Daily Diaries or Logs (appointment calendars, telephone or radio logs, task lists, etc.)	5 years	Administrative value ends
C. Equipment		
1. Inventories	While current	Administrative value ends
2. Maintenance	Life of equipment	Administrative value ends
3. Cost of Operation Summaries	5 years	Administrative and fiscal value ends
D. Purchasing	See Schedule 2, Financial Records (Accounts Payable)	
1. Fuel Consumption Records	5 years	Fiscal value ends
2. Fuel, Gravel, Sand, Hauling, etc.	5 years	Fiscal value ends

Schedule 4: Public Works Records, Continued

Record Title	Retention Period	Reason
E. Reports to City Council		
1. Monthly	5 years	Administrative value ends
2. Annual	Permanent	Continuing historical value
F Work Orders	5 years	Administrative value ends

Schedule 5: Fire Department Records

Record Title	Retention Period	Reason
A. Blueprints of Commercial Buildings	If administratively useful	Administrative value ends
B. Daily Diaries or Logs (appointment calendars, activity, radio, phone)	5 years	Administrative value ends
C. Equipment Records		
1. Inventories	5 years	Administrative value ends
2. Maintenance and Testing	5 years	Administrative value ends
D. Inspection Records		
1. Card File or Logbook with Results, Violations, Corrections	Life of structure	Administrative and legal value ends
2. Inspector Books, Copies of Inspection Certificates	5 years	Administrative value ends
E. Iowa Incident Reports	Permanent	Continuing administrative and historical value
F. Investigation Files		
1. Arson	Permanent	Continuing administrative and legal value
2. Fire Deaths	Permanent	Continuing administrative and legal value
G. Logbook of Fires	Permanent	Continuing administrative and historical value
H. Maps of Area Served	If administratively useful	Administrative value ends
I. Miscellaneous Vehicle Run Reports	5 years	Administrative value ends
J. Roll Call or Minute Books	Permanent	Continuing historical value
K. Reports to City Council		
1. Monthly	5 years	Administrative value ends
2. Annual	Permanent	Continuing historical value
L. Rural Township Contracts	5 years after expiration	Administrative and legal value ends
M. Photos, Department History	Permanent	Continuing historical value
N. State Fire Marshall's Statistics	If administratively useful	Administrative value ends

Schedule 6: Parks and Recreation Records

Record Title	Retention Period	Reason
A. General		
1. Contracts, Agreements (concessions, services, equipment, personnel, facility use, projects)	10 years after expiration	Administrative and legal value ends
2. Minutes of the Board or Commission	Permanent	Continuing administrative and historical value
3. Facilities, Buildings, Other Structures	Life of building or until sold	Administrative value ends
4. Equipment (inventories, maintenance)	Until equipment retired	Administrative value ends
5. Facilities, Park Maintenance, Pesticide Applicator Licenses	5 years minimum	Administrative value ends
B. Miscellaneous Records		
1. Program Files (class lists, rosters, score books, permission slips)	5 years	Administrative value ends
2. Reservation Records (shelter houses, facilities, building spaces, etc.)	5 years	Administrative value ends
3. State Sales Tax Return	5 years	Fiscal value ends
4. Promotional Materials	5 years; appraise for permanent retention	Possible historical value
5. Photos, Park History	Permanent	Continuing historical value
C. Swimming Pools, Golf Courses and Other Enterprises that Charge Admission		
1. Daily Cash Receipts, Cash Register Tapes, Deposit Slips	5 years	Fiscal value ends
2. Record of Season Ticket Sales	5 years	Fiscal value ends
3. User Statistics	5 years	Administrative value ends
4. Department of Public Health Water Quality Tests	5 years	Administrative value ends
5. Material Safety Data Sheets	30 years after last use	OSHA requirement; administrative value ends
D. Reports to City Council		
1. Monthly	5 years	Administrative value ends
2. Annual	Permanent	Continuing historical value

Schedule 7: Airport Records

Record Title	Retention Period	Reason
A. Contracts or Leases	10 years after expiration	Administrative value ends
B. Correspondence with Regulatory Agencies, FAA or Iowa DOT (inspections, certification, correction of violations, etc.)	If administratively useful or until issue resolved; appraise for permanent retention	Administrative value ends; possible historical value
C. Facilities		
1. Land	See Schedule 1, Administrative and Legal Records, Title Documents	
2. Buildings, Runways, Other Structures	See Schedule 1, Administrative and Legal Records, Title Documents	
3. Equipment (inventories, maintenance)	See Schedule 1, Administrative and Legal Records, Title Documents	
D. Master Plans (5-10-year projections)	Until superseded; appraise for permanent retention	Administrative value ends; possible historical value
E. Minutes of the Board or Commission	Permanent	Continuing administrative and historical value
F. Reports to City Council		
1. Monthly	5 years	Administrative value ends
2. Annual	Permanent	Continuing historical value

Schedule 8: Library Records

Record Title	Retention Period	Reason
A. Circulation Records	5 years	Administrative value ends
B. Contracts for Service with Other Entities	10 years after expiration	Administrative value ends
C. Minutes of the Board or Commission	Permanent	Continuing administrative and historical value
D. Purchasing	See Schedule 2, Financial Records, Accounts Payable	
E. Reports to City Council		
1. Monthly	5 years	Administrative value ends
2. Annual	Permanent	Continuing historical value
F. Report to State Library Commission	Permanent	Continuing historical value

Schedule 9: Housing Records

Record Title	Retention Period	Reason
A. Planning		
1. Commercial Site Plans	180 days after completion of permitted work	International Building Code
2. Subdivision Plans	5 years after last final plat approval	Administrative value ends
3. PUD, P-C, P-1 Plans	Permanent	Continuing administrative and historical value
4. LUPP Requests	5 years	Administrative value ends; possible historical value
5. Neighborhood Planning (sub-area plans, neighborhood liaison activities)	5 years minimum	Administrative value ends; possible historical value
6. Historic Preservation Files	Permanent	Continuing administrative and historical value
7. Permitted Home Occupation Files	Permanent	Continuing administrative and historical value
B. Affordable Housing		
1. Home Buyer Files (applications, HUD settlement statements, purchase agreements, racial/ethnic documentation, rehabilitation contracts and documentation)	7-30 years or until property is sold	Administrative value ends
2. Grant Program Files (quarterly reports, monthly reports, close-out documents for audits)	5-year minimum after program completion and audit	Administrative value ends
3. Annual	Permanent	Continuing historical value

Schedule 11: Engineering Records

Record Title	Retention Period	Reason
1. Annexation Maps	Permanent	Continuing administrative and historical value
2. Plats of City-Owned Property and Easements Granted to City	Permanent	Continuing administrative and historical value
3. Topography, Flood Plain Maps	Permanent	Continuing administrative and historical value
4. Utility Location Maps and Plats	Permanent	Continuing administrative and historical value
5. As Built and Drawings of City Buildings, Streets, and Supporting Infrastructure	Permanent	Continuing administrative and historical value
6. Capital Improvement Project Specifications	5 years after project completed	Administrative and fiscal value ends
7. Capital Improvement Project Files	5 years after project completed	Administrative and fiscal value ends
8. Survey Notes	Permanent	Continuing administrative and historical value
9. Benchmark Books	Permanent	Continuing administrative and historical value
10. Material Safety Data Sheets	30 years after last usage	OSHA requirement; administrative value ends
11. Nuclear Density Gauge Logs	Permanent	Permit requirement
12. Studies/Surveys	5 years	Possible historical value; appraise for permanent retention
13. Complaints	5 years after settlement	Administrative value ends
14. Daily Diaries or Logs (appointment calendar, activity, radio, phone)	5 years	Administrative value ends
15. Correspondence with Regulatory Agencies (inspections, certification, correction of violations)	5 years/permanent if correspondence serves as certification or evidence of correction of violations	Administrative value ends; appraise for possible historical value
16. Master Plans (5-10 year projections)	Permanent	Continuing historical value

Schedule 14: Water Utility Records

Record Title	Retention Period	Reason
A. General		
1. Minutes of the Board or Commission	Permanent	Continuing administrative and historical value
2. Capital Improvement Projects	See Schedule 4, Public Works Records, Capital Improvement Projects	
<i>a. Records relating to state and federal funding of planning and/or construction of water and waste- water facilities (correspondence, grant applications, approvals, wage determinations, adjustments)</i>	5 years after completion	Administrative value ends
<i>b. Records relating to construction of wastewater treatment facilities (applications, permits, amendments, blueprints, complaints, investigations, reports, Municipal Operation Permits)</i>	Permanent	Continuing administrative value
3. Operator's Certification	Length of employment	Administrative and legal value end
4. Valuations	Permanent	Continuing administrative, fiscal and historical value
5. Rate Surveys		
<i>a. Monthly</i>	3 years	Administrative value ends
<i>b. Annual</i>	Permanent	Continuing historical value
6. Report to Iowa Department of Revenue	5 years	Administrative and fiscal value ends
B. System, Plant and Equipment		
1. Blueprints or Plans of Plant and System	Permanent	Continuing administrative and historical value
2. Inventories (elevated water tanks, wells, pumps, engines, reservoirs, dams, pump stations, etc.)	While current	Administrative value ends
3. Equipment Records (water towers, wells, pumps, engines, tanks, reservoirs, dams, etc.)		

Schedule 14: Water Utility Records, Continued

Record Title	Retention Period	Reason
<i>a. Inventories</i>	While current	Administrative value ends
<i>b. Maintenance History</i>	Life of equipment	Administrative value ends
<i>c. Depreciation</i>	Life of equipment	Fiscal value ends
4. Maps of System	Permanent	Continuing administrative and historical value
5. Meter Records (location, testing, maintenance)	2 consecutive periodic tests or 2 years; if record made at retirement, retain for 3 years	Iowa Administrative Code, 199-21.6(9); administrative value ends
6. Record of Ys	Permanent	Continuing administrative value
7. Valve Records	Permanent	Continuing administrative value
8. Water and Sewer Tap Records	Permanent	Continuing administrative value
C. Operations		
1. Logs Indicating Pumping, Hours, Gallons, Chemicals Added, Maintenance, Testing	6 years	Administrative value ends
2. Recording Instrument Charts	5 years	Administrative value ends
3. Records Relating to Operations, Including Correspondence, Permits (NPDES, pretreatment, disposal water/ wastewater sludge, water supply, historical consumption, usage records, trouble calls)	Permanent	Continuing historical and future projection value
4. Lab Records Supporting Lab Certification	7 years	Administrative value ends
5. IDNR Summary of Bacterial Analysis	7 years	Administrative value ends
6. Water Supply Monthly Operations Report	7 years	Administrative value ends
7. Operations Permits	Permanent	Continuing administrative value
D. Water Treatment		
1. Bacteriological Analysis	5 years	US EPA, 40 CFR 141.33. Administrative value ends.
2. Chemical Analysis	10 years	US EPA, 40 CFR 141.33. Administrative value ends.

Schedule 14: Water Utility Records, Continued

Record Title	Retention Period	Reason
3. Actions Taken to Correct Violations of Primary Drinking Water Regulations	5 years	US EPA, 40 CFR 141.33. Administrative value ends.
4. Copies of Reports Relating to Sanitary Surveys of System	10 years	US EPA, 40 CFR 141.33. Administrative value ends.
5. Records Relating to Variances or Exemptions	5 years after expiration	US EPA, 40 CFR 141.33. Administrative value ends.
6. Record of Residuals Analysis and Disposal	5 years	US EPA, 40 CFR 141.33. Administrative value ends.
7. Flood Prediction and Monitoring Data	Permanent	Continuing historical and future projection value
8. Groundwater Level Monitoring Data	Permanent	Continuing historical and future projection value
E. Billing and Customer Services Records		
1. Application Forms for Hydrant Meters and Unauthorized Use of Water (without meter)	5 years	Administrative value ends
2. Job Orders	5 years	Administrative value ends
3. Complaints	5 years	Iowa Administrative Code, 199-21.4(10). Administrative value ends.
F Meter Records		
1. Meter Testing and Maintenance Records (meter cards)	5 years after retirement of meter	Administrative value ends
2. Meter Location Records (address cards)	Permanent	Continuing historical value
G. Cross-Connection Control Records		
1. Facility/Customer Records (device test and facility survey forms; notifications for need for containment, testing, and noncompliance; assembly information and test log)	Permanent	Continuing administrative and historical value

Schedule 14: Water Utility Records, Continued

Record Title	Retention Period	Reason
2. Wastewater Treatment (record of monitoring activities and results)	3 years	Iowa Administrative Code, 567-63.2(3). Administrative value ends.
3. Billing and Customer Service Records		
a. Applications, Certifications, or Permits for Hook-up, Initiation of Service or Discontinuation of Service	3 years	Administrative value ends
b. Contracts for Service	1 year after expiration	Administrative value ends
c. Rate Schedules and Descriptions of Rate Computations	50 years	Administrative value ends
d. Job Orders	3 years	Administrative value ends
e. Complaints	3 years	Iowa Administrative Code, 199-21.4(10). Administrative value ends.
f. Meter Readings	2 consecutive periodic tests or at least 2 years	Iowa Administrative Code, 199-21.6(9). Administrative value ends.
g. Billing Records		
1) Stubs	5 years	Fiscal value ends
2) Receipts	5 years	Fiscal value ends
3) Daily Receipt Tabulations	5 years	Fiscal value ends
4) Cash Books (journals)	5 years	Fiscal value ends
5) Ledgers	5 years	Fiscal value ends
6) Summaries of Usage and Billing	5 years	Fiscal value ends
7) Delinquent Account Lists	5 years	Fiscal value ends
8) Bad Debt Write-Offs	5 years	Fiscal value ends
9) Adjustment Postings or Books	1 year	Fiscal value ends
10) Records of Customer Deposits and Refunds	7 years after abandonment of service	Fiscal value ends
11) Record of Unclaimed Refunds	1 year	Code of Iowa, 556.4. Legal and fiscal value ends.



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

Item No. 9.b.
For Meeting of 1/3/2022
Resolution

TITLE: -Resolution establishing Electronic Imaging and Destruction of Records and Documents Policy

CONTACT PERSON:
Shelby Hagan, City Clerk

BRIEF HISTORY & ANALYSIS: Records are created and maintained to facilitate memory. City officials cannot reasonably be expected to remember every fact relative to a government's business. Records, once created or received, must be maintained in unaltered condition in order to afford reliable authority for subsequent business of the government. Municipal governments conduct a large amount of business that must be recorded. Accumulation of records of already transacted business (inactive records) can overwhelm available storage space and hamper retrieval of both active and inactive records. Furthermore, records of business already transacted can prove both legally and financially burdensome, since records must be produced when requested. Retrieving records can be difficult if record management is not done properly. Some records of business already transacted remain permanently valuable to the government due to their content, but most records are of no further use once the documented matter has been transacted and routine audit, legal and administrative uses have been completed.

The Code of Iowa states that public records include "all records, documents, tapes, or other information stored or preserved in any medium." Since the Code is open about any "medium" being used for records, the City plans to digitize and store all records accordingly. Certain authenticated records will be kept physically in the Records Room. This will also aid in unnecessary duplication, and will maintain dependable, complete, and accessible record management.

FUNDING SOURCE: N/A

STAFF RECOMMENDATION: Approve resolution on a roll call vote.

APPROVED FOR SUBMITTAL:

ATTACHMENTS:

1. RESOLUTION NO. 220103-07

2. Records Management System Policies Procedures

CITY OF BONDURANT
RESOLUTION NO. 220103-07

RESOLUTION ESTABLISHING ELECTRONIC IMAGING AND
DESTRUCTION OF RECORDS AND DOCUMENTS POLICY

WHEREAS, Chapter 372.13(5) of the Code of Iowa authorizes retention of documents, or accurate reproductions; AND

WHEREAS, electronic imaging of records greatly reduces storage requirements; AND

WHEREAS, Sections 554D.119 and 120 specifically provide for creation, retention, acceptance and distribution of electronic records by the City; AND

WHEREAS, Section 622.30 of the Code of Iowa authorizes electronic reproduction and destruction of original documents admissible in court; AND

WHEREAS, the City Council wishes to formally establish a policy for the electronic imaging and destruction of records and documents.

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

1. That official city records and documents may be electronically imaged.
2. That electronically imaged documents are deemed to be the official city record.
3. That original documents, in accordance with statutory requirements and the City's Records Management Program, may be destroyed after being electronically imaged.

Passed this 3rd day of January 2022,

By: _____
Doug Elrod, Mayor

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

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

Shelby Hagan, City Clerk

Council Action	Ayes	Nays	Abstain	Absent
Cox				
Driscoll				
McKenzie				
Peffer				
Sillanpaa				

RECORDS MANAGEMENT SYSTEM

POLICIES & PROCEDURES

FOR THE

CITY CLERK'S OFFICE

2022

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Definitions

ACTIVE RECORD: A record needed to carry out an organization's day-to-day business; a record subject to frequent use.

ADMINISTRATIVE VALUE: The usefulness of a record to the originating or succeeding agency in the conduct of its business.

ALPHA-NUMERIC: A combination of alphabetic and numeric characters are used to track files in a filing system.

ARCHIVES: The facilities where inactive and/or semi-active records of an organization are stored because of their continuing or historical value.

BACKUP COPY: A duplicate of a record kept for reference in case the original is lost or destroyed.

CERTIFICATE OF RECORDS DESTRUCTION: A document or documents which lists all records to be destroyed, specifically listing the Records Series Title or document name, the dates of the records, and the location of the records.

COLOR CODING: Using color as an identifying aid in a filing system.

CONFIDENTIAL RECORD: A record or information requiring protection against unauthorized access.

CORRESPONDENCE MANAGEMENT: A management control function used to regulate the volume of correspondence processed and establish uniform systems for filing maintenance and retrieval.

COUNCIL FILES: Meeting agendas and supporting material which comprise a packet of information distributed to the Mayor and City Council routinely on the Friday preceding the regularly scheduled City Council meetings.

CURRENT RECORD: The most recent record.

DESTRUCTION: The complete eradication of all forms of specific types of information which have lived out their useful lives and for which no legal requirement for the information remains.

DISASTER PLAN: A written and approved plan detailing how records will be handled in a disaster prior, during, and after in the recovery stage.

DISPOSITION: The final action for records normally occurring at the end of their retention period. (Not to be confused with destruction; disposition may include permanent storage in an archival facility).

DOCUMENT: Recorded information regardless of medium or characteristics.

ESSENTIAL RECORD (VITAL RECORD): Any record of the City necessary to the resumption or continuation of operations of the City in an emergency or disaster to the re-creation of the legal and financial status of the City or the protection and fulfillment of obligations to the people of the state.

FILE: A collection of related records treated as a unit or the action of arranging documents into predetermined sequences.

FILE CLASSIFICATION SYSTEM: A logical and systematic placement of files into subject groups or categories. This arrangement is based on some definite scheme of natural relationships using numbers, letters, or key words for identification.

FILE MAINTENANCE: To manage an existing file by adding, changing, or deleting information.

FILE MANAGEMENT: The creation of new files, retrieving and/or replacing existing files; the addition of records to a file and performing housekeeping involving the contents of the file.

FILING SYSTEM: The systematic arrangement of records based upon procedures and housing.

FINDING AID: A generic term used in the records field to identify tools to help with the retrievableness of records holdings, such as indexes.

FORM: A fixed arrangement of captioned spaces designed for entering and extracting prescribed information.

HARD COPY: The paper copy of a record.

HISTORICAL VALUE: Records which are retained for purposes of history and not necessarily for business purposes.

IMAGE: A representation of a record, on any media, such as on microfilm or optical disk.

INACTIVE RECORD: A record that does not have to be readily available, but which must be kept for legal, fiscal, or historical purposes.

INDEX: A systematic guide which allows access to specific items contained within a larger body of information.

INFORMATION: Data that has been given value through analysis, interpretation, or compilation in a meaningful manner.

KEY WORD: A significant word in the abstract, title, or text of a work which is used as a descriptor.

LEGAL RECORD: Records that provide legal proof of a transaction.

LIFE CYCLE OF A RECORD: The span of time of a record from its creation or receipt through its useful life to its final disposition.

LOCATOR: The part of an index entry which enables the user to find the material referred to by the entry.

MICROFILM: A photographic reproduction on fine-grain high-resolution film of a document greatly reduced in size from the original.

MICROFILM READER PRINTER: A machine that displays a microfilm or digital image of a record.

NON-ESSENTIAL RECORD: A record which has no predictable value to the organization after its initial use.

NON-RECORD MATERIAL: Records not usually included within the scope of official records, e.g., books, magazines, reference materials, technical publications, etc.

OFFICIAL RECORD: A document which is legally recognized as establishing some fact.

OPERATIONAL VALUE: A record documenting those activities of an organization which are directed towards the substantive purpose for which the organization was created.

ORIGINAL RECORD: A primary or first generation record from which copies may subsequently be made.

ORIGINATING DEPARTMENT: The department or other organizational unit which creates a record.

PERIODIC TRANSFER: The removal of records at stated intervals from current files to semi-active and inactive storage sites.

PERMANENT RECORD: Any record of the city for which the retention period on a Records Retention Schedule is given as permanent; information which is required by law to be retained indefinitely or which has been designated for continuous preservation because of reference, historical or administrative significance to the organization.

PROJECT FILES: Various records which pertain to a general set of activities or pursuits designated as a project by the organization, and therefore, filed as a record series instead of individually.

PURGE: To remove information which is of no further value from a file (may be done to both active and inactive files).

RECORDS INVENTORY: A detailed listing of the volume of an organization's records.

RECORDS MANAGEMENT: A plan containing policies and procedures designed to improve the efficiency of recordkeeping, to adequately protect the essential records of the City, to maintain the economical and space-effective storage of inactive records, and to preserve those records of the City that are of historical value. This includes the implementation of the Records Retention Schedule.

RECORDS RETENTION SCHEDULE: A comprehensive list of records series, indicating for each series the length of time it is to be maintained and when such series may be reviewed for destruction or archival retention.

RETENTION PERIOD: The minimum length of time that must pass after the creation, recording or receipt of a record; or the fulfillment of certain actions associated with a record, before it is eligible for destruction.

STATUTE OF LIMITATIONS: A period of time in which legal action may be taken.

SUBJECT CLASSIFICATION SYSTEM: A plan for the classification and coding of documents by subject.

SUBJECT FILES: A collection of documents on a specific subject.

SUBJECT-NUMERIC: A filing classification system using a combination of word abbreviations and numbers.

TRANSITORY RECORD: The correspondence, documents, or records with short-term value. The retention period is limited to the interval required for the completion of the action covered by the communication (i.e., non-essential record).

VITAL RECORDS: Records essential to the continuing operation of the government that would be needed to resume and continue operation of the government after a major disaster to protect the legal and financial interests of the government and to preserve the rights of the people.

VITAL RECORDS SCHEDULE: A detailed list identifying types of vital documents, locations, and retention requirements.

WORKING COPY: A duplicate or copy of a document which may be marked-up or annotated.

WORKING PAPERS: The documents such as rough notes, calculations, or drafts assembled or created and used in the preparation or analysis of other documents. Usually retained by the author at point of use, but not maintained after the completion of the report, contract, correspondence, etc.

Uniform Filing Procedure

1. Each document will be evaluated to ascertain whether it should be retained as an official record. (An official record is a document which is legally recognized as establishing some fact. Books, magazines, junk mail, reference materials, technical publications are not considered official records.)
2. If it is determined that the document is an official record, it will be categorized. The categories include:
 - a. Agreements and Contracts
 - b. Annexations
 - c. Assessments
 - d. Boards/Commissions Minutes
 - e. Bond Proceedings
 - f. Construction Project Files
 - g. City Council Meeting Files
 - h. Deeds
 - i. Easements
 - j. Elections
 - k. Equipment Project Files
 - l. Licenses/Permits
 - i. Banner
 - ii. Beer/Liquor
 - iii. Cigarette
 - iv. Electricians
 - v. Encroachments
 - vi. Garbage Haulers
 - vii. Plumbers
 - viii. Road Race
 - ix. Transient Merchants
 - m. Miscellaneous
 - n. Ordinances
 - o. Plat of Survey
 - p. Resolutions
 - q. Subdivisions
 - r. Zoning Board of Adjustment
3. If the document pertains to an existing file, it will be filed within that folder. If it is not known whether a file exists, a query will be run.
4. If no file exists, the record will be categorized and entered into the Database. Select the category from the main menu.
5. The applicable data base table will display a screen of fields where pertinent information about the official record will be entered by following the prompts. A file number will be sequentially assigned from the chosen category in the data base. The destruction date will be electronically entered on a pre-set formula calculation.
6. A file folder label will be created by merging the applicable record from the data base with a word processing form document. The labels will be consistently formatted and will include the file category, records retention schedule category and sub-category, file name, bar code number, etc.

At the end of each day, a query will be run on all records created on that date. Those records will be merged with the label format. Labels will be printed and placed on the appropriately colored file folders (indicative of the file category).

7. Document(s) will be placed in file folder and filed under the appropriate category in the City Clerk's Office vault.

Records Management System Database

1. The Records Management Database will be comprised of a series of categories linked by a common field. There may be an infinite number of official records within each category.
2. The main menu of the Database will be a listing of all categories. Select the category where you will be inputting data.
3. After selecting the category, a screen showing the category and next sequential file number will display. A screen comprised of a series of fields will display. Follow the prompts to enter information about the document.
4. There will be numerous fields to input data to aid in cross-reference information.
5. At the end of entering documents for the day along with creating labels, labels will be printed for the day's files. The printed labels will then be placed on the file folders and filed accordingly. (See also Uniform Filing Procedures section.)

Document Index/Reports

Index will be generated from all categories by querying on selected fields.

On the first working day of the month, a hard copy of the Index will be generated.

The index is located on the shared drive so that other departments may “view” records. If they wish to see the contents of a file, they locate the file number via the index, then come to our office to view the file. It is our policy not to allow files to leave our office. In the event of a lawsuit, audit, or other extenuating circumstances, City staff may be allowed to remove the file(s) from our office. If so, an entry will be made on the File Check-Out Log indicating the file number, file name, what date it was checked out, what date it is ultimately brought back, and by whom it was checked out.

Reports may be run based on the key fields in the database, e.g., you may run a query on all files for which the Public Works department has been responsible; you may run an index on the files needing to be microfilmed or destroyed.

Destruction of Records Policy

A record whose retention period has expired per the Records Retention Schedule shall be destroyed unless the subject matter is pertinent to a pending lawsuit or there is a written request from a department head that the record be retained for an additional period of time.

A record that is not specifically listed on the Records Retention Schedule may be destroyed if its destruction has been dually approved by the head of the originating department, the City Clerk, and the City Council.

Documents that are copies of original documents may be destroyed without approval after verification that the original is being maintained. Verification may be performed by any staff member. Verification is not necessary for documents created by another department if the duplicate is one of the many copies distributed.

Permission is not needed to destroy documents which are not records. Documents that do not contain information specific to the City of Bondurant are not City records. This would include, but not be solely limited to, the following examples: catalogs, flyers, junk mail, newsletters from other organizations, newsletters from the city, phone messages, magazines, and books.

A Certified of Records Destruction will be prepared which lists all records to be destroyed, specifically listing the Records Series Title or document name, the dates of the records, and the location of the records.

Prior to the destruction of records, the City Clerk will attest that the disposing of the records was prescribed by the Records Retention Schedule and that the period of time specified for retention had elapsed.

Records of a confidential or sensitive nature which have been approved for destruction will be destroyed by shredding. A shredder is available at City Hall.

A query of retention dates will be performed monthly, and all records scheduled for destruction for the previous month will be destroyed promptly.

Electronic Conversion of Records Policy

Inactive records with long retention periods or those determined to be permanent will be converted to an electronic version. Random checks will be made to ensure that the electronic conversion has been completed in an acceptable manner.

The following records will undergo electronic conversion on an annual basis.

1. Resolutions
2. Council files
3. Minutes of City Council and all Boards and Commissions
4. BOA case files

Once electronic conversion occurs, the paper records will be destroyed by shredding or burning; the electronic record becomes the official record.

Electronic records shall meet the requirements of the American National Standards Institute (ANSI) for archival quality, density, resolution, and definition.

All records that have undergone electronic conversion will be indexed in a uniform manner.

Electronic records will be maintained and backed up in a manner that creates redundancy.

Historical Records Storage Policy

Historical records may include paper documents, reports, photographs, drawings, maps, blueprints, or other records with permanent retention periods. Care shall be taken to preserve the original condition of all paper documents.

Historical records which have been determined to be vital records will be kept in the City Clerk's vault. Non-vital records, which are determined to be permanent records useful for historical reasons, but not necessarily business reasons, may be transferred to an off-site location that is secure and environmentally protected. The Bondurant Public Library serves as the archives for the City of Bondurant.

Historical records may be retained electronically. Two copies of the record will be made with one copy being stored in the vault in the City Clerk's Office and the other copy stored off site and protected from poor environmental conditions.

Long-Term Storage of Records Policy

Non-vital records which are considered inactive, but still have ongoing use either for administrative, financial, or legal purposes, or those for which the retention period has not elapsed (as determined by the Records Retention Schedule) will be stored in the long-term storage area.

Only records will be stored in the long-term storage area; no catalogs, magazines or other non-record material will be stored.

Only one type of record will be placed in a box unless it has been determined that the record types have identical retention periods.

Boxes will be labeled clearly with prescribed labels listing the contents of the box and the date on which the contents may be destroyed. The label will also indicate that the records are inactive and under the control of the City Clerk's Office. (See attached example of label to be placed on boxes placed in long-term storage.) The boxes will be numbered sequentially.

Each record will be updated in the Records Management System Database to reflect that the files have been moved from the vault (VLT) to long-term storage (LTS).

The listing of the contents of each box placed in long-term storage must be prepared and a hard copy placed in the appropriate section of this Manual. It is not necessary to list each file within the box; the records may be grouped by type and a date range included (e.g., Beer/Liquor Licenses – 1992 to 1995).

Queries will be run monthly to ascertain which records may be destroyed. When records in long-term storage are destroyed, each record will be updated in the Records Management System Database to reflect the updated disposition: Long-Term Storage to destroyed (LTS to DST). After updating the database and completing a Certificate of Records Destruction signed by the City Clerk, the records will be promptly destroyed.

CITY CLERK'S OFFICE

INACTIVE RECORDS

LONG-TERM STORAGE

Box #: _____ Today's Date: _____ Retention Period: _____

Destruction Date: _____ Need to Review: Yes No

Contents:

Maintenance of Files Policy

In order to maintain efficiency in our filing system, unnecessary files must be purged, relocated, or destroyed on a regular basis.

Around the 1st of every month, a query will be run to ascertain which files may be destroyed based on their prescribed retention period. All records with a destruction date of the month preceding will be destroyed. (See Destruction of Records Policy.)

Electronic conversion of records will be done as prescribed by the Electronic Conversion Records Policy.

Non-vital records which are considered to be inactive may be taken to the long-term storage are in the storage room at the Public Works Building. (See Long-Term Storage of Documents Policy.)

Vital Records Policy

Vital records are those records which are essential to the continuing operation of the government that would be needed to resume and continue operation after a major disaster to protect the legal and financial interest of the government. City of Bondurant's vital records shall include ordinances, editions of the Bondurant Municipal Codes, supplements to the Bondurant Municipal Code, easements, agreements, abstracts, assessments, construction contracts, equipment contracts, and Capital Improvement Projects, and resolutions.

Vital records will be stored permanently, either in original form or on microfilm, in the vault in the City Clerk's Office; they will not be relocated to long-term storage or archived.



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

Item No. 9.c.
For Meeting of 1/3/2022
Resolution

TITLE: -Resolution allowing Electronic Signatures to be Sent and Accepted by the City of Bondurant, Iowa

CONTACT PERSON:
Shelby Hagan, City Clerk

BRIEF HISTORY & ANALYSIS: Chapter 554D of the Code of Iowa authorizes the use of electronic signatures. The attached resolution allows the City to establish a policy for the use of electronic signatures for City business.

FUNDING SOURCE: N/A

STAFF RECOMMENDATION: Approve resolution on a roll call vote.

APPROVED FOR SUBMITTAL:

ATTACHMENTS:

1. RESOLUTION NO. 220103-08

CITY OF BONDURANT
RESOLUTION NO. 220103-08

RESOLUTION ALLOWING ELECTRONIC SIGNATURES TO BE SENT
AND ACCEPTED BY THE CITY OF BONDURANT, IOWA

WHEREAS, Chapter 554D of the Code of Iowa authorizes the use of electronic signatures; AND

WHEREAS, Section 554D.120 specifically allows a City to determine whether it will accept and send documents with electronic signatures; AND

WHEREAS, the City Council wishes to formally establish a policy for the use of electronic signatures; AND

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

1. That official city records and documents may be sent and received using an electronic signature.
2. That said records and documents shall be sent and received in accordance with applicable laws.

Passed this 3rd day of January 2022,

By: _____
Doug Elrod, Mayor

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

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

Shelby Hagan, City Clerk

Council Action	Ayes	Nays	Abstain	Absent
Cox				
Driscoll				
McKenzie				
Peffer				
Sillanpaa				



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

Item No. 9.d.
For Meeting of 1/3/2022
Resolution

TITLE: -Resolution approving Appointments to MWA Board for CY 2022

CONTACT PERSON:

Shelby Hagan, City Clerk

BRIEF HISTORY & ANALYSIS: The Metro Waste Authority requests the City of Bondurant to appoint an elected official, member of City Council or Mayor to serve on its Board of Directors for calendar year 2022. The appointments must be a Primary Board Appointment and a Board Alternate Appointment.

FUNDING SOURCE: N/A

STAFF RECOMMENDATION: Approve resolution on a roll call vote.

APPROVED FOR SUBMITTAL:

ATTACHMENTS:

1. RESOLUTION NO. 211207-340

CITY OF BONDURANT
RESOLUTION NO. 211207-340

RESOLUTION APPROVING APPOINTMENTS TO MWA BOARD FOR CY 2022

WHEREAS, the Metro Waste Authority requests the City of Bondurant to appoint an elected official, member of city council or mayor to serve on its Board of Directors for calendar year 2022; AND

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

WHEREAS, _____ has agreed to reappointment as Primary Board Representative and City Administrator Marketa Oliver has agreed to reappointment as Board Alternate Representative,

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

Passed this 3rd day of January 2022,

By: _____
Doug Elrod, Mayor

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

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

Shelby Hagan, City Clerk

Council Action	Ayes	Nays	Abstain	Absent
Cox				
Driscoll				
McKenzie				
Peffer				
Sillanpaa				



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

Item No. 9.e.
For Meeting of 1/3/2022
Resolution

TITLE: -Resolution approving Appointments to the BRAVO Board for CY 2022

CONTACT PERSON:

Shelby Hagan, City Clerk

BRIEF HISTORY & ANALYSIS: The attached resolution approves the BRAVO Board appointment for the calendar year 2022. Once the Council determines who that is, staff can insert the name and Council can adopt the resolution.

FUNDING SOURCE: N/A

STAFF RECOMMENDATION: Approve resolution on a roll call vote.

APPROVED FOR SUBMITTAL:

ATTACHMENTS:

1. RESOLUTION NO. 220103-09

CITY OF BONDURANT
RESOLUTION NO. 220103-09

RESOLUTION APPROVING APPOINTMENTS TO THE BRAVO BOARD FOR CY
2022

WHEREAS, BRAVO of Greater Des Moines requests the City of Bondurant to appoint an elected official, member of city council, mayor or community member to serve on its Board of Directors for calendar year 2022; AND

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

WHEREAS, _____ has agreed to appointment as Primary Board Representative and _____ has agreed to appointment as Board Alternate Representative,

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

Passed this 3rd day of January 2022,

By: _____
Doug Elrod, Mayor

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

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

Shelby Hagan, City Clerk

Council Action	Ayes	Nays	Abstain	Absent
Cox				
Driscoll				
McKenzie				
Peffer				
Sillanpaa				



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

Item No. 9.f.
For Meeting of 1/3/2022
Resolution

TITLE: -Resolution approving Appointments to the MAC Board for CY 2022

CONTACT PERSON:

Shelby Hagan, City Clerk

BRIEF HISTORY & ANALYSIS: The Metropolitan Advisory Council (MAC) was formed in 2001. Its purpose is to improve the quality of life and economic viability of the Central Iowa region by providing a forum for governmental bodies to engage in dialogue and pursue common purposes and objectives that make the region stronger, more competitive and a better place to live. The Council meets the second Tuesday of each month at 7:30 a.m., and is currently meeting via Zoom. The next meeting is Tuesday, January 11th.

FUNDING SOURCE: NA

STAFF RECOMMENDATION: Determine representative and approve resolution on a roll call vote.

APPROVED FOR SUBMITTAL:

ATTACHMENTS:

1. RESOLUTION NO. 220103-10
2. MAC Bylaws

CITY OF BONDURANT
RESOLUTION NO. 220103-10

RESOLUTION APPROVING APPOINTMENTS TO MAC BOARD FOR CY 2022

WHEREAS, the Metropolitan Advisory Council (MAC) requests the City of Bondurant to appoint an elected official, member of city council or mayor to serve on the Council for calendar year 2022;

WHEREAS, the purpose of MAC is to provide the quality of life and economic viability of the Central Iowa region by providing a forum for governmental bodies to engage in dialogue and pursue common purposes and objectives that make the region stronger, more competitive and a better place to live; AND

WHEREAS, _____ has agreed to appointment as Primary Board Representative and _____ has agreed to appointment as Board Alternate Representative,

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

Passed this 3rd day of January 2022,

By: _____
Doug Elrod, Mayor

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

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

Shelby Hagan, City Clerk

Council Action	Ayes	Nays	Abstain	Absent
Cox				
Driscoll				
McKenzie				
Peffer				
Sillanpaa				

BYLAWS

Metropolitan Advisory Council

This council was formed on the ____ day of February, 2001, as a multi-governmental council by memorandum of understanding; the following Bylaws were adopted this ____ day of April, 2001.

WITNESSETH:

ARTICLE I

NAME

The name of this organization shall be:

Metropolitan Advisory Council
(Hereafter, Council)

ARTICLE II

PURPOSE

To improve the quality of life and economic viability of the Central Iowa region by providing a forum for governmental bodies to engage in dialogue and pursue common purposes and objectives which make the region stronger, more competitive and a better place to live.

ARTICLE III

STRUCTURE

Section 1. Memorandum of Understanding. Each participating entity must adopt and file with the Council a standard agreement called a Memorandum of Understanding (MOU) accepting the purpose, principles, and structure of this organization, as well as a process for appointment and must formally designate its representatives in order to participate.

ARTICLE IV

MEMBERSHIP

Section 1. Eligible Entities. All cities and counties in the region (Polk, Dallas, Warren, Madison, Jasper, and Story Counties) are potential members and shall be invited to participate.

Section 2. Eligible Representatives. Representatives eligible to be appointed to the Council shall be the elected officials of the participating City Councils and County Boards of Supervisors which have agreed to participate in the Council by adopting the Council's Memorandum of Understanding.

Section 3. Council Members. The affairs of the Council shall be governed by its members consisting of two representatives from each participating entity. Council members must be a Mayor or Board Chair from each participating community and one other member of the elected Council or Board.

Section 4. Appointment of Alternate Members. Each respective City Council or County Board that is a member of the Council shall appoint alternates to serve in the absence of its regular Council members.

Section 5. Terms of Office. Council members and alternates shall serve at the pleasure of their respective boards or councils for one-year terms with no limitation on the number of terms that can be served.

ARTICLE V

MEETINGS

Section 1. Regular Meetings. The Council shall hold regular meetings on the 2nd Tuesday of each month.

Section 2. Special Meetings. The Chairperson of the Council and or the Executive Committee may, and upon a request from 25% of the membership shall immediately call a special meeting of the Council with proper notice and with the purpose of the meeting stated with the transmittal of the meeting notice.

Section 3. Quorum. At any meeting of the Council, called with proper notice, a quorum for the transaction of any business shall be a simple majority of those present.

Section 4. Proper Notice. 48 Hours shall constitute proper notice for the purpose of conducting business.

ARTICLE VI

OFFICERS

Section 1. Officers. There shall be a Chairperson and Vice-Chairperson elected to serve as the Officers of the Council. Each officer shall be elected by majority vote of those present at the first regular meeting of the calendar year for a one-year term or until their successors are duly elected. The officers are eligible to serve for no more than two consecutive one-year terms. Officers shall be members of the Council and shall be considered to have resigned as officers upon withdrawal or otherwise terminating as a member of the Council.

Section 2. Chairperson. The Chairperson shall call and preside at all meetings of the Council and shall be the Chairperson of the Executive Committee and an ex-officio member of all other committees. The Chairperson shall perform such other duties as may be assigned by the Council from time to time.

Section 3. Vice-Chairperson. In the absence of the Chairperson, the Vice-Chairperson of the Council shall act in the capacity of, and perform such duties as are delegated to the Chairperson and shall perform such other duties as may be assigned by the Chairperson or the Council from time to time.

ARTICLE VII

COMMITTEES

Section 1. Executive Committee. There shall be an Executive Committee, which shall consist of the Chairperson, Vice-Chairperson, one (1) member from each of the four (4) quadrants (North, South, East and West) representing specific geographical areas of the region, and three (3) members to represent the region at large. The Executive Committee shall include one (1) representative from the Des Moines City Council and one (1) representative from the Polk County Board of Supervisors.

In the event that either the Chair and or Vice Chair posts are filled by a representative from Des Moines or Polk County, these designated positions on the Executive Committee shall be filled by representatives from other member communities.

Section 2. Election of Executive Committee. The Council shall elect individuals to serve as members of the Executive Committee. Each member shall be elected by majority vote of those present at the first regular meeting of every calendar year for a one-year term, or until their successors are duly elected.

Section 3. Terms of Office. The first nine months of the Councils existence shall constitute the first term for all members of the Executive Committee. Thereafter, individuals designated as standing members of the Executive Committee shall serve one-year terms and at-large members shall serve two year terms.

The members of the Executive Committee shall be eligible for not more than two consecutive terms.

All Executive Committee members shall be members of the Council and shall be considered to have resigned as Executive Committee members upon withdrawal or otherwise terminating as a member of the Council.

Section 3. Responsibilities of Executive Committee. The Executive Committee shall have no authority other than that which is delegated to it by the Council. The Executive Committee shall prepare the agenda for the Council's regular and special meetings. The Executive Committee shall receive requests for items to be placed on the Council's meeting agenda by direction of the full Council.

Section 4. Nominating Committee. The Council Chair shall annually appoint a Nominating Committee comprised of no more than three persons that fairly represent the geographic balance of the Council as constituted. No more than one person from any one community shall serve on the Nominating Committee. The Nominating Committee shall select one of the three committee members as chairperson.

Section 5. Responsibilities of the Nominating Committee. The Nominating Committee shall present a slate of candidates at the first regular meeting of every calendar year. The slate shall include candidates for Chair, Vice Chair, and members of the Executive Committee. The Nominating Committee shall present a slate of candidates that fairly represent the geographic balance of the Council as constituted.

In the event of the resignation of the Chair or Vice Chair, the Nominating Committee shall present for consideration of the full Council, a slate for the vacated position that allows for the continued geographic balance of the Council as constituted.

In the event a community wishes to terminate its membership on the Executive Committee the Nominating Committee shall present for consideration to the full Council, the name of a community that allows for the continued geographic balance of the Council as constituted.

Section 6. Special Committees. The Council may form special committees to act on any specific question or undertake specific tasks. Special Committees may be comprised of Council members and non-Council members, including staff members. Upon conclusion of its task, such committees shall dissolve with no further action required.

ARTICLE VIII

PARLIAMENTARY AUTHORITY

"Robert's Rules of Order, Revised" shall govern all activities of the Council except as limited by the Memorandum of Understanding or these Bylaws. Such rules may be amended at any time by a majority vote of the Council.

ARTICLE IX

AMENDMENT OF BYLAWS

These Bylaws may be altered, repealed, or amended only by the affirmative vote of two-thirds of the Council members at any meeting of the Council providing that notice of such amendment has been mailed to all members not later than ten (10) days in advance of the meeting.

ARTICLE X

APPROVAL AND ADOPTION

These Bylaws shall be effective immediately on the affirmative vote of two-thirds of the members of the Council.

I certify the above Bylaws were duly adopted the date set forth above:

Secretary

ATTEST

Chairperson



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

Item No. 9.g.
For Meeting of 1/3/2022
Resolution

TITLE: -Resolution approving Agreement between Metro Waste Authority and City of Bondurant Iowa to manage Recycling, Solid Waste, and Yard Collection Waste Services

CONTACT PERSON:

Marketa Oliver, City Administrator

BRIEF HISTORY & ANALYSIS: The City is a member of the Metro Waste Authority (MWA). MWA currently oversees contracts for residential garbage, recycling, and yard waste collection.

For the first time in 23 years, the expiration dates for all contracts in place align at the same time, expiring June 30, 2022. MWA staff have been navigating the opportunities associated with this deadline for well over a year.

Metro Waste Authority released the RFP for residential garbage, recycling, and yard waste collection, seeking responses for a new collection model bundling garbage, recycling, and yard waste together for service by one hauler. They held a pre-bid meeting, and were pleased with the interest from both local and national haulers.

Solid waste, recycling, and yard waste services were bid by zones, bundling communities together to reach optimal house counts for hauler efficiency, thus pricing. There was an alternate bid to continue recycling as a standalone service.

Evaluation and Recommendation

Four RFP responses were evaluated by MWA staff based on:

1. Qualifications and experience with all service collections
2. Understanding of the scope of work and approach
3. Customer service provided to past and existing customers
4. Staff and equipment availability, including capacity
5. Proposed prices
6. Compliance with Draft Agreement
7. References from customers
8. Completed bid response

The RFP indicated that no individual hauler can be awarded more than two contracts to ensure a competitive market in the future. MWA recommends ASI for two community zones for solid waste and yard waste and Waste Connections for the third zone. This recommendation is largely based on experience, price, and compliance with the draft agreement. After thorough evaluation, MWA staff recommend one hauler, Waste Management, for recycling services for all participating communities. The City of Bondurant currently has ASI for its solid waste collection and Waste Management for recycling, so there is no difference in providers for our community.

There is a difference in price, however. Because the former contract was long-term, it limited rate adjustments annually. Now that those contracts have expired, the new rates are significantly different. The Solid Waste service will adjust by \$2.41 per month on July 1, 2022 and the Recycling will increase by \$0.43 per month on the same date. This will take the City's rates from \$8.92 per month for a 96-gallon toter to \$11.33 per month; from \$8.22 to \$10.63 per month for a 48-gallon toter; and from \$4.04 per month for recycling to \$4.47. An ordinance reflecting these adjustments will be brought back to City Council at a future date. The City plans only to pass through the increase it is receiving from the contractors. As you recall, the City Council surveyed residents previously and eliminated the Fall cleanup based on that information to avoid a rate increase at that time. These rates include only one (Spring) Cleanup.

Increases of this significance are unfortunate, but Metro Waste Authority staff continue to firmly believe these are still very favorable rates for the services provided. There are several influential factors resulting in the increase:

- The Metro has enjoyed long-standing contracts, which have been in place for 10-20 years. While this has provided many advantages, it has kept the regions' rates artificially low.
- As every industry is experiencing, labor markets are exceptionally challenging, leading to all-time high wages. In addition, fuel rates, CPI, and equipment costs are unprecedentedly high in this market. While all these factors are reflected in the rates, the haulers recognize while some variables will likely return to normal, wages will not.

Metro Waste Authority's 2022 Considerations

- Due to the seasonality of yard waste, as well as its inefficiencies, the region has experienced minimal interest from haulers in the past to provide this service. Coupling solid waste and yard waste together ensures a yard waste service provider in the future.
- Yard waste collection has also experienced severe increases (over 40%) year-over-year. This contract allows the region to lock in consistent prices for the duration of a lengthy term..

To keep all service rates in line:

- Metro Waste Authority will internalize the purchase of solid waste, recycling, and yard waste carts, as well as the delivery and maintenance. (This is a shift in responsibility from the hauler to the Authority).
- Metro Waste Authority will internalize customer service for all services, which will also improve customer experience. (This is a shift from requiring haulers maintain a local call center).
- MWA is lessening the burden of yard waste administration for city staff
 - MWA will purchase, distribute, and maintain all yard waste carts. This will result in a reduction of work for public works staff who were previously transporting, storing and delivering carts.
 - MWA has heard for years managing the mailing of yard waste cart stickers was both time consuming and cumbersome for staff. As a result, MWA's customer care team will internalize the mailing going forward, instead of city staff.

Representatives from Metro Waste Authority presented on this issue to the City Council at its December 14 special meeting. The attached resolution approves an agreement with Metro Waste Authority to continue the relationship to have them manage the City's Recycling, Solid Waste, and Yard Waste Collection Services.

FUNDING SOURCE: This is a pass-through revenue. The City bills for these services on residents' utility bills.

STAFF RECOMMENDATION: Approve resolution on a roll call vote.

APPROVED FOR SUBMITTAL:

ATTACHMENTS:

1. RESOLUTION NO. 220103-11
2. 21.12.10 Agreement to Provide Collection Services-Bondurant MWA

CITY OF BONDURANT
RESOLUTION NO. 220103-11

RESOLUTION ADOPTING AGREEMENT BETWEEN METRO WASTE
AUTHORITY AND CITY OF BONDURANT, IOWA TO MANAGE RECYCLING,
SOLID WASTE, AND YARD WASTE COLLECTION SERVICES

WHEREAS, the City of Bondurant is a member of the Metro Waste Authority; and

WHEREAS, MWA has been working towards a regional approach of recycling, solid waste, and yard waste collection services in order to provide long-term benefits and administrative efficiency to its participating members; and

WHEREAS, the City of Bondurant wishes to have the MWA negotiate contracts with their party providers on its behalf; and

WHEREAS, as part of this regionalization effort, MWA has negotiated collection contracts with third party providers ("Contractors") to provide recycling, solid waste, and yard waste services ("Services") for residential customers within the City's corporate limits; and

WHEREAS, the term of the agreement with the MWA is from July 1, 2022 to June 30, 2029.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BONDURANT, IOWA that the attached Agreement between the Metro Waste Authority and City of Bondurant is hereby approved.

Passed this 3rd day of January 2022,

By: _____
Doug Elrod, Mayor

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

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

Shelby Hagan, City Clerk

Council Action	Ayes	Nays	Abstain	Absent
Cox				
Driscoll				
McKenzie				
Peffer				
Sillanpaa				

**Agreement between
Metro Waste Authority and
City of Bondurant, Iowa
to manage Recycling, Solid Waste and Yard Waste Collection Services**

THIS AGREEMENT is made and entered into this 3rd day of January 2022, by and between Metro Waste Authority, an entity organized pursuant to Section 28E of the Iowa Code, (hereinafter referred to as "Authority" or "MWA") and the City of Bondurant, Iowa (hereinafter referred to as "City.")

WHEREAS, the City is a member of the Metro Waste Authority ("MWA"), and

WHEREAS, MWA has been working towards a regional approach of recycling, solid waste and yard waste collection services in order to provide long-term benefits and administrative efficiency to its participating members; and

WHEREAS, as part of this regionalization effort, MWA has negotiated collection contracts with third party providers ("Contractors") to provide recycling, solid waste and yard waste services ("Services") for residential customers within the City's corporate limits, and

WHEREAS, the City agrees to the selected Contractors and agrees that the Contractors will provide said Services for the negotiated term.

NOW, THEREFORE, for and in consideration of the mutual covenants given each to the other, the parties hereby acknowledge the following:

1. Contracted Services. As authorized by the City, MWA utilized its relationships and expertise to prepare a request for proposal and negotiate a contract with a third party provider to provide recycling, solid waste and yard waste services for residential customers within the City's corporate limits. The City hereby approves of the Contractors to perform the Services provided for in MWA's agreement with the Contractors, and authorizes MWA to manage the Services on behalf of the City.

2. Term. The term of MWA's agreement with the Contractors to provide such Services is from July 1, 2022 to June 30, 2029 ("Term"). The City agrees that the Contractors selected by MWA shall be the sole and exclusive provider of Services within the City's corporate limits for the duration of the Term, unless MWA's agreement with any respective Contractor is terminated early.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first above written.

METRO WASTE AUTHORITY:

By: _____
MICHAEL MCCOY, EXECUTIVE DIRECTOR

CITY:

By _____
Doug Elrod, Mayor

Attest _____
Shelby Hagan, City Clerk



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

Item No. 9.h.
For Meeting of 1/3/2022
Resolution

TITLE: -Resolution taking Additional Action on Proposals to Enter into General Obligation Loan Agreements and Combining Loan Agreements

CONTACT PERSON:

Marketa Oliver, City Administrator
Jene Jess, Finance Director

BRIEF HISTORY & ANALYSIS: The City is planning to bond for a number of upcoming projects, including the design and construction of streets, water, sanitary sewer, and public facilities, as well as acquisition of real estate interests, some of which are in furtherance of economic development objectives. Should additional funding be available after land acquisition, the hearing notices provide the City the authority to spend funding on park acquisition and development as well as equipment. The attached resolution sets a public hearing date for the bonds. You will notice that there are multiple public hearing notices included as part of the resolution. The reason is that the bond proceeds will be expended for a variety of reasons and each notice must detail the reason and provide different code sections, under which the bonds are authorized. The City is planning to issue both General Obligation bonds and General Obligation bonds that are abated by TIF as annually appropriated. The full amount of the bond is \$14,055,000. This resolution takes additional action on the bond.

FUNDING SOURCE:

STAFF RECOMMENDATION: Approve resolution on a roll call vote.

APPROVED FOR SUBMITTAL:

ATTACHMENTS:

1. RESOLUTION NO. 220103-12

CITY OF BONDURANT
RESOLUTION NO. 220103-12

Resolution taking additional action on proposals to enter into General
Obligation Loan Agreements and combining Loan Agreements

WHEREAS, the City of Bondurant (the “City”), in Polk County, State of Iowa previously proposed to enter into a loan agreement (the “Essential Purpose Loan Agreement”), pursuant to the provisions of Section 384.24A of the Code of Iowa, and to borrow money thereunder in a principal amount not to exceed \$5,250,000 for the purpose of paying the costs, to that extent, of (1) constructing street, water system, sanitary sewer system, storm water management and bridge improvements; (2) acquiring and installing street lighting, signage and signalization improvements; and (3) undertaking improvements to existing municipal parks (the “Essential Purpose Projects”), and pursuant to law and duly published notice of the proposed action has held a hearing thereon on January 3, 2022; and

WHEREAS, the City also proposed to enter into a loan agreement (the “General Purpose Loan Agreement”) and to borrow money thereunder in a principal amount not to exceed \$650,000, pursuant to the provisions of Section 384.24A of the Code of Iowa, for the purpose of paying the cost, to that extent, of undertaking improvements to new municipal parks, including, but not limited to, the construction of an ice rink and parking lot improvements (the “General Purpose Project”), and in lieu of calling an election upon such proposal, has published notice of the proposed action and has held a hearing thereon, and as of January 3, 2022, no petition had been filed with the City asking that the question of entering into the General Purpose Loan Agreement be submitted to the registered voters of the City; and

WHEREAS, the City also proposed to enter into a loan agreement (the “Urban Renewal Loan Agreement”) and to borrow money thereunder in a principal amount not to exceed \$9,100,000 pursuant to the provisions of Sections 384.24A and 384.24.3(q) of the Code of Iowa, for the purpose of paying the costs, to that extent, of undertaking a portion of the City Campus Project, an urban renewal project (the “Urban Renewal Project”) (collectively hereinafter the Essential Purpose Project, the General Purpose Project and the Urban Renewal Project shall be referred to as the “Projects”) of the City authorized by action of the City Council on December 20, 2021 including land acquisition, planning and design work, utilities work and the construction and equipping of a municipal emergency services facility, and in lieu of calling an election upon such proposal, has published notice of the proposed action and has held a hearing thereon, and as of January 3, 2022, no petition had been filed with the City asking that the question of entering into the Urban Renewal Loan Agreement be submitted to the registered voters of the City; and

WHEREAS, pursuant to the provisions of Section 384.28 of the Code of Iowa, the City Council intends to combine the Essential Purpose Loan Agreement, General Purpose Loan Agreement, and the Urban Renewal Loan Agreement (together, the “Loan Agreements”) into a single loan agreement (the “Loan Agreement”);

NOW, THEREFORE, Be It Resolved by the City Council of the City of Bondurant, Iowa, as follows:

Section 1. The Loan Agreements are hereby combined into the Loan Agreement. The City Council hereby determines to enter into the Loan Agreement in the future and orders that General Obligation Corporate Purpose Bonds be issued at such time, in evidence thereof. The City Council further declares that this resolution constitutes the “additional action” required by Section 384.24A of the Code of Iowa.

Section 2. Further action with respect to the Loan Agreement is hereby adjourned to the City Council meeting scheduled for January 18, 2022.

Section 3. All resolutions or parts of resolutions in conflict herewith are hereby repealed to the extent of such conflict.

Section 4. This resolution shall be in full force and effect immediately upon its adoption and approval, as provided by law.

Passed and approved January 3, 2022.

Mayor

Attest:

City Clerk

• • • • •

At the conclusion of the meeting, and upon motion and vote, the City Council adjourned.

Mayor

Attest:

City Clerk

ATTESTATION CERTIFICATE

STATE OF IOWA
COUNTY OF POLK
CITY OF BONDURANT

SS:

I, the undersigned, City Clerk of the City of Bondurant, do hereby certify that as such I have in my possession or have access to the complete corporate records of the City and of its Council and officers and that I have carefully compared the transcript hereto attached with those corporate records and that the transcript hereto attached is a true, correct and complete copy of all the corporate records relating to the authorization of certain Loan Agreements and that the transcript hereto attached contains a true, correct and complete statement of all the measures adopted and proceedings, acts and things had, done and performed up to the present time with respect thereto.

WITNESS MY HAND this _____ day of _____, 2022.

City Clerk

CITY OF BONDURANT
ORDINANCE NO. xxxxxxxxxx

An Ordinance Amending the Code of the City of Bondurant, Iowa, by
Establishing Chapter 82 – Golf Cart Regulations

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

Section 1. **CHAPTER ADDED.** The Code of the City of Bondurant, Iowa, is hereby amended adding:

CHAPTER 82
GOLF CART REGULATIONS

82.01 PURPOSE

The purpose of this chapter is to regulate the operation of golf carts within the City as enabled by the Code of Iowa, Section 321.247.

82.02 DEFINITIONS

1. “Golf cart” means a three (3) or more wheeled recreational vehicle primarily designed for transportation of person(s) and sporting equipment in the sport of golf that is either electric powered or gas powered.
2. “Other Power-Driven Mobility Devices,” or “OPDMD,” means any mobility device powered by batteries, fuel, or other engines that is used by individuals with mobility disabilities for the purpose of locomotion, including golf carts, electronic personal assistance mobility devices, or any mobility device designed to operate in areas without defined pedestrian routes, but that is not a wheelchair.
3. “Micromobility Device” means a mobility device under one hundred fifty pounds, which may be equipped with an electric motor for assistance or sole propulsion, designed for conveying the operator, with speeds of less than twenty miles per hour.

82.03 OPERATION OF GOLF CARTS PERMITTED

Golf carts may be operated upon city streets by persons possessing a valid driver’s license, subject to the additional provisions of this Chapter.

(Code of Iowa, Sec. 321.247[1])

Golf carts and operators of golf carts are considered vehicles and shall be subject to the Bondurant Traffic Code when operating on city streets.

Golf carts are not subject to registration provisions of Code of Iowa, Chapter 321.

(Code of Iowa, Sec. 321.247[2])

82.04 EQUIPMENT REQUIREMENTS

Golf carts operated upon city streets and alleys shall be equipped with a minimum of the following safety features:

1. A slow-moving vehicle sign.
2. A bicycle safety flag, the bottom of which shall be above the top of the golf cart.
3. Adequate brakes.

(Code of Iowa, Sec. 321.247[1])

4. Brake lights.
5. Rear view mirror – driver's side.

82.05 HOURS OF OPERATION

Golf carts may be operated on city streets and alleys only between sunrise and sunset.

(Code of Iowa, Sec. 321.247[1])

82.06 PROHIBITED STREETS

Golf carts shall only be operated upon streets with a posted speed limit of 35 MPH or less and shall not be operated on any city streets which are a primary road extension through the city but shall be allowed to cross a primary road extension, except Highway 65. Golf carts are not allowed to operate on or travel through highway 65. Golf carts are allowed to use the underpass underneath Highway 65, but are not allowed on any other trails.

(Code of Iowa, Sec. 321.247[1])

82.07 RULES OF OPERATION

1. Except when executing a left turn, golf carts shall be driven as close as practicable to the right-hand edge of the right-most motorized travel lane.
2. When necessary to prevent congestion of traffic, golf carts shall be pulled to the right-hand edge of streets and be stopped to allow other motor vehicles traveling in the same direction to pass.
3. When two or more golf carts are being operated in the same direction and general vicinity, they shall proceed in single file.
4. Except for golf carts used as Other Power-Driven Mobility Devices (OPDMD), no golf carts shall be operated upon city sidewalks or multi-use trails.

5. The operator of a golf cart shall yield the right of way to pedestrians, bicycles, electric scooters, electric bicycles, and other micromobility devices.
6. If the golf cart is not equipped with turn signals, the operator of the golf cart shall use hand signals to indicate turning movements
7. No golf cart shall be operated along city streets while under the influence of alcoholic beverages, narcotics, or habit-forming drugs.
8. No person shall operate a golf cart in a careless, reckless, or negligent manner endangering the person or property of another or causing injury or damage to same.
9. The operator of a golf cart shall be responsible for the safety of all passengers on the golf cart and shall not allow reckless or dangerous behavior by passengers on said vehicles.

82.08 PARKING

Golf carts shall be parked in standard automobile parking spaces. Golf carts used as OPDMDs may be parked on other paved and unpaved surfaces on public property such that they do not cause damage to any surface. No golf carts, including those used as OPDMDs, may be parked in such a way as to obstruct vehicular, pedestrian, or bicyclist traffic.

82.09 USAGE DURING SPECIAL EVENTS

Golf carts may be used in support of special events sponsored or as permitted by the City. Golf carts can be used beyond sunrise-sunset at city-sponsored events as long as the golf cart is equipped with headlights. Operators and passengers shall comply with this chapter any other conditions established by the City for any specific event, which conditions shall be set forth in writing from the City Administrator or designee.

82.10 PERMIT REQUIRED.

No person shall operate a golf cart on any public street for any purpose unless the operator possesses a City of Bondurant permit to operate a golf cart on city streets. Permits are issued at City Hall after the application is approved. The granted permit will be valid for the calendar year in which it is purchased. The annual permit fee shall be \$35. The permit must be with the golf cart when it is operating on City streets. An annual permit sticker will be provided and is to be attached to the rear of the golf cart. It is the responsibility of the applicant to make sure the golf cart meets the minimum requirements of this chapter and the *Code of Iowa* and that the owner of the golf cart (and driver) has liability insurance covering the golf cart in the same limits required by Chapter 321 of the *Code of Iowa*.

82.11 PENALTY

A person who violates the provisions of Iowa Code, section 321.247 is guilty of a simple misdemeanor punishable as a scheduled violation under Code of Iowa, Section 805.8A, subsection 3.

(Code of Iowa, Sec.321.247[3])

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 adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any provision, section, subsection, sentence, clause, phrase, or part thereof not adjudged invalid or unconstitutional.

Section 4. **EFFECTIVE DATE.** This ordinance shall be effective after its final passage, approval and publication as provided by law.

PASSED AND APPROVED by the City Council of the City of Bondurant, Iowa, on December 6, 2021.

CITY OF BONDURANT, POLK COUNTY, IOWA

DOUG ELROD, MAYOR

ATTEST:

SHELBY HAGAN, CITY CLERK

(SEAL)

FIRST CONSIDERATION:
SECOND CONSIDERATION:
THIRD CONSIDERATION:

CITY OF BONDURANT

Golf Cart Registration Form

Valid Jan. 1 – Dec. 31 (unless revoked due to violation)

OWNER INFORMATION

Name: _____

Address: _____ City/State: _____ Zip: _____

Cell Phone: _____ Home Phone: _____

GOLF CART INFORMATION

Make/Model: _____ Year: _____

Vin/Serial Number: _____ Gas/Electric: _____

Color: _____ Number of Seats: _____ Number of Wheels: _____

It is the responsibility of the vehicle owner to maintain liability insurance on the cart and to be able to prove such liability is in force at all times. A copy of proof of insurance must be attached to this application.

Proof of Insurance attached?

Yes ☐

No ☐

Operation of golf carts is allowed by persons over the age of 16, possessing a valid driver's license. A copy of owner's driver's license must be attached to this application.

Driver's license attached?

Yes ☐

No ☐

→ By signing this application, I agree that I have reviewed and understand Chapter 82 of the Municipal Code of the City of Bondurant. I also understand that it is my responsibility to comply with all rules and regulations regarding the operation of golf carts upon City streets as set by the City of Bondurant, Polk County, and the State of Iowa.

Signature: _____ Date: _____

Office Use Only

Permit Fee \$35.00

Permit Number: _____ Date Issued: _____

Permit Issued By: _____



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

Item No. 10.b.
For Meeting of 1/3/2022
Discussion Item

TITLE: Beggars' Night Date (designating the last Saturday of October each year)

CONTACT PERSON:

Nicole Van Houten, Communication & Event Specialist

BRIEF HISTORY & ANALYSIS: A community citizen suggested on the Bondurant Community Discussion Facebook page that the city considers hosting Beggar's Night on Saturday every year, possibly the last Saturday of October. This particular Facebook post captured 117 likes, 33 hearts, and one angry reaction, plus 31 comments.

Below are the pros/cons that were discussed.

The pros:

- It would always be on a Saturday.
- Allow households less rushing to enjoy the holiday celebration.
- Not impacting the kids going to school the next morning.

The cons:

- Households work on weekends and evenings or on non-traditional schedules.
- The households that have part-time custody of children.
- The potential of receiving an abundance of neighboring participants joining in on the Bondurant beggar's night.
- Risk of confusing people by being the only Metro Des Moines community that schedules beggar's night in this manner.

Projecting ahead to hosting on the last Saturday of October, it would be as early as October 25 or on Halloween.

A community survey was conducted, which received 141 responses. 65% of the survey audience would like to see Beggars' Night on the last Saturday of the month.

The Parks and Recreation Board discussed the issues and recommends moving Beggars' Night to the last Saturday of October on a permanent basis. If the Council wishes to move it, staff will add a resolution to a future meeting agenda to approve the change.

FUNDING SOURCE: N/A

STAFF RECOMMENDATION: Parks and Recreation Board and board representatives recommend amending the date of Beggar's Night to the last Saturday of October.

APPROVED FOR SUBMITTAL:

ATTACHMENTS:

1. Polco - Beggars Night



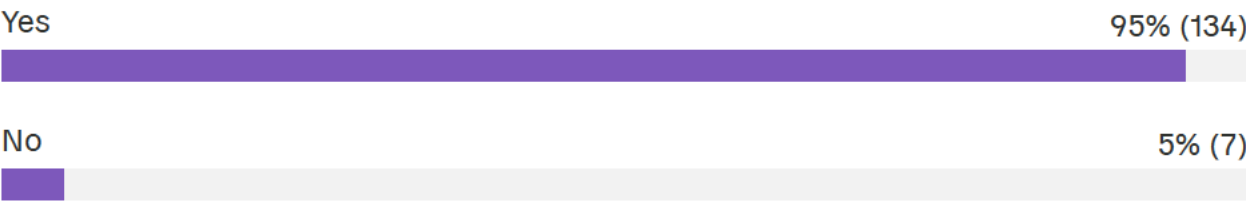
Change Beggar's Night Celebration

Survey Results
INTERIM

11/29/2021

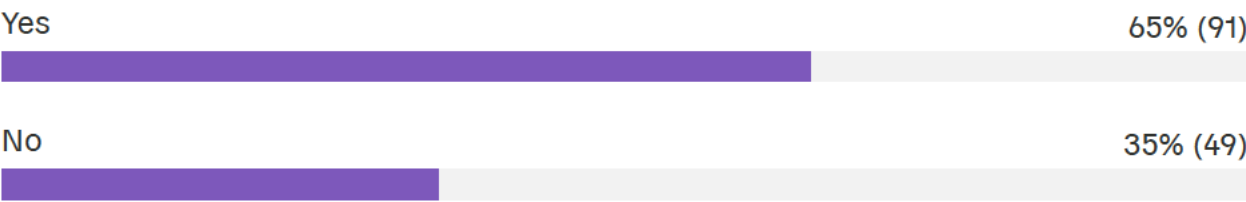
Does your household participate in Bondurant Beggar's Night?

Overview



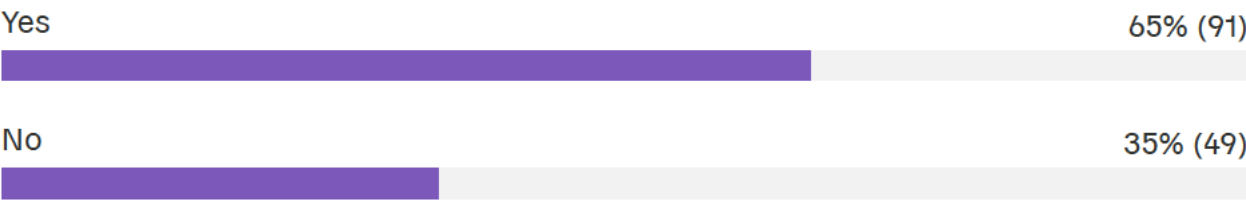
Would you like to see Beggar's Night hosted on a Saturday each year?

Overview



Based on review of upcoming years, it appears if Beggars' Night was on the last Saturday of October, the earliest date would be October 25th and the latest would be October 31st. With this in mind, would you like Beggars' Night on the last Saturday of October each year, regardless of the date on which it will land?

Overview



Any additional feedback.

Responses

Don't change tradition. [REDACTED]

Yes I personally like it on Saturday. However the families that only get them part time or work on weekends would pay. Plus the 30th is easier to remember then trying to figure out which Saturday it is.

With all of the activities my daughter is involved in during the week, it would actually be nice to not have to omissions one of them due to having to choose between the two.

We are a 2-parent household who both work til 5pm, don't get home until at least 5:30pm, and we make it work every single year. Beggar's Night runs for 2 hours...families have plenty of time to figure this out. I'm all about change when it's necessary or when it'll improve a situation, but this is just strictly for convenience. Don't try to fix what isn't broke.

Thank you for doing the survey. There are far more people in this town that a couple hundred reactions on fb. If you want to address another community suggestion look into having a pep rally for homecoming. One that the community can attend. The school does a lot for its student body but there is absolutely no community event. In my town the fire department always did a pancake supper fundraiser. There was a parade where they honored the homecoming court all seniors in all sports then ended with the football team and cheerleaders getting the crowd going. We have the community to support this type of event and it would benefit all the local businesses.

This is great in theory but for the reasons you included, especially 1 below, I do not agree with moving beggars night: 1. The potential of receiving an abundance of neighboring participants joining in on the Bondurant beggar's night. 2. Risk of confusing people by being the only Metro Des Moines community that scheduled beggar's night in this manner.

Parents all seemed happier and the kids get a day to recover before going back to school/daycare

Stupid idea [REDACTED]
[REDACTED]
[REDACTED]

Fear of large crowds from neighboring metro is a fact

I think in order for this to be successful, we need to get surrounding cities on board as well or we will get invaded with non bondurant residents but very enjoyed the holiday on Saturday this year. No rushing around after work, no rushing home to get the kids to bed, etc.

This is such a great idea, we would absolutely love this! Also would be amazing for our teachers who already work so hard.

Great Idea!!!

Leave it as is, the 30th of October no matter the day of the week

This is a great idea!

If we have it on a Saturday every year regardless of the date we will have everyone from Altoona and the Des Moines metro in our town and with that increased traffic will come problems with kids and less candy for our Bondurant kids.

No

H

I think it should be on oct 31 or 30.

Having 3 littles myself 2 in school this year Was so nice to be able to make a night of beggars night and not have to hurry to get everyone in bed to go to achool the next

day

So great for families with young children. 4-6 times would be better too. Before dark and warmer!!

My only hesitation would be many out of town people would come... but maybe they'd buy some groceries or eat in town. Also, we didn't get rid of all of our candy this year, so more kids wouldn't be an issue in my opinion.

Love this idea!!

I think it would be good. Would afford more time to prepare and maybe do a few things like Sherman Hill use to do prior to Covid.

I feel the pro's out way the cons. We had over 170 kids at your house and I garrentee that not all were from Bondurant. I also like the fact that our community would stand out a little and showcase our town.

A little concerned about "others" coming to town to take their kids. I'm ok with that unless it gets out of control.

Keep it the 30th!!

Prefer to stay aligned with the metro, alone it may ruin it for Bondurant with an influx of those outside of our community. Curious as to why it was not held on the 31st this year.

I dont support this idea, 1. If someone new moves to bondurant they may not know about this, and end up being left out expecting beggars night to be close to or on Halloween 2. This idea opens Bondurant beggars night to outside communities where residents of ankeny, Johnston, altoona, or Urbandale come to bondurnt beggars night as well as their own 3. It's tradition beggars night should be on Halloween itself, you're never going to create a system that caters to everyone tradition is tradition and the further away we get from it the further away our children and grandchildren are from what we grew up with and its not fair to them or the community we want to foster.

We love this idea, as we would be able to celebrate Halloween with grandparents as well instead of rushing around from town to town to visit them!

Halloween is the 31st. Trick or treat night gas always been on the 30th. Has been and should always be. Don't see any reason for the change. Beggars night should remain on the 30th.

It's not broken so stop trying to fix it.

How about having it on 10/31 every year, the actual date of Halloween?

It's nice to have it on a weekend night, but trick or treating so far in advance of Halloween may be odd. It also may deter some participation within the town.

Why can't beggars night just be on halloween like normal cities... we dont have to follow the rest of Des Moines for this pointless trend.

Is there an option to have trick or treating on Halloween each year, Oct. 31, regardless of the day of week?

It's not Halloween without trick or treating. Imo trick or treating should happen. On Halloween. But I'm good with beggars night. If it moves we won't be participating as that is really just dumb honestly. No real reason to move it. Everything is getting taken away leave the flipping holidays alone. Let the kids enjoy their holiday without having that messed with too. Jesus.

People with non traditional hours and days off have to miss out on most things already. Everything is always catered to the traditional work hours and work week. Leave beggars night alone please!

Terrible idea

