

City of Van Meter, Iowa

City Council Minutes – February 10, 2025

- 1) The Van Meter City Council met for a regular council meeting on Monday, February 10, 2025, at the United Methodist Church located at 100 Hazel Street, Van Meter, IA 50261. Mayor Herman called the meeting to order at 7:00pm. 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 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, Chuck Maffin, and Kyle Anderson - Residents. Mason Sander – Denman CPA. Jennifer & Brady Evans – School District Residents.
- 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 Brott, 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 January 13, 2025 City Council Regular Business Meeting
 - b. Minutes of the January 27, 2025 City Council Workshop
 - c. ~~Minutes of the February 6, 2025 Parks & Recreation Board Meeting~~
 - d. February Claims List

CLAIMS REPORT

VENDOR	REFERENCE	AMOUNT
Acco	Water Chemicals	850.00
Adin Delic	Training Week Of 1/27/25-Reimb	35.96
Adt Security Services	Alarm Monitoring Service Plan	172.62
Aflac	Aflac Pretax	301.32
Ainsley Watson	Soccer Ref	185.00
All American Turf Beauty	2025 Prepay - Application	301.11
All American Turf Beauty	Irrigation Startup & Winterize	520.54
Amazon Capital Services	Dec Amazon Purchases	1236.01
Amazon Capital Services	Jan Amazon Purchases	2080.11
Applied Concepts	Stalker Radar	3970.00
Arnold Motor Supply	Pw Headlight	12.08
At&T Mobility	Pd/Fd Phone Service	277.56
Avey Watson	Fall 24 Soccer Ref	20.00
Baldon & Son Hardware	Water Supplies	67.08
Base	Feb Cafeteria Monthly	30.00
Bedwell Gardens	12x Peat Moss	240.00
Blank Park Zoo	Zoo To You Program	125.00
Bolton & Menk Inc	Richland Rd Trail Project	2377.50
Bolton & Menk Inc	Design - Master Trails Phase1	14045.00
C & K Electric Llc	West Pump Service Call	467.34
Calvin Verdi	Fall 24 Soccer Ref	30.00
Civic Sytems	Conversion, License, & Trainin	50255.00
Collaborative Summer Read	Cy25 Summer Reading	625.05
Continental Research Corp	Xtra Muscle Brake & Parts	727.94
Culligan	City Hall Water - Dec	61.31
D And G Auto Group	Pw Truck Maintenance	437.50
D And G Auto Group	2020 Tahoe Maintenance	729.43
Dclhtf	Fy 25 Contribution	1484.00
Dane Bernhardt	Soccer Ref	62.50
Delta Dental	February Dental/Vision Prem	923.26
Denman	Fy24 Audit	14000.00
Do Art Productions	Comic Book Workshop	350.00
Dorsey & Whitney Llp	2024 Ur Plan Amend & Advance	10319.50
Earlham Savings Bank	Ebank Eft Ach Fees	25.00
Eftps	Fed/Fica Tax	7214.27
Eftps	Fed/Fica Tax	8274.38
Elan Financial - Ebank Cc	Boa Certified Mail	207.52
Fenix Usa Llc	Monthly Hosting Charge	289.30
Fenix Usa Llc	Endpoints, Halo Software, Quad	16039.30
Fire Safety Usa	2x Fire Helmet	916.72
Fire Service Training Bureau	Young 2 Day Reg Fee	200.00
Gatehouse Media Ia Holdings	Legal Publications	215.51
Gatehouse Media Ia Holdings	1/13/25 Minutes	481.00
Gatehouse Media Ia Holdings	Microsoft Da Ph Publication	46.00
Gatehouse Media Ia Holdings	01/27/25 Minute Publications	58.00
Gatehouse Media Ia Holdings	Ord 25-01 Publication	38.80
Gatehouse Media Ia Holdings	Legal Publications	1089.50
Gworks	ANNUAL SUBSCRIPTION FEE	8466.00
Heartland Busineses System	December Monthly	4453.93
Heartland Busineses System	December Monthly	4883.87
Heartland Coop	Lp	555.06
Heartland Coop	L.P.	1088.86
Hotsy Cleaning System	Nozzle, Oil Pump, Underbody Wa	971.93
Emergency Service Marketing Co	Yearly Sub 3/25/25-3/24/26	735.00
Industrial Chem Labs	Lift Station Degreaser	907.42
Industrial Chem Labs	Lift Station Degreaser	916.21
Invision	Field Verification & Bim Model	12650.25
Iowa Dept Of Public Safey	Fy25 Quarterly Inv Oct-Dec 24	300.00
Iowa One Call	Email Locates	36.10
Iowa One Call	Email Locates	63.10

Ipers	Ipers	14034.51
Ipers	Wage Adjustment - Ee#149	2395.02
Jessica Drake	Nov24-Feb25 Expenses	54.54
Jester Insurance Service	Changes To Canam & Cub - Pr	282.00
Jester Insurance Service	Water Booster Station Add	386.00
Jones Creek Apparel	Pd Winter Hats	140.00
Konica Minolta	Jan Monthly Bill	35.20
Konica Minolta	Qrtly Inv For Maintenance	259.13
Larain Climer	Jan 25 Mileage	10.71
Laura Kunkel	Cleaning Services - Fire	125.00
Linda Betsinger Mccann	Speaking At Vm Lib/Rosie Book	145.00
Lowe's	Christmas Tree Timer	347.50
Lowe's	Dec Lowes	90.67
Matheson Tri Gas Inc	Oxygen	41.78
Matheson Tri Gas Inc	Oxygen	295.44
Mediacom	Internet Services Feb	256.95
Midamerican Energy	Street Lighting	3396.65
Midamerican Energy	Gas/Elec	4250.19
Midwest Tape Llc	Advance Digital Payment Hoopla	2000.00
Motorola	Pd Body Cam & Charge Station	1980.00
Northway Corporation	Labor & Equipment For Well 2&3	11932.00
Office Of Auditor Of State	Fy23 Audit	23665.80
Omnisite	Cy25 Monitoring	594.00
Orkin	January Pest Control	79.00
Regan Bernhardt	Soccer Ref	62.50
School Life	2 Bragtag Packs & 1 Cable Ring	336.00
Shae Bernhardt	Soccer Ref	62.50
Shelly James	December Cleaning	90.00
Stivers Ford	Pd Truck Portion Only	49433.00
Stivers Ford	Pd Maint.	149.51
Techsoup	Zoom Workplace 1yr Sub	18.00
The Hartford	February Life & Add Premium	502.09
Thorpe Water Dev Co	Monthly Charge	400.00
Treas - St Of Ia Sales Tx	Cy23 Sales Tax Balance Due	287.76
Treas - St Of Ia Sales Tx	January 25 Wet	1881.00
Treas - State Of Iowa W/H	State Tax	2617.13
Veenstra & Kimm Inc	Engineering Professional Fees	18379.62
Veenstra & Kimm Inc	Engineering Professional Fees	61745.57
Verizon Wireless	Dec Phone & Tablet Charges	951.23
Verizon Wireless	Jan Phone & Tablet Charges	657.97
Waste Connections	Garbage Contract	25147.08
Waste Connections	Garbage Contract	14280.63
Waste Solutions Of Ia	Kybos - Parks	162.00
Wellmark	February Medical Premium	13175.94
Wells Fargo Cc	January Purchases	237.40
Wells Fargo Cc	January Purchases	3071.37
Wex Bank	Pd Fuel	1386.37
Whitfield & Eddy Plc	January Legal Professional Services	3806.50
Ziegler Inc	Generator Repair	1563.74
Accounts Payable Total		446654.66
Invoices: Paid		237419.44
Invoices: Scheduled		209235.22
Payroll Checks		52485.20
***** REPORT TOTAL *****		499139.86
GENERAL		300642.83
PARK OPERATIONS		2065.90
ROAD USE TAX		3229.38
LIBRARY TRUST FUND		3300.17
MASTER TRAILS PROJECT		16422.50
601 MUNICIPAL BUILDING		14357.34
WATER SUPPLY IMPROVEMENTS		5567.32
MICROSOFT CAPITAL IMPROVE		61132.45
WATER		54982.99
SEWER		37438.98
TOTAL FUNDS		499139.86

- e. January Financial Statements
- f. January Building Permit Report
- g. January IPAIT Report
- h. Resolution #2025-20 Setting Date of Public Hearing for March 31, 2025 for the FY26 Property Tax Levy Hearing
- i. Resolution #2025-21 Appointing CY25 Representation to the Mid-Iowa Planning Alliance

City Clerk Drake noted that staff had yet to receive the Parks & Rec meeting minutes by the time of the meeting and item #7c would need to be removed from the consent agenda. Grolmus moved, supported by Pelz 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) Mason Sander from Denman CPA presented an overview of the FY24 Audit Report. He noted no significant difficulties in dealing with city staff during the audit. He also noted a change in the component unit reporting concerning VMCDC and the Library Foundation & Fire Association from prior years. Sander noted that the FY23 audit identified 5 findings considered to be of material weakness and the FY24 audit only identified 2 findings – segregation of duties and TIF Indebtedness. With an administrative staff of 3, segregation of duties will continue to be an issue but staff will continue to evaluate and implement best practices to reduce risk. Staff will be undertaking a TIF reconciliation project with the County, financial advisors and auditors in the late spring/early summer of 2025 to address all TIF related issues. There were 7 other findings relating to items such as TIF decertification, budget amendments, publications, special revenue levy and unclaimed property – all of which have been or are being addressed by staff. Sander concluded his FY24 audit overview.

9) **Public Hearing #1 Proposed FY25 Budget Amendment**

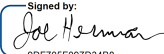
Brott moved, supported by Grolmus, to open the public hearing. On roll call the votes were as follows: Akers – YES; Brott – YES; Grolmus – YES; Pelz – YES; Westfall – YES. **YES (5) NO (0) ABSTAIN (0) ABSENT (0)** The public hearing was open as of 7:19pm. Staff received no comments prior to the hearing. No comments were received at the public hearing. 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 7:20pm.

Public Hearing #2 Proposed Development Agreement with Microsoft Corporation

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 7:20pm. Staff received no comments prior to the hearing. City Clerk Drake provided an overview of the purpose of the hearing. The City is currently in negotiations with Microsoft Corporation on a Development Agreement. The Development Agreement contemplates Microsoft providing funding in the amount of \$30.1M for certain public infrastructure improvements for roads, water and sewer & the City repaying Microsoft in an amount not to exceed \$65M through 50% of the Tax Increment Financing revenue generated by the developed Microsoft property over the time period of 20 years. Public comments received during the hearing included: Brady Evans asked if the development agreement is or will become public. He also noted that there will be overall benefits to the community and school district as a whole as the property will be taxed at a higher rate than the current agricultural levy when developed, a factor that is often overlooked. Chuck Maffin asked the Council why the City is giving such a profitable corporation any money as incentive to come to Van Meter. City Clerk Drake and City Administrator Faust addressed the comments by noting the public nature of the agreement and describing the nature of the \$65M as debt repayment through property tax revenue received. No additional comments were received. 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 7:29pm.

Westfall moved, supported by Akers, that further action of the Development Agreement be adjourned to March 10, 2025 at 7:00pm at the Van Meter United Methodist Church located at 100 Hazel Street, Van Meter, IA 50261 at which time and place the City Council will meet to further consider the Development Agreement. 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)**

- 10) Brott moved, supported by Grolmus, to adopt Resolution #2025-22 Approving a FY25 Budget Amendment for the City of Van Meter. 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)**
- 11) No action was taken pertaining to the Development Agreement with Microsoft Corporation.
- 12) Grolmus moved, supported by Westfall, to adopt Resolution #2025-24 Approving Contract and Performance and/or Payment Bonds for the Arlington Avenue 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)**
- 13) Akers moved, supported by Grolmus, to change the current job title of Administrative Clerk to Deputy Clerk. 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)**
- 14) City Clerk Drake provided a Master Trails Phase 1 project updated. The current timeline would have bids & construction starting in fall of 2025 with construction complete in summer of 2026. Bolton & Menk will attend the March Council meeting to provide an update on the project. Akers moved, supported by Grolmus, to adopt Resolution #2025-25 Authorizing Execution of US Department of Transportation Order 1050.2A. 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)** Akers moved, supported by Grolmus, to adopt Resolution #2025-26 Authorizing Execution of Title VI Non-Discrimination Agreement – Iowa Department of Transportation. 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)** Akers moved, supported by Grolmus, to adopt Resolution #2025-27 Approving the Temporary Construction Easement Template relating to the Master Trails 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)** Akers moved, supported by Grolmus, to adopt Resolution #2025-28 Approving the Permanent Access Easement Template pertaining to the Master Trails 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)**
- 15) Grolmus moved, supported by Brott, to direct staff not to proceed with the annual renewal of participation in the Southern Iowa Council of Governments. 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) City Clerk Drake provided an overview a proposed update to Chapter 164 – Vacant Buildings which would make the code applicable to all property types not just commercial and industrial. The proposed update will go to Planning & Zoning for further consideration.
- 17) City Clerk Drake provided an overview of proposed updates to Chapter 90 – Water Service System and Chapter 92 – Water Rates relating to water hook up fees when connecting new services to the water main and implementation of a temporary vacancy “snowbird” policy. Additional information will be brought to Council in March.
- 18) City Clerk Drake presented a draft, in-progress policy manual for Council to review & provide comment on over the coming weeks. A final version will be provided to Council for consideration for adoption in March.
- 19) Staff Reports were included in the packet. City Administrative staff noted initial activities in the new software implementation, budget activities, continuing education & conference participation and updates on rental inspection properties. City Administrative staff also provided a legislative updated and noted an upcoming meeting with State Representative Sarah Trone Garriot & participation on the legislative “Day on the Hill” and that newly elected Supervisor Helm will be attending the next Council Workshop. Public Works reported on ongoing maintenance activities as well as continuing education and certification activities. Police provided an update on training activities and reported that there were 97 calls in January of which 49 were traffic stops. Fire reported that there were 26 calls in January of which 11 were in De Soto, 15 in Van Meter and 4 were not responded to. Library reported electronic circulation numbers continue to grow and there has been an effort on grant writing and application submissions throughout the winter. Parks & Rec reported the current youth sport registration numbers for youth basketball, spring soccer, youth little league and youth softball. P&R also noted that several grant applications were submitted and made note of the new City Calendar that will be utilized for all events, including field rental scheduling.
- 20) 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 8:16pm.

Signed by:

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Joe Herman, Mayor

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2/11/2025

Jessica Drake, City Clerk