

City of Van Meter, Iowa

City Council Workshop Minutes – November 25, 2024

1) The Van Meter City Council met for a workshop on Monday, November 25, 2024, at the Van Meter United Methodist Church located at 100 Hazel Street, Van Meter, IA 50261. Mayor Herman called the meeting to order at 6:00pm. The following council members were present upon roll call: Joel Akers, Travis Brott, Blake Grolmus, and Quin Pelz. Councilmember Penny Westfall joined virtually.

Staff present: Randy Johnson of Veenstra & Kimm, Library Director Jonatha Basye, Fire Chief Mark Schmitt, Police Chief Michael Brown, City Clerk Jessica Drake and City Administrator Liz Faust.

2) Grolmus moved, supported by Brott, to approve the agenda. 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)**

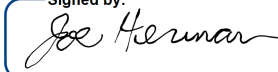
- 3) Grolmus moved, supported by Akers, to approve the consent agenda.
- a. October Building Report
 - b. Resolution #2024-115 Approving FY24 Annual Urban Renewal Report (moved from 11/11/24)
 - c. Resolution #2024-116 Approving FY24 Annual Financial Report (moved from 11/11/24)
 - d. Resolution #2024-131 Approving FY24 and FY25 Fund Transfers
 - e. 2nd November Claims Run

CLAIMS REPORT

VENDOR	REFERENCE	AMOUNT
AFLAC	AFLAC PRETAX	150.66
AGSOURCE COOPERATIVE SERVICES	WW COLIFORM	14.5
ARNOLD MOTOR SUPPLY	PD HYPER DRESSING	37.06
C & K ELECTRIC LLC	PUMP HOUSE ELECTRICAL	2,942.16
CUSTOM LAWN CARE & LANDSCAPING	SOCCER FIELD AERATION & SEED	1,985.00
DALLAS CO TREASURER	601 MAIN TAX	4,940.00
EFTPS	FED/FICA TAX	7,862.07
FENIX USA LLC	WATER METERS	29,900.00
FRANK DUNN CO	HIGH PERFORMANCE PATCH UPDATE TO ANNEXATION PH	989
GATEHOUSE MEDIA IA HOLDINGS	NOTICE	5.4
GATEHOUSE MEDIA IA HOLDINGS	TIF DELETION ORD 2024-27 PUB	60.4
GATEHOUSE MEDIA IA HOLDINGS	ORD 2020-02 PUBLICATION MAY 24 MEETING MINUTE	151.6
GATEHOUSE MEDIA IA HOLDINGS	PUBLICAT	287.4
GP CONTRACTING	AIR TANK COMPRESSOR	
HAWKEYE TRUCK EQUIPMENT	ELECTRIC	1,690.00
HEARTLAND BUSINESSES SYSTEM	SNOW BLADE CUTTING EDGES	725.42
INTERSTATE ALL BATTERY CENTER	NOVEMBER VEEAM BACKUP	1,301.21
IOWA ONE CALL	FD BATTERIES	27.1
IOWA PRISON INDUSTRIES	UTILITY LOCATES	80.3
IPERS	PD TRUCK DECALS	265.32
JMT TRUCKING	PROTECT IPERS	5,070.76
JONES CREEK APPAREL	SALT - WINTER 24 SNOW REMOVAL	2,456.69
LEXIPOL LLC	LIZ & SAM FALL ORDER	298
PROFESSIONAL DEVELP OF IA	ANNUAL LAW ENFORCEMENT POLICY	1,942.82
SHELLY JAMES	CY25 DUES	375
TREAS - STATE OF IOWA W/H	NOV CITY HALL CLEANING	90
TUCKER WILCOX	STATE TAX	1,181.45
UNDERGROUND SOLUTIONS	24 FALL SOCCER REF FEES	50
UTILITY EQUIPMENT CO	WATER MAIN BREAK - MAIN & VIRG	1,800.00
VEENSTRA & KIMM INC	WATER METER BRACKETS	975.25
WASTE SOLUTIONS OF IA	MICROSOFT - PRIORITY ROADS	49,476.57
WEX BANK	KYBOS - PARKS OCTOBER	876
WHITFIELD & EDDY PLC	PD GAS	1,725.18
Accounts Payable Total	OCTOBER LEGAL SERVICES	2,898.00
Invoices: Paid		122,630.32
Invoices: Scheduled		16,207.52
		106,422.80
GENERAL		29,531.55
PARK OPERATIONS		3,955.02
ROAD USE TAX		2,101.81
LIBRARY TRUST FUND		1,242.61
ARLINGTON ROAD RESURFACE		1,000.00
601 MUNICIPAL BUILDING		4,940.00
WATER SUPPLY IMPROVEMENTS		10,308.00
MICROSOFT CAPITAL IMPROVE		27,391.38
WATER		36,158.06
SEWER		6,001.89
TOTAL FUNDS		122,630.32

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)**

- 4) Staff led a discussion regarding the funding options for the municipal building project at 601 Main Street. Options include either a reverse referendum or regular referendum as the main funding source along with any donations, fund raising efforts, and more. Mayor Herman asked which option has a more significant impact on property tax rates. The City has the ability to increase the debt service levy without impacting the property tax rate per 1000 of valuation. Either option will result in education material, community engagement & communication efforts. Chief Schmitt discussed his positive experiences with the reverse referendum option. Akers moved, supported by Pelz, to move forward with the primary funding source option of reverse referendum. 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)**
- 5) Staff led a discussion surrounding upcoming budget planning and need for staff to understand what the Council's overall intent is with the annual property tax rate. The rate has been between \$14.18 and \$14.37 over the last 4 years. Based on current estimates. The general intent of Council was to keep the tax rate stable. Staff will use that for budget planning. The final tax rate will be determined at a later date as the budget process continues.
- 6) Staff & Council engaged in a discussion regarding employee evaluation process & timing of merit increases. Based on current policy, all staff members are eligible for the lesser of 3% or COLA as determined by the SSA in July with the potential for a merit based increase during the first pay period following employee evaluations (which must be completed by the end of November on an annual basis). The majority of staff evaluations will be complete by 11/30/24 but there was no merit based increase budgeted for FY25. Council determined that for FY26, all staff members will be eligible for 2.5% COLA on July 1, 2025 and may be eligible for up to 5.5% of a merit based increase effective 1/1/2026 upon results of the employees annual performance review. For FY26 budget purposes, staff will use 8% for payroll budgets to allow for the maximum possible budget. Starting in FY27, all staff will be eligible for the maximum pay % increase (as determined by the Council's maximum pay increase as determined by the Council during the FY27 budget planning) which is made up of the lesser of 3% or COLA plus a merit based increase. All employees will be eligible for the lesser of 3% or COLA at a minimum. Starting in FY27, all pay increases will be effective 1/1 (for FY27, pay increases will be effective 1/1/2027). Staff will make the necessary changes to the evaluation forms including adding an additional scoring category and the employee handbook to bring forward for Council review and approval.
- 7) Chief Brown led a discussion regarding the lack of speed limit signs on 340th Trail (gravel road that was formerly a country road but a portion of it was annexed into the City in 2021). Chief Brown has received complaints about speeding on the road. Engineer Randy Johnson suggested an engineering study to determine the most appropriate speed for the portion within city limits based on current conditions. Grolmus moved, supported by Brott, to direct city staff to work with the City Engineer to bring forth a recommendation on a special speed zone on 340th Trail. 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)**
- 7) Public Works Director McCombs requested that the City formally adopt SUDAS Standard Specifications. Veenstra & Kimm provided additional information in support of this request. Akers moved, supported by Brott, to adopt Resolution #2024-132 Adopting SUDAS Standard Specifications as presented. 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) Brott moved, supported by Grolmus, to adjourn. 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)** Mayor Herman adjourned the meeting at 7:18pm.

Signed by:

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Joe Herman, Mayor

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City Clerk, Jessica Drake