Des Moines Area Community College

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Board of Directors Meeting Minutes

4-17-1984

Board of Directors Meeting Minutes (April 17, 1984)

DMACC

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AGENDA

1. Call to Order - immediately following public hearing.

2. Roll Call.

3. Consideration of Tentative Agenda.

4. Recognition of service of Jo Garst.

5. Public Comments.


7. Consideration of Human Resources Report.

8. Consideration of appointments to General Advisory Committee for Director Districts I and II.

9. Appointment of delegate Board Member and Alternate to Iowa Association of School Boards Delegate Assembly.


11. Consideration of lease renewal with Carroll Glass Company, Carroll, Iowa, for facility which houses Automotive program, Building Trades program, and Administrative offices in Carroll.

12. Consideration of lease renewal with First State Bank, Stuart, Iowa, for facility used by Veteran's Ag class.

13. Consideration of resolution approving statement of intent and directing publication of notice of issuance of New Jobs Training Certificates.

14. Consideration of resolution providing that general property taxes levied and collected on the taxable business property where new jobs are created be paid to a special fund for payment of principal and interest on New Jobs Training Certificates.

15. Consideration of budget amendments for Funds 3, 4, and 6, FY1983-84.

16. Consideration of charging outstanding student accounts receivable to Bad Debts Account.

18. Consideration of resolution to identify depository banks.

19. Consideration of sale of Tool & Die program equipment (EzyCam).

20. Consideration of Payables.


22. Discussion of Affirmative Action Program.


24. Board Members' Reports.

25. Closed session for bargaining.

The regular meeting of the Des Moines Area Community College Board of Directors was held in the Municipal Building, Coon Rapids, Iowa, on April 17, 1984. The meeting was called to order by Board President Jasper Risdal at 6:10 p.m.

Members Present:
- DeVere Bendixen
- Raymond Clark
- Susan Clouser
- Eldon Leonard
- Theodore Nemmers

Others Present:
- Joseph A. Borgen, President
- Helen M. Minor, Board Secretary
- Don Zuck, Board Treasurer
- Various other DMACC staff and interested area residents

A motion to approve the tentative agenda as presented was made by T. Nemmers, seconded by H. Ritland.

Motion passed unanimously.

President Borgen presented to David Garst and the Garst family, a plaque in recognition of the service given DMACC by Mrs. Jo·Garst, former Board Member.

Mary Baumhover, representing Mr. M. J. Hall, President of Area Education Agency 11 Board of Directors, spoke to the Board regarding the Agency's upcoming move to new or different facilities.

D. Shull moved that the minutes of the March 6, 1984, public hearing, March 6, 1984, regular meeting, and April 9, 1984, special meeting be approved; second by D. Bendixen.

Motion passed unanimously.

D. Rowen made a motion, which was seconded by T. Nemmers, for approval of the following personnel items:

- Resignations
Resignations
(continued)


Leave Without Pay


Pratt, Ewa, Instructor-E.S.L., Urban Campus. From July 9 to August 1, 1984. Travel out of country.

New Personnel


Motion passed unanimously.

APPROVAL OF GENERAL ADVISORY COMMITTEE MEMBERS

There was a motion by R. Clark, seconded by H. Ritland, for the Board to approve the appointments of Mr. John Stark, representing Director District I and Mr. L.D. McMullen, representing Director District II, to the General Advisory Committee, terms to run through August 30, 1987, and August 30, 1986 respectively.

Motion passed unanimously.
APPOINTMENT OF DELEGATE BOARD MEMBER TO ASSB ASSEMBLY

E. Leonard moved, D. Shull seconded, that S. Clouser be appointed delegate Board Member to the Iowa Association of School Boards Delegate Assembly, for a two year term beginning June, 1984.

Motion passed unanimously.

AWARD OF CONTRACT
PARTIAL RE-ROOFING BUILDING #6

A motion was made by D. Bendixen, seconded by R. Clark, that a contract for partial re-roofing of Building #6 be awarded to Central State Roofing with a base bid of $45,450.00; and that the Board President and Secretary be authorized to sign said contract. The notice to bidders of acceptance of sealed proposals and the bid tally sheet are included with these minutes as Attachment #1.

Motion passed on a roll call vote; one dissenting vote.

APPROVAL OF LEASE RENEWAL WITH CARROLL GLASS CO.

It was moved by R. Clark, seconded by D. Bendixen, that the Board of Directors approve a lease renewal with Carroll Glass Company, Carroll, Iowa, for the property located at 229 North Main, Carroll, Iowa, at a cost of $1,089.30 for the period of June 1, 1984, through May 31, 1985.

Motion passed unanimously.

APPROVAL OF LEASE RENEWAL WITH FIRST STATE BANK, STUART

There was a motion by T. Nemmers, seconded by H. Ritland, that the Board of Directors approve the lease renewal with First State Bank, Stuart, Iowa, for one classroom in the First State Bank Building for use by the Veterans Ag class at a cost of $125.00 for the period May 1, 1984, through June 30, 1985.

Motion passed unanimously.

APPROVAL OF RESOLUTIONS—DISTINCTIVE PRINTING & PACKAGING

It was moved by E. Leonard, seconded by R. Clark, that the Board approve the resolution included as Attachment #2 to these minutes, statement of intent, and to direct publication of notice of the proposed issuance of new job training certificates for Distinctive Printing and Packaging Company.

Motion passed unanimously on a roll call vote.

H. Ritland made a motion, T. Nemmers seconded, that the Board of Directors approve the resolution providing that general property taxes levied and collected on the taxable business property where new jobs are created be paid to a special fund for payment of principal and interest on new job training certificates for Distinctive Printing and Packaging Company. A copy of said resolution is included with these minutes as Attachment #3.

Motion passed unanimously on a roll call vote.
A motion was made by D. Rowen, seconded by D. Shull, that budgets for Funds 3, 4, and 6 for fiscal year 1983-84 be revised as follows:

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Motion passed unanimously.

It was moved by D. Rowen, seconded by D. Bendixen, that the Board approve charging $3,909.40 in outstanding student accounts receivable from fall quarter, 1982-83, for which collection actions have been unsuccessful to date, to the bad debts account. Detail of this total is included with these minutes as Attachment #4.

Motion passed unanimously.

E. Leonard moved, D. Rowen seconded, that Ankeny State Bank, Ankeny, Iowa, be designated as the main depository bank for the Des Moines Area Community College for all funds except the Plant Fund, for a period of no less than three years commencing July 1, 1984, in accordance with Ankeny State Bank bid dated March 22, 1984, a copy of which is attached hereto and identified as Attachment #5; and that Bankers Trust Company, Des Moines, Iowa, be redesignated as the main depository bank for Plant Fund monies for a period of no less than one year commencing July 1, 1984, in accordance with loan agreement dated January 29, 1980.

Motion passed unanimously.

A motion was made by R. Clark, seconded by D. Bendixen, that the resolution entitled "Resolution Naming Depositories" a copy of which is attached hereto and identified as Attachment #6, be adopted.

Motion passed unanimously on a roll call vote.

T. Nemmers made a motion, D. Bendixen seconded, that the Board approve the disposition of equipment from the Tool & Die program as listed in Attachment #7 to these minutes.

Motion passed unanimously.

A motion for approval of the payables as presented in Attachment #8 to these minutes was made by E. Leonard, seconded by D. Rowen.

Motion passed unanimously.
The Financial Report as included in Attachment #9 to these minutes, was presented by Controller Irv Steinberg.

The Affirmative Action Program proposal was discussed briefly and action deferred.

The Board recessed for dinner at 7:15 p.m. and reconvened at 8:15 p.m.

Former Board Member Maurice Campbell's presence was recognized, and he thanked the Board for the privilege of attending the Board meeting and dinner.

President Borgen commented briefly on several general items of interest.

T. Nemmers made reference to an article by David Yepsen in the April 16, 1984, Des Moines Register on "State's financial crisis threatens education and property-tax relief."

D. Rowen reported that the IACCT State Convention would be held September 13-15, 1984, in Council Bluffs, Iowa.

It was moved by T. Nemmers, seconded by D. Rowen, that the Board hold a closed session to conduct a strategy meeting of a public employer concerning employees covered by a collective bargaining agreement as provided in section 20.17(3) of the Iowa Code.

Motion passed unanimously on a roll call vote and at 8:20 p.m., the Board convened in closed session.

The Board reconvened in open session at 8:56 p.m.

A motion was made by D. Rowen, seconded by E. Leonard, that the Board of Directors hold a closed session as provided in Section 28A.5(1)(j) of the Open Meetings Law to discuss the purchase of particular real estate only where premature disclosure could be reasonably expected to increase the price the governmental body would have to pay for that property.

Motion passed unanimously on a roll call vote and at 8:58 p.m. the Board convened in closed session.

The Board returned to open session at 9:17 p.m.
ADJOURNMENT

A motion for adjournment was made by D. Rowen, seconded by D. Bendixen.

Motion passed unanimously and at 9:20 p.m., Board President Risdal adjourned the meeting.

JASPER RISDAL, President

HELEN M. MINOR, Board Secretary
Affidavit of Publication

STATE OF IOWA

POLK COUNTY

SS.

The undersigned, being first duly sworn, on oath states that he/she is the Classified Auditing Supervisor of Des Moines Register and Tribune Company, a corporation duly organized and existing under the laws of the State of Iowa, with its principal place of business in Des Moines, Iowa, the publisher of

THE DES MOINES REGISTER (Daily)

DES MOINES SUNDAY REGISTER

newspapers of general circulation printed and published in the City of Des Moines, Polk County, Iowa; and that an advertisement, a printed copy of which is attached as Exhibit "A" and made a part of this affidavit, was printed and published in

The Des Moines Register (daily) the following dates: ____________________________

March 12, 19, 1984

in Des Moines Sunday Register on ______________

The affiant states that all of the facts set forth in the foregoing affidavit are true as he/she verily believes.

Signed: ____________________________

Subscribed and sworn to before me by said affiant this 19th day of

March ______, 1984

Thelma B. Lett

Notary Public in and for Polk County, Iowa
BID OPENING MARCH 30, 1984

PARTIAL RE-ROOFING BUILDING 6

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April 5, 1984

Mr. Don Zuck  
Des Moines Area Community College  
2006 S. Ankeny Boulevard  
Ankeny, IA 50021

Re: Distinctive Printing and Packaging Company  
New Job Training Project

Dear Don:

Enclosed are Board resolutions in connection with the Distinctive Printing and Packaging Company, New Job Training Project in West Des Moines.

Following adoption, a copy of the second resolution providing for tax increment division should be filed with the Polk County Auditor.

Very truly yours,

EY, DORWEILER, HAYNIE, TH & ALLBEE

By

LANCE A. COPPOCK

ATTACHMENT #2  
Regular Meeting  
April 17, 1984  
Page 1
NOTICE AND CALL OF PUBLIC MEETING

Governmental Body: The Board of Directors of Des Moines Area Community College, Ankeny, Iowa.

Date of Meeting: April 17, 1984

Time of Meeting: Approximately 6:10 p.m.

Place of Meeting: Des Moines Area Community College, Ankeny, Iowa Municipal Building, Coon Rapids, Iowa

PUBLIC NOTICE IS HEREBY GIVEN that the above mentioned governmental body will meet at the date, time and place above set out. The tentative agenda for said meeting is as follows:

Distinctive Printing and Packaging Co. New Job Training Project
- Resolution Approving Statement of Intent and Directing Publication of Notice of the Proposed Issuance of New Job Training Certificates.
- Resolution Providing for Levy and Collection of General Property Taxes on Taxable Business Property where New Jobs are created.

Such additional matters as are set forth on the additional two page(s) attached hereto.

This notice is given at the direction of the President pursuant to Chapter 28A, Code of Iowa, and the local rules of said governmental body.

[Signature]
Secretary of the Board of Directors of Des Moines Area Community College
The Board of Directors of the Des Moines Area Community College, State of Iowa met in regular session, in the Municipal Building, Coon Rapids, Iowa, at 6:10 o'clock P.M., on the above date. There were present President Jasper M. Risdal, in the chair, and the following named Board Members:

DeVerre Bendixen, Ray Clark, Susan Clouser,
Eldon Leonard, Ted Nemmers, Herbert Ritland,
Don Rowen, Doug Shull

Absent: NONE

* * * * * * *
Board Member Eldon Leonard introduced the following Resolution entitled "RESOLUTION APPROVING STATEMENT OF INTENT AND DIRECTING PUBLICATION OF NOTICE OF THE PROPOSED ISSUANCE OF NEW JOB TRAINING CERTIFICATES", and moved that the same be adopted. Board Member Ray Clark seconded the motion to adopt. The roll was called and the vote was,

AYES: D. Bendixen, R. Clark, S. Clouser, E. Leonard,

T. Nemmers, J. Risdal, H. Ritland, D. Rowen,

D. Shull

NAYS: NONE

Whereupon, the President declared the resolution duly adopted as follows:

RESOLUTION APPROVING STATEMENT OF INTENT AND DIRECTING PUBLICATION OF NOTICE OF THE PROPOSED ISSUANCE OF NEW JOB TRAINING CERTIFICATES

WHEREAS, the Area School is in need of funds to carry out a proposed new job training project as hereinafter described; and, it is deemed necessary that it should issue New Job Training Certificates in an amount to be determined at a later date as authorized by House File 623, 1983 Iowa Acts, Chapter 171 enacted by the 70th General Assembly and effective July 1, 1983 (the "Act"), for the purpose of providing funds to pay costs thereof; and

WHEREAS, a Statement of Intent has been presented to this Board providing for the establishment of a new job training program for approximately 15 workers in new jobs within the Merged Area; and

WHEREAS, a Statement of Intent was accepted on behalf of this Board on February 9, 1984; and

WHEREAS, a New Job Training Agreement is presently being negotiated with Distinctive Printing and Packaging Co., which Agreement will finalize the terms of the job training program to educate and train certain persons employed by Distinctive Printing and Packaging Co., in new jobs at its West Des Moines, Iowa plant within the Merged Area and such Agreement is deemed to be beneficial to the Area School and to Distinctive Printing and Packaging Co., and
WHEREAS, before New Job Training Certificates may be issued to fund the project contemplated by the Agreement, it is necessary to comply with the provisions of the Act and to publish a notice of the proposal to issue the New Job Training Certificates and the right to appeal the decision of the Board of Directors in proposing to issue the certificates.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF DES MOINES AREA COMMUNITY COLLEGE:

Section 1. That the acceptance of the Statement of Intent on behalf of this Board on February 9, 1984, is hereby approved, ratified and confirmed.

Section 2. That at such time as the total amount of New Jobs Training Certificates to be issued is known, the Secretary is hereby directed to cause at least one publication to be made of a notice of the action to issue the certificates in one legal newspaper, printed wholly in the English language, published at least once weekly, and having general circulation in the Merged Area.

PASSED AND APPROVED this 17 day of April, 1984.

[Signature]
President

ATTEST:
[Signature]
Secretary
Board Member Herbert Ritland introduced the following Resolution entitled "RESOLUTION PROVIDING THAT GENERAL PROPERTY TAXES LEVIED AND COLLECTED ON THE TAXABLE BUSINESS PROPERTY WHERE NEW JOBS ARE CREATED BE PAID TO A SPECIAL FUND FOR PAYMENT OF PRINCIPAL AND INTEREST ON NEW JOB TRAINING CERTIFICATES," and moved that the same be adopted. Board Member Ted Nemmers seconded the motion to adopt. The roll was called and the vote was,

AYES: D. Bendixen, R. Clark, S. Clouser, E. Leonard

T. Nemmers, J. Risdal, H. Ritland, D. Rowen, D. Shull

NAYS: NONE

Whereupon, the Chairman declared the resolution duly adopted as follows:

RESOLUTION PROVIDING THAT GENERAL PROPERTY TAXES LEVIED AND COLLECTED ON THE TAXABLE BUSINESS PROPERTY WHERE NEW JOBS ARE CREATED BE PAID TO A SPECIAL FUND FOR PAYMENT OF PRINCIPAL AND INTEREST ON NEW JOB TRAINING CERTIFICATES

WHEREAS, this Board has directed publication of a notice of the proposal to issue the New Job Training Certificates (Distinctive Printing and Packaging Co. Project) and the right to appeal the decision of the Board of Directors in proposing to issue the certificates; and

WHEREAS, it is necessary to provide for the division of taxes to be levied and collected on the taxable business property where new jobs are created as hereinafter provided in order to pay the certificates as in the Agreement and Section 4 of the Act provided.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF DES MOINES AREA COMMUNITY COLLEGE:

That the taxes levied on the employer's taxable business property where new jobs are created as a result of the project including the lots and parcels within the boundaries, as follows:

Lot 4 Industrial Park Plat 1, West Des Moines, Iowa

from and after the effective date of this resolution shall be divided as provided in Section 403.19, subsections 1 and 2 and in the Act.
That portion of the taxes which would be produced by the rate at which the taxes levied each year by each of the taxing districts taxing the employer's business property where new jobs are created as a result of the project upon the total sum of the assessed value of said property as shown on the assessment role last equalized prior to the date of this resolution; being the assessment role for January 1, 1983; shall be allocated to and when collected paid into the fund for the respective taxing district as taxes by and for said taxing district into which all other property taxes are paid. The taxes so determined are the base period taxes. The 100% actual value of the employers business property on January 1, 1983, is found to be in the amount of $310,600.

That portion of the taxes each year in excess of the base period taxes shall be allocated to and when collected be paid into a special fund to be hereafter established by resolution of this Board to pay the principal of and interest on the certificates issued to finance the Project.

At such time as the certificates and interest thereon have been paid, all monies thereafter received from taxes upon the employer's business property where new jobs are created as a result of the project shall be paid into the funds for the respective taxing districts in the same manner as taxes on all other property.

PASSED AND APPROVED this 17 day of April, 1984.

[Signature]
President

ATTEST:
[Signature]
Secretary
CERTIFICATE

STATE OF IOWA )
) SS.
COUNTY OF POLK )

I, the undersigned Secretary of the Board of Directors of the Des Moines Area Community College, in the Counties of Adair, Audubon, Boone, Carroll, Cass, Clarke, Crawford, Dallas, Greene, Guthrie, Hamilton, Hardin, Jasper, Lucas, Madison, Mahaska, Marion, Marshall, Polk, Poweshiek, Shelby, Story and Warren, State of Iowa, do hereby certify that attached is a true and complete copy of the portion of the corporate records of said School showing proceedings of the Board, and the same is a true and complete copy of the action taken by said Board with respect to said matter at the meeting held on the date indicated in the attachment, which proceedings remain in full force and effect, and have not been amended or rescinded in any way; that meeting and all action thereat was duly and publicly held in accordance with a notice of meeting and a tentative agenda, a copy of which was timely served on each member of the Board and posted on a bulletin board or other prominent place easily accessible to the public and clearly designated for that purpose at the principal office of the Board (a copy of the face sheet of said agenda being attached hereto) pursuant to the local rules of the Board and the provisions of Chapter 28A, Code of Iowa, upon reasonable advance notice to the public and media at least twenty-four hours prior to the commencement of the meeting as required by said law and with members of the public present in attendance; I further certify that the individuals named therein were on the date thereof duly and lawfully possessed of their respective offices as indicated therein, that no board vacancy existed except as may be stated in said proceedings, and that no controversy or litigation is pending, feared or threatened involving the incorporation, organization, existence or boundaries of the School or the right of the individuals named therein as officers to their respective positions.

WITNESS my hand hereto affixed this 17th day of APRIL, 1984.

[Signature]

Secretary of the Board of Directors of the Des Moines Area Community College in the Counties of Adair, Audubon, Boone, Carroll, Cass, Clarke, Crawford, Dallas, Greene, Guthrie, Hamilton, Hardin, Jasper, Lucas, Madison, Mahaska, Marion, Marshall, Polk, Poweshiek, Shelby, Story and Warren, State of Iowa
PROGRAM 10 = EEE201

REPORT SEQUENCE = ALPHA- STUDENT NAME

DUE DATE 03/08/84

PAGE 2

********** FALL QUARTER OF 1983 ********** CONTINUED

SSN NAME ADDRESS CITY ST ZIP CHARGES CREDITS REFUNDS BAL DUE

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<td>IA 50316</td>
<td>70.00</td>
<td>35.00</td>
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</tr>
<tr>
<td>485626643</td>
<td>TORESDAL, FAITH JIMMEL</td>
<td>4205 PHOENIX ST</td>
<td>AMES</td>
<td>IA 50010</td>
<td>234.20</td>
<td>230.20</td>
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<tr>
<td>478885805</td>
<td>ULVESTAD, PHIL B</td>
<td>3130 NORTHWOOD DR</td>
<td>DES MOINES</td>
<td>IA 50311</td>
<td>5.00</td>
<td>0.00</td>
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</tr>
<tr>
<td>358665372</td>
<td>VAZQUEZ, MIGUEL</td>
<td>1503 23RD ST APT #3</td>
<td>DES MOINES</td>
<td>IA 50310</td>
<td>100.00</td>
<td>0.00</td>
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<td>481081405</td>
<td>HALIS, LORI K</td>
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<td>168.00</td>
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<tr>
<td>482565902</td>
<td>WALSH, PATRICIA S</td>
<td>4108 83RD</td>
<td>DES MOINES</td>
<td>IA 50315</td>
<td>31.00</td>
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<td>481701217</td>
<td>WATSON, JIM</td>
<td>224 SW VIRGINIA</td>
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<td>168.00</td>
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<tr>
<td>483213005</td>
<td>WELCH, JEFFREY R</td>
<td>2400 HEATHERWOOD OR</td>
<td>W DES MOINES</td>
<td>IA 50265</td>
<td>304.00</td>
<td>155.00</td>
<td>0.00</td>
<td>149.00</td>
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<td>480866767</td>
<td>WICKRAM, JANA MARIE</td>
<td>1545 SE CRESION</td>
<td>DES MOINES</td>
<td>IA 50320</td>
<td>241.50</td>
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<td>480780974</td>
<td>WILLIAMS, GILBERT M</td>
<td>39 SW HILLISME</td>
<td>DES MOINES</td>
<td>IA 50315</td>
<td>205.10</td>
<td>203.10</td>
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<td>481081304</td>
<td>WILSON, WILLIAM M</td>
<td>P.O. BOX 415</td>
<td>DES MOINES</td>
<td>IA 50302</td>
<td>44.00</td>
<td>0.00</td>
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<td>44.00</td>
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<tr>
<td>480961415</td>
<td>WRIGHT, JOYCE E</td>
<td>509 W ROBINSON</td>
<td>KNOXVILLE</td>
<td>IA 50130</td>
<td>60.00</td>
<td>0.00</td>
<td>0.00</td>
<td>60.00</td>
</tr>
<tr>
<td>483963310</td>
<td>XAYAVONG, KEO</td>
<td>672 18TH ST #4</td>
<td>DES MOINES</td>
<td>IA 50314</td>
<td>50.00</td>
<td>0.00</td>
<td>0.00</td>
<td>50.00</td>
</tr>
</tbody>
</table>

**TOTAL**  14,650.60  11,084.90  343.70  3,909.40
II. INFORMATION ABOUT BIDDING BANK:

Banks will be selected for consideration based upon evaluation of the following items:

1. The bank shall provide the following information based on its "Annual Report and Statement of Condition as of December 31, 1983." (Attach copy)

   a. Total assets $52,526,272.00
   b. Total deposits $48,144,279.00
   c. Total demand deposits $16,320,636.00
   d. Total capital and surplus $1,950,000.00

2. Reserve Rate (% deducted from DMACC account before calculating earnings)

   N/A

3. Method of calculating earnings rate on DMACC account

   N/A

4. The bank shall answer the following questions:

   a. Is the bank insured by FDIC? Yes X No

   b. Does the bank have in-house safekeeping (investments) facilities available to the College? Yes X No

   c. Does the bank have safe-deposit box facilities available to the college? Yes X No

   d. Can the bank provide the monthly account statement by the 5th working day of the following month? Yes X No

   e. Does the bank have the capability of providing a magnetic tape for the "account reconciliation process" by the 5th working day of the following month? Yes X No

   f. Does the bank have the capability of direct deposit payroll? Yes X No

   g. Can the bank handle stamped warrants of up to $2 million at any given time? Yes X No

   If yes, how will the interest rate be determined? Interest will be determined at the time the warrants are presented and based on rates charged in our local area.

   h. Can the bank handle an anticipatory warrant of approximately $4 million? Yes X No

   If yes, how will the interest rate be determined? Even tho we most likely wouldn't handle the entire amount, we will make every effort to market the warrant for you.

   i. Does the bank have money market checking and savings accounts? Yes X No

   If yes, how will the interest rate be determined? By regulation where applicable and by competition where no regulation applies.

   What minimum balance is required? $2,500.00

   j. Does the bank have the ability to wire transfer amounts in and out of the account? Yes X No
A bank will be selected as the main depository for Des Moines Area Community College based on the evaluation of the bids received on the following items:

### Cost of services

<table>
<thead>
<tr>
<th>Item</th>
<th>Each</th>
<th>Annual Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Ledger entries (assume an average of 4,500 check entries monthly)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2) Deposit items (assume an average of 30 deposit entries monthly)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3) Incoming wire transfers (assume 50 annually); bank to notify DMACC immediately by telephone, followed by written notification.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4) Stop payments (assume 5 monthly)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5) DMACC initiated transfers between accounts (assume 10 monthly, checking to investments and the reverse)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6) Account reconciliation (monthly magnetic tape of cancelled checks)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7) Safekeeping (investments)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8) Safe-deposit box</td>
<td></td>
<td>None</td>
</tr>
<tr>
<td>9) Direct deposit payroll (assume 350 DMACC employee accounts credited 26 times per year)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10) Daily courier service (Deposits are to be picked up daily at 1 p.m. at the DMACC Business Office, Bldg. #1, Ankeny Campus, 2006 Ankeny Blvd., Ankeny, IA. DMACC bank account is to be credited the same day).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11) Blank checks (assume 54,000 required annually) NOTE: Bank will be requested to furnish the checks only if the bid is acceptable to DMACC.</td>
<td></td>
<td>Out of Pocket Costs</td>
</tr>
<tr>
<td>12) Other chargeable services:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total annual cost of services (Except check cost to us)            None

b. The cost of services listed above will be firm for the initial three-year period? yes x no

On a separate sheet, list three customers (include contact person and telephone no.) of your bank with equal or greater volume of checks processed each month and who also have a cash flow equal to or greater than DMACC.
IV. STATEMENTS BY DES MOINES AREA COMMUNITY COLLEGE:

1. Response to this proposal should be submitted in a sealed envelope clearly marked "BANKING RESPONSE." The envelope must be in the office of the Purchasing Agent of Des Moines Area Community College, 2006 Ankeny Blvd., Ankeny, Iowa 50021, by 3 p.m., March 26, 1984, at which time it will be opened and the bid items read aloud to the public.

2. Des Moines Area Community College will select the proposal it determines to be in the best interest of the College. The College shall reserve the right to reject any or all proposals.

3. Upon approval of both parties, Des Moines Area Community College shall reserve the right to extend the agreement for one year periods at the end of the original agreement.

The undersigned bank agrees to all conditions as set forth in this proposal:

Name of Bank  ANKENY STATE BANK

Address  817 N. ANKENY BLVD.

City  ANKENY  State  IOWA  Zip Code  50021

Signed  Donald L. Davis

Title  President

Telephone Number  964-4293

Date  March 22, 1984
# STATEMENT OF CONDITION

520 S. W. Third  
Ankeny, Iowa 50021  
Member FDIC

DECEMBER 31, 1983

## ASSETS

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash and Due from Banks</td>
<td>$2,673,282.66</td>
</tr>
<tr>
<td>U. S. Government Securities</td>
<td>$9,538,055.96</td>
</tr>
<tr>
<td>U. S. Government Agencies</td>
<td>$8,060,545.03</td>
</tr>
<tr>
<td>Municipal Bonds</td>
<td>$1,543,510.78</td>
</tr>
<tr>
<td>Federal Funds Sold</td>
<td>$3,285,000.00</td>
</tr>
<tr>
<td>Loans and Discounts</td>
<td>$25,492,439.07</td>
</tr>
<tr>
<td>Bank Premises and Equipment</td>
<td>$596,171.81</td>
</tr>
<tr>
<td>Other Assets</td>
<td>$1,365,258.21</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$52,526,272.52</strong></td>
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</table>

## LIABILITIES

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deposits</td>
<td>$48,144,279.44</td>
</tr>
<tr>
<td>Capital</td>
<td>$430,000.00</td>
</tr>
<tr>
<td>Surplus</td>
<td>$1,520,000.00</td>
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<tr>
<td>Undivided Profits</td>
<td>$1,708,616.40</td>
</tr>
<tr>
<td>Reserve</td>
<td>$197,269.00</td>
</tr>
<tr>
<td>Other Liabilities</td>
<td>$526,107.68</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$52,526,272.52</strong></td>
</tr>
</tbody>
</table>

## OFFICERS

- Dean E. Minor, Chairman of Board
- Donald L. Davis, President & Trust Officer
- James W. Angstead, Vice President
- Rena Vanni, Cashier
- J. Michael Maggert, Assistant Cashier
- Josephine Lenzini, Administrative Assistant
- Deann Harsh, Assistant Trust Officer

## DIRECTORS

- James W. Angstead
- Donald L. Davis
- Dean E. Minor
- Norman D. Skadburg
- Bob Van Diest

**ANKENY STATE BANK**
BE IT RESOLVED by the BOARD OF DIRECTORS of DES MOINES ARE COMMUNITY COLLEGE (MERGED AREA XI), in POLK, et al., County, Iowa. That we do hereby designate the following named banks to be depositories of the DES MOINES AREA COMMUNITY COLLEGE (MERGED AREA XI)

<table>
<thead>
<tr>
<th>NAME OF DEPOSITORY</th>
<th>LOCATION</th>
<th>Maximum Deposit in effect under prior resolution</th>
<th>Maximum Deposit under this resolution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boone State Bank &amp; Trust</td>
<td>Boone, Iowa</td>
<td>$100,000.00</td>
<td>$125,000.00</td>
</tr>
<tr>
<td>Citizens National Bank</td>
<td>Boone, Iowa</td>
<td>$25,000.00</td>
<td>$10,000.00</td>
</tr>
<tr>
<td>Ankeny State Bank</td>
<td>Ankeny, Iowa</td>
<td>$4,000,000.00</td>
<td>$7,000,000.00</td>
</tr>
<tr>
<td>Bankers Trust Co.</td>
<td>Des Moines, Ia.</td>
<td>$8,500,000.00</td>
<td>$8,500,000.00</td>
</tr>
<tr>
<td>Hawkeye Bank &amp; Trust of DM</td>
<td>Des Moines, Ia.</td>
<td>$100,000.00</td>
<td>$100,000.00</td>
</tr>
<tr>
<td>Commercial Savings Bank</td>
<td>Carroll, Ia.</td>
<td>$50,000.00</td>
<td>$100,000.00</td>
</tr>
<tr>
<td>Hawkeye Savings &amp; Loan</td>
<td>Boone, Ia.</td>
<td>$0.00</td>
<td>$10,000.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The vote on the resolution is as follows:

AYES: Devere Bendixen
      Raymond Clark
      Jasper Kisdal
      Susan Clouser
      Herbert Ritland
      Eldon Leonard
      Theodore Nemmers
      Donald Rowen
      Douglas Shull

NAYS: None

The foregoing resolution should be certified in duplicate to the Treasurer of State, after approved by him, his findings will be endorsed on one copy, which will be returned to the proper officer for his files.

Section 453.2 Deposits in general. All funds held in the hands of the following officers or institutions shall be deposited in banks as are first approved by the appropriate governing body as indicated: For the treasurer of state, by the executive council; for the county treasurer, recorder, auditor, sheriff, township clerk, clerk of the district court, and judicial magistrates, by the board of supervisors; for the city treasurer, by the city council; for the county public hospital or merged area hospital, by the board of hospital trustees; for a memorial hospital commission; for a school corporation, by the board of school directors; provided, however, that the treasurer of state and the treasurer of each political subdivision shall invest all funds not needed for current operating expenses in time certificates of deposit in banks listed as approved depositories pursuant to this chapter or in investments permitted by section 452.10. The list of public depositories and the amounts severally deposited therein shall be a matter of public record. The term "bank" means a bank or a private bank, as defined in section 524.103.

Section 453.3 Increase conditionally prohibited. The maximum amount so permitted to be deposited in a named bank shall not be increased except with the approval of the treasurer of state.

Section 454.6 Duty of treasurers. It shall be the duty of all school treasurers, city treasurers, or other financial officers designated by the city council, and township clerks of the county to keep on file with the county treasurer a list of such depositories.
DATE: March 15, 1984

TO: Dr. Ken Shibata - Executive Vice President, Educational Services

FROM: Carl H. Rolf - Dean, Industrial & Technical

RE: Disposition and Purchase of Tool & Die Equipment

This is a request to sell or trade the following pieces of equipment from the Tool and Die programs so new items can be obtained.

To sell or trade:

<table>
<thead>
<tr>
<th>Item</th>
<th>Estimated Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Mill, horizontal, 12&quot; x 48&quot;, Cincinnati $4,000</td>
<td></td>
</tr>
<tr>
<td>This particular mill was purchased from Surplus Property several years ago. We paid $800 for the unit. We have had this piece of equipment in operation since the time of purchase. Currently this item is not doing the kind of work we require.</td>
<td></td>
</tr>
<tr>
<td>1) Mill, horizontal, 10&quot; x 36&quot;, Cincinnati $4,000</td>
<td></td>
</tr>
<tr>
<td>This piece of equipment is in poor condition. Dick Seliger informs me that it would cost as much to repair as what we can get out of it by selling it. Therefore, it seems prudent to get rid of a piece of equipment we cannot depend on and that would cost so much to repair.</td>
<td></td>
</tr>
<tr>
<td>1) Grinder, surface, 6&quot; x 18&quot; Norton $1,700</td>
<td></td>
</tr>
<tr>
<td>This piece of equipment we purchased for $800 several years ago. We have been using since the time of purchase. It simply does not do the kind of work that is required in the program.</td>
<td></td>
</tr>
</tbody>
</table>
1) Lathe, 20" Monarch
This piece of equipment was purchased from Surplus Property for $1,600 a little over a year ago. Because of the recent acquisition, we would have to get permission from Surplus Property to sell. Dick Seliger informs me that he feels confident we can do so. However, we would not sell or trade unless we were given permission to do so. Originally this was purchased because we thought it would fulfill a particular need that we had in the program. It has not met those expectations.

1) Lathe, 13", Harrison
This particular piece of equipment is in poor condition. Dick Seliger informs me that it would cost more to repair than for what we can sell it. It seems to be good judgment on our part to get rid of it at this particular price.

1) Ezy Cam, black and white
This piece of equipment, even though we have had it less than two years, is three generations old. In addition to being outdated, eight hundred dollars are needed to repair it. By selling, we can get the state-of-the-art equipment and keep up with the changing technology. It seems like a good investment for the dollars involved. Included are: (1) Ezy Cam, (1) printer, (1) digitizer, (1) line connector, manuals and cables.

1) Band Saw, Vertical, 26", DoAll
This was purchased with the idea of using it as a cut-off saw in the program. While it works fine, it just simply does not fulfill our need. We will have to get permission from Surplus Property to sell. Dick Seliger tells me that he purchased it for $1,200 and we could sell for $5,000.

Sub-Total $30,700
April 4, 1984

TO:    Board Secretary
FROM: Irv Steinberg

As was anticipated, approximately $950,000 of borrowed monies was utilized during March to cover required expenditures. We will need to continue to use borrowed monies to some extent until our 3rd quarter State General Aid is received. As of this date no information has been forwarded relative to when these funds may be released.

Interest rates on short term investments have continued to increase to a high of 10% as of the end of March.

An analysis of our current working budgets indicated that revisions to the March, 1983 Board approvals of budgets should be made to the extent recommended at this Board meeting; however, since the total General Fund (Funds No. 1 and 2 Combined) or Plant Fund working budgets is not expected to exceed the Board approved and published budget, it is not necessary that a public hearing be held to amend these budgets. Budgets for funds other than General and Plant do not require legal publications or public hearings.

Also included with this financial report is a summary of property valuations for each of the 23 counties within our school district, and the estimated tax levy anticipated for FY 85 for the General and Plant Funds (20% per $1M).

As noted on the Cash Position Report, monies on deposit in the special House File 623 Job Training investment account at month end was reduced to $73,455, which represents balance of Firestone Project monies not yet paid out for expenses.

The proceeds approximating $110,000 from the sale of Certificates from the Equitable Life Assurance Co. project is expected during April.
## CASHPOS
**DES MOINES AREA COMMUNITY COLLEGE**
**CASH POSITION REPORT**

March 31, 1984

<table>
<thead>
<tr>
<th>COMBINED FUNDS</th>
<th>PLANT FUND</th>
<th>Voted Tax SF</th>
<th>DMACC TRUST</th>
<th>HF623</th>
</tr>
</thead>
</table>

### CASH IN BANK

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance Fwd Mar 1,84</td>
<td>2744</td>
</tr>
<tr>
<td>PLUS: Mar Receipts</td>
<td>2499526</td>
</tr>
<tr>
<td>LESS: Mar Disbursements</td>
<td>2504894</td>
</tr>
<tr>
<td>Cash Balance 3-31-84</td>
<td>-2624</td>
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</table>

### INVESTMENTS

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Savings Accounts</td>
<td>9706</td>
</tr>
<tr>
<td>Certificates of Deposit:</td>
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</tr>
<tr>
<td>Plant Fd at BT</td>
<td>894000</td>
</tr>
<tr>
<td>Sinking Fd at BT</td>
<td>1199000</td>
</tr>
<tr>
<td>Gen Fd at BT</td>
<td>1400000</td>
</tr>
<tr>
<td>Gen Fd at ASB</td>
<td>2955000</td>
</tr>
<tr>
<td>Loan Fd at ASB</td>
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</tr>
<tr>
<td>Alumni at ASB</td>
<td>15000</td>
</tr>
<tr>
<td>DMACC Trust at ASB</td>
<td>100000</td>
</tr>
<tr>
<td>Total Cash &amp; Investments</td>
<td>4392376</td>
</tr>
</tbody>
</table>

Footnotes:

1. Payment on 3 year Plant Fund Loan will be due for $1,705,600 on 6-30-84.

2. Investments include monies recd from issuance of a $2.5 Million Antic Warrant on 7-1-83 and a $2.8 Million Antic Warrant on 11-22-83.
### Property Valuations by County

<table>
<thead>
<tr>
<th>COUNTY</th>
<th>VALUATIONS 1984-85</th>
<th>VALUATIONS 1983-84</th>
<th>VALUATION INCREASE AMOUNT</th>
<th>VALUATION INCREASE PER CENT</th>
<th>FY84-85 TAX LEVY</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADAIR</td>
<td>101821365</td>
<td>95156663</td>
<td>6664702</td>
<td>7.00</td>
<td>20619</td>
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<tr>
<td>AUDUBON</td>
<td>267171013</td>
<td>251281155</td>
<td>15808658</td>
<td>6.32</td>
<td>54102</td>
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<tr>
<td>BOONE</td>
<td>625006028</td>
<td>614755150</td>
<td>10250878</td>
<td>1.83</td>
<td>126766</td>
</tr>
<tr>
<td>CARROLL</td>
<td>561431394</td>
<td>560281718</td>
<td>21149676</td>
<td>3.77</td>
<td>117740</td>
</tr>
<tr>
<td>CASS</td>
<td>177160</td>
<td>156108</td>
<td>21052</td>
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<td>CLARKE</td>
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<tr>
<td>CRAWFORD</td>
<td>17180971</td>
<td>16672284</td>
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<tr>
<td>DALLAS</td>
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<td>GREENE</td>
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<td>GUTHRIE</td>
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<td>74541</td>
</tr>
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<td>HAMILTON</td>
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Note: Data obtained from State Comptroller's Office March 12, 1984.
DMACC BUDGET STATUS MARCH 31, 1984
(Funds 3, 4, 5, 6, 7)
DES MOINES AREA COMMUNITY COLLEGE

Public Hearing Regarding Building 6
Partial Re-roofing

April 17, 1984
Municipal Building - Coon Rapids, Iowa

AGENDA

1. Call to Order - 6:00 p.m.
2. Roll Call.
3. Acknowledgement by Board Secretary of how notice of hearing was made.
4. Requests to address the Board recognized.
5. Consideration of resolution adopting proposed plans, specifications, form of contract, and estimated costs for partial re-roofing of Building 6.
6. Adjournment.
A special meeting of the Des Moines Area Community College Board of Directors was held in the Municipal Building, Coon Rapids, Iowa, on April 17, 1984, for the purpose of conducting a public hearing for the adoption of plans, specifications, form of contract, and estimated cost for the partial re-roofing of Building 6. The meeting was called to order at 6:05 p.m., by Board President Jasper Risdal.

Members Present:
DeVere Bendixen (arrived at 6:07 p.m.)
Ray Clark
Susan Clouser
Eldon Leonard
Theodore Nemmers
Jasper Risdal
Herbert Ritland (arrived at 6:07 p.m.)
Donald Rowen (arrived at 6:07 p.m.)
Douglas Shull (arrived at 6:07 p.m.)

Others Present:
Joseph A. Borgen, President
Helen M. Minor, Board Secretary
Don Zuck, Board Treasurer
Various other DMACC staff and interested area residents

Directors D. Bendixen, H. Ritland, D. Rowen and D. Shull arrived at 6:07 p.m.

Board Secretary H. Minor reported that the notice of the time and place of this public hearing was, according to law and as directed by the Board, published in the Des Moines Register newspaper on the 12th day of March, 1984, and posted on the official Des Moines Area Community College bulletin board. A copy of said notice is included as Attachment #1 to these minutes.

There were no requests to address the Board.

It was moved by E. Leonard, seconded by R. Clark, that the Board approve the resolution included as Attachment #2 to these minutes which adopts proposed plans, specifications, form of contract, and estimated cost for partial re-roofing Building 6.

Motion passed unanimously on a roll call vote.
ADJOURNMENT

A motion for adjournment was made by D. Shull, seconded by T. Nemmers.

Motion passed unanimously and at 6:09 p.m., Board President J. Risdal adjourned the hearing.

JASPER RISDAL, President

HELEN M. MINOR, Secretary
TO WHOM IT MAY CONCERN:

A public hearing will be held on April 17, 1984 at 6:00 p.m., by the Board of Directors of the Des Moines Area Community College, in the Municipal Building at Coon Rapids, Iowa, in relation to proposed specifications and form of contract for the construction of the following improvements:

DES MOINES AREA COMMUNITY COLLEGE

PARTIAL RE-ROOF BUILDING 

At which time any interested persons may appear and file objections to the said proposed specifications, form of contract or the cost of such improvement.

The Board of Directors will then hear said objections and any evidence for or against the same, and forthwith enter on record its decision thereon.

DES MOINES AREA COMMUNITY COLLEGE

Jasper Riddell
President

Helen Minor
Secretary

STATE OF IOWA

POLK COUNTY

SS.

The undersigned, being first duly sworn, on oath states that he/she is the Classified Auditing Supervisor of Des Moines Register and Tribune Company, a corporation duly organized and existing under the laws of the State of Iowa, with its principal place of business in Des Moines, Iowa, the publisher of

THE DES MOINES REGISTER (Daily)

DES MOINES SUNDAY REGISTER

newspapers of general circulation printed and published in the City of Des Moines, Polk County, Iowa; and that an advertisement, a printed copy of which is attached as Exhibit "A" and made a part of this affidavit, was printed and published in

The Des Moines Register (daily) the following dates

March 12, 1984

in Des Moines Sunday Register on

Subscribed and sworn to before me by said affiant this 12th day of March, 1984

Thelma B. Lett

Notary Public in and for Polk County, Iowa
RESOLUTION NO.

RESOLUTION APPROVING PLANS, SPECIFICATIONS,
FORM OF CONTRACT AND ESTIMATED COST FOR
PARTIAL RE-ROOFING BUILDING 6

WHEREAS, on the 6th day of March, 1984, plans, specifications, form
of contract, and estimated cost were filed with the Secretary of the
Board of Directors of the Des Moines Area Community College for the
project.

WHEREAS, notice of hearing on plans, specifications, form of contract
and estimated cost was published as required by law and action of the
Board.

NOW, THEREFORE BE IT RESOLVED by the Board of Directors of the Des Moines
Area Community College that said plans, specifications, form of contract
and estimated cost are hereby approved and adopted as the plans, speci-
fications, form of contract, and estimated cost for partial re-roofing
Building 6.

PASSED AND APPROVED this 17th day of April, 1984.

[Signature]
President of the Board of
Directors of the aforesaid
Community College

ATTEST:

[Signature]
Secretary of the Board of
Directors of the aforesaid
Community College