

- 1) The Van Meter City Council met for a regular council meeting on Monday, May 13, 2024, 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, Blake Grolmus, Quin Pelz and Penny Westfall.
 Staff present: City Attorney Fatino, City Engineer Bob 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: Cari LaValle and Tyler DeHaan.
- 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) Grolmus moved, supported by Akers, to approve the agenda. On roll call the votes were as follows: Akers – YES; Brott – YES; Pelz – YES; Westfall - YES.
- 6) There were no comments during the Citizen Hearing.
- 7) Mayor Herman asked for a motion to adopt the consent agenda which included the following:
 - a. Minutes of the April 8, 2024 City Council Meeting
 - b. Minutes of the April 22, 2024 City Council Workshop
 - c. Minutes of the April 29, 2024 City Council Meeting
 - d. Minutes of the April 24, 2024 Planning & Zoning Meeting
 - e. Minutes of the May 8, 2024 Planning & Zoning Meeting
 - f. May Claims List

CLAIMS REPORT

VENDOR	REFERENCE	AMOUNT
ACCO	WATER CHEMICALS	1,310.00
AFLAC	AFLAC PRETAX	204.12
AGSOURCE COOPERATIVE SERVICES	WA/SW TESTING	160.25
AMAZON CAPITAL SERVICES	CONCESION	1,342.24
AMERICAN UNDERGROUND SUPPLY	WATER SUPPLIES	23.81
AT&T MOBILITY	PD/FD PHONE SERVICE	277.32
BALDON & SON HARDWARE	FLAGS	69.14
BASE	JUNE FSA	30
BLUE SOMBRERRO	REC REGISTRATION FEES	3
BSN SPORTS	BASEBALLS & SOFTBALLS	2,668.04
CHALLENGER TEAMWEAR	ADDITIONAL SOCCER JERSEYS	95.69
CULLIGAN	LIB WATER COOLER	26.91
D AND G AUTO GROUP	2017 FORD BRAKE REPLACE	574.36
GATEHOUSE MEDIA IA HOLDINGS	LEGAL PUBLICATIONS	197.2
GATEHOUSE MEDIA IA HOLDINGS	LEGAL PUBLICATIONS	287.4
GATEHOUSE MEDIA IA HOLDINGS	LEGAL PUBLICATIONS	41.4
GATEHOUSE MEDIA IA HOLDINGS	LEGAL PUBLICATIONS	24
DAN VAN LANGEN	APR MAY OP BY AFF	2,000.00
EARLHAM SAVINGS BANK	APRIL EBANK EFT ACH FEES	25
EARLHAM SAVINGS BANK	EBANK EFT ACH FEES	25
EFTPS	FED/FICA TAX	5,205.81
EFTPS	FED/FICA TAX	5,263.84
FENIX USA LLC	MAY SUBSCRIPTION	289.3
FIRE SAFETY USA	FIRE HELMETS	30.03
FORTE	POS PROCESSING FEES	13.08
FORTE	WEB PROCESSING FEES	366
FORTE	WEB PROCESSING FEES	349.54
FORTE	POS PROCESSING FEES	8.72
FRIENDS OF GRIMES PUB LIB	ADVENTURE PASS 24	225
GAME ONE	BASEBALL HATS	4,533.50
HEARTLAND BUSINSES SYSTEM	WEBSITE REFRESH	437.5
I80 CONCRETE	CONCRETE REPAIR	287.26
INDUSTRIAL CHEM LABS	LIFT STATION DEGREASER	1,207.34
IOWA DOT	LIQUID BRINE	791.25
IOWA INSPECTIONS LLC	FEB MAR APR CODE ENFORCEMENT	1,379.19
IOWA PRISON INDUSTRIES	45MPH & REDUCE SPEED SIGNS	433.07
IOWA PUMP WORKS INC	SEWER PUMP REPAIR	2,151.95

IOWA WORKFORCE DEVELOPMENT	REIDERER UNEMP 1Q24	4,797.00
IPERS	PROTECT IPERS	6,994.50
JANICE MILLER	24 PR PALNT SALE	3,958.50
JONES CREEK APPAREL	SPRING UNIFORMS	1,661.00
KONICA MINOLTA	PRINTER INK	198.87
LAURA KUNKEL	CLEANING SERVICES	50
LOWE'S	APRIL CHARGES	17.2
MATHESON TRI GAS INC	OXYGEN	36.73
MEDIACOM	INTERNET SERVICES	246.02
MENARDS	PARKS & REC CHARGES	110.45
MIDAMERICAN ENERGY	GAS/ELEC	5,168.53
MUNICIPAL SUPPLY INC	METER COUPLINGS	1,278.50
ORKIN	APRIL PEST CONTROL	139.1
CITY OF VM PARKS & REC - CASH	CASH TO PAY LL UMPIRES-APRIL	1,230.00
CITY OF VM PARKS & REC - CASH	CASH TO PAY LL UMPIRES-MAY	1,960.00
PEEK SALES & SERVICE	MOWER CLUTCH	376.6
RICK'S TOWING TRANSPORT	204 2ND AVE TOWING	566
SMITH'S SEWER SERV. INC	PLEASANT ST SEWER	711.39
STACK PAY - REC FEES	REFUND PROGRAMMING FEES	36
STATE HYGIENIC LAB	WATER TESTING	62
THE TEAM APPROACH	DISC	408
TREAS - ST OF IA SALES TX	Q124 WET TAX	1,243.99
TREAS - ST OF IA SALES TX	APRIL WATER EXCISE TAX	1,658.05
TREAS - STATE OF IOWA W/H	STATE TAXES	1,597.78
US POSTMASTER	MAY UTILITY BILLING POSTAGE	320.28
VEENSTRA & KIMM INC	WATER BOOSTER - CONSTRUCTION	7,062.36
VICTORY MOUNDS	FIELD CHALK	180
VM COMMUNITY DEVELOPMENT	FLAG FUNDRAISER	250
	CEMETERY PLANTS/CH PLANTS	
VM PARKS & REC	2024	115
WASTE CONNECTIONS	GARBAGE CONTRACT	12,450.27
WASTE SOLUTIONS OF IA	KYBOS - PARKS	876
WELLS FARGO CC	CONCESSION STAND	4,547.94
WEX BANK	PD GAS	1,691.83
WHITFIELD & EDDY PLC	LEGAL SERVICES	3,249.00
WOODRUFF CONSTRUCTION	BOOSTER STATION #12	51,537.50
ZIEGLER INC	WATER SERVICE CONTRACT (LIFT)	1,065.08
Accounts Payable Total		150,208.73
GENERAL		33,695.26
PARK OPERATIONS		18,953.22
ROAD USE TAX		5,869.87
EMPLOYEE BENEFITS		4,797.00
LIBRARY TRUST FUND		3,460.34
WATER SUPPLY IMPROVEMENTS		58,599.86
WATER		12,656.96
SEWER		12,176.22
TOTAL FUNDS		150,208.73

g. April Financial Statements

FUND	DISBURSED	RECEIVED
GENERAL	86416.24	220735.90
PARK OPERATIONS	29983.73	12583.78
ROAD USE TAX	5019.13	16976.28
GAS/ELEC FRANCHISE FEE	0	162.96
EMPLOYEE BENEFITS	7765.07	34723.13
EMERGENCY FUND	0	5855.61
LOCAL OPTION SALES TAX	0	29247.95
TIF-CR ESTATE	0	66047.04
LIBRARY TRUST FUND	7609.08	7000.00
DEBT SERVICE	0	74898.91
WATER SUPPLY IMPROVEMENT	186348.15	0
WATER	20345.98	20751.71
SEWER	15444.78	10002.29
*****REPORT TOTAL*****	358932.16	498985.56

- h. April Building Permit Report
- i. IPAIT Update – April 2024
- j. SICOG Update – April 2024
- k. Liquor License Approval – 5th Quarter Special Event
- l. Cigarette Permit Application Approval – Casey’s
- m. Resolution #2024-43 – Approving the 2024 Employee Handbook
- n. Resolution #2024-44 – Approving the 2024 Council Member Handbook
- o. Resolution #2024-45 – Authorizing FY23 Corrective Journal Entries as directed by the State of Iowa Auditor’s Office

Grolmus moved, supported by Brott, to remove item K – Liquor License Approval – 5th Quarter for additional discussion and approve the remaining items on 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 approve the Liquor License for 5th Quarter conditionally upon approval from the Iowa ABD. On roll call the votes were as follows: Akers – YES; Brott – YES; Pelz – YES; Westfall – NO.
- 9) Grolmus moved supported by Brott to move Item 20 in front of Item 8. Motion Carried. Tyler DeHaan presented to the Council regarding the VMDC Flag Fundraiser and requested Parks & Rec participation in the fundraiser. Mayor Herman recommended a total of flags to be placed (1 in Johnson Park and 4 in Memorial Park). Brott moved, supported by Grolmus, to adopt Resolution #2024-56 Approval of the City’s Participation in the VMCDC Flag Fundraising Program. Councilman Akers noted that he would abstain due to his involvement in the Executive Board of VMCDC. On roll call the votes were as follows: Akers – ABSTAIN; Brott – YES; Pelz – YES; Westfall – YES.
- 10) Mayor Herman presented Police Chief Mike Brown with an award of service for 5 years.
- 11) Brott moved, supported by Akers, to open the Public Hearing regarding the adoption & certification of FY25 Budget at 7:15pm. Motion carried. No comments were received prior to or during the hearing. Brott moved, supported by Akers, to close the hearing at 7:16pm. Motion carried.
- 12) Pelz moved, supported by Grolmus, to adopt Resolution #2024-46 Adopting the Budget for Fiscal Year July 1, 2024 – June 30, 2025 (FY25) and Certifying the Tax Levies to the Dallas County Auditor. On roll call the votes were as follows: Akers – YES; Brott – YES; Grolmus – YES; Pelz – YES; Westfall - YES.
- 13) Akers moved, supported by Westfall, to adopt Resolution #2024-47 Approving Personnel Transactions. On roll call the votes were as follows: Akers – YES; Brott – YES; Grolmus – YES; Pelz – YES; Westfall - YES.
- 14) Akers moved, supported by Brott, to adopt Resolution #2024-48 in Support of Increasing Board Membership of the Dallas County Board of Supervisors from 3 members to 5 members. On roll call the votes were as follows: Akers – YES; Brott – YES; Grolmus – YES; Pelz – YES; Westfall - YES.
- 15) Brott moved, supported by Akers, to adopt Resolution #2024-49 – Acceptance of Plat of Survey – Block 1 of Clayton’s Addition – Parcels 34-38 and 24-39 and directed staff to work on an encroachment agreement for Parcel 24-38. On roll call the votes were as follows: Akers – YES; Brott – YES; Grolmus – YES; Pelz – YES; Westfall - YES.
- 16) Akers moved, supported by Grolmus, to adopt Resolution #2024-50 – Acceptance of Plat of Survey with Waiver of Compliance with Provisions of the Subdivision Ordinance – 25626 360th Street. On roll call the votes were as follows: Akers – YES; Brott – YES; Grolmus – YES; Pelz – YES; Westfall - YES.
- 17) Akers moved, supported by Westfall, to adopt Resolution #2024-51 Approving a Livestock Request by Jeff Kuster for two (2) chickens, no roosters. On roll call, the votes were as follows: Akers – YES; Brott – YES; Grolmus – YES; Pelz – YES; Westfall – YES.
- 18) Pelz moved, supported by Westfall, to adopt Resolution #2024-52 – Setting Date of Public Hearing to Amend Van Meter City Code – Chapter 63 Speed Regulations – Section 63.04 Special Speed Zones to change the speed zone to 45 mph in the city limits along F-90. On roll call, the votes were as follows: Akers – NO; Brott – YES; Grolmus – NO; Pelz – YES; Westfall – YES.
- 19) Brott moved, supported by Grolmus, to adopt Resolution #2024-53 – Approval of Rezoning Request of Jennings Parcel 22-97 as recommended by Planning and Zoning and Setting Public Hearing for July 8, 2024 at 7:00pm.
- 20) Akers moved, supported by Westfall, to adopt Resolution #2024-54 – Approving the City of Van Meter Demolition Permit and Setting Fees. On roll call, the votes were as follows: Akers – YES; Brott – YES; Grolmus – YES; Pelz – YES; Westfall – YES.
- 21) Brott moved, supported by Grolmus, to adopt Resolution #2024-55 – Approval of Curb & Gutter Repair Quote – Grimes Asphalt. On roll call, the votes were as follows: Akers – YES; Brott – YES; Grolmus – YES; Pelz – YES; Westfall – YES.
- 22) City Clerk Drake and Parks & Rec Board President Cari LaValle gave an update on Raccoon River Days Planning.
- 23) City Clerk Drake discussed the City’s current process on setting fees that are not mandated by State Code and presented a few options on how to streamline the process and recommended consideration of adopting certain ordinances to allow fees to be set by resolution at the Council level and creation of a fee schedule.
- 24) City Clerk Drake discussed necessary updates to the Urban Renewal Area and process update for adding Vision Park into the URA.
- 25) Staff discussed the desire to add a standing Parks & Rec Committee and Personnel Committee. Brott moved, supported by Grolmus, to add both committees to the list of standing committees appointed by the Mayor and

move to appoint committee members at the June meeting. On roll call, the votes were as follows: Akers – YES; Brott – YES; Grolmus – YES; Pelz – YES; Westfall – YES.

- 26) Akers moved, supported by Westfall, to direct staff to work with the City Engineer and City Attorney on draft Public Utility Easements with the Van Meter Community School District. On roll call, the votes were as follows: Akers – YES; Brott – YES; Grolmus – YES; Pelz – YES; Westfall – YES.
- 27) City Staff provided department reports. PW has made good progress in the meter switch out. There are very few that are still manual reads that cause continuing issues with the meter reading software and those three residents will be receiving their 3rd notice. Job offers were made and accepted for FTE Public Works Laborer and FTE Parks & Rec Director, both with a start date of May 28. Police reported that there were 120 calls in April with 63 traffic stops. Fire reported that there were 23 calls & the department responded to 11 calls. The Library updated on the timeline for new carpet and the great participation numbers in programming including sign-ups for Summer Reading.
- 28) Committee & Liaison members provided monthly reports. Public Safety Committee discussed the need for long term planning for the PD & FD. The rest of the committees reported that their discussions had already been addressed in staff reports.
- 29) Brott moved, supported by Grolmus, to move into closed session pursuant to Iowa Code Chapter 21.5 (j) at 9:09pm. Motion carried. Grolmus moved, supported by Brott, to exit closed session at 9:35pm. Motion carried.
- 30) Brott moved, supported by Akers, to direct City Staff to proceed as directed in closed session pursuant to Iowa Code Chapter 21.5 (j). On roll call, the votes were as follows: Akers – YES; Brott – YES; Grolmus – YES; Pelz – YES; Westfall – YES.
- 31) 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 9:36pm.


Mayor


City Clerk Jessica Drake