

Council Meetings

Van Meter United Methodist Church
100 Hazel St, Van Meter, IA 50261

Joe Herman, Mayor

Council Members

Travis Brott, Mayor Pro Tem

Joel Akers

Blake Grolmus

Quin Pelz

Penny Westfall

City Staff

Liz Faust, City Administrator
Travis Cooke, City Clerk
Drew McCombs, Public Works Director
Sam Chia, Parks & Rec Director
Jonatha Basye, Library Director
Michael Brown, Police Chief
Mark Schmitt, Fire Chief
John Fatino, Whitfield & Eddy, PLC
Randy Johnson, Veenstra & Kimm, Inc.

*NOTE: All public comments require that an individual sign in at the beginning of the meeting. **Comments will generally be limited to a maximum of three (3) minutes per person.** Under Iowa law, the City Council is prohibited from discussing or taking any action on an item not appearing on its posted agenda. Any issue raised by public comment under the Citizen Hearing will be referred to staff for a decision on whether it should be placed on a future agenda. All comments from the public, Council, and Staff shall address the presiding officer, and upon recognition by the presiding officer, shall be confined to the question under debate, avoiding all indecorous language and references to personalities and abiding by the following rules of civil debate. • We may disagree, but we will be respectful of one another. • All comments will be directed to the issue at hand. • Personal attacks will not be tolerated.*

Meeting Agenda:

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Introductions**
4. **Civility Statement**
5. **Approval of the Agenda**
6. **Citizen Hearing**
7. **Consent Agenda**
 - a. Minutes of August 11, 2025 City Council Regular Business Meeting
 - b. Minutes of August 13, 2025 City Council Special Meeting
 - c. Minutes of August 25, 2025 City Council Workshop
 - d. Minutes of August 27, 2025 Planning and Zoning Meeting
 - e. August Claims List
 - f. August Financial Reports
 - g. August Building Permit Report
 - h. August IPAIT Report
8. **Public Hearings**
 - a. First Reading of Proposed Amendment to Chapter 165 Zoning Regulations of the Code of Ordinances
9. **Discussion and Possible Action:** Ordinance #2025-11 An Ordinance Amending the Code of Ordinances of the City of Van Meter – Chapter 165 Zoning Regulations
10. **Discussion and Possible Action:** Resolution #2025-105 Approving Audit Engagement Letter with Denman
11. **Discussion and Possible Action:** Resolution #2025-106 A Resolution Appointing Travis Cooke as City Clerk for the City of Van Meter
12. **Discussion and Possible Action:** Resolution #2025-107 Resolution To Authorize the Amendment of the City's Bank Signatories List
13. **Discussion and Possible Action:** Resolution #2025-108 A Resolution Awarding a Contract for Attorney Services
14. **Discussion and Consideration:** Resolution #2025-109 Arlington Avenue Street Project Change Order #4 to Repair Emergency Water Service
15. **Reports:**

a. City Administration	b. Master Trails
c. Master Parks	d. Municipal Building
e. Software Conversion Update	f. Public Works
g. Fire	h. Police
i. Parks & Recreation	j. Library
k. City Attorney	l. City Engineer
16. **Adjournment**

Posted: Friday, September 5, 2025

Agenda Item #1

Call to Order

Mayor: *The time is 7:00pm on Monday, September 8, 2025.*

I hereby call this meeting of the Van Meter City Council to order.

Agenda Item #2

Pledge of Allegiance

Those Present Led by Mayor: ***"I pledge Allegiance to the Flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all."***

Agenda Item #3

Introductions

City Council, City Staff and Guests will introduce themselves with their name and title/role.

Agenda Item #4

Civility Statement

Mayor: *Our organization is proud to participate in the Show Some Respect Initiative from the Iowa Civility Project. The goal of the Show Some Respect campaign is to improve respect and civility in our community. To help achieve this goal, our expectations are that everyone will:*

- *Listen attentively*
- *Respect the opinions of others*
- *Keep an open mind*
- *Give constructive feedback, comments, and suggestions*
- *Avoid personal attacks*
- *Remember the things we have in common*
- *Value the People, the Process, and the Results*

Agenda Item #5

Approval of the Agenda

Submitted for: **ACTION**

Recommendation: **APPROVAL**

Sample Language:

Mayor: *Are there any emergency additions to the agenda or other changes to the agenda?*

City Administrator or Clerk: _____

Mayor: *Do I hear a motion to approve the agenda?*

City Councilmember: _____ *So moved.*

City Councilmember: _____ *Second.*

Mayor: *Roll Call Please.*

City Clerk: Akers _____ Brott _____ Grolmus _____ Pelz _____ Westfall _____

Mayor: *The agenda is adopted as presented.*

Agenda Item #6

Citizen Hearing

Sample Language:

Mayor: *At this time, I will recognize members of the public who have signed in and wish to address the City Council. Once given the floor, please state your full name. You will have a maximum of three (3) minutes to address the Council.*

Under Iowa law, the City Council is prohibited from discussing or taking any action on an item not appearing on its posted agenda. Any issue raised by the public comment under Citizen Hearing will be referred to City Staff for a decision on whether or not it should be placed on a future agenda.

It is required that individuals addressing the City Council avoid all indecorous language, references to personalities and abide by these two simple rules of civil debate:

- *We may disagree, but we will be respectful of one another.*
- *Personal attacks will not be tolerated.*

Agenda Item #7

Consent Agenda

Submitted for: **ACTION**

Recommendation: **APPROVAL**

Sample Language:

Mayor: *Would staff please review the Consent Agenda?*

Mayor: *Does the City Council wish to discuss any item on the Consent Agenda separately? If not, I would entertain a motion to Adopt the Consent Agenda as presented.*

City Councilmember: _____ *So moved.*

City Councilmember: _____ *Second.*

Mayor: *Roll Call Please.*

City Clerk: Akers _____ Brott _____ Grolmus _____ Pelz _____ Westfall _____

Mayor: *The Consent Agenda is adopted.*

- 1) The Van Meter City Council met for a regular council meeting on Monday, August 11, 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, Blake Grolmus, Travis Brott, Quin Pelz and Penny Westfall. Staff present: City Attorney John Fatino, City Engineer Randy Johnson, Police Chief Mike Brown, Public Works Director Drew McCombs, Library Director Jonatha Basye, Parks and Rec Director Sam Chia, and City Administrator Liz Faust. Citizens present were Mark Naunan, Dan Edwards, Rhonda Baldwin, Cole Miller with ICON, and Steffanie Oppel with ICON.
- 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; Grolmus-YES; Pelz – YES; Westfall - YES. **YES (5) NO (0) ABSTAIN (0) ABSENT (0)**
- 6) Rhonda Baldwin addressed the Council during the Citizen’s Hearing. Baldwin raised concerns regarding speeding on Park St through Hudson Heights. She requested extra police presence, digital speed signs, and any other speed control that is available. Dan Edwards mentioned that lack of sidewalks makes it unsafe for pedestrians walking in that area.
- 7) Mayor Herman asked for a motion to adopt the consent agenda which included the following:

a. Minutes of July 14, 2025, City Council Regular Business Meeting

b. Minutes of July 28, 2025, City Council Workshop

c. August Claims List

CLAIMS REPORT		
VENDOR	REFERENCE	AMOUNT
ACCO	PUMPING TUBES MATERIAL	1,283.30
ADT SECURITY SERVICES	ALARM MONITORING SERVICE PLAN	172.62
AFLAC	AFLAC PRETAX	301.32
AFLAC	AFLAC PRETAX	301.32
AGSOURCE COOPERATIVE SERVICES	WA/SW TESTING	29.00
AGSOURCE COOPERATIVE SERVICES	SW TESTING	349.50
AINSLEY WATSON	SOCCER REF CERT REIMBURSEMENT	62.50
ALL AMERICAN TURF BEAUTY	LAGOOD WEED CONTROL	989.00
ALL AMERICAN TURF BEAUTY	LATE SPRING APP	2,278.00
ALLIANCE CONSTRUCTION GROUP	ARLINGTON AVE PAY EST #2	65,496.72
ALLIANCE CONSTRUCTION GROUP	PAY EST #3R1 ARLINGTON AVE	124,064.75
AMAZON CAPITAL SERVICES	LIB BOOKS	1,058.28
ANDREW DEA	SPRING SOCCER REF	65.00
ARNOLD MOTOR SUPPLY	2019 FORD F250 MAINTENANCE	251.29
AT&T MOBILITY	PD PHONE SERVICE	277.60
AT&T MOBILITY	PD PHONE SERVICE	277.56
BALDON & SON HARDWARE	ORANGE MARKING PAINT	21.98
BANNER FIRE EQUIPMENT	RUBBER CAB LATCH & BOLTS	223.98
BASE	AUG CAF MONTHLY	30.00
BASE	SEP CAF MONTHLY	30.00
BIBLIONIX	APOLLO ANNUAL SUBSCRIPTION	1,320.00
BOLTON & MENK INC	EXISTING INV & ANALYSIS	14,820.00
BRODART	SERVICE FOR 7/25-6/26	15,024.00
CHALLENGER TEAMWEAR	SOCCER UNIFORMS FLL 2025	3,431.52
CHALLENGER TEAMWEAR	SOCCER SOCKS FALL 2025	274.20
CITY OF VAN METER	7/20 CONCERT	200.00
CIVIC SYTEMS	SEMI ANN SERVSUPPOR 7/25-12/25	1,350.00
CONTINENTAL RESEARCH CORP	NU-BRITE, DRENCHNDIE, GLOVES	1,196.76
CULLIGAN	14106499	85.01
CULLIGAN	CH WATER	77.11
DEMCO	LABEL PROTECTORS & TAPE	256.88
DES MOINES WATER WORKS	WATER TESTING	64.20
DES MOINES WATER WORKS	WATER TESTING	128.40
EARLHAM SAVINGS BANK	EBANK EFT ACH FEES	25.00
EFTPS	FED/FICA TAX	11,326.08
EFTPS	FED/FICA TAX	6,995.38
ELAN FINANCIAL - EBANK CC	WASTE WATER TRAINING & CERT	1,517.54
FENIX USA LLC	20X WATER METERS	5,686.25
FIRE SAFETY USA	FIRE HELMET & SHIELD	532.85
FIRE SAFETY USA	4X PUBLIC SAFETY VESTS	193.75
GALLS LLC	REPLACE BUCKLE & RADIO HOLDER	35.98
GATEHOUSE MEDIA IA HOLDINGS	20250714 MINUTES PUBLICATION	299.20
GATEHOUSE MEDIA IA HOLDINGS	LEGAL PUBLICATIONS	38.16
GATEHOUSE MEDIA IA HOLDINGS	LEGAL PUBLICATIONS	92.80
HEARTLAND BUSINESSES SYSTEM	WEBSITE UPDATES & LAPTOP SETUP	2,500.00
HEARTLAND BUSINESSES SYSTEM	ACCT FOR WEBSITE MANAGEMENT	48.75
MIDWEST TAPE, LLC	ADVANCE PAYMENT-DIGITAL LIB	6,500.00
INDUSTRIAL CHEM LABS	LIFT STATION DEGREASER	641.39
INVISION	FIELD VER & BIM MODEL 601 MAIN	7,643.15
INVISION	601 MAIN SCHEMATIC DESIGN	26,062.50
IOWA CODE ENFORCEMENT	JUNE SERVICE FEE	600.00
IOWA CODE ENFORCEMENT	JULY SERVICE FEE	600.00
IOWA DEPARTMENT OF NATURAL RES	FY26 ANNUAL WATER SUPPLY FEE	116.76
IOWA DEPARTMENT OF NATURAL RES	PERMIT # 2570001 ANNUAL RENEW	210.00
IOWA ONE CALL	EMAIL LOCATES	72.30
IOWA ONE CALL	EMAIL LOCATES	63.90
IPERS	IPERS	9,818.56
JEWISH FED OF GREATER DSM	FIELD RENTAL 10X	1,000.00
JONATHA BASYE	GIFTCARDS FOR PUZZLE PRIZES	180.00
JONES CREEK APPAREL	SUMMER APPAREL 2025	2,173.00
KNOX COMPANY	1 YR KNOXCONNECT CLOUD LICENSE	841.00
KONICA MINOLTA	MONTHLY MAINTENANCE CHARGE	35.20
KONICA MINOLTA	QUARTERLY MAINTENANCE INVOICE	170.45
LANE OBERMEIER	REF CLINIC REIMBURESEMENT	62.50
LAURA KUNKEL	CLEANING 7/6, 7/20, 8/3	75.00
LOWE'S	MAILBOX REPAIR	34.14
MATHESON TRI GAS INC	OXYGEN	42.40
MATHESON TRI GAS INC	OXYGEN	43.48
MEDIACOM	INTERNET SERVICES CH	416.95
MEDIACOM	INTERNET SERVICES CH	426.95
MICHELLE SPROUT MURRAY	PRESENTATION & BOOK SIGNING	150.00
MIDAMERICAN ENERGY	GAS/ELEC RUT	3,294.18
MIDAMERICAN ENERGY	GAS/ELEC RUT	3,281.88
MIDWEST VAC PROFESSIONAL	JET SANITARY SEWER LINE	1,020.00
MOTOROLA	VIDEOMANAGER ANNUAL LICENSE	975.00

NAFTO	BASIC FIELD TRAIN OFFICER	375.00
NYEMASTER GOODE, P.C.	316 WILSON LEGAL MATTERS	1,294.00
OVERDRIVE INC	FY26 BRIDGES EBOOK CONTENT FEE	656.16
PEEK SALES & SERVICE	CONTROL CABLE	41.00
PEEK SALES & SERVICE	MOWER PULLEY & BELT	163.10
PRAIRIE AG SUPPLY	MOWER SPINDLE ASSY	243.99
SCIENCE CENTER OF IOWA	SCI ADVENTURE PASS	250.00
STAR EQUIPMENT LTD	ROLLERS	24.28
STAR EQUIPMENT LTD	WATER PUMP	3,122.00
STIVERS FORD	2023 TAHOE OIL CHANGE	80.70
STIVERS FORD	2017 FORD EXPLORER REPAIRS	3,858.55
THORPE WATER DEV CO	JUNE MONTHLY CHARGE	400.00
THORPE WATER DEV CO	MONTHLY AFFIDAVIT CHARGE	400.00
TRAFFIC LOGIX CORPORATION	SOLAR SPEED SIGN	2,435.00
TREAS - STATE OF IOWA W/H	STATE TAX	1,799.40
TREAS - STATE OF IOWA W/H	STATE TAX	1,799.40
UNITED UTILITIES & EXCAVATION	WATER MAIN REPLACEMENT PHASE 1	40,540.78
UNITED UTILITIES & EXCAVATION	PAY ESTIMATE #3 WATER MAIN REP	29,718.09
VEENSTRA & KIMM INC	ARLINGTON RES REVIEW	37,717.00
VERIZON WIRELESS	CELL PHONE CHARGES WATER	1,526.53
VERIZON WIRELESS	CELL PHONE CHARGES CLERK	657.40
VICTORY MOUNDS	CHALK BAGS	380.00
WASTE CONNECTIONS	GARBAGE CONTRACT JULY	13,198.88
WASTE CONNECTIONS	GARBAGE CONTRACT AUGUST	13,162.91
WASTE SOLUTIONS OF IA	KYBOS - BB FIELDS	1,168.00
WELLMARK	PD COVERAGE	13,559.37
WELLS FARGO CC	CONCESSION STAND EXPENSES	2,474.54
WELLS FARGO CC	SEWER MAINTENANCE/ MATERIALS	1,458.42
WEX BANK	PD FUEL	2,055.02
WHITFIELD & EDDY PLC	415 GRANT	1,912.50
WILL NIXON	REF COURSE REIMBURSEMENT	122.50
ZIEGLER INC	MAINTENANCE ON TRANSFER SWITCH	1,480.02
Accounts Payable Total		507,608.05
Payroll Checks		57,476.30
***** REPORT TOTAL *****		565,084.35
GENERAL		179,599.53
ROAD USE TAX		14.28
ARLINGTON ROAD RESURFACE		203,900.11
601 MUNICIPAL BUILDING		33,705.65
WATER MAIN REPLACEMENT P1		81,067.87
RICHLAND RD CULVERT		3,186.00
2025 MASTER PARKS PLAN		14,820.00
WATER		2.00
TOTAL FUNDS		565.608.05

- d. July Financial Reports incl IPAIT
- e. 2025 Outstanding Obligations Report
- f. July Building Report

Grolmus moved, supported by Brott, to approve the consent 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)**

8) Stephanie Oppel, ICON Executive Director, presented to the Council the benefits of membership with ICON. Grolmus moved, supported by Westfall, to table the decision to enter into a 28E Agreement between Iowa Confluence Water Trails, INC and The City of Van Meter. On roll call the votes were as follows: Akers – NO; Brott – YES; Grolmus-YES; Pelz – YES; Westfall - NO. **YES (4) NO (1) ABSTAIN (0) ABSENT (0)**

9) Brott moved, supported by Akers, to set the date for a public hearing to amend the Code of Ordinances of the City of Van Meter, Iowa, by adding a Public Facilities and Institutional (PI) District to the Zoning Ordinance for September 8, 2025, at 7:00pm at the Van Meter United Methodist Church located at 100 Hazel Street, Van Meter, Iowa 50261, directing the City Administrator to cause said Public Hearing to be published in the newspaper of record for the City. 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) Akers moved, supported by Grolmus, to adopt Resolution #2025-99 A Resolution to Approve the Brookview Annexation Plats of Survey. On roll call the votes were as follows: Akers – YES; Brott – YES; Grolmus-Absent; Pelz – YES; Westfall – Abstain. **YES (4) NO (0) ABSTAIN (1) ABSENT (0)**

11) Grolmus moved, supported by Brott, adopt Resolution #2025-100 Award Contract for the Richland Road Culvert Replacement. 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)**

12) Blake moved, supported by Westfall, to adopt Resolution #2025-101 Approving the Contract for the Richland Road Culvert Replacement. 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 adopt Resolution #2025-102 Nominating Penny Westfall to the Dallas County Local Housing Trust Fund Board. 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)**

14) Akers moved, supported by Westfall, to adopt Resolution #2025-103 A Resolution Setting Beggars Night for the City of Van Meter, Iowa for Thursday, October 30, 2025, from 6:00 PM to 8:00 PM. 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) Staff Reports: Engineer Randy Johnson provided updates related to construction on Arlington Ave. He proposed that the Council consider a change order for the project that will help expedite the completion of the construction. Staff were instructed to schedule a special meeting to discuss and consider the proposal.

16) Brott moved, supported by Grolmus, to enter into Closed Session Pursuant to Iowa Code Chapter 21.5 (c) at 8:29 pm. 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).**
Brott moved, supported by Grolmus to exit from closed session at 8:29pm. 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 Grolmus, to follow recommendation from the City Attorney regarding the result of Closed Session Pursuant to Iowa Code Chapter 21.5 (c) at 8:43 pm. 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) Brott moved, supported by Akers, to adjourn the meeting. On roll call, the votes were as follows: Akers – YES; Brott – YES; Grolmus – Absent; Pelz – YES; Westfall – YES. **YES (5) NO (0) ABSTAIN (0) ABSENT (0).** The meeting was adjourned at 8:44pm.

Joe Herman, Mayor

ATTEST:

Liz Faust, City Administrator

1) The Van Meter City Council met for a special meeting on Wednesday, August 13, 2025, at the Van Meter City Hall, 310 Mill St, Van Meter, IA 50261. Mayor Herman called the meeting to order at 4:30pm. The following council members were present upon roll call: Joel Akers (phone until 4:40pm when he arrived in person), Travis Brott (Teams), Quin Pelz and Penny Westfall (Teams).

Staff present: City Administrator Liz Faust and City Engineer Randy Johnson, Veenstra & Kimm

Public present: Ryan McKinney with Alliance Construction, and Nick Tometich with Elder Corporation.

2) Pelz moved, supported by Westfall, to approve the agenda. On roll call, the votes were as follows: Akers – YES; Brott – YES; Grolmus – ABSENT; Pelz – YES; Westfall – YES. **YES (4) NO (0) ABSTAIN (0) ABSENT (1)**

3) Resolution #2025-104 to approve Change Order #3 to Install Cement Stabilization on Arlington Ave Street Project. Randy Johnson presented to the Council the merits of adding cement stabilization to the Arlington Ave subgrade soils. The above normal rainfall has made it difficult to prepare the subgrade soils for the subbase and pavement. Alliance Construction proposed adding cement stabilization which will increase the strength, stability, and durability of the soils. Change order #3 increases the contract amount by \$50,527.40. After discussion, Pelz moved, supported by Akers, to approve Resolution #2025-104. On roll call, the votes were as follows: Akers – YES; Brott – YES; Grolmus – ABSENT; Pelz – YES; Westfall – NO. **YES (3) NO (1) ABSTAIN (0) ABSENT (1)**

4) Pelz moved, supported by Akers, to adjourn. On roll call the votes were as follows Akers – YES; Brott – YES; Grolmus – ABSENT; Pelz – YES; Westfall – YES. **YES (4) NO (0) ABSTAIN (0) ABSENT (1)** Mayor Herman adjourned the meeting at 5:05pm.

Joe Herman, Mayor

ATTEST:

City Administrator, Liz Faust

- 1) The Van Meter City Council met for a work session on Monday, August 25, 2025, at the United Methodist Church, 100 Hazel Street, Van Meter, IA 50261. Mayor Herman called the meeting to order at 6:15pm. The following council members were present upon a roll call: Joel Akers, Travis Brott, Blake Grolmus, Quin Pelz and Penny Westfall.
Staff present: City Administrator Liz Faust and Police Chief Mike Brown.
- 2) Grolmus moved, supported by Brott, to approve the agenda. On roll call, the votes were as follows: Akers – ABSENT; Akers – YES; Brott – YES; Grolmus – YES; Pelz – YES; Westfall – YES. **YES (5) NO (0) ABSTAIN (0) ABSENT (0)**
- 3) Representatives from Brick Gentry PC, Whitfield & Eddy Law and Hopkins & Huebner were in attendance to present their qualifications and approach to providing legal services to the City. Each firm was scheduled for thirty minutes of presentation time and to answer follow-up questions.
- 4) Discussion and evaluation of legal services presentations. Council members shared their comments and concerns with one another. Staff was directed to have place on the September 8, 2025, agenda an action item to select a legal firm to provide for the City’s legal needs.
- 5) 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 8:35pm.

Joe Herman, Mayor

Attest:

City Administrator, Liz Faust

City of Van Meter, Iowa

Planning & Zoning Commission Meeting, Wednesday, August 27, 2025

- 1) The Van Meter Planning & Zoning Commission met on Wednesday, August 27, 2025 for a regularly scheduled meeting. Chairperson Wahlert called the meeting to order at 5:32pm.
- 2) Commissioners Wahlert, Cerven, Cook, Coyle and Hulse were present. Commissioners Feldman and Miller were absent. City Administrator Faust was in attendance.
- 3) Coyle moved, supported by Cerven, to approve the agenda. Motion passed unanimously.
- 4) Hulse moved, supported by Cerven, to approve the minutes from the Planning & Zoning Meeting held on June 25, 2025. Motion passed unanimously.
- 5) The Commission discussed the proposed zoning amendment – creation of PI Public Facilities and Institutional District. There was further discussion regarding nuisance codes and how to tie architectural standards to the PI district. Cerven moved that the Planning and Zoning Commission recommend to the Van Meter City Council the adoption of an amendment to the City Code of Ordinances to create a new zoning classification titled **Public Institutional (PI) District** with consideration given to nuisance codes and architectural standards. Cook seconded the motion. On roll call, the votes were as follows: Wahlert – YES; Feldman – ABSENT; Hulse – YES; Cerven – YES; Cook – YES; Coyle – YES; Miller – ABSENT. **YES (4) NO (0) ABSTAIN (0) ABSENT (3)**
- 6) Coyle moved, supported by Cook, to adjourn the meeting. Motion passed unanimously. The meeting adjourned at 5:50pm.

Vendor Checks: 8/12/2025- 9/08/2025

Payroll Checks: 8/12/2025- 9/08/2025

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
ABSOLUTE REPAIR	ENGINE 836 REPAIR		790.57		
ACCO	CHLORINE & CARBOY		1,332.00		
AFLAC	AFLAC PRETAX		106.03	11180470	8/29/25
AGSOURCE COOPERATIVE SERVICES	SW TESTING		190.75		
ALL AMERICAN TURF BEAUTY	SUMMER APPLICATION		2,412.40		
ALPHA LANDSCAPES	MULCH, SEEDING, AND STRAW		2,985.00		
AMAZON CAPITAL SERVICES	AUGUST AMAZON CHARGES		1,499.06		
AMERICAN UNDERGROUND SUPPLY	WATER PIPE		755.51		
ARNOLD MOTOR SUPPLY	TRAILER PARTS		14.76		
ASSOC FOR RURAL & SMALL LIB	MEMBERSHIP RENEWAL THRU 9/2026		75.00		
AT&T MOBILITY	PD PHONE SERVICE		277.56		
AUTUMN HORNBY	SOCCER REF RECERT COURSE		63.00		
AYLA LANSMAN	SOCCER REF RECERT FEE		64.51		
BLAKE SKINNER	SOCCER REF RECERT COURSE		64.51		
BOLTON & MENK INC	PARKS PLAN COMM NEEDS & PLAN		12,260.00		
BOUND TREE MEDICAL LLC	EMS MED SUPPLIES		415.59		
BRAYDEN FENNESSEY	SOCCER REF CERT FEE		24.00		
CONTINENTAL RESEARCH CORP	MARKING PAINT		657.80		
CONTRACTOR SOLUTIONS	SEWER PUMP RENTAL		652.00		
DALLAS CO TREASURER	PARCEL#1522356002 TAX 2024		9,612.00		
DELTA DENTAL	PD DENTAL & VISION		682.64	11180461	9/01/25
DMACC	GRAEN EMERG MED CLASS		650.00		
EARLHAM SAVINGS BANK	EBANK EFT ACH FEES		25.00	11180464	8/15/25
EFTPS	FED/FICA TAX		6,996.70	11180469	8/29/25
ELAN FINANCIAL - EBANK CC	DNR FEES		117.22	11180473	9/01/25
ELITE SPORTS	YOUTH FOOTBALL SHIRTS		3,737.00		
EMERSYN BAHR	SOCCER RECERT COURSE		64.51		
FELD FIRE	CYLINDER REPAIR		861.00		
FRANK DUNN CO	HIGH PERFORMANCE PATCH		790.00		
GATEHOUSE MEDIA IA HOLDINGS	PH 9/8 CH 165 PI DISTRICT	35.60		11180456	8/12/25
GATEHOUSE MEDIA IA HOLDINGS	8/13/25 MINUTES	56.08		11180458	8/15/25
GATEHOUSE MEDIA IA HOLDINGS	8/11/25 MINUTES	296.72		11180459	8/15/25
GATEHOUSE MEDIA IA HOLDINGS	8/25/25 MINUTES	45.84	434.24	11180471	8/26/25
HADLEY BENGE	SOCCER REF RECERT FEES		64.51		
HEARTLAND BUSINESS SYSTEM	AUGUST MONTHLY BILLING		10,953.05		
HEARTLAND COOP	MAY-JULY LP		794.07		
HEFFRON SERVICES	DUST CONTROL ON RICHLAND CIR		1,610.00		
HENDRIX MOYER	SOCCER REF CERT FEE		64.51		
HUDSON SODERHOLM	REF RECERT COURSE		64.51		
INDUSTRIAL CHEM LABS	LIFT STATION DEGREASER		648.47		
IOWA LEAGUE OF CITIES	FY26 GRANT FINDER SUBSCRIPTION		100.00		
IOWA ONE CALL	EMAIL LOCATES 62X		56.20		
IOWA PUMP WORKS INC	SERVICE AGREEMENT		1,452.00		
IPERS	IPERS		8,203.74	11180467	8/29/25
JEREMY PETERSEN	SOCCER REF CERT FEE & BCKGRND		88.12		
KADENCE WIGANT	BACKGROUND CHECK FOR SOCCERREF		24.00		
KONICA MINOLTA	AUGUST MONTHLY INVOICE		35.20		
LOWE'S	MATERIALS FOR LAGOON		69.67		
MATHESON TRI GAS INC	OXYGEN		43.48		
MEDIACOM	INTERNET SERVICES CH		416.95		
MERCY COLLEGE EMS PROGRAM	SORENSEN EMT COURSE		1,050.00		
MID-IOWA PLANNING ALLIANCE	FY26 MEMBERSHIP DUES		223.00		
MUNICIPAL SUPPLY INC	LIFTING MAN HOLE		690.95		
P&M APPAREL	FD TACTICAL SHIRTS		246.00		

Vendor Checks: 8/12/2025- 9/08/2025

Payroll Checks: 8/12/2025- 9/08/2025

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
PLUMB SUPPLY COMPANY	THREADED & COPPER CAPS		13.66		
RJ LAWN SERVICE INC	WELCOME SIGN LANDSCAPING		10,685.11		
SMITH'S SEWER SERV. INC	JET LINE LIFT STATION		425.13		
THE HARTFORD	WATER HARTFORD PAYMENT		456.34	11180460	8/15/25
TREAS - STATE OF IOWA W/H	STATE TAXES		1,450.45	11180468	8/29/25
TRUSTED TREE SERVICES LLC	FALL 25 TREE REMOVAL		7,700.00		
TWISTED YOGA 108-MARGO SUCKOW	YOGA IN THE PARK SUMMER 2025		336.00		
VEENSTRA & KIMM INC	WATER TREATMENT PLANT DESIGN		56,779.67		
WASTE CONNECTIONS	GARBAGE CONTRACT		13,230.06		
WASTE SOLUTIONS OF IA	KYBOS MEMORIAL PARK		146.00		
WELLMARK	SEPTEMBER WELLMARK WATER		8,147.59	11180463	9/01/25
WEX BANK	PD FUEL		2,079.39	11180454	8/14/25
			=====		
	Accounts Payable Total		176,958.19		
	Invoices: Paid		28,699.34		
	Invoices: Scheduled		148,258.85		
	Payroll Checks		39,358.67		
			=====		
	Report Total		216,316.86		
			=====		

**CLAIMS REPORT
CLAIMS DEPT SUMMARY****Payroll Checks: 8/12/2025- 9/08/2025**

DEPT	NAME	AMOUNT
050	LIABILITIES	16,756.92
110	POLICE	12,087.68
150	FIRE	2,739.59
160	AMBULANCE	2,760.28
210	ROADS, BRIDGES, SIDEWALKS	18,021.45
250	SNOW REMOVAL	551.29
290	GARBAGE	13,230.06
410	LIBRARY	9,515.99
430	PARKS	13,258.12
440	RECREATION	9,098.35
450	CEMETERY	3,899.76
520	ECONOMIC DEVELOPMENT	1,048.42
540	PLANNING & ZONING	7,151.33
610	MAYOR/COUNCIL/CITY MGR	7,403.88
620	CLERK/TREASURER/ADM	1,530.63
640	LEGAL SERVICES/ATTORNEY	524.27
650	CITY HALL/GENERAL BLDGS	185.42
750	CAPITAL PROJECTS	71,545.62
810	WATER	12,957.60
815	SEWER/SEWAGE DISPOSAL	12,050.20

	TOTAL DEPARTMENTS	216,316.86

CLAIMS REPORT
CLAIMS FUND SUMMARY**Payroll Checks: 8/12/2025- 9/08/2025**

FUND	NAME	AMOUNT
001	GENERAL	115,703.04
305	ARLINGTON ROAD RESURFACE	6,432.90
320	601 MUNICIPAL BUILDING	9,612.00
325	WATER MAIN REPLACEMENT P1	13,207.80
335	WATER TREATMENT FACILITY	14,504.20
350	GRAND RIDGE ESTATES PARK	8,350.00
365	RICHLAND RD CULVERT	7,178.72
380	2025 MASTER PARKS PLAN	12,260.00
600	WATER	15,096.56
610	SEWER	13,971.64

	TOTAL FUNDS	216,316.86

SCHEDULED CLAIMS LIST

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST GL	ACCOUNT	CK SQ
CHECKING-EARLHAM SAVINGS BK#1								
AR-38610	1	9/08/25	9/08/25	962 ABSOLUTE REPAIR ENGINE 836 REPAIR	790.57	001	001-150-6220	1
				INVOICE TOTAL	790.57			
				VENDOR TOTAL	790.57			
6 ACCO								
0256083-IN	1	9/08/25	9/08/25	WATER CHEMICALS	224.00	600	600-810-6501	1
				INVOICE TOTAL	224.00			
0256084-IN	1	9/08/25	9/08/25	WATER CHEMICALS	1,108.00	600	600-810-6501	1
				INVOICE TOTAL	1,108.00			
				VENDOR TOTAL	1,332.00			
30 AGSOURCE COOPERATIVE SERVICES								
PS-INV418500	1	9/08/25	9/08/25	WA/SW TESTING	51.75	610	610-815-6412	1
				INVOICE TOTAL	51.75			
PS-INV423321	1	9/08/25	9/08/25	SW TESTING	124.50	610	610-815-6412	1
				INVOICE TOTAL	124.50			
PS-INV425482	1	9/08/25	9/08/25	SW TESTING	14.50	610	610-815-6412	1
				INVOICE TOTAL	14.50			
				VENDOR TOTAL	190.75			
29 ALL AMERICAN TURF BEAUTY								
584396	1	9/08/25	9/08/25	SUMMER APPLICATION	268.33	001	001-430-6505	1
	2			SUMMER APPLICATION	268.33	001	001-430-6413	1
	3			SUMMER APPLICATION	536.67	001	001-440-6505	1
	4			SUMMER APPLICATION	536.67	001	001-440-6552	1
				INVOICE TOTAL	1,610.00			
587575	1	9/08/25	9/08/25	TOTAL VEG-SENSITIVE-FALL	595.00	001	001-440-6552	1
				INVOICE TOTAL	595.00			
588959	1	9/08/25	9/08/25	IRRIGATION PARTS-SOCCER FIELD	157.60	001	001-440-6505	1
				INVOICE TOTAL	157.60			
589399	1	9/08/25	9/08/25	FALL APPLICATION	49.80	001	001-650-6320	1
				INVOICE TOTAL	49.80			
				VENDOR TOTAL	2,412.40			
1374 ALPHA LANDSCAPES								
3396	1	9/08/25	9/08/25	MULCH, SEEDING, AND STRAW	2,985.00	001	001-450-6320	1
				INVOICE TOTAL	2,985.00			
				VENDOR TOTAL	2,985.00			
1196 AMAZON CAPITAL SERVICES								
1XHV-Q91N-MVVG	1	9/08/25	9/08/25	REC OPERATING SUPPLIES	189.01	001	001-440-6507	1

SCHEDULED CLAIMS LIST

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST GL	ACCOUNT	CK SQ
	2			LIB PROGRAMMING SUPPLIES	390.55	001	001-410-6215	1
	3			LIB OFFICE SUPPLIES	162.30	001	001-410-6506	1
	4			CH OFFICE SUPPLIES	111.89	001	001-650-6506	1
	5			CH VACUUM FILTERS	23.73	001	001-650-6311	1
	6			CITY CLERK OFFICE SUPPLIES	75.16	001	001-620-6506	1
	7			LIB BOOKS	306.37	001	001-410-6502	1
	8			WA OFFICE SUPPLIES	8.40	600	600-810-6506	1
	9			ADMIN TECH SUPPLIES	15.98	001	001-640-6419	1
	10			PW MED KITS	57.67	600	600-810-6507	1
	11			PW SCREEN SAVER & NUMBER PAD	8.62	600	600-810-6419	1
	12			PW TOILET PAPER	8.40	610	610-815-6506	1
	13			PW SCREEN SAVER & NUMBBER PAD	8.62	610	610-815-6419	1
	14			PW MED KIT	57.67	610	610-815-6507	1
	15			PW TOILET PAPER	8.41	001	001-210-6506	1
	16			PW MED KIT	57.67	001	001-210-6507	1
	17			PW SCREEN SAVER & NUMBER PAD	8.61	001	001-210-6419	1
				INVOICE TOTAL	1,499.06			
				VENDOR TOTAL	1,499.06			
				1137 AMERICAN UNDERGROUND SUPPLY				
S100065771.001	1	9/08/25	9/08/25	WATER MAIN REPAIR	101.15	600	600-810-6507	1
				INVOICE TOTAL	101.15			
S100066495.001	1	9/08/25	9/08/25	WATER PIPE	654.36	600	600-810-6507	1
				INVOICE TOTAL	654.36			
				VENDOR TOTAL	755.51			
				39 ARNOLD MOTOR SUPPLY				
21nv163591	1	9/08/25	9/08/25	TRAILER PARTS	7.38	600	600-810-6332	1
	2			TRAILER PARTS	7.38	610	610-815-6332	1
				INVOICE TOTAL	14.76			
				VENDOR TOTAL	14.76			
				353 ASSOC FOR RURAL & SMALL LIB				
76632	1	9/08/25	9/08/25	MEMBERSHIP RENEWAL THRU 9/2026	75.00	001	001-410-6210	1
				INVOICE TOTAL	75.00			
				VENDOR TOTAL	75.00			
				964 AT&T MOBILITY				
08272025	1	9/08/25	9/08/25	PD PHONE SERVICE	277.56	001	001-110-6373	1
				INVOICE TOTAL	277.56			
				VENDOR TOTAL	277.56			
				1394 AUTUMN HORNBY				
10704532	1	9/08/25	9/08/25	SOCCER REF RECERT COURSE	63.00	001	001-440-6503	1
				INVOICE TOTAL	63.00			
				VENDOR TOTAL	63.00			

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST GL	ACCOUNT	CK SQ
10757880	1	9/08/25	9/08/25	1260 AYLA LANSMAN SOCCER REF RECERT FEE	64.51	001	001-440-6503	1
				INVOICE TOTAL	64.51			
				VENDOR TOTAL	64.51			
10737418	1	9/08/25	9/08/25	1398 BLAKE SKINNER SOCCER REF RECERT COURSE	64.51	001	001-440-6503	1
				INVOICE TOTAL	64.51			
				VENDOR TOTAL	64.51			
0369721	1	9/08/25	9/08/25	816 BOLTON & MENK INC PARKS PLAN COMM NEEDS & PLAN	12,260.00	380	380-750-6490	1
				INVOICE TOTAL	12,260.00			
				VENDOR TOTAL	12,260.00			
85895587	1	9/08/25	9/08/25	984 BOUND TREE MEDICAL LLC EMS MED SUPPLIES	415.59	001	001-160-6799	1
				INVOICE TOTAL	415.59			
				VENDOR TOTAL	415.59			
10734289	1	9/08/25	9/08/25	855 BRAYDEN FENNESSEY SOCCER REF CERT FEE	24.00	001	001-440-6503	1
				INVOICE TOTAL	24.00			
				VENDOR TOTAL	24.00			
0064896	1	9/08/25	9/08/25	467 CONTINENTAL RESEARCH CORP MARKING PAINT	219.27	600	600-810-6507	1
	2			MARKING PAINT	219.27	610	610-815-6507	1
	3			MARKING PAINT	219.26	001	001-210-6507	1
				INVOICE TOTAL	657.80			
				VENDOR TOTAL	657.80			
1-567587	1	9/08/25	9/08/25	496 CONTRACTOR SOLUTIONS SEWER PUMP RENTAL	652.00	610	610-815-6499	1
				INVOICE TOTAL	652.00			
				VENDOR TOTAL	652.00			
1522356001PROPTAX	1	9/08/25	9/08/25	404 DALLAS CO TREASURER PARCEL#1522356001 2024 TAXES	190.00	320	320-750-6418	1
				INVOICE TOTAL	190.00			
1522356002PROPTAX	1	9/08/25	9/08/25	PARCEL#1522356002 TAX 2024	9,296.00	320	320-750-6418	1
				INVOICE TOTAL	9,296.00			
1522356003PROPTAX	1	9/08/25	9/08/25	PARCEL#1522356003 TAX 2024	126.00	320	320-750-6418	1
				INVOICE TOTAL	126.00			

SCHEDULED CLAIMS LIST

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST GL	ACCOUNT	CK SQ
				VENDOR TOTAL	9,612.00			
S1559995	1	9/08/25	9/08/25	431 DMACC GRAEN EMERG MED CLASS	650.00	001	001-160-6230	1
				INVOICE TOTAL	650.00			
				VENDOR TOTAL	650.00			
44884	1	9/08/25	9/08/25	718 ELITE SPORTS YOUTH FOOTBALL SHIRTS	3,199.50	001	001-440-6402	1
				INVOICE TOTAL	3,199.50			
45323	1	9/08/25	9/08/25	YOUTH SOCCER SHIRTS	537.50	001	001-440-6504	1
				INVOICE TOTAL	537.50			
				VENDOR TOTAL	3,737.00			
10707873	1	9/08/25	9/08/25	1396 EMERSYN BAHR SOCCER RECERT COURSE	64.51	001	001-440-6503	1
				INVOICE TOTAL	64.51			
				VENDOR TOTAL	64.51			
INV9573	1	9/08/25	9/08/25	263 FELD FIRE CYLINDER REPAIR	861.00	001	001-150-6799	1
				INVOICE TOTAL	861.00			
				VENDOR TOTAL	861.00			
20250908	1	9/08/25	9/08/25	191 FRANK DUNN CO HIGH PERFORMANCE PATCH	790.00	001	001-210-6417	1
				INVOICE TOTAL	790.00			
				VENDOR TOTAL	790.00			
10741058	1	9/08/25	9/08/25	1399 HADLEY BENGE SOCCER REF RECERT FEES	64.51	001	001-440-6503	1
				INVOICE TOTAL	64.51			
				VENDOR TOTAL	64.51			
79813-H	1	9/08/25	9/08/25	1277 HEARTLAND BUSINESS SYSTEM MARCH VEEAM WATER	119.12	600	600-810-6499	1
	2			MARCH VEEAM SEWER	119.12	610	610-815-6499	1
	3			MARCH VEEAM PD	178.68	001	001-110-6419	1
	4			MARCH VEEAM LIBRARY	178.68	001	001-410-6419	1
	5			MARCH VEEAM REC	44.67	001	001-440-6419	1
	6			MARCH VEEAM FD	44.67	001	001-150-6419	1
	7			MARCH VEEAM CLERK	29.78	001	001-620-6419	1
	8			MARCH VEEAM COUNCIL	312.68	001	001-610-6419	1
	9			MARCH VEEAM PARKS	44.67	001	001-430-6419	1
	10			MARCH VEEAM	89.33	001	001-210-6419	1
				INVOICE TOTAL	1,161.40			

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST GL	ACCOUNT	CK SQ
811953-H	1	9/08/25	9/08/25	JULY MONTHLYBILLING WATER	553.73	600	600-810-6499	1
	2			JULY MONTHLY BILLING SEWER	553.73	610	610-815-6499	1
	3			JULY MONTHLY BILLING PD	664.47	001	001-110-6419	1
	4			JULY MONTHLY BILLING LIBRARY	664.47	001	001-410-6419	1
	5			JULY MONTHLY BILLING REC	166.12	001	001-440-6419	1
	6			JULY MONTHLY BILLING FD	166.12	001	001-150-6419	1
	7			JULY MONTHLY BILLING CLERK	110.75	001	001-620-6419	1
	8			JULY MONTHLY BILLING COUNCIL	1,162.83	001	001-610-6419	1
	9			JULY MONTHLY BILLING PARKS	166.12	001	001-430-6419	1
	10			JULY MONTHLY BILLING	442.97	001	001-210-6419	1
				INVOICE TOTAL	4,651.31			
820250-H	1	9/08/25	9/08/25	AUGUST MONTHLY BILLING	569.09	600	600-810-6499	1
	2			AUGUST MONTHLY BILLING	569.09	610	610-815-6499	1
	3			AUGUST MONTHLY BILLING	682.91	001	001-110-6419	1
	4			AUGUST MONTHLY BILLING	682.91	001	001-410-6419	1
	5			AUGUST MONTHLY BILLING	170.73	001	001-440-6419	1
	6			AUGUST MONTHLY BILLING	170.73	001	001-150-6419	1
	7			AUGUST MONTHLY BILLING	113.82	001	001-620-6419	1
	8			AUGUST MONTHLY BILLING	1,195.09	001	001-610-6419	1
	9			AUGUST MONTHLY BILLING	170.73	001	001-430-6419	1
	10			AUGUST MONTHLY BILLING	455.24	001	001-210-6419	1
				INVOICE TOTAL	4,780.34			
822394-H	1	9/08/25	9/08/25	DREW & SHANE LAPTOP SET UPS	120.00	600	600-810-6499	1
	2			DREW & SHANE LAPTOP SET UPS	120.00	610	610-815-6499	1
	3			DREW & SHANE LAPTOP SET UPS	120.00	001	001-210-6419	1
				INVOICE TOTAL	360.00			
				VENDOR TOTAL	10,953.05			
7445002				99 HEARTLAND COOP				
	1	9/08/25	9/08/25	MAY-JULY LP	264.69	001	001-210-6310	1
	2			MAY-JULY LP	264.69	600	600-810-6310	1
	3			MAY-JULY LP	264.69	610	610-815-6310	1
				INVOICE TOTAL	794.07			
				VENDOR TOTAL	794.07			
44618				779 HEFFRON SERVICES				
	1	9/08/25	9/08/25	DUST CONTROL ON RICHLAND CIR	1,610.00	001	001-210-6417	1
				INVOICE TOTAL	1,610.00			
				VENDOR TOTAL	1,610.00			
10744361				1401 HENDRIX MOYER				
	1	9/08/25	9/08/25	SOCCER REF CERT FEE	64.51	001	001-440-6503	1
				INVOICE TOTAL	64.51			
				VENDOR TOTAL	64.51			
10731581				1179 HUDSON SODERHOLM				
	1	9/08/25	9/08/25	REF RECERT COURSE	64.51	001	001-440-6503	1
				INVOICE TOTAL	64.51			

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST GL	ACCOUNT	CK SQ
				VENDOR TOTAL	64.51			
418478	1	9/08/25	9/08/25	81 INDUSTRIAL CHEM LABS LIFT STATION DEGREASER	648.47	610	610-815-6599	1
				INVOICE TOTAL	648.47			
				VENDOR TOTAL	648.47			
105114	1	9/08/25	9/08/25	9 IOWA LEAGUE OF CITIES FY26 GRANT FINDER SUBSCRIPTION	100.00	001	001-620-6210	1
				INVOICE TOTAL	100.00			
				VENDOR TOTAL	100.00			
274449	1	9/08/25	9/08/25	82 IOWA ONE CALL EMAIL LOCATES	28.10	600	600-810-6373	1
	2			EMAIL LOCATES	28.10	610	610-815-6499	1
				INVOICE TOTAL	56.20			
				VENDOR TOTAL	56.20			
INV028663	1	9/08/25	9/08/25	421 IOWA PUMP WORKS INC SERVICE AGREEMENT	1,452.00	610	610-815-6320	1
				INVOICE TOTAL	1,452.00			
				VENDOR TOTAL	1,452.00			
10737360	1	9/08/25	9/08/25	1403 JEREMY PETERSEN SOCCER REF CERT FEE & BCKGRND	88.12	001	001-440-6503	1
				INVOICE TOTAL	88.12			
				VENDOR TOTAL	88.12			
10741687	1	9/08/25	9/08/25	598 KADENCE WIGANT BACKGROUND CHECK FOR SOCCERREF	24.00	001	001-440-6503	1
				INVOICE TOTAL	24.00			
				VENDOR TOTAL	24.00			
503427307	1	9/08/25	9/08/25	5 KONICA MINOLTA AUGUST MONTHLY INVOICE	11.73	001	001-620-6506	1
	2			AUGUST MONTHLY INVOICE	11.73	600	600-810-6506	1
	3			AUGUST MONTHLY INVOICE	11.74	610	610-815-6506	1
				INVOICE TOTAL	35.20			
				VENDOR TOTAL	35.20			
20250825	1	9/08/25	9/08/25	44 LOWE'S MATERIALS FOR LAGOON	69.67	610	610-815-6507	1
				INVOICE TOTAL	69.67			
				VENDOR TOTAL	69.67			
				26 MATHESON TRI GAS INC				

SCHEDULED CLAIMS LIST

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST GL	ACCOUNT	CK SQ
0052553373	1	9/08/25	9/08/25	26 MATHESON TRI GAS INC OXYGEN	43.48	001	001-160-6521	1
				INVOICE TOTAL	43.48			
				VENDOR TOTAL	43.48			
20250815	1	9/08/25	9/08/25	461 MEDIACOM INTERNET SERVICES LIB	53.34	001	001-410-6373	1
	2			INTERNET SERVICES FD	53.33	001	001-150-6373	1
	3			INTERNET SERVICES PD	53.33	001	001-110-6373	1
				INVOICE TOTAL	160.00			
20250822	1	9/08/25	9/08/25	INTERNET SERVICES CH	85.65	001	001-640-6373	1
	2			INTERNET SERVICES CH	85.65	600	600-810-6373	1
	3			INTERNET SERVICES CH	85.65	610	610-815-6373	1
				INVOICE TOTAL	256.95			
				VENDOR TOTAL	416.95			
VMENT0525	1	9/08/25	9/08/25	451 MERCY COLLEGE EMS PROGRAM SORENSEN EMT COURSE	1,050.00	001	001-160-6230	1
				INVOICE TOTAL	1,050.00			
				VENDOR TOTAL	1,050.00			
1389	1	9/08/25	9/08/25	1139 MID-IOWA PLANNING ALLIANCE FY26 MEMBERSHIP DUES	223.00	001	001-520-6210	1
				INVOICE TOTAL	223.00			
				VENDOR TOTAL	223.00			
0952090-IN	1	9/08/25	9/08/25	117 MUNICIPAL SUPPLY INC LIFTING MAN HOLE	690.95	600	600-810-6799	1
				INVOICE TOTAL	690.95			
				VENDOR TOTAL	690.95			
62128	1	9/08/25	9/08/25	1165 P&M APPAREL FD TACTICAL SHIRTS	246.00	001	001-160-6181	1
				INVOICE TOTAL	246.00			
				VENDOR TOTAL	246.00			
S101209975.001	1	9/08/25	9/08/25	1360 PLUMB SUPPLY COMPANY THREADED & COPPER CAPS	13.66	001	001-440-6311	1
				INVOICE TOTAL	13.66			
				VENDOR TOTAL	13.66			
111431	1	9/08/25	9/08/25	1093 RJ LAWN SERVICE INC WELCOME SIGN LANDSCAPING	10,685.11	001	001-430-6320	1
				INVOICE TOTAL	10,685.11			
				VENDOR TOTAL	10,685.11			

SCHEDULED CLAIMS LIST

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST GL	ACCOUNT	CK SQ
477353	1	9/08/25	9/08/25	391 SMITH'S SEWER SERV. INC JET LINE LIFT STATION	425.13	610	610-815-6499	1
				INVOICE TOTAL	425.13			
				VENDOR TOTAL	425.13			
144	1	9/08/25	9/08/25	1247 TRUSTED TREE SERVICES LLC FALL 25 TREE REMOVAL	7,700.00	001	001-210-6417	1
				INVOICE TOTAL	7,700.00			
				VENDOR TOTAL	7,700.00			
20250908	1	9/08/25	9/08/25	926 TWISTED YOGA 108-MARGO SUCKOW YOGA IN THE PARK SUMMER 2025	336.00	001	001-440-6424	1
				INVOICE TOTAL	336.00			
				VENDOR TOTAL	336.00			
193106-8	1	9/08/25	9/08/25	35 VEENSTRA & KIMM INC WATER MAIN REP P1 CONS SERVICE	4,647.10	325	325-750-6407	1
				INVOICE TOTAL	4,647.10			
193107-5	1	9/08/25	9/08/25	WATER MAIN REP P1 RES SERVICES	8,560.70	325	325-750-6407	1
				INVOICE TOTAL	8,560.70			
193108-6	1	9/08/25	9/08/25	ARLINGTON AVE CONST SERVICES	8,350.00	350	350-750-6407	1
				INVOICE TOTAL	8,350.00			
193109-4	1	9/08/25	9/08/25	ARLINGTON AVE RES REVIEW	6,432.90	305	305-750-6407	1
				INVOICE TOTAL	6,432.90			
19311-176	1	9/08/25	9/08/25	JULY BUILDING PERMITS	4,834.55	001	001-540-6499	1
				INVOICE TOTAL	4,834.55			
193110-3	1	9/08/25	9/08/25	BROOKVIEW ANNEX SURVEY	2,271.50	001	001-540-6407	1
				INVOICE TOTAL	2,271.50			
193111-3	1	9/08/25	9/08/25	RICHLAND RD CULVERT REP DESIGN	6,753.00	365	365-750-6407	1
				INVOICE TOTAL	6,753.00			
193112-1	1	9/08/25	9/08/25	RICHLAND RD CULV REPLACEMENT	425.72	365	365-750-6407	1
				INVOICE TOTAL	425.72			
19389-12	1	9/08/25	9/08/25	WATER TREATMENT PLANT DESIGN	14,504.20	335	335-750-6407	1
				INVOICE TOTAL	14,504.20			
				VENDOR TOTAL	56,779.67			
3803323T071	1	9/08/25	9/08/25	22 WASTE CONNECTIONS GARBAGE CONTRACT	13,230.06	001	001-290-6499	1
				INVOICE TOTAL	13,230.06			
				VENDOR TOTAL	13,230.06			

SCHEDULED CLAIMS LIST

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST GL ACCOUNT	CK SQ
31957	1	9/08/25	9/08/25	820 WASTE SOLUTIONS OF IA KYBOS MEMORIAL PARK	146.00	001 001-430-6505	1
				INVOICE TOTAL	146.00		
				VENDOR TOTAL	146.00		
				CHECKING-EARLHAM SAVINGS TOTAL	148,258.85		
				TOTAL MANUAL CHECKS	.00		
				TOTAL E-PAYMENTS	.00		
				TOTAL PURCH CARDS	.00		
				TOTAL ACH PAYMENTS	.00		
				TOTAL OPEN PAYMENTS	148,258.85		
				GRAND TOTALS	148,258.85		

Aug-25						
	Single Family New Construction	Single Family Improvement s	Multi-Family New Construction	Multi-Family Improvement s	Commercial New Construction	Commercial Improvements
# of Issued Permits	0	2	0	0	0	0
Valuation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Agenda Item #8

Public Hearings

a) First Reading of Proposed Amendment to Chapter 165 Zoning Regulations

Mayor: I would entertain a motion to open the public hearing.

City Councilmember: _____ So moved.

City Councilmember: _____ Second.

Mayor: All in favor? _____ Yes _____ No

Mayor: The public hearing is open as of _____pm. Has City staff received any comment to be heard regarding this matter? **NO**

City Clerk: This amendment will amend Section 165.03 to reference the definitions and 165.05 to reference districts and boundaries regarding the addition of a Public Facilities and Institutional District and will provide clarity to section 165.21A creating a zoning district for a Public Facilities and Institutional District.

Mayor: Does anyone present wish to comment on this matter?

Mayor: I would entertain a motion to close the public hearing.

City Councilmember: _____ So moved.

City Councilmember: _____ Second.

Mayor: All in favor? _____ Yes _____ No

Mayor: The public hearing is closed as of _____p.m.

NOTICE OF PUBLIC HEARING

YOU ARE HEREBY NOTIFIED THAT on the 8th day of September, 2025, the Van Meter City Council, at its regular business meeting at 7 PM at the Van Meter United Methodist Church, 100 Hazel Street, Van Meter Iowa, will consider a proposed amendment to Chapter 165 of the Van Meter Code of Ordinances –1st Reading. The amendment would establish a new zoning classification titled Public Facilities and Institutional (PI) District, designed to accommodate the unique land use needs of public and semi-public entities such as municipal facilities, educational institutions, and government agencies. You are invited to attend and comment. Written comments may be submitted to Liz Faust – City Administrator, PO Box 160, Van Meter, Iowa or emailed to lfaust@vanmeteria.gov no later than 5:00pm on the day of the hearing.

This notice is given by order of the Council of the City of Van Meter, Iowa.

Joe Herman, Mayor

ATTEST:

Liz Faust, City Administrator

Agenda Item #9

Discussion and Possible Action: Ordinance #2025-11 An Ordinance Amending Chapter 165 – Zoning Regulations PI Public Facilities and Institutional District

Submitted for: Discussion and Possible Action:

City Staff: This is the first reading. The amendment creates a PI Public Facilities and Institutional District and adds relevant definitions and use regulations to the zoning code.

Recommendation: **Approval**

Sample Language:

Motion to make this the first and final reading of Ordinance #2025-11 An Ordinance Amending Chapter 165 Zoning Regulations of the Van Meter Code of Ordinances, waiving the requirement for subsequent readings and moving to approval and adoption of said Ordinance, directing the City Clerk to cause said Ordinance to be published in the newspaper of record for the City.

City Councilmember: _____ ***So moved.***

City Councilmember: _____ ***Second.***

Mayor: ***Roll Call Please.***

City Clerk: **Akers** _____ **Brott** _____ **Grolmus** _____ **Pelz** _____ **Westfall** _____

ORDINANCE #2025-11

An Ordinance Amending Chapter 165 – Zoning Regulations

BE IT INACTED, by the City Council of the City of Van Meter, Iowa, that:

SECTION 1. SECTION MODIFIED. Section 165.03 of the Code of Ordinances is amended by adding the underlined text as follows:

Chapter 165

Section 165.03 Interpretation and Definitions.

"Airport" means a facility where winged aircraft may land and take off, which may include runways, hangars, facilities for refueling and repair, accommodations for passengers, air traffic control towers, communications towers and antennas, lighting for runways and other facilities, and administrative offices. It may also include a heliport as an accessory use.

"Art gallery/studio" means premises used principally for the sale, display and exhibition of art. This use may include accessory production of art products and instruction in the production of art using paint, clay, fabric or other media. This use does not include the mass production or manufacture of objects.

"Carnival (as temporary use)" means a traveling or transportable group or aggregation of rides, shows, games or concessions, or any combination thereof, which occur outdoors. It may be conducted as one enterprise or several concessionaires, and one admission fee may be charged for all shows or entertainments, or a separate fee may be charged for admission to each amusement.

"Cemetery" means land used or dedicated to the burial of the dead, including crematoriums, mausoleums, necessary sales and maintenance facilities.

"College/University" means public or private colleges, universities, community colleges or other institutions of higher learning that primarily teach classes that would count toward an associate's, bachelor's, master's or doctoral degree, and that may include associated dormitories. "College/University" shall not include "schools, specialized instructional," as defined herein.

"Communications antenna" means any exterior apparatus designed for telephone, personal wireless services, broadband, radio or television communications through the sending and/or receiving of electromagnetic waves.

"Communications tower" means a structure designed and constructed primarily for the purpose of supporting one or more communications antennas, including self-supporting lattice towers, guy towers and monopole towers. This use includes radio and television

transmission towers, personal communications service (PCS), microwave towers, common-carrier towers, cellular telephone towers and the like. This use does not include any structure erected solely for a residential, noncommercial individual use, such as television reception antennas, satellite dishes or noncommercial wireless antennas (amateur radio).

"Convent/Monastery" means a building where persons (such as nuns or monks) reside under religious vows.

"Cultural facility" means facilities open to the public including, but not limited to, museums, cultural centers and aquariums. "Cultural facility" does not include a library, place of worship or lodge or private club, as defined herein.

"Day-care center" means a facility operated for the purpose of providing care for six or more children for part or all of a day and includes but is not limited to the following: nursery school, kindergarten, child-care center, day nursery, preschool and playground. It does not include bona fide kindergartens or nursery schools operated by public or private elementary or secondary systems.

"Homeless shelter" means a facility that provides temporary sleeping and/or living accommodations and meals to homeless persons and which may include counseling, accessory offices or recreational facilities for occupants.

"Indoor recreation and amusement" mean indoor facilities including health/fitness clubs, sports arenas, swimming pools, ice or roller skating rinks, bowling alleys, tennis, handball and other court games, sports clubs, indoor golf, paintball marking, pool, billiards, foosball, table tennis, shuffleboard, pinball machines, video games and similar recreation or amusement facilities. This use may include accessory uses such as snack bars, pro shops and locker rooms, which are designed and intended primarily for the use of patrons of the principal recreational use.

"Library" means a public or private facility where books, periodicals, recordings and other documents are principally maintained for borrowing and use by patrons, rather than being offered for sale. This use may include the incidental sale of surplus materials and other goods.

"Live entertainment" means the performance of singing, playing musical instruments, spoken word or dancing by live performers within an establishment such as a restaurant or tavern/bar, or portion thereof. Live entertainment does not include theaters that may have live musical performances as part of a theatrical production, or restaurants that play low-volume background music.

"Motor vehicle storage, temporary" means the temporary outdoor storage of motor vehicles, trucks, vans, recreational vehicles, trailers or other similar motorized transportation, when not accessory to any principal use on the same lot.

"Office, government" means an office of a local, state or federal government organization. This use is distinct from a public service facility, as defined herein.

"Outdoor entertainment, temporary" means the performance of live music outside of an enclosed building in an outdoor space as part of a community festival or an event hosted by the City, park district, school district or other governmental body, or as a temporary accessory use to a business.

"Outdoor recreation" means active outdoor recreational facilities available to the general public, including lighted ball fields, lighted ball courts, driving ranges, miniature golf courses, batting cages, skateboarding courses, archery ranges, outdoor aquatic facilities owned and operated by a park district such as swimming pools, splash parks and water slides, and other similar uses. This use may include accessory uses such as snack bars that are designed and intended primarily for the use of patrons of the principal recreational use. Outdoor recreation does not include model airplane facilities, golf courses or outdoor amusement.

"Outdoor sales, temporary" means the sale or display for sale at retail of goods, or the provision of services, out-of-doors in conjunction with or accessory to a principal use. Temporary outdoor sales shall be limited to three events within one calendar year per lot. These events shall be restricted to the following time limits: one event of not more than 60 days, and two events of not more than 30 days each.

"Outdoor storage" means the storage of any goods, material, merchandise or equipment outside of an enclosed building. Outdoor storage does not include the display of goods for sale at retail or temporary storage of refuse, nor does it include outdoor refuse dumpsters, recycling containers, compacting equipment, pallet storage, baled cardboard and other refuse and recycling materials.

"Park, neighborhood" means public or private open space maintained in a natural state or improved with amenities for passive or active recreation, including but not limited to ball fields and ball courts without lighting for night play. This use does not include facilities categorized as "outdoor recreation."

"Parking area, private" means a parking lot used for parking of motor vehicles that is not within a parking garage/structure and is not within or under a building. This use is distinct from "parking area, public."

"Place of worship" means a church, temple, synagogue, mosque or other religious place of assembly, which may or may not include schools and/or meeting facilities and

accessory uses such as a parish house, recreational facilities and other nonprofit operations that serve members of the religious organization.

"Police firearms training range" means a firearms range used exclusively for training and practice by law enforcement personnel.

"Post office" means a facility with service windows for mailing packages and letters, post office boxes, postal service offices, postal vehicle storage areas and sorting and distribution facilities for mail.

"Professional training center" means a training center with classrooms, administrative offices, food preparation and service, residential accommodations for trainees and recreational facilities.

"Public plaza" means pedestrian-oriented open space owned and maintained by a public agency for the use and enjoyment of the general public, commonly hardscaped.

"Public service facility" means a facility owned and operated by a governmental entity used to provide a public safety or public service, including but not limited to police and fire stations, public works facilities for road or utility maintenance, vehicle maintenance garages, workshops, storage, offices, communications and dispatch, school bus maintenance and storage, and park maintenance facilities.

"School, primary or secondary" means public, private or parochial institutions primarily engaged in academic instruction for all, or part of, grades Kindergarten through Grade 12, and recognized or approved by the State of Iowa. This use may include accessory day-care centers for children over the age of three.

"School, specialized instructional" means a private for-profit or nonprofit establishment where the primary business is providing specialized instruction not necessarily limited by age, such as, but not limited to, driving, trade, specialized academic, vocational, art, music and dance schools.

"Theater (small/large)" means an indoor establishment where live performances, motion pictures or other recorded media are offered for public viewing, where admission is charged. This use does not include any sexually oriented business, as defined herein.

"Transportation operations facility" means a facility, which may include outdoor facilities and buildings, where buses, trains, taxicabs or other delivery vehicles are stored and/or dispatched, where loading and unloading of passengers and freight may be carried on regularly. This use is distinct from a public service facility, as defined herein.

"Utility" means infrastructure services that typically includes overhead electric and communications lines and poles; electric utility towers; electric transformers and switchgear; traffic signals and controllers; streetlighting; wastewater lift stations; fire

hydrants and standpipes; water supply wells, reservoirs and towers; stormwater drainage; and underground gas, electrical, telephone, communications, water distribution, wastewater collection and drainage facilities, electrical substations, telephone equipment buildings, cable television head-end facilities, above-ground natural gas transmission facilities, municipal wastewater treatment facilities, water supply treatment facilities and similar large-scale utility equipment and buildings.

SECTION 2. SECTION MODIFIED. Section 165.05 of the Code of Ordinances is amended by adding the underlined text as follows:

Chapter 165

Section 165.05 Establishments of Districts and Boundaries.

For the purpose of this chapter, the City is hereby divided into the following districts:

- A Agricultural
- C-0 Commercial-Residential
- C-1 General Commercial
- C-2 CBD Commercial
- CF Community Facility District
- I-1 Light Industrial
- I-2 Heavy Industrial
- R-1 Single-Family
- R-2 Two-Family
- R-3 Multiple Family
- R-4 (Reserved)
- R-5 Planned Unit Development District
- BP-1 Business Park District
- MU Major Utility District
- PI Public Facilities and Institutional District

SECTION 3. SECTION MODIFIED. Section 165.21A of the Code of Ordinances is amended by adding the underlined text as follows:

Chapter 165

Section 165.21A PI Public Facilities and Institutional District

1. Intent. The PI Public Facilities and Institutional District is intended to provide flexibility to the public and semi-public entities owned by the city, the school districts, public or private secondary educational institutions, and state or federal government agencies in the use of their land while protecting surrounding uses.
2. Permitted Uses.
 - A. Airport
 - B. Carnival (as temporary use)
 - C. Cemetery
 - D. College/University
 - E. Communications antenna
 - F. Communications tower
 - G. Cultural facility
 - H. Homeless shelter
 - I. Library
 - J. Office, government
 - K. Outdoor entertainment, temporary
 - L. Outdoor recreation
 - M. Park, neighborhood
 - N. Parking area, public
 - O. Place of worship
 - P. Police firearms training range
 - Q. Post office
 - R. Professional training center
 - S. Public plaza
 - T. Public service facility
 - U. School, primary or secondary
 - V. School, specialized instructional
 - W. Theater (small/large)
 - X. Transportation operations facility
 - Y. Utility, community, local, or regional
3. Accessory Uses
 - A. Art gallery/studio
 - B. Convent/Monastery
 - C. Day-care center
 - D. Indoor recreation and amusement
 - E. Live entertainment
 - F. Motor vehicle storage, temporary

- G. Outdoor sales, temporary
- H. Outdoor storage
- I. Parking lot, private
- 4. Area Regulations.
 - A. Lot Area. No minimum.
 - B. Lot Width. No minimum.
 - C. Yard Depth.
 - (1) The minimum front yard shall be 25 feet.
 - (2) The minimum rear yard width shall be 25 feet, unless the rear lot line adjoins a railroad right-of-way, in which case none is required.
 - (3) The minimum side yard width shall be 25 feet.
 - D. Building Height. The maximum building height shall be 45 feet.

SECTION 4. REPEALER. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

SECTION 5. EFFECTIVE DATE. This ordinance shall be effective after its final passage, approval and posting as provided by law.

Passed by the Council of the City of Van Meter, Iowa, the 8th day of September 2025.

Joe Herman, Mayor

Travis Cooke, City Clerk

NOTICE OF PUBLIC HEARING

YOU ARE HEREBY NOTIFIED THAT on the 8th day of September, 2025, the Van Meter City Council, at its regular business meeting at 7 PM at the Van Meter United Methodist Church, 100 Hazel Street, Van Meter Iowa, will consider a proposed amendment to Chapter 165 of the Van Meter Code of Ordinances –1st Reading. The amendment would establish a new zoning classification titled Public Facilities and Institutional (PI) District, designed to accommodate the unique land use needs of public and semi-public entities such as municipal facilities, educational institutions, and government agencies. You are invited to attend and comment. Written comments may be submitted to Liz Faust – City Administrator, PO Box 160, Van Meter, Iowa or emailed to lfaust@vanmeteria.gov no later than 5:00pm on the day of the hearing.

This notice is given by order of the Council of the City of Van Meter, Iowa.

Joe Herman, Mayor

ATTEST:

Liz Faust, City Administrator



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MEMORANDUM

Date: September 8, 2025
To: Honorable Mayor Herman and Members of the Van Meter City Council
From: Frannie Nielsen, Consultant Planner
Subject: Proposed Zoning Text Amendment – Creation of PI Public Facilities and Institutional District

Below is an outline of a proposed zoning text amendment to establish a new zoning district titled Public Facilities and Institutional (PI) District within the City of Van Meter's zoning ordinance. The purpose of this amendment is to create a dedicated zoning classification that accommodates the unique land use needs of public and semi-public entities, including municipal facilities, educational institutions, and government agencies. The amendment includes definitions of each permitted or accessory use of the PI district not already in the zoning ordinance. The PI District is designed to provide these entities with greater flexibility in land use and development while ensuring compatibility with surrounding neighborhoods and land uses.

The proposed amendment is as follows:

Section 165.05 of the Code of Ordinances is amended by adding the underlined text as follows:

Chapter 165

Section 165.05 Establishments of Districts and Boundaries.

For the purpose of this chapter, the City is hereby divided into the following districts:

A Agricultural

C-0 Commercial-Residential

C-1 General Commercial

C-2 CBD Commercial

CF Community Facility District

I-1 Light Industrial

I-2 Heavy Industrial

R-1 Single-Family



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R-2 Two-Family

R-3 Multiple Family

R-4 (Reserved)

R-5 Planned Unit Development District

BP-1 Business Park District

MU Major Utility District

PI Public Facilities and Institutional District

Section 165.21A of the Code of Ordinances is amended by adding the underlined text as follows:

Chapter 165

Section 165.21A PI Public Facilities and Institutional District

1. Intent. The PI Public Facilities and Institutional District is intended to provide flexibility to the public and semi-public entities owned by the city, the school districts, public or private secondary educational institutions, and state or federal government agencies in the use of their land while protecting surrounding uses.
2. Permitted Uses.
 - A. Airport
 - B. Carnival (as temporary use)
 - C. Cemetery
 - D. College/University
 - E. Communications antenna
 - F. Communications tower
 - G. Cultural facility
 - H. Homeless shelter
 - I. Library
 - J. Office, government
 - K. Outdoor entertainment, temporary
 - L. Outdoor recreation



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- M. Park, neighborhood
- N. Parking area, public
- O. Place of worship
- P. Police firearms training range
- Q. Post office
- R. Professional training center
- S. Public plaza
- T. Public service facility
- U. School, primary or secondary
- V. School, specialized instructional
- W. Theater (small/large)
- X. Transportation operations facility
- Y. Utility, community, local, or regional
- 3. Accessory Uses
 - A. Art gallery/studio
 - B. Convent/Monastery
 - C. Day-care center
 - D. Indoor recreation and amusement
 - E. Live entertainment
 - F. Motor vehicle storage, temporary
 - G. Outdoor sales, temporary
 - H. Outdoor storage
 - I. Parking lot, private
- 4. Area Regulations.
 - A. Lot Area. No minimum.
 - B. Lot Width. No minimum.
 - C. Yard Depth.
 - (1) The minimum front yard shall be 25 feet.
 - (2) The minimum rear yard width shall be 25 feet, unless the rear lot line adjoins a railroad right-of-way, in which case none is required.
 - (3) The minimum side yard width shall be 25 feet.
 - D. Building Height. The maximum building height shall be 45 feet.

Agenda Item #10

Resolution #2025-105 Approving Audit Engagement Letter with Denman

Submitted for: **ACTION**

This resolution authorizes city staff to engage with Denman for audit services.

Recommendation: **APPROVAL**

City Councilmember: _____ *So moved.*

City Councilmember: _____ *Second.*

Mayor: *Roll Call Please.*

City Clerk: Akers _____ Brott _____ Grolmus _____ Pelz _____ Westfall _____

Mayor: *The resolution is adopted.*

RESOLUTION #2025-105

A RESOLUTION APPROVING AUDIT ENGAGEMENT LETTER

WHEREAS, the City of Van Meter published a request for proposal for audit services; and

WHEREAS, City Staff reviewed responses received in accordance with the criteria as defined in the RFP; and

WHEREAS, City Staff recommends selecting Denman CPA LLC for professional audit services.

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Van Meter approves the proposal from Denman CPA LLC and awards the contract to the same.

BE IT FURTHER RESOLVED that the Mayor, City Administrator and other necessary staff are hereby authorized to engage with the selected firm for the purposes of determining the final scope of work so that a final form of a contract may be created and presented to Council at a future meeting.

PASSED AND APPROVED this 8th Day of September 2025.

Joe Herman
Mayor, City of Van Meter

ATTEST:

Liz Faust
City Administrator

August 22, 2025

Honorable Mayor and Members of City Council
and Ms. Liz Faust, City Administrator
City of Van Meter
310 Mill Street
Van Meter, Iowa 50261

We are pleased to confirm our understanding of the services we are to provide the City of Van Meter (the City) for the year ended June 30, 2025.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, the business-type activities, the discretely presented component units, each major fund, and the aggregate remaining fund information, and the disclosures, which collectively comprise the basic financial statements of City as of and for the year ended June 30, 2025.

We have also been engaged to report on supplementary information that accompanies the City's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditor's report on the financial statements:

1. Schedule of cash receipts, disbursements and changes in cash balances - nonmajor governmental funds
2. Schedule of receipts by source and disbursements by function – all governmental funds

In connection with our audit of the basic financial statements, we will read the following other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

1. Budgetary Comparison Schedule of Receipts, Disbursements and Changes in Balances
2. Schedule of the City's proportionate share of the net pension liability
3. Schedule of City contributions

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error and issue an auditor's report that includes our opinions about whether your financial statements are fairly presented, in all material respects, on the cash basis of accounting, which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America (GAAP) and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

The objectives also include reporting on internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.

Auditor's Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with GAAS and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of your accounting records and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste and abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected individuals, funding sources, and financial institutions. We may also request written representations from your attorneys as part of the engagement.

We have identified the following significant risk of material misstatement as part of our audit planning:

- Management override of internal controls

Our audit of the financial statements does not relieve you of your responsibilities.

Audit Procedures—Internal Control

We will obtain an understanding of the government and its environment, including the system of internal, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the City's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with the cash basis of accounting, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers); and for the evaluation of whether there are any conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for the 12 months after the financial statement date or shortly thereafter (for example, within an additional three months if currently known). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements, compliance with laws, regulations, contracts, and grant agreements, and other responsibilities required by GAAS and *Government Auditing Standards*.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, or contracts or grant agreements that we report.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with the cash basis of accounting. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with the cash basis of accounting; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with the cash basis of accounting; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

Other Services

We will also assist in preparing the financial statements of the City in conformity with the cash basis of accounting based on information provided by you and assist in the preparation of the annual financial report based on information provided by you. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities for the financial statement preparation services and any other nonaudit services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing.

The audit documentation for this engagement is the property of Denman CPA LLP and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the applicable oversight agency or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for the purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Denman CPA LLP personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned

parties. These parties may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

Robert Endriss is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

Our fees are based on the time required by the individuals assigned to the engagement, plus direct expenses. Individual hourly rates vary according to the degree of responsibility involved and the skill required. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. We propose to complete the engagement for amounts not to exceed the following.

Audit of the cash basis financial statements	\$18,000
Preparation of Annual Financial Report	1,000
**Uniform Guidance single audit	<u>4,500</u>
Total	<u>\$23,500</u>

** if applicable

The above fees are based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

You may request that we perform additional services not addressed in this engagement letter. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated fees. We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter.

Reporting

We will issue a written report upon completion of our audit of the City's financial statements. Our report will be addressed to the Honorable Mayor and Members of City Council of the City of Van Meter. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by Government Auditing Standards. The report on internal control and on compliance and other matters will state (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the entity's internal control and compliance. The report will also state that the report is not suitable for any other purpose. If during our audit we become aware that the City of Van Meter is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in Government Auditing Standards may not satisfy the relevant legal, regulatory, or contractual requirements.

We appreciate the opportunity to be of service to the City of Van Meter and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the attached copy and return it to us.

Denman CPA LLP

DENMAN CPA LLP

RESPONSE:

This letter correctly sets forth the understanding of the City of Van Meter.

By: *Elizabeth Faust* 08/25/2025

Title: City Administrator





City of Van Meter financial audit; engagement letter

Final Audit Report

August 25, 2025

Created:	August 25, 2025
By:	Denman CPA LLP(msander@denman-cpa.com)
Status:	ESigned
Transaction ID:	Y3ANF263GA2M98VE119X79L5Q8
Documents:	City of Van Meter engagement letter.pdf

"City of Van Meter financial audit; engagement letter" History

-  Document emailed to Liz Faust(lfaust@vanmeteria.gov) for signature
8/25/2025 08:33:47 AM Central Daylight Time
-  Document viewed by Liz Faust(lfaust@vanmeteria.gov)
8/25/2025 09:59:41 AM Central Daylight Time - IP address: 104.249.146.240
-  Document e-signed by Liz Faust(lfaust@vanmeteria.gov)
Signature Date: 8/25/2025 10:00:22 AM Central Daylight Time - IP address: 104.249.146.240
-  Document Signed
8/25/2025 10:00:22 AM Central Daylight Time

Agenda Item #11

Resolution #2025-106 A Resolution Appointing Travis Cooke as City Clerk for the City of Van Meter

Submitted for: **ACTION**

This resolution appoints Travis Cooke as City Clerk.

Recommendation: **APPROVAL**

City Councilmember: _____ *So moved.*

City Councilmember: _____ *Second.*

Mayor: *Roll Call Please.*

City Clerk: Akers _____ Brott _____ Grolmus _____ Pelz _____ Westfall _____

Mayor: *The resolution is adopted.*

RESOLUTION #2025-106

A RESOLUTION APPOINTING TRAVIS COOKE AS CITY CLERK FOR THE CITY OF VAN METER

WHEREAS, the City of Van Meter, Iowa, recognizes the importance of appointing a qualified individual to serve as City Clerk, a role essential to the effective administration of city government; and

WHEREAS, the City Clerk is responsible for maintaining official records, supporting City Council meetings, and providing administrative assistance to the City Administrator, as well as overseeing financial functions such as budget coordination, financial reporting, and compliance with municipal and state fiscal policies; and

WHEREAS, Travis Cooke has been selected to fulfill the duties of City Clerk and has demonstrated the qualifications necessary to serve in this capacity.

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Van Meter, Iowa:

1. That Travis Cooke is hereby appointed to the position of City Clerk for the City of Van Meter.
2. That said appointment shall be effective as of August 28, 2025.
3. That this resolution shall be approved and adopted by the City Council on September 8, 2025.

PASSED AND APPROVED this 8th day of September 2025.

Joe Herman
Mayor, City of Van Meter

ATTEST:

Liz Faust
City Administrator

Travis Cooke Application

From Larain Climer <lclimer@vanmeteria.gov>

Date Mon 8/4/2025 12:45 PM

To Elizabeth (Liz) Faust <lfaust@vanmeteria.gov>

From: City of Van Meter <info@vanmeteria.gov>

Sent: Monday, July 21, 2025 11:54 AM

To: info <info@vanmeteria.gov>

Subject: City of Van Meter Job Application Form submitted on City of Van Meter

Position	City Clerk (Full-Time)
Date	7-21-2025
Name	Travis
Last	Cooke
Email	iowatransplant@gmail.com
Home Phone	6052612907
Address	204 S 64th St Unit #12203 West Des Moines IA 50266
Drivers License #	169CC9777
Employment Desired	Full-time
Have you been convicted of a crime in the last seven (7) years?	No
Are you legally eligible for employment in the United States?	Yes

Have you ever been employed by the City of Van Meter?	No
Provide a summary of your skills and qualifications.	Over 15 years of public administration experience. Credentials in leadership, administrative law, organizational management and personnel management. Proven skills in human resources, citizen service, and employee relations. Ability to prioritize tasks and achieve organizational goals efficiently and effectively.
High School	Yankton Senior High School
Graduation Year	1994
Program of Study	College track
College	University of South Dakota
Graduation Year	2005
Program of Study	Master of Public Administration
From	April 2025
To	Current
Employer	Trader Joe's
Job Title	Crew
Immediate Supervisor	Steven Batchelor
Address	6305 Mills Civic Parkway Ste 2111 West Des Moines IA 50266
Phone	5152253820
Job Responsibilities & Summary of Work	Customer focused grocery store operations.
Name	Marketa Oliver
Phone	5153226597
Email	moliver@cityofbondurant.com

Years Known	20
Name	Dennis Durham
Phone	2697200848
Email	dennisgdurham@me.com
Years Known	5
Name	Jean Galasinski
Phone	6083862783
Email	mrswrenyshouse@triwest.net
Years Known	18
Attach Resume	<p>Travis A. Cooke West Des Moines, IA 50266 iowatransplant@gmail.com ~ 605-261-2907 Qualifications Over 15 years of public administration experience. Credentials in leadership, administrative law, organizational management and personnel management. Proven skills in human resources, benefits and compensation, citizen service, and employee relations. Ability to prioritize tasks and achieve organizational goals efficiently and effectively. Relevant Experience Payroll and Benefits Specialist (January 2024-August 2024) DES MOINES AREA REGIONAL TRANSIT (DART) Des Moines, IA • Managed employee benefit programs including medical, dental, vision, retirement, and HSA account setup and funding. • Coordinated annual open enrollment and associated employee benefits education campaign for 280 employees. • Led biweekly new hire orientation meetings explaining benefit programs, enrolling new hires, and completed employee onboarding. • • Assisted employees navigating qualifying life events and special enrollments. Completed bi-weekly payroll ensuring accuracy and timing of benefit deductions and completed various audits while transitioning HRIS systems to UKG. • Entered invoices and processed all HR vendor payments. City Clerk Consultant (October 2023-April 2024) CITY OF ELKHART Elkhart, IA • Provided transition services to the city including payroll, benefits administration, employee onboarding and accounts payable. • • Managed drug and alcohol testing program. Served as an advisor to the Acting City Clerk and incoming City Administrator. Payroll Specialist (October 2023-December 2023) TMC Transportation Des Moines, IA • • Completed weekly payroll for 1,400 employees. Tracked leave time, filed payroll taxes and garnishments for 30 states. City Clerk (July 2018- June 2023) CITY OF WINDSOR HEIGHTS Windsor Heights, IA • Administered all human resources programs, all benefit administration including health insurance, dental and flexible spending accounts. • • Managed all benefit vendor proposals and contracts. Ensured all human resources, benefits and payroll systems were updated during employee onboarding and offboarding. • Served as point of contact for employees and department heads on personnel, benefits and human resource issues including qualifying life events and special enrollments. • • • Coordinated annual all organization open enrollment benefit meetings. Completed bi-weekly payroll</p>

and generated necessary accounting reports. Prepared reports and payments for state retirement, Federal 941, IA W/H, unemployment, voluntary benefits, and deferred compensation. • • • • • Travis A. Cooke West Des Moines, IA 50266 iowatransplant@gmail.com ~ 605-261-2907 Responsible for tracking workplace injuries, OSHA compliance and worker's comp claims. Managed drug and alcohol testing program. Worked with a new insurance broker to join the Iowa Governmental Health Care Program saving employees and the city over \$100,000 in health insurance expenses within the first year. Edited personnel manual and job descriptions for compliance with federal and state law. Participated in data gathering for third party compensation studies and answered salary and benefit survey requests from peer organizations. Scored applications and was a member of interview panels. Implemented the digitization of employee personnel files using OPG-3 and Laserfiche. Iowa Certified Municipal Clerk from the Iowa Municipal Finance Officers Association.

City Administrator/Utility Director (January 2018-May 2018) CITY OF EMMETSBURG Emmetsburg, IA • Oversaw all operations of the natural gas utility, water/wastewater utilities, and all aspects of daily city operations including human resources, benefits, and payroll. • • Supervised twelve department heads. Managed drug and alcohol testing program.

Village Administrator/Utility Director (November 2007-June 2016) VILLAGE OF TREMPLEAU Trempealeau, WI • • • • Implemented a comprehensive human resources program. Performed employee conduct investigations and administered progressive action plans. Designed a comprehensive benefits package to attract and retain highly skilled employees. Evaluated proposals and hired a safety coordinator to maintain an organizational wide culture of safety. • Collaborated with neighboring municipalities and our health insurance broker to form a regional health insurance consortium that saved employees and the municipalities several thousand dollars in health care expenses with superior coverage. • Led a diverse team to implement an automated meter infrastructure project including coordination of feasibility study, staff training and implementation, and the design of a public education campaign. • • Maintained employee records in Civic Systems HRIS. Managed drug and alcohol testing program.

City Manager/Clerk (December 2005-November 2007) CITY OF STRATFORD Stratford, IA • Coordinated with multiple agencies to mitigate major natural disaster relief in the first weeks on the job. • Streamlined city hall operations with technology upgrades, staffing changes, and coordination of duties. • Implemented a comprehensive human resources program ensuring legal compliance. • Managed payroll and established a comprehensive benefits package.

Travis A. Cooke West Des Moines, IA 50266 iowatransplant@gmail.com ~ 605-261-2907 Education THE UNIVERSITY OF SOUTH DAKOTA, Vermillion, SD Master of Public Administration ~ May 2005 THE UNIVERSITY OF SOUTH DAKOTA, Vermillion, SD Bachelor of Science in Biology and History ~ May 2000 Professional Memberships Golden Circle Municipal Finance Officers Association Board Member Iowa Municipal Finance Officers Association Member- Certified Municipal Clerk

Signature

Travis A Cooke

Date7-22-2025

Agenda Item #12

Resolution #2025-107 A Resolution To Authorize the Amendment of the City's Bank Signatories List

Submitted for: **ACTION**

This resolution adds Travis Cooke to the bank signatories list.

Recommendation: **APPROVAL**

City Councilmember: _____ *So moved.*

City Councilmember: _____ *Second.*

Mayor: *Roll Call Please.*

City Clerk: Akers _____ Brott _____ Grolmus _____ Pelz _____ Westfall _____

Mayor: *The resolution is adopted.*

RESOLUTION #2025-107

A RESOLUTION AUTHORIZING THE AMENDMENT OF THE CITY'S BANK SIGNATORIES LIST

WHEREAS, due to staffing changes, the signatories on file at the bank need updating.

NOW, THEREFORE BE IT RESOLVED by the Van Meter City Council the following changes are authorized on all accounts held in the name of the City of Van Meter, Iowa:

Addition of City Clerk Travis Cooke

BE IT FURTHER RESOLVED that the Deputy Clerk is directed to report to Earlham Savings Bank, Van Meter, Iowa, no later than close of business on September 30, 2025, to sign the bank signatories' card for the City of Van Meter Iowa.

PASSED AND APPROVED this 8th day of September 2025.

Joe Herman
Mayor, City of Van Meter

ATTEST:

Liz Faust
City Administrator

Agenda Item #13

Resolution #2025-108 A Resolution Awarding a Contract for Attorney Services

Submitted for: **ACTION**

This resolution awards contract for attorney services.

Recommendation: **APPROVAL**

City Councilmember: _____ *So moved.*

City Councilmember: _____ *Second.*

Mayor: *Roll Call Please.*

City Clerk: Akers _____ Brott _____ Grolmus _____ Pelz _____ Westfall _____

Mayor: *The resolution is adopted.*

RESOLUTION #2025-108

A RESOLUTION AWARDING A CONTRACT FOR ATTORNEY SERVICES

WHEREAS, the City of Van Meter published a request for proposal for legal services for the City of Van Meter, IA; and

WHEREAS, the City Council and Staff reviewed all responses received in accordance with the criteria as defined in the RFP; and

WHEREAS, Brick Gentry P.C., Whitfield & Eddy Law, and Hopkins & Huebner P.C. interviewed with the City Council on August 25, 2025; and

WHEREAS, the City Council desires to award the contract to _____.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Van Meter selects the proposal from _____ and awards the contract to the same.

BE IT FURTHER RESOLVED that the Mayor, City Administrator and other necessary staff are hereby authorized to engage with the selected firm for the purposes of determining the final scope of work so that a final form of contract may be created and presented to Council at a future meeting.

PASSED AND APPROVED this 8TH day of September 2025.

Joe Herman
Mayor, City of Van Meter

ATTEST:

Travis Cooke
City Clerk

Agenda Item #3

City Attorney Interviews

Purpose:

To evaluate legal service providers for potential engagement with the City Council.

Interview Schedule:

Three interviews are scheduled, each lasting approximately 30 minutes:

1. **6:15 PM – Brick Gentry P.C.**
Representative: Matthew Brick
2. **6:45 PM – Whitfield & Eddy Law**
Representative: John Fatino
3. **7:15 PM – Hopkins & Huebner P.C.**
Representative: Brent Hinders

Agenda Item #14

Discussion and Possible Action: Arlington Avenue Change Order Request #4

Submitted for: Discussion and Consideration:

City Staff: Change Order Request #4 provides compensation to the contractor for emergency water service repair for damaged water service by MidAmerican Energy gas relocation, additional Lakeview Drive sidewalk grading, and survey, installation of granular backfill for Lite Pipe trench pipe relocation, and driveway approach saw cuts for 115 Lakeview Drive. This will increase the project cost by \$10,275.33 bringing total project cost to \$682,506.08. City Engineer Johnson will be available at the meeting for additional questions.

Recommendation: **Approval**

Sample Language:

Motion to adopt Resolution #2025-109 Approving Change Order Request #4 for the Arlington Avenue Street Project.

City Councilmember: _____ ***So moved.***

City Councilmember: _____ ***Second.***

Mayor: ***Roll Call Please.***

City Clerk: **Akers** _____ **Brott** _____ **Grolmus** _____ **Pelz** _____ **Westfall** _____

Resolution #2025-109

“A Resolution to Approve Change Order #4 – Arlington Avenue Street Project”

Whereas, the City Council reviewed and accepted a contract with Alliance Construction Group in the amount of \$592,807.75 for the Arlington Avenue Street Project on January 13, 2025; and

Whereas, the City Council approved Change Order #1 on May 12, 2025, in the amount of \$19,230 bringing the contract total to \$612,037.75; Change Order #2 on July 14, 2025, in the amount of \$9,665.60; Change Order #3 on August 13, 2025, in the amount of \$50,527.40; and

Whereas, the Contractor and City Engineer have identified the need for a change order pertaining to the emergency water service repair for damaged water service by MidAmerican Energy gas relocation, additional Lakeview Drive sidewalk grading, and survey, installation of granular backfill for Lite Pipe trench pipe relocation, and driveway approach saw cuts for 115 Lakeview Drive.

Whereas, the City Engineer recommends approval of the proposed change order; now

Therefore, be it resolved by the Van Meter City Council that Change Order #4 increases the contract amount by \$10,275.33 bringing the contract total to \$682,506.08 for the Arlington Avenue Street Project once accepted & approved and the City Council authorizes the Mayor, City Administrator and/or City Clerk to execute the Agreement on behalf of the City.

Passed and approved this 8th day of September, 2025

Joe Herman, Mayor

ATTEST:

Travis Cooke, City Clerk



Civil Engineering Consultants, Inc.

January 10, 2025

Liz Faust
City Administrator
City of Van Meter
310 Mill Street
P.O. Box 160
Van Meter, Iowa 50261-0160

RE: Van Meter, Iowa
Arlington Avenue Public Improvements
Letter of Recommendation

The City of Van meter received bids until 10:00 AM, January 8, 2025 for the Arlington Avenue Public Improvement project. A total of nine (9) bids were received. The bids are as follows:

ALLIANCE CONSTRUCTION GROUP	\$592,807.75
CORELL CONTRACTING, INC.	\$629,403.20
VEIT & COMPANY, INC	\$639,790.75
TK CONCRETE, INC	\$640,290.00
ALL STAR CONCRETE, LLC	\$652,414.90
ABSOLUTE CONCRETE CONSTRUCTION, INC.	\$706,200.70
BROTHERS CONCRETE	\$750,249.18
SYNERGY CONTRACTING, LLC	\$786,470.00
REILLY CONSTRUCTION CO.	\$883,566.25


The apparent low bid was submitted by Alliance Construction Group of Urbandale, Iowa in the amount of \$592,807.75.

The engineer's estimate of cost for construction of the project was \$624,679.00.

We recommend award of the Arlington Avenue Public Improvements project to Alliance Construction Group of Urbandale, Iowa.

Do not hesitate to contact us, if you have any question or comments regarding the project or the bid opening results.

Civil Engineering Consultants, Inc.


Paul Clausen, PE

Agenda Item #15

Staff Reports

- a. City Administration*
- b. Master Trails*
- c. Master Parks*
- d. Municipal Building*
- e. Software Conversion Update*
- f. Public Works*
- g. Fire*
- h. Police*
- i. Parks & Recreation*
- j. Library*
- k. City Attorney*
- l. City Engineer*

1. **City Clerk Appointment** – Travis Cooke began his role as City Clerk on August 28. All required new-hire documentation has been completed.
2. **FY25 Audit** – Liz and Larain met with Mason Sander from Denman to confirm the FY25 audit schedule. The audit will commence in October 2025, with the final report anticipated in December 2025.
3. **Community Engagement** – Liz and Larain participated in National Night Out to support the Fire Department and Police Department and to answer questions regarding the future Fire and Police Department facilities at 601 Main Street.
4. **Construction and Septic Coordination** – Liz has been working with Dallas County to ensure that new construction projects not eligible for City sewer connections obtain a county-issued septic permit. She has also advised building inspectors not to issue Certificates of Occupancy without proof of a valid septic permit.
5. **Soil Borings at 601 Main Street** – Requests for quotes were distributed for soil boring services at 601 Main Street. Following review, staff selected Team Services as the project partner.
6. **Water Deposits for Rental Properties** – Staff has begun collecting water deposits of \$150 for rental properties to help safeguard against unpaid final bills when tenants move out.
7. **Downtown Compliance and Restoration Plan** – Staff met with building officials to develop a restoration and improvement plan addressing noncompliant businesses in the downtown district. The plan includes meeting individually with business owners to resolve ongoing nuisances. To ensure compliance with the Van Meter City Code, the City intends to issue special or conditional use permits for affected properties.

Van Meter Parks Master Plan
Pop-Up Event #2 | August 22, 2025
Van Meter Fan Fest

Bolton & Menk: Nate Weitzl and Payton Anson

City of Van Meter: Sam Chia

Pop-Up Engagement #2 at Van Meter Fan Fest

Date: 8/22/25

Time: 5:30-8:30pm

Event Summary:

Bolton & Menk and Van Meter Parks staff set up a tent and project boards. The tent was among the many city trucks and food vendors that were part of the event. This offered the opportunity to speak with many Van Meter residents about the Parks Master Plan. A voting activity asked participants to choose their top priorities for improvements they would like to see in the park and trail system. Participants of all ages were asked to vote on the top four themes identified in the community survey. Trails Systems and Natural Features, Facility Enhancements, Maintenance and Upkeep of Existing Facilities and Accessibility Enhancements. Images articulating these themes were shown and community members were able to vote on which topics they hope the city prioritizes. Comments from participants and results of the sticker voting activity are shown below.

Van Meter Resident Comments:

- There is an overwhelming interest in prioritizing the “facility enhancements”
 - The addition of and enhancement of **multi-use sports fields** were discussed as a priority by all age groups. This corresponds with survey responses regarding soccer, softball, and baseball.
- Many residents discussed the need for trails to connect existing and future residential to parks
- Maintenance and upkeep was a hot topic of discussion. Regarding existing facilities, restrooms were often brought up as a necessary, immediate improvement.

Voting Results:

	TOTALS
TRAIL SYSTEM + NATURAL FEATURES	31
FACILITY ENHANCEMENTS	63
MAINTENANCE + UPKEEP OF EXISTING FACILITIES	39
ACCESSIBILITY ENHANCEMENTS	14
Community Added Ideas	24
BASKETBALL COURTS	4
IMPROVED RESTROOMS	2
GAGA BALL	1
NEW DRIVEWAY TO CITY BALL FIELDS	1





What are your priorities for the future of Van Meter's parks and trails system?

Show us by placing up to three fuzzies in the jars below!

Let us know if there's anything we missed by leaving a comment in the "Other" category.

BOLTON & MENK

Trail System + Natural Features

- Paved trails
- Natural trails
- Access to natural areas

Facility Enhancements

- Improved softball/baseball fields
- Updated play equipment
- Picnic shelters/structures

Maintenance + Upkeep of Existing Facilities

- Existing soccer goals
- Existing picnic shelter
- Existing ballfield

Accessibility Enhancements

- Accessible surfaces
- Accessible walking paths
- Accessible play features

Other Ideas

- Pickleball 11
- Both Room 1
- Like Earlam Park. Basketball
- Better GOGA ball pit
- roller hockey
- New Bathroom at the Softball and Baseball fields
- Pave / replace driveway to City Ball Fields
- ice

Van Meter Park System Plan

Fall Fest 2025

-
1. Staff is developing a Premise File Template to allow all new meters to be uploaded directly into the new software system. Currently, staff manually reads each Setflow meter monthly. The Premise File Template will streamline the utility billing process and save significant time. While GWorks does not support Setflow meters, CivicSystems has confirmed that its software will.
 2. CivicSystems has completed a preliminary data pull of all utility billing accounts, including both active and inactive accounts, along with their billing histories. This process will help ensure no data is lost during the software conversion.
 3. CivicSystems has also provided a list of forms required for transfer to ensure accuracy. Utility bills and delinquent notices are not expected to change under the new software.
 4. Payroll data migration is scheduled to begin on September 10, with payroll training set to begin in October.
 5. The full software conversion is scheduled for completion in November 2025. Staff training will take place from September 22 through November 21, with Utility Billing and Payroll being the first modules covered.

Public Works Report August 2025

- 1: Rain has finally stopped and the two city projects are moving along at a better pace.
- 2: A lot of locate tickets still come in daily. It is a big task to keep up with requests.
- 3: Trusted Tree removed 2 trees on Main St and trimmed various trees throughout the city.
- 4: Have had to fix 3 separate water leaks at the RecPlex.
- 5: Once the rain stopped, we started experiencing high water usage again. We were using enough the possibility of a leak was investigated through different days. It was determined that we do not have a leak, and the extra usage is due to irrigation and construction.
- 6: In the process of replacing a collapsed culvert at the corner of Pleasant and Grant.
- 7: The failing culvert on Richland Road was replaced, and all work is complete. Mainline Construction did a great job.
- 8: Still in the process of organizing and cleaning the shop. We hauled a load of junk to the landfill.
- 9: Met with Joe to get locations for soil borings for the 601 Main building.
- 10: We had some extra dirt off the Arlington project. I had the contractor fill the Right of way on the east side of Hazel at the end of Arlington for hopes of a future crosswalk. Both parties benefited from this arrangement.
- 11: I am still involved daily with the school projects as we do have infrastructure on the property and in direct conflict with some of their updates.
- 12: Had multiple progress meetings for Arlington and the water main projects.
- 13: Had a survey of our sewer system through the IDNR. There are a few upgrades/fixes to the system mentioned in the report. I also had a couple reporting violations from previous reports. These were reporting errors, and I was not aware of the violations until recently. I will have until November 15th to fix these on the offending reports.

Fire Chief Mark Schmitt



Monthly Report to Council

Aug 2025

Training

Roof ventilation

EMS Training with Dallas County Ambulance

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Houe Fire in Madison County, mutual aid with Winterset on Monday Aug 25th

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Aug 5th – National Night Out

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Nothing in August

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Members of the department helped move a large refrigerator into Inspired Kids Academy on Aug 19th

Monthly Call Report

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Year to Date Statistics

01/01/2025

Total Calls:

Traffic Stops:

Y2D:

943

438

August Statistics

Total Calls:

Traffic Stops:

Month:

111

60

Training/ Updates

August was an interesting month for sure. The department hosted our second Night Out with the Library and Fire Department. Dallas County Sheriff's Department was out as well with all the fun.

Physical testing for applicants did not yield as many candidates as we hoped to see. We are still currently taking applications and will continue until the position has been filled. The current candidates we have are completing stages of the process at this time and as we see more candidates we will update council of progress.

School has started!! Officer Cooper jumped into the new assignment making great progress with Staff and Students alike. He is currently working with staff to identify areas he can assist in teaching internet safety and best practices with many more things to come.

All GTSB funds for the year will wrap up at the end of September. The department is planning to utilize those funds to cover traffic later in the day and provide additional coverage without cost to the city.

Please feel free to reach out to us if you have any questions or concerns.

Night Out Touch A Truck



September 2025

Monthly Council Report

Sport	Registration # to Date
Youth Basketball	
Youth Football	84
Youth Flag Football	84
Youth Soccer – Spring	402
Youth Soccer – Fall	351
Little League – Boys	196
Rec Softball - Girls	100

- Final Rec Numbers for fall football and soccer
- Soccer and flag football have begun practicing. Games start first week of September
- We had our second steering committee meeting for the master parks plan August 18th
 - We went over the survey results which you can access with this link:
<file:///C:/Users/SamChia/AppData/Local/Microsoft/Olk/Attachments/ooa-70f005e8-7426-4c6a-bdbb-7c1cae47a687/b78c5ff3ae3afe722a4d9e1feb94dad4eec4229d35eaa9146d1dd63579bf5af6/Van%20Meter%20Parks%20Master%20Plan-Survey%20Results.pdf>
 - Next meeting will be around mid-September
- Bolten & Menk set up another community engagement stand at Fan Fest which I attended which we ended up having a solid turnout. The more community engagement the better.
- We had successful community workday down at the softball fields.
 - Thanks Blake and everyone who showed up to help
- The park board and I are planning for a fall festival for children & families in the community.
 - Planning for late September more details to come
- Submitted a soccer grant for funds to help cover field rental costs this fall
- Irrigation leak at the soccer fields has been fixed and irrigation back up and running again.

- Link to Ridgeland Trail map:
<file:///C:/Users/SamChia/AppData/Local/Microsoft/Olk/Attachments/ooa-70f005e8-7426-4c6a-bdbb-7c1cae47a687/5680b5fa408cd4920991a0647425b346a753631084db59c5eb1a1c619557a62d/2025-08-26%20-%20VAN%20METER%20TRAIL.pdf>



Work reflected took place between August 12th to September 8th

- August 12th—ThriveLib Conference
- August 13th—ThriveLib Conference; Library Board of Trustees Meeting
- August 14th—ThriveLib Conference
- August 26th—August Check It Out Webinar through the State Library of Iowa; Libraries & NASA Citizen Science Webinar
- August 27th—Triple B's Food Truck at library
- August 28th—Sustainable Libraries Meeting
- September 1st—CLOSED
- September 2nd—Gettin' Crafty @ the Library (School Bus); AM Storytime
- September 4th—Meeting with Dallas Co. Extension; Library Board of Trustees Training
- September 5th—Outreach @ Van Meter Schools with Shannon Miller; Iowa Library Association Foundation Meeting; All Iowa Reads Children's Committee Meeting
- September 6th—Saturday Storytime
- September 8th—Gettin' Crafty @ the Library (Bird); City Council Meeting

I had the opportunity to attend the ThriveLib conference during the month of August. It was three days of wellness training for librarians and library workers. It was a great way to recharge after a long summer of programming. I am hoping to share my knowledge with other librarians and library staff members in the coming months.

August was also used to work on fall/back to school programming. Storytime has started back up again, along with other programs, including a monthly art event and STEM program (with assistance from the Dallas County Extension Office). I will also be collaborating with Shannon Miller at the Van Meter School at least twice a month. I am excited to continue to add outreach opportunities within the community.

Our new library hours went into effect on September 2nd. We have gone from 40 to 44 open hours during the week. We will now open at 10AM, which will make our service hours more streamlined and consistent. We are excited about increasing our availability to the community.

As always, thank you to our mayor, city council, city staff, and community for supporting us!

FY26 At a Glance	Jul-25	Aug-25	FY26
Visitors	936	641	1577
Library checkouts	1671	1331	3002
E-books & e-audiobooks check-out	501	488	989
Total Circulation	2172	1819	3991
Programs offered	16	0	16
Programming attendance	348	0	348
Total Programming	348	0	348
Library visit schools/daycare	0	0	0
Groups/students visit library	0	0	0
Other Outreach	0	0	0
Total Outreach Participants	0	0	0
Total Outreach Events	0	0	0
Computer usage	19	7	26
Wireless usage visits	45	50	95
Reference questions	70	83	153
ILL Borrow Completed	20	29	49
ILL Lender Completed	5	5	10
Website Visits	475	362	837

FY25 At a Glance	Jul-24	Aug-24	FY25
Visitors	718	549	1267
Library checkouts	1524	1093	2617
E-books & e-audiobooks check-out	446	343	789
Total Circulation	1970	1436	3406
Programs offered	20	0	20
Programming attendance	282	0	282
Passive program participation	0	0	0
Total Programming	282	0	282
Library visit schools/daycare	0	0	0
Groups/students visit library	0	0	0
Other Outreach	0	0	0
Total Outreach Participants	0	0	0
Total Outreach Events	0	0	0
Beanstack Active Readers	175	0	175
Beanstack Books Read	0	0	0
Reading Rewards (minutes read)	116,638	0	116,638
Computer usage	6	11	17
Wireless usage visits	42	98	140
Reference questions	91	77	168
ILL Borrow Completed	31	23	54
ILL Lender Completed	17	22	39
Website Visits	487	390	877



September, 2025

City of Van Meter
Monthly Report to City Council

Veenstra & Kimm, Inc. assisted the City of Van Meter on the following items for the month of August:

Right of Way Permit Application Reviews:

- No reviews this month

Subdivision Reviews:

- Trindle Ridge Plat 1 - J&K construction has placed concrete in the remaining patches today. Once patches have strength, street will be open for two way traffic.
- Hudson Heights Plat 1 – One location has been recently identified for the Developer to repair cracked PCC panel. Contractor to provide schedule to repair.

City of Van Meter Construction Projects:

- Arlington Avenue Street Improvements – Contractor has installed the main-line PCC pavement on Arlington Avenue. Contractor will place driveway approaches starting Friday September 5. Lakeview intersection will be placed Saturday and Monday. Contractor to start demolishing sidewalks on Monday with sidewalk placement to be completed by September 12, 2025.
- Water Main Improvements Phase 1 – Contractor has installed water main along Van Burne and Feller Curve. Water Main testing to take place in the week of September 8 followed by reconnection of water services. Contractor will start concrete driveway replacement in the week of September 8.
- Brookview Annexation – V&K has draft set of easements for review by attorney. V&K updating Plats of surveys with change of name from Van County Estates Home Owners Association to the City of Van Meter.
- Richland Road Cross culvert – Contractor has completed replacement of driveway culvert. Richland Road will be opened once concrete has reached strength.
- Water Treatment Plant Improvements – V&K has created draft IDNR Preliminary Engineer Report with information on process system for the new water plant for City review. Meeting set for September 8, 2025 to review updated PER with City staff.
- Data Center Construction Projects
 - Projects on hold waiting for execution of Development Agreement.

Agenda Item #16

Adjournment

Submitted for: **ACTION**

Recommendation: **APPROVAL**

Sample Language:

Mayor: *With no further business, do I hear a motion to adjourn?*

City Councilmember: _____ *So moved.*

City Councilmember: _____ *Second.*

Mayor: *Roll Call Please.*

City Clerk: Akers _____ Brott _____ Grolmus _____ Pelz _____ Westfall _____

Mayor: *This meeting is adjourned at _____pm. Thank you.*