

- 1) The Van Meter City Council met for a regular council meeting on Monday, November 13, 2023, at the United Methodist Church located at 100 Hazel Street, Van Meter, IA 50261. Mayor Adams called the meeting to order at 7:00 pm. The following council members were present upon roll call: Joel Akers, Travis Brott, Blake Grolmus, Joe Herman and Lyn Lyon.
 Staff present: City Attorney Fatino, City Engineer Veenstra, Police Chief Mike Brown, Public Works Director Drew McCombs, Library Director Jonatha Basye, City Clerk Jessica Drake, and City Administrator Liz Faust.
 Public present: Quin Pelz and Penny Westfall.
- 2) Mayor Adams led the Pledge of Allegiance.
- 3) Introductions were made.
- 4) Mayor Adams read a Civility Statement setting expectations of respect for the meeting.
- 5) Lyon moved, supported by Grolmus, to approve the agenda. On roll call the votes were as follows: Akers -- YES; Brott – YES; Grolmus – YES; Herman – YES; Lyon - YES.
- 6) During the Citizen Hearing, no one addressed the Council.
- 7) Mayor Adams asked for a motion to adopt the consent agenda which included the following: Grolmus moved, supported by Brott, to approve the Consent Agenda. On roll call the votes were as follows: Akers – YES; Brott – YES; Grolmus – YES; Herman – YES; Lyon – YES.
 - a. Minutes of the October 9, 2023 City Council Meeting
 - b. Minutes of the October 9, 2023 Planning & Zoning Meeting
 - c. Minutes of the October 23, 2023 City Council Meeting
 - d. Minutes of the November 7, 2023 City Council Meeting
 - e. November Claims List

CLAIMS REPORT

| VENDOR | REFERENCE | AMOUNT |
|-------------------------------|------------------------------|----------|
| ACCUJET LLC | | 688.7 |
| ADAM BOECK | SOCCER REF | 165 |
| ADLAI LOUNSBURY | SOCCER REFEREE | 220 |
| AFLAC | AFLAC PRETAX | 204.12 |
| AGSOURCE COOPERATIVE SERVICES | WA/SW TESTING | 46 |
| AINSLEY WATSON | SOCCER REF | 40 |
| ALL AMERICAN TURF BEAUTY | IRRIGATION PARTS | 221.01 |
| AMAZON CAPITAL SERVICES | OCT AMAZON PURCHASES | 1,517.90 |
| AMERICAN UNDERGROUND SUPPLY | WATER SYSTEM REPAIR PARTS | 217.63 |
| ANDERSON SERVICE | REPAIRS/MAINT LIB FURNACE | 374 |
| ARNOLD MOTOR SUPPLY | PARTS | 20.51 |
| AT&T MOBILITY | PD/FD PHONE SERVICE | 277.43 |
| AUSTIN STRONG | SOCCER REF | 25 |
| AYLA LANSMAN | SOCCER REF | 10 |
| BANNER FIRE EQUIPMENT | 2013 PUMPER REPAIRS | 3,012.48 |
| BASE | DECEMBER FSA ADMIN | 30 |
| BRAELEE KUNKEL | SOCCER REF | 35 |
| CALVIN VERDI | SOCCER REF | 20 |
| CITY OF WEST DES MOINES | 2024 DALLAS CO LOCAL HOUSING | 1,484.00 |
| COMPASS BUSINESS SOLUTIONS | WINDOW ENVELOPES | 582.37 |
| CULLIGAN | CITY HALL WATER COOLER | 71.31 |
| GATEHOUSE MEDIA IA HOLDINGS | LEGAL PUBLICATIONS | 360.61 |
| DAN VAN LANGEN | OPERATOR BY AFFIDAVIT - NOV | 1,000.00 |
| DELTA DENTAL | DENTAL & VISION INSURANCE | 757.28 |
| DMACC | EMS TRAINING X6 | 4,050.00 |
| EARLHAM SAVINGS BANK | EBANK EFT ACH FEES | 25 |
| EFTPS | FED/FICA TAX | 4,994.90 |
| EFTPS | FED/FICA TAX | 4,994.39 |
| ELAN FINANCIAL - EBANK CC | COOPER - TRAINING MEALS | 1,560.13 |
| ELECTRIC PUMP | BOOSTER STATION SERVICE CALL | 208.5 |
| FIRE SERVICE TRAINING BUREAU | 7TH ESSENTIALS OF FF | 190 |
| FORTE | WEB PROCESSING FEES | 355.06 |
| FORTE | POS PROCESSING FEES | 8.69 |
| FORTE | WEB PROCESSING FEES | 436.31 |
| FORTE | POS PROCESSING FEES | 15.76 |
| GABE SCOTT | SOCCER REF | 55 |
| GALLS LLC | SPIKE STRIP | 327.98 |

| | | |
|--------------------------------|--------------------------------|------------|
| GRAYSON ELLIOT | SOCCER REF | 10 |
| GRAYSON WIGANT | SOCCER REF | 20 |
| gWORKS | 2024 LICENSE AND SUPPORT | 6,869.00 |
| HUDSON SODERHOLM | SOCCER REF | 137.5 |
| INDUSTRIAL CHEM LABS | LIFT STATION DEGREASER | 1,164.38 |
| IOWA DEPARTMENT OF NATURAL RES | 2024 ANNUAL FEE PERMIT #6051 | 115 |
| IOWA RUSH | REC TEAM REGISTRATIONS | 595 |
| IPERS | PROTECT IPERS | 7,006.95 |
| JENNA STRECK | SOCCER REF | 75 |
| JESSICA DRAKE | OCT MILEAGE REIMBURSEMENT | 96.23 |
| JONES CREEK APPAREL | FALL APPAREL | 1,113.00 |
| JUNGMANN CORPORATION | RICHLAND ROAD REPAIRS | 2,159.70 |
| KADENCE WIGANT | SOCCER REFEREE | 110 |
| KAEGAN WIGANT | SOCCER REFEREE | 55 |
| KONICA MINOLTA | PRINTER TONER | 256.32 |
| LANDON LUNKAN | SOCCER REF | 10 |
| LAURA KUNKEL | CLEANING SERVICES-FD | 125 |
| LAURA STRECK | SOCCER REF | 85 |
| LAYTON FANNON | SOCCER REF | 110 |
| LEVI LUKAN | SOCCER REF | 245 |
| LOWE'S | OCT CHARGES - CITY HALL | 262.47 |
| LUKAS HETLAND | SOCCER REFEREE | 155 |
| MAISEY PATTERSON | SOCCER REF | 15 |
| MATHESON TRI GAS INC | OXYGEN | 35.11 |
| MEDIACOM | INTERNET SERVICES | 306.9 |
| MICAH SIMECK | SOCCER REF | 30 |
| MIDAMERICAN ENERGY | GAS/ELEC | 2,374.21 |
| MIDWEST TAPE LLC | HOOPLA - ADVANCED DIGITAL | 1,000.00 |
| MOLLY SIMECK | SOCCER REF | 80 |
| PEEK SALES & SERVICE | BAR TIRE | 308.4 |
| QUITON HALL | SOCCER REF | 45 |
| RANGEMASTERS TRAINING CTR | PANTS - COOPER | 76.84 |
| REGAN BERNHARDT | SOCCER REF | 65 |
| SANDRY FIRE SUPPLY LLC | 2023 ANNUAL SERVICES | 1,862.04 |
| SIMMERING-CORY INC | LC23 CODE CHANGES | 13 |
| STANARD & ASSOCIATES INC | POST EXAM | 54.5 |
| STAR EQUIPMENT LTD | SKIDLOADER ANNUAL CHECKUP | 804.28 |
| STIVERS FORD | PW NEW BRAKES, OIL CHANGE, ETC | 2,512.53 |
| TEAG SCHWEITZBERGER | SOCCER REF | 10 |
| THE HARTFORD | LIFE AND DISABILITY | 340.67 |
| THOMAS CLARK | SOCCER REF | 10 |
| TREAS - ST OF IA SALES TX | OCT WET 0-004-621-739 | 1,771.35 |
| TREAS - STATE OF IOWA W/H | STATE TAXES | 1,504.84 |
| TYSON SCHOENLEBER | SOCCER REF | 10 |
| UNDERGROUND SOLUTIONS | WATER MAIN BREAK - 400 WILSON | 5,075.00 |
| UNITYPOINT CLINIC | MRO - LUVAAS | 42 |
| US POSTMASTER | NOV UT BILLS/NEWSLETTERS | 287.91 |
| UTILITY EQUIPMENT CO | WATER METERS NEW CONSTRUCTION | 16,047.61 |
| VC3 INC | IT N BOX | 2,497.29 |
| VEENSTRA & KIMM INC | WATER BOOSTER-CONSTRUCTION | 2,407.50 |
| VERIZON WIRELESS | CELL PHONE CHARGES | 881.05 |
| VETERANS RECEPTION CENTER | OCTOBER MEETING RENTAL | 450 |
| WASTE CONNECTIONS | GARBAGE CONTRACT | 12,122.79 |
| WASTE SOLUTIONS OF IA | KYBOS - REC COMPLEX | 870 |
| WELLMARK | HEALTH INSURANCE | 10,422.08 |
| WELLS FARGO CC | CITY HALL EXPENSES | 2,180.06 |
| WESTERN IA TECH COLLEGE | COOPER - ILEA BASIC | 5,669.00 |
| WEX BANK | PD GAS | 2,296.66 |
| WHITFIELD & EDDY PLC | LEGAL SERVICES | 10,842.00 |
| WHITFIELD & EDDY TRUST ACCT | EARNST MONEY | 500 |
| WILL NIXON | | 20 |
| WOODRUFF CONSTRUCTION | WATER BOOSTER STATION | 74,792.55 |
| Accounts Payable Total | | 210,010.79 |

f. October Financial Statements

| FUND | DISBURSED | RECEIVED |
|-------------------------------|-------------------|-------------------|
| GENERAL | 66,538.71 | 228,168.32 |
| PARK OPERATIONS | 19,267.11 | 9,893.00 |
| ROAD USE TAX | 7,087.01 | 16,660.98 |
| GAS/ELEC FRANCHISE FEE | 0 | 353.55 |
| EMPLOYEE BENEFITS | 8,222.28 | 36,545.74 |
| EMERGENCY FUND | 0 | 6,162.96 |
| LOCAL OPTION SALES TAX | 0 | 26,865.31 |
| TIF-CR ESTATE | 0 | 65,391.47 |
| PARK TRUST | 0 | 0 |
| LIBRARY TRUST FUND | 9,026.29 | 0 |
| DEBT SERVICE | 0 | 78,335.77 |
| TRINDLE RIDGE PROJECTS | 0 | 0 |
| WATER SUPPLY IMPROVEMENT | 47,897.37 | 0 |
| CEMETERY – PERPETUAL CARE | 0 | 158.34 |
| WATER | 20,883.47 | 19,738.03 |
| SEWER | 18,188.00 | 8,248.59 |
| *****REPORT TOTAL***** | 197,110.24 | 496,522.06 |

g. October IPAIT Summary Report

h. October SICOG Report

i. Resolution #2023-110 Approving FY23 Annual Financial Report


j. Resolution #2023-111 Approving FY23 Annual Urban Renewal Report

Grolmus moved, supported by Brott, to approve the Consent Agenda. On roll call the votes were as follows:

Akers – YES; Brott – YES; Grolmus – YES; Herman – YES; Lyon – YES.

- 8) Mayor Adams opened the public hearing regarding a proposed amendment to the City of Van Meter Code of Ordinances Chapters 120 & 121 Sections 120.04, 120.05 and 121.05 pertaining to Liquor Licenses and Cigarette & Tobacco Permits at 7:07pm. No comments were received by staff or during the hearing. The hearing closed at 7:07pm.
- 9) Brott moved, supported by Grolmus to make the first and final reading of Ordinance #2023-10 amending Chapters 120 & 121 Sections 120.04, 120.05 and 121.05 pertaining to Liquor Licenses and Cigarette & Tobacco Permits waiving the requirement for subsequent readings and moving to approval and adoption of said ordinance. On roll call the votes were as follows: Akers – YES; Brott – YES; Grolmus – YES; Herman – YES; Lyon – YES.
- 10) Mayor Adams opened the public hearing regarding a proposed amendment to the City of Van Meter Code of Ordinances Chapter 7 – Fiscal Management, Sections 7.05 and 7.08 at 7:08pm. No comments were received by staff or during the hearing. The hearing closed at 7:08pm.
- 11) Brott moved, supported by Herman to make the first and final reading of Ordinance #2023-11 Chapter 7 – Fiscal Management Sections 7.05 and 7.08 waiving the requirement for subsequent readings and moving to approval and adoption of said ordinance. On roll call the votes were as follows: Akers – YES; Brott – YES; Grolmus – YES; Herman – YES; Lyon – YES.
- 12) City staff reviewed the recommendation from the Planning & Zoning Commission to rezone the Lauterbach parcels currently zoned as I-1 Light Industrial to BP-1 Business Park.
- 13) Herman moved, supported by Grolmus to adopt Resolution #2023-112 Setting the Date of Public Hearing to Rezone the Lauterbach parcels currently zoned as I-1 Light Industrial to BP-1 for Monday, December 11, 2023 at 7:00pm at the United Methodist Church located at 100 Hazel Street, Van Meter, IA 50261. On roll call the votes were as follows: Akers – YES, Brott – YES; Grolmus – YES; Herman – YES; Lyon – YES.
- 14) Council reviewed the recommendation from the Planning & Zoning Commission to adopt changes to the City of Van Meter Code of Ordinances – Chapter 165 Zoning Regulations, Section 165.12 Planned Unit Development District.
- 15) Grolmus moved, supported by Brott to adopt Resolution #2023-113 Setting the Date of Public Hearing to adopt changes to the City of Van Meter Code of Ordinances – Chapter 165 Zoning Regulations, Section 165.12 Planned Unit Development District for Monday, December 11, 2023 at 7:00pm at the United Methodist Church located at 100 Hazel Street, Van Meter, IA 50261. On roll call the votes were as follows: Akers – YES, Brott – YES; Grolmus – YES; Herman – YES; Lyon – YES.
- 16) Grolmus moved, supported by Brott to adopt Resolution #2023-114 Setting the Date of Public Hearing to adopt changes to the City of Van Meter Code of Ordinances – Chapter 163 Dangerous Buildings for Monday, December 11, 2023 at 7:00pm at the United Methodist Church located at 100 Hazel Street, Van Meter, IA 50261. On roll call the votes were as follows: Akers – YES, Brott – YES; Grolmus – YES; Herman – YES; Lyon – YES.
- 17) Grolmus moved, supported by Brott to adopt Resolution #2023-115 Setting the Date of Public Hearing to adopt changes to the City of Van Meter Code of Ordinances – Chapter 164 Vacant Building Permit & Inspection for Monday, December 11, 2023 at 7:00pm at the United Methodist Church located at 100 Hazel Street, Van Meter, IA 50261. On roll call the votes were as follows: Akers – YES, Brott – YES; Grolmus – YES; Herman – YES; Lyon – YES.

- 18) Akers moved, supported by Grolmus to adopt Resolution #2023-116 Setting the Date of Public Hearing to adopt changes to the City of Van Meter Code of Ordinances – Chapter 135 Street Use & Maintenance, Section 135.15 Driveway Access and Chapter 170 Subdivision Regulations, Section 170.18 Driveways for Monday, December 11, 2023 at 7:00pm at the United Methodist Church located at 100 Hazel Street, Van Meter, IA 50261. On roll call the votes were as follows: Akers – YES, Brott – YES; Grolmus – YES; Herman – YES; Lyon – YES.
- 19) City Staff discussed the need to update our building code to the 2021 version.
- 20) Grolmus moved, supported by Brott to adopt Resolution #2023-117 Setting the Date of Public Hearing to adopt changes to the City of Van Meter Code of Ordinances – 156 Building Code for Monday, December 11, 2023 at 7:00pm at the United Methodist Church located at 100 Hazel Street, Van Meter, IA 50261. On roll call the votes were as follows: Akers – YES, Brott – YES; Grolmus – YES; Herman – YES; Lyon – YES.
- 21) Brott moved, supported by Akers to adopt Resolution #2023-118 Setting the Date of Public Hearing to adopt changes to the City of Van Meter Code of Ordinances – Chapter 22 Library Board of Trustees – Sections 22.02, 22.03, and 22.04 for Monday, December 11, 2023 at 7:00pm at the United Methodist Church located at 100 Hazel Street, Van Meter, IA 50261. On roll call the votes were as follows: Akers – YES, Brott – YES; Grolmus – YES; Herman – YES; Lyon – YES.
- 22) Lyon moved, supported by Brott to adopt Resolution #2023-119 Authorizing the Purchase of a Konica Minolta FS-539 SD Finisher and RU-513 Relay Unit in the amount of \$2622.20. On roll call the votes were as follows: Akers – YES, Brott – YES; Grolmus – YES; Herman – YES; Lyon – YES.
- 23) Grolmus moved, supported by Lyon to adopt Resolution #2023-120 Approving CY24 Employee Health Insurance Renewals with Wellmark. On roll call the votes were as follows: Akers – YES, Brott – YES; Grolmus – YES; Herman – YES; Lyon – YES.
- 24) Akers moved, supported by Herman to adopt Resolution #2023-121 approving an amendment to the Van Meter Future Land Use Plan. On roll call the votes were as follows: Akers – YES, Brott – YES; Grolmus – YES; Herman – YES; Lyon – YES.
- 25) Herman moved, supported by Akers to adopt Resolution #2023-122 Approving Library Staff Wage Increases. On roll call the votes were as follows: Akers – YES, Brott – YES; Grolmus – YES; Herman – YES; Lyon – YES.
- 26) City Staff discussed the November 2023 election results. Due to the results of the Mayoral election, Council will need to appointment someone to complete the remainder of Joe Herman’s term. Due to the results of the Council election, Quin’s spot on the Planning & Zoning Commission.
- 27) Fire Chief Schmitt provided information for the Council to review regarding potential discounts on the purchase of the already approved fire truck.
- 28) City Staff provided department reports. Jess & Liz attended TIF workshops and budget workshops. MidAmerican will be replacing wooden light poles throughout town. Public Works replaced rock on the shoulders of R16. The Library reported that they are in the process of adding additional digital resources.
- 29) Lyon moved, supported by Akers, to adjourn the meeting. On roll call the votes were as follows: Akers – YES; Brott – Yes; Grolmus – YES; Herman – YES; Lyon – Yes. Mayor Adams adjourned the meeting at 8:21pm.


Allan B. Adams, Mayor

Attest:



City Clerk