

- 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 Penny Westfall. Councilman Grolmus was absent.
 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: Grace Grob, Cari LaValle, Rona Jacobs, Steve & Tina Skinner, Jeff Lonning and Ryan Arment.
- 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) City Administrator Faust requested to move agenda item #28 to #9. 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, Steve Skinner addressed the Council regarding frustrations with the process of building new construction in Hudson Heights.
- 7) Mayor Herman asked for a motion to adopt the consent agenda which included the following:
 - a. Minutes of the January 8, 2024 City Council Meeting
 - b. Minutes of the January 22, 2024 City Council Workshop – Budget Workshop
 - c. February Claims List

CLAIMS REPORT

VENDOR	REFERENCE	AMOUNT
ACCO	WATER CHEMICALS	1,149.60
ADT SECURITY SERVICES	ALARM MONITORING SERVICE PLAN	172.62
AFLAC	AFLAC PRETAX	102.06
AGSOURCE COOPERATIVE SERVICES	WA/SW TESTING	97.75
ALL AMERICAN TURF BEAUTY	PREPAY IRRIGATION SERVICES	505.38
AMAZON CAPITAL SERVICES	AMAZON SUPPLIES	1,819.15
AMERICAN UNDERGROUND SUPPLY	BULK WATER SUPPLIES	787.38
ARNOLD MOTOR SUPPLY	FIRE BATTERY	1,342.71
AXON ENTERPRISE INC	TASER CERTIFICATION	1,987.20
BALDON & SON HARDWARE	PW GLOVES/SUPPLIES	107.42
BASE	MAR FSA ADMIN	30
BLUE SOMBRERRO	REC FEES	3
BRAYDEN FENNESSEY	VM REFEREE CLINIC	62.5
CALVIN VERDI	VM SOCCER REF CLINIC	62.5
CULLIGAN	CITY HALL WATER COOLER	54.31
D AND G AUTO GROUP	2020 TAHOE 4WD REPAIR	133.75
GATEHOUSE MEDIA IA HOLDINGS	LEGAL PUBLICATIONS	1,749.61
DAN VAN LANGEN	FEB OP BY AFFIDAVIT	1,000.00
DORSEY & WHITNEY LLP	2022-2023 CONTRACT BID LETTING	10,091.00
EARLHAM SAVINGS BANK	ACH FILE CORRECTION	89.31
EARLHAM SAVINGS BANK	ACCT VERIFY	0.86
EFTPS	FED/FICA TAX	6,391.67
EFTPS	FED/FICA TAX	5,066.35
ELAN FINANCIAL - EBANK CC	JANUARY CC EXPENSES	415.71
FELD FIRE	O2 SENSOR	188
FENIX USA LLC	JANUARY HOSTING	289.3
FIRE SERVICE TRAINING BUREAU	HMASO LATARE/YOUNG	300
HAWKEYE TRUCK EQUIPMENT	PW SNOW BLADE	738.19
HEARTLAND COOP	PW LP	957.1
I-80 TRAILERS	416 GRANT STREET	255
INDUSTRIAL CHEM LABS	LIFT STATION DEGREASER	1,179.38
IOWA DOT	ROCK SALT	1,634.00
IOWA INSPECTIONS LLC	JAN CODE ENFORCEMENT	1,000.00
IOWA PRISON INDUSTRIES	NAME PLATES WINTER DOOR TAGS	529.6
IPERS	PROTECT IPERS	3,617.38
JACK KRIEGER	VM REFEREE CLINIC	62.5
JESSICA DRAKE	DEC/JAN MILEAGE	60.92
JUNGMANN CORPORATION	SAND	1,608.19
KONICA MINOLTA	COPY FINISHER/FOLDER	2,884.41
LAURA KUNKEL	CLEANING SERVICES	50
LEGACY MATERIALS LLC	ICE CONTROL SAND	216.65

LOWE'S	PW SUPPLIES	90.86
MATHESON TRI GAS INC	OXYGEN	37.62
MEDIACOM	INTERNET SERVICES	306.9
MID AMERICAN INSTALL	BOOSTER STATION AMP	4,068.47
MIDAMERICAN ENERGY	GAS/ELEC	3,237.68
MOTOROLA	V300	200
MUNICIPAL SUPPLY INC	WATER SUPPLIES	858.82
ORKIN	FEB STANDARD SERVICE	69.55
RANGEMASTERS TRAINING CTR	COOPER POLOS	122.18
SAFE BUILDING LLC	BLDG INSPECT SERVICES	300
SCOTT SCHOENLEBER	VM REFEREE CLINIC	92.5
SHELLY JAMES	CITY HALL CLEANING	450
SOUTHERN IA COUNCIL OF GOV	FY2025 CONTRIBUTION	5,045.60
TREAS - ST OF IA SALES TX	JANUARY WET	1,677.67
TREAS - STATE OF IOWA W/H	STATE TAX	832.41
TYSON SCHOENLEBER	VM REFEREE CLINIC	62.5
UNITYPOINT CLINIC	LUVAAS DOT SCREEN	23.75
US POSTMASTER	FEB UTILITY BILLING/NEWSLETTER	312.8
UTILITY EQUIPMENT CO	FD BULK WATER METER	1,685.64
VC3 INC	IT N BOX	2,565.99
VEENSTRA & KIMM INC	WATER SUPPLY IMPROVE - DESIGN	1,396.06
VERIZON WIRELESS	CELL PHONE CHARGES	773.68
VERNON MANUFACTURING	BULK WATER	3,790.00
WASTE CONNECTIONS	GARBAGE CONTRACT	12,264.55
WASTE SOLUTIONS OF IA	KYBOS - REC COMPLEX	972
WELLS FARGO CC	CREDIT CARD EXPENSES	930.14
WHITFIELD & EDDY PLC	GENERAL LEGAL SERVICES	5,672.76
Accounts Payable Total		96,632.59
Invoices: Paid		18,093.51
Invoices: Scheduled		78,539.08
GENERAL		54,039.43
PARK OPERATIONS		2,532.25
ROAD USE TAX		5,502.68
LIBRARY TRUST FUND		2,535.75
WATER SUPPLY IMPROVEMENTS		11,164.53
WATER		13,274.54
SEWER		7,583.41
TOTAL FUNDS		96,632.59

d. January Financial Statements

FUND	DISBURSED	RECEIVED
GENERAL	98,184.76	73,581.24
PARK OPERATIONS	4,620.93	19,842.62
ROAD USE TAX	12,835.11	17,372.59
GAS/ELEC FRANCHISE FEE	0	97.82
EMPLOYEE BENEFITS	10,838.20	85.21
EMERGENCY FUND	0	16.06
LOCAL OPTION SALES TAX	0	29,659.11
TIF-CR ESTATE	0	0
PARK TRUST	0	0
LIBRARY TRUST FUND	9,219.52	100.00
DEBT SERVICE	0	183.66
TRINDLE RIDGE PROJECTS	0	0
WATER SUPPLY IMPROVEMENT	120,041.39	0
CEMETERY – PERPETUAL CARE	0	1,000.00
WATER	24,405.44	25,430.49
SEWER	19,373.28	12,346.28
*****REPORT TOTAL*****	299,518.63	179,725.08

e. January Building Permit Report

f. IPAIT Update – January 2024

g. SICOG Update – January 2024

h. Resolution #2024-11 Appointing Members to the Board of Adjustment – Cook, Doremus and Young

- i. Resolution #2024-12 to Participate in the Planning & Development Programs of the Southern Iowa Council of Governments
- j. Resolution #2024-13 Setting the Date of Public Hearing for April 1, 2024 for the FY25 Property Tax Levy Hearing
- k. Resolution #2024-14 Setting the Date of Public Hearing for March 11, 2024 on a Proposed Amendment to the Revitalization Plan for the Van Meter Urban Revitalization Area
- 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

Brott moved, supported by Westfall, to approve the Consent Agenda. On roll call the votes were as follows: Akers – YES; Brott – YES; Pelz – YES; Westfall – YES.

- 8) Akers moved, supported by Brott to adopt Resolution #2024-15 Appointing CY24 Council Committee Members and Board Liaisons. On roll call, the votes were as follows: Akers – YES; Brott – YES; Plez – YES; Westfall – YES.
- 9) Mayor Herman led a discussion regarding an amended ingress/easement at 701 S. Hazel Street. The residents at 701 S. Hazel Street will connect to MidAmerican Gas and will either pave the driveway if/when Hudson Street is extended or will move their driveway to Hazel Street. Brott moved, supported by Akers to move forward with the amended ingress/egress easement at 701 S. Hazel Street as discussed. On roll call the votes were as follows: Akers – YES; Brott – YES; Pelz – ABSTAIN; Westfall – YES.
- 10) Brott moved, supported by Westfall to approve the tax abatement application for 701 S. Hazel Street. On roll call, the voters were as follows: Akers – YES; Brott – YES; Pelz – ABSTAIN; Westfall – YES.
- 11) Mayor Herman opened the public hearing at 7:38pm on the proposed amendment to the Van Meter City Code of Ordinances Chapter 55 – Animal Control. City Staff received no comments prior to the hearing. No comments were received during the hearing. Mayor Herman closed the public hearing at 7:38pm.
- 12) Brott moved, supported by Pelz, to make this reading the first and final reading of Ordinance #2024-08 (An Ordinance to Amend Chapter 55 – Animal Control with changes as discussed to sections 55.1 & 55.12) waving the requirement for subsequent readings and moving to approve and adopt said Ordinance. On roll call the votes were as follows: Akers – NO; Brott – YES; Pelz – YES; Westfall – YES.
- 13) Mayor Herman opened the public hearing at 7:46pm regarding a proposed amendment to the Van Meter City Code of Ordinances Section 63.04 Special Speed Zone of Chapter 63 Speed Regulations. City Staff received no comments prior to the hearing. Steve Skinner asked if the current signs will be moved. Mayor Herman explained that the signs will stay where they are but the speed limit signs will change on the poles. Mayor Herman closed the public hearing at 7:48pm.
- 14) Westfall moved, supported by Akers, to make this reading the first and final reading of Ordinance #2024-09 (An Ordinance amending Section 63.04 Special Speed Zone of Chapter 63 Speed 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.
- 15) Mayor Herman opened the public hearing at 7:50 regarding a proposed amendment to the Van Meter City Code of Ordinances – Chapter 135 Street Use and Maintenance. City Staff received no comments prior to the hearing. City Clerk Drake described the changes are to eliminate the utility company exemption on the Right of Way use. Mayor Herman closed the public hearing at 7:52pm.
- 16) Pelz moved, supported by Akers, to make this reading the first and final reading of Ordinance #2024-10 (An Ordinance amending Chapter 135 Street Use and Maintenance) 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) Brott moved, supported Akers to adopt Resolution #2024-16 Setting Fees for a Right of Way Permit Application in the amount of \$50 for 6 months. On roll call the votes were as follows: Akers – YES; Brott – YES; Pelz – YES; Westfall – YES.
- 18) Discussion regarding a 28E Sharing Agreement with AHeinz57 for Animal Shelter Services took place between the Council. Plez moved, supported by Brott to table the discussion regarding the 28E with AHeinz57. On roll call the votes were as follows: Akers – YES; Brott – YES; Pelz – YES; Westfall – YES.
- 19) Akers moved, supported by Brott to adopt Resolution #2024-18 Approving a Managed Services Agreement with Heartland Business Systems for IT services for a term of 3 years. On roll call the votes were as follows: Akers – YES; Brott – YES; Pelz – YES; Westfall – YES.
- 20) Discussion took place regarding the administrative costs relating to utility billing. Brott moved, supported by Westfall, to adopt Resolution #2024-19 Approving the Addition of a \$1.00 Administrative Fee to Utility Bills. On roll call the votes were as follows: Akers – YES; Brott – YES; Pelz – NO; Westfall – YES.
- 21) Brott moved, supported by Pelz, to make this reading the first and final reading of Ordinance #2024-11 (An Ordinance amending Ordinance #94 and #166 – Providing for the Division of Taxies Levied on Taxable Property in the Van Meter Urban Renewal Area Pursuant to Section 403.19 of the Iowa Code) 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.
- 22) City Clerk Drake led a discussion regarding the permitted uses in zoning chapter C1 and potential necessary changes. City Staff will continue to work with the City Engineer to bring a proposal forward for City Council to review.

- 23) City Clerk Drake led a discussion regarding a request for a food truck at the Boat Ramp during the Summer of 2024. PW Director McCombs and Police Chief Brown suggested an alternative location. City Staff will work with food truck vendors on opportunities for Summer of 2024.
- 24) Akers moved, supported by Plez to adopt Resolution #2024-20 Setting Field Rental Fees for youth Baseball & Softball Fields at the amount of \$20.00 per 1.5 hour practice effective immediately. On roll call the votes were as follows: Akers – YES; Brott – YES; Pelz – YES; Westfall – YES.
- 25) City Clerk Drake discussed the current process of waiving youth sport registration fees and proposed a new process including using income guidelines as the first step and a scholarship subcommittee as the second step of waiving registration fees. Staff will bring forward a formal recommendation in March.
- 26) Ryan Arment addressed the City Council on his request to have a Lease Agreement for space on the City's Water Tower. In addition to the lease agreement, an easement would also be required. Brott moved, supported by Akers to table the request until an alternate route or easement can be provided. On roll call the votes were as follows: Akers – YES; Brott – YES; Pelz – YES; Westfall – Yes.
- 27) Brott moved, supported by Akers to adopt Resolution #2024-22 Authorizing the Submission of a Regional Transportation Alternatives Program (TAP) Application and Commitment of Match Funding. On roll call the votes were as follows: Akers – YES; Brott – YES; Pelz – YES; Westfall – YES.
- 28) Brott moved, supported by Pelz, to make this reading the first and final reading of Ordinance #2024-12 (An Ordinance amending Section 106.08 Collection of Fees of Chapter 106 Collection of Solid Waste) 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.
- 29) City Staff provided department reports. Grant applications are being submitted for the Master Trails Project, Library projects and Fire equipment. Significant economic development activities are underway. Police reported that there were 96 calls in January with 37 traffic stops. Fire reported that there were 35 calls & the department responded to 19 calls. The Library reported that there are several programming opportunities coming up and participation is way up. Parks & Rec reported on several activities including the upcoming Easter Egg Hunt at Johnson Park.
- 30) No closed session was necessary.
- 31) No action was taken as there was no closed session.
- 32) Brott moved, supported by Pelz, 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 9:10pm.


Mayor


City Clerk Jessica Drake