

City of Van Meter, Iowa

City Council Minutes – December 9, 2024

- 1) The Van Meter City Council met for a regular council meeting on Monday, December 9, 2024, at the United Methodist Church located at 100 Hazel Street, Van Meter, IA 50261. Mayor Herman called the meeting to order at 7:03pm. 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 Engineers Bob Veenstra & Randy Johnson, Police Chief Mike Brown, Public Works Director Drew McCombs, Library Director Jonatha Basye, Parks & Rec Director Sam Chia, City Clerk Jessica Drake, and City Administrator Liz Faust.  
 Public Present: Rona Jacobs, Ben Clark, Brooks Newton, Jeff Lonning, Tim Costlow, and Dan Porter.
- 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) Brott moved, supported by Grolmus, to approve the agenda as amended. On roll call the votes were as follows: Akers – YES; Brott – YES; Grolmus-YES; Pelz – YES; Westfall - YES. **YES (5) NO (0) ABSTAIN (0) ABSENT (0)**
- 6) No public comment was received during the Citizen Hearing.
- 7) Mayor Herman asked for a motion to adopt the consent agenda which included the following:
  - a. Minutes of the November 11, 2024 City Council Regular Business Meeting
  - b. Minutes of the November 25, 2024 City Council Workshop
  - c. Minutes of the December 2, 2024 Planning & Zoning Commission Meeting
  - d. Minutes of the November 6, 2024 Board of Adjustment Meeting
  - e. December Claims List

**CLAIMS REPORT**

<b>VENDOR</b>	<b>REFERENCE</b>	<b>AMOUNT</b>
ACCO	WATER CHEMICALS	442.00
AGSOURCE COOPERATIVE SERVICES	WA/SW TESTING	861.25
AMAZON CAPITAL SERVICES	CH SUPPLIES & TAX FORMS	811.73
AT&T MOBILITY	PD/FD PHONE SERVICE	277.56
BALDON & SON HARDWARE		50.99
BASE	JAN CAFETERIA	30.00
CULLIGAN	LIBRARY WATER - NOV DECEMBER 24 VISION/DENTLA PREM	82.42
DELTA DENTAL		993.94
DEMCO	2X LIBRARY TABLES	2354.03
EFTPS	FED/FICA TAX	7777.11
EFTPS	FED/FICA TAX	33.10
EFTPS	FED/FICA TAX	35.16
ELAN FINANCIAL - EBANK CC	WEBSITE FORM BUILDER	300.23
ELECTRIC PUMP	PUMP TESTING	2096.40
ESRI INC	ANNUAL SUBSCRIPTION	825.00
FENIX USA LLC	MONTHLY HOSTING CHARGE	289.30
GATEHOUSE MEDIA IA HOLDINGS	ORD 2024-28 GRE LEGAL	156.20
GATEHOUSE MEDIA IA HOLDINGS	12/19/24 BOA HEARING NOTICE	38.80
GATEHOUSE MEDIA IA HOLDINGS	11/25/24 MINUTES PUBLICATION	182.20
GATEHOUSE MEDIA IA HOLDINGS	ORD 2023-08 PUBLICATION	429.40
GATEHOUSE MEDIA IA HOLDINGS	ORD 2023-09 PUBLICATION	232.00
GATEHOUSE MEDIA IA HOLDINGS	ORD 23-04 REMOVE PUB SAFETY	611.80
HAWKEYE TRUCK EQUIPMENT	STAND LEG	41.00
HEARTLAND BUSINESSES SYSTEM	MONTHLY BILLING - NOV	3142.04
HEARTLAND COOP	L.P.	504.24
INDUSTRIAL CHEM LABS	LIFT STATION DEGREASER	895.28
IOWA LIBRARY ASSOCIATION	ILA MEMBERSHIP	30.00
IOWA RUSH	TEAM REGISTRATION	315.00
JACK KRIEGER	FALL 24 SOCCER REF	140.00
KONICA MINOLTA	DEC MONTHLY INVOICE MILEAGE FOR MEDIACOM EQUIPMENT	35.20
LARAIN CLIMER		17.29
LOWE'S	NOV PURCHASES	225.36
MATHESON TRI GAS INC	OXYGEN	40.75
MIDAMERICAN ENERGY	GAS/ELEC	2485.39
ORKIN	DEC MONTHLY DCF GRANT STATUS MEETING MILES	63.40
SAM CHIA		25.20
THE HARTFORD	DECEMBER LIFE PREMIUMS	502.09
THORPE WATER DEV CO	NOVEMBER OP BY AFFIDAVIT	400.00
TREAS - ST OF IA SALES TX	NOV WATER EXCISE TAX	1782.49
UMB BANK NA	BOND PAYMENTS	23700.00
US POSTMASTER	UB Postage Deposit - NovDecJan	750.00
VERIZON WIRELESS	WATER PHONES	760.40
VM COMMUNITY DEVELOPMENT	FLAG SUBSCRIPTION	250.00
VM YOUTH WRESTLING	RESISUE 23-24 REGISTRATION FEE	7178.06
WASTE SOLUTIONS OF IA	KYBOS - PARKS	162.00
WELLMARK	DECEMBER MEDICAL PREMIUMS	11510.86
WELLS FARGO CC	STREET SIGNS - BILL TO CONTRAC	4297.80
WHITFIELD & EDDY PLC	LEGAL SERVICES	5055.00
<b>Accounts Payable Total</b>		<b>83219.47</b>
<b>GENERAL</b>		<b>15569.27</b>
<b>PARK OPERATIONS</b>		<b>9226.04</b>

<b>ROAD USE TAX</b>	<b>3383.43</b>
<b>EMPLOYEE BENEFITS</b>	<b>8153.00</b>
<b>LIBRARY TRUST FUND</b>	<b>4054.40</b>
<b>DEBT SERVICE</b>	<b>23700.00</b>
<b>MICROSOFT CIP</b>	<b>494.92</b>
<b>WATER</b>	<b>11919.72</b>
<b>SEWER</b>	<b>6718.69</b>
<b>TOTAL FUNDS</b>	<b>83219.47</b>

- f. November Financial Statements
- g. November Building Permit Report
- h. IPAIT Update – November 2024
- ~~i. SICOG Update – November 2024~~
- j. Resolution #2024-133 Appointing a Representative to the Dallas County Emergency Management Commission
- k. Resolution #2024-134 Appointing a Representative and Alternate to the Des Moines Area Metropolitan Area Planning Organization
- l. Resolution #2024-135 Appointing a Representative and Alternate to the Dallas County 911 Board
- m. Resolution #2024-136 Approving a Wage Increase - Delic
- n. Resolution #2024-137 Approving CY25 Council Meeting Schedule
- o. Resolution #2024-138 Approving CY25 Depository
- p. Resolution #2024-139 Approving CY25 Mayor Pro Tem
- q. Resolution #2024-140 Approving CY25 Wellmark Renewals – Employee Benefits
- r. Resolution #2024-141 Setting Date for Public Hearing on Designation of the Expanded Van Meter Urban Renewal Area and on Urban Renewal Plan Amendment, 2025 Addition
- s. Resolution #2024-142 Authorizing an Agreement for Professional Services – Microsoft Public Improvements F90 (360<sup>th</sup> Street) Bridge Inspections
- t. Resolution #2024-143 Authorizing an Agreement for Professional Services – Raccoon Valley Land Surveying – Municipal Building Project – 601 Main Street
- u. Resolution #2024-144 Approving Members to be Appointed to the Van Meter Volunteer Fire Department – Nobel & Durflinger
- v. Liquor License Renewal – Casey’s General Store

City Clerk Drake noted that items #7e, 7f, and additional information pertaining to 7s were provided prior to the meeting. She also noted that there was an error in the resolution setting the meeting schedule for CY25 in the packet. The provided resolution showed both the November business meeting and workshop on the same date, the correct date for the business meeting is 11/10/25 and will be reflected on the executed resolution. Item #7i has been pulled from the agenda as SICOG yet again did not provide a monthly update. Brott moved, supported by Grolmus to approve the consent agenda as amended. On roll call the votes were as follows: Akers – YES; Brott – YES; Grolmus – YES; Pelz – YES; Westfall – YES. **YES (5) NO (0) ABSTAIN (0) ABSENT (0)**

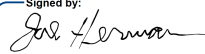
- 8) The City received a request from Brooks Newton, a resident in a recently annexed portion of the City (Hickory Lodge Plat 5), to bow hunt deer on his personal property. The development’s HOA passed a motion allowing bow hunting within the development on personal property. However, Chapter 41 of the City Code prohibits the discharge of firearms and weapons including arrows. Council engaged in discussion. Akers stated that he was in favor of granting an exception to the code. Mayor Herman asked the property size. Newton responded that the property is just under 2 acres and he has discussed & received the ok from his neighbors. Grolmus stated that other cities allow for urban bow hunting. Pelz stated that he doesn’t have an issue with the request & appreciates the proactive nature of the request; however, he also noted that granting the exception may open a can of worms and stated that the Council may want to look at adopting a code to allow instead of a case by case basis. Westfall stated that she has the same concerns as Akers & Pelz. Chief Brown noted that if the exception is granted, DNR rules apply and that the exception should clearly state for bow hunting only. Grolmus moved, supported by Akers, to approve the request to bow hunt on private property by Brooks Newton with the condition that DNR regulations are followed and that the exception only applies to bow hunting deer within the appropriate season. On roll call the votes were as follows: Akers – YES; Brott – NO; Grolmus – YES; Pelz – YES; Westfall – NO. **YES (3) NO (2) ABSTAIN (0) ABSENT (0)**
- 9) The City received a plat of survey for parcels located within the City’s Corporate Limits. The City Engineer reviewed for compliance to the City’s Sub-Division Ordinance and provided a letter of review & recommendation to the Planning & Zoning Commission. The Commission reviewed the plat on December 2 and in line with the City Engineer, recommended approval of the Plat and granting of a wavier of compliance with the City’s Sub-Division Ordinance. Brott moved, supported by Grolmus, to adopt Resolution #2024-145 Accepting the Plat of Survey for Parcels 24-108, 24-109, and 24-123 and granting a waiver of compliance with the City’s Sub-Division Ordinance. On roll call the votes were as follows: Akers – YES; Brott – YES; Grolmus – YES; Pelz – YES; Westfall – YES. **YES (5) NO (0) ABSTAIN (0) ABSENT (0)**
- 10) **Public Hearing #1 Voluntary, Non-Consenting Annexation – Van Meter Country Estates Plat 1 and Certain Real Estate Owned by Edith Ann Westfall**  
 Grolmus moved, supported by Brott, to open the public hearing. On roll call the votes were as follows: Akers – YES; Brott – YES; Grolmus – YES; Pelz – YES; Westfall – YES. **YES (5) NO (0) ABSTAIN (0) ABSENT (0)** The public hearing was open as of 7:17pm. Staff received no comments prior to the hearing. City Clerk Drake provided a summary of the proposed annexation. Citizen Ben Clark noted that a prior version of the proposed resolution contemplated adherence to certain pre-annexation agreements and the version in this packet did not. City Clerk Drake stated that the language regarding the pre-annexation agreements would be added prior to execution. Brott moved, supported by Grolmus, to close the public hearing. On roll call the votes were as follows: Akers – YES; Brott – YES; Grolmus – YES; Pelz – YES; Westfall – ABSTAIN. **YES (4) NO (0) ABSTAIN (1) ABSENT (0)** The public hearing was closed as of 7:20pm.

**Public Hearing #2 Proposed Plans, Specifications, Forms of Contract and Estimate of Cost for the proposed Water Main Replacement Project – Phase 1**

Brott moved, supported by Grolmus, to open the public hearing. On roll call the votes were as follows: Akers – YES; Brott – YES; Grolmus – YES; Pelz – YES; Westfall – YES. **YES (5) NO (0) ABSTAIN (0) ABSENT (0)** The public hearing was open as of 7:020pm. Staff received no comments prior to the hearing. Engineer Randy Johnson provided a brief over of the plans. Citizen Ben Clark asked about the location of the project and cost of the project to property owners. PW Director McCombs described the location of the project on the south west side of town and stated that there is no cost billed to the impacted property owners. Citizen Dan Porter asked about the project timeline. Engineer Veenstra described the timeline and stated there will be limited disturbances to road accessibility. Brott moved, supported by Grolmus, to close the public hearing. On roll call the votes were as follows: Akers – YES; Brott – YES; Grolmus – YES; Pelz – YES; Westfall – YES. **YES (5) NO (0) ABSTAIN (0) ABSENT (0)** The public hearing was closed as of 7:25pm.

- 11) City Clerk Drake provided a brief description of the annexation timeline and noted that the pre-annexation agreement language previously reviewed would be included in the resolution prior to execution. Akers moved, supported by Grolmus, to adopt Resolution #2024-150 Assenting to the Annexation of Certain Real Estate Identified as Van Meter Country Estates Plat 1 – Lots 1, 7, 8, 9, 10 and 11 and Certain Real Estates owned by Edith Ann Westfall including non-consenting property identified herein as amended. On roll call the votes were as follows: Akers – YES; Brott – YES; Grolmus – YES; Pelz – YES; Westfall – ABSTAIN. **YES (4) NO (0) ABSTAIN (1) ABSENT (0)**
- 12) Grolmus moved, supported by Westfall, to adopt Resolution #2024-151 Approving and Confirming Plans, Specifications, Form of Contact and Estimate of Cost for the Water Main Replacement Project – Phase 1. On roll call the votes were as follows: Akers – YES; Brott – YES; Grolmus – YES; Pelz – YES; Westfall – YES. **YES (5) NO (0) ABSTAIN (0) ABSENT (0)**
- 13) Engineer Johnson discussed the bids received. Bids ranged from \$670,000 to \$1,100,000 and there were 7 submissions. Brott asked if it is concerning that the engineers estimate was so much higher than the bids. Engineer Veenstra stated that he recently did a bid letting Deadham for the same type of project and the bids were much lower than the estimate and he is comfortable with the contractor and the pricing.
- 14) Grolmus moved, supported by Akers, to adopt Resolution #2024-152 Awarding Contract for the Water Main Replacement Project – Phase 1 to United Utilities and Excavating LLC in the amount of \$673,648.00 . On roll call, the votes were as follows: Akers – YES; Brott – YES; Grolmus – YES; Pelz – YES; Westfall – YES. **YES (5) NO (0) ABSTAIN (0) ABSENT (0)**
- 15) Akers moved, supported by Westfall, to make this reading the first and final reading of Ordinance #2024-28 An Ordinance Amending Ordinance #202-02 Providing for the Division of Taxes Levied on Taxable Property in the February 2020 Addition to the Van Meter Urban Renewal Area Pursuant to Section 403.19 of the Code of Iowa, 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; Pelz – YES; Westfall – YES. **YES (5) NO (0) ABSTAIN (0) ABSENT (0)**
- 16) Grolmus moved, supported by Brott, to adopt Resolution #2024-153 Setting the Date of Public Hearing relating to a proposed amendment to the Code of Ordinances of the City of Van Meter – Section 63.04 Special Speed Zones of Chapter 63 Speed Regulations – 340<sup>th</sup> Trail for Monday, January 13, 2025 at 7:00pm. On roll call, the votes were as follows: Akers – YES; Brott – YES; Grolmus – YES; Pelz – YES; Westfall – YES. **YES (5) NO (0) ABSTAIN (0) ABSENT (0)**
- 17) Brott moved, supported by Westfall, to adopt Resolution #2024-154 Setting Date of Public Hearing for proposed amendments to the Code of the City of Van Meter – Repealing the Following Chapters: Chapter 155 Adoption of Codes, Chapter 157 Mechanical Code, Chapter 158 Property Maintenance and Housing Code, Chapter 159 Plumbing Code and Chapter 160 Fuel Gas Code AND Repealing and Replacing Chapter 156 Building Code for Monday, January 13, 2025 at 7:00pm. On roll call, the votes were as follows: Akers – YES; Brott – YES; Grolmus – YES; Pelz – YES; Westfall – YES. **YES (5) NO (0) ABSTAIN (0) ABSENT (0)**
- 18) Pelz moved, supported by Grolmus, to adopt Resolution #2024-155 Setting Date of Public Hearing for a proposed amendment to the Code of the City of Van Meter adding Chapter 51 Shipping Containers for Monday, January 13, 2025 at 7:00pm. On roll call, the votes were as follows: Akers – YES; Brott – YES; Grolmus – YES; Pelz – YES; Westfall – YES. **YES (5) NO (0) ABSTAIN (0) ABSENT (0)**
- 19) Akers moved, supported by Westfall, to adopt Resolution #2024-156 Awarding Contract for the Community Engagement Phase of the City’s Municipal Building Project to Invision Architecture. On roll call, the votes were as follows: Akers – YES; Brott – YES; Grolmus – YES; Pelz – YES; Westfall – YES. **YES (5) NO (0) ABSTAIN (0) ABSENT (0)**
- 20) Mayor Herman led a discussion regarding a potential street project near the Municipal Building Project. The potential street project is not in scope of the Municipal Building Project and would need a separate agreement with Bolton & Menk. Akers moved, supported by Grolmus, to adopt Resolution #2024-157 Approving Agreement for Professional Services with Bolton & Menk – Street Concept. The Mayor stated that he would be meeting with Bolton & Menk the next regarding the project. On roll call, the votes were as follows: Akers – YES; Brott – YES; Grolmus – YES; Pelz – YES; Westfall – YES. **YES (5) NO (0) ABSTAIN (0) ABSENT (0)**
- 21) Parks & Rec Director Sam Chia provided a Master Trails Update. The City was assigned a project manager with the DOT which allows Bolton & Menk to move forward with certain activities including surveying which is taking place during the week of 12/9/24.
- 22) City Clerk Drake provided an overview of the status of the implementation of the cloud based subscription of gWorks from the licensed, on-premise solution and the challenges, not just for Van Meter but for several. She also discussed possible next steps.
- 23) Staff Reports were included in the packet. City Administrative staff noted the auditors are onsite for the week of 12/9 & efforts continue on budget planning & economic development activities. Public Works called out issues and a plan to correct the issues with the West Well. Police provided an update on training activities and reported that there were 179 total calls in November with 108 being traffic stops. Fire reported that there were 42 calls in November of which 14 were in De Soto, 19 in Van Meter and 9 were not responded to. Library reported they are working on budget activities and planning for 2025 programming. Councilmember Westfall publicly recognized Public Works and Police on the their recent completed trainings and publically thanked all involved in the City’s Christmas activities.

24) Brott moved, supported by Grolmus, to adjourn the meeting. On roll call, the votes were as follows: Akers – YES; Brott – YES; Grolmus – YES; Pelz – YES; Westfall – YES. **YES (5) NO (0) ABSTAIN (0) ABSENT (0)** The meeting was adjourned at 8:15pm.

Signed by:  
  
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Joe Herman, Mayor

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Jessica Drake, City Clerk