

- 1) The Van Meter City Council met for a regular council meeting on Monday, January 4, 2023, at the United Methodist Church located at 100 Hazel Street, Van Meter, IA 50261. Mayor Herman called the meeting to order at 7:00 pm. The following council members were present upon roll call: Joel Akers, Travis Brott, Quin Pelz and Westfall. Councilman Grolmus was absent.  
 Staff present: City Attorney Fatino (via Teams), 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.  
 Van Meter Volunteer Fire Department Present: Kari Davis, Justin Fyfe, Jarin Young, Patrick Trizila, Paul Latare, Bryan Sickles, Adam Wicks, and Darren Capps.  
 Public present: Tracy Capps, Cari LaValle, Ben Clark, Hayward Draper, Rona Jacobs and Kate Lehman.
- 2) Mayor Herman led the Pledge of Allegiance.
- 3) Introductions were made.
- 4) Mayor Herman read a Civility Statement setting expectations of respect for the meeting.
- 5) Akers moved, supported by Brott, to approve the agenda. On roll call the votes were as follows: Akers -- YES; Brott – YES; Pelz – YES; Westfall - YES.
- 6) During the Citizen Hearing, no one addressed the Council.
- 7) Mayor Herman asked for a motion to adopt the consent agenda which included the following: Brott moved, supported by Akers, to approve the Consent Agenda. On roll call the votes were as follows: Akers – YES; Brott – YES; Pelz – YES; Westfall – YES.
  - a. Minutes of the December 11, 2023 City Council Meeting
  - b. Minutes of the January 3, 2024 Board of Adjustment Meeting
  - c. January Claims List

**CLAIMS REPORT**

<b>VENDOR</b>	<b>REFERENCE</b>	<b>AMOUNT</b>
ACCO	WATER CHEMICALS	1,486.60
ACCUJET LLC	ELM STREET SEWER CLEANING	1,418.71
ADT SECURITY SERVICES	ALARM MONITORING SERVICE PLAN	172.62
AFLAC	AFLAC PRETAX	102.06
AGSOURCE COOPERATIVE SERVICES	WA/SW TESTING	250
ALL AMERICAN TURF BEAUTY	APPLICATION PREPAY	301.11
AMAZON CAPITAL SERVICES	DECEMBER AMAZON PURCHASES	589.43
AMERICAN UNDERGROUND SUPPLY	METER PARTS	38.54
AT&T MOBILITY	PD/FD PHONE SERVICE	554.86
BALDON & SON HARDWARE	MAGNESIUM FLOAT	141.76
BASE	FSA MONTHLY ADMIN FEE	30
CULLIGAN	CITY HALL WATER/COOLER RENTAL	78.31
D AND G AUTO GROUP	21 TAHOE REPAIRS	936.65
DALLAS CO AUDITOR	CITY/SCHOOL ELECTION 11/23	924.23
GATEHOUSE MEDIA IA HOLDINGS	LEGAL PUBLICATIONS	394.93
DAN VAN LANGEN	JANUARY OP BY AFFIDAVIT	1,000.00
DEMCO	PROTECTORS AND TAPE	180.64
EARLHAM SAVINGS BANK	EBANK EFT ACH FEES	25
EARLHAM SAVINGS BANK	SAFE DEPOSIT BOX PAYMENT	56
EFTPS	FED/FICA TAX	4,608.90
EFTPS	FED/FICA TAX	4,807.32
ELITE SPORTS	YOUTH BASKETBALL UNIFORMS	504
EVAN OLIVER	SOCCER REFEREE	92.5
FIRE SERVICE TRAINING BUREAU	TESTING - GREER, YOUNG, ALLAN	350
FORTE	WEB PROCESSING FEE	393.06
FORTE	POS PROCESSING FEES	17.82
FRANK DUNN CO	COLD PATCH - 1 PALLET	949
HEIMAN FIRE EQUIPMENT	FIRE GEAR	7,503.26
IPERS	PROTECT IPERS	7,167.50
JMT TRUCKING	SALT	2,697.20
KADENCE WIGANT	SOCCER REFEREE	62.5
KAEGAN WIGANT	SOCCER REFEREE	62.5
KONICA MINOLTA	JANUARY CONTRACT	35.2
LAURA KUNKEL	CLEANING SERVICES	50
LIBERTY READY MIX	REPAIR HOLE ELM & WILSON	261
LILLIE PLUMBING	WELL HOUSE HEATER REPAIR	174.12
LOWE'S	DECEMBER CHARGES	414.45

MATHESON TRI GAS INC	OXYGEN	37.62
MEDIACOM	INTERNET SERVICES	306.9
MIDAMERICAN ENERGY	GAS/ELEC	2,704.42
MOTOROLA	BODY CAMERA	895.5
NIC WIGANT	SOCCER REF	72.5
OFFICE OF AUDITOR OF STATE	FY 2023 AUDIT SERVICES	3,753.40
OMNISITE	LIFT STATION MONITORING SOFTWA	594
ORKIN	JANYARY PEST CONTROL - LIBRARY	69.55
RANGEMASTERS TRAINING CTR	EMS GEAR	560.89
STATE HYGIENIC LAB	BOIL ORDER TESTING	116
THE DEALT HAND	LIBRARY GAME NIGHT	150
TREAS - ST OF IA SALES TX	DEC WET 0-004-866-031	1,541.98
TREAS - STATE OF IOWA W/H	STATE TAX	682.2
UMB BANK NA	BOND PAYMENTS	600
UNDERGROUND SOLUTIONS	HOLE AT ELM & WILSON REPAIR	1,800.00
UNPLUGGED WIRELESS	FD REMOVE RADIOS/BASE RADIO &	605
US POSTMASTER	UT BILLS/NEWSLETTERS	289.8
VC3 INC	IT N BOX	2,470.10
VEENSTRA & KIMM INC	NOVEMBER BUILDING PERMIT FEES	16,576.34
VERIZON WIRELESS	CELL PHONE CHARGES	638.97
WASTE CONNECTIONS	GARBAGE CONTRACT	12,530.43
WASTE SOLUTIONS OF IA	KYBOS - REC COMPLEX	805
WELLS FARGO CC	CREDIT CARD EXPENSES	2,005.92
WEX BANK	PD GAS	1,612.98
WOODRUFF CONSTRUCTION	PARTIAL PAY NO. 10	112,460.05
<b>Accounts Payable Total</b>		<b>202,711.33</b>
<b>Invoices: Paid</b>		<b>21,904.62</b>
<b>Invoices: Scheduled</b>		<b>180,806.71</b>

d. November Financial Statements

FUND	DISBURSED	RECEIVED
GENERAL	54,049.80	30,998.46
PARK OPERATIONS	6,827.24	645.56
ROAD USE TAX	11,652.10	17,873.79
GAS/ELEC FRANCHISE FEE	0	0
EMPLOYEE BENEFITS	6,478.13	2,801.29
EMERGENCY FUND	0	472.40
LOCAL OPTION SALES TAX	0	34,049.65
TIF-CR ESTATE	0	4,459.87
PARK TRUST	0	0
LIBRARY TRUST FUND	9,149.14	887.86
DEBT SERVICE	600.00	5,838.33
TRINDLE RIDGE PROJECTS	0	0
WATER SUPPLY IMPROVEMENT	136,325.82	0
CEMETERY – PERPETUAL CARE	0	500.00
WATER	30,484.46	22,194.10
SEWER	23,756.85	14,748.19
<b>*****REPORT TOTAL*****</b>	<b>279,323.54</b>	<b>135,569.50</b>

- e. December Building Permit Report
- f. Quarterly Investment Report – CY23Q4
- g. December IPAIT Summary Report
- h. SICOG SICOG Report
- i. CY2023 Wage Reports
  - 2023 Employee Wage Report
  - ALLAN B ADAMS \$4,000.00
  - JOEL E AKERS \$500.00
  - SARAH R AMES \$4,917.17
  - EMMA G BACKSTROM \$2,548.07
  - JONATHA J BASYE \$30,226.87
  - TYLER J BEVING \$10,161.47
  - KATRINA M BROCKA \$3,793.50
  - TRAVIS D BROTT \$1,000.00

MICHAEL A BROWN	\$69,928.88
DILLON BURNS	\$21.75
DARREN CAPPS	\$152.25
ANDREW E COOPER	\$42,342.50
SPENCER L GARDNER	\$17,576.03
KARI R DAVIS	\$21.75
ADIN DELIC	\$19,949.50
JESSICA S DRAKE	\$64,327.16
ELIZABETH I FAUST	\$108,786.17
JERMEY FELDMAN	\$1,258.50
JUSTIN B FYFE	\$800.00
CRAIG M GREER	\$500.00
GRACE E GROB	\$28,809.28
BLAKE T GROLMUS	\$1,000.00
JOSEPH E HERMAN	\$1,000.00
DAVID J JOHNSON	\$101.50
SHANE M LUVAAS	\$52,456.83
LYNDON LYON	\$1,000.00
LAYNIE T MADDEN	\$1,153.92
CALE P MCCLAIN	\$214.80
DREW A MCCOMBS	\$85,263.45
HAGAN E MILLER	\$1,899.24
ROBERT T NGUYEN	\$2,873.34
PATRICK D NORTON	\$7.25
JAY R OLSON	\$15,247.01
CORD M OVERTON	\$79.75
KEVIN REISSETTER	\$1,283.76
ROBERT E RIEDERER	\$29,450.36
ROBERT J ROBERTS	\$5,117.20
MARK J SCHMITT	\$5,316.19
JOSHUA J SCHUT	\$14.50
BRYAN A SICKELS	\$14.50
NANCY M STUDEBAKER	\$12,446.74
PATRICK S TRIZILA	\$14,455.86
ADAM M WICKS	\$391.50
JARIN R YOUNG	\$145.00
TOTAL EMPLOYEE WAGES	\$642,553.55

- j. Resolution #2024-01 Authorizing CY24 Depository
  - k. Resolution #2024-02 Approving Wage Increase - Delic
  - l. Resolution #2024-03 Appointing a Member to the Planning & Zoning Commission - Miller
  - m. Resolution #2024-04 Appointing a Member to the Parks & Recreation Board - Bowen
- 8) Akers moved, supported by Brott to adopt Resolution #2024-05 Approving CY24 Annual Appointments. On roll call, the votes were as follows: Akers – YES; Brott – YES; Plez – YES; Westfall – YES.
- a. City Administrator – Liz Faust
  - b. City Clerk – Jessica Drake
  - c. City Attorney – John Fatino & Luke Craven – Whitfield & Eddy
  - d. City Engineer – Bob Veenstra, Jr – Veenstra & Kimm
  - e. Public Works Director – Drew McCombs
  - f. Chief of Police – Michael Brown
  - g. Fire Chief – Mark Schmitt
- 9) Mayor Joe Herman led a recognition of award for the Van Meter Fire Department. EMS Capitan Kari Davis received the Department Betterment Award for her commitment & time spent improving the department. Kari was nominated by her peers and the City thanks her for her service.
- 10) City Engineer presented a request from a landowner (Gebhardt) to review a plat of survey for parcel 23-117 & recommended waving the subdivision ordinance requirement and to allow the county to record the plat. Brott moved, supported by Pelz to waive the subdivision ordinance requirement, approve the Plat of Survey and allow Dallas County to record the plat. On roll call, the voters were as follows: Akers – YES; Brott – YES; Pelz – YES; Westfall – YES.
- 11) Mayor Herman opened the public hearing at 7:15pm on the request to rezone certain property owned by the Donna M. Lauterbach Family Trust and Lauterbach Family Farms LB from I-1 Light Industrial to BP-1 Business Park. City Staff received 1 question prior to the hearing regarding the intended use after rezoning. City staff is unaware of a specific use at this time and the request was made by the property owner. Kate Lehman spoke during the hearing and

- expressed her concerns with any commercial development on the property. Hayward Draper asked the intended use of the parcel. City Staff is unaware of a specific use at this time. Mayor Herman closed the public hearing at 7:22pm.
- 12) Brott moved, supported by Akers, to make this reading the first and final reading of Ordinance #2024-01 (An Ordinance to Rezone Property Located in Van Meter, IA and amend the Zoning Map) waving the requirement for subsequent readings and moving to approve and adopt said Ordinance. On roll call the votes were as follows: Akers – YES; Brott – YES; Pelz – YES; Westfall – YES.
  - 13) Mayor Herman opened the public hearing at 7:23 regarding a proposed amendment to the Van Meter City Code of Ordinances – for a proposed amendment to the Van Meter City Code of Ordinances – Chapter 22 Library Code, Sections 22.02 Library Trustees, 22.03 Qualifications of Trustees and 22.04 (1) Organization of the Board. City Staff received no comments prior to the hearing. Ben Clark asked about the process of posting redlined ordinances on the website & the purpose of the change in Ordinance. City Clerk Drake described the changes and indicated that they are a result of the measures passed in the 2023 general election. Mayor Herman closed the public hearing at 7:26pm.
  - 14) Brott moved, supported by Akers, to make this reading the first and final reading of Ordinance #2024-02 (An Ordinance amending Sections 22.02, 22.03, 22.04 of Chapter 22 Library Board of Trustees) waving the requirement for subsequent readings and moving to approve and adopt said Ordinance. On roll call the votes were as follows: Akers – YES; Brott – YES; Pelz – YES; Westfall – YES.
  - 15) Mayor Herman opened the public hearing at 7:27 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. City Staff received no comments prior to the hearing. Ben Clark asked the purpose of the change. City Clerk Drake described the changes are to enable a hard surface driveway rule. Mayor Herman closed the public hearing at 7:28pm.
  - 16) Akers moved, supported by Brott, to make this reading the first and final reading of Ordinance #2024-03 (An Ordinance amending Chapter 135 Street Use and Maintenance, Section 135.15 Driveway Access and Chapter 170 Subdivision Regulations, Section 170.18 Driveways) waving the requirement for subsequent readings and moving to approve and adopt said Ordinance. On roll call the votes were as follows: Akers – YES; Brott – YES; Pelz – YES; Westfall – YES.
  - 17) The public hearing for the proposed amendment to Chapter 156 – Building Code was cancelled.
  - 18) Any action regarding changes to Chapter 156 will take place at a later date when published on a future agenda.
  - 19) Mayor Herman opened the public hearing at 7:29 regarding a proposed addition to the Van Meter City Code of Ordinances – Chapter 163 Dangerous Buildings. City Staff received no comments prior to the hearing. Ben Clark asked the purpose of the change. City Clerk Drake described the changes are to enable the City to identify dangerous buildings and enable a process to mitigate the issues. Mayor Herman closed the public hearing at 7:30pm.
  - 20) Pelz moved, supported by Akers, to make this reading the first and final reading of Ordinance #2024-05 (An Ordinance adding Chapter 163 Dangerous Buildings) waving the requirement for subsequent readings and moving to approve and adopt said Ordinance. On roll call the votes were as follows: Akers – YES; Brott – YES; Pelz – YES; Westfall – YES.
  - 21) Mayor Herman opened the public hearing at 7:31 regarding a proposed addition to the Van Meter City Code of Ordinances – Chapter 164 Vacant Buildings. City Staff received no comments prior to the hearing. Ben Clark asked the purpose of the change. City Clerk Drake described the changes are to enable the City to identify vacant buildings and issue permits. Mayor Herman closed the public hearing at 7:31pm.
  - 22) Akers moved, supported by Westfall, to make this reading the first and final reading of Ordinance #2024-06 (An Ordinance adding Chapter 164 Vacant Building Permit & Inspection) waving the requirement for subsequent readings and moving to approve and adopt said Ordinance. On roll call the votes were as follows: Akers – YES; Brott – YES; Pelz – YES; Westfall – YES.
  - 23) Mayor Herman opened the public hearing at 7:32 regarding a proposed amendment to the Van Meter City Code of Ordinances – Chapter 165.12 Planned Unit Development District. City Staff received no comments prior to the hearing. Ben Clark asked the purpose of the change. City Engineer Veenstra discussed that while the City currently has a PUD zoning district, it was created for a residential district. This change enables to the City have enabling language to create individual Planned Unit Development Districts. Herman closed the public hearing at 7:35pm.
  - 24) Brott moved, supported by Akers, to make this reading the first and final reading of Ordinance #2024-07 (An Ordinance amending Section 165.12 – Planned Unit Development District of Chapter 165 Zoning Regulations) waving the requirement for subsequent readings and moving to approve and adopt said Ordinance. On roll call the votes were as follows: Akers – YES; Brott – YES; Pelz – YES; Westfall – YES.
  - 25) Mayor Herman discussed potential changes to the special speed zone of 35mph north of the River and the speed limit on the river bridge. Brott moved, supported by Westfall to approve Resolution #2024-06 Setting the Date of a Public Hearing on a proposed ordinance to amend Section 63.04 Special Speed Zone of Chapter 63 of the Van Meter City Code of Ordinances on February 12, 2024 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; Pelz – YES; Westfall – YES.
  - 26) Chief Brown discussed the possibility of entering into a 28E agreement with AHeinz57 for animal shelter services. Brott moved, supported by Akers to direct City Staff to move forward in the process to enter into a 28E agreement with AHeinz57 for animal shelter services. On roll call the votes were as follows: Akers – YES; Brott – YES; Pelz – YES; Westfall – YES.

- 27) City Clerk Drake discussed the need to update our current animal code to meet State code. Akers moved, supported by Westfall to approve Resolution #2024-07 Setting the Date of a Public Hearing on a proposed ordinance to amend Section 55.02 - Chapter 55 Animal Protection & Control of the Van Meter City Code of Ordinances on February 12, 2024 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; Pelz – YES; Westfall – YES.
- 28) City Clerk Drake discussed the possibility of adding a leash law to our current animal code. Councilman Pelz asked to review all of our code as it relates to animal control. Akers moved, supported by Pelz to approve Resolution #2024-08 Setting the Date of a Public Hearing on a proposed ordinance to amend sections of Chapter 55 Animal Protection & Control of the Van Meter City Code of Ordinances on February 12, 2024 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; Pelz – YES; Westfall – YES.
- 29) Akers moved, supported by Westfall to adopt Resolution #2024-09 Assigning Addresses to Liberty Ready Mix, OMG Midwest, Knapp Able Bluffs, the City of Van Meter Monument sign and the Iowa Veterans Cemetery. On roll call the votes were as follows: Akers – YES; Brott – NO; Pelz – YES; Westfall – Yes.
- 30) Brott moved, supported by Pelz to direct City Staff to move forward with engaging V&K to start the design process of the water main replacement project. On roll call the votes were as follows: Akers – YES; Brott – YES; Pelz – YES; Westfall – YES.
- 31) Brott moved, supported by Akers to direct City Staff to move forward with the purchase of a new bulk water unit and take the steps necessary to increase the bulk water rate to \$1.00 per 100 gallons. On roll call the votes were as follows: Akers – YES; Brott – YES; Pelz – YES; Westfall – NO.
- 32) Public Works Director McCombs discussed the issues he has been having with contractors in the City Right of Way. City Engineer recommends updating our code to remove the exemption of utility works from needing a permit. Akers moved, supported by Pelz to direct City Staff to move forward with the process of creating a Right of Way Permit and to approve Resolution #2024-10 Setting the Date of a Public Hearing on a proposed ordinance to amend Section 135.13 Exemptions of Chapter 135 Street Use and Maintenance of the Van Meter City Code of Ordinances on February 12, 2024 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; Pelz – YES; Westfall – YES.
- 33) City Staff provided department reports. FY25 budget is in process. Public Works is working on bids for the street repair project. Police reported that there were 1,408 calls in CY24 and 885 traffic stops in CY24. Fire reported that they were dispatched to 372 calls in 2023 up from 362 calls in 2022. The Library reported that circulation and participation is up from CY23.
- 34) Brott moved, supported by Akers, to adjourn the meeting. On roll call the votes were as follows: Akers – YES; Brott – Yes; Pelz – YES; Westfall - YES. Mayor Herman adjourned the meeting at 8.44pm.

  
Mayor

  
City Clerk Jessica Drake