

- 1) The Van Meter City Council met for a regular council meeting on Monday, December 11, 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 Attorney Luke Craven City Engineer Veenstra, Police Chief Mike Brown, Public Works Director Drew McCombs, City Clerk Jessica Drake, and City Administrator Liz Faust.  
 Public present: Tracy Capps, Cari LaValle, Julia Herman, Leslie Herman, Jameson Herman, Quin Pelz, Kim Frankhauser, Geri Richards, Maya Herman, Sarah Moore, Penny Westfall, and Allison Ullmann.
- 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) Grolmus moved, supported by Herman, 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: Lyon moved, supported by Grolmus, 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 November 13, 2023 City Council Meeting
  - b. Minutes of the November 27, 2023 City Council Meetings
  - c. Minutes of the November 30, 2023 Planning & Zoning Meeting
  - d. Minutes of the December 7, 2023 City Council Meeting
  - e. December Claims List

**CLAIMS REPORT**

VENDOR	REFERENCE	AMOUNT
AFLAC	AFLAC PRETAX	102.06
AGSOURCE COOPERATIVE SERVICES	#302744	609.25
ALAN & JENNIFER WILLE	REBATE PAYMENT PROP TAXES	4,304.21
AMAZON CAPITAL SERVICES	NOVEMBER CHARGES	1,514.76
ANDREW COOPER	NOV EXPENSES REPORT	112.42
AT&T MOBILITY	PD/FD PHONE SERVICE	277.43
BASE	JAN FSA ADMIN	30
BOB BROWN CHEVROLET	TAHOE CHECK ENGINE LIGHT	375.23
BSN SPORTS	BASKETBALLS	420
CULLIGAN	CITY HALL WATER COOLER	63.41
DAN VAN LANGEN	DEC OP BY AFFIDAVIT	1,000.00
DAVID & MARILYN ANDERSON	REBATE PAYMENT PROP TAXES	5,257.15
DELTA DENTAL	DENTAL & VISION INS	757.28
DH PACE	FD GARAGE DOOR	535.06
EARLHAM SAVINGS BANK	EBANK EFT ACH FEES	25
EFTPS	FED/FICA TAX	4,979.74
EFTPS	FED/FICA TAX	11,939.85
ELAN FINANCIAL - EBANK CC	COOPER TRAINING	141.4
gWORKS	GWORCS UPGRADE	12,968.00
HEARTLAND COOP	WINTER LP	672.57
HOTSY CLEANING SYSTEM	ROAD SALT REMOVER	270.5
HUDSON SODERHOLM	U10 REF	20
INDUSTRIAL CHEM LABS	LIFT STATION DEGREASER	1,169.32
IOWA DEPT OF PUBLIC SAFETY	072023-092023 IA SYSTEMS	300
IOWA DEPARTMENT OF NATURAL RES	PERMIT FEES	350
IOWA INSPECTIONS LLC	NOV CODE ENFORCEMENT	750
IOWA SOCCER ASSOCIATION	SEPT/NOV SOCCER ACTIVITY	264
IPERS	PROTECT IPERS	3,494.98
JUNGMANN CORPORATION	ROADSTONE - R16	2,286.06
KONICA MINOLTA	DEC MAINTENANCE	35.2
LAURA KUNKEL	FD CLEANING SERVICES	50
LEXIPOL LLC	ANNUAL LAW ENFORCEMENT POLICY	1,832.85
LIZ FAUST	OCT/NOV 23 MILEAGE	116.58
LOWE'S	NOV CHARGES	371.51
MATHESON TRI GAS INC	OXYGEN	36.73

MEDIACOM	INTERNET SERVICES	306.9
MIDAMERICAN ENERGY	GAS/ELEC	2,397.95
ORKIN	NOV/DEC LIBRARY STANDARD	139.1
RANGEMASTERS TRAINING CTR	COOPER UNIFORM	1,408.77
STACK PAY - REC FEES	REC FEE REFUND	81.48
STIVERS FORD	TAHOE OIL CHANGE	69.78
THE HARTFORD	LIFE & DISABILITY	340.67
TREAS - ST OF IA SALES TX	NOV WET 004-838-243	1,485.27
TREAS - STATE OF IOWA W/H	STATE TAX	757.05
UMB BANK NA	BOND PAYMENTS	25,700.00
UNITED STATES TREASURY	JULY PENALTY	308.62
US POSTMASTER	DEC 23 UT BILLS/NEWSLETTERS	289.8
VC3 INC	IT N BOX	2,481.71
VEENSTRA & KIMM INC	WATER BOOSTER STATION-OCT	8,521.77
VERIZON WIRELESS	WATER PHONE/TABLET	607.88
WASTE CONNECTIONS	GARBAGE CONTRACT	12,225.43
WASTE SOLUTIONS OF IA	REC COMPLEX - KYBO	1,143.00
WELLMARK	EMPLOYEE HEALTH INS	10,422.08
WELLS FARGO CC	BEANSTACK	1,149.88
WEX BANK	PD GAS	1,818.99
WHITFIELD & EDDY PLC	LEGAL SERVICES	3,277.00
WOODRUFF CONSTRUCTION	BOOSTER STATION #9	126,444.05
WORKFORCE SOLUTIONS	SMALL CHIEFS CONFERENCE	75
<b>Accounts Payable Total</b>		<b>258,884.73</b>

f. November Financial Statements

FUND	DISBURSED	RECEIVED
GENERAL	62,979.17	45,726.09
PARK OPERATIONS	4,494.88	2,771.30
ROAD USE TAX	29,686.65	23,185.37
GAS/ELEC FRANCHISE FEE	0	18,110.53
EMPLOYEE BENEFITS	6,478.13	2,855.59
EMERGENCY FUND	0	481.56
LOCAL OPTION SALES TAX	0	37,045.28
TIF-CR ESTATE	1,484.00	3,896.23
PARK TRUST	0	0
LIBRARY TRUST FUND	8,997.74	13,425.00
DEBT SERVICE	25,700.00	5,975.45
TRINDLE RIDGE PROJECTS	0	0
WATER SUPPLY IMPROVEMENT	81,827.15	0
CEMETERY – PERPETUAL CARE	0	0
WATER	36,441.47	25,475.29
SEWER	23,902.91	14,738.06
<b>*****REPORT TOTAL*****</b>	<b>260,930.34</b>	<b>186,926.92</b>

- g. November IPAIT Summary Report
- h. November SICOG Report
- i. AY2023 Dallas County TIF Certification
- j. Resolution #2023-123 Approving Personnel Transaction – Feldman
- k. Resolution #2023-124 Appointing a Representative and Alternate Representative to the Dallas County Emergency Management Commission
- l. Resolution #2023-125 Appointing a Representative and Alternate Representative to the Des Moines Area Metropolitan Planning Organization
- m. Resolution #2023-126 Appointing a Representative and Alternate Representative to the Dallas County 911 Board
- n. Resolution #2023-127 Approving a Wage Increase – Andrew Cooper
- o. Liquor License Renewal Approval – Casey’s General Store

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

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

- 8) City Clerk Drake administered the Oath of Office to incoming Mayor Joe Herman.
- 9) Incoming Mayor Joe Herman led a recognition of service for outgoing Mayor Adams.

- 10) City Clerk Drake administered the Oath of Office for newly elected and re-elected Council Members Akers, Brott and Pelz.
- 11) Incoming Mayor Joe Herman led a recognition of service for outgoing Councilman Lyon.
- 12) Herman moved, supported by Grolmus, to appoint Penny Westfall to the City Council vacancy effective January 1, 2024. On roll call the votes were as follows: Akers – YES; Brott – YES; Grolmus – YES; Herman – YES; Lyon – YES. City Clerk Drake administered the Oath of Office to Penny Westfall.
- 13) Herman moved, supported by Grolmus to adopt Resolution #2023-128 Appointing Travis Brott as Mayor Pro Tem for CY24. On roll call the votes were as follows: Akers – YES, Brott – ABSTAIN; Grolmus – YES; Herman – YES; Lyon – YES.
- 14) Brott moved, supported by Akers to adopt Resolution #2023-129 Approving the CY24 Meeting Schedule. On roll call the votes were as follows: Akers – YES, Brott – YES; Grolmus – YES; Herman – YES; Lyon – YES.
- 15) Grolmus moved, supported by Herman to adopt Resolution #2023-130 Updating Bank Signatories. On roll call the votes were as follows: Akers – YES, Brott – YES; Grolmus – YES; Herman – YES; Lyon – YES.
- 16) Brott moved, supported by Akers to approve tax abatement for 223 Hudson Avenue, Van Meter, IA 50261. On roll call the votes were as follows: Akers – YES; Brott – YES; Grolmus – NO; Herman – YES; Lyon – YES.
- 17) Grolmus moved, supported by Herman to adopt Resolution #2023-131 Amending Resolution #2023-112 by Setting a New Date for Public Hearing to Rezone the Lauterbach parcels currently zoned as I-1 to BP-1 for 7:00pm on January 8, 2024. On roll call the votes were as follows: Akers – YES; Brott – YES; Grolmus – YES; Herman – YES; Lyon – YES.
- 18) Grolmus moved, supported by Herman to adopt Resolution #2023-132 Amending Resolution #2023-113 by Setting a New Date for Public Hearing regarding a proposed amendment to repeal and replace Section 165.12 – Planned Unit Development District in Chapter 165 – Zoning Regulations of the Van Meter City Code of Ordinances for 7:00pm on January 8, 2024. On roll call the votes were as follows: Akers – YES; Brott – YES; Grolmus – YES; Herman – YES; Lyon – YES.
- 19) Grolmus moved, supported by Herman to adopt Resolution #2023-133 Amending Resolution #2023-114 by Setting a New Date for Public Hearing regarding a proposed addition to the Van Meter City Code of Ordinances - Chapter 163 Dangerous Buildings for 7:00pm on January 8, 2024. On roll call the votes were as follows: Akers – YES; Brott – YES; Grolmus – YES; Herman – YES; Lyon – YES.
- 20) Grolmus moved, supported by Herman to adopt Resolution #2023-134 Amending Resolution #2023-115 by Setting a New Date for Public Hearing regarding a proposed addition to the Van Meter City Code of Ordinances – Chapter 164 Vacant Building Permit & Inspection for 7:00pm on January 8, 2024. On roll call the votes were as follows: Akers – YES; Brott – YES; Grolmus – YES; Herman – YES; Lyon – YES.
- 21) Grolmus moved, supported by Herman to adopt Resolution #2023-135 Amending Resolution #2023-116 by Setting a New Date for Public Hearing regarding a proposed amendment to the Van Meter City Code of Ordinances – Chapter 135 Street Use and Maintenance, Section 135.15 Driveway Access and Chapter 170 Subdivision Regulations, Section 170.18 Driveways (resulting in a renumbering of subsequent sections in Chapter 170) for 7:00pm on January 8, 2024. On roll call the votes were as follows: Akers – YES; Brott – YES; Grolmus – YES; Herman – YES; Lyon – YES.
- 22) Grolmus moved, supported by Herman to adopt Resolution #2023-136 Amending Resolution #2023-117 by Setting a New Date for Public Hearing regarding proposed amendments to the Van Meter City Code of Ordinances – Chapter 156 Building Code for 7:00pm on January 8, 2024. On roll call the votes were as follows: Akers – YES; Brott – YES; Grolmus – YES; Herman – YES; Lyon – YES.
- 23) Grolmus moved, supported by Herman to adopt Resolution #2023-137 Amending Resolution #2023-118 by Setting a New Date for Public Hearing regarding proposed amendments to the Van Meter City Code of Ordinances – Chapter 22 Library Board of Trustees, Section 22.02 Library Trustees, Section 22.03 Qualifications of Trustees, and Section 22.04 (1) Organization of the Board. On roll call the votes were as follows: Akers – YES; Brott – YES; Grolmus – YES; Herman – YES; Lyon – YES.
- 24) Herman moved, supported by Akers to adopt Resolution #2023-138 Approving the IRS Rate of Mileage Reimbursement as the Standard for Mileage Reimbursement for the City of Van Meter. On roll call the votes were as follows: Akers – YES; Brott – YES; Grolmus – YES; Herman – YES; Lyon – YES.
- 25) Brott moved, supported by Akers to adopt Resolution #2023-139 Adopting Administrative Procedures – Electronic Signature. On roll call the votes were as follows: Akers – YES; Brott – YES; Grolmus – YES; Herman – YES; Lyon – YES.
- 26) Akers moved, supported by Brott to adopt Resolution #2023-140 Waiving the Right to Review the Final Plat of Survey – Monster Acres. On roll call the votes were as follows: Akers – YES; Brott – YES; Grolmus – YES; Herman – YES; Lyon – YES.
- 27) City Clerk Drake led a discussion regarding the need for an updated traffic study. Grolmus moved, supported by Akers to direct city staff to proceed with looking into new traffic study equipment. On roll call the votes were as follows: Akers – YES; Brott – YES; Grolmus – YES; Herman – YES; Lyon – YES.
- 28) City Engineer Veenstra led a discussion regarding construction service fees for Grand Ridge Estates Plat 1, Phase 2. Brott moved, supported by Grolmus to direct city staff to proceed the part time fee option for construction services for GRE Plat 1, Phase 2. On roll call the votes were as follows: Akers – YES; Brott – YES; Grolmus – YES; Herman – YES; Lyon – ABSENT.
- 29) City Staff provided department reports. AY2023 TIF was certified with Dallas County. The Water Booster Station project is progressing with anticipated completion in Spring 2024. The Library reported on the application process for a handful of grants.
- 30) 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 7:54pm.

Allan B. Adams Allan B. Adams, Mayor

Attest:

  
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City Clerk