

- 1) The Van Meter City Council met for a regular council meeting on Monday, December 14th, 2020 online via Zoom due to the ongoing Governor’s Proclamation regarding COVID-19 and the need to promote social distancing. Mayor Allan Adams called the meeting to order at 7:03PM. The following council members were present upon roll call: Travis Brott, Adam Coyle, Joe Herman, Lyn Lyon, and Steve Meyer.

Staff present: City Attorney Gary Goudelock, City Engineer Bob Veenstra, City Administrator Kyle Michel, City Clerk Liz Thompson, Police Chief Bill Daggett, Library Director Kathleen Nubel, and Park & Rec Coordinator Jay Olson.

- 2) Mayor Adams read a Civility Statement setting expectations of respect for the meeting.
- 3) Mayor Adams asked for a motion to approve the agenda. Coyle moved supported by Herman to approve the agenda. On roll call the votes were as follows: Brott – YES; Herman – Yes; Lyon – YES; Coyle – YES; Meyer – YES
- 4) Citizen Hearing:
 - a. None
- 5) Mayor Adams reviewed the consent agenda. Mayor Adams asked for a motion to adopt the consent agenda which included the following:
 - a. Minutes of the 11-9-2020 School Board Workshop
 - b. Minutes of the 11-9-2020 Council Meeting
 - c. December Claims list

CLAIMS REPORT

VENDOR	REFERENCE	AMOUNT
ABSOLUTE REPAIR	FD TRUCK REPAIR	2,246.39
ACCO	WATER CHEMICALS	556.00
AFLAC	AFLAC PRETAX	277.32
AGSOURCE COOPERATIVE SERVICES	WA/SW TESTING	468.50
ARNOLD MOTOR SUPPLY	PUB WORKS SHOP SUPPLIES	17.06
ASHTAIN WATSON	SOCCER REFEREE	105.00
AT&T MOBILITY	PD/FD PHONE SERVICE	240.55
BAKER & TAYLOR	LIB MATERIALS	525.81
BALDON HARDWARE	PUB WORKS SHOP SUPPLIES	17.10
BOLTON & MENK INC	VM ZONING PROFESSIONAL SERVICE	710.50
BOUND TREE MEDICAL LLC	MEDICAL SUPPLIES	584.66
CARTER CONSTRUCTION GROUP LLC	TREE REMOVAL/CLEAN UP CREEK	750.00
CENTURY LINK	LIB PHONE LINE/FD FAX LINE	273.48
CINDY LEVI	SOCCER REF CERT REIMBURSEMENT	120.00
CONFLUENCE	VM COMP PLAN UPDATE	861.09
CORE & MAIN	WATER METER PARTS/WA SUPPLIES	563.49
CULLIGAN	AUTO RENTAL/WA COOLER & WATER	40.96
DALLAS COUNTY NEWS	LEGAL PUBLICATIONS	234.78
DES MOINES PRINTING	FD STICKERS	273.00
DORSEY & WHITNEY LLP	DEV AGREE W GW DEV LC	2,145.50
EARLHAM SAVINGS BANK		25.00
EFTPS	FED/FICA TAX	6,804.19
FIRE SERVICE TRAINING BUREAU	INSTR1 FOR M BROWN	50.00
FORTE	WEB CREDIT CARD PROCESSING	232.12
FRANK DUNN CO	HIGH PERFORMANCE PATCH	272.00
FULLER PETROLEUM SERVICE	PUB WORKS DIESEL	503.40
GALLS LLC	FD & RESCUE UNIFORMS	925.15
HACH	FLOURIDE	298.32
IMPACT7G	WETLAND DELINEATION	4,000.00
INDEPENDENT SALT COMPANY	HIWAY/TREATED BULK SALT	2,636.35
IOWA DEPARTMENT OF NATURAL RES	EXAM FEE WATER DIST 1 OPERATOR	40.00
IOWA ONE CALL	EMAIL LOCATES	56.00
IOWA RURAL WATER ASSOC	2021 MEMBERSHIP DUES	275.00
IPERS	IPERS	4,893.27

JAY OLSON	REC PROGRAMMING SERVICES	1,800.00
KELLY HAYES	REFUND REC BASKETBALL	40.00
LAURA KUNKEL	CLEANING SERVICES	100.00
LOWE'S	FD SUPPLIES	45.55
MATHESON TRI GAS INC	OXYGEN	107.20
MEDIACOM	INTERNET SERVICES	276.90
MENARDS	MATERIAL FOR DUGOUT REPAIRS	1,027.54
MICHAEL BROWN	REIMBURSE FOR PD PURCHASE	129.06
MIDAMERICAN ENERGY	GAS/ELEC	2,118.57
MITEL	PHONE SERVICES	264.71
MMIT BUSINESS SOLUTIONS GROUP	COPIER CONTRACT	375.27
OFFICE DEPOT	COPY PAPER	69.98
OWEN HIGGINS	SOCCER REF	35.00
PLATTE RIVER AIRBOATS	AIRBOAT REPAIRS	11,287.00
SAM'S CLUB MC/SYNCB	SHOP EXPENSES	127.18
SANDRY FIRE SUPPLY LLC	FD SUPPLIES	447.75
SCHEELS - DES MOINES	PD BOOTS	214.96
SYNCB/AMAZON	LIB MATERIALS/RESCUE SUPPLIES	231.67
THE HARTFORD	EMPLOYEE HEALTH & DISAB	220.49
TREAS - ST OF IA SALES TX	AMENDED 3RD QRT WET	4,255.00
TREAS - STATE OF IOWA W/H	STATE TAXES	1,288.00
UMB BANK NA	BOND PAYMENTS	4,300.00
VC3 INC	IT N BOX	2,950.26
VEENSTRA & KIMM INC	TRINDLE RIDGE/GRAND EST/PERMIT	4,003.50
VERIZON WIRELESS	CELL PHONE CHARGES	618.76
WASTE CONNECTIONS	GARBAGE CONTRACT	8,240.38
WELLMARK	EMPLOYEE HEALTH INS	7,646.07
WELLS FARGO CC	CREDIT CARD EXPENSES	1,628.79
WEX BANK	GAS & MERCH	2,101.85
WHITFIELD & EDDY PLC	LEGAL SERVICES	3,297.00
Accounts Payable Total		91,270.43

d. November Financial Statements

FUND	RECEIVED	DISBURSED
GENERAL	36,987.69	91,675.54
PARK OPERATIONS	18,659.64	12,414.63
ROAD USE TAX	12,652.17	6,576.67
EMPLOYEE BENEFITS	5,171.23	5,586.35
EMERGENCY FUND	625.49	0.00
LOCAL OPTION SALES TAX	52,777.03	0.00
TIF – CR ESTATES	3,986.27	0.00
PARK TRUST FUND	25.00	0.00
LIBRARY TRUST FUND	58.46	4,907.80
DEBT SERVICE	6,925.79	4,300.00
CEMETERY – PERPETUAL CARE	150.00	0.00
WATER	28,718.78	14,714.75
SEWER	19,089.67	9,481.26
*****REPORT TOTAL*****	185,827.22	149,657.00

- e. Casey's General Store – Liquor License Renewal
- f. Resolution 2020-71 Making Appointments to MPO
- g. Resolution 2020-72 Approving Year 2021 Council Meeting Schedule
- h. Resolution 2020-73 Approving Parks & Rec Coordinator Agreement
- i. Resolution 2020-74 Granting Release from Record of Lot Tie – Parcel 19-86

Lyon moved, supported by Meyer to approve the Consent Agenda. On roll call the votes were as follows:
Brott – YES; Lyon – YES; Herman – YES; Coyle – YES; Meyer – YES

- 6) Resolution 2020-75 Public Park Dedication of 416 West Street
Park and Rec Director Jay Olson and Community Visioning volunteer presented to Council on the joint efforts of the Park and Rec Board and the Community Visioning volunteers to move forward with the

implementation of a pocket park at the City owned lot, 416 West Street. The request was made of Council to formally dedicate this lot as public park land for the purposes of planning efforts.

Lyon moved, support by Herman, to approve the Resolution. On roll call the votes were as follows: Brott – YES; Lyon – YES; Herman – YES; Coyle – YES; Meyer – YES

7) Resolution 2020-76 Approving Front Desk Utility Application

City Administrator Michel provided an overview of gWorks' intent to transition current online utility billing and e-billing services to a single consolidated web-based platform known as Front Desk. City Administrator Michel detailed certain features of the new web-based platform as well as future improvements that the City could leverage to help provide more utility information to customers while also improving general administrative efficiencies and cost savings.

Lyon moved, supported by Meyer, to approve the contract with gWorks. On roll call the votes were as follows: Brott – YES; Lyon – YES; Herman – YES; Coyle – YES; Meyer – YES

8) Utility Bill Waiver Request – 216 Grant Street

Property owner Alan Van Gundy was present to provide an overview of a water leak issue stemming from his rental property. Mr. Van Gundy indicated that his tenant contracted COVID-19 and ended up in the hospital and out of his rental for approximately five weeks. During that time, the toilet in the rental property began to leak causing excessive utilization to be billed on his tenant's water bill.

Discussion ensued regarding the Council's thoughts and practices with regards to utility bill waiver requests. Councilman Lyon indicated that he would personally contribute to the tenant's water bill and would bring the issue to the attention of community members that would be willing to assist with paying down the bill.

Lyon moved, supported by Coyle, to suspend the utility bill penalties for 216 Grant Street in order to allow Mr. Van Gundy to apply for utility disruption programs offered by the State or County as well as review homeowners insurance policies with regards to utility services. On roll call the votes were as follows: Brott – YES; Lyon – YES; Herman – YES; Coyle – YES; Meyer – YES

9) Resolution 2020-77 Water Supply Improvements Professional Services Agreement

City Engineer Veenstra provided an overview of a professional services agreement to design the necessary water treatment components that would enable the City to develop a new wellhead and pump treated water directly to the elevated storage tower. This option would provide the City with sufficient capacity for anticipated residential growth and would bridge the gap between current operations and the future construction of a joint regional water treatment plant.

Discussion ensued regarding previous design expenses for other planning methodologies and whether further funds should be spent on design services.

Coyle moved, supported by Brott, to approve the Resolution.

On roll call the votes were as follows: Brott – YES; Lyon – NO; Herman – YES; Coyle – YES; Meyer – YES

10) Resolution 2020-78 2021 Bridge Inspection Program Agreement

City Engineer Veenstra provided an overview of a service agreement for the required 2021 bridge inspections.

Meyer moved, supported by Lyon, to approve the Resolution.

On roll call the votes were as follows: Brott – YES; Lyon – YES; Herman – YES; Coyle – YES; Meyer – YES

11) Brott moved, supported by Coyle to set the following public hearings for January 11th 2021 during the regularly scheduled business meeting of the City Council and approve a Resolution regarding utility services outside corporate limits.

- a. Set Public Hearing: Chapter 170 Subdivision Regulations, Re. Park Dedication
- b. Set Public Hearing: Chapter 173 Dedication of Parkland
- c. Set Public Hearing: Chapter 101 Storm Water Management Utility
- d. Set Public Hearing: Chapter 102 Stream Buffer Protection and Management
- e. Set Public Hearing: Chapter 70 Traffic Code Enforcement Procedures
- f. Resolution 2020-79 Policy Regarding Utility Services Outside of Corporate Limits

On roll call the votes were as follows: Brott – YES; Lyon – YES; Herman – YES; Coyle – YES; Meyer – YES

12) Reports:

City Administrator Michel provided an update on the LMI housing project at 205 Grand, the printing and availability of the 2040 Comprehensive Plan, and the possibility of pursuing interns in the spring of 2021. Park and Rec Coordinator Jay Olson provided an update on youth basketball programming.

13) Adjournment

Meyer moved, supported by Lyon, to adjourn the meeting. Motion carried unanimously.

Mayor Adams adjourned the meeting at 9:01 P.M.

Allan B. Adams Allan B. Adams, Mayor

ATTEST
Liz Thompson Liz Thompson, City Clerk